

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF JANUARY 9, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 9th day of January, 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 & ROLL CALL

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

Mayor Goldsmith commended outgoing councilmember, Sandy Sturgill, for her hard work and dedication to the Town. He said she was instrumental in the 4th of July celebration and in raising money for the pool. A certificate and plant will be presented to her from Council.

Mayor Goldsmith welcomed new councilmember, Robbie Wilson.

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

Councilmember Austin made a motion to approve electronic participation for Councilmember Wilson due to a temporary medical condition that prevented his physical presence. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 5-0 w/1 absent and 1 abstaining.

Councilmember Wilson attended the meeting via Zoom from his home.

AGENDA ITEM 3. ROLL CALL

Marjorie Austin	Present
Larry Chowning	Present
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Absent
Beth Justice	Present
Robbie Wilson	Present (via Zoom)

Others Present:

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

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Major led the Pledge of Allegiance.

AGENDA ITEM 5. APPROVAL OF AGENDA

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

The motion passed 6-0 w/1 absent.

AGENDA ITEM 6. 2025 ORGANIZATIONAL MATTERS

6a. Adoption of 2025 Meeting Schedule

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

The motion passed 6-0 w/1 absent.

**Urbanna Town Council
2025 MEETING SCHEDULE**

Unless otherwise indicated, all meetings shown on this schedule will take place in the Town Hall Council Chambers located at 390 Virginia Street, Suite B, Urbanna, Virginia.

MONTH	TIME	DATE	MEETING TYPE
January	6:00pm 6:00pm	Thursday, January 9 Thursday, January 23	Organizational & Regular Work Session
February	6:00pm 6:00pm	Thursday, February 13 Thursday, February 27	Regular Work Session
March	6:00pm 6:00pm	Thursday, March 13 Thursday, March 27	Regular Work Session
April	6:00pm 6:00pm	Thursday, April 10 Thursday, April 24	Regular Work Session
May	6:00pm 6:00pm	Thursday, May 8 Thursday, May 22	Regular Work Session
June	6:00pm 6:00pm	Thursday, June 12 Thursday, June 26	Regular Work Session
July	6:00pm 6:00pm	Thursday, July 10 Thursday, July 24	Regular Work Session
August	6:00pm 6:00pm	Thursday, August 14 Thursday, August 28	Regular Work Session
September	6:00pm 6:00pm	Thursday, September 11 Thursday, September 25	Regular Work Session
October	6:00pm 6:00pm	Thursday, October 9 Thursday, October 23	Regular Work Session
November	6:00pm	Thursday, November 13 Thanksgiving	Regular *No Work Session
December	6:00pm	Thursday, December 11 Christmas	Regular *No Work Session

***Adjustments to Regular Schedule:**

No work sessions in November and December due to holidays.

If the Mayor, or the Mayor pro tempore if the Mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for councilmembers to attend a scheduled meeting, the meeting shall be continued to the next occurring Monday at 6:00pm in the Council Chambers of the Town Hall.

Council may hold such special meetings as it deems necessary at such times and places as it may find convenient, and it may adjourn from time to time as it may find convenient and/or necessary. A special meeting of the Council shall be called pursuant to Section 1-4 of Council Bylaws in accordance with Section 15.2-1418 of the Code of Virginia.

6b. Resolution 2025-002 - Adoption of Code of Ethics Revisions and 2025 Council By-Laws & Rules of Procedure

Ms. Branch gave a summary of changes already made to the draft bylaws. Councilmember Austin asked when Council had elected to complete the State Code of Ethics forms and said she felt the Statement of Economic Interests form was intrusive. That language in Section 1-8 will be removed.

Councilmember Courtney said three minutes was not enough time for public comment and people were always being cut off. Council agreed the limit should be raised to five minutes. The language for both Public Comment and Public Hearings will be changed from a three minute limit to a five minute limit.

Ms. Branch noted the changes made to the Code of Ethics, which were mainly for consistency.

