

**Town of Urbanna  
Town Council  
Monthly Meeting  
Council Chambers-390 Virginia St. Suite B  
September 12, 2024**

**CALL TO ORDER & ROLL CALL**

Mayor Goldsmith called the meeting to order at 6:00pm

**Present-Members of Council**

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

**Absent**

Merri Hanson

**Other Attendees**

Ted Costin-Town Administrator  
Andrea Erard-Town Attorney  
Michele Hutton-Town Treasurer  
Martha Rodenburg-Town Clerk  
Don Harris-Chairman, Middlesex County Board of Supervisors  
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 Courtney seconded.**

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

**Motion passed 6-0**

**MINUTES**

**Councilmember Austin made a motion to approve the minutes of the April 11, 2024 meeting and public hearings, and the April 25, 2024 work session as presented.**

**Councilmember Justice seconded.**

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

**Motion passed 6-0**

**REPORTS**

**Town Administrator**

Mr. Costin presented his report including the following:

- Along with Mayor Goldsmith, met with Docks of the Bay regarding BIG grant, and getting a proposal for stabilizing the end of Virginia Street.
- End of season meeting with Signature Pools.
- Well financing.
- Hurricane monitoring and preparations.
- Friends of Urbanna museum projects.

- Removal of Dominion powerlines update.
- Met with the Eagle Scout candidate who is considering taking on the kayak launch as a project. Work would not be able to start until November.
- Met with county representatives regarding DMV Select.

Councilmember Austin commented that it was nice to have a good working relationship with the county on the DMV Select matter.

**Treasurer**

Ms. Hutton presented the July 2024 Treasurer’s report.

In response to a question from Councilmember Austin, Ms. Hutton explained there are no late fees for golf cart registrations.

Discussion took place regarding the HRSD billing and collection process. Mayor Goldsmith noted there was an upcoming Water Committee meeting to discuss and put together a delinquent water bill process to bring forward to council.

**Finance Committee**

Mayor Goldsmith reported the following:

- Meetings with county regarding DMV Select. A proposal is being worked on to bring to the county and DMV.
- 2023 audit discussed, with some discrepancies associated with entries involving USDA loan for the well.
- Re-engaging Davis and Associates for the 2024 audit.
- Fundraising and grants for museum repairs.
- Current balance in Taber Fund is approximately \$1,031,000.

**Museum**

Mr. Costin presented the report as prepared by Friends of Urbanna.

It was noted by Councilmember Austin that Sue Warner was the best contact regarding Mitchell Map DVDs.

**PUBLIC COMMENT**

- Kristi Anzivino-350 Howard St.- spoke regarding water fund delinquencies, capital projects status, and her dissatisfaction with the street sign replacement project.
- William Mayo-320 Rappahannock Ave.-spoke regarding golf cart violations and enforcement, and grass growing in sidewalks.

**COUNCIL COMMENT**

Mayor Goldsmith reported the county is replacing missing signs first, then remaining signs will be replaced. Discussion took place that some old signs have been stolen, and poles will be replaced if needed.

Council discussed golf cart rules and enforcement. Mr. Costin responded the golf cart registration packet includes a statement that all laws and rules must be followed.

**OLD BUSINESS**

**Sidewalk Repair**

Mr. Costin provided an update and proposal for sidewalk repair. Jackcrete’s proposal is in phases, but would have the repairs completed by Oyster Festival. The cost is approximately \$10,000, with the potential to be higher if subsurface issues are encountered. Discussion took place regarding the phases and Jackcrete’s repair methods.

**Councilmember Austin made a motion to engage with Jackcrete.  
Councilmember Chowning seconded.**

**Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes**  
**Motion passed 6-0**

## **NEW BUSINESS**

### **2023 Audit**

Mr. Costin presented the FY2022-2023 audit for council's acceptance.

**Councilmember Austin made a motion to accept Fiscal Year 22-23 audit as prepared by Davis Associates-CPA, as presented.**

**Councilmember Sturgill seconded.**

**Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes**  
**Motion passed 6-0**

### **2024 Audit-letter of engagement**

Mr. Costin discussed the letter of engagement for the FY2023-2024 audit with council. Staff recommends authorizing the Town Administrator to execute the Letter of Engagement with the auditor as presented.

**Councilmember Austin made a motion to engage the Town Administrator.**

**Councilmember Sturgill seconded.**

Mayor Goldsmith clarified the motion was to authorize Mr. Costin to sign the contract with the auditor to do the next audit.

**Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes**  
**Motion passed 6-0**

## **PUBLIC COMMENT**

There was no public comment.

## **ANNOUNCEMENTS**

- Councilmember Austin-last 2<sup>nd</sup> Saturday for year coming up.
- Councilmember Courtney-asked if there were any final figures on the pool, with staff responding they were not available.
- Ms. Hutton-Christmas Committee met to discuss Christmas festivities scheduled for December 7.
- Councilmember Chowning thanked organizers of events for their work.
- Councilmember Austin thanked volunteers, adding 2<sup>nd</sup> Saturday will contribute funds for a volunteer appreciation event.

## **ADJOURN**

**Councilmember Austin made a motion to adjourn.**

**Councilmember Sturgill seconded.**

**Austin, Chowning, Courtney, Justice, Sturgill, and Goldsmith voted yes**  
**Motion passed 6-0**

**Meeting adjourned at 6:42pm**

**Submitted by:**  
**Martha Rodenburg, Town Clerk**

**Approved by Town Council February 13, 2025**

ATTEST:

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Christine H. Branch, Town Clerk