

**Town of Urbanna
Town Council
Work Session
Council Chambers-390 Virginia St. Suite B
September 26, 2024**

CALL TO ORDER & ROLL CALL

Members of Council

Present

Mayor Bill Goldsmith
Marjorie Austin
Larry Chowning
Alan Courtney-arrived at 6:02pm
Merri Hanson
Beth Justice
Sandy Sturgill

Absent

Alana Courtney

Others Present

Ted Costin-Town Administrator
Michele Hutton-Town Treasurer
Martha Rodenburg-Town Clerk

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

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

Motion passed 7-0

PUBLIC COMMENT

- Eileen Smith-256 Waverly Rd-spoke regarding the adoption of a traffic calming program and distributed documentation to council.
- Chris Cummins-slip holder at the Town Marina-spoke regarding his lease at the marina and current issues with moving his boat per marina staff requests, and payment issues.

COUNCIL COMMENT

Mayor Goldsmith responded that Mr. Cummins issue was part of the agenda, and would be discussed at that time.

ACTION ITEMS

Minutes

Councilmember Austin made a motion to approve as presented.

Councilmember Sturgill seconded.

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

Motion passed 7-0

Marina Lease

Mr. Costin presented his report on the issue, stating that it should not be here tonight as it was an administrative issue. Marina staff had advised Mr. Costin the Cummins' lease was entered into with consultation by a former and taken to council. The vessel takes up two slips, but is paying for the cost of 1.5 slips. Staff was unable to find record of this action.

Staff provided two options for council to resolve the issue:

- Not renewing the lease based on the following rationale:
 - Boat has not been moved out to test its ability to do so during hurricane season, as had all other boats.
 - Lease holder is objecting to this action citing engine repair.
 - Marina manager advises repair on this vessel has been ongoing since its arrival.
- Enter into a short-term lease that specifies the following:
 - Removal of boat from the slips for Oyster Festival.
 - Completion of repairs so it can be moved on its own full power.
 - Rate be set to compensate to get revenue from the two-slips.

Mayor Goldsmith explained that council sets policy and staff executes it, and it is a mistake for council to be involved in lease disputes. Marina policies and price structure has been established, and belongs to staff to work it out.

Discussion took place with Councilmember Austin saying a long time slip holder being pushed aside, and Councilmember Chowning didn't agree that council ever voted on the lease, and he would not have voted for it due to the break on the slip price.

In response to questions by Councilmember Hanson, Mr. Costin agreed the third option would be to return the matter to staff, and the boat was not moved when asked, due to only one working engine, and they didn't want to stress it.

Mr. Costin stated, if council directs staff to handle the lease, staff will consider the two options as presented earlier. Staff is seeking council's resolution to the matter due to some role of council being attributed to the current lease's development.

Mr. Cummins addressed council and stated his boat was able to move. Discussion took place between council and Mr. Cummins regarding the matter. Mr. Cummins feels they have been exemplary slip holders, and boat is not in a state of constant repair, but a constant state of upgrading.

In response to a question by Councilmember Chowning, Mr. Cummins stated he would not pay for 2 slips. Discussion took place between Mr. Cummins and council regarding the practice of other marinas charging by the size of the boat, and the need to review policy.

Councilmember Chowning recommended leaving the decision to staff, with Mr. Costin indicating staff's recommendation was to enter into a short-term lease, then enter a new lease in January, with the rate being charged for 2 slips.

Council agreed the matter should be turned over to staff.

Meadow Lane water line upgrade

Mr. Costin explained, in response to low water pressure issues on Meadow Lane, the Water Committee and staff recommends entering into a contract with Laneview Environmental to upgrade the water lines in the area at a cost of \$7,245, which would be paid from the Water budget.

This action will upgrade the lines for current and future homes, and include a shut-off valve to limit homes affected by any future water shut-offs due to line repairs.

Councilmember Chowning made a motion to authorize the Town Administrator to execute the proposal by Laneview Environmental to upgrade the Meadow Lane water line at a cost of \$7,245 as presented.

Councilmember Austin seconded.

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

Motion passed 7-0

PROJECT UPDATES/DISCUSSION ITEMS

Delinquent water account collection

Mr. Costin spoke to the background and problems with delinquent water accounts and the difficulty in collecting past due accounts based on the current ordinance and regulations. Staff has revised forms to close “loopholes” and revised the termination notice to align with state code. Changes to the current water ordinance may be necessary.

Staff is recommending council to direct staff to develop a policy and implement on the following schedule, with formal action taking place at their next meeting:

- Policy in place October 3
- October-December-advertise via social media and public notices that, on or about, January 1, 2025, aggressive collection on past due water bills with begin.
- First week of January, first disconnection notices will go out to top delinquent account holders, with more going out as the first ones are processed.

Mr. Costin reviewed the revised documents with council. Based on advice from the Town Attorney, door hangers could not be used due to privileged information being visible, instead shut-off notices would be sealed in envelopes and mailed to and delivered to the property. It was also recommended by the Town Attorney that only cash be accepted for payment of delinquent accounts.

Mr. Costin reviewed shut-off guidelines, including:

- Must be 10 days between date of shut-off notice letter and the shut-off.
- Water can't be shut off if it is going to be 92 degrees or warmer in the next 24 hours, there is no low-end temperature.

Other changes to the forms and fees and disconnect letter were discussed.

It was discussed that when delinquent payments are received in the office, the amount due to HRSD will be sent directly to them.

ANNOUNCEMENTS

Councilmember Austin-the 2nd Saturday season has ended and work on the next season has begun. Christmas Market will take place in Taber Park on December 7.

Councilmember Chowning-reminded everyone to vote in the upcoming election.

Mayor Goldsmith-Kayak Trail is now available on the Explore Middlesex app.

ADJOURN

Councilmember Austin made a motion to adjourn.

Councilmember Justice seconded.

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

Motion passed 7-0

Meeting adjourned at 7:05pm

Submitted by:

Martha Rodenburg, Town Clerk

Approved by Town Council February 13, 2025

ATTEST:

Christine H. Branch, Town Clerk