

**Town of Urbanna
Town Council
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
February 23, 2023**

CALL TO ORDER & ROLL CALL

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

Present-Members of Council

Mayor Bill Goldsmith
Marjorie Austin
Alana Courtney
Merri Hanson
Beth Justice
Sandy Sturgill

Absent-Members of Council

Larry Chowning

Other Attendees

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 and press

All present said the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented

Councilmember Sturgill seconded

Austin, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 6-0

REPORTS

Town Administrator/Pool Committee

Garth Wheeler reported the pool site plans have been completed and are under review for possible revisions

Once reviewed, permitting process will begin.

Garth Wheeler requested for Council to approve for him to sign the documents submitted by Bay Design that will be submitted to DEQ and Middlesex County to begin the permitting process.

Councilmember Austin made a motion to approve the request

Councilmember Hanson seconded

Austin, Hanson, Justice, Sturgill, and Goldsmith voted yes

Courtney voted no

Motion passed 5-1

Boundary Line Adjustment-On February 7th, Town Attorney, Andrea Erard gave a presentation to the Middlesex County Board of Supervisors regarding our request for a Boundary Line Adjustment. The Board of Supervisors voted to move forward with the process. Next steps, public hearings, possible review by Attorney General's office, then vote by both Urbanna Town Council and Middlesex County Board of Supervisors

Sale of Old Town Hall-The Town has contracted with the engineering firm, the Structures Group to do an assessment of the building's foundation.

The building has been listed in the Commercial and Residential MLS.

Marina/Big Grant-VDH has extended BIG Grant funding. Due to expire end of February, Town requested an extension so funds could be used to make repairs on main dock at entrance and restore shoreline in front of marina. Work will be done by Docks of the Bay.

Upcoming Events

- UBA requested to take on Farmer's Market
- Second Saturday events being planned with vendors and bands. They are seeking sponsors
- Independence Day celebration will take place Friday, June 30, 2023

Project Status Update & Accomplishments

Roy Kime gave an overview of the status of major projects including:

- Well replacement
- Pool
- Town Hall
- Marina
- Water Line Replacement-Fire Suppression
- Boundary Line Adjustment

A copy of the presentation was included in meeting packets and are available at Town Hall

Treasurer's Report



Treasurer's Report

The Balances Below, Reflect Bank Statements as of Month's End.

| Account Balance thru 01/31/2023 | Prior Year 1/31/21 | Prior Month 12/30/22 | Statement Date 1/31/23 |
|--|-----------------------|-------------------------|---------------------------|
| Primis Bank General Operating Bank Account | 781,159.96 | 883,066.45 | 836,894.95 |
| Renter Water Deposits | 14,401.66 | 17,776.66 | 19,451.66 |
| Net Operating General Bank Account | 776,520.72 | 864,119.96 | 826,192.28 |
| TRUIST Historic Trust | 23,046.66 | 31,201.57 | 31,868.44 |
| TRUIST Pool Replacement Account | 36,763.10 | 594,770.35 | 594,775.40 |
| Primis Bank Water Fund Reserve | 113,939.55 | 114,471.80 | 114,552.09 |
| Primis Bank General Fund Reserve | 94,719.98 | 95,002.58 | 95,044.22 |
| Primis Bank Cares Local Recovery | 237,651.86 | 475,403.06 | 475,423.90 |
| Primis Bank DMV | \$100.00 | 4,273.35 | 5,296.52 |
| Primis Bank USDA Well Replacement-new 10/14/22 | n/a | 2,501.61 | 2,502.27 |
| Taber Trust – Account Value | 1,502,728.75 | 841,834.25 | 871,833.31 |
| | | | |
| Taxes listed below are collected for prior month | 1/31/21 | 12/30/22 | 1/31/23 |
| Meals Tax collected in January | 7,724.74 | 14,659.22 | 6,727.91 |
| Lodging Tax collected in January | 3032.54 | 2,527.39 | 756.10 |
| Cigarette Tax collected in January | 491.57 | 554.88 | 666.60 |

JANUARY EXPENDITURES:

- Business as usual

REVENUE as of 1/31/2023

Oyster Fest Meals Tax \$16,577.71. Two outstanding accounts.

Notes:

- Delinquent tax notices for Personal Property and Real Estate were mailed 02.01.2023

February 9, 2023
09:23 AM

Lodging Tax

Town of Urbanna
2023 Revenue Summary by Month

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: 02/09/23
Subtotal CAFR: No

| Account No | Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
|--------------------|-------------|---------|---------|---------|---------|---------|---------|--------|-------|
| 100-12100-0001 | Lodging Tax | 3422.19 | 3213.42 | 7522.80 | 1946.30 | 3711.39 | 2527.39 | 756.10 | 74.96 |
| Total | | 3422.19 | 3213.42 | 7522.80 | 1946.30 | 3711.39 | 2527.39 | 756.10 | 74.96 |
| Fund Total | | 3422.19 | 3213.42 | 7522.80 | 1946.30 | 3711.39 | 2527.39 | 756.10 | 74.96 |
| Grand Total | Count: 1 | 3422.19 | 3213.42 | 7522.80 | 1946.30 | 3711.39 | 2527.39 | 756.10 | 74.96 |