Councilmember Austin made a motion to approve Resolution 2025-002 with the forementioned changes to the time limits for public comment and public hearing speakers, and the elimination of the ethics form. Councilmember Justice seconded. The Major called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

RESOLUTION 2025-002

**ADOPT REVISIONS TO THE CODE OF ETHICS FOR THE TOWN COUNCIL
OF THE TOWN OF URBANNA, VIRGINIA AND
ADOPT THE 2025 COUNCIL BYLAWS AND RULES OF PROCEDURE**

WHEREAS a professional Code of Ethics was adopted on March 9, 2023 via Resolution 2023-003 to serve as the Urbanna Town Council’s guide for best practices and proper decision making during their tenure on council; and

WHEREAS this Code of Ethics sets the standard for council to work honestly and with integrity, which can help create a healthier work environment, and serves as a baseline for effectively dealing with issues; and

WHEREAS this Code of Ethics is designed to ensure Council members conduct themselves in a manner that is socially-acceptable and respectful of one another, Town staff, citizens, and others; and

WHEREAS the principles set forth in this Code of Ethics outline the mission and values of the Town of Urbanna; and

WHEREAS Town Council now wishes to make revisions to the current Code of Ethics; and

WHEREAS Town Council also wishes to establish for itself a set of Bylaws and Rules of Procedure pursuant to Town Code Section 2-35a and 2-42;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia (“Council”) that the revisions to the Code of Ethics for the Town of Urbanna Town Council are adopted as presented; and

BE IT FURTHER RESOLVED that Council adopts the 2025 Council Bylaws and Rules of Procedure as amended during the January 9, 2025 organizational meeting.

DONE this 9th day of January, 2025.

6c. Resolution 2025-001 – Appointments to Boards, Committees, and Commissions

Mayor Goldsmith said he would like to explore creating an events committee to aid in better communication between council, staff, and the many volunteers who participate. The general consensus was to create an Event Committee with subcommittees for each individual event.

Councilmember Austin made a motion to establish an Events Committee. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

Councilmember Austin made a motion to approve Resolution 2025-001 and the appointment listing as presented. Councilmember Justice seconded. The Major called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

RESOLUTION 2025-001

APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS

WHEREAS there is currently one vacant councilmember seat on the Finance Committee due to Sandy Sturgill's term ending on December 31, 2024; and

WHEREAS there are currently three vacant citizen seats on the Town of Urbanna Planning Commission due to the December 31, 2024 expiration of the terms of Donald Drayer, Lewis Hall, and Penelope Lister; and

WHEREAS there are currently two vacant citizen seats on the Town of Urbanna Historic Architecture Review Board (HARB) due to the December 31, 2024 expiration of the terms of Meriweather (Tammie) Putney and Peni Roberts; and

WHEREAS Mr. Drayer and Ms. Lister have expressed interest in reappointment to the Planning Commission, and Mr. Putney and Ms. Roberts have expressed interest in reappointment to the HARB; and

WHEREAS the Town Council now desires to fill these vacancies, making adjustments to some terms in order to correct those staggered term expirations that are currently out of sync;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that Robert Wilson is appointed to the vacant Council seat on the Finance Committee for a term concurrent with his elected term on Town Council; Penelope (Gari) Lister is appointed to the Town of Urbanna Planning Commission for a two-year term expiring December 31, 2026; Donald Drayer is appointed to the Town of Urbanna Planning Commission for a four-year term expiring December 31, 2028; Peni Roberts is appointed to the Town of Urbanna Historic Architecture Review Board for a 2-year term expiring December 31, 2026; and Meriweather (Tammie) Putney is appointed to the Town of Urbanna Historic Architecture Review Board for a three-year term expiring December 31, 2027.

DONE this 9th day of January, 2025.

AGENDA ITEM 7. APPROVAL OF MINUTES

7a. June 27, 2024 Work Session Draft Minutes

7b. December 12, 2024 Regular Meeting Draft Minutes

Councilmember Austin made a motion to approve both sets of minutes as presented. Councilmember Justice seconded. The Mayor called for any discussion.

Councilmember Austin asked the status of the remaining outstanding minutes. Mr. Costin said Ms. Rodenburg continued to work on them along with Planning Commission minutes. Councilmember Austin requested Ms. Branch create the remaining outstanding council minutes to bring them up-to-date.

There being no further discussion, the Mayor called for a vote. All were in favor with none opposed.

The motion passed 6-1 w/1 absent.

AGENDA ITEM 8. REPORTS

8a. Town Administrator

Mr. Costin presented his report.

