

**Town of Urbanna
Town Council
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
August 24, 2023**

CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 7:01pm

Present-Members of Council

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning
Alana Courtney
Beth Justice
Sandy Sturgill

Absent

Merri Hanson

Other Attendees

Roy Kime-Zoning Administrator
Andrea Erard-Town Attorney
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk

Members of press and public

All stood for the Pledge of Allegiance

APPROVAL OF AGENDA

Mayor Goldsmith suggested making a motion to amend the agenda to add, under Old Business, Short Term Rental Ordinance, and under New Business, a referral to the Planning Commission regarding the modification of the Chesapeake Bay Protection Act section of the Comprehensive Plan to bring it into compliance with the current regulations of the Virginia Department of Environmental Quality. After discussion between Council, staff, and the Town Attorney, it was decided to not amend the agenda.

Councilmember Austin made a motion to approve the agenda as presented

Councilmember Justice seconded

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

Motion passed 6-0

MINUTES

Councilmember Austin made a motion to approve the minutes from the June 22, 2023 and July 13, 2023 meetings as presented.

Councilmember Hanson seconded

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

Motion passed 6-0

REPORTS

Town Administrator

Mayor Goldsmith reported:

- VDOT has been working on drainage issues on Kent St and Cross St

- MPPDC is hiring a shared grant writer to be shared with members of the Commission
 - It is not known at this time what our share of the cost will be
- A link to a survey regarding short term rentals is on our website for gathering public feedback regarding a revision of the current ordinance
- An ad is in place at VML for Town Administrator, with the Town Attorney listed as recipient.
 - Applications will be sent to the Personnel Committee for review
 - Applications will be forwarded to Council with Personnel Committee commentary for consideration
 - One application has been received
- Boundary Line Adjustment paperwork has been filed with the court
 - Capital projects and duties that Garth had open have been redistributed among town staff
 - Staff has done a great job

Councilmember Austin asked why the search was not for an interim Town Administrator as Council had previously discussed, and questioned who would be vetting applicants. Discussion took place regarding having John Anzivino, or someone with his experience, guide the Town through the hiring process.

Finance Committee

No report given

Treasurer's Report

Michele Hutton presented the July 2023 Treasurer's Report



Treasurer's Report

The Balances Below, Reflect Bank Statements As Of Month's End.

Account Balance thru 07/31/2023	Prior Year	Prior Month	Statement Date
	7/31/22	6/30/23	7/31/23
Primis Bank General Operating Bank Account	639,319.37	912,298.93	1,073,536.14
Renter Water Deposits	-16,101.66	-15,201.66	-15,426.66
Net Operating General Bank Account	613,689.21	883,779.55	1,058,050.24
C & F Bank Pool Replacement Account (new 2/28/23)	(Truist) 36,764.91	853,289.61	628,402.98
C&F Bank Historic Trust (new 3/1/2023)	(Truist) 21,333.14	35,815.25	37,006.93
C&F Bank Building Fund (new 6/8/23)	n/a	234,200.00	234,200.00
Primis Bank Water Fund Reserve	114,133.07	114,929.19	115,007.28
Primis Bank General Fund Reserve	94,825.78	95,239.68	95,280.12
Primis Bank Cares Local Recovery	475,302.77	238,706.12	238,868.31
Primis Bank DMV	4,289.45	100.00	1,531.65
Primis Bank USDA Well Replacement-new 10/14/22	n/a	2,505.37	2,506.01
Taber Trust – Account Value	1,361,671.49	877,052.37	877,052.37
Taxes listed below are collected for prior month(s)	7/31/22	6/30/23	7/31/23
Meals Tax collected in July	14,635.00	19,138.02	26,380.45
Lodging Tax collected in July	3,422.19	2,449.60	4,520.69
Cigarette Tax collected in July	1,150.72	1,147.00	1,191.68

JULY EXPENDITURES:

- **1st Draw on C&F Pool Acc't \$226,336.63. Placed in operating acc't. Check to contractor was cut in August.**

REVENUE as of 7/31/2023

Notes:

- Collected \$3,689.70 in delinquent real estate taxes. (Outstanding \$4,709.94)
- 8 certified letters to delinquent real estate sent
- Collected - Delinquent meal tax penalties \$841.68
- CIG Tax 22/23 budget Jul-Dec \$5,533.88 Jan-Jun \$4,900.81 Total 10,434.69

August 2, 2023
03:53 PM

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 100-12100-0001 to 100-12100-0001 Start Month: July Start Year: 2023
 Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 08/02/23
 Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
100-12100-0001	Lodging Tax										
4520.69	4520.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total		4520.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1	4520.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Range of Accounts: 500-17010-0001 to 500-17010-0001 Start Month: July Start Year: 2023
 Type: Revenue Activity Includes Accounts With Zero Activity: N Year To Date As Of: 08/01/23
 Subtotal CAFR: No

Account No	Description	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
500-17010-0001	Water Sales Charges									
6051.18	6051.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total										
6051.18	6051.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1									
6051.18	6051.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Pool Committee

Barbara Hartley reported the following:

- Visible progress being made
 - Concrete has been poured
 - Pool house has been framed and wrapped, with windows and roof installed
 - Preparations being made for electrical inspection
- The existing snack shack will be updated and used until a permanent wing can be added
- Consulted with Heisler Construction Company on advance prep work to install a sliding board
- Exploring costs for a pool cover
- Working on plans for staffing and setting up for seasonal operations
- Completion date scheduled for October 2023

Mayor Goldsmith explained, since the project is under budget, and the cost to install a water line for a future slide was under \$5,000, the expense did not require Council approval. He did receive a general consensus of approval from Council prior to authorizing it.

