

**Town of Urbanna  
Town Council  
Monthly Meeting  
Council Chambers-390 Virginia St. Suite B  
October 10, 2024**

**CALL TO ORDER & ROLL CALL**

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

**Members of Council**

**Present**

Mayor Bill Goldsmith  
Alana Courtney  
Merri Hanson  
Beth Justice  
Sandy Sturgill

**Absent**

Marjorie Austin  
Larry Chowning

**Other Attendees**

Ted Costin-Town Administrator  
Andrea Erard-Town Attorney  
Michele Hutton-Town Treasurer  
Martha Rodenburg-Town Clerk

All stood for the Pledge of Allegiance

**APPROVAL OF AGENDA**

**Councilmember Sturgill made a motion to approve the agenda as presented.**

**Councilmember Justice seconded.**

**Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.**

**Motion passed 5-0**

**REPORTS**

**Town Administrator**

Mr. Costin presented his report to council:

- Well financing progressing, and VDH has given an extension to address compliance issues.
- Ongoing discussions with regarding DMV Select.
- No progress on “No Wake” signs, signage for end of Virginia St., and Friends of Urbanna MOU.
- Docks of the Bay submitted proposal to stabilize end of Virginia St.
- Letter of support for grant funding for museum has been sent to Virginia Department of Historic Resources.
- Progress continues on pole removal by Dominion.

Discussion took place regarding the repaving of streets, and complaints regarding the poor job done by VDOT. Also discussed was the work Docks of the Bay is proposing for the end of Virginia St., including their proposal to add “coconut logs” and plantings to prevent further erosion. Councilmembers agreed the problem was made worse after Docks of the Bay used that property for staging equipment and supplies during construction of the Montague marina. There was no remediation in the written deal signed at that time.

**Treasurer**

Ms. Hutton presented the August report and made a verbal correction to add the USDA Well Replacement account. It had been closed in April, but reopened due to requirements for new loan. As of August 30, the balance of the account was \$76,977.56.

Councilmember Courtney requested an update on the pool accounting for the summer season, specifically daily income and operational expenses. Discussion took place about the process to develop this report and the difficulty of doing it due to the fiscal year changing during the pool season. Ms. Hutton told council she would not have the report to them by their next meeting due to real estate and personal property tax billing preparation, but would have it done as soon as possible. Further discussion took place regarding the matter.

### **Personnel Committee**

Ms. Hanson reported the following on their most recent meeting:

- Reviewed Mr. Costin's contract.
- Discussed the development of job descriptions and performance evaluations.

### **PUBLIC COMMENT**

- Spencer Winn-Howard St.-spoke to the need to have the Town Marina be handicap accessible and his support of building a pier at the end of Virginia St.
- Meriweather Putney-36 Meadow Ln.-spoke to ask for clarification regarding property owner responsibility for the delinquent water bills of their tenants.

### **COUNCIL COMMENT**

Mayor Goldsmith responded that Mr. Putney's concerns would be discussed later in the agenda.

### **OLD BUSINESS**

#### **Sidewalk Repair**

Mr. Costin reported due to weather delays, Jackcrete was unable to begin the sidewalk repair on Cross St., which was approved by council at a prior meeting. Jackcrete has proposed adding Virginia St. to the schedule for an additional \$5998. The work would be completed prior to Oyster Festival.

**Councilmember Hanson moved to authorize the Town Administrator to accept the Jackcrete of Virginia proposal for sidewalk repair along Virginia Street at a cost of \$5998 in coordination with the previously approved sidewalk repair along Cross Street.**

**Councilmember Sturgill seconded.**

**Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.**

**Motion passed 5-0**

#### **Street Sign Replacement**

Mr. Costin gave the background on the street sign replacement and asked council for their determination on replacing or repairing poles, and their preference on how to mount the signs to the poles. Discussion took place regarding the placement of the signs, with council indicating their preference for the signs to be suspended, and the current poles will be refreshed and replaced as be needed.

**Councilmember Hanson moved for the Town Administrator to advise the county that Option C [Signs suspended. Lower and subject to movement, but distinct from standard placement throughout the county.], as presented this evening be employed in replacing Urbanna's street signs.**

**Councilmember Sturgill seconded.**

**Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.**

**Motion passed 5-0**

### **Delinquent Water Account Collections**

Mr. Costin gave the history and background of how and why the Disconnect Policy for delinquent water accounts was developed and recommended council adopt the policy in accord with the following schedule:

- Policy in place October 10, 2024, with council action and staff to begin using revised forms.
- October-December-advertise that on or about January 2, 2025, collection on past due bills will begin.
- First week of January-first batch of letters go out to top 15-20 most delinquent, with others to follow as they are processed.

The Water Service Agreement Forms have been updated to separate the property owner form from the tenant form. The tenant form has a line granting permission for property owners' permission to be informed of the status of their tenants' account. It is the tenant/owner responsibility to have this signed and submitted to the town. Without this signed document, the owner cannot be given information on the tenant account.

Mr. Costin explained this is a policy developed within the current ordinance and State Code.

**Councilmember Hanson made a motion that council adopt the Disconnect Policy presented and direct staff to begin public notice of collection efforts to begin in January 2025.**

**Councilmember Justice seconded.**

**Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.**

**Motion passed 5-0**

## **Town of Urbanna Water Utility Disconnect Policy**

**It is the intent of the Urbanna Town Council and Mayor to see that charges for water utility service are made consistently and equitably across its service categories (in town residential, out of town residential, and commercial) and that collections are also undertaken in a consistent and equitable manner. To this end, the staff is directed to:**

Advise the customer of moneys owed past sixty (60) days by:

Notice mailed to the account holder at the address provided when account established

And

Notice posted in an envelope at the property in a conspicuous manner.

(Notice may also be mailed to the property owner when tenant is the account holder and has granted permission)

After a minimum of 10 days from the date of letter has past and full payment has not been made, staff will terminate service. However:

No disconnection from service for any residential customer shall be made when the forecasted temperature is at or above 92 degrees Fahrenheit within the 24 hours following the scheduled disconnection. To ascertain the projected temperature, staff shall refer to the forecasted local temperature provided by the National Weather Service for Urbanna.

No disconnection from service for any residential customer can occur on Fridays, weekends, state holidays, or the day immediately preceding a state holiday.

After disconnection, but upon payment receipt of amount owed, town staff will undertake all due diligence to restore service.

Nothing shall limit voluntarily suspending scheduled disconnections during other extreme weather events, emergency conditions, or circumstances in which the town staff determines such suspension is necessary to protect the health and safety of its customers or staff and the reliability of service. Further, nothing shall limit emergency disconnections for health and safety purposes.

### **NEW BUSINESS**

#### **Accept resignation of Clerk**

Mayor Goldsmith read Martha Rodenburg's letter resigning her position as Town Clerk, effective December 1, 2024.

**Councilmember Hanson made a motion to accept the resignation letter of Town Clerk, Martha J. Rodenburg dated October 7 and effective December 1, 2024.**

**Councilmember Sturgill seconded.**

**Courtney, Hanson, Justice, and Goldsmith voted yes.**

**Sturgill voted no.**

**Motion passed 4-1**

### **PUBLIC COMMENT**

There was no public comment.

### **ANNOUNCEMENTS**

Councilmember Sturgill asked for a potential tripping hazard along the new sidewalk at the pool be addressed prior to Oyster Festival.

### **CLOSED MEETING**

**Councilmember Hanson made a motion to go into Closed Meeting for reasons stated on the agenda.**

**Councilmember Justice seconded.**

**Courtney, Hanson, Justice, Sturgill, and Goldsmith voted yes.**

**Motion passed 5-0**

### **OPEN MEETING**

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

**Councilmember Sturgill seconded.**

**Courtney, Hanson, Justice, Sturgill, and Goldsmith certified.**

Council entered Open Meeting.

### **ADJOURN**

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

**Councilmember Hanson seconded.**

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

**Motion passed 4-0**

**Meeting adjourned at 8:02pm**

**Submitted by:**

**Martha Rodenburg, Town Clerk**

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

ATTEST:

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Christine H. Branch, Town Clerk