

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
SPECIAL MEETING OF NOVEMBER 26, 2024**

A special meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 26th day of November, 2024 beginning at 11:00 a.m. at the Urbanna Baptist Fellowship Hall – 131 Watling Street in Urbanna, Virginia. The purpose of the meeting was to go into closed meeting pursuant to Virginia Code § 2.2-3711(A)(1) to discuss the potential hiring of a temporary employee to assist with Clerk duties until a new clerk is hired, and/or assist in the transition to a new Clerk. Following the closed meeting the Town Council may take action related to the matter identified in the motion to go into closed meeting.

AGENDA ITEM 1. CALL TO ORDER & ROLL CALL

Mayor Goldsmith called the meeting to order at 11:01am.

AGENDA ITEM 2. ROLL CALL

Marjorie Austin	Present
Larry Chowning	Present
Alana Courtney	Absent
Mayor Bill Goldsmith	Present
Merri Hanson	Absent
Beth Justice	Present
Sandy Sturgill	Present

Others Present:

Ted Costin, Town Administrator

AGENDA ITEM 3. APPROVAL OF AGENDA

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Sturgill seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 5-0 w/2 absent.

AGENDA ITEM 4. CLOSED MEETING

Councilmember Austin made a motion to go into closed meeting pursuant to Virginia Code § 2.2-3711(A)(1) to discuss the potential hiring of a temporary employee to assist with Clerk duties until a new clerk is hired, and/or assist in the transition to a new Clerk. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 5-0 w/2 absent.

AGENDA ITEM 5. OPEN MEETING

The meeting was declared open by Mayor Goldsmith.

CERTIFICATION:

Councilmember Austin made a motion to certify that, to the best of each member’s knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered by the Town Council of the Town of Urbanna in the Closed Meeting to which this certification resolution applies; and
2. Only such public business matters as were identified in the motion convening the Closed Meeting were heard, discussed, or considered by the Town Council of the Town of Urbanna.

Councilmember Sturgill seconded. The Mayor called for any discussion. The members were polled:

Marjorie Austin	Yes
Larry Chowning	Yes
Alana Courtney	Absent
Mayor Bill Goldsmith	Yes
Merri Hanson	Absent
Beth Justice	Yes
Sandy Sturgill	Absent

The motion passed 5-0 w/2 absent.

ACTION:

Mayor Goldsmith directed the Town Administrator to secure the carry-over services of Martha Rodenburg with specific terms.

AGENDA ITEM 6. ADJOURN

Councilmember Austin made a motion to adjourn. Councilmember Sturgill seconded.

The meeting was adjourned at 11:25am.

Respectfully submitted,
Ted Costen

Approved by Town Council February 13, 2025

ATTEST:

Christine H. Branch, Town Clerk