

**Town of Urbanna
Town Council
Monthly Meeting
Public Hearing-Real Property Tax Increase
Council Chambers-390 Virginia St. Suite B
June 23, 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
 Steve Hollberg
 Bill Smith-via Zoom
Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Andrea Erard-Town Attorney-via Zoom
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk
Members of the public

Councilmember Smith requested to participate electronically from his home in Urbanna due to health reasons

**Councilmember Austin moved to allow Councilmember Smith to participate electronically
Councilmember Goldsmith seconded**

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

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

**Councilmember Austin moved to amend the agenda to add Mr. Funkhouser from the Middlesex County EDA to
address Council before the public hearing**

Councilmember Hollberg seconded

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

Motion passed 7-0

Councilmember Austin moved to approve the agenda as amended

Councilmember Goldsmith seconded

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

Motion passed 7-0

ADDRESS TO COUNCIL

- Mr. Trent Funkhouser, Executive Director of the Middlesex County Economic Development Authority addressed Council
 - Provided his phone number, which is the same as his predecessor, (804)654-1363
 - Briefly addressed his background
 - Focusing on community development
 - Encouraged Council to reach out to him if needed

PUBLIC HEARING-REAL PROPERTY TAX INCREASE

Town Attorney, Andrea Erard introduced the public hearing

- Legally required when there is a reassessment that results in an effective tax rate increase of more than 1%
- Not required if locality chooses to reduce its tax rate so that there is no effective tax increase
- Town has done the statutory required 30-day notice
- Ms. Erard then invited Council to open the public hearing

Public hearing opened

No members of the public spoke

Ms. Erard stated there was no action required to be taken by Council

Councilmember Chowning asked if there was a time requirement before voting on the matter

Ms. Erard responded there was nothing to vote on with respect to the effective tax rate increase

The budget has a 7-day waiting period after public hearing before vote can be taken

Mayor Hartley closed the public hearing

APPROVAL OF MINUTES

Councilmember Austin made a motion to approve the May 26, 2022 minutes as presented

Councilmember Hollberg commented on page 5 the bullet point stating:

Councilmember Hollberg commented, based on past performance of the fund, he was confident this could be done. His theory is to demonstrate to others the town is approaching for help, that we taken steps to do this

Should read:

Councilmember Hollberg commented, based on past performance of the fund, he was confident this could be done. His theory is to demonstrate to others the town is approaching for help that we have taken steps to do this

Councilmember Hollberg made a motion to amend

Councilmember Goldsmith seconded

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

Motion passed 7-0

Councilmember Goldsmith made a motion to accept the minutes from May 26, 2022 as amended

Councilmember Austin seconded

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

Motion passed 7-0

REPORTS

Town Administrator

Garth Wheeler reported the following:

- VDOT
 - Mr. Wheeler & Roy Kime met with the VDOT superintendent of Saluda district and Ron Peaks (VDOT) regarding intersection of Cross & Virginia Streets
 - Request is being forwarded to their traffic study division for review
- Land Boundary Adjustment
 - Land Boundary Adjustment proposal packet has been submitted to Middlesex County
 - Request has been made to be placed on their agenda at their July 12, 2022 Board of Supervisors meeting
- Old Town Hall Appraisal
 - Coastline Realty scheduled to do appraisal of old Town Hall building within next couple of weeks

Independence Day Celebration

- Received approval from VDOT
- Scheduled for Friday, July 1st from 5:00pm until 10:00pm

DMV Select Grand Opening

- Tuesday, June 28th at 10:00 AM at the Town Hall
- DMV Commissioner will be in attendance, along with DMV staff, Town staff, and County officials have been invited

Veterans Banner Dedication

- Banners have been put on poles along Virginia and Cross Streets
- Dedication scheduled for Friday, June 24th at 5:00 PM at the Town Green
- There were 41 banners purchased and installed
- Thank you to Michele and Steve Hutton for their hard work

