

**APPROVED MINUTES  
TOWN OF URBANNA TOWN COUNCIL  
WORK SESSION OF APRIL 24, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 24th 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 & ROLL CALL**

Mayor Goldsmith called the meeting to order at 6:09pm.

**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	Absent
Beth Justice	Present
Robbie Wilson	Present

**Others Present:**

Ted Costin, Town Administrator

Michele Hutton, Town Treasurer

Christine Branch, Town Clerk

Evan Bell, Airloom, Inc. (via Zoom)

Sam McAdoo, Director of Small Communities for the Hampton Roads Sanitation District (HRSD)

Members of the press and public

**AGENDA ITEM 4. PLEDGE OF ALLEGIANCE**

The Mayor led the Pledge of Allegiance.

**AGENDA ITEM 5. APPROVAL OF AGENDA**

**Councilmember Justice 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 w/2 absent.**

**AGENDA ITEMS 6 & 7. PUBLIC COMMENT & COUNCIL RESPONSE TO PUBLIC COMMENT**

Sarah Jane Wyatt of Island Lane gave an update on Urbanna Main Street (Attachment A). She said they have been established as a non-profit and thanked Troutman Pepper for their pro bono work. They are working on a mural project which will be on the wall of the ABC store facing Home Town Burger. The Main Street program requires them to have a staff person. This person will work part-time and will be finding and administering grants, and working on tourism, branding, and social media. They have had two offers of free office space. Urbanna Main Street is asking that \$5,000 be budgeted to them for FY25-26. Amy Denney also spoke briefly regarding the program.

William Mayo of Rappahannock Avenue spoke about the manhole cover problem and said two children on scooters fell when they hit them. Mr. Costin said HRSD is providing lifter rings and either VDOT or HRSD will install them. They did not provide a timeframe. Mr. Costin estimates it should be done by Labor Day.

## **AGENDA ITEM 8. WORK SESSION MATTERS**

### **8a. Independence Day Celebration Presentation**

Evan Bell with Airloom, Inc. joined via Zoom and presented information on a drone show which could take the place of fireworks for the Town Independence Day Celebration on Saturday, July 5, 2025. The show would consist of 200 drones and last 15 minutes. The show is tied to music which the Town would choose. Three custom animations are included in the contract. Ideally, the drone launch would take place at Rosegill, and they are very supportive of the idea, pending approval from their insurance company. Mr. Bell said boats would have to stay out of the safety zone in Urbanna Creek during the show.

Councilmember Courtney said she had a hard time visualizing how this would look. Mr. Bell showed examples of the animations available and videos from previous shows. He said more examples are available on their Instagram <https://www.instagram.com/airloomdroneshow/>. Mr. Bell said the designer is the founder of the company. There is a stock library of available animations plus three custom animations would be included.

Councilmember Wilson asked what sort of weather is needed to hold the show. Mr. Bell said no rain, less than 26 mph winds, 1,000 ft. cloud base, and three miles of linear sight. He said there is a 180 day rescheduling clause in case of bad weather or a 30% refund. He said 50% is due at the contract signing, and 50% is due two weeks prior to the show. Mr. Bell also said Airloom's pricing is below the industry average.

Councilmember Justice said Urbanna would be the only locality to have this type of show. She also said there are no loud noises to upset pets because the only noise is from the music. The music is located at the viewing site.

Councilmember Wilson asked the price difference between the 100, 200, or 300 drone shows. Mr. Bell said the 100 drone show is \$10,000 standard or \$15,000 custom. He said it takes 6-8 hours to design each animation.

Councilmember Chowning asked what other expenses there would be. Ms. Hutton said approximately \$700 - \$100 for a road closure permit and \$600 for police services for six hours. Councilmember Justice said she could provide a sound system at no charge if it was needed.

**Councilmember Wilson made a motion to authorize staff to enter into a service agreement with Airloom for a drone show on July 5, 2025 at approximately 9pm at a cost of \$18,000 provided a launch site has been secured. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.**

### **8b. HRSD Presentation**

Sam McAdoo, Director of Small Communities for the Hampton Roads Sanitation District (HRSD), presented information about HRSD, the way stormwater and wastewater systems work, and the overflow issue on Bonner Street during the March 17, 2025 rain event. He said 7" of rain fell in 14 hours which more than doubled the flows and overwhelmed the system. He explained about inflow and infiltration, which are their constant battles. Examples of infiltration include cracked or broken pipes, root intrusion, broken house lateral connections, connected foundation drains, and deteriorated manholes. Blocked ditches also contribute. It is the property owner's responsibility to keep ditches clear.

