

**APPROVED MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF AUGUST 14, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 14th day of August, 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

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, 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 AMENDED MEETING AGENDA

Councilmember Austin made a motion to approve the amended agenda as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 with 2 absent.

AGENDA ITEM 6. SPECIAL PRESENTATION – MEMORIAL RESOLUTION – WILLIAM “BILL” JESSE THRIFT, JR.

Mr. Costin presented Resolution 2025-015 which was then read by Ms. Branch.

Councilmember Austin made a motion to approve Resolution 2025-015 in memory and appreciation of William “Bill” Jesse Thrift, Jr. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 with 2 absent.

RESOLUTION 2025-015

**IN MEMORY AND APPRECIATION OF WILLIAM “BILL” JESSE THRIFT, JR.
Veteran, Chief of the Middlesex Volunteer Fire Department, Town Council Member,
Husband, Father, Brother, Uncle, Friend**

WHEREAS William “Bill” Jesse Thrift, Jr. was born September 28, 1943, grew up in Remlik, Virginia, and attended Middlesex County Public Schools; and

WHEREAS Bill gave selflessly of his time and talents to his country and community, serving in the US Army and Reserves, volunteering for the Middlesex Volunteer Fire Department where he served as Fire Chief for 34 years, serving as a member of the Urbanna Masonic Lodge No. 83, and representing the citizens of the Town of Urbanna as a member of Town Council for 16 years;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of The Town of Urbanna, Virginia offers their deep and sincere condolences to the family and friends of William “Bill” Jesse Thrift, Jr. at his passing on July 7, 2025; and

BE IT FURTHER RESOLVED that the Urbanna Town Council expresses their gratitude and respect for the incredible example of service, concern for others, and civic pride which Bill embodied for his entire life; and

BE IT FINALLY RESOLVED that a copy of this Resolution be presented to Bill’s wife, Jessie Foster Thrift, as an expression of sympathy, respect, and appreciation from the Town Council of the Town of Urbanna.

DONE this 14th day of August, 2025.

Mayor Goldsmith presented a framed copy of the resolution to Leslie Thrift Jackson, Bill Thrift’s daughter.

AGENDA ITEM 7. APPROVAL OF MINUTES

7a. July 10, 2025 Regular Meeting Draft Minutes

7b. July 24, 2025 Work Session 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 5-0 with 2 absent.

AGENDA ITEM 8. PUBLIC HEARING - CANCELED

AGENDA ITEM 9. REPORTS

9a. STAFF REPORTS

9a.1. Town Administrator

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

- Mr. Costin met today with the Eagle Scout candidate working on the kayak launch project. They refined the DEQ permit application details and submitted it at approximately 4:30pm.
- Mr. Costin and Ms. Hutton met with Sheriff David Bushey and were given a tour of their new facility. Sheriff Bushey invited Council to come tour the facility as well. Mr. Costin will arrange a time for those interested.

9a.2. Treasurer

Ms. Hutton presented the June Treasurer's report. She noted an additional \$200 was collected on delinquent property taxes since the report was run and she expects payment on another delinquent account tomorrow.

She continues working on collecting past due taxes. There is currently one customer with past due meals taxes. All lodging taxes are current. She is also in the process of reviewing the list of business licenses not issued and will act accordingly.

Additionally, Ms. Hutton:

- Completed the Fire Grant and received confirmation of submittal.
- Completed the annual VRSA Grant for up to \$500.
- Worked with other staff on the BIG grant and fulfilled requests for additional information.
- Purchased four new lounge chairs and eight umbrellas for the pool and six new chairs for the marina. She thanked Maribel Kimble and Steve Hutton for assembly and delivery assistance.
- Purchased a new Windows 11-compatible laptop to upgrade the Clerk's computer.
- Corresponded with the USDA for Phase II. The first funding reimbursement should be received on Monday, August 18, 2025 for \$289,230.32. The monthly loan payment will be \$1,306.
- Is preparing for tax bill preparation and oyster festival season. She will soon start processing escrow accounts for real estate taxes and business licenses for the festival.

Councilmember Chowning asked about grants received by Urbanna Main Street. Ms. Hutton said they are a separate entity and handle their own finances. Councilmember Chowning said he would like Main Street to update Council on their work.

Mayor Goldsmith said getting the BIG grant documentation together was a lot of work and staff all worked together to get it done.

Councilmember Austin commended Maribel Kimble on all the work she's done on collecting delinquent water accounts and continues to do to ensure they remain current. She also commended Ms. Hutton on all the work she does on tax collections.

9a.3. Town Clerk

Ms. Branch presented her report. She said she is currently working on updates to the Zoning Ordinance which were recommended by Municode and is comparing the Town's ordinance to the Code of Virginia to ensure it is updated and compliant. Mr. Costin is working on the new sections discussed by Council at the last meeting. She completed a course on Parliamentary Fundamentals and will be taking the exam soon. She said she will be sharing some notes from that course with Council next month. She also said she will be attending a records administrators' conference in October which will require her to miss the October Work Session meeting.

