

**Town of Urbanna
Town Council
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
July 28, 2022**

CALL TO ORDER & ROLL CALL

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

Present

Mayor Barbara Hartley
Council Members
 Larry Chowning
 Bill Goldsmith
 Merri Hanson
 Steve Hollberg
 Bill Smith
Garth Wheeler-Town Administrator
Roy Kime-Zoning Administrator
Andrea Erard-Town Attorney
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk
Members of the public

Absent-Councilmember Marjorie Austin

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Garth Wheeler requested the agenda be amended to add under Old Business, item B, Montague Marina Modification
Councilmember Hanson made a motion to accept the agenda as amended
Councilmember Goldsmith seconded
Chowning, Goldsmith, Hanson, Hollberg, Smith, and Hartley voted yes
Motion passed 6-0

APPROVAL OF MINUTES

Councilmember Smith made a motion to approve the July 14, 2022 minutes as presented
Councilmember Hanson seconded
Chowning, Goldsmith, Hanson, Smith, and Hartley voted yes
Hollberg abstained
Motion passed 6-0-1

REPORTS

Town Administrator

Garth Wheeler reported the following

- Audit
 - Davis & Associates have completed the audits for 2019, 2020, and 2021
 - Audits will be posted on Town website

- Boundary Line Adjustment
 - Mr. Wheeler, Andrea Erard, Roy Kime, and Martha Rodenburg met with Matt Walker, Middlesex County Administrator, and Heather Lewis, Middlesex County Attorney on July 28.
 - A plan of action is being developed
- Old Town Hall appraisal has been received at \$367,000. The full report will be forwarded to Council.
- Removal of old power poles
 - Breezeline submitted work order to transfer line to new poles
 - Verizon transfer will take place when that is completed
 - After all lines have been moved, Dominion will remove old poles and the Town will make necessary repairs to sidewalks
- Cigarette Tax
 - Received \$1,087.41 for May and \$1,150.72 for June
 - All funds placed in account for the Scottish Factor/Museum
- Pool committee
 - Committee met with Wayne Savage from Bay Design
 - Soil samples have been taken
 - Plan has changed to now fill in old pool site and re-locate pool closer to playground
 - Will allow bathrooms, pump house, and concession stand to be better situated for park-side access for bathrooms
 - Motion filed with court to allow use of Taber Funds for pool construction
 - Concern on the part of Mr. Savage the Memorial Day 2023 opening date may be delayed due to DEQ issues; Ward Hamilton of Paddock Pools is sticking with Memorial Day timeline

Councilmember Hollberg questioned if the DEQ approval would focus on the quality of water that goes into the pool, or was it relative to the whole site and run-off

Mr. Wheeler and Mr. Kime responded that it was in regards to the whole site and run-off

Councilmember Chowning asked which court we were dealing with in regards to the Taber money

Ms. Erard responded it was filed with Middlesex Circuit Court

Treasurer's Report

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

- Lodging tax uptick due to successful efforts in collecting overdue funds
- Ms. Erard is assisting with a problem caused by a short-term management firm that remits payments in lump sums without referencing the individual properties
- Requested funds (\$58,000) from Taber Trust money market reserve not yet received
- Cost of painting at museum transferred from the Historic Trust

Councilmember Hollberg and Ms. Hutton discussed and clarified the funds transferred from the Taber Trust money market would, when received, be placed in the Truist Bank Pool Fund reserve.

Councilmember Chowning stated the need to have an accurate account of the number of short-term rentals in the Town
 Ms. Hutton explained her process for ensuring all short-term rentals are accounted for
 Discussion took place regarding monitoring the number of short-term rentals and possible action to be taken in the future

Discussion took place among Council regarding a published statement the Town Marina made a \$2,300 profit in the prior fiscal year. Councilmember Hollberg contended this amount should be closer to \$20,000, as it did not accurately reflect the \$17,000 for the boat ramp was a capital expenditure, not a regular expense.



