

**APPROVED MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF MARCH 13, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 13th day of March, 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

Marjorie Austin	Present
Larry Chowning	Arrived at 6:03pm
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Present
Robbie Wilson	Present

Others Present:

Michele Hutton, Town Treasurer
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 Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEM 6. APPROVAL OF MINUTES

6a. February 13, 2025 Draft Minutes

6b. February 27, 2025 Draft Minutes

Councilmember Austin made a motion to approve both sets of minutes as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEM 7. PUBLIC HEARING

There was no public hearing scheduled.

AGENDA ITEM 8. REPORTS

8a. STAFF REPORTS

8a.1. Town Administrator

(Councilmember Chowning arrived.)

Mayor Goldsmith presented the Town Administrator's report in his absence. He explained the legislative item regarding the relaxation of notice via certified mail to first class mail and how it will benefit permit applicants and the Town. This and the Town Charter change were both passed and are awaiting Governor Youngkin's signature.

The mayor also explained that water delinquencies were prohibited during COVID and then were never addressed after that. As of March 3, 2025, \$15,757.73 remained delinquent out of a balance of \$63,578.65. Council thanked Maribel Kimble, Water Operations Manager, and Michele Hutton, Treasurer, for their collection efforts.

8a.2. Treasurer

Ms. Hutton presented the January 2025 Treasurer's report (Attachment A). She noted that the wrong report had been placed in the original agenda packet.

Ms. Hutton reported that Real Estate Delinquent Bills were mailed in January. She has since:

- Collected tax and released a lien on one property
- Collected on four other properties
- 13 accounts remain past due
- Prepared certified mail advising that, if not paid by April 1, 2025, a lien would be placed on the property. If not paid:
 - o 2 accounts now 4 years past due (A two-year lien is in place, and I will add two more years with a second lien)
 - o 2 accounts now 2 years past due (first lien)
- Total outstanding with P/I and collection fee = \$12,240.65

Regarding personal property, Ms. Hutton said she has written off a total of \$1,300.55 for accounts five years past due and older. She has made a note in each file in case the person shows back up in the future, the Town might be able to collect some of the debt.

Ms. Hutton said the 2023/2024 audit is still underway. She spoke with the auditor today and two more files were requested and sent.

Golf cart applications and all supporting documents were mailed Friday, February 28, 2025. As of today, 8 completed registrations were received.

Ms. Hutton noted that Hometown Heroes Banners are underway. This will be the last year for military specific banners and the deadline to participate is April 11th. She currently has 15 banners and asked council to spread the word to collect more submission.

Ms. Hutton received the \$30,000 that was requested from Davenport from the Taber Fund and she's prepared the donations to Middlesex Vol Fire Dept, Middlesex County Library, and the Middlesex Vol Rescue Squad.

Other projects she's been working on and/or completed:

- Contacted 7 short-term rental owners to renew their permits.
- Updated The Marshall Community Pool Applications; advertising is in place on the website and Facebook. Steve Hutton and the mayor placed yard signs throughout the community and Saluda area and Mr. & Ms. Hutton placed the large banners at the pool. She received the first membership today.
- Prepared the 2025 Business License applications. Forms have been updated and printed. Envelopes need to be prepared for mailing in May.
- Purchased bricks for the pool that were purchased during fundraising efforts. The mayor is working on the manpower to install once received. Bricks are still available for order. A minimum of two is required by the engraver.

Ms. Hutton said she will be attending a delinquent collections course offered by the Weldon Cooper Center for Public Service on Monday, March 17 & Tuesday, March 18th at the Chesterfield Library.

Councilmember Hanson asked what is contributing to the big drop off in meals and lodging taxes compared to previous years. Ms. Hutton explained that revenues are posted when received, not when incurred, so that contributes to some months being higher than others. Also, some short-term rentals no longer exist. The mayor noted that the current amount is more typical and the weather also contributed.

