

**Town of Urbanna
Town Council
Working Session
Council Chambers-45 Cross St
October 14, 2021**

CALL TO ORDER & ROLL CALL

Mayor Hartley called the meeting to order at 7:01pm

Present

Mayor Barbara Hartley
Council Members
 Marjorie Austin
 Larry Chowning-arrived at 7:05pm
 Bill Goldsmith
 Merri Hanson-arrived at 8:16pm
 Steve Hollberg
 Bill Smith
Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Martha Rodenburg-Town Clerk

Members of the public and press

All present said the Pledge of Allegiance

PRESENTATION

Dr. Richard s. Williams, MD, MPH, District Director, Three Rivers Health District, Virginia Department of Health gave a presentation via Zoom to the Council regarding the current status Covid-19 in Middlesex, Three Rivers Health District, and the Commonwealth of Virginia.

MINUTES

Councilmember Smith requested the minutes be corrected to reflect the Water Committee report was given to state there were no changes to previous report.

Councilmember Austin made a motion to approve the September 23, 2021 meeting minutes, with the corrections requested.

Councilmember Smith seconded

Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes.

Motion passed 6-0

REPORTS

Town Administrator

Garth Wheeler gave the Town Administrator's report to include the following topics

- Oyster Festival
- DMV Select Project
- Pool Project

- Audit update
- Town Charter changes
- Christmas parade
- Town Council Educational Retreat
- Town Fall decorations

Treasurer's Report

Garth Wheeler gave the Treasurer's report

Water Committee

Councilmember Smith gave the report to include the following topics:

- Well financing
 - Meeting with Kimley-Horn, USDA, Roy Kime, and Councilmember Goldsmith to discuss financing options
- Fire Hydrant Flow Testing
 - In coordination with UVFD and SERCAP, system flushing will take place after Oyster Festival
- Water contract with Bethpage with Town Attorney for review
- Cartegraph "go live" date
- Grants and loans progress
 - PER submitted
 - USDA approval pending
- Water System Upgrades
 - 5-phase document created to delineate fire/water system upgrades
 - Work assignment sent to AH Environmental for estimate to assemble cost estimate for each phase

Planning Commission

No report given

Finance Committee

Councilmember Goldsmith reported the Treasurer's report covered information from the Finance Committee

Pool Committee

Councilmember Goldsmith reported the Town Administrator's report covered information to include

- Meeting with potential contractor to build pool, decking, and fencing
 - Proposed 6-lane 25-meter AAU approved pool
 - Possible delivery of March-April 2023
 - Cost proposal to come

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

Mike Jolly spoke regarding

- Concerns about anchor bolts for future street lights on Cross St
- Utility lines being transferred from old utility poles to new poles recently installed by Dominion Energy
- Positive improvements by Price Properties at 121 Cross St.

Sue Warner spoke regarding

- Praise of Fall decorations throughout town

OLD BUSINESS

There was no Old Business

NEW BUSINESS

November meeting schedule

Councilmember Austin made a motion to forgo the regularly scheduled November Working Session due to the Veteran's Day holiday, and to move the Monthly Meeting from November 25, 2021 to November 18, 2021, due to the Thanksgiving Holiday.

Councilmember Hollberg seconded

Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes.

Motion passed 6-0

Standardized meeting agendas

Discussion took place regarding following standard agenda templates.

Councilmember Hollberg recommended the proposed working session template include Public Comment. (Draft minutes amended to add the above statement)

Councilmember Hollberg made a motion to approve the use of the proposed agenda templates for future meetings, with requested changes made

Councilmember Austin seconded

Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes.

Motion passed 6-0

***Agenda templates attached to minutes**

Urbanna Christmas Parade

Councilmember Austin made a motion to have Garth Wheeler, Town Administrator to apply for event/parade permits for the Urbanna Christmas Parade, to be held Friday, December 3, 2021 at 7:00pm.

Councilmember Hollberg seconded

Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes.

Motion passed 6-0

ANNOUNCEMENTS

Councilmember Chowning announced that, due to input from the community and local government officials, the United States Coast Guard had reversed their decision to reduce the Millford Station operations to seasonal only. Millford Station will remain in operation year-round.

CLOSED MEETING

Councilmember Goldsmith made motion to go into executive session pursuant to Section §2.2-3711(A) (3)), Code of Virginia for the discussion or consideration of the acquisition of real property for a public purpose and of the disposition of publicly held real property because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body-new well lot, DMV, and administrative office space.

Councilmember Austin seconded

Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes.

Motion passed 6-0

Council entered closed meeting at 8:12pm

Councilmember Hanson joined the meeting at 8:16pm

Mayor Hartley made motion to go back into open session

Councilmember Austin seconded

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes.

Motion passed 7-0

Council entered open meeting at 9:29pm

OPEN MEETING

Councilmember Austin made a motion to reconvene in open meeting and to certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered.

Merri Hanson seconded

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley all certified

Councilmember Austin made a motion to approve a resolution to agree to a land exchange with Thurston Properties, LLC

Councilmember Goldsmith seconded

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes.

Motion passed 7-0

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Smith seconded

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes.

Motion passed 7-0

Meeting adjourned at 9:30pm

Submitted by:



Martha J. Rodenburg

Town Clerk

Approved by Town Council 10/28/2021



**Urbanna Town Council
Work Session
AGENDA
Town Council Chambers
45 Cross Street
Thursday, Month Day, Year 7:00 PM**

Call to Order
Roll Call
Pledge of Allegiance
Public Comment
Public Comment Response
Matters of the Town Council-*items will be specifically noted on agenda*
Action Items-*if necessary/will be specifically noted on agenda*
Announcements
Closed Meeting (*if necessary*)
Open Meeting (*if necessary*)
Adjourn

*Document included in meeting packet



**Urbana Town Council
Monthly Meeting
AGENDA
Town Council Chambers
45 Cross Street
Thursday, Month Day, Year 7:00 PM**

Call to Order

Roll Call

Pledge of Allegiance

Minutes

Reports

Town Administrator

Treasurer's Report

Finance Committee

Water Committee

Planning Commission

Pool Committee

Other reports as necessary

Public Comment

Public Comment Response Period

Presentations *(if necessary)*

Old Business

New Business

Announcements

Closed Meeting *(if necessary)*

Open Meeting *(if necessary)*

Adjourn

*Document included in meeting packet

RESOLUTION

At a meeting of the Urbanna, Virginia Town Council held on October 14, 2021 at 7:00 p.m.: On a motion duly made by Council Member Marjorie Austin and seconded by Council Member Bill Goldsmith, the following Resolution was adopted by the following vote:

| | |
|-----------------------|-----|
| Mayor Barbara Hartley | AYE |
| Merri Hanson | AYE |
| Steve Hollberg | AYE |
| Larry Chowning | AYE |
| Bill Smith | AYE |
| Bill Goldsmith | AYE |
| Marjorie Austin | AYE |

A RESOLUTION TO APPROVE A LAND EXCHANGE OF A LAND PARCEL OWNED BY THE TOWN OF URBANNA AND A LAND PARCEL OWNED BY THURSTON PROPERTIES, LLC

WHEREAS the Town of Urbanna owns a parcel of land located in the vicinity of the Town's water tower listed as Tax Map 20B(1), Parcel 3A, located in Middlesex County, VA; and

WHEREAS Thurston Properties owns two parcels of land located in the vicinity of the Town's water tower listed as Tax Map 20 Parcel 26, and Tax Map 19(12) Parcel 1, located in Middlesex County; and

WHEREAS both parties are in agreement that it is beneficial to exchange a portion of town owned Parcel 3A with a portion of Thurston Properties owned Tax Map 19(12) Parcel 1 in a two for one land exchange; and

WHEREAS the Town of Urbanna will use this parcel (noted as Parcel 1A) to place a well necessary to provide water to area residents in the future; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Urbanna and Thurston Properties, LLC exchange parcels of properties as described in a Plat prepared by Bay Design of Urbanna, VA dated September 21, 2021 (see attached) and such Plat be duly recorded at the Middlesex County Clerk of Court as prescribed by law. Further, the Town Zoning Administrator is authorized to execute any deeds or documents to facilitate this transaction.