

**Town of Urbanna
Town Council
Work Session
Council Chambers-45 Cross St
January 13, 2022**

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
 Bill Smith-via Zoom
 Merri Hanson-via Zoom
Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Martha Rodenburg-Town Clerk
Andrea Erard-Town Attorney-via Zoom
Members of the public

Absent

Steve Hollberg *due to medical reasons (Amended per Council motion 1/27/2022)*

Councilmember Smith requested to participate electronically from Urbanna, VA due to possible Covid exposure.
Councilmember Hanson requested to participate electronically from Berkeley, CA due to a family health matter.

Councilmember Austin moved to allow Councilmembers Hanson and Smith to participate electronically

Councilmember Goldsmith seconded

Austin, Chowning, Goldsmith, and Hartley voted yes

Motion passed 4-0

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin moved to approve the agenda.

Councilmember Goldsmith seconded

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

Motion passed 6-0

PUBLIC HEARING

A public hearing was held to inform the public of the Town of Urbanna's intent to file an application with the USDA Rural Development for financial assistance to construct a new water well and associated pumping and monitoring equipment to supply the Town's existing water distribution system.

- The cost of the well is anticipated to be approximately \$1.1 million. 40-year term with 1 ¾ % interest rate. When a final cost is determined, the loan amount will mirror it.

- This well is a requirement mandated by the ~~Department of Health~~ *Department of Environmental Quality (Corrected per Council motion 1/27/2022)*, and must be completed by 2024.
- Councilmember Chowning inquired as to whether or not there were [any requirements of the loan] to which [the Town] may not be able to comply. Roy Kime responded there were not.
- Councilmember Goldsmith noted the past water rate increase was to generate enough cash flow to be able to pay any future loans for water system. Water budget is a completely separate entity from the Town budget and general funds.
- Garth Wheeler commended Roy Kime and Councilmember Smith for their efforts to find funding solutions via grants and other options; as well as their efforts to secure the USDA loan.

There were no comments given by the public.

Public hearing closed

Councilmember Goldsmith moved to authorize Garth Wheeler to execute the necessary documents [regarding the USDA loan], subject to review by the Town Attorney.

Councilmember Austin seconded

**Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes
Motion passed 6-0**

APPROVAL OF MINUTES

Councilmember Austin moved to approve the minutes for November 18, 2021 and January 5, 2022 as presented.

Councilmember Goldsmith seconded

Roy Kime suggested the January 5, 2022 minutes be amended to include a statement explaining the December meeting of the Urbanna Town Council was canceled due to staff and several members of Town Council having been exposed to Covid and were unable to meet in person due to CDC recommended guidelines.

Councilmember Austin moved to make an amendment to the motion reflecting the changes be made to the January 5, 2022 minutes to reflect the December meeting of Town Council was not held due to illness.

Councilmember Goldsmith seconded

**Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes to the amendment to the motion
Amendment passed 6-0**

**Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes to the motion
Motion passed 6-0**

REPORTS

Town Administrator

Garth Wheeler reported on the following:

- New Office Move
 - Town Offices will be closed January 28th and 31st for moving to new location at Waverly Commons, with plans to re-open office on February 1st
- DMV Select
 - Maribel Kimble has been hired as the full-time DMV Select Clerk, and will begin on January 24th. There were over 30 applicants.
 - DMV personnel have been working with Town IT staff in setting up computers
 - Planned opening of DMV Select is February 14th, with appointment system and advertising to begin the week prior
- Town Marina Bridge
 - Waiting for Bay Design architectural study
- Christmas Parade

- Great success, with appreciation to Lois Brooks and her hard work
- Volunteer Appreciation
 - Plans for a January event postponed due to the recent Covid surge. Hope to reschedule for March.
- Pool Project
 - Pool Committee continues to work on developing a comprehensive plan
- Boat Ramp
 - Docks of the Bay has brought equipment in to begin project
- Virginia Street Pier Project
 - Public hearing is planned for January 27th
- Town Marina Upgrades
 - Recommendations being drafted for remodeling of some slips

Finance Committee & Pool Committee

Councilmember Goldsmith reported the Pool Committee reports were melded together in that Council would be going into Closed Meeting to discuss pool construction and financing.