Councilmember Courtney asked about the \$23,000 to MPPDC. The mayor explained the MPPDC's fee structure and said he is asking them to reduce the amount due to the size of the Town. He noted the MPPDC works hard to develop business in the region and to keep the area vibrant.

Councilmember Courtney asked about the return of license fees to the Oyster Festival Foundation. Ms. Hutton explained that the Town acts as a pass-through. The Foundation uses the revenue from business license fees to pay for officers. By law, they cannot collect a business license fee or issue licenses. Councilmember Courtney asked if the Town keeps any of the license revenue. Ms. Hutton said no, the Town benefits from the increased meal taxes. Councilmember Courtney asked if this process places undue burden on Ms. Hutton. Ms. Hutton said no, she received them in bulk from the foundation and is able to easily process them. She said this process also helps here in collecting taxes because she knows who has received licenses.

8a.3. Town Clerk

Ms. Branch presented her report and made a correction to her February report regarding the Municode project. The project was initiated in 2017 and the proofs were received in January of 2019.

She said she completed the initial review of the draft Municode proofs on March 7th and forwarded them to the Town Administrator and Town Attorney for approval. She has gotten back to 2005 in her review of minutes. The review of minutes has revealed some additional ordinances that don't seem to have been included in the Code and she is noting all discrepancies.

8b. COMMITTEE REPORTS

8b.1. Personnel Committee

Councilmember Hanson said the Personnel Committee has the final draft of the Town Administrator's review. She noted they started from scratch as this has never been done before.

8b.2. Finance Committee

Councilmember Wilson said the committee met on February 27 to discuss the Taber Fund Use Policy and pool operations. He is also trying to find a barge for Independence Day at Councilmember Justice's request.

The committee met on March 10 and amended the Use Policy. He said they also looked at the feasibility of installing a slide at the pool and the issue has been tabled for the moment due to lack of funding. Councilmember Austin asked if they considered asking for donations towards the slide purchase. Councilmember Wilson said yes, but they need to get a handle on funds overall before they can return to this issue. Mayor Goldsmith said the cost of the slide is approximately \$29,000 and installation requires extensive work.

The committee will next meet on March 24 at 10am in the Town Hall conference room. Councilmember Wilson said all members of council and the public are welcome to attend.

8c. Friends of Urbanna Quarterly Report (Attachment B)

Mr. Aubrey Hall, President of the Friends of Urbanna (FOU) highlighted some points in the report. He invited council to take time to read it and contact him with any questions.

Peni Roberts with FOU told Council that 6th graders were at the Museum today and it was wonderful to see them listening and engaged. They will write essays for the essay contest which will be judged by FOU.

AGENDA ITEM 9. PUBLIC COMMENT 1

There were no members of the public signed up to speak.

AGENDA ITEM 10. COUNCIL COMMENT 1

There were no council comments made at this time.

AGENDA ITEM 11. UNFINISHED BUSINESS

There was no unfinished business on the agenda.

AGENDA ITEM 12. NEW BUSINESS

12a. Draft Taber Fund Use Policy (Attachment C)

Councilmember Wilson went over the draft policy and noted that this is a living document which will need to be updated in the future as times change. Councilmember Austin asked for clarification on when the Town would not reimburse the fund. Councilmember Wilson said only if the fund balance falls below \$1,000,000 due solely to market conditions. That will be added as point 3.3 in the policy. Once adopted, the policy cannot be changed without a unanimous council vote.

Councilmember Austin made a motion to adopt the Taber Fund Use Policy with the addition of point 3.3. Councilmember Wilson seconded. The Mayor called for any discussion. Aye – Austin, Chowning, Goldsmith, Hanson, Justice, Wilson; Abstain – Courtney
The motion passed 6-0 with 1 abstaining.

AGENDA ITEM 13. PUBLIC COMMENT 2

There were no members of the public signed up to speak.

