

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

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 10th day of July, 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

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| Marjorie Austin | Absent |
| Larry Chowning | Present |
| Alana Courtney | Present |
| Mayor Bill Goldsmith | Present |
| Merri Hanson | Present |
| Beth Justice | Absent |
| Robbie Wilson | Absent |

Others Present:

Ted Costin, Town Administrator
Michele Hutton, 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 amend the agenda by removing Item 14-Closed Meeting and moving Item 10a before Item 6 and to approve the agenda as amended. Councilmember Courtney seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 4-0 with 3 absent.

10a. Resolution 2025-012: Recognition of the 250th Anniversary of the Urbanna Post Office

Mr. Costin presented the Resolution which was then read by Ms. Branch.

Councilmember Chowning made a motion to adopt Resolution 2025-012 commemorating the 250th Anniversary of the Urbanna Post Office and urging citizens to express their appreciation to its dedicated staff. Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 4-0 with 3 absent.

RESOLUTION 2025-012

COMMEMORATING THE LONGEVITY AND RICH HISTORY OF THE URBANNA POST OFFICE 250th Anniversary of the Urbanna Post Office

WHEREAS the Urbanna Post Office was one of the dozens of post offices operated in colonial America prior to 1775 under the Crown Post; and

WHEREAS the Urbanna Post Office is one of only sixty-nine currently-operating post offices in the United States that was in operation on July 26, 1775 when the Second Continental Congress appointed Benjamin Franklin as the first Postmaster General of the United Colonies; and

WHEREAS the Urbanna Post Office was once located in the Bristow Store with John P. Bristow acting as Postmaster in 1799, Robert S. Bristow acting as Postmaster in 1889, and Cuthbert Bristow acting as Postmaster in 1921; and

WHEREAS the Urbanna Post Office continues to this day to provide a vital service to the community and residents of the Town of Urbanna;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that the week of July 20-26, 2025 be celebrated as a time of appreciation to the dedicated staff of the Urbanna Post Office and encourages citizens to take time to express their gratitude, encouragement, and support to the staff of the Urbanna Post Office as they mark their official 250th Anniversary; and

BE IT FURTHER RESOLVED that, as the town's tribute to the dedicated past and present staff, the 2025 golf cart registration decal shall showcase the Urbanna Post Office; and

BE IT FINALLY RESOLVED that a copy of this Resolution be presented to the Urbanna Post Office via the current Urbanna Postmaster, Dana V. Longest, who has served since 2016, and her staff, as a small token of appreciation from the Town Council of the Town of Urbanna.

DONE this 10th day of July, 2025.

Mayor Goldsmith presented a framed copy of the resolution to Dana Longest, current Postmaster of the Urbanna Post Office.

AGENDA ITEM 6. APPROVAL OF MINUTES

6a. June 12, 2025 Regular Meeting Draft Minutes

6b. June 26, 2025 Work Session Draft Minutes

Councilmember Hanson made a motion to approve both sets of minutes as presented. Councilmember Courtney seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 4-0 with 3 absent.

AGENDA ITEM 7. REPORTS

7a. STAFF REPORTS

7a.1. Town Administrator

Mr. Costin presented his report and provided the following updates:

- Work has started on the native plantings at the Payne's Landing site.
- The Taber Park pump water line was cut off today in preparation for its removal. This caused a brief loss of water to citizens which was quickly rectified. The need to remove this well and pump station necessitates an interruption in water services. Water services will be interrupted on Monday, July 14, 2025 beginning at 10am for approximately two hours. The impacted area includes everything east of Town Hall (390 Virginia Street). Notices have been posted on the Town website and Facebook page, shared to the What's Happening Urbanna and What's Up Urbanna Facebook groups, and posted on the door of Town Hall. Flyers were available for citizens to take from the meeting and copies will be posted at the pool and around town.

Mr. Costin thanked Council and everyone involved in the veteran's banner program for giving him and his fraternity brothers the opportunity to remember their friend, Colonel Tommy Felts, who was killed by an IED in Iraq in November of 2006. Col. Felts was killed just days before he was scheduled to come home and celebrate Thanksgiving with his in-laws in Topping, VA.

7a.2. Treasurer

Ms. Hutton presented the May Treasurer's report. There were no updates and no questions from Council.

Ms. Hutton said she attended the Treasurer's Association of Virginia Conference, June 15-18, and met with several of our current vendors: Open Gov, Edmunds, Snap, etc. She also met the Virginia Department of Treasury Manager of Cash and Banking Services, Ms. Wilhem, and Assistant Manager, Ms. Hill. They will be assisting her with tax stops. Ms. Hutton said she also attended education sessions on municipal fraud and corruption, leadership skills, economic forecast and investments, debt service, and Virginia Compensation Board.

Councilmember Chowning asked what are tax stops. Ms. Hutton said it's a stop filed with the Virginia Department of Treasury for delinquent local taxes. It allows the state to withhold those amounts from a person's state refund and give it to the locality as payment towards the delinquencies.