Councilmember Chowning asked what files need to be archived. Ms. Branch said everything. Every document, email, recording, etc. is a public record. Things are retained or disposed of according to the retention policies set by the Library of Virginia. Councilmember Chowning asked how far back the minutes go. He said the Town goes back to 1902. Ms. Branch said she's not sure the records go back that far. Mayor Goldsmith said there were some records destroyed from a water leak at the

old Town Hall. Ms. Branch said she found mention in the minutes of the flooding and documents destroyed. Most were maps and property files.

Councilmember Wilson asked how much of the paper in the records room is not backed up yet. Ms. Branch said the financial records are backed up via Edmunds; she's gotten back through the 80's on minutes. All property files need to be scanned. As far as emails, we don't have anything. She said there are many duplicates on the server and she is working with Franktronics to identify those. Councilmember Wilson asked if we need to budget for someone to come in and scan. Ms. Branch said she is planning to do as much of it herself as possible. She said she has heard other localities say it can take 7-10 years to complete an electronics records project.

9b. COMMITTEE REPORTS

9b.1. Finance Committee

The Finance Committee did not meet since their last report. Councilmember Wilson said he has been going through training on the State procurement portal, eVA, and hopes it may be beneficial to the Town in the future.

9b.2. Water Committee

The Water Committee did not meet since their last report. Councilmember Austin said she'd like to revisit the painting of the water tower at the next Work Session. She said it is important to advertise the Town as the home of the Oyster Festival. Mr. Costin said there is currently money in the budget for the maintenance painting of the interior of the tower. He is hoping to find a time when water demand is lower since the system will have to run directly off the wells while the tank is being painted. He said there are other considerations for exterior painting such as the possible need for tree removal. He will present the information at the Work Session as requested.

9b.3. Events Committee

The Events Committee did not meet since their last report. Councilmember Justice said the latest Second Saturday event was very successful with over 200 people in attendance. There is one event left for the season. Sweet Justice will be the entertainment and there will be two food vendors. The pool will be closed for the season by then. Councilmember Austin said people really enjoy the Second Saturday events. Mayor Goldsmith said it is an asset to the Town.

9b.4. Personnel Committee

The Personnel Committee did not meet since their last report.

AGENDA ITEMS 10 & 11. PUBLIC COMMENT 1 AND COUNCIL RESPONSE 1

There were no speakers.

AGENDA ITEM 12. UNFINISHED BUSINESS - NONE

AGENDA ITEM 13. NEW BUSINESS

13a. 2025 Oyster Festival Master Plan

Mr. Costin said one change requested to last year's plan was for the Oyster Festival Foundation to let the marina know two weeks prior to the event if any of the slips they reserved will be unused so the Town can make them available.

Councilmember Austin made a motion to approve the 2025 Oyster Festival Master Plan as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 with 2 absent.

AGENDA ITEMS 14 & 15. PUBLIC COMMENT 2 AND COUNCIL RESPONSE 2

Kristi Anzivino of Howard Street said she agreed that the water tower exterior should be painted to advertise the Town as the home of the Oyster Festival. She said the Urbanna Oyster Festival is the second oldest oyster festival in the world.

Mr. Costin noted that using the Oyster Festival name requires approval by the Oyster Festival Foundation. Ms. Hutton said the Urbanna festival is the only one that is completely volunteer run. The oldest in the world is held in Galway, Ireland and is run by a corporation. She said she has talked with them and there is a possibility that they will not have a festival this year due to the poor health of the person who organizes it. This would then make the Urbanna festival the oldest festival in the world.

AGENDA ITEM 16. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Chowning said there was standing room only at the Founder's Day presentation. He thanked the Friends of Urbanna, Amy Denney, Aubrey Hall, Peni Roberts, Nancy Fisk, and all others who worked on the event for keeping the Town's history alive.

AGENDA ITEM 17. CLOSED MEETING

17a. Motion to Convene Closed Meeting

Councilmember Austin made a motion to convene in Closed Meeting in accordance with Section 2.2-3711 (A)(3) of the Code of Virginia to discuss or consider the acquisition of real property for a public purpose, the location of Town Hall, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Council. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.

Councilmembers present for Closed Meeting: Austin, Chowning, Goldsmith, Justice, Wilson;
Absent – Courtney, Hanson

17b. Motion to Reconvene in Open Session

Councilmember Austin made a motion to reconvene in Open Session. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 5-0 w/2 absent.

17c. Certification of Closed Meeting

Councilmember Justice made a motion to approve Standing Resolution – 1 (SR-1) certifying that the Closed Meeting was conducted in conformity with the Freedom of Information Act. Councilmember Austin seconded. The Mayor called for any discussion. The members were polled:

Marjorie Austin Certify
Larry Chowning Certify
Alana Courtney Absent
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 August 14, 2025 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, 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 14th day of August, 2025.

17d. Action on Closed Meeting

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

AGENDA ITEM 15. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 7:02pm.

Respectfully submitted,
Christine H. Branch, Town Clerk

Approved by Council: September 11, 2025

ATTEST:

Christine H. Branch, Town Clerk