

**APPROVED MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF APRIL 10, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 10th day of April, 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	Absent
Larry Chowning	Present
Alana Courtney	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Present
Robbie Wilson	Present

Others Present:

Ted Costin, Town Administrator (via phone)
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 Hanson 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. March 13, 2025 Draft Minutes

6b. March 27, 2025 Draft Minutes

Councilmember Hanson 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

Mr. Costin presented his report. Regarding the manhole issue, he said that VDOT will be installing the lifter rings, provided by HRSD. It is expected the project will be ongoing throughout the summer.

Regarding the water runoff and overflow issue, he said HRSD will be at the April 24, 2025 Council Work Session to address questions and concerns. Mr. Costin said it is the landowner's responsibility to make sure the ditches and pipes are kept clear from debris which could impede the flow of stormwater.

Mr. Costin thanked Steve Hutton and Roy Kime for their work on the Well 6 project. A second extension has been filed due to delays and it has been approved.

8a.2. Treasurer

Ms. Hutton presented the February 2025 Treasurer's report. She said she had just received payment for two tax liens and they have been removed. She and Maribel Kimble have been working together to collect past due water bills.

8a.3. Town Clerk

Ms. Branch presented her report and mentioned the non-material changes made to the February 13, 2025 minutes. She said there are some minutes missing from 2020-2021 and she was able to put together at least a few details of those meetings by looking at past issues of the Sentinel.

She, Ms. Hutton, and Ms. Kimble have been working on getting all the water customers entered into the Reverse 911 system along with the Middlesex Emergency Manager. Ms. Hutton mentioned that the next step is training on the Everbridge system which allows us to activate the system.

8b. COMMITTEE REPORTS

8b.1. Finance Committee

Councilmember Wilson said the committee has been working on the budget and will present it to Council and the citizens at the April 24, 2025 meeting.

8b.2. Water Committee

No report.

8b.3. Personnel Committee

No report.

8b.4. Events Committee

Ms. Justice said the committee is currently working on the Independence Day celebration, which will be held on Saturday, July 5, 2025. Second Saturdays will begin on May 10, 2025 with the Michael Clark Band.

AGENDA ITEM 9. PUBLIC COMMENT 1

There were no speakers at this time.

AGENDA ITEM 10. COUNCIL COMMENT 1

There were no council comments made at this time.

AGENDA ITEM 11. UNFINISHED BUSINESS

11a. Virginia Street Terminus

Mr. Costin presented a brief overview of the discussion from the March 27, 2025 Work Session and said there are new options with the MPPDC for Council to consider.

11a.1. Taylor Ovide, Coastal Resilience Planner with the MPPDC

Mr. Ovide introduced the programs available through the MPPDC. Their FIGHT THE FLOOD (FTF) program takes requests from both citizens and local governments and matches those requests with the grants they have available. Things such as home elevation, roadway flooding, stormwater issues, and living shorelines are just some of the things FTF covers.

Some organizations that had projects planned have backed out so funds are now available for reimbursement. Mr. Costin will be working with Mr. Ovide on submitting some of the expenses for the marina shoreline for reimbursement since that project fits in with the FTF program. The Virginia Street Terminus project also fits.

Mayor Goldsmith asked if there was any assurance that the funding is there. Mr. Ovide said it depends on the portion and handed out a brochure on the program (Attachment A). He said what is done is the choice of the citizen or government. FTF does not dictate what the applicant has to do within their project.

Councilmember Hanson said there is concern over how what the Town does will affect the adjacent property (Oyster Harbor Condominiums) and asked if FTF would help us integrate with them. Mr. Ovide said they will help navigate the best they can.

Councilmember Courtney asked if this was a one-time only deal and said there is concern because the condo association is about to begin installing a bulkhead on their adjacent shoreline. Mr. Ovide said funds are available now for whatever projects the Town wants to focus on. Natrx, a FTF program partner, will come out and do an engineering evaluation and would consider the adjacent properties. Ms. Courtney asked if the town is responsible for the ongoing maintenance of whatever is done. Mr. Ovide said yes.

Councilmember Wilson asked if the FTF solutions and plantings would withstand foot traffic. Mr. Ovide said there are potential solutions for that such as installing decking. Councilmember Hanson asked if a PDC loan could be used on any potential decking, Mr. Ovide said yes.

Councilmember Wilson asked if there were limits. Mr. Ovide said he thinks we could get enough funds to complete the project.

Councilmember Chowning said pre-engineering needs to be done to make sure the condo and Town projects mesh. He said it is also important to have a professional engineer say whether or not our plan would affect the condo's plan.

Councilmember Hanson made a motion to defer action on the Virginia Street Terminus until an engineering report from Natrx, in cooperation with MPPDC, is received and discussed with the MPPDC and the Oyster Bay Condo Association. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

Councilmember Hanson asked about kayak access. Mr. Costin said they are still working on getting Northern access. In order to permanently move the fence (put supports in the ground), a permit is needed. A permit is also needed to remove vegetation to make the site accessible. This is an ongoing Eagle Scout project.

