

**APPROVED MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF MARCH 12, 2026**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 12th day of March, 2026 beginning at 6:00 p.m. in the Meeting Room of the Middlesex Volunteer Fire Department located at 330 Virginia Street 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

The Mayor called the roll:

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

Others Present:

Ted Costin, Town Administrator
Christine Branch, Town Clerk
Michele Hutton, Treasurer
Andrea Erard, Town Attorney (via Zoom)
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 6-0 with 1 absent.

AGENDA ITEM 6. APPROVAL OF MINUTES

6a. February 12, 2026 Work Session Meeting Draft Minutes

Councilmember Austin made a motion to approve the 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. REPORTS

7a. STAFF REPORTS

7a.1. Town Administrator

Mr. Costin presented his report with the following updates:

HRSD said they will begin removing the cold patch from the manhole covers in April and will install risers and bring the covers to grade at some, but not all locations. Others will be done in future budget years. He is hoping this will also get them to uncover several water valves which were paved over. Mr. Costin said it will cost \$6,000 to uncover the water valve covers. Steve Hutton, Facilities, said there are several layers of cold patch over the valve covers from over the years. VDOT admitted that they were not on top of project management and quality control during the manhole and valve cover projects. Council directed Mr. Costin to invoice VDOT for the \$6,000 cost to remedy the problem.

Councilmember Chowning said VDOT fixed the sign that was knocked down and he appreciated their quickness.

Mr. Costin said we may be able to use the excess amount of the USDA well loan to repair the pump house pipes. There would still be money left we can send back to the USDA which would either lower our repayment amount or shorten the term. Mayor Goldsmith asked if the money could be used to fix the pit. Mr. Costin said it needs to be assessed first. Council directed Mr. Costin to have it looked at now.

Councilmember Wilson said we need better PR so people know what they are getting from their tax dollars.

7a.2. Treasurer

Ms. Hutton presented the January Treasurer's Report. There were no questions from Council.

Ms. Hutton said she is trying to arrange a weekend or evening time when people could come to Town Hall for on-site golf cart inspections and get their decals.

7a.3. Town Clerk

The Monthly Clerk's Report was presented. There were no questions from Council.

7b. COMMITTEE REPORTS

7b.1. Finance Committee

The Finance Committee did not meet since their last report. Councilmember Wilson said a meeting needs to be called to begin work on the budget.

7b.2. Water Committee

The Water Committee did not meet since their last report. Councilmember Austin said a meeting needs to be called.

7b.3. Special Events Committee

The Special Events Committee did not meet since their last report. Councilmember Austin said there are some pop-up events happening on St. Patrick’s Day. She said Dragon Dogs will be here for the Leprechaun stroll.

Councilmember Justice said she continues working on ideas for the 4th of July celebration. She said the military band is not available and she’s been unable to secure a band. She said she could book Sweet Justice but was concerned it would be a conflict of interest since she is in the band. Councilmember Austin said it was a conflict of interest. Mr. Costin suggested finding a sponsor to pay the band such as is done for Second Saturdays. Mr. Costin said the pool hours will be extended for July 3rd and 4th but they will need to get solar lights to hang on the fence. Councilmember Justice asked that people contact her with any ideas they might have for the celebration. Councilmember Austin said she took back her objection to Sweet Justice being a conflict of interest if the money is coming out of the fireworks budget.

7b.4. Personnel Committee

The Personnel Committee did not meet.

AGENDA ITEM 8. PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

Kristi Anzivino of Howard Street said zoning violations in the Town need to be addressed and noted there are abandoned vehicles within 40 ft. of the Rappahannock River. She said we need to stress the importance of helping our town look better.

Bruce Murray of Marsden Avenue said he has a friend who does VDOT contractor work in Ashland. He wanted to know if it was ok for him to talk with his friend to get his advice on the manhole and valve issues. He said he did not think the town should have to pay for it. Councilmembers Chowning and Austin said they thought it was ok as long as he did not represent that he was asking on behalf of the town, but as a concerned citizen.

AGENDA ITEM 9. OLD BUSINESS

9a. Ordinance 01-2026 – Adopt and Enact a New Code for the Town of Urbanna, Virginia (recodification)

Mr. Costin said Ms. Erard said a public hearing will need to be held before Council could adopt the recodification of the code.

Councilmember Austin made a motion to direct staff to advertise a public hearing on Ordinance 01-2026 adopting and enacting a new code for the Town of Urbanna.

Councilmember Wilson seconded. The Mayor called for any discussion. The Mayor called the roll:

- Marjorie Austin..... Aye**
- Larry Chowning..... Aye**
- Alana Courtney..... Absent**
- Bill Goldsmith, Mayor Aye**
- Merri Hanson Aye**
- Beth Justice..... Aye**
- Robbie Wilson Aye**

The motion passed 6-0 with 1 absent.

9b. Repair/Replace Marina Bridge

Mr. Costin recapped the situation and need for the marina bridge repair/replacement. He said that, with the bridge being under the purview of VDOT for plan review and inspection, he did not think a project manager would be necessary; he could handle it himself.

Mayor Goldsmith said he has a meeting tomorrow with someone who is proposing another option.

Councilmember Wilson said he would like to shop around and see other proposals. He also provided Council with an email from Evans Construction containing a Pre-Construction & Design Services Proposal.

Councilmember Austin said to see if we could use any of the USDA money for this project.

Council directed staff to present Councilmember Wilson and Mayor Goldsmith's options at the next Work Session so they could hopefully make a decision and get started.

Councilmember Chowning asked if a funding support letter was received from the Middlesex EDA. Mr. Costin said no.

Councilmember Austin said we need to tell people where the other boat ramps in the area are in anticipation of the marina not being able to open this year.

AGENDA ITEM 10. NEW BUSINESS

10a. RFP for Food Service at Marshall Community Pool

Mr. Costin said only one response was received from the RFP, the Wooden Pickle. He said they understood about the special events held at the pool and the swim team's desire to offer some snacks as a fundraiser for the team. Mr. Costin said the Wooden Pickle's owners said they have a relationship with the swim team and would work with them. Mr. Costin said he would like the Wooden Pickle and pool management staff to be the only ones allowed in the Snack Shack building. Council agreed.

Councilmember Austin made a motion to direct staff to develop an agreement with The Wooden Pickle Café in line with the proposal attached noting special events as outlined above. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 with 1 absent.

Councilmember Chowning said he liked that this whole process was done in the public eye and he's also glad the award is going to a local business.

10b. Resolution 2026-03 – Oyster Festival Special Business License Fee Increase

Mr. Costin said Mr. Hatton with the Oyster Festival Foundation was present to give background on their Board's desire to raise the business license fee. Discussion took place between Council, Mr. Costin, and Ms. Erard on why Council was involved in setting the Oyster Festival's fees. The answer is that it is written that way in the current Town Code and the Oyster Festival Master Plan, and has been done this way since business licenses began being issued to participants over 60 years ago. Further discussion will take place on the proper way to do this in the future while

maintaining the partnership the Town currently has with the Oyster Festival Foundation. This information will be brought back before Council at a later date.

AGENDA ITEM 11. PUBLIC COMMENT 2 AND COUNCIL RESPONSE TO PUBLIC COMMENT 2

There were no speakers.

AGENDA ITEM 12. COUNCIL ANNOUNCEMENTS & REQUESTS

None.

AGENDA ITEM 13. CLOSