

**APPROVED MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF OCTOBER 9, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 9th day of October, 2025 beginning at 6:00 p.m. in the Council Chambers of Town Hall located at 390 Virginia Street, Suite B in Urbanna, VA.

AGENDA ITEM 1. CALL TO ORDER

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

AGENDA ITEM 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A COUNCIL MEMBER

Not necessary.

AGENDA ITEM 3. ROLL CALL

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| Marjorie Austin | Present |
| Larry Chowning | Present |
| Alana Courtney | Present (Arrived at 6:05pm) |
| Mayor Bill Goldsmith | Present |
| Merri Hanson | Absent |
| Beth Justice | Present |
| Robbie Wilson | Present |

Others Present:

Ted Costin, Town Administrator
Christine Branch, Town Clerk
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. REVIEW AND ADOPTION OF MEETING AGENDA

Councilmember Austin made a motion to approve the agenda as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 with 2 absent.

AGENDA ITEM 6. APPROVAL OF MINUTES

6a. September 11, 2025 Regular Meeting Draft Minutes

6b. September 25, 2025 Work Session Draft Minutes

Councilmember Austin made a motion to approve both sets of minutes as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 with 2 absent.

AGENDA ITEM 7. REPORTS

7a. STAFF REPORTS

7a.1. Town Administrator

[Councilmember Courtney arrived at this time.]

Mr. Costin presented his report and provided the following updates:

- The kayak launch ramp is in place. Oyster shells will be placed around the perimeter of the walkway.
- On October 8th, while conducting normal testing, a pipe in the wellhouse was dislodged and began to leak. Technicians were able to repair it temporarily, however Scott Funk with Kimley-Horn recommended the pipes be replaced. He described the repairs as a band-aid and the pipes are in need of surgery. Mr. Costin said a water committee meeting will be called.

Councilmember Wilson asked if the power for both pumps runs through the wellhouse and was the electric compromised. Mr. Costin said yes, the electric for both pumps runs through the wellhouse and no, nothing electrical was damaged or compromised.

Councilmember Courtney asked if Mr. Costin knew a ballpark figure of how much it would cost to replace the pipes. Mr. Costin said no. Councilmember Wilson said they just learned of emergency funding at the drinking water workshop he and Mr. Costin attended.

Councilmember Courtney asked what the pipes were made of. Mr. Costin said steel. He said photos were sent to water committee members.

- The street sign project is complete and staff will organize an auction for those wishing to purchase the old signs. Many of the old signs are missing and it is assumed people took them off the poles.
- Mr. Costin said finance, special events, and personnel committee meetings need to be called.

7a.2. Treasurer

The Treasurer was not present. There were no questions from Council.

7a.3. Town Clerk

Ms. Branch presented the Monthly Clerk's Report and highlighted the ways members of the public can stay informed of Town government information.

Ms. Branch said October is Archives Month and the Library of Virginia is offering tours and other special events.

Councilmember Wilson asked if a quote had been received on joining the state's Microsoft contract. Ms. Branch said yes; the cost is beyond our means.

7b. COMMITTEE REPORTS

7b.1. Finance Committee

The Finance Committee did not meet since their last report.

7b.2. Water Committee

The Water Committee did not meet since their last report.

7b.3. Special Events Committee

The Special Events Committee did not meet since their last report. Councilmember Austin said the Christmas Parade is being planned. There will be vendors along Cross and Virginia Streets. There will also be a golf cart contest.

Councilmember Austin said 2nd Saturdays will begin again in May and they hope to have a t-shirt made and bottled water with the 2nd Saturdays logo.

7b.4. Personnel Committee

The Personnel Committee did not meet since their last report. The meeting scheduled for October 1, 2025 was canceled due to a committee member's unavailability and will be rescheduled.

AGENDA ITEMS 8 & 9. PUBLIC COMMENT 1 AND COUNCIL RESPONSE 1

William Mayo of Rappahannock Avenue said it's been one year since he told Council the steps on the dingy dock need to be replaced and nothing has been done. He also said utility poles were replaced a few years ago near Cross & Virginia and the bricks have not been repaired. Mr. Mayo said he knows of a source for free bricks if they are needed.

Councilmember Austin said they were supposed to repair the bricks and sidewalk after the poles were erected. Councilmember Chowning said Dominion Power needs to fix it.

Kristi Anzivino of Howard Street said the poles that the street signs are hung on are decrepit, peeling, and horrible. She said she believed the Town received a cost estimate for the poles when they received the pole estimate. She said the poles need to be replaced with something that does not need to be painted.

Mayor Goldsmith said the cost of the poles was the same as the signs. He said the County said they would replace them if needed. This was done as part of the County's 911 initiative. Mr. Costin will contact the County Administrator tomorrow.

AGENDA ITEM 10. UNFINISHED BUSINESS - NONE

AGENDA ITEM 11. NEW BUSINESS

11a. Voting Delegate Designation for Virginia Municipal League (VML) Annual Business and Section Meetings

Mr. Costin said a councilmember must be appointed as Council's voting delegate at the upcoming Virginia Municipal League annual conference.

Councilmember Chowning made a motion to designate Councilmember Austin as the voting delegate for both the Annual Business meeting and Town Section meeting and Town Clerk, Ms. Branch, as the alternate voting delegate for the Town Section meeting at the upcoming Virginia Municipal League's 2025 Annual Conference being held in Roanoke. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEMS 12 & 13. PUBLIC COMMENT 2 AND COUNCIL RESPONSE 2

There were no speakers.

AGENDA ITEM 14. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Austin said she will be attending the October 14th County EDA meeting as Town Liaison and requested that councilmembers text or email her with any questions or concerns they'd like her to address with the EDA.

Mayor Goldsmith announced that, as of Monday, the Town finalized a contract for a new Town Hall at 300 Virginia Street. The tentative closing date is December 15, 2025. The price is \$615,000 including furniture and the Town, due to the sale of the old town hall and the designated ARPA funds, will be paying cash; no mortgage. Council and staff have seen the space and are excited about it. Councilmember Wilson said this will improve our cash flow.

Councilmember Chowning said it's critical to stick to only allowing public comment during the public comment period and not allow people to talk outside that. He said the County and School Board have both had issues with this recently. He said some cannot be allowed to do it and not others. Everything has to be equal. He said he'd like to add a second public comment period to Council work sessions to give the public as much opportunity as possible to speak.

Councilmember Austin made a motion to add a second public comment period during Town Council work sessions. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEM 15. CLOSED MEETING

None required.

AGENDA ITEM 15. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 6:33pm.

Respectfully submitted,
Christine H. Branch, Town Clerk

Approved by Council: November 13, 2025

ATTEST:

Christine H. Branch, Town Clerk