

**APPROVED MINUTES
TOWN OF URBANNA TOWN COUNCIL
WORK SESSION OF JUNE 26, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 26th day of June, 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 6:01pm.

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

Not necessary.

AGENDA ITEM 3. ROLL CALL OF MEMBERS

Marjorie Austin	Present
Larry Chowning	Present
Alana Courtney	Absent
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
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 5-0 w/2 absent.

AGENDA ITEM 6. PUBLIC HEARING & ACTION – ORDINANCE 002-2025: ESTABLISH FY25/26 BI-MONTHLY RESIDENTIAL & COMMERCIAL WATER RATES

Mr. Costin presented the proposed water rates which the FY25-26 budget was based upon. He said the fiscal impact of the rate increases is an in-town increase of \$13,216 and an out-of-town increase of approximately \$4,000 in revenue.

Mayor Goldsmith opened the public hearing.

Ginny Sawkins of Chandler Avenue asked if there was any updated information on the state of the aquafer. Mayor Goldsmith said he didn't have the information with him but that the quantity is ok. Councilmember Chowning said public health has been improved. There being no further public comment, Mayor Goldsmith closed the public hearing.

Councilmember Austin made a motion to adopt Ordinance No. 002-2025 raising the Town of Urbanna bi-monthly Residential & Commercial Water Rates for in-town customers to \$54.71 for minimum usage up to 6000 gallons, and \$5.08 per 1000 gallons over 6000; and for out-of-town customers to \$87.23 for minimum usage up to 6000 gallons, and \$8.40 per 1000 gallons over 6000; both effective July 1, 2025. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.

ORDINANCE 02-2025 (Uncodified)
ESTABLISH FY25/26 TOWN OF URBANNA
BI-MONTHLY RESIDENTIAL & COMMERCIAL WATER RATES

WHEREAS the Urbanna Town Council has prepared and duly advertised a FY2025-2026 budget for informative and fiscal planning purposes which includes the Bi-Monthly Residential and Commercial Water Rates; and

WHEREAS the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on June 26, 2025 to accept comment from the general public; and

WHEREAS it is necessary to approve the FY2025-2026 Bi-Monthly Residential and Commercial Water Rates;

NOW THEREFORE BE IT ORDAINED by the Urbanna Town Council that the FY25/26 Bi-Monthly Residential and Commercial Water Rates are as follows:

In-Town Bi-Monthly Water Rates:

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed Increase</u>
0-6,000	\$49.74 Minimum	\$54.71 Minimum
6,001 & Up	\$4.62/1,000 gal over 6,000	\$5.08/1,000 gal over 6,000

Out-of-Town Bi-Monthly Water Rates:

<u>Gallons</u>	<u>Current Rate</u>	<u>Rate with Proposed Increase</u>
0-6,000	\$83.08 Minimum	\$87.23 Minimum
6,001 & Up	\$8.00/1,000 gal over 6,000	\$8.40/1,000 gal over 6,000

This Ordinance shall take effect on and after July 1, 2025.

ADOPTED this 26th day of June, 2024.

AGENDA ITEM 7. PUBLIC COMMENT

Ian Frost of Chandler Avenue said the contractor building a house at the corner of Cross and Chandler is using private property as storage for their equipment. He said they have disturbed the land, tracked dirt all over the road, and created a hardship for neighbors. They also downed some of his trees while clearing the lot and cut through the internet lines. He said the neighbors pay for the maintenance and upkeep of the gravel portion of Chandler Avenue. The town's water line installation contractor also came and tore up the road without giving notice to residents that their driveways would be blocked and their water would be shut off. He said he also asked the contractor about pressure and capacity and has received no reply. No agent for the town has come out to inspect the work being done by either contractor. Mr. Frost said the gravel portion of

Chandler is a platted road with no recorded owner. He asked who is supposed to be responsible for maintaining the road and asked Council to require the contractors to return the road to its original condition and spread #57 stone. He also asked Council to take over the maintenance of the road.

Ginny Sawkins of Chandler Avenue spoke of the same issues with the road and asked Council to require the contractors to clean up the mess and repair the damage they've done. She said the town's water line contractor did not give her notice that her drive would be blocked and her water shut off. She said the contractors have also disturbed the root system of an 80 ft. pine tree on her property and she is concerned this will kill the tree and put it at risk of falling on her home and/or garage. She said the neighbors should not have to pay to repair the damage done to the road and asked Council to assume maintenance of the gravel portion of the road.

Helen DeVries of Chandler Avenue said the road is a mess and the contractors are not following any policies. She wants Council to have the road returned to its original condition. She said the town needs a policy to oversee contractors which includes notifying neighbors. She was also concerned about the water being turned off and has questions about the pressure with the addition of the new home.

George DeVries of Chandler Avenue said it's unbelievable to him that no one takes responsibility for a piece of property. He said he believed the same was true of Cemetery Lane. He said there needs to be someone other than neighbors policing the area to make sure contractors follow the rules. He asked Council to ensure the road is restored to its original state with #57 gravel. He noted that no other neighbors in the town have to maintain their roads.

