

**Town of Urbanna
Town Council
Monthly Meeting
Council Chambers-390 Virginia St. Suite B
December 14, 2023**

CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 6:01pm

Present-Members of Council

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning
Alana Courtney
Merri Hanson
Beth Justice
Sandy Sturgill-arrived at 6:14pm

Other Attendees

Ted Costin-Town Administrator
Roy Kime-Zoning Administrator
Andrea Erard-Town Attorney-via Zoom
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk

Members of press and public

All stood for the Pledge of Allegiance

APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented

Councilmember Hanson seconded

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

Motion passed 6-0

REPORTS

Mayor

Mayor Goldsmith reported:

- He thanked Michele & Steve Hutton and Maribel Kimbel for their efforts in making the December 2nd town events successful. He also presented Jim & Sandy Hayes, Councilmember Marjorie Austin, Councilmember Beth Justice, and Councilmember Merri Hanson for their support and participation.
- Roy Kime turned over the documentation, signifying the completion of pool construction, to the Pool Committee.
- Pool has been winterized and next steps are being taken to prepare for opening on Memorial Day.
- Angela Walton has been contacted regarding rebuilding the swim team.
- Pool procedures and rules are being developed.
- Mayor Goldsmith thanked Krisit Anzivino, Barbara Hartley, Sue Warner, Marnie Harte, Garth Wheeler, and Roy Kime for seeing the pool project through.
- The first Town Council meeting in January 2024 will be an organizational meeting to fill committee positions and set the meeting schedule for the year.
- Volunteers are still needed to serve on committees.

- Mayor Goldsmith introduced the new Town Administrator, Ted Costin.

Town Administrator

Mr. Costin thanked everyone for the warm reception and reported the following:

- He has met with the Pool Committee, reached out to the Planning District Commission (PDC), and met with the County Administrator.
- He is familiarizing himself with topical files and processes, has reviewed two pending zoning requests, and reviewed other upcoming issues and contracts.

Treasurer

Michele Hutton presented the Treasurer’s Report for November 2023



Treasurer’s Report

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

Account Balance thru 11/30/2023	Prior Year 11/30/22	Prior Month 10/31/23	Statement Date 11/30/23
Primis Bank General Operating Bank Account	750,713.55	966,323.38	957,916.63
Renter Water Deposits	-16,551.66	-16,326.66	-16,326.66
Net Operating General Bank Account	733,717.58	962,032.45	930,523.60
C & F Bank Pool Replacement Account (new 2/28/23)	(Truist) 94,768.04	209,434.41	Closed 11/1/23
C&F Bank Historic Trust (new 3/1/2023)	(Truist) 30,646.43	44,641.78	46,315.99
C&F Bank Building Fund (new 6/8/23) CD	n/a	236,856.41	236,856.41
C & F Bank Pool Fundraising checking (new 8/4/23)	n/a	Closed 10/18 -\$250.00	n/a
Primis Bank Water Fund Reserve	114,396.58	115,239.34	115,315.11
Primis Bank General Fund Reserve	94,963.55	95,400.25	95,439.46
Primis Bank Cares Local Recovery	475,383.52	239,350.30	239,507.68
Primis Bank DMV	3,046.04	1,463.39	2,876.63
Primis Bank USDA Well Replacement-new 10/14/22	2,500.99	2,507.91	2,508.53
Taber Trust – Account Value	1,205,718.35	846,246.84	846,246.84
Taxes listed below are collected for prior month(s)	11/30/22	10/31/23	11/30/23
Meals Tax collected in November	9,883.46	14,135.62	15,123.86
Lodging Tax collected in November	3,711.39	1,955.01	2,909.03
Cigarette Tax collected in November	1,485.88	\$640.53	1,351.82

EXPENDITURES:

- \$349,945.16 – pool completion
- \$23,200 – Reimburse Oyster Fest for security /business license
- \$15,000 to Urbanna Fire Dept / Fire Grant

REVENUE as of 11/30/2023

Notes:

- 11/2/2023 Closing withdrawal pool replacement account = \$211,261.00 and w/total interest received = \$13,736.87

December 12, 2023
10:25 AM

Lodging Tax

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: 12/12/23
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
100-12100-0001	Lodging Tax										
17524.81	4520.69	3970.51	3693.25	1955.01	2909.03	476.32	0.00	0.00	0.00	0.00	
Fund Total											
17524.81	4520.69	3970.51	3693.25	1955.01	2909.03	476.32	0.00	0.00	0.00	0.00	
Grand Total	Count: 1										
17524.81	4520.69	3970.51	3693.25	1955.01	2909.03	476.32	0.00	0.00	0.00	0.00	

