

**Town of Urbanna  
Town Council Work Session  
Public Hearing  
Minutes  
June 10, 2021  
Meeting Held via Zoom**

**CALL TO ORDER & ROLL CALL**

Mayor Hartley called the meeting to order at 7:00pm

**Present**

Mayor Barbara Hartley

Councilmembers

Steve Hollberg

Bill Smith

Larry Chowning

Merri Hanson

Bill Goldsmith

Marjorie Austin

Garth Wheeler-Town Administrator

Roy Kime-Zoning Administrator

Martha Rodenburg-Town Clerk

Andy Bury-Town attorney

Multiple guests

**PRESENTATION OF PROPOSED BUDGET FOR FISCAL YEAR 2022**

Councilmember Goldsmith reported

- Budget was developed using prior budgets, knowledge of recent cash flow, and adjusted based on staff changes
- After passage, may need amendments
- Budget represents monies expected to be received and expected expenses from July 1 of this year through June 30 of next year
  - Items before or after that period are not represented

Garth Wheeler reported

- Proposed budget has been posted on website and the required notices published in newspaper
- Possible need for future amendments dependent on cigarette tax proposal

Garth Wheeler read the proposed budget

**PUBLIC HEARING TO RECEIVE COMMENTS ON PROPOSED BUDGET**

Mayor Hartley opened the public hearing on the 2021-2022 budget.

- Councilmember Austin questioned, on behalf of Kristi Anzinovino, why, under miscellaneous revenue, line item 0012-Art Grant Award was zeroed out. Is Arts in the Middle (AIM) not

receiving a matched grant in proposed budget? What would occur if AIM requested funds for 2022?

- Garth Wheeler explained AIM had not come to the Town of Urbanna for assistance
- AIM received assistance from Middlesex County as approved by the Middlesex County Board of Supervisors
- Funding of AIM in 2022 would require a budget amendment

No other public comment received.

Mayor Hartley closed the public hearing on the 2021-2022 budget.

## **MINUTES**

**Councilmember Hollberg made a motion to approve the May 27, 2021 meeting minutes**

**Councilmember Austin seconded**

**Vote was taken to accept the motion**

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

**The motion passed 6-0**

## **REPORTS**

### **Town Administrator**

#### **Memorial Day Service**

- Approximately 50 people in attendance
- Held at Town Marina
- Pastor Bruce Powers of Urbanna Baptist was MC
- Presentation of Colors by Boy Scout Troop 113 of Abingdon Episcopal Church, Gloucester
- Music by Jubal
- Mayor Hartley read Town Proclamation

#### **Independence Day Celebration**

- July 2 with a July 5 rain date
- Food provided by fire department
- 6pm boat parade
- 9pm (approximate) fireworks

#### **Pool Committee**

- Scheduled to meet with Mr. Mechnick of LPDA, Wednesday, June 16<sup>th</sup>
- Councilmember Goldsmith will provide more information in his report

#### **Yard of the Month**

- Special thanks to Councilmember Austin for re-establishing
- First recipient was Brendan Harris of Kent St.
- Councilmember Austin thanked Councilmember Chowning for photographing and reporting on the presentation for the Southside Sentinel

#### **Volunteers**

Garth Wheeler thanked Councilmember Austin and volunteers for organizing, planning, and planting flower beds at Town Marina, Waterman's Park, and town entrances

## **VDOT**

- Held 2 meetings with VDOT regarding sidewalk repairs, curbing repairs, and drainage issues
- Scheduled to begin repairs in June
- Town will coordinate with them to make necessary repairs to sidewalks that are the town's responsibility

## **Museum**

- Pam Blankenship has volunteered to be third docent
- Garth & Martha met with the docents June 7 to discuss scheduling and staffing
- Museum will now be open Friday, Saturday, and Sunday from 11am-4pm
- Mark Wenger of Mesick Cohen Wilson Baker Architects visited museum at the invitation of Friends of Urbanna
  - He has offered to return to discuss with others the importance of the factor store from a historically architectural point of view
  - He has been invited to make a presentation to Council, staff, and guests at a reception to be held July 14<sup>th</sup>
  - He will provide training to docents and other volunteers during the day on July 14<sup>th</sup>

## **CARES Grant**

- In May, letters sent to water customers who were in arrears due COVID, advising them there were funds available for possible relief
- As of June 10<sup>th</sup>, approximately \$2,500 in assistance has been provided

## **Residential Construction**

- Roy Kime has been working with owners of several construction projects
  - New home-Rappahannock Ave.
  - New home-Oyster Dr.
  - Rehabilitation of property-Cross St.

