

The town council of Urbanna held a scheduled work session on June 11, 2020 at 10:00 a.m. by virtual means using Go To Meeting online services. Mayor Gravatt opened the meeting. Those present at the roll call vote were Smith, Chowning, Goldsmith, Hartley, Wiley and DeVries. Also attending the meeting were Town Administrator-Holly Gailey, Zoning Administrator-John Gill and Town Attorney-Andrew Bury.

The first item on the agenda was public comment. There were no comments received via the avenues presented on the agenda. Mr. Smith asked for clarification on allowing callers to speak during public comment. Ms. Gailey clarified that there were 3 ways listed to submit a public comment: email, Postal mail and hand delivered to town hall but that if it was the pleasure of council, public comment would be allowed. At this time, Sue Warner offered a public comment concerning street signs in town that are missing. Ms. Gailey noted that there was some research completed but that there was no funding available at this time to change out the street signs in town. Ms. Gailey also noted that the town council had not had a conversation concerning the street signs nor had it been added to an agenda for discussion. For clarification, Ms. Gailey asked town council if there was any interest in replacing the streets or just replacing those that are missing. Mayor Gravatt stated that this would be taken up at a future meeting for discussion.

Moving on to committee reports, Bill Goldsmith updated council on the Taber Fund and how the market had affected the fund. He discussed the possibility of reinvesting the capital gains to build the principle. After a brief discussion, Goldsmith made a motion to have Mayor Gravatt as Trustee to contact Garry Clay of Davenport & Co and have him set up the Taber Trust to reinvest the capital gains. George DeVries seconded the motion. Before the vote there was a conversation about how the Taber Funds have been allocated. Ms. Gailey wanted to clarify that the rescue squad was not funded in the FY 2019 budget. Answering aye to a roll call vote was Smith, Wiley, Hartley, Goldsmith and DeVries. Larry Chowning opposed.

Bill Smith offered a water committee report. He informed council that the committee was working on obtaining the flushing sequence for the fire hydrants to give to the Fire Chief. Ray Burch. He noted that SERCAP was able to assist the town with pressure and flow testing for current hydrants. He added that a map of the hydrant locations and the lines feeding them for dissemination. He updated council on the HRSD plans to abandon the sewer plant. He confirmed that if the proposed pumping station was constructed at Taber Park, the pumping station currently located at the park would be removed but that if the proposed station was not placed at the park, the current pumping station would remain where it is today. There was a short discussion about the placement, the cost consideration and the footprint of the proposed pumping station. Bill Smith stated he wanted to know several things: what the cost consideration would be, if they (HRSD) can help us with the renovation of the park and take the fiscal responsibility off of the

residents of the town, and residents input is desired because this is a public space and would be for the residents of the Town of Urbanna. Larry Chowning stated that if the monetary amount was enough, noting that this is prime real estate, he would be all for the project but if it was not a sufficient amount; he would not support the project at the park. Bill Smith stated that the important item to remember is that closing the plant that is currently in operation and continues to dump into Urbanna Creek is imperative to the future of the cleanliness and health of Urbanna Creek. Bill also stated that AH Environmental was working on a revised estimate for the flushing sequence because the first estimate was extremely high. He also noted that AH was continuing to work on the Asset Management Plan (AMP) and looking at software that would be compatible with the AMP and mapping of the system.

Bill Smith informed the council that the Professional Services RFP was out and that questions were due by June 16 and final bids were due by July 1, 2020. He also stated that the GPS equipment needed for the water system was being worked on by AH Environmental and Virginia Rural Water Association to find less expensive options. Smith updated council on the water tower stating that an ROV was used to complete the inspection of the interior of the water tank and no issues were found and the sanitization of the tank would now be postponed for 1-2 years.

At this time, Mayor Gravatt announced several vacancies on the Historic Architecture Review Board and asked George DeVries to address the vacancies. DeVries stated that 2 candidates had been approached and agreed to serve at the pleasure of council and they are Beth Justice (Stewart) and Chris Riddick and he made this motion to appoint. Bill Goldsmith seconded the motion to appoint. After clarification on the term limit of 4 years, Ms. Gailey called the roll and the following responded aye: DeVries, Goldsmith, Smith, Chowning, Hartley and Wiley.

At this time, Ms. Gailey updated the town council on the discussions on COVID 19 and how the town hall will need to have partitions installed to maintain the social distancing and create a safe environment for the public to enter town hall and at the same time, protect the employees of the town. Ms. Gailey stated that she needed direction from the town council on what the expectation would be once the doors to town hall are unlocked and opened to the public.

Ms. Gailey updated town council on the CARES money and the CAP program that was initiated through the MMPDC to assist localities in an application process to receive funding to assist with COVID-19 related costs. She stated that it is her recommendation that the town leave the money at Middlesex County for review of applications and for disbursement for several reasons. The first and foremost was the audit trail nightmare that would ensue after the funds were expensed and any unused portions that would have to be returned at the end of year. In addition, the county is better suited to facilitate

the program having the staff available (Economic Development) to work with individual companies through the application process and follow up. She confirmed that the town's monies would be separate from the county money and that Urbanna businesses can apply with Urbanna and then also applies with the county as long as funding was available. She noted the application process had been properly vetted through the PDC, including all county administrators and town managers that belong to the PDC (Gloucester, Matthews, King & Queen, King William, Essex, Middlesex, Town of Tappahannock, Town of West Point and the Town of Urbanna). Larry Chowning made a motion to leave the CARES money with the County of Middlesex and allow the PDC to administer the money to applicants in the Town of Urbanna. Hartley seconded the motion. Ms. Gailey called a roll call vote and those answering aye were Chowning, Hartley, Smith, Goldsmith, Wiley and DeVries.

At this time, Mayor Gravatt talked about moving on with the plans for Taber Park since the pandemic has closed the town pool for the summer. She stated that the plan was already approved and that moving ahead at this time might be beneficial to the residents and give the children a place to go. There was a clarification on the placement of the playground itself in relation to the other items that would be added to the park. John Gill confirmed that the footprint will stay the same as it is today. John Gill announced that the RFP for Architecture and Engineering for the Park/Pool was near completion and would be submitted to Andy Bury for review.

Under announcements, Mayor Gravatt reminded council of the Special Called Meeting on June 18, 2020 at 7:00pm for the purpose of having a public hearing for the proposed FY2020-2021 budget. There was a brief discussion about whether to have the public hearing in person or virtually. It was determined that the meeting would continue virtually.

Seeing there was no further business, Hartley made a motion to adjourn, which was seconded by DeVries. Those answering aye to a roll call vote were Hartley, DeVries, Chowning, Smith, Goldsmith and Wiley. The meeting was adjourned at 12:17pm.