

The Town Council of the Town of Urbanna held a work session on August 8, 2019 at 6:30 p.m. in the Chambers of Town Hall. Mayor Diane Gravatt welcomed everyone to the meeting. Council Members present were: Diane Gravatt, Barbara Hartley, Larry Chowning, Bill Smith, Bill Goldsmith, Boyd Wiley and George DeVries. Also present were Holly Gailey – Town Administrator, Andy Bury-Town Attorney, nine 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, Boyd Wiley and George DeVries.

At this time, George DeVries moved to go into executive session pursuant to Section 2.2-3711(A)(1) Personnel Matters. Larry Chowning seconded the motion. Ms. Gailey called the roll to which the following answered aye: DeVries, Goldsmith, Hartley, Smith, Chowning and Wiley.

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

Upon returning to open session, Council Member Dr. George DeVries moved to approve the following Certificate of Executive Meeting to which Council Member Barbara Hartley 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. Ms. Gailey called the roll to which the following answered aye: DeVries, Hartley, Smith, Goldsmith, Chowning, Wiley and Mayor Gravatt.

The next item on the agenda was public comment. Resident Marjorie Austin read a prepared statement in reference to the town's response to a tree limb downed in front of her residence on Howard Street. Geri Reyes made positive comments about the trolley traveling down Kent Street by stating that she has ridden the trolley many times and that the trolley drivers know how to drive the trolley very well and maneuver well around the town.

Under Committee Reports, Water Committee Chairman Bill Smith reported on the water rate study the committee is working on currently. He also updated the council on the movement forward on well replacement. He shared a concept that was brought to the table by Zoning Administrator, John Gill by stating that the new well can possibly be placed on the same lot as the current main well at the water tower and not placing the new well at the Bonner Street well

site. It was determined that this was a viable option that would save the town a significant amount of funding. Mr. Smith asked for a motion to support asking Ms. Gailey to expense \$2800 for a survey to be completed at the water tower lot to include a plat of record at the Middlesex County Commissioners Office. Mr. Smith also reported that the Water Conservation Plan was being reviewed by the committee for any changes or updates and then it will be brought to the full council for approval. He also discussed HRSD treatment plant plan and stated that a letter of support was written and asked that all members of council sign the letter. At this time, Mr. Smith made a motion to allow Ms. Gailey to expense the funds for the survey and plat to which Bill Goldsmith seconded. Ms. Gailey called the roll to which the following answered aye: Smith, Goldsmith, Hartley, Wiley, Chowning and DeVries. A second motion was put on the floor by Goldsmith to approve the letter of support to be sent to HRSD. Larry Chowning seconded the motion. Ms. Gailey called the roll to which the following answered aye: Goldsmith, Chowning, DeVries, Hartley, Smith and Wiley.

Finance Chair, Bill Goldsmith offered an update on the search for computer technology and security companies to maintain the towns computer network.

Planning Commission Chairman, George DeVries offered an update by stating that they are working on the Air B&B Ordinance and that once they have completed the review, council will be presented with the draft ordinance.

The next item on the agenda was a presentation by Karen Lowe for the planning of Christmas decorations. She stated that the older decorations will be utilized in other areas of town where electricity is not available. She stated that the decorations will be installed before Thanksgiving this year because the contractor was booked. She noted the new decorations would cost \$9,685. She stated that the Urbanna Beautification Committee would own the decorations and they will be storing these new decorations themselves. Ms. Lowe stated that if the town wanted to offer a donation towards the cost, it would be welcomed. There was a brief discussion among council about the use of Taber Funds for this type of purchase. The consensus was that it would not fit into the provisions listed in the Taber Fund. Ms. Lowe let council know that Michael Longest had been contracted to take the decorations down and store them. Larry Chowning asked if there were funds available. Ms. Gailey noted that there was a small amount of funding left in the outside funding requests that was not allocated to a specific event or request.