AGENDA ITEM 8. COUNCIL RESPONSE TO PUBLIC COMMENT

Mr. Costin said he performed some deed research and found that the road is part of the subdivision which started being built in 1956. He has asked Lee McKnight with VDOT to find out why it wasn't taken into their system when the other town roads were. He said it may not have qualified at the time due to the number of houses on it, which has since increased. He said the property owners have rights to the road.

Mr. Costin said he called the contractor over two issues after calls from neighbors regarding a dumpster in the road and the location of port-o-potties. He said there has been some monitoring and noted that the town is only equipped to act on a complaint basis due to inadequate staffing. He said the town's standard practice for new water lines is to put gravel down once the road has settled. This is paid for by the hookup fee.

Councilmember Justice asked how long it takes for the road to settle. Mr. Costin said it depends on weather and the amount of traffic on the road.

Mr. Costin noted that he is aware of the condition of the Taber Park parking lot and is holding off on gravel until the well has been removed so as not to have to pay for it twice.

Mr. Costin said he will call the contractor and ask him to move his equipment and do a better job of cleaning up the road.

AGENDA ITEM 9. WORK SESSION MATTERS

9a. Friends of Urbanna Quarterly Report – Peni Roberts (Attachment A)

Mr. Costin said council had been provided a copy of the report and extra copies were available for the public. He said Ms. Roberts was unable to attend.

AGENDA ITEM 10. ACTION ITEMS

Mr. Costin presented three resolutions for exemptions from water usage fees for the VFD, VRS, and Library. He said these organizations have historically been exempt from paying water usage fees and this is just to solidify and create a historical record for the future. He said that this will help to show where some of the gap is as we renew our water withdrawal permit with the state. Collectively, the annual water usage costs for these three organizations are about \$985.

Mayor Goldsmith said each organization has a meter so their usage is known. Councilmember Austin said a meter is needed on the side of the VFD where they fill their trucks. Mr. Costin said the Chief said they fill the trucks out of town. Councilmember Austin said a meter is still needed. Mr. Costin said he will get alarms about unusual water usage when they practice hydrant opening and that sometimes causes a brief loss of pressure. Councilmember Wilson asked if there are enough exempt meters to explain the gap. Mr. Costin said yes. Councilmember Chowning reiterated that this is something the town has always done; it just needs to be formalized.

10a. Resolution 2025-009: Exemption from Town of Urbanna Water Usage Fees for the Middlesex Volunteer Fire Department

Councilmember Austin made a motion to adopt Resolution 2025-009 approving the exemption from Town of Urbanna water fees for the Middlesex Volunteer Fire Department until such time as the Town Council may desire to rescind it via Resolution. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.

RESOLUTION 2025-009

EXEMPTION FROM TOWN OF URBANNA WATER USAGE FEES FOR THE MIDDLESEX VOLUNTEER FIRE DEPARTMENT

WHEREAS, historically, the Middlesex Volunteer Fire Department located within the Town of Urbanna (the Town) has been exempt from paying water usage fees; and

WHEREAS, in accordance with §15.2-2112 of the Code of Virginia, the Town desires to continue to offer this exemption to the Middlesex County Volunteer Fire Department located within the Town; and

WHEREAS the Town also desires to formalize this historical relationship via Resolution to solidify the exemption and have a historical record of this exemption;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that the Middlesex Volunteer Fire Department located within the Town of Urbanna shall be exempted from paying water usage fees; and

BE IT FURTHER RESOLVED by the Town Council of The Town of Urbanna, Virginia that this exemption from water usage fees does not include any sewer or sewerage fees; and

BE IT FURTHER RESOLVED by the Town Council of The Town of Urbanna, Virginia that this exemption shall remain in effect until such time as the Town Council may desire to rescind it via Resolution; and

BE IT FINALLY RESOLVED that this Resolution shall supersede any previous policy regarding this exemption and take effect immediately.

DONE this 26th day of June, 2025.

10b. Resolution 2025-010: Exemption from Town of Urbanna Water Usage Fees for the Middlesex County Volunteer Rescue Squad

Councilmember Austin made a motion to adopt Resolution 2025-010 approving the exemption from Town of Urbanna water fees for the Middlesex County Volunteer Rescue Squad until such time as the Town Council may desire to rescind it via Resolution.

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

The motion passed 5-0 w/2 absent.