AGENDA ITEM 14. COUNCIL RESPONSE TO PUBLIC COMMENT 2

There were no council comments made at this time.

AGENDA ITEM 15. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Chowning thanked Ms. Anzivino for letting him know about a grant for recreational trails. He said the Urbanna Water Trail project qualifies. There is a minimum project cost of \$25,000. Councilmember Hanson said perhaps something educational could be done similar to the Dragon Run paddles for school children. Councilmember Chowning will continue looking into the grant.

Councilmember Chowning said he spoke with both Mr. Mullins and Mr. Bury and all spoke of the urgency of a resolution to the Town Hall purchase.

Councilmember Austin asked to keep Dale Taylor and Bill Thrift in people's prayers.

Councilmember Austin said Second Saturdays will begin in April with a block party. They are hoping to have another block party in October.

17a. Appointment to the Middle Peninsula All-Hazard Mitigation Planning Team

Mayor Goldsmith said no closed discussion was needed for this appointment so he was moving it up. He explained that the appointment defaulted to the Town Administrator and this was just to make it formal for the MPPDC's records because it is required by FEMA.

Councilmember Chowning made a motion to approve the Town Administrator as the main administrative appointment, and the Mayor as the alternate appointment to serve on the required MPPDC AHMP Planning Team for the duration of the mandated update project. Councilmember Austin seconded. The Mayor called for any discussion. All were in favor with none opposing.

The motion passed 7-0.

AGENDA ITEM 16. CLOSED MEETING

16.a. Motion to Convene Closed Meeting

Councilmember Austin made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) to discuss appointments to the Planning Commission and to discuss personnel matters relating to the annual review of the Town Administrator.

Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed.

The motion passed 7-0.

16.b. Motion to Reconvene in Open Session

The Mayor reconvened the meeting in open session.

16.c. Certification of Closed Meeting

Councilmember Hanson made a motion to approve Standing Resolution – 1 (SR-1) in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950, as amended, certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act. Councilmember Justice seconded. The Mayor called the vote:

Marjorie AustinCertify
Larry ChowningCertify
Alana CourneyCertify
Bill Goldsmith (Mayor)Certify
Merri HansonCertify
Beth JusticeCertify
Robbie WilsonCertify

STANDING RESOLUTION – 1 (SR-1)

A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS the Town Council of the Town of Urbanna has convened a Closed Meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS Section 2.2-3712 (D) of the Code of Virginia requires a certification by the Town Council of the Town of Urbanna that such Closed Meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Urbanna hereby certifies that on this 13th day of March, 2025, 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.

DONE this 13th day of March, 2025.

16.d. Action on Closed Meeting

No action was taken as a result of the Closed Meeting.

AGENDA ITEM 17. APPOINTMENTS

17b. Resolution 2025-005 Appointment to Planning Commission

Councilmember Austin made a motion appoint Susan Caskie to the Town of Urbanna Planning Commission for a one-year term expiring December 31, 2025. Councilmember Courtney seconded. The Mayor call for any discussion. All were in favor with none opposing.

The motion passed 7-0.

RESOLUTION 2025-005
CITIZEN APPOINTMENTS TO THE PLANNING COMMISSION

WHEREAS there is currently one vacant seat on the Town of Urbanna Planning Commission with an expiration date of December 31, 2025; and

WHEREAS there is currently one citizen who has expressed interest in serving on the Planning Commission – Susan Caskie; and

WHEREAS the Town Council now desires to make an appointment to this vacant position;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that Susan Caskie is appointed to the Town of Urbanna Planning Commission for a one-year term expiring December 31, 2025.

DONE this 13th day of March, 2025.

AGENDA ITEM 18. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 7:46pm.