Mayor Hartley thanked Town Staff and Councilmember Goldsmith for their work to replace the light pole that had been knocked over on Virginia Street

Councilmember Goldsmith asked if there had been any timeline given from Bay Design doing pool site work

Mr. Wheeler responded they didn't have a specific timeline, but Bay Design had indicated they are moving forward and are ahead of schedule

Councilmember Austin asked if paperwork had been drawn up for the Circuit Court for the Taber money

Ms. Erard responded that it had

Councilmember Chowning thanked Mr. Wheeler and staff for having the Beryl R. Newman signs installed at the bridge

Mr. Wheeler added he had a meeting with a representative from Game & Inland Fisheries

- No Wake zone permits in Urbanna Creek have not been renewed since 1970
- Paperwork to reapply has been received
- Most of the signs will have to be replaced

Councilmember Hollberg asked about the progress of the fence at the north end of the marina

Mr. Wheeler responded that staff hadn't had a chance to work on it

Urbanna Creek Waterfront Committee

No report given

Treasurer's Report

Michele Hutton, Town Treasurer gave the Treasurer's Report to include:

- Business license applications mailed
- Successfully collected some past due meals taxes

Councilmember Hollberg asked for the balance of the Taber Fund

Ms. Hutton responded statements are sent quarterly and should receive next statement at the end of June

Finance Committee

No report given

Pool Committee

It was referenced earlier in meeting that Ms. Erard has drawn up paperwork to petition circuit court to withdraw money from Taber fund

Planning Commission

Councilmember Hanson reported the following:

- Commission met June 14
- Their requested update on Cross & Virginia St 4-way stop-was addressed in Administrator's report
- Continuing to work on comprehensive plan
 - Bringing Chesapeake Bay Act up to date
- Town Hall will be held July 12 at 6pm at Urbanna Baptist Church Fellowship Hall with Rebecca Rowe of Virginia Main Street to discuss economic development in Urbanna
- Councilmember Hanson, Roy Kime, and Gari Lister met with Mathews County Main Street committee
- Pursuing gathering data regarding internet connectivity problems with Breezeline
 - Discussed current Breezeline franchise agreement with Town of Urbanna
 - Spoke with Kevin Gentry of Middlesex County about partnering
 - Drafting a survey for residents regarding internet service

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

Dr. Paul Malone spoke about reactivating activities at museum

- He will be giving his Mitchell Map presentation on July 4th at 11am
- Organizing different presentations at museum
- Dr. Malone will be providing training on giving Mitchell Map presentations
 - Presentations can be tailored to the individual; Dr. Malone's format does not need to be followed
 - Anyone interested can participate
- Barbara Lovelace, Jim Robusto, and Friends of Urbanna can also be contacted regarding participating

Councilmember Hollberg requested the broken picnic table at the museum be repaired

He was told that it would be repaired, as well as the broken picnic table next to the Women's Club

OLD BUSINESS

Fiscal Year 2022-2023 Budget Resolution

Councilmember Goldsmith introduced the budget resolution and commented on the following:

- Required public hearing had been held and Council needed to vote on the
- Minor changes in some line items to adjust for COLA increases to staff salaries
 - In 2018 or 2019 Council voted to link COLA adjustments for staff to Social Security rates
 - The current COLA rate is 5.9%
- None of the budget section totals had been changed, only items with that section

Councilmember Hollberg commented the variance column formatting should be corrected

Councilmember Hanson made a motion to approve the resolution to adopt the budget as prepared of the 2022-2023 fiscal year

Councilmember Austin seconded

Councilmember Hollberg made a motion to make the corrections in the variance column

Councilmember Goldsmith seconded

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

Motion passed 7-0

Councilmember Hanson withdrew her previous motion and made a motion to approve the amended resolution to adopt the budget as prepared of the 2022-2023 fiscal year

