

The Town Council of the Town of Urbanna held a scheduled work session on September 12, 2019 at 6:30 p.m. in the Chambers of Town Hall. Mayor Diane Gravatt called the meeting to order. 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, 13 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.

The first item on the agenda was committee reports. Goldsmith offered an update on the finance committee by stating that the staff was working on closing out FY 18/19. He also noted that 100% of the grant funding allotted for the marina was not expensed and therefore staff was in discussion with the Marina Programs to extend the grant and utilize the remaining funds for WIFI installation and the purchase of an ice machine.

DeVries gave an update from the Planning Commission stating that the commission was studying the Air B&B Ordinance and would be completing that review and bringing a recommendation to the council.

Smith presented a water committee report by stating that the water rate increase presentation was finalized and ready for the public presentation. He also updated members of council on the movement forward with grants, loans and billing separation from HRSD. There was a brief discussion about the advertising requirements for a public hearing to hear public concerns on the proposed water rate increase. It was determined that it would require publication for 2 consecutive weeks no less than 5 days prior to the scheduled public hearing and no more than 21 days following the publication. The requirements were confirmed later in the meeting by the Town Attorney.

Mayor Gravatt announced that the town pool was covered early due to the hurricane and the town picnic was cancelled. Ms. Gailey added that the Paddle the Creek event was cancelled due to poor participation/sign-ups. She continued to say that this event was not publicized enough to create interest. Mayor Gravatt also noted that a new company had come to give an estimate on the museum porch replacement since the previous contractor was not responsive to continued requests.

At this time, Mayor Gravatt asked that all agenda items be given to Ms. Gailey no later than the Friday prior to the meeting week to insure that all items are included. Mayor Gravatt asked for a motion to amend the agenda to include unresolved business for the Oyster Festival Master Plan as well as adding the following: Get out the vote concert, Fire Department donation, MITS and council comments. Goldsmith made the motion, which was seconded by Wiley. Ms. Gailey called the roll to which the following answered aye: Goldsmith, Wiley, Hartley, Chowning, Smith and DeVries.

Ms. Gailey offered an update on the covered trolley stop that had previously been discussed. She noted that a contractor was engaged to give an estimate for the installation of a concrete pad and structure. She added that the structure itself is paid for through a grant but the install

cost would be the town's responsibility. Mayor Gravatt noted that permissions have already been granted by the property owner.

Ms. Gailey discussed the current ice company and the issues that had occurred in reference to delivery and the ice freezer not working properly. She added that research was being done on different types of 24 hour ice vending machines and that those would be presented at a later meeting. Ms. Gailey stated that the remaining funds of the marina grant (Boating Infrastructure Grant) would cover the cost of the ice machine.

Ms. Gailey stated that discussions with Net Interop had been held and that they will be on site to work on the WIFI system at the town marina. She noted that the company felt that reconfiguring the WIFI would need to be completed and a determination would be made at that point on whether it is sufficient or will need to be replaced completely. There was also a discussion on the use of outside sourced thumb drives for FOIA request. It was recommended that the town use drop box or provide the thumb drive purchased by the town for FOIA request and the cost will be passed to the requestor.

The next item on the agenda was discussion on a proposed Purchasing Policy. Ms. Gailey presented a draft policy that would cover small purchases as well as large, high ticketed items such as projects that require professional services, RFP processes or under Virginia Procurement. There was a brief discussion among members of council.

At this time, Ms. Gailey offered an update on the progress on the Comprehensive Plan review being completed by the Middle Peninsula Planning District Commission. She added that this is an ongoing effort and will take some time to complete the review and update to the plan.

Moving on, Larry Chowning stated that he attended the recent concert held at the fire house presented by 1199SEIU out of New York and the event was a success. He added that a hat was passed around for donations for the local fire department in which 2500 attendees raised \$5,200. The Union 1100SEIU matched that donation and gave a total of \$10,400 to the Urbanna Fire Department. He continued to say that the overall benefit to the town was enormous. Mr. Chowning also stated that the additional funding of \$9000 (Taber Fund) presented to the fire department to assist with converting bays for housing the rescue squad was put to good use. He also noted that the town council members have been invited to come and see the work that was completed. Mr. Chowning also added comments on the MITS program and requested that members of council view a video on how MITS is being used in other localities. Ms. Gailey stated that she would email the link for the video.

The next item on the agenda was the naming of an emergency coordinator for the Oyster Festival. There was a motion by Barbara Hartley to name Garth Wheeler the Emergency Coordinator for the 2019 Oyster Festival. This motion was seconded by Bill Smith. Ms. Gailey called the roll to which the following responded aye: Hartley, Smith, Goldsmith, Chowning, DeVries and Wiley.

At this time, Barbara Hartley asked for an update on the new town sign. Mayor Gravatt stated that the sign is finished and onsite construction would be completed in the next several weeks.

At this time, Ms. Gailey asked for clarification on an earlier motion to include a council response period on the agenda for a work session. It was concluded that there will be a council response on the agenda.

Moving on to new business, Mayor Gravatt stated that a contractor has been to the town to look at trees of particular interest for pruning. It was determined that there were at least 3 trees that need preventative trimming and removal of dead material. An estimate will be received for the work to be performed.

Next, Bill Smith presented concerns about HRSD customer service. He stated that he emailed HRSD customer service and was informed that he needed to contact Urbanna Water Works Department and gave him the town's phone number. The reason for his email was due to a sewer smell that was very strong throughout the town. He continued to say that he was passed up the chain of command at HRSD and according to them; the town owns the sewer lines. Boyd Wiley stated that there is a different location for the middle peninsula and that he will provide the correct contacts for issues in Urbanna.

At this time, George DeVries moved to go into executive session pursuant to Section 2.2-3711(A)(1) Personnel Matters and Section 2.2-3711(A)(29) Awarding of Contracts. Bill Goldsmith seconded the motion. Ms. Gailey called the roll to which the following answered aye: DeVries, Goldsmith, Hartley, Wiley, Smith and Chowning.

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

At this time, Council Member Wiley made a motion to adjourn which was seconded by Goldsmith. Ms. Gailey called the roll to which the following responded aye: DeVries, Hartley, Smith, Goldsmith, Chowning and Wiley. The meeting was adjourned at 8:42pm.