

**Town of Urbanna
Town Council Work Session Minutes
April 8, 2021
Meeting Held via Zoom**

CALL TO ORDER & ROLL CALL

Mayor Hartley called the meeting to order at 6:30pm

Present

Mayor Barbara Hartley

Councilmembers

Marjorie Austin

Bill Smith

Larry Chowning

Bill Goldsmith

Steve Hollberg

Merri Hanson

Garth Wheeler-Town Administrator

Roy Kime-Zoning Administrator

Andy Bury-Town attorney

Multiple participants

REPORTS

Town Administrator

Finance committee completed work on budget proposal for next fiscal year

Memorial Day celebration plan to include golf cart parade, events in Tabor Park, arts & crafts, concert from 6-8pm with Eddie Sal. Possible non-profit group participation to provide meals.

Had meeting with Oyster Festival representatives, they are interested in partnering on events throughout summer

July 4th celebration Friday July 2nd. Contract for fireworks signed. Received approval from Alfred Scott to use Rosegill to launch fireworks. There will be a boat parade and other activities.

The town office continues to have IT service problems-reached out to contractors recommend to go with Franktronics, a Gloucester based company

Committee board appointments- a notice has been put on Facebook and town website asking residents to serve

Town Marina-Garth met with Shannon Wilkins of Docks of the Bay to discuss possible alternatives, and waiting on estimates. Also asked for estimates to replace pole that has washed away and improvements to town pier

Personnel committee interviewed 3 candidates for town clerk position, 2 were asked in for second interview with Roy, Michele, and Garth. Martha Rodenburg was offered and accepted position and will start Monday, April 12th.

Town insurance is up for renewal June 30, 2021. Spoke with Noelle Pierre of VRSA. Survey submitted and town is waiting for VRSA response.

Town trolley- town has received a verbal, but not written response from Bay Aging. They are looking at July 1st start date and are not asking for a cash match from town this year.

Virginia Institute of Marine Science (VIMS) contacted town asking to use town ramp to launch from when they do their periodic study of Rappahannock River. They will be launching throughout summer. In the past, they have tied off at the marina, but will be taking out boat every day. Garth let them know that if they needed to use marina, they were welcome to. Council suggested asking them to provide something educational in lieu of charging them for use of marina and ramp.

Sarah Beam, a marine environmental science instructor at Rappahannock Community College and the Chesapeake Bay Governor's school, has been invited to give a presentation to council on work they are doing. Roy Kime added the program does offer an aquarium for kids at Oyster Festival, and developing a relationship with them would be worthwhile.

Mayor Hartley suggested contacting crew of the Luna to see if they would have presentation during July 4th event(s)

Treasurer's Report

Garth Wheeler reported the following:

Account balance through 3/31/21 Sona Bank General Operating Account-\$572,951.52
Renter water deposit -(\$14,736.66)
Net operating general bank account-\$567,373.51
Historic trust fund-\$17,543.93
Pool replacement account-\$36,760.04
Water reserve fund-\$113,615.43
General reserve fund-\$94,529.72
Meals tax collected for March-\$6,363.65
Lodging tax collected for March-\$170.52
Uncollected delinquent real estate taxes-\$7,132.99
Uncollected delinquent personal property taxes-\$9,202.16

Water Committee

Councilmember Smith reported the Water Committee met April 8th

MHI-last done in with ACS data from 2019

Informed by USDA they use an ACS data of 2010 on a five-year average

HRSD pumping station plan-Committee hasn't heard back from HRSD, but they were "warming" to the 99 year lease proposal

The Asset Management Plan (AMP) has been reviewed, revisited, and is complete by AH Environmental.

Cartegraph water system maintenance program-Roy Kime, Bill Smith, and Bill Goldsmith are doing a weekly training to learn the operation management

Revision of water code-Dave Lipscomb is spearheading, and is in process

Backflow prevention-Rob McMordie working on this project. Main issue is at restaurants and businesses with high traffic. They are looking at installing check valves at the most vulnerable businesses during infrastructure upgrades. There will be meetings with engineering firms based on their recommendations.

EPA lead/copper regulations-Rob McMordie spearheading. Older homes in town are affected. The town lines on town side of meter are fine, but older homes may not be. Testing will be conducted by running 4 liters of water, then putting the 5th liter in a jug provided by EPA, labeled and sent to lab for testing. The EPA is funded

Planning grants- Town Low Medium Income (LMI), is 48.47, but needs to be at 51 or 55% LMI to qualify for Community Development Block Grants (CDBG). This number was calculated from HUD website and confirmed by Bowman. Since we are below LMI using HUD block system, which includes residences not on town water system, it needs to only include town water customers to achieve this number. Bowman is assisting town in applying for a survey grant that will be sent to town customers with the request they fill the survey out and return to town. All information is confidential and handled by town employees. This is an important first step in town's ability to apply and receive grants from Department of Health and Community Development (DHCD). Resident help needed to achieve this goal. If successful, town will apply for a planning grant (with assistance from Bowman) to cover cost of professional engineers report (PER). PER is required to be eligible for grants from DHCD and USDA, and provides avenues for loans. USDA has indicated they could partner with DHCD on a grant up to 45%. Committee has received an estimate from Kimerly-Horn for the PER which will be discussed in executive session. The purpose of these steps is to apply for construction ready water grants from the DHCD and USDA. USDA will assist with the application and is fairly simple. USDA uses MHI, so application can proceed once PER is complete. Participation from residents is important, and encourages everyone to spread word. These grants will cover most costs of needed well and infrastructure upgrades. Samples of surveys are being put together and will go through the water committee, then brought to council for approval. The narrative part of the survey planning grant is complete and has been uploaded to the CAMS program within DHCD. Bowman is helping out with other areas of the grant application. These grants are reviewed on the 15th of every month.