Treasurer's Report

Account Balance thru 7/31/2022	Prior Year	Prior Month	Statement Date
	7/31/21	6/30/22	7/31/22
Primis Bank General Operating Bank Account	591,997.20	693,832.66	639,319.37
Renter Water Deposits	14,551.66	15,876.66	16,101.66
Net Operating General Bank Account	524,624.26	671,950.71	613,689.21
TRUIST Historic Trust	18,045.57	20,182.25	21,333.14
TRUIST Pool Replacement Account	36,761.26	36,764.60	36,764.91
Primis Bank Water Fund Reserve	113,747.30	114,083.22	114,133.07
Primis Bank General Fund Reserve	94,608.08	94,799.42	94,825.78
Primis Bank Cares Local Recovery	237,591.65	237,700.70	475,302.77
Primis Bank DMV	n/a	2,540.19	4,289.45
Taber Trust – Account Value	1,471,259.67	1,361,671.49	
	7/31/21	6/30/22	7/31/22
Meals Tax collected in July	14,800.26	14,078.74	14,635.00
Lodging Tax collected in July	3,166.70	4,699.43	3,422.19
Cigarette Tax collected in July	n/a	1,087.41	1,150.72

JULY EXPENDITURES:

\$5,875.00 for Pool Geotechnical report

REVENUE as of 7/31/2022

- Taber Trust Funds of \$58,000 deposited to Truist Bank, Pool Replacement Acc't 8/1/2022
- Continue to work on delinquent accounts. Personal Property past due mailed 8/1/2022

MEALS

August 1, 2022
04:21 PM

Town of Urbanna
2023 Revenue Summary by Month

Page No: 1

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2022
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 08/01/22
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12110-0001	Meals Tax - Local												
14635.00	14635.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total													
14635.00	14635.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1												
14635.00	14635.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

LODGING

August 1, 2022
04:22 PM

Town of Urbanna
2023 Revenue Summary by Month

Page No: 1

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2022
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 08/01/22
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
100-12100-0001	Lodging Tax												
3422.19	3422.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total													
3422.19	3422.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1												
3422.19	3422.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

WATER SALES

August 1, 2022
04:28 PM

Town of Urbanna
2023 Revenue Summary by Month

Page No: 1

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2022
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 08/01/22
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Total													
500-17010-0001	Water Sales Charges	2878.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2878.78													
Fund Total		2878.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2878.78													
Grand Total	Count: 1	2878.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2878.78													

Pool Committee

Addressed in Administrator's report

Water Committee

Councilmember Smith reported the following

- No meeting held in July
- Well #6 has been staked and location approved by VDH (Virginia Department of Health)
 - Next steps are DEQ permit and bid documents for Town and USDA to review
- Five-phase water system upgrades application received for review
 - Meeting with engineers via zoom on August 2, 2022 to discuss application and answer any questions
 - Application amount-\$7.6 million for all 5 phases

Planning Commission

Councilmember Hanson reported

- Internet survey results reported with copies distributed to all and available to the public
- High points included:
 - Internet only
 - Peak times 5-10pm
 - 57% have Breezeline equipment
 - 61% not satisfied or somewhat satisfied
 - 8/86% were very satisfied
 - 80.97% lost connectivity daily
 - Complaints about business disruptions
 - Inadequate speed
 - Long wait for customer service
- Councilmember Hanson learned via a Breezeline technician a relay was replaced and they are awaiting another part that, once in place, should improve connectivity and speed
- VATI (Virginia Telecommunication Initiative) funds are being used to place fiber optic lines to areas of Middlesex that do not have internet access
 - Ms. Erard noted there were certain requirements for receiving these funds, and would share the document with Councilmember Hanson
- The Town of Urbanna application to join the Exploring Main Street program has been accepted

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

No members of the public registered to speak during public comment

PRESENTATION

Town Attorney, Andrea Erard briefed Council on the legislative updates from the 2021 Virginia General Assembly

OLD BUSINESS

Boundary Line Adjustment

Referenced during the Town Administrator's report-no action taken

Latane Montague Marina Modification

Mr. Montague has requested to make modifications to marina his marina currently under construction. VMRC requires that Town Council be notified. The modifications are to the roofline and does not change the footprint of approved plan.

Councilmember Chowning made a motion to support the modifications as submitted by Mr. Montague

Councilmember Hollberg seconded

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

Motion passed 6-0

NEW BUSINESS

Yearly Report

Mr. Wheeler notified Council a yearly report for fiscal year 2021-2022 is being compiled by staff and Patty Wheeler. This report will show activities and financial status of the Town, and should be presented at the August 25, 2022 Town Council meeting.

ADJOURN

Councilmember Smith made a motion to adjourn

Councilmember Goldsmith seconded

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

Motion passed 6-0

Meeting adjourned at 8:10pm

Submitted by:



Martha J. Rodenburg

Town Clerk

Approved by Town Council 08/11/2022