Regarding the pool, after his meeting with the Mayor and Signature Pools, it was proposed the pool stay open later in the evening to allow adults more time to use it after work. They also proposed opening for Memorial Day weekend, then closing on weekdays until school is out. The pool would then stay open six days per week (closed on Mondays) until school is back in session. From then until Labor Day, the pool would be open only on weekends. Labor Day would mark the end of the pool season.

Mr. Costin's meeting with swim team representatives will need to be postponed. He suggested having local businesses help sponsor pool costs by purchasing advertising banners which could be placed around the pool. He also spoke with YMCA representatives regarding classes. Councilmember Justice asked if the pool could be used for physical therapy. Mr. Costin said the YMCA said their challenge right now is not having enough instructors. He also spoke with Bay Aging but they do not have funding for those types of services. Councilmember Justice suggested reaching out to other physical therapy groups in the area.

Regarding the Eagle Scout project, Councilmember Chowning said to check with Councilmember Hanson to see if Main Street might have any grant funding available to help with signage at the kayak launch.

Councilmember Chowning asked how much had been collected on the past due water bills. Mr. Costin said ten notices were sent out initially. Seven of the ten have contacted the Town and one payment had been taken over the phone. There is about \$40,000 due in past due water bills.

8b. Treasurer

Ms. Hutton presented the November 2024 Treasurer's report. She said the Town's CDs had matured netting a gain of \$27,976. She has reinvested the CDs for eleven months. The Special Savings Account earned \$1,836 in interest.

8c. Town Clerk

Ms. Branch presented her report and said she would be submitting a monthly report to keep Council informed of what she is working on.

AGENDA ITEM 9. PUBLIC COMMENT 1

There were no speakers.

AGENDA ITEM 10. COUNCIL COMMENT 1

There were no council comments made at this time.

AGENDA ITEM 11. UNFINISHED BUSINESS

11a. Authorize Public Hearing for Amendment to FY2025 Budget

Mr. Costin said the Town's financial advisors have recommended the usage of funds for the new Town Hall be formally adopted by Council, and then appropriated. Because this would result in a change of more than 1% of the total FY25 budget, a public hearing is necessary.

Councilmember Austin made a motion to authorize the holding of a Public Hearing at the February 13, 2025 Council meeting for the purpose of amending the Town of Urbanna budget for fiscal year 2025 to reflect an allocation of approximately \$471,791 toward the acquisition or improvement of permanent town office space and direct Town staff to properly advertise and make arrangements for this Public Hearing. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

AGENDA ITEM 12. NEW BUSINESS

12a. Designation of Town Clerk as FOIA Officer

Ms. Branch said State Code requires public bodies subject to the Virginia Freedom of Information Act (FOIA) to designate and publicly identify a FOIA Officer who will be the point of contact for all records requests. By passing the resolution using the position rather than an individual's name, Council would not need to pass another resolution in the future if there was a new Town Clerk.

Councilmember Austin made a motion to designate the Town Clerk as the FOIA Officer for the Town of Urbanna. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

AGENDA ITEM 13. PUBLIC COMMENT 2

Ms. Anzivino of Howard Street spoke about the dangerous condition of the manhole covers after VDOT completed repaving. She said they are 1-1/2" to 2" below the road surface which is hard on walkers, bikers, and motorists and added that stormwater is going into the sewer system. She suggested the Town purchase and install risers to bring the covers level with the road.

Ms. Anzivino also urged Council to try to get the pool slide installed this year.

AGENDA ITEM 14. COUNCIL RESPONSE TO PUBLIC COMMENT 2

Council discussed possible solutions to the manhole cover problem and directed Mr. Costin to speak with Lee McKnight at VDOT to see what can be done. Mr. Costin will also investigate the cost of risers.

Mr. Costin said the pool slide was discussed with Signature and they feel it may help aerate the pool and cool the water. The general consensus of Council was that the slide installation move forward.

AGENDA ITEM 15. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmembers had no announcements. Ms. Hutton said the real estate tax bills had been mailed yesterday and personal property bills will go out next week.

AGENDA ITEM 16. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 6:54pm.

Respectfully submitted,
Christine H. Branch, Town Clerk

Approved by Town Council February 13, 2025

ATTEST:

Christine H. Branch, Town Clerk