Treasurer's Report

Garth Wheeler presented the Treasurer's report as attached.

Roy Kime reported drafts of the 2020 and 2021 audit reports have been completed.

Water Committee

Councilmember Smith reported the following:

- Conference call scheduled for January 14th with USDA regarding loan
- Flushing of fire hydrants to take place in Spring to avoid problems with freezing temperatures
- AH Environmental has been sent request to estimate costs on a 5-phase infrastructure upgrade to include 10 new fire hydrants, 2 relocated hydrants, and upgrade lines to sufficient standards for water service and fire suppression
- Received initial document, which is currently under review
 - Final document will be submitted to Council for review

Planning Commission

Councilmember Hanson reported:

- Meeting scheduled for January 11th rescheduled for January 18th
- Agenda to include
 - Reviewing and updating Comprehensive Plan
 - Mapping of street signs for replacements
 - Status of 4-way stop sign at Virginia and Cross Streets
 - Economic Development Workshop tentatively scheduled for May

Councilmember Austin commented there is an Economic Development Committee of which she and several volunteers are a part of, and in the process of working on projects. She inquired as to whether or not they would be included in plans for the ED workshop.

Councilmember Hanson responded in the affirmative and all are welcome to attend Planning Commission meetings.

Cigarette Tax Board

Councilmember Chowning reported the Board meets quarterly. Current monies received estimated to be \$2,500.

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

There was not public comment

OLD BUSINESS

Opioid Suit Settlement

Andrea Erard reported the Attorney General approved a settlement agreement reached with several pharmaceutical companies to establish an opioid abatement fund. Funds will go directly to counties & cities. Any funds requested [by Town of Urbanna] would come from Middlesex or by submitting an application to fund.

Ms. Erard affirmed Councilmember Chowning's inquiry that funds could only be used for opioid abatement programs. Councilmember Austin asked if funds could be used for Narcan. Garth Wheeler said it could, but purchase and distribution of Narcan would be best left with Middlesex County.

Blue Water Trail Update

Roy Kime gave the following update:

- Roy Kime, Garth Wheeler, Dan Snead, and Councilmember Larry Chowning have been working on this project
- In communication with Jackie Richardson, Senior Planning Manager and Kurt Smith with Middle Peninsula Planning District
 - There is currently a map of the Middle Peninsula Water Trail that the Urbanna Blue Water Trail could be added to with various kayaking levels noted
 - The website is <https://virginiawatertrails.org/middle-peninsula/>
 - Locations could be added to map with information embedded to website/map, including drone footage
 - Similar to geocaching
 - There will be no charge from MPPD

NEW BUSINESS

2022 Town Council Working Session and Monthly Meeting Calendar-

Councilmember Austin made a motion to approve the proposed 2022 Urbanna Town Council meeting schedule

Councilmember Goldsmith seconded

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

Motion passed 6-0

Approved meeting schedule is attached to minutes

CLOSED MEETING

Councilmember Goldsmith motioned to go into closed meeting pursuant to Virginia Code section 2.2-3711(A)(29) for 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-Taber Park Pool construction.

Councilmember Austin seconded

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

Motion passed 6-0

Council entered Closed 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?

Councilmember Goldsmith seconded

Austin, Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes to motion and to certify Closed Meeting

Motion passed 6-0

Council entered Open Meeting

OPEN MEETING

Councilmember Goldsmith made a motion to authorize the Town Administrator to sign a contract with Cox for the demolition of the Taber Park pool and associated structures, subject to the final review and approval by the Town Attorney, in an amount not to exceed \$60,000.

Councilmember Austin seconded

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

Motion passed 6-0

Councilmember Austin made a motion to authorize the Town Administrator and the Pool Committee to move forward with negotiating contract(s) in an amount not to exceed \$1.5 million for the construction of a new pool and to execute any necessary contracts subject to the final review and approval of the Town Attorney.