## **Income Survey for Water Planning Grant**

- Per Councilmember Smith, survey still in process and 106 surveys had been received at that time
- Garth Wheeler thanked the staff and volunteers who facilitated the quick turnaround of getting surveys printed, stuffed envelopes, and mailing
- Approximately 340 sent, 58 responses needed to achieve 90% confidence level and 10% margin of error
- All completed surveys are treated confidentially, with only one staff member seeing completed surveys

## **Water Committee**

Councilmember Smith reported re planning grant

- Initial management meeting to be held Monday, June 16 at 6pm
- A total of 23 community leaders and residents have committed to attend required meetings
- Two required management meetings to be held via Zoom
- Results of survey will be analyzed and summary reports written

- Reports and minutes of management meetings submitted to Department of Housing and Community Development (DHCD) by June 30
- Water Committee was not able to hold regular meeting
- Meeting scheduled June 16 with Bowman re Virginia Department of Health (VDH) application for hydrological study on system pressure

Councilmember Hanson inquired as to the status of the Kimley-Horn Preliminary Engineering Report contract for the well #3 replacement

- Councilmember Smith responded the contract had been approved, but work was on hold until it is determined whether or not the Town is eligible for community block grant

Councilmember Hanson requested an update on hydrant flow testing and flushing

- Councilmember Smith responded it was still in process
- Final flush plan in place, waiting to coordinate with Ray Burch (Urbanna Fire Chief), SERCAP (Southeast Regional Community Assistance Project).

### **Planning Commission**

Councilmember Hanson reported

- She and Roy Kime have looked over Commission minutes and tasks from previous two years
- Planning Commission members have been contacted and will meet Tuesday, June 22 at 7pm

### **Pool Committee**

Councilmember Goldsmith reported

- Committee met with Bill Mechnick of LPDA to discuss shortening the timeline for project
- Committee met with Joe Hyman due to his construction background
  - Mr. Hyman recommended it was wise to establish an arrangement with LPDA to oversee project
  - Mr. Hyman encouraged committee to avoid spending money without taking action
    - Gauge resident desire for pool to ensure they are invested in project
- Intent of committee to find ways to mitigate expenses
- Sense that residents feel they are entitled to a pool based on taxes paid and historical presence of pool

Councilmember Goldsmith asked Councilmember Hollberg, when he was on a previous council, if he remembered what the debt service was on the note. Councilmember Hollberg stated it was \$60,000 per year. They then discussed a loan possibility and the impact it would have on \$80,000 per year debt.

Importance of pool was discussed

Pool Committee is scheduled to meet the following week

- Mayor Hartley commented committee has specific questions that needed to be answered before moving forward and making a cogent argument to taxpayers
  - Should entire park project be done at same time or carve out pool complex?
  - Can money be saved by using volunteer labor for construction of gazebo/pavilion?

Councilmember Smith commented there was a question on survey regarding resident desire for pool. The data will be provided once survey results analyzed

## **OLD BUSINESS**

### **Cigarette Tax Update**

Garth Wheeler reported there will be a public hearing July 8, 2021

- Recommended tax rate to be \$.40 per pack (which is consistent with other localities)
- Council will vote on ordinance July 22, 2021
- All surrounding local governments (with the exception of White Stone, that currently has own taxation system in place) are participating

Councilmember Hollberg recommended the 2 cigarette retailers in the Town should be notified and communicate to them Council had not previously taken this type of action in order to not prejudice customers to purchase cigarettes outside of town limits.

- Garth Wheeler informed Council he would be notifying the retailers

### **Miscellaneous**

Councilmember Hanson inquired as to the status of the Franktronics migration

- Garth Wheeler reported the migration is continuing successfully
  - Owner of Franktronics met with staff to give progress report
  - Marina internet has been repaired
  - Franktronics is taking all precautions to ensure security and data back-up

Councilmember Hanson inquired as to the status of the audit

- A. Davis Associates will be doing the audit after close of this fiscal year
- Will be doing audit of 2019, 2020, 2021
- Council discussed whether or not an updated audit would be required should the Town seek out a loan for Tabor Park project

Councilmember Hanson inquired as to the status of the boat ramp repair

- Garth Wheeler reported repairs were scheduled to begin in the Fall

## **NEW BUSINESS**

### **Town Council Meeting-Live**

- Meetings must go live after July 1, 2021
- The July 8<sup>th</sup> meeting will be a hybrid meeting-taking place in person at the Town Hall and via Zoom

### **Audio/Visual Improvements to Town Council Chambers**

- Funding through CARES Act requires 3 bids
- Bids and specifications acquired and shared with Council
  - Entertainment Systems
  - Vance Services
  - CTSI
- Discussion was held regarding bids

**Councilmember Hollberg made a motion to support Garth Wheeler’s recommendation to accept the bid from Entertainment Systems, in the amount of \$13,031.93 for the audio/visual improvements to the Town Council chambers**

**Councilmember Austin seconded**

**Councilmember Goldsmith asked for and received clarification that CARES funding would pay for the project**

**Vote was taken to accept the motion**

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

**The motion passed 6-0**

Councilmember Austin inquired when work would be done

- Garth Wheeler responded they have been to have work complete by July

Councilmember Chowning inquired whether there was a policy on Council returning computers provided by the Town

- Garth Wheeler informed Council would be using the laptops during live meetings to accommodate those residents participating in the meetings via Zoom (or other virtual meeting application)

Further discussion took place about the need to test all equipment necessary prior to July 8<sup>th</sup> meeting

**Old Business (add'l)**

Councilmember Hollberg inquired as to whether or not staff had received information regarding gutters at Town Hall

- Garth Wheeler answered it was on his list of tasks and would update in future. Contractor who painted building did not do gutters.

**Councilmember Austin motioned to adjourn**

**Councilmember Smith seconded**

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

**The motion passed 6-0**

**Meeting adjourned at 8:13pm**

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**Submitted by:**

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**Martha J. Rodenburg**

**Town Clerk**

Approved by Town Council 6/24/21