**Respectfully submitted,
Christine H. Branch, Town Clerk**

Approved by Council: April 10, 2025

ATTEST:

Christine H. Branch, Town Clerk

ATTACHMENT A



Treasurer's Report

The Balances Below, Reflect Bank Statements as of Month's End

Account Balance thru 1/31/2025	Prior Year	Prior Month	Statement Date
	1/31/24	12/31/24	1/31/25
Primis Bank General Operating Bank Account	921,502.25	1,132,775.73	1,099,850.35
Renter Water Deposits	-16,326.66	-18,276.66	-18,276.66
Net Operating General Bank Account (Adjusted Bal)	922,993.92	1,108,722.48	1,085,710.37
Primis – USDA Well Replacement reopened (8/2/24)	2,509.81	64,847.26	61,811.38
C&F Bank Historic Trust (new 3/1/2023)	47,295.41	62,120.19	62,645.28
C&F Bank - Water Fund Reserve (11 mo CD) 11/16/25	115,433.93	120,723.73	121,127.71
C&F Bank - General Fund Reserve (11 mo CD) 11/16/25	95,500.91	99,877.26	100,211.48
C&F Bank -Operating Reserve (11 mo CD) 11/16/25	400,000.00	418,330.12	419,729.98
Taber Trust – Account Value	932,715.71	1,034,480.76	1,067,754.87
Taxes listed below are collected for prior month(s)	1/31/24	12/31/2024	1/31/25
Meals Tax collected in January	21,041.61	15,974.11	9,951.33
Lodging Tax collected in January	4,112.77	2,737.22	965.24
Cigarette Tax collected in January	577.22	580.95	525.09

EXPENDITURES:

- \$22,820.33 Middle Peninsula Planning Dist.
- \$20,750.00 Bus License fee returned to Oyster Festival

REVENUE:

- 1/15/2025 Interest three CDs \$2,138.06 at C&F Bank

Meals Tax

March 6, 2025
01:48 PM

Town of Urbanna
2025 Revenue Summary by Month

Range of Accounts: 100-12110-0001	to 100-12110-0001	Start Month: July	Start Year: 2
Type: Revenue Activity	Includes Accounts with Zero Activity: N	Year To Date As Of: 0	
Subtotal CAFR: No			

Account No	Description		Jul	Aug	Sep	Oct	Nov	Dec	Jan
Total			Jul	Aug	Sep	Oct	Nov	Dec	Jan
100-12110-0001	Meals Tax - Local								
111360.12	14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	9951.33		
Fund Total									
111360.12	14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	9951.33		
Grand Total	Count:	1							
111360.12	14797.23	16604.09	15038.79	13071.47	13278.88	15974.11	9951.33		

Lodging Tax

March 6, 2025
01:47 PM

Town of Urbanna
2025 Revenue Summary by Month

Range of Accounts: 100-12100-0001	to 100-12100-0001	Start Month: July	Start Year: 20
Type: Revenue Activity	Includes Accounts with Zero Activity: N	Year To Date As Of: 03	
Subtotal CAFR: No			

Account No	Description		Jul	Aug	Sep	Oct	Nov	Dec	Jan
Total			Jul	Aug	Sep	Oct	Nov	Dec	Jan
100-12100-0001	Lodging Tax								
22545.94	2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	965.24		
Fund Total									
22545.94	2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	965.24		
Grand Total	Count:	1							
22545.94	2610.92	5686.36	1869.72	1194.09	6055.32	2737.22	965.24		

Water Sales

March 6, 2025
01:44 PM

Town of Urbanna
2025 Revenue Summary by Month

Range of Accounts: 500-17010-0001	to 500-17010-0001	Start Month: July	Start Year: 2
Type: Revenue Activity	Includes Accounts with Zero Activity: N	Year To Date As Of: 0	
Subtotal CAFR: No			

Account No	Description							
Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
500-17010-0001	Water Sales Charges							
251708.95	26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62	
Fund Total								
251708.95	26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62	
Grand Total	Count: 1							
251708.95	26379.71	58031.08	21701.77	20767.86	28954.24	28773.17	34829.62	

ATTACHMENT B

Friends of Urbanna Quarterly Report

March 13, 2025

The Friends of Urbanna Museum is a 501c3 organization that exists to work with the Town of Urbanna to assist in the enhancement and preservation of the Urbanna Scottish Factor Store Museum and Visitors Center properties, grounds and contents owned or on loan. The goal of the organization is to attract residents and visitors to learn about the history of Urbanna and the surrounding area; the Scottish Factor Store Museum (a unique structure and the last one remaining) and the Mitchell Map housed in the Museum. All of the activities of the Friends of Urbanna are intended to foster continued use and enjoyment of these one-of-a-kind town assets.