Councilmember Goldsmith seconded

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

Motion passed 6-0

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Chowning seconded

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

Motion passed 6-0

Meeting adjourned at 8:36pm

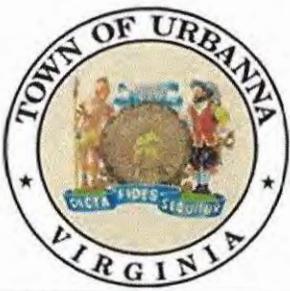
Submitted by:



Martha J. Rodenburg

Town Clerk

Approved by Town Council 01/27/2022



Treasurer's Report

Account Balance thru 12/31/2021	Prior Year	Prior Month	Statement Date
	12/31/20	11/31/21	12/31/21
Primis Bank General Operating Bank Account	605,472.10	649,418.40	835,159.96
Renter Water Deposits	-14,511.66	14,401.66	14,401.66
Net Operating General Bank Account	573,232.79	620,983.88	820,530.42
TRUIST Historic Trust	16,936.04	21,796.28	21,796.47
TRUIST Pool Replacement Account	36,759.14	36,762.48	36,762.79
Primis Bank Water Fund Reserve	113,517.43	113,881.51	113,910.53
Primis Bank General Fund Reserve	94,471.48	94,687.81	94,703.89
Primis Bank Cares Local Recovery	n/a	237,631.68	237,641.77
Taber Trust – Account Value as of 09/30/2021		1,443,527.19	
	12/31/20	11/31/21	12/31/21
Meals Tax collected in December	8,767.62	12,199.80	9,318.41
Lodging Tax collected in December	0.00	653.34	1,215.60

EXPENDITURES:
 Business as usual

- REVENUE as of 12/31/2021**
- Received Tabor Trust distribution \$30,200.00
 - Real Estate \$ 149,606.91 (Total Year \$240,019.66)
 - Real Estate Delinquent \$115.06
 - Personal Property \$4,094.57 (Total Year \$8,488.38)
 - Oyster Fest Meals Tax for Nov/Dec \$9,802.25 - 7 vendors unpaid

Range of Accounts: 100-11010-0001 to 100-11010-0002 Start Month: July Start Year: 2021
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 01/07/22
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-11010-0001 240019.66	1. Current Real Estate Taxes	0.00	0.00	361.79	1908.08	86912.74	149606.91	1230.14	0.00	0.00	0.00	0.00	0.00
100-11010-0002 115.06	2. Real Estate Tax - Delinquent	0.00	0.00	0.00	0.00	0.00	88.09	26.97	0.00	0.00	0.00	0.00	0.00
Fund Total 240134.72		0.00	0.00	361.79	1908.08	86912.74	149695.00	1257.11	0.00	0.00	0.00	0.00	0.00
Grand Total 240134.72	Count: 2	0.00	0.00	361.79	1908.08	86912.74	149695.00	1257.11	0.00	0.00	0.00	0.00	0.00

Range of Accounts: 100-12110-0003 to 100-12110-0003 Start Month: July Start Year: 2021
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 01/07/22
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12110-0003	Oyster Festival Meals Tax	0.00	0.00	0.00	0.00	3527.45	6274.80	0.00	0.00	0.00	0.00	0.00	0.00
9802.25													
Fund Total		0.00	0.00	0.00	0.00	3527.45	6274.80	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1	0.00	0.00	0.00	0.00	3527.45	6274.80	0.00	0.00	0.00	0.00	0.00	0.00
9802.25													

7 unpaid vendors.

Urbanna Town Council Meeting Schedule 2022-Approved

	Work Session	Monthly Meeting	Comment
January	13	27	
February	10	24	
March	10	24	
April	14	28	
May	12	26	<i>Budget public hearing and approval meeting May/June</i>
June	8	22	<i>Budget public hearing and approval meeting May/June</i>
July	14	28	
August	11	25	
September	8	22	
October	13	27	
November	N/A	17	
December	N/A	15	