Ms. Hutton said the finance system has been updated and is on a preliminary turn, which enables her to work in both the current and prior fiscal years. The final close of FY24-25 will happen within two months. Once closed, the annual audit will start. She said the VRS system and the payroll portal is updated with the adjustments to report accurately; quarterly unemployment reporting is complete; prior-year entries have been completed with enables a year-end statement of revenue and expense to be run for finance committee review; all files from FY24-25 are boxed and labeled; and current year files are in place.

She will complete the Fire Grant application tomorrow for \$15,000 for the Middlesex VFD.

Ms. Hutton said the Military Banner Dedication was a huge success. A veteran at the event told her that he has been out of the military for 40 years and no one has ever honored him like was done tonight. She said it was an overwhelming feeling that we were able to say “Thank You” to these service men and women along with their families.

7a.3. Town Clerk

Ms. Branch presented her report. She noted that many new laws went into effect on July 1 and a summary of those laws can be downloaded from dls.virginia.gov. The link is posted on the Town Facebook page.

She noted that July 17th has been proclaimed as Beryl R. Newman Day in the Town of Urbanna in recognition of his acts of courage, bravery, and heroism during World War II. First Lieutenant Newman was awarded the Medal of Honor, the highest military decoration awarded by the United States government for extreme courage and bravery in combat. She plans to write something up to commemorate this day and post it to the Town Facebook page.

Ms. Branch said the Urbanna Post Office will have celebrations on July 23 and July 26 commemorating their 250th anniversary. Special issue stamps and cancellations will be available on both dates.

Ms. Branch shared information on an organization, BraverAngels.org, which offers free webinars to promote civil discourse and bring people from different political backgrounds together to discuss their beliefs and differences in respectful and constructive ways. There is a webinar focused on ways to communicate with family members who disagree which she attended and found helpful. The webinars are offered in the evening and are free.

7b. COMMITTEE REPORTS

7b.1. Finance Committee

Mayor Goldsmith presented the Finance Committee report.

1. Snack shack is losing money. They will be cutting hours to the weekend (Friday, Saturday and Sunday).
2. Trees at the museum that were hanging over adjoining properties have been removed.
3. The town entered an agreement with the Marshalls in 2019 to reimburse them for real estate taxes on the parking area between Something Different and the ABC store. We had not done that, but the account is now up to date.
4. Approved water bill relief for the Rescue Squad, Fire Department and Library.
5. Status of Well 6 project: Loan closed on the supplemental funding for the project. Well 6 is now on line. Well 3 is being abandoned. Toano is looking for a new fencing contractor. The software that provides the information on well activity is not fully functional and needs to be recalibrated.
6. Friends of Urbanna presented invoices for repair work done at the museum and is getting bids for more repair work associated with doorway lentils. Funds are in a limited access account and the treasurer is waiting to get all costs to be presented before withdrawing funds.
7. Water tank is going to be repainted. Finance agreed with the Water Committee that increased expense is not necessary to paint a logo or name on the tank.

8. Finance agreed with the Water Committee that Urbanna should be involved in the MPPDC's regional water study as a more cost effective way to comply. The cost will be around \$9000 for MPPDC towns. The final cost is not known because King William has decided to do their own study and costs are shared with other participating members. Funds would come from the water budget.
9. Urbanna has multiple CIP challenges (bridge at the marina, water system upgrades, Museum entrance and roof over the pool equipment as examples) and will ask both Davenport and VACo to make a presentation to the committee outlining what they can do to help us and what their expertise will cost the town.
10. With the Taber Fund having gained in value, it was felt that it was reasonable to look for slides for the pool. Chair Robbie Wilson volunteered to get quotes.
11. Clerk Christine Branch presented 2 services for the Town:
Civic Plus (Municode): A service that would aid in updating and accessing the Town Code. It would provide a web-based searchable code and would be updated on an annual basis. This would improve staff efficiency and be a benefit to citizens looking for the current code. The current access is a PDF file that is not current and staff has to look up current code manually. The committee felt this was worthwhile.
Revize: An in-house web page service that would be ADA compliant. As of March of 2027, the town website must be ADA compliant. Committee felt it was important to know whether our current vendor could provide that service. That would keep town dollars local and not increase staff tasks.
12. Committee authorized Mr. Costin to send an engagement letter to Davis and associates (our current vendor) for the next Financial Audit.

Councilmember Hanson asked if there was a cost involved in having Davenport and VACo make their presentations. Mayor Goldsmith said no; they will be making the presentations to show the services they offer and the cost of those services.

Councilmember Hanson asked if the Regional Water Plan services were included as part of our MPPDC dues. Mayor Goldsmith said no; this is a special participatory project.

7b.2. Water Committee

Mayor Goldsmith presented the Water Committee report

1. Well 6 is now online. Well 5 is now the backup, but will be exercised periodically to maintain readiness.
2. Toano Construction is looking for a new fencing contractor to finish the project.
3. Well 3 is in the process of being abandoned. Power has already been disconnected. There will be a water service interruption on Monday, July 14th, beginning at 10am for approximately two hours.
4. Water bill relief was granted at the last Town Council Meeting for the Rescue Squad, Fire Department, and Library.
5. Tank maintenance is being scheduled. Proposals were presented to add logos to the tank during the repainting. A simple Oyster design would be a \$10,000 total project cost. A more complex design with the name URBANNA added would be \$15,000. \$8,000 has been

budgeted. It was the recommendation of the committee to not do the logo in order to keep the project in budget.