Moving on to the next item on the agenda, Madam Mayor discussed the current trolley route and whether to include Kent Street in the normal route. There was a brief discussion on the subject matter by members of council. Boyd Wiley noted that the infringement of dirt/grass on the edges of Kent St has narrowed the exposed asphalt causing residents to express concerns over the trolley traveling down this street on a normal route. Wiley made a motion that the driver of the trolley has the ability to use their own discretion on traveling down Kent St whether by request from a rider or seeking alternate routes on West or Colorado to avoid the sharp turn of Kent Street. Goldsmith seconded the motion. Ms. Gailey called the roll to which the following answered aye: Wiley, Goldsmith, Smith, Chowning, Hartley and DeVries.

There was a brief update on the grant opportunity for a covered trolley stop at the market. It was noted that an estimate was being sought for the cost of installation from Ms. Gailey. She stated that she was working with Bay Transit to get hard numbers on the project and would give an update once the information was compiled. There was a formal motion to move forward with getting estimates put forth by Goldsmith and seconded by DeVries. The following answered aye to a roll call vote: Goldsmith, DeVries, Hartley, Wiley, Smith and Chowning.

At this time, Ms. Gailey updated the town council on the finalization of the Boating Infrastructure Grant that enabled the town to complete the dredge project at the town marina. The total cost of the dredge project was \$90,957.50 which included the amount of the town's match.

Ms. Gailey noted that she is working on the permit applications for the dinghy dock addition to the town marina. She added that this process will take time as it requires a Joint Permit Application, which includes Virginia Marine Resource Commission and the Army Corp of Engineers.

Ms. Gailey presented options for ice machine for the town marina. She stated that she is still seeking out options that will serve the needs of the marina and will bring the concept back to council. There was a general discussion on progressing forward and with what type of ice machine.

At this time, Boyd Wiley offered on an update on the small purchase policy that he has been working on. It was noted that Ms. Gailey will take the samples provided by Wiley and compile the information in policy format.

Under New Business, Mayor Gravatt offered an update on behalf of the Economic Development Committee. She stated that there will be an End of Summer Community Picnic to include the town pool from 1-4pm on September 7, 2019. Mayor Gravatt also mentioned the tree that was hit by lightning in Taber Park for discussion. Ms. Gailey noted that she was reviewing this situation with the tree in reference to liability as this tree borders 2 roadways and is in a public park. There was discussion by the governing body. Following the discussion, a motion to move forward with the removal of the tree and have the stump ground was presented by Bill Smith. This motion was seconded by Goldsmith. Ms. Gailey called the roll to which the following responded aye: Smith, Goldsmith, Wiley and Goldsmith. Those answering nay: Hartley and DeVries.

At this time, there was a motion on the table from Bill Goldsmith to extend an offer to candidate #1 for the position of Treasurer. This motion was seconded by George DeVries. Ms. Gailey called the roll to which the following responded aye: Goldsmith, DeVries, Wiley, Hartley, Chowning and Smith.

Under announcements, Mayor Gravatt announced the town hall for the planning on Taber Park would be held on Monday, August 12th at 7pm.

At this time, George DeVries made a motion to enter into an executive session pursuant to Section 2.2-3711(A)(1) Personnel Matters and Section 2.2-3711(A)(29) Awarding a Contract. Barbara Hartley seconded the motion. Those answering aye to a roll call vote: DeVries, Hartley, Wiley, Chowning, Smith and Goldsmith.

Upon returning to open session, Council Member Dr. George DeVries moved to approve the following Certificate of Executive Meeting to which Council Member Barbara Hartley seconded:

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At this time in a motion made by DeVries and seconded by Boyd Wiley to offer a salary of \$40,000 to candidate #1 for the position of Town Treasurer. Ms. Gailey called the roll to which the following responded aye: DeVries, Wiley, Smith, Chowning, Hartley and Goldsmith.

With there being no further business, George DeVries made a motion to adjourn at 10:09p.m., seconded by Bill Smith. Ms. Gailey called the roll to which the following answered aye: DeVries, Hartley, Smith, Chowning, Wiley and Goldsmith.

Clerk