

The Town Council of the Town of Urbanna held a scheduled work session on December 12, 2019 at 6:30 p.m. in the Chambers of Town Hall. Mayor Diane Gravatt called the meeting to order. Members present and answering aye to the roll call were: Mayor Gravatt, Bill Goldsmith, Bill Smith, Larry Chowning, Barbara Hartley and George DeVries. Boyd Wiley was absent. Also present were Holly Gailey – Town Administrator, Michele Hutton- Town Treasurer, Andy Bury- Town Attorney, 2 guests and one member of the press.

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

Under committee reports, Water Committee Chairman Bill Smith offered an update from the water committee. Mr. Smith stated that there was a meeting with HRSD to discuss the location of the proposed sewer force main from the Urbanna treatment plant that would stop the outflow into Urbanna Creek. He also stated that a meeting with SERCAP (South East Rural Community Assistance Project) was held 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 stated that the mapping of the system was near complete and that a meeting is scheduled to go over some of the areas that are not confirmed later in the month and this meeting will include the town's long-term contractor. 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 finance committee by saying that amendments were being calculated and a public hearing will be held to review the amendments. At this time, Larry Chowning asked that the finance committee to review the finances to see if there would be any funds that could go towards the Rescue Squad rent at the firehouse. Mr. Chowning also stated that he would contact the Emergency Services Coordinator and invite him to the next council meeting to update the council on the funding.

Moving on to the museum committee, Mayor Gravatt stated that the porch replacement was not complete and that the company has been contacted and a must complete date has been placed on the company for completion. Mayor Gravatt stated that she has called multiple times and no one will answer or return a phone call. She stated that 98% of the project is complete.

Next, Dr. DeVries offered an update from the Planning Commission on the proposed Airbnb ordinance and stated that this will presented to council in the near future. He also stated that sidewalk repairs are being discussed and that a Saturday meeting was held where the commission members walked the town's sidewalks with a potential contractor. Dr. DeVries also mentioned the availability of solar streets lights that may be an option for Cross Street since there is no power to continue the type of service lamps that are on Virginia Street. At this time, there was a brief discussion on the Air B&B among members of council. Dr. DeVries stated that

the language for the ordinance was taking time as this is a big issue that other jurisdictions have struggled with as well.

Moving into agenda items, Mr. Smith discussed the VA-WARN concept. It was agreed that a resolution would be presented at the upcoming council meeting for adoption. Andy Bury noted that the town council will designate an authorized representative that will make decisions on the town's behalf, not the town council.

Next on the agenda was a discussion on the commercial use policy for the marina. There was a brief discussion regarding the insurance requirements being excessive at 2 million. Being there were multiple questions on the rules and regulations, Mayor Gravatt asked council members to review the documents and prepare to discuss and vote on the policy.

At this time, Ms. Gailey asked the council to establish the annual meeting calendar prior to the establishment of a public hearing to hear budget amendments. After a brief discussion, the decision was made to keep the schedule the same with meetings on Thursdays with the same times. Ms. Gailey noted that she will update the calendar and present the final schedule at the meeting for a formal approval. Moving on, Ms. Hartley made a motion to establish a public hearing to hear budget amendments on January 23, 2020, which was seconded by Bill Goldsmith. The following responded aye to the roll call vote: Hartley, DeVries, Smith, Goldsmith and Chowning.

The next item on the agenda was a discussion on the Comprehensive Plan, specifically the Chesapeake Bay Act which was completed by the Middle Peninsula Planning District Commission. Their recommendation was to charge the Urbanna Planning Commission with reviewing the other portions of the plan and bring back to the town council for review and approval. Larry Chowning made the motion to send this document to the planning commission for review. Bill Goldsmith seconded the motion. During a roll call vote, the following responded aye: Chowning, Goldsmith, Smith, Hartley, and DeVries.

Mayor Gravatt announced that the Christmas social will be held on the 19<sup>th</sup> prior to the town council meeting.

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