Water Committee

Martha Rodenburg reported:

- Water tower passed inspection
- New well testing will take place mid-September

Project Funding Committee

Councilmember Sturgill reported:

- Filed for out of cycle grant funds with River Counties Community Foundation
 - The next application window opens beginning of next year
- There is a possible avenue for an existing 501(c)(3) to accept donations which would allow donors greater opportunities for tax write offs when using IRA funds

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

Tammy Putney spoke regarding his concerns about how short-term rental violations are being handled

Council discussed the importance of having Mr. Putney’s questions addressed.

OLD BUSINESS

There was no old business

NEW BUSINESS

Second Public Comment

Councilmember Austin made a motion to approve an additional Public Comment be added to the Work Session and Monthly Meeting agendas prior to the Announcements section of the agenda

Councilmember Chowning seconded

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

Motion passed 6-0

Resolution for Public Access Authority

Mayor Goldsmith explained the PAA by-laws state the primary seat holder “*shall be a member of the appointing governing body or its chief operating officer*”, and by adopting this resolution, there will no longer be a need to draft a yearly resolution appointing the Town Administrator to the PAA.

Councilmember Chowning made a motion to approve Resolution 2023-RES-006 which names the Town Administrator of Action Town Administrator as the primary seat holder going forward.

Councilmember Austin seconded

Councilmember Austin recommended establishing an appointed alternate if the primary seat holder is unavailable

Councilmember Chowning spoke to the importance of the alternate being abreast of what is going on.

Andrea Erard suggesting voting on the resolution, then making a separate motion appointing the alternate.

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

Motion passed 6-0

**RESOLUTION 2023-RES-006
RESOLUTION OF APPOINTMENT
REPRESENTATIVE TO SERVE THE MIDDLE
PENINSULA CHESAPEKAE BAY PUBLIC ACCESS AUTHORITY
(MP-PAA)**

WHEREAS, THE Middle Peninsula Public Access Authority (MP-PAA) was created by the Virginia General Assembly on April 7, 2002, and ratified by participating localities on June 13, 2003, in recognition of shorelines as high priority natural areas and the need to set aside shorelines and other lands for access by citizens for various types of recreational activities; and

WHEREAS, member localities include Counties of Essex, Gloucester, King & Queen, King William, Mathews, Middlesex and the Towns of Tappahannock, Urbanna and West Point; and

WHEREAS, the MP-PAA provides for the appointment, by the respective member governing bodies, of a Primary and Alternate Representative from each member locality with such appointment and associated representation starting and ending at the pleasure of the governing body,

NOW, THEREFORE, BE IT RESOLVED, the Urbanna Town Council appoints *the Town Administrator or current Acting Town Administrator*, as the Representative, for the Town of Urbanna on the Middle Peninsula Public Access Authority.

Adopted this 24th day of August, 2023

Ms. Austin	Aye✓	Nay	Abstain	Absent
Mr. Chowning	Aye	Nay	Abstain✓	Absent
Ms. Courtney	Aye✓	Nay	Abstain	Absent
Ms. Justice	Aye✓	Nay	Abstain	Absent
Ms. Hanson	Aye	Nay	Abstain	Absent✓
Ms. Sturgill	Aye✓	Nay	Abstain	Absent
Mayor Goldsmith	Aye✓	Nay	Abstain	Absent

AYES: 5 NAYS: 0 ABSTAIN: 1 ABSENT: 1

A TRUE COPY:

TESTE: 

TOWN CLERK

Discussion took place as to the importance of having an alternate and who would best fill the role.

Councilmember Austin made a motion to appoint Larry Chowning as alternate to the MPD-Public Access Authority

Councilmember Courtney seconded

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

Chowning abstained

Motion passed 5-0-1

ANNOUNCEMENTS

Councilmember Austin announced Second Saturday was a success

- Money collected from the 50/50 raffle would be donated to the pool fund
- Stuck on a Name will play at next Second Saturday, sponsored by Jamie Cornett of State Farm

Michele Hutton gave an update on the Christmas Parade

- Committee has been formed
- Will take place Saturday, December 2nd at 7pm
- Judging has been moved to Taber Park
- Other activities planned throughout the day

Councilmember Chowning wanted to clarify [Council] agreed to fund the infrastructure for the slide, but not to purchase the slide at this time.

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Sturgill seconded

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

Motion passed 6-0

Meeting adjourned at 7:44pm

Submitted by:



Martha J. Rodenburg

Town Clerk

Approved by Town Council xx/xx/xxxx