

The Urbanna Town Council held a scheduled work session on August 13, 2020 at 10:00 a.m. by virtual means utilizing Go To Meeting online platform. Mayor Gravatt called the meeting to order. Those attending and answering to a roll call vote were Smith, Chowning, Goldsmith, Hartley, Wiley and DeVries. Also attending the meeting was Town Administrator-Holly Gailey, Zoning Administrator-John Gill. Town Attorney, Andy Bury joined by phone.

The first item on the agenda was public comment. Kristi Anzivino made comments about the town rented parking lot and the need for gravel. She also asked for information on the boat ramp and why the town had not moved forward.

Karen Lowe made comments about the minutes not being up to date. She asked what the town was going to commit to do for Christmas this year. She also commented on the town appearing unsightly and noted the town should govern the businesses to keep weeds and trash cleaned up.

Moving on to committee reports, Bill Smith offered an update from the water committee. Smith stated that he was pleased with the flushing sequence that AH Environmental presented to the town. He noted that flushing equipment was being reviewed by the committee. Smith stated that HRSD was still in a stage of evaluating options on the pumping station location. The Asset Management Plan first draft should be in hand by the end of August. Bill Smith stated that the committee was meeting with the groups that responded to the professional services RFP. He also stated that the town water ordinance was going to be reviewed and other jurisdictions would be reviewed to see how other ordinances address certain issues relating to water and water billing.

Next, Bill Goldsmith gave a brief finance report stating that the staff had successfully balanced out of Bright into the new accounting software and were working to close out the fiscal year. Larry Chowning asked Bill Goldsmith about his feeling towards the revenues coming into the town. Ms. Gailey stated that revenues were relatively the same and noted that meals tax had exceeded July of 2019 by \$2000.00 despite COVID-19. Ms. Gailey stated that there have been no applicants from the town according to the county.

George DeVries offered an update from the Planning Commission stating that the public hearing for the Airbnb had been rescheduled for August 25<sup>th</sup> at 7:00 since the power outage kept the meeting from occurring. There was a question of whether the meeting was going to be held virtually or in person because there was an opinion that at least 4 members must be in person for a public hearing. For the record, Andy Bury stated that this opinion was not given by him. John Gill confirmed the information was gleaned from a meeting held in West Point where it was stated that there was an attorney general's opinion stating that there must be a certain number present in person for a public

hearing. This information was not confirmed and the record will reflect that the town attorney did not give the advice to the planning commission concerning the public hearing.

Mayor Gravatt offered an overview of damages and issues that occurred during the Hurricane rains and winds. She praised the local police and Dominion for their response to the downed power lines.

Ms. Gailey presented a quick update on COVID-19 and the movement of the virus through the Virginia.

The next item on the agenda was a discussion on the playground. Mayor Gravatt noted that the new pieces have been installed at the park. Ms. Gailey presented a plan to move forward with purchasing more pieces of playground equipment by utilizing the cash generated from the Taber Fund, which had a significant increase in the 3<sup>rd</sup> quarter of reporting. She noted that there was a risk management grant available and that she would apply for that would help pay for the security cameras (trail cameras). Ms. Gailey shared photo concepts of suggested playground pieces. There was a general discussion about the playground mulch and how it differs from regular mulch. It was determined the Mayor Gravatt will find out how much cash is available in the Taber Fund and this will be added to the agenda and be discussed at the upcoming meeting.

The last item on the agenda was a discussion on prioritizing the capital projects. Mayor Gravatt announced that she had met with VDOT concerning the damaged sidewalks that occurred during the paving project in town. Ms. Gailey noted that she would like to move forward with the lamp post for Cross Street as a priority. She stated this has been a desire for businesses along Cross Street for several years. Ms. Gailey recommended purchasing one of the posts to be sure that the post actually meet the expectations before purchasing all of them and it not be sufficient for the project. Ms. Gailey said that a spec sheet would be included in the packet for review prior to the scheduled council meeting. Ms. Gailey noted that maintenance was being done at the town marina currently by removing galvanized screws and replacing them with stainless steel and also board replacement on the docks.

Seeing there was no further discussion, Barbara Hartley made a motion to adjourn. This motion was seconded by George DeVries. Ms. Gailey called the roll and the following answered aye: Hartley, DeVries, Smith, Chowning, Goldsmith and Wiley.