December 12, 2023
10:23 AM

Meals Tax

Town of Urbanna
2024 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2023
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 12/12/23
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
100-12110-0001	Meals Tax - Local										
91417.98	25538.77	18916.41	17037.21	14135.62	15123.86	666.11	0.00	0.00	0.00	0.00	
Fund Total											
91417.98	25538.77	18916.41	17037.21	14135.62	15123.86	666.11	0.00	0.00	0.00	0.00	
Grand Total	Count: 1										
91417.98	25538.77	18916.41	17037.21	14135.62	15123.86	666.11	0.00	0.00	0.00	0.00	

Water Sales

December 12, 2023
10:27 AM

Town of Urbanna
2024 Revenue Summary by Month

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: 12/12/23
Subtotal CAFR: No

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
500-17010-0001	Water Sales Charges										
148738.09	6051.18	54319.81	20768.56	52703.73	14894.81	0.00	0.00	0.00	0.00	0.00	
Fund Total											
148738.09	6051.18	54319.81	20768.56	52703.73	14894.81	0.00	0.00	0.00	0.00	0.00	
Grand Total	Count: 1										
148738.09	6051.18	54319.81	20768.56	52703.73	14894.81	0.00	0.00	0.00	0.00	0.00	

To date the following has been collected:

- 99% of real estate tax
- 75% of personal property tax
- \$11,400-Oyster Festival meals tax revenue (due date 12/20/2023)

Pool Replacement account has earned \$13,736 in interest in 7 months since being moved

Project Funding Committee

Mayor Goldsmith gave an overview of the current status of pool fundraising.

Councilmember Sturgill reported the following:

- New \$30,000 donation pledge received
- \$131,343-Collected by UBI
- \$30,500-Outstanding pledges
- \$41,583-Collected by Town
- \$203,426-Total donations collected as of 12/14/2023

Water Committee

Mayor Goldsmith reported:

- Kimley-Horn working on bid requests for phase 2 of the well 6 project, which includes support structures and bringing well online.
- Random testing by Sydnor Hydro for lead and copper showed our water was well within necessary limits.
- Radon testing of new well is pending.

Planning Commission

Councilmember Hanson reported:

- Public hearings for the Special Use Permit (SUP) applications for Small Town Burger and to allow a miniature pony to be kept at 301 Kent Street. Both SUP applications were referred to Council for further consideration and public hearings.
- It was suggested for the public hearings to take place in January to give the public proper notice.
- The Commission held a celebration to thank Roy Kime for his service as Zoning Administrator.

Personnel Committee

Mayor Goldsmith announced Mr. Kime has tendered his resignation effective December 29, 2023, and read his letter of resignation.

Councilmember Austin made a motion to accept Mr. Kime's resignation effective December 29, 2023

Councilmember Sturgill seconded

Council thanked Mr. Kime for his contributions to the town.

Mayor Goldsmith told Council Mr. Kime has agreed to, as a resident of the town, he would continue to serve on committees.

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

Motion passed 7-0

PUBLIC COMMENT & PUBLIC COMMENT RESPONSE

There was no public comment

OLD BUSINESS

Councilmember Chowning commented on the positive contributions Paul Malone had made to the town during his time working with the museum and his efforts to educate others about the Mitchell Map.

NEW BUSINESS

Councilmember Austin made a motion to set the organizational meeting for the Urbanna Town Council on January 11 at 6:00pm in Council Chambers

Councilmember Hanson seconded

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

Motion passed 7-0

CLOSED MEETING

Andrea Erard, in response to an earlier inquiry, stated the motion to go into closed meeting is not required by law to be on the agenda.

Councilmember Austin made a motion to enter closed meeting pursuant to Code of Virginia §2.2-3711(A)(8) for the discussion with legal counsel regarding the state law requirements pertaining to the Board of Zoning Appeals and discussion of a specific contractual matter and pursuant to Code of Virginia §2.2-3711(A)(1) for the discussion or consideration of candidates for recommendation to the Circuit Court for appointment to the BZA

Councilmember Sturgill seconded

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

Motion passed 7-0

OPEN MEETING

Councilmember Austin made a motion to reconvene in open meeting and certify that only the matters that were identified in the motion to go into closed meeting were heard, discussed, or considered

Councilmember Chowning seconded

Austin, Chowning, Courtney, Hanson, Justice, Sturgill, and Goldsmith so certified.

Meeting went into open session.

PUBLIC COMMENT

There was no public comment

ADJOURN

Councilmember Austin made a motion to adjourn

Councilmember Courtney seconded

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

Motion passed 7-0

Meeting adjourned at 7:43pm

Submitted by:

Martha J. Rodenburg

Town Clerk

Approved by Town Council 3/14/2024