Councilmember Hollberg seconded

Councilmember Chowning stated, next year he would like to have budget work sessions with all of Council involved, including, if needed, closed sessions to discuss employee salaries

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

Chowning voted no

Motion passed 6-1

RESOLUTION 2202-RES-004

FY2022-23 BUDGET APPROVAL & APPROPRIATIONS RESOLUTION

A RESOLUTION TO APPROVE AND APPROPRIATE DESIGNATED FUNDS AND ACCOUNTS FROM DESIGNATED ESTIMATED REVENUES FOR FY2022-2023 FOR THE OPERATING BUDGETS AND THE CAPITAL IMPROVEMENT PROGRAM FOR THE TOWN OF URBANNA, VIRGINIA

WHEREAS the Urbanna Town Council has prepared and duly advertised a FY2022-2023 budget for informative and fiscal planning purposes; and

WHEREAS it is necessary to approve the FY2022-2023 budget and appropriate sufficient funds for the contemplated expenditures as are contained in the FY2022-2023 budget.

NOW THEREFORE BE IT RESOLVED by the Urbanna Town Council that:

SECTION 1

The following amounts aggregating \$1,176,162.00 are approved and appropriated as set forth in the attached budget document, subject to the conditions set forth in this Resolution for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

SECTION 2

It is the intent of the Urbanna Town Council that all taxes levied during FY2022-2023 be appropriated for FY2022-2023.

SECTION 3

The Town Administrator may authorize the transfer of any unencumbered balance, or portion thereof, from one classification of expenditure to another within the same department or appropriation category.

SECTION 4

The Town Administrator may increase appropriations for non-budgeted revenue that may occur during the fiscal year as follows:

1. Insurance recoveries received for damage to any town property.
2. Refunds or reimbursements made to the town.

SECTION 5

All outstanding encumbrances, both operating and capital, in all town funds at June 30, 2022 shall be an amendment to the adopted budget and shall be reappropriated to the 2022-2023 fiscal year to the same department and account for which they were assigned in the previous year subject to any applicable public hearing requirements.

SECTION 6

Appropriations designated for capital projects will not lapse at the end of the fiscal year. The Town Administrator may approve transfers between funds to enable the capital projects to be accounted for properly. Upon completion of a capital project, the Town Administrator is authorized to close out the project and transfer any remaining balances to the original funding source.

SECTION 7

The Town Administrator is authorized to approve transfers among capital projects as long as funding sources are consistent and total net appropriation is not increased. If the actual contract amount for a project is less than the

appropriation, the Town Administrator may approve the transfer of excess funds back to the original funding source upon completion of the project.

SECTION 8

Upon completion of a grant program, the Town Administrator is authorized to close the grant and transfer balances back to the funding source.

SECTION 9

The Town Administrator is authorized to approve transfers among funds and as long as the total net appropriation is not increased.

SECTION 10

All appropriations are declared to be maximum, conditional and proportionate appropriations, but only in the event that the aggregate revenues collected and other resources available during the fiscal year ending June 30, 2023, for which the appropriations are made, are sufficient to pay all the appropriations in full; otherwise, said appropriation shall be deemed to be payable in such proportion as the total sum of all realized revenue is to the total amount of the revenues estimated by the Town Council to be available for appropriation in the fiscal year ending June 30, 2023.

SECTION 11

No department, agency or individual receiving appropriations under the provisions of this Resolution shall exceed the amount of its or his appropriation except with the prior consent and approval of the Town Council.

SECTION 12

The Town Administrator is authorized to make such rearrangements of positions and appropriations within the several departments under the control of the Town Council that may best meet the needs and interests of the Town of Urbanna, Virginia.

SECTION 13

This Resolution shall be effective on and after July 1, 2022

NEW BUSINESS

There was no new business

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Hollberg seconded

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

Motion passed 7-0

Meeting adjourned at 7:46pm

Submitted by:



Martha J. Rodenburg

Town Clerk

Approved by Town Council 07/14/2022