

The Town Council of the Town of Urbanna held a scheduled work session on November 14, 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, Michele Hutton- Town Treasurer, Andy Bury-Town Attorney, 1 guest 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.

There were no public comments; therefore, no council response.

Under committee reports, Water Committee Chairman Bill Smith offered an update on the water system financing and a progress report on AH Environmental mapping of the water system stating this was approximately 40% complete. There was a brief discussion on the median household income (MHI) and the town's position with a weighted MHI that includes all residences in Census Tract 9510. Ms. Gailey noted that she feels strongly that the town has merit to challenge the MHI for the simple fact that the zip code 23175 includes an enormous amount of property that is not included in the distribution area for Urbanna water service. Mr. Smith stated that there was a meeting scheduled with HRSD to discuss the location of the proposed sewer force main from the Urbanna treatment plant. Mr. Smith also stated that a meeting with SERCAP (South East Rural Community Assistance Project) was scheduled to discuss a Vulnerability Study for the town water system. He noted that this was recommended by the USDA and VDH and that it is a free service to water system owners. Mr. Smith also introduced VA-WARN, Virginia Water and Wastewater Agency Response Network. He explained that this is in an effort for localities to network with others within the network for emergency situations that may arise with water or wastewater. He noted that this group was formed after Hurricane Katrina when mutual aid was needed to supply immediate assistance while waiting for state and federal agency to declare an emergency. Mr. Smith asked council to review the information on the membership before the next work session so that it can be discussed.

Next, Bill Goldsmith offered an update on seeking customers to attach antennae on the water tower. He stated that he called several companies about supplying a space for potential rental on the water tower. He ended by saying, based on responses from his emails and calls, in most instances if a company wants to add antennae to service a dead area, they will seek you out and it doesn't appear to work the other way. Moving to a separate issue, Dr. Goldsmith noted that the town code already addresses short-term rentals and that the town just needs to enforce the code. Ms. Gailey noted the short-term rental (Air B&B) creates zoning issues for those that are located within a residential area as it is not zoned for business. At this time, Dr. DeVries along the same subject line of zoning, stated that the Planning Commission was working through documentation provided by the Zoning Administrator, John Gill. There was a brief general discussion about the issue and it was concluded that the Planning Commission will continue the review and will provide a recommendation to the town council on changes to the code.

Moving on, Ms. Gailey gave an overview of the previous end of year financials. She also noted that there will be budget amendments in December or January to bring in funds from reserves into the operating budget for the purpose of paying AH Environmental. She stated that there may be other amendments and that a public hearing is required.

Ms. Gailey informed council that ServPro had been on sight to complete the HVAC cleaning. She thanked council for allocating the funds to have this completed as the office air was significantly improved following the cleaning.

Under old business, Mayor Gravatt stated that the USDA has been engaged to come to Urbanna for buzzard remediation. It is anticipated that this will occur the week of Thanksgiving due to scheduling conflicts at USDA.

Ms. Gailey updated the council on the accounting software upgrade to Edmunds GovTech. She stated that the go live date is still on target for January 2020. She noted that a test environment has been installed on several machines for staff to work in to get a better understanding of the functions of the program. She noted that a team has been assigned to the town and will be on sight during most all of the first processes such as payroll and check runs.

Mayor Gravatt offered an update on the Museum repairs and the timing of the project. The anticipated date of completion is before the end of November, weather permitting.

Ms. Gailey informed council that Net Interop had completed the WIFI update at the town marina and that there were no complaints during the Oyster Festival on coverage.

Moving on to new business, Mayor Gravatt introduced an updated document for golf carts inspections. This came after hearing comments from a local vender that completes inspections. He noted several concerns about the current requirements such as head lights. It is not a required element; however, golf carts without lights should not be on the streets after dark. Due to the concerns and safety of the golf cart community, new requirements are going to be considered by the governing body at the upcoming meeting.

Continuing under new business, there was a discussion regarding the public use of the marina restroom facility. Ms. Gailey stated that she felt strongly that there should be policy for special events that limited the public access, specifically the Oyster Festival. She supplied a letter of concern from the slip holders that were at the town marina for the 2019 Oyster Festival requesting that the restrooms be private for those paying \$450.00 to be at the town marina for the duration of the festival. There was a discussion among council about the pros and cons of having the restroom open to the public. Larry Chowning noted that he did not agree and sighted the tax payers of Urbanna as those that should be able to use the facility any time as they are the ones that subsidize the marina through taxes. It was noted that this will be discussed at the upcoming meeting for adoption of a new policy for special events.

At this time, Barbara Hartley made a motion to adjourn which was seconded by Boyd Wiley. Ms. Gailey called the roll to which the following responded aye: DeVries, Hartley, Smith, Goldsmith, Chowning and Wiley. The meeting was adjourned at 7:47pm.