

**Town of Urbanna
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
March 10, 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
 Merri Hanson-via Zoom
 Steve Hollberg
 Bill Smith
Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk
Andrea Erard-Town Attorney
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 Goldsmith moved to allow Councilmember Hanson to participate electronically

Councilmember Smith seconded

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

Motion passed 6-0

Garth Wheeler, Town Administrator, reminded all in attendance the meeting was being recorded and would be posted to YouTube.

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin moved to approve the agenda

Councilmember Goldsmith seconded

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

Motion passed 7-0

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

There was no public comment or public comment response

MATTERS OF THE TOWN COUNCIL

Town Administrator Update

- Farmer's Market
 - 2nd Saturday of the month beginning in May
 - May Days will now be July Days
 - Marnie Harte would like to move event to the Town green, between ABC store and post office
- Friends of Urbanna
 - Founder's Day
 - August 6th
 - Fife & drum corps to participate
 - Actors portraying Thomas Jefferson & Patrick Henry will debate the Constitution
 - Requesting \$2,400 to support Founder's Day
 - Total event cost is approximately \$8,000
 - Additional funding obtained through donations
 - Scottish Factor
 - Architectural historian continues to conduct study
 - This Scottish Factor is believed to be the only remaining, intact, in country
 - Councilmember Chowning added, in conversation with the historian, the damage to the side of building was done when porch was put on
 - Urbanna Creek Survey Committee
 - First meeting held March 4th
 - Focus on creek and associated projects
 - Next meeting scheduled for April 1 at 11:00am
 - Hometown Heroes/We Proudly Honor
 - Presented by Michele Hutton, Town Treasurer
 - Individual banners sold for \$100 and personalized, including picture
 - Up to 40 banners available (20 on Virginia Street, 20 on Cross Street)
 - Will be displayed beginning July 4th through Labor Day
 - Available to members of community
 - Banners located on Cross Street may need to be a different size due to pole configuration
 - Details still being worked out

Pool Committee Update

- Upcoming meeting, Monday, March 14th
- Paddock Pools proposal
 - Under \$1million
 - Suggests adjusting size to 5,000 sq. ft.
 - Design prepared by April
 - Bid in May
 - Adjustments and final numbers in June
 - Begin construction in Fall, with anticipated completion by Memorial Day
 - Would use current pool foot print
 - Architectural design needed for bathhouse

ACTION ITEMS

Approval of Minutes

February 10, 2022 Minutes

Councilmember Austin made a motion to approve the February 10, 2022 minutes

Councilmember Austin made a motion to amend the salary reduction motion for the Town Administrator and Zoning Administrator, page 5-paragraph 2, to have the Town Clerk add a point of clarification in the minutes regarding the motion made by [Councilmember Austin] at the February 10th meeting to reduce the salaries of the Town Administrator and Zoning Administrator to reflect this was a voluntary salary reduction at [Mr. Wheeler's and Mr. Kime's] request as a cost savings.

Councilmember Smith made a motion to amend his motion to enter into a contract with AH Environmental to

- **Add "for infrastructure upgrades" to the first sentence, to clarify the funding would be for infrastructure upgrades only, not wells**
- **Add "for assistance in the application process for funding" to the last sentence**

Councilmember Austin made a motion to approve the February 10, 2022 minutes with the foresaid motions

Councilmember Smith seconded

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

Motion passed 7-0

February 24, 2022 Minutes

Councilmember Austin made a motion to approve

Councilmember Hollberg made a motion to correct and amend [under Public Comment] the following, Sarah Jane Wyatt-spoke in favor of development of Virginia St. Dock/Pier and presented ~~a signed letters from residents in favor of development~~ *72 signed citizen petitions supporting a kayak launch facility* **And within text of minutes to introduce the additional 72 signatures and letters in favor**

Councilmember Smith disagreed as the petition was not sent through council

Mayor Hartley asked the Town Attorney would it be appropriate to insert the signed petitions into the [February 24th] minutes or more appropriate to have them mentioned in the current meeting

Ms. Erard stated the petition can be reflected in the [February 24th] minutes

Councilmember Austin made a motion to approve the February 24, 2022 minutes as amended

Councilmember Hollberg seconded

Discussion took place to clarify motion

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

Motion passed 7-0

MATTERS OF TOWN COUNCIL

Cigarette Tax Revenue Allocation

Councilmember Chowning reported the Chesapeake Bay Region Cigarette Tax Board had met that morning

- Essex County has joined
- Accomack and Caroline Counties are considering joining
- The taxes are collected from wholesalers, not the individual retailers
- Some tax payments are direct deposited to commission, some are mailed in, which accounts for the varying amount totals

- Stock in place prior to tax are not stamped to be taxed
- Estimated annual income approximately \$8,000-10,000

Councilmember Hollberg made the following motion:

Whereas cigarette tax is now being collected and remitted to the Town of Urbanna and has been collected to date in the amount of ~~\$3,5892.49~~ \$3,582.49 (corrected prior to motion vote), and,

Whereas the James Mills Scottish Factor Store is a focal point of historic interest and a draw for visitors to the Town of Urbanna, serving as both a museum and display of, among other things, the Town’s John Mitchell map from 1755 and,

Whereas the funding of repairs and maintenance are ongoing for the Scottish Factor Store building, grounds, and streetscape and the Town will need to match grants, or through other means, fund renovations as needed,

Whereas the origins of the Scottish Factor Store system were founded upon tobacco trade and related credit arrangements dating back to the 1600’s,

The Town Council hereby establishes a policy to place the existing and future cigarette tax collections quarterly into the Urbanna Historic Trust account, currently housed at Truist Bank, for the benefit of the James Mills Scottish Factor Store building, exhibits and grounds and retaining wall leading up to the building from Virginia Street.

A report of cash inflows and outflows is due monthly for the James Mills Scottish Factor Store and its related financial activities.

Councilmember Austin seconded

Councilmember Smith noted the incorrect amount made in motion and the correct amount was entered

Discussion took place about the scope of the language in the motion

Councilmember Chowning added he is unhappy [the museum] is a visitor center and not more of a museum.

**Austin, Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted to accept amendments
Motion passed 7-0**

ANNOUCEMENTS

Councilmember Austin announced 4th Fridays has been well received

- Upcoming meeting on the event
- Councilmember Goldsmith mentioned concerns with postal delivery truck unable to access post office due to street closures
- Councilmember Austin responded they would work through the glitches

Garth Wheeler announced the boat ramp is completed

- 16’ longer than previous ramp

Councilmember Hanson announced Rebecca Rowe of Virginia Department of Housing and Community Development-Virginia Main Street to speak at next Planning Commission meeting, Tuesday, March 15th

- Economic development, vitality, and marketing program
- Councilmember Hanson, Roy Kime, and Gari Lister will be attending the National Main Street Conference in Richmond in May

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 7:52pm

Submitted by:



Martha J. Rodenburg

Town Clerk

Approved by Town Council 03/24/2022