- 6. Urbanna is required to develop a regional water study. Not having the expertise or resources to do this on our own, it is the recommendation of the committee to sign on to the MPPDC regional study. The cost will be around \$9000 for MPPDC towns. The final cost is not known because King William has decided to do their own study and costs are shared with other participating members. Funds would come from the water budget.
- 7. Davenport approached the town to engage in developing a long term funding plan for capital improvement projects. That was referred to the finance committee.

7b.3. Events Committee

Mr. Costin said the July 5th event was successful and there was a nice article in the Sentinel which explained the challenges facing the Town with fireworks. He thanked everyone for the team effort in planning the festivities. He said the committee will need to meet to go over suggestions for improvements such as letting people know the marina restrooms were open and enabling people to better hear the music during the drone show. He said we will need to commit to next year very soon in order to secure the band and Heirloom Drones.

7b.4. Personnel Committee

Ms. Hanson said the committee met with staff and created a report on staff perception. The next step is to present it to the Town Administrator.

AGENDA ITEMS 8 & 9. PUBLIC COMMENT 1 AND COUNCIL RESPONSE 1

There were no speakers.

AGENDA ITEM 10. NEW BUSINESS

10b. Resolution 2025-013: Authorization to Sign Service Agreement Between the Middle Peninsula Planning District Commission (MPPDC) and the Town of Urbanna for the Regional Water Supply Plan and Appropriation of Funds to Pay for Same

Mr. Costin said the regional water plan is required by the Code of Virginia. The Finance and Water Committees both met and recommended participation with the MPPDC. He learned that the cost reflected in the contract is not correct because King William County has decided not to participate so their share will be distributed amongst the participating localities.

Councilmember Hanson made a motion to adopt Resolution 2025-013 authorizing the Town Administrator to execute the service agreement with the Middle Peninsula Regional Planning District Commission for the development of a Regional Water Supply Plan and appropriating \$6,852.90 from the Water Fund to pay the town share amount. Councilmember Courtney seconded. The Mayor called for any discussion. The members were polled:

Marjorie Austin, Beth Justice, Robbie Wilson.....Absent
 Larry ChowningAye
 Alana CourneyAye
 Bill Goldsmith (Mayor)Aye
 Merri HansonAye

The motion passed 4-0 with 3 absent.

RESOLUTION 2025-013

AUTHORIZATION TO SIGN SERVICE AGREEMENT BETWEEN THE MIDDLE PENINSULA PLANNING DISTRICT COMMISSION AND THE TOWN OF URBANNA FOR THE REGIONAL WATER SUPPLY PLAN AND APPROPRIATION OF FUNDS TO PAY FOR SAME

WHEREAS the Town of Urbanna (Town) is required to develop a Water Supply Plan pursuant to 9VAC25-780, the Local and Regional Water Supply Planning Regulation; and

WHEREAS the Town recognizes the benefits of utilizing a standard agreement to ensure that such plan development is conducted in an open manner involving community stakeholders; that it is consistent with each participating jurisdiction's policies, program, and authorities; and that it is an accurate reflection of the community's values; and

WHEREAS the Town wishes to participate with the Middle Peninsula Regional Planning District Commission (MPPDC) as part of the Northern Plains 2 Regional Planning Unit (RPU);

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that the Town hereby agrees to engage the MPPDC to provide the Town with services necessary to develop a Regional Water Supply Plan for the Northern Plains 2 RPU as described in the Project Scope of Work in accordance with Chapter 780, Local and Regional Water Supply Planning; and

BE IT FURTHER RESOLVED that the Town Council authorizes the Town Administrator to execute the Service Agreement as presented on July 10, 2025 between the MPPDC and the Town for the Regional Water Supply Plan for the town share amount of \$6,852.90; and

BE IT FINALLY RESOLVED that the Town Council does appropriate \$6,852.90 from the Water Fund to be used to pay the town share amount.

DONE this 10th day of July, 2025.

AGENDA ITEMS 11 & 12. PUBLIC COMMENT 2 AND COUNCIL RESPONSE 2

There were no speakers.

AGENDA ITEM 13. COUNCIL ANNOUNCEMENTS & REQUESTS

Ms. Hutton mentioned Second Saturdays and the Farmers Market will take place this Saturday.

Councilmember Courtney asked if Middlesex County's Economic Development staff do anything for the Town. Mr. Costin said they are promoting Urbanna through the River Realm and assist with Main Street. Mayor Goldsmith said they also are involved in the kayak trail. Councilmember Hanson said we don't get a lot but they are trying to develop increased collaboration.

AGENDA ITEM 14. CLOSED MEETING

There was no closed meeting.

AGENDA ITEM 15. ADJOURN OR RECESS

**Councilmember Hanson made a motion to adjourn. All were in favor with none opposed.
The meeting was adjourned at 6:48pm.**

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

Approved by Council: August 14, 2025

ATTEST:

Christine H. Branch, Town Clerk