February 9, 2023
09:25 AM

Meals Tax

Town of Urbanna
2023 Revenue Summary by Month

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: 02/09/23
Subtotal CAFR: No

| Account No | Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
|--------------------|-------------------|----------|----------|----------|----------|---------|----------|---------|------|
| 100-12110-0001 | Meals Tax - Local | 14635.00 | 14992.16 | 13319.79 | 10045.11 | 9883.46 | 14659.22 | 6727.91 | 0.00 |
| Total | | 14635.00 | 14992.16 | 13319.79 | 10045.11 | 9883.46 | 14659.22 | 6727.91 | 0.00 |
| Fund Total | | 14635.00 | 14992.16 | 13319.79 | 10045.11 | 9883.46 | 14659.22 | 6727.91 | 0.00 |
| Grand Total | Count: 1 | 14635.00 | 14992.16 | 13319.79 | 10045.11 | 9883.46 | 14659.22 | 6727.91 | 0.00 |

February 9, 2023
09:28 AM

Water Sales

Town of Urbanna
2023 Revenue Summary by Month

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: 02/09/23
Subtotal CAFR: No

| Account No | Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb |
|--------------------|---------------------|---------|----------|----------|----------|----------|----------|----------|------|
| 500-17010-0001 | Water Sales Charges | 2878.78 | 65830.56 | 17448.96 | 37734.22 | 16187.37 | 37839.77 | 11922.27 | 0.00 |
| Total | | 2878.78 | 65830.56 | 17448.96 | 37734.22 | 16187.37 | 37839.77 | 11922.27 | 0.00 |
| Fund Total | | 2878.78 | 65830.56 | 17448.96 | 37734.22 | 16187.37 | 37839.77 | 11922.27 | 0.00 |
| Grand Total | Count: 1 | 2878.78 | 65830.56 | 17448.96 | 37734.22 | 16187.37 | 37839.77 | 11922.27 | 0.00 |

Based on research, Ms. Hutton recommended making the following changes to deposit account relocation for higher interest rates:

- Close Urbanna Historic Trust housed at Truist, move to C&F Bank Investor Choice Account
- Close Pool Replacement Fund housed at Truist, move to C&F Bank Investor Choice Account
- Transfer \$237,711.90 (funds pledged to the pool fund) from Cares Local Recovery account housed at Truist, to the Pool Replacement Fund account when opened at C&F Bank.
- Change Cigarette Tax payment to C&F Bank to be deposited in the Historic Trust Account.

Councilmember Austin made a motion to relocate the deposit accounts as presented in the Treasurer's report

Councilmember Sturgill seconded

Austin, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 6-0

Finance Committee

Councilmember Sturgill presented the Finance Committee report

- Committee met Tuesday, February 21
- Began 2023-2024 budget discussion
- Discussed recommendations by the Town Treasurer regarding accounts and other options for Town funds

Water Committee

Councilmember Justice presented the Water Committee report

- Met Tuesday, February 21st at 2pm for the scheduled opening of bids for well #6
 - Reviewed and discussed current priorities
 - Fire hydrant flow testing
 - Backflow prevention installed for large commercial water customers
 - System upgrades
- Budget planning and possible rate increases

Only one bid was received for the construction of well #6, from Toano Well & Pump Services, Inc., in the amount of \$623,000. This bid is below the \$700,000 engineering estimate.

The Engineer's Recommendation from Kimley-Horn was:

Bid packages were reviewed and there were no arithmetic errors or omissions noted. Based on our review, the Bid documents from Toano Well and Pump Service, Inc. are in general conformance with the requirements stated in the Invitation for Bid. Toano Well and Pump Service, Inc. has completed several projects in this region similar in scope and complexity as this project and they possess the experience necessary for this project. The information herein supports the award of this construction contract to Toano Well and Pump Service, Inc. the apparent low responsive bidder with a total bid price of \$623,000.00.

Councilmember Justice made a motion to accept the bid as submitted by Toano Well & Pump Service, Inc. to the Town of Urbanna on February 21, 2023 in the amount of \$623,000 and direct the Town Administrator to sign and execute all required documents pertaining to the construction of Well #6

Councilmember Austin seconded

Councilmember Courtney asked if three bids should have been received.

Mayor Goldsmith responded proper bid notices were published and sent out. Andrea Erard added, because of population, Urbanna is exempt from State procurement requirements.

Further bidding requirements were discussed.

It was clarified by Garth Wheeler, although the Town of Urbanna is exempt from procurement requirements, multiple bids for projects are always sought.

Additional discussion took place.

Austin, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 6-0

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

Andy Anderson-spoke to Town dock replacement costs, Department of Health grants/loans town has applied for in the past. His also spoke to the cat problem at his marina, Urbanna Boat Yard (URBBY), and requested a forum to solve the problem

Mayor Goldsmith gave background regarding 2021 income survey put together by Water Committee when applying for a VDH grant.

Discussion took place between Council, staff, and members of the public regarding the feral cats in Urbanna. The volunteers of the Urbanna Cat Project is in need of volunteers to assist with trapping and spaying/neutering the cats.

OLD BUSINESS

There was no Old Business

NEW BUSINESS

Trolley

Garth Wheeler reported, in the past, the Town has paid a portion of the operating costs for the Town Trolley, with Bethpage paying these costs for 2021. Bay Aging is responsible for trolley operations. This year, Bethpage is not fully sponsoring the Trolley and an invoice from Bay Aging has been sent to for the Town's 2023 "local match" funding in the amount of \$8,615.00. In addition, the invoice for 2022 was not sent to us, and Bay Aging is requesting payment in the amount of \$8,315.00.

Discussion took place between Council and staff. The subject was tabled until discussion about sponsorships and assistance from the UBA could take place.

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Sturgill seconded

Austin, Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes

Motion passed 6-0

Meeting adjourned at 8:08pm

Submitted by:



Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx