

**Town of Urbanna  
Town Council  
Monthly Meeting  
Council Chambers-45 Cross St  
November 18, 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  
    Bill Goldsmith  
    Steve Hollberg-via Zoom  
    Bill Smith  
Garth Wheeler-Town Administrator  
Roy Kime-Zoning Administrator  
Michele Hutton-Town Treasurer  
Martha Rodenburg-Town Clerk  
Andrea Erard-Town Attorney-via Zoom  
Members of the public

Councilmember Hollberg participated electronically via Zoom due to vacation in Hilton Head, SC.  
**Councilmember Goldsmith moved to allow Councilmember Hanson to participate electronically**  
**Councilmember Austin seconded**  
**Austin, Chowning, Goldsmith, Smith, and Hartley voted yes**  
**Motion passed 5-0**

**Absent**

Councilmember Hanson

All present said the Pledge of Allegiance

**APPROVAL OF AGENDA**

Councilmember Austin moved to approve the agenda.  
Councilmember Goldsmith seconded  
**Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes**  
**Motion passed 6-0**

**APPROVAL OF MINUTES**

**Councilmember Austin moved to approve the minutes for October 28, 2021 and October 30, 2021 as received.**

**Councilmember Smith seconded  
Austin, Chowning, Goldsmith, Hollberg, Smith, and Hartley voted yes  
Motion passed 6-0**

## **REPORTS**

### **Town Administrator**

Garth Wheeler reported on the following

- Oyster Festival
- Town Well Pump Failure
  - Town has been reimbursed \$23,173.23 (after \$1,000 deductible) by insurance for repairs made after July pump failure
- Town Marina Bridge
  - Bay Design preparing an architectural study
  - Per Bay Design engineer, while in need of repair, it is not an emergency situation
- Christmas Parade
  - Lois Jean Brooks leading event
  - Scheduled for December 3<sup>rd</sup>
  - Due to pandemic, food will not be served at fire station
  - Looking to see if Santa can be available to greet children after parade
  - Pool
- Proposal received from Douglas Aquatics and will be discussed in Pool Committee report
- Scottish Factor Museum
  - 120 visitors in October
  - \$110.41 received in donations
- Boat Ramp
  - Docks of the Bay will begin in December, once current project at Tides in is complete
  - Work will coincide with their work on the Montague project
- Cross Street Light Project
  - Poles delivered and installed prior to Oyster Festival
  - Final cost of project to Town was \$18,751.80
    - Total cost-\$33,751.80
    - Contribution by UBI-\$15,000
    - Thank you to the efforts of George DeVries, Jim Hayes, and Sid Hayes to have the lights installed prior to Oyster Festival
- Land swap with Thurston Properties has been completed and the deed recorded with Middlesex County

### **Treasurer's Report**

Michele Hutton gave the Treasurer's report

- Per Councilmember Hollberg's request, Roy Kime reported the YTD sales tax collected was \$5,997.43 of the budgeted \$20,000 for the fiscal year
- Michele Hutton reported real estate and personal property taxes are coming in. As of COB November 17<sup>th</sup> the following had been collected
  - Real Estate: \$54,529
  - Personal Property: \$3,307
- YTD the Marina had an income of \$14,678
- Net income for Water Fund is up

### **Finance Committee**

Councilmember Goldsmith reported the following

- Thanked Garry Clay for his management of Taber Trust
- After weighing pros and cons, the Finance Committee recommended the Town enter a lease for a portion of the “Waverly Commons” building for the purpose of moving the Town offices to that location

### **Pool Committee**

Councilmember Goldsmith reported a proposal has been received by Douglas Aquatics for construction of a new pool. The Pool Committee will meet to review proposal and review funding options.