He said SCADA upgrades are coming to Urbanna Pump Stations and will give them top end control during rain events to troubleshoot alarms and system issues. CCTV inspection work is also ongoing. Mr. McAdoo noted all the pipes in town are cleaned every October in preparation for the Oyster Festival.

Mayor Goldsmith asked if the SCADA upgrades will help with the Bonner Street problem. Mr. McAdoo said no but it will give them more data and possibly help avoid problems. He said they don't see overflows very often and each is reported to DEQ and the Health Department.

Councilmember Chowning asked if the overflow is wastewater or stormwater. Mr. McAdoo said it could be both but they'll be very diluted. The estimate is  $\frac{3}{4}$  stormwater and  $\frac{1}{4}$  wastewater.

Councilmember Wilson asked if there is any way to manage runoff so it's not going through someone's yard. Mr. McAdoo said HRSD won't do runoffs anymore.

Regarding the manhole covers, Mr. McAdoo said an inspector has gone through town and noted the location of each manhole. He said they have a meeting next week with VDOT to discuss better coordination of VDOT paving projects so this issue doesn't happen again. He said each road will have to be closed during the installation and construction of the lifter rings. Councilmember Courtney asked who gets sued if there is an accident. Mr. McAdoo said the utility company (HRSD). Mr. Costin said he just received information that the issue may be resolved as part of another VDOT project. Mr. McAdoo said he would discuss it with them during their meeting next week.

### **8c. Fiscal Year 2025-2026 Budget Presentation & Authorization for Public Hearing**

Mr. Costin presented the proposed budget, created by the Finance Committee, for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

**Councilmember Justice made a motion to authorize the advertisement of a public hearing on the proposed Fiscal Year 2025-2026 Budget for the Town of Urbanna as, on Thursday, May 22, 2025 at 6pm in Council Chambers. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed.**

**The motions passed 5-0 w/2 absent.**

### **AGENDA ITEM 9. ACTION ITEMS** (if any)

There were no action items necessary.

**AGENDA ITEM 10. COUNCIL ANNOUNCEMENTS & REQUESTS**

There were no Council announcements or requests.

**AGENDA ITEM 11. CLOSED MEETING**

**11a. Motion to Convene Closed Meeting**

Councilmember Wilson made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(1) of the Code of Virginia for the discussion and consideration of the performance, duties, and employment contract of the Town Administrator. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.

**11b. Motion to Reconvene in Open Session**

The Mayor reconvened the meeting in open session.

**11c. Certification of Closed Meeting**

Mayor Goldsmith made a motion to approve Standing Resolution 1 (SR-1) certifying compliance with the Freedom of Information Act.

Marjorie Austin .....	Absent
Larry Chowning .....	Certify
Alana Courney .....	Certify
Bill Goldsmith (Mayor) .....	Certify
Merri Hanson .....	Absent
Beth Justice .....	Certify
Robbie Wilson .....	Certify

**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 24th day of April, 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 24th day of April, 2025.

**11d. Action on Closed Meeting**

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

**AGENDA ITEM 12. ADJOURN OR RECESS**

Councilmember Courtney made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 8:04pm.

Respectfully submitted,  
Christine H. Branch, Town Clerk

Approved by Council: May 8, 2025

ATTEST:

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Christine H. Branch, Town Clerk

## ATTACHMENT A



### OVERVIEW OF ACHIEVEMENTS

- **Holiday Home Tours:** Successfully hosted two years of community-driven Holiday Home Tours, showcasing local businesses and homes.
- **Non-Profit Established:** Pro Bono work provided by Troutman Pepper
- **Holiday Flags:** Designed and hung custom holiday flags throughout Urbanna to enhance town decor and create a festive atmosphere.
- **Strategic Planning Session:** Completed a two-day strategic planning session with an out-of-town professional to help guide future development.
- **Branding Strategy:** Near completion of Urbanna Main Street's branding strategy, aligning the town's identity for future promotional efforts.
- **Grant for Wayfinding Signs:** In the process of completing a grant application for new wayfinding signs to improve navigation and visibility around town.
- **Main Street America Conference:** Attended the recent Main Street America Conference in Philadelphia to gain insights and strategies for enhancing our town's revitalization.
- **Mural Project:** Actively working on a mural project, with artist Tommy Fox currently designing a digital version of the mural's concept to reflect Urbanna's history and culture.

### BRANDING