Councilmember Hanson said you can't get through the fence to the north side of the dock. Mr. Costin said we could remove the rails but he's concerned that will increase people using private property to launch their kayaks.

Mr. Costin said current kayak launch sites are: use the boat ramp, use the dinghy dock, or at the end of Virginia Street. He pointed out that the sign on the terminus property says No Parking. It does not say No Trespassing as some have been saying on social media.

Councilmember Chowning said there is a possibility of a grant for a kayak launch but we have to know what we want to do and have a solid plan before we can apply.

AGENDA ITEM 12. NEW BUSINESS

12a. Draft Administrative Policies

12a.1. Vehicle Use

12a.2. Information Technology

Ms. Branch presented the draft policies and said she is working on converting all policies to this format.

Councilmember Justice made a motion to approve the administrative polices on Vehicle Use and Information Technology as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

AGENDA ITEM 13. PUBLIC COMMENT 2

Sandy Sturgill of Oyster Road said her concerns had already been addressed during the meeting.

Michael Binns of Oyster Road thanked Council for all their consideration in working with the condo association on the Virginia Street Terminus. He said there is a lot of silt going into the water and hopes it's dealt with as soon as possible.

Robert Montague of Virginia Street said his son has spent a lot of money on their dock and dredging and they don't want the terminus issue to undo their work. He asked Council to consider selling the land to his son.

AGENDA ITEM 14. COUNCIL RESPONSE TO PUBLIC COMMENT 2

Councilmember Austin responded to Mr. Montague and said to make an offer.

Councilmember Chowning responded to Mr. Binns saying the Town needs a rock solid opinion from an engineering source on the potential effect of the terminus on the condo's bulkhead.

Councilmember Hanson said to remember that the silt and other challenges with the terminus are partially due to the damage done to the property by Docks of the Bay.

AGENDA ITEM 15. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Wilson thanked the citizens in Deltaville who helped him look for a barge.

AGENDA ITEM 16. CLOSED MEETING

A closed meeting was not necessary.

AGENDA ITEM 17. APPOINTMENTS

No appointments were made.

AGENDA ITEM 18. ADJOURN OR RECESS

Councilmember Hanson made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 7:10pm.

Respectfully submitted,
Christine H. Branch, Town Clerk

Approved by Council: May 8, 2025

ATTEST:

Christine H. Branch, Town Clerk

Let's Get Ready To

FIGHT THE FLOOD

Grant Recipient Information Packet

This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement 41-953081-01-2 to the Virginia Department of Environmental Quality.

The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document.



Congratulations!

As a registrant in the Fight the Flood program, your property has met the eligibility requirements to receive reimbursable grant funds from the Virginia Department of Environmental Quality to shore up your property and coastline. This effort will include a customized plan for your property to help mitigate erosion, protect water quality and provide overall improvements to the coastline of Virginia's Middle Peninsula region.

The Process

- 1** **May-June 2024**
Notification of grant award. Since you are reading this, you know you have been selected!
- 2** **June-July 2024**
Team members will conduct an evaluation of your property and develop recommended courses of action for your shoreline.
- 3** **July-September 2024**
Permitting. This step can go quickly, but can also take some time. We've built in several months for this. Construction can start right after permits are issued.
- 4** **September-November 2024**
Construction.
- 5** **December 2024**
Project completion.

The Lingo

We get it. In the coastal world, there are a lot of acronyms, environmental speak and government lingo flying around. Here are the key terms you'll likely hear most throughout this project.

BMP or Best Management Practice

Best Management Practice. Isn't every project done to protect the water and shorelines a best management practice? Not necessarily. Formally defined, a "best management practice" (BMP) is a treatment or technology that helps reduce nutrient and sediment pollution into local waters and the tidal Chesapeake Bay. In addition, these practices can help reduce local flooding, protect sources of drinking water, protect shorelines from erosion and support local economies through the return of clean water and viable habitats suitable for recreational activities.

Living Shoreline

Simply put, a living shoreline is a protected and stabilized shoreline that is made of natural materials such as plants, sand or rock.



Natrx

Natrx is a Fight the Flood partner company that delivers high-performance, nature-based resilience and restoration technologies along the coast. Their team will lead this project and guide you through the process. Using their purpose-built technologies, they will analyze your site's specific erosion and habitat challenges. Then, because no two sites' challenges are the same, they can address your challenges with a site-specific solution. For more information, contact Mason Harris (919-418-4801 or mason@natrx.io). Learn more about Natrx online at natrx.io.



Flexamat

Flexamat, a potential solution for your property, is a vegetated concrete block mat installed to help stabilize slopes, channels, low water crossings and shorelines. The power of Flexamat is in its high-strength geogrid. Spacing between the concrete blocks allows for vegetation growth. For more information, visit flexamat.com.



The Team

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**Middle Peninsula
Planning District Commission**
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Connecting property owners facing rising flood waters with tools and funding to contract with specialized businesses who can help evaluate, design, and build solutions to **FIGHT THE FLOOD**.

fightthefloodva.com

Funding for this project, managed by the Middle Peninsula Planning District Commission, was provided by a grant from the Virginia Department of Environmental Quality.