Background information:

The Friends of Urbanna has been presenting reports in 2024 to the Council to inform and update on activities related to the Scottish Factor Store and Visitor Center. The earlier appointment of our organization as advisors to the Town on the Scottish Factor Store was reaffirmed this year in January by the Town Council. As required by this latest memorandum of understanding, we will continue quarterly reports on the activities and projects we are working on to preserve, enhance and promote the Museum and its valuable assets. In addition, we will include the monthly activity reports from the Museum that state visitor activity and other quantifiable information such as visitors, products sold, donations on site, etc.

Current Activities at the Scottish Factor Store Museum:

- Inside: Friends of Urbanna have been working to restore the front room of the Museum to its original use and look. The cabinets mentioned in the May 2024 quarterly report were completed and the next phase of work which to install wall shelving has also been completed.
- Outside: Friends of Urbanna raised funds to engage the Historic Architectural Firm of Messick Cohen Baker to assess and report on the condition of the porch of the Factor Store in 2022. The report concluded that the porch is pulling away due to water infiltration from the floor of the porch due to improper work that was done on this porch some years ago. A cost estimate for this repair work has been received from a company well known in this area for their work on historic properties. That cost estimate is approximately \$250,000. Copies of the Messick Cohen Baker report have been received by the Town.
- Additionally, as mentioned in our August 2024 report, we are concerned in cracks in the brick work on the back corners on both sides of the building. Following additional consultation with the Architects, we will be addressing the cracks in the brick work before the porch work. We have met with Kevin Nieto, considered the foremost expert in colonial masonry and he has committed to do the work this year. Concern for this condition was also discussed with the representative of DHR during her site visit in November.
- In the fall of 2024, Friends of Urbanna and the Town Administrator met with the Department of Historic Resources for the Commonwealth of Virginia (DHR) for their periodic review of the easement on the Scottish Factor Store property. This easement on the deed of the property requires notification and approval of any work on this property (grounds or building) prior to execution of any work. This information was new to Friends of Urbanna and we now have a contact and will work with her on all projects effected by this easement. This easement includes any work or excavation of any type on this property.

Future Activities:

- Inside: Continue the restoration of the 18th century factor store appearance and function to include obtaining artifacts for display and period retail items for sale in the store.
- Outside: Repair the brick work and porch.

Fundraising / awareness:

- We are working on large grants to fund the porch work as identified by the Architectural Firm and estimated to be \$250,000. Friends of Urbanna currently has \$50,000; the \$50,000 plus tobacco tax fund accumulated by the Town and additional funds from an annual disbursement from Middlesex County through MOM.
- We have secured a matching grant for \$25,000 from the Cabell Foundation to help address the structural concerns of the building. We met that matching requirement in November 2024 with another grant and numerous personal donations.
- We have received three grants from The River Counties Foundation one has funded the architectural study mentioned above and another has provided funds for the cabinet/shelving work in the store. Friends of Urbanna have spent over \$17,000 for this study and cabinet work.
- We held a fundraiser at the historic property in Urbanna, The Tavern, in conjunction with Founders Day 2024 and had a very good turn out in interest and support and we are pursuing the possibility of a similar function this summer in conjunction with Founders Day 2025.
- In the fall of 2024, we applied for a grant (\$150,000) from The Department of Historic Resources for the Commonwealth of Virginia – the VA 250 project and were notified in December that we were not awarded this grant.