Councilmember Hollberg asked about a backflow preventer at the town's biggest customer, Bethpage, and he was told that a backflow preventer was already there.

Councilmember Hollberg asked how town would be identifying residences with older lines that would need to be tested. Councilmember Smith responded that the town would have to go to every residence on town water system and supply them with the liter jugs for the testing process as described earlier. If

the testing shows lead at the property there is possible funding to replace the lines on the resident side of the meter.

Roy Kime commented that regulations require the town, as a water company, to test any childcare facilities. There are several of these facilities in Urbanna, including the two churches. Town will have to do the testing at those locations; it's not on the owners to do so. This is not an unfunded mandate.

Finance Committee

Councilmember Goldsmith reported that upon a review of the budget, it appears there is a large amount of money (\$75,000.00) that goes out of the General Fund into the Marina Fund. These funds were then placed back into the General Fund. These funds were earmarked for the dredge project. He asked Council to review the budget for similar discrepancies.

Councilmember Goldsmith discussed the LMI & MHI and the import they may have on grant fund potential

Technical adjustment needed to designate Roy Kime as assistant treasurer.

Councilmember Goldsmith made a motion to appoint Roy Kime as assistant treasurer to appropriately codify him as a signer of the town on the checkbook.

Seconded by Steve Hollberg

Steve Hollberg commented Roy has done a fantastic job pulling reports from Edmunds and working them into a format that is user friendly and recognized by the state. He also commended Michele on the work she has done.

Vote was taken to approve the motion:

Austin, Smith, Chowning, Goldsmith, Hollberg, Hanson voted yes

The motion passed 6-0

PUBLIC COMMENT

There was no public comment

OLD BUSINESS

Purchase of Golf Cart-Garth Wheeler submitted proposal to purchase a 2015 Easy Go gas powered golf cart. It is street legal with light kit, turn signal lights, brake lights, seat belts, rear view mirror, slow moving placard, and rear seat that can be converted to a pick-up truck styled carrier. Priced at \$5,791 from Unique Golf Carts

Benefits of cart vs vehicle, can be used for meter reading, transport to marina, used for festivals etc....

Only uses approximately 6 gallons of gas per month which provides an economic impact.

Will be marked with town logo for increased visibility.

A previous motion had been approved for purchase of golf cart up to \$6,000, there was no need for a motion to approve.

NEW BUSINESS

Committee/Board Appointments-recommendations sent to council. Lots of interest. Council needs to approve. There was discussion regarding recommendations and several changes were made after this

conversation. The Mayor recommended having Marjorie Austin head up an ad hoc town committee that will utilize citizens that have an interest in certain projects and be involved in helping the town. Will vote at next meeting.

Councilmember Goldsmith noticed new benches at playground and water tower and wondered when additional benches were arriving. Garth informed council that benches had been ordered. Councilmembers noted the benches and the 4 picnic tables that are now in park are being used often. Kevan was assigned that project and completed it.

Councilmember Chowning noted the bump out in front of Something Different, owned by the town, was in pieces and needs to be repaired

Councilmember Chowning noted VDOT made a report to Middlesex County Board of Supervisors they would be working on sidewalks in Urbanna and Deltaville this summer

Councilmember Chowning noted through a grant, Middlesex County received an \$882,000 grant to expand broadband through Atlantic Broadband extending from where their line stops. Two of those areas are near Urbanna, Abby Shores Blvd and Red Hill Rd/Red Hill Ln. He stated that the town should be looking for grants.

Councilmember Goldsmith advised he attended the Middle Peninsula Planning Authority (MPPA) via Zoom. There was discussion that they are trying to establish a public dredge fund which would reduce the costs of dredging which is important to Urbanna. Also, citizens are donating waterfront property to MPPA which provides funding for them.

EXECUTIVE SESSION

Purpose of contract discussion

Mayor Hartley made motion to go into executive session pursuant to Section §2.2-3711(A) (29), *Code of Virginia* for the following purpose: Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

Councilmember Hanson seconded

Austin, Smith, Chowning, Goldsmith, Hollberg, Hanson voted yes

The council entered executive session

Mayor Hartley made motion to go back into open session

Councilmember Austin seconded

Hanson, Austin, Smith, Chowning, Goldsmith, Hollberg voted yes

Mayor Hartley read the certification of executive session:

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.

Councilmember Austin seconded

Hanson, Austin, Smith, Chowning, Goldsmith, Hollberg voted yes

The council re-entered open session

OPEN SESSION

Councilmember Smith made a motion to accept the estimate for the (Professional Engineers Report) PER from Kimley-Horn, dated April 2, 2021 for a total price of lump sum value of \$11,165 predicated on the income survey to be done by the town and our LMI being within the correct range.

Discussion took place about motion wording

Councilmember Smith restated the motion to accept the estimate for the PER from Kimley-Horn, dated April 2, 2021 for a total price of lump sum value of \$11,165 to be instituted once we have established funding.

Councilmember Austin seconded

Hanson, Austin, Smith, Chowning, Goldsmith, Hollberg voted yes

The motion passed 6-0

Councilmember Hollberg motioned to adjourn

Councilmember Austin seconded

Hanson, Austin, Smith, Chowning, Goldsmith, Hollberg voted yes

The motion passed 6-0

Meeting adjourned at 8:18pm

Submitted by:



Martha J. Rodenburg
Town Clerk