RESOLUTION 2025-010

**EXEMPTION FROM TOWN OF URBANNA WATER USAGE FEES FOR THE
MIDDLESEX COUNTY VOLUNTEER RESCUE SQUAD**

WHEREAS, historically, the Middlesex County Volunteer Rescue Squad located within the Town of Urbanna (the Town) has been exempt from paying water usage fees; and

WHEREAS, in accordance with §15.2-2112 of the Code of Virginia, the Town desires to continue to offer this exemption to the Middlesex County Volunteer Rescue Squad located within the Town; and

WHEREAS the Town also desires to formalize this historical relationship via Resolution to solidify the exemption and have a historical record of this exemption;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that the Middlesex County Volunteer Rescue Squad located within the Town of Urbanna shall be exempted from paying water usage fees; and

BE IT FURTHER RESOLVED by the Town Council of The Town of Urbanna, Virginia that this exemption from water usage fees does not include any sewer or sewerage fees; and

BE IT FURTHER RESOLVED by the Town Council of The Town of Urbanna, Virginia that this exemption shall remain in effect until such time as the Town Council may desire to rescind it via Resolution; and

BE IT FINALLY RESOLVED that this Resolution shall supersede any previous policy regarding this exemption and take effect immediately.

DONE this 26th day of June, 2025.

10c. Resolution 2025-011: Exemption from Town of Urbanna Water Usage Fees for the Middlesex County Public Library Branch Located in the Town of Urbanna

Councilmember Austin made a motion to adopt Resolution 2025-011 approving the exemption from Town of Urbanna water fees for the Middlesex County Public Library

branch located in the Town of Urbanna until such time as the Town Council may desire to rescind it via Resolution. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed.
The motion passed 5-0 w/2 absent.

RESOLUTION 2025-011

EXEMPTION FROM TOWN OF URBANNA WATER USAGE FEES FOR THE MIDDLESEX COUNTY PUBLIC LIBRARY BRANCH LOCATED IN THE TOWN OF URBANNA

WHEREAS, historically, the Middlesex County Public Library branch located within the Town of Urbanna (the Town) has been exempt from paying water usage fees; and

WHEREAS, in accordance with §15.2-2112 of the Code of Virginia, the Town desires to continue to offer this exemption to the Middlesex County Public Library branch located within the Town; and

WHEREAS the Town also desires to formalize this historical relationship via Resolution to solidify the exemption and have a historical record of this exemption;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that the Middlesex County Public Library branch located within the Town of Urbanna shall be exempted from paying water usage fees; and

BE IT FURTHER RESOLVED by the Town Council of The Town of Urbanna, Virginia that this exemption from water usage fees does not include any sewer or sewerage fees; and

BE IT FURTHER RESOLVED by the Town Council of The Town of Urbanna, Virginia that this exemption shall remain in effect until such time as the Town Council may desire to rescind it via Resolution; and

BE IT FINALLY RESOLVED that this Resolution shall supersede any previous policy regarding this exemption and take effect immediately.

DONE this 26th day of June, 2025.

AGENDA ITEM 11. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Chowning said Latane Montague held sailboat races in Urbanna Creek and it was an outstanding event. He thanked the many people in the community who bring these types of events to town.

Mayor Goldsmith asked Mr. Costin to have the VFD use the 10" line to put water in the pool to drop its temperature when they fill their trucks.

Councilmember Austin said the June Second Saturday was cancelled due to weather. She also said she would not be at the July 13, 2025 Council meeting.

Councilmember Justice said the Ray Pittman Rockin' Blues Band has been rescheduled to August 2nd. The July Second Saturday is on the 12th and will feature Muddy Gutt Road.

AGENDA ITEM 12. CLOSED MEETING

A closed meeting did not occur.

AGENDA ITEM 13. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 6:43pm.

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

Approved by Council: July 10, 2025

ATTEST:

Christine H. Branch, Town Clerk

ATTACHMENT A

Friends of Urbanna Quarterly Report

June 26, 2025

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.

Past Activities at the Scottish Factor Store Museum: March report to the Council

- 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.

2nd Quarter 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 wall cracks on the west side.
 - This was accomplished in March 31 – April 3
- Discovery of additional lentil work needed on all openings of the building, found by Kevin Nieto while doing the brick repair work.
 - Discussed findings with DHR as required by the easement on the Building Deed
 - Approval to pursue repair work with Kevin Nieto (approved contractor by DHR)
 - Obtained quotes and work to be scheduled
- Discovery of water issue on the back wall of the museum during the brick work in March.
 - Discussed the issue with DHR and got their approval to dig to find whether or not there is a drain along the back side of the building
 - Small hole has been dug and there is something approximately 18” down along the back of the building.
 - Checking with DHR for a qualified resource to pursue this further
 - Will report findings to DHR and Town Administrator
 - This is potentially a first priority item for estimate and repair as it is causing dampness on the inside back wall of the building.
- FOU conducted the annual 6th grade essay contest
 - Awards presentation at the school with Mayor in attendance and making remarks to the class
 - Recognition of the 1st place winner of the contest winner at the 1st Town Council meeting in June.
 - This activity was written up in the SSS in two articles bringing recognition to the Scottish Factor Store and the Mitchell Map. We plan to continue this annual event.

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.
- 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.
- We have submitted a grant request to The River Counties Foundation – award notification this summer.

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.