Support for Scottish Factor Store Museum activities:

- Annually since 2019, Friends of Urbanna has sponsored and coordinated an essay contest in conjunction with the St. Clare Walker Middle School for the 6th graders. Each year we give recognition to the top 10 contestants and financial recognition to the top 5 contestants. Last year, once again, the awards were announced and presented at the Middle School in front of all the 6th grade students and as many parents as could attend. As you know, we have presented the first-place winner to the Council for formal recognition. This program is not only well received by the school and students but is a vital part of our grant writing and fundraising efforts.
- Friends of Urbanna provide support as needed and requested for special events or holidays in Urbanna. Founders Day, Wine / Oyster Stroll, Oysterfest, Arts in the Middle booth support, map presentations, etc.
- Friends of Urbanna donate many hours and resources to raise funds and coordinate projects for the support of this important building and its contents. Time and resources that save the Town money.

Future Fundraising efforts on behalf of the Scottish Factor Store Museum.

- We have submitted 5 grant requests and received funds from 4 of those requests.
- We have identified additional grant possibilities that we are pursuing.
- Community cooperation is important to us as an organization. We have received donations and volunteer support from many in our community and from the Town.
- Our members also serve on other community related organizations such as MOM (Museums of Middlesex), Middlesex VA250 Committee, Urbanna Main Street and UBA. We support each other to support the Town.

January 2025 Museum Monthly Report

Visitors: 13 total (Open Fridays- Sundays 8 days total; closed one day due to weather)

Total Gift Donations: \$20.00

Credit Card- 0

Cash- \$20.00

Donations in Box: \$4.00

Staffing:

2 paid docents worked 40 total hours

1 volunteer worked 8 hours total (does not include FOU volunteer hours)

Upcoming Events:

Mitchell Map essay contest: 6th graders from St Claire Walker will be visiting March 5th for a presentation on the Mitchell Map, on which they will base their essays.

Past Events:

Nothing to report at this time.

Current Museum Needs:

None at this time- restocking the gift area with appropriate items is underway. Looking to include personalized items with Urbanna/Museum name.

February 2025 Museum Monthly Report

Visitors: 22 total (Open Fridays- Sundays 8 days total)

Total Gift Donations: \$32.00

Credit Card- 0

Cash- \$32.00

Donations in Box: \$3.00

Staffing:

2 paid docents worked 40 total hours

1 volunteer worked 15 hours total (does not include FOU volunteer hours)

Upcoming Events:

Mitchell Map essay contest: 6th graders from St Claire Walker will be visiting March 5th for a presentation on the Mitchell Map, on which they will base their essays.

Past Events:

Nothing to report at this time.

Current Museum Needs:

None at this time- restocking the gift area with appropriate items is underway.

We now carry locally made soaps with customized label (James Mills Scottish Factor Store Urbanna, VA).

ATTACHMENT C

Use of Taber Fund by Urbana Town Council

Dr. Charles Taber bequeathed a sum of \$256,695 to the Town of Urbana upon his death on July 17, 1966. The original sum, which has grown to over \$1,000,000 as of the date of this policy, was to be used for the benefit of Urbana and its citizens. Dr. Taber did not want to dramatically limit the types of things that the Taber Fund could be used for or how the fund would be administered out of a recognition that society and its needs change with time.

The Town Council agrees to formally enact the following policy to further drive clarity into the administration of the Taber Fund as well as the distribution of its assets.

