

**Town of Urbanna
Town Council
Monthly Meeting
Council Chambers-45 Cross St
January 27, 2022**

CALL TO ORDER & ROLL CALL

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

Present

Mayor Barbara Hartley
Council Members
 Marjorie Austin
 Larry Chowning
 Bill Goldsmith
 Merri Hanson-electronic participation
 Steve Hollberg
 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 Hanson requested to participate electronically from San Diego, CA while she is with family during her infant grandson's cancer treatment.

Councilmember Austin moved to allow Councilmember Hanson to participate electronically

Councilmember Smith seconded

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

Motion passed 6-0

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Hollberg moved to approve the agenda

Councilmember Austin seconded

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

Motion passed 7-0

APPROVAL OF MINUTES

Councilmember Austin made a motion to amend the January 13, 2022 meeting minutes to reflect Mr. Hollberg was absent due to medical reasons

Councilmember Smith requested a correction to the January 13, 2022 meeting minutes under the Public Hearing that the well requirement is from Department of Environmental Quality (DEQ), not the Department of Health.

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments

Motion passed 7-0

**Councilmember Austin made a motion to accept the January 13, 2022 minutes as amended
Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments
Motion passed 7-0**

REPORTS

Town Administrator

- New Office
 - Last Town Council meeting at 45 Cross St
 - Move to begin January 28th with planned opening of office on February 1st
- DMV Select
 - Maribel Kimble began position as DMV Select Clerk on January 24th
 - DMV Select will open February 14th
 - Appointments will open a week prior
- Boat Ramp
 - Docks of the Bay has brought in equipment
 - Waiting for additional supplies
- Town Marina
 - Recommendations drafted for remodeling of some slips, including floating finger piers
 - Should be covered by BIG Grant
 - Will be presented to Finance Committee before coming to full Council
- July 4th Celebration
 - American Fireworks providing fireworks display
 - Will take place Friday, July 1st, with a rain date of July 5th
 - Kevin Gentry to provide music and sound system
 - Urbanna Fire Department to provide food

Treasurer's Report

Michele Hutton presented the Treasurer's report-*attached*

- Councilmember Chowning asked how much in real estate taxes remained outstanding
 - Mrs. Hutton responded the total was a few thousand, with the most delinquent account being 3 years in arrears
- Councilmember Hollberg asked if the increase in assessments had an effect on payments
 - Mrs. Hutton responded the increase in personal property taxes had "hurt a lot of folks"

Finance Committee

Councilmember Goldsmith reported the following

- Committee has begun discussions on the 2022-2023 fiscal year budget

Pool Committee

Councilmember Goldsmith reported the following

- A plan is being developed for a fee structure for pool membership/usage to offset the cost of pool management and maintenance, and Councilmember Goldsmith asked for community feedback. Some of these ideas include yearly membership fees (individual and family), day passes, and charter memberships. Taxes alone cannot support this.
- Various construction finance options are being looked into, including CARES Act funding, Taber Fund, and Middlesex County funding.

- Establishing a separate tax-deductible account to accept pool donations was discussed. Mayor Hartley stated Friends of Urbanna, which is a 501(c)(3), has agreed to accept funds earmarked for pool. Donations made directly to Town are not tax deductible, but they would be if made to a 501(c)(3).

Water Committee

Councilmember Smith reported

- USDA loan package making progress
- Received infrastructure water system upgrade estimates in a 5-phase plan from AH Environmental
 - Committee has reviewed and will finalize for distribution and approval of Council
 - Upgrades to system will bring water and fire suppression up to adequate standards
 - Includes 10 additional fire hydrants and relocation of 2 others and appropriately sized piping
 - Approximate total for all 5 phases-\$7million

Planning Commission

Councilmember Hanson reported on the Planning Commission meeting held January 18, 2022

- Ongoing review and update of Comprehensive Plan
 - Updating demographics and maps
 - Liaison from Chesapeake Bay Act to provide needed information
 - Goal to have draft by April 1, 2022
- Virginia Street Dock and Pier
 - Planning Commission developing a proposal to present to Town Council
- Town Street Sign Replacement
 - Don Drayer, Sue Warner, and John & Kristi Anzivino mapping and identifying locations of street signs for possible replacement
 - Current street signs are not easily visible to first responders
- Economic Development Workshop
 - Planned for May 2022
 - Include area stakeholders in hopes of developing a 3-5 year ED plan for Town

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

Billy Mayo asked about status of getting a 4-way stop at Cross & Virginia Streets

- Councilmember Hanson and Garth Wheeler responded it is a VDOT issue and there is no indication one will be put in place due to VDOT regulations

OLD BUSINESS

USDA Loan Resolution

Councilmember Austin made a motion to approve the resolution as presented, authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending its public water system by construction of a new well and associated pumping and security equipment.

Councilmember Smith seconded

Councilmember Hollberg asked if a study had been done to determine if the Town could afford payments from water fund

Councilmembers Goldsmith and Smith responded water rates had been established to budget for loan service amount (approximately \$3,000 per month), as well as maintenance of water system.

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments

Motion passed 7-0

USDA Loan-Legal Services Agreement

Councilmember Austin made a motion to approve the legal services agreement, as presented, between The Town of Urbanna and Andrea G. Erard, Esq.

Councilmember Hollberg seconded

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments

Motion passed 7-0

Councilmember Hollberg asked about the status of the audit. Mr. Wheeler informed Council 2 of the 3 drafts were complete and the last one should be received in next week or two.

NEW BUSINESS

There was no new business

ANNOUNCEMENTS

In noting the meeting would be the last Town Council meeting held at 45 Cross Street, Councilmember Chowning requested staff ensure the portrait of Dr. Taber was hung in the new council chambers. He reminded all in attendance the building was originally a silent film movie theater. Part of the building's rich history included the first electric system in Town, and it was also a print shop at one time.

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Smith seconded

Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments

Motion passed 7-0

Meeting adjourned at 8:00pm

Submitted by:



Martha J. Rodenburg

Town Clerk

Approved by Town Council 02/10/2022



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.