### **Water Committee**

Councilmember Smith reported on the following

- Met November 8<sup>th</sup>
- Not eligible for grant funding from Department of Housing and Community Development (DHCD)
  - Low to Median Income (LMI) criteria of 51% not met
    - Per survey, Town of Urbanna LMI is 48%
- Secondary grant window April/May
- Fire Hydrant flow testing coordinating dates with SERCAP and Fire Department
- Cartegraph go live dates still being discussed
- USDA loan application submitted 11/18 by Roy Kime
- Professional engineering report (PER) accepted
- 5-phase upgrade estimate from AH Environmental (action taken under New Business)

Councilmember Hollberg asked what the USDA loan financing terms were. Councilmember Smith responded it was 1.75% over 40 years.

### **Planning Commission**

No report given

### **TABER TRUST**

After 15 years of managing the Taber Trust, Mr. Garry Clay of Davenport Investments announced his retirement. Mr. Brian Manetz will be the new manager of the Trust.

- Mr. Clay addressed Council and stated the following:
- Income generation is the primary objective of trust management, with long term growth the secondary objective
- 17% growth in past year, with a lifetime growth of 8%
- Current balance of approximately \$1.5 million
  - Fund began with \$125,000-250,000 (the amount cannot be verified)
  - Over 15 years, approximately \$600,000 has been removed
- Broadly diversified portfolio

Mr. Clay thanked council for opportunity to work with them, and he was given a round of applause by all in attendance

### **PUBLIC COMMENT & PUBLIC COMMENT RESPONSE**

Mike Jolly thanked staff and Council for a successful Oyster Festival and for getting the Cross St. lights erected prior to the festival

### **OLD BUSINESS**

There was no Old Business

### **NEW BUSINESS**

#### **December Meeting Schedule**

**Councilmember Austin made a motion to move the December monthly meeting to Thursday, December 16<sup>th</sup> and cancel the work session, scheduled for Thursday, December 9<sup>th</sup>**

**Councilmember Smith seconded**

Mayor Hartley and Garth Wheeler discussed having a reception and inviting public and determined it would be discussed at a later time

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

**Motion passed 6-0**

#### **Water System Infrastructure Upgrades**

Councilmember Smith reported a proposal had been received by AH Engineers & Scientists to prepare estimates of phases for upgrades then sent out for bidding. The proposal is for 165 hours of work.

It was clarified the funding would come from Water Fund, not General Fund. Therefore, no amendment to budget needed.

**Councilmember Austin made a motion to approve quote from AH Engineers & Scientists and [have Garth Wheeler] give notice to proceed with preparing estimates for the different phases of the Urbanna VA Water System Infrastructure Upgrades at a cost of \$19,711, to be paid from the Water Fund**

**Councilmember Goldsmith seconded**

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

**Motion passed 6-0**

#### **Waverly Commons Lease**

Ms. Erard prepared draft lease agreement being reviewed by Mullins. Lease up to 24 months, \$3,336 per month.

- Lessor responsible for exterior maintenance and lighting
- Town responsible for adapting office space to suit, utilities, signage, alarm, etc...

It was clarified the DMV Select office would not be a sub-lease, therefore not a conflict with terms.

**Councilmember Hollberg moved to, as subject to corrections and final review, [to approve the leasing of the Waverly Commons office space for up to two years for a monthly rent of \$3,336.00]**

**Councilmember Goldsmith seconded**

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

**Motion passed 6-0**

**ANNOUNCEMENTS**

Councilmember Chowning discussed the history behind the naming of the Beryl R. Newman Bridge. Beryl R. Newman was a Medal of Honor recipient for his extraordinary and heroic actions in World War II. At present, bridge signage only bears his name. Councilmember Chowning brought forth more context should be added.

**Councilmember Chowning made a motion to have Town staff look into having the signs for the Beryl R. Newman be changed to add "Medal of Honor Recipient".**

**Councilmember Smith seconded**

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

**Motion passed 6-0**

Councilmember Hollberg asked for update on audit. Staff informed Council the audit is in process.

**ADJOURN**

**Councilmember Austin made a motion to adjourn**

**Councilmember Smith seconded**

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

**Motion passed 6-0**

**Meeting adjourned at 8:20pm**

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**Submitted by:**



**Martha J. Rodenburg**

**Town Clerk**

**Approved by Town Council January 13, 2022**