Taber Fund Use Policy

1. The Town of Urbana has been entrusted with substantial assets, now exceeding \$1,000,000, derived from the bequeath of Dr. Taber in 1966. It is the Town of Urbana's duty to ensure that these funds are appropriately maintained in accordance with sound financial practices and that the funds are used for appropriate purposes consistent with this policy. For the purpose of enabling the Town to achieve these objectives, including enabling the Taber Fund to grow in value and provide many years of benefit to the citizens of the Town of Urbana, the below administrative principles shall apply.
2. The funds shall be actively managed by a reputable third party and invested in a manner consistent with available moderate risk investments (e.g. not a savings account).
 - 2.1. An accounting of the status of the funds shall be provided to Council, on no less than a quarterly basis, by the Mayor or his/her appropriate designee.
 - 2.2. Official financial statements shall be provided to Council as requested.
3. The Taber Fund shall maintain a minimum balance of \$1,000,000 for the purpose of enabling material compound growth.
 - 3.1. If the Town desires to use funds reducing the balance below \$1,000,000, the Town will come up with a reasonable pay back plan, not to exceed 5 years.
 - 3.2. The Town may use funds in excess of \$1,000,000 without a payback plan.
 - 3.3. If the Taber Fund balance should fall below \$1,000,000 due solely to market conditions, the Town will not have to pay the deficit back.
4. The funds may be used consistent with the original intent outlined by Dr. Taber in his Will - see Exhibit A for applicable provisions (examples: 1. building pickleball courts - acceptable usage; 2. maintaining pickleball court - acceptable usage; 3. building public facilities outside

of Urbanna available to the general public - not acceptable; 4. transferred to the general fund - not acceptable).

5. Any use of the funds must be voted on and approved by the Urbanna Town Council.
6. Changes to this policy shall only be made through the unanimous vote of council.

Adopted: March 13, 2025

Certified By: _____

Mayor William Goldsmith

COPY TESTE: _____

Town Clerk

NINTH: I give to my Trustee of the Charles Wellington Taber Fund the following powers, in addition to and not in limitation of his common-law and statutory powers:

To employ such brokers, banks, custodians, investment counsel, attorneys and other agent including clerical assistance, and to delegate to them such of the duties, rights and powers conferred upon him by law as the Circuit Court of Middlesex County may authorize.

It is my hope, in view of the assistance hereinabove authorized, that my said Trustee will be willing to serve without compensation, but I authorize the payment to my said Trustee of such compensation for his services as such as the Circuit Court of Middlesex County may allow him.

IN WITNESS WHEREOF, I, the said Charles Wellington Taber, herewith set my hand to this last will, typewritten on twelve (12) sheets of paper (including the attestation clause and signatures of witnesses), at Urbanna, Virginia, this 6th day of August, 1958.

C. WELLINGTON TABER

SEVENTH: Upon the death of my wife I direct my said Trustees to transfer the trust estate to be known thereafter as the Charles Wellington Taber Fund, to the Mayor of the Town of Urbanna, Virginia, as Trustee ex officio, to hold, manage and administer the same for the benefit of the residents of the Town of Urbanna forever, subject to the provisions of Paragraph (6) of Clause Third of this will, upon the following trust;

To expend the income therefrom, through such agencies as the Circuit Court of Middlesex County, Virginia, may direct to be created or appointed, for the acquisition and operation in Middlesex County, Virginia, of such facilities for the benefit of the residents of the Town of Urbanna as the members of the Council of said Town, acting ex officio as a committee for the purpose, may, with the approval of the Circuit Court of Middlesex County, from time to time determine to establish and maintain, for the relief of poverty, the advancement of education, the promotion of health, and any other purposes the accomplishment of which will be beneficial to the community that are exempt from inheritance or transfer taxes under the laws of the State of Virginia and the United States, and are not in conflict with existing laws.

Because conditions so change with time, I make no specific designation of the types of community improvement for which this trust is established, or of the administrative machinery through which its purposes shall be accomplished. It is not my desire or intention to limit my gift to the establishment and maintenance of those community facilities and services believed today to tend to the benefit or amelioration of the condition of ordered society, such as parks, recreation centers, hospitals or literary and educational institutions, but through it to provide the means for establishing and maintaining any such facilities for the residents of the Town of Urbanna which may appear to future generations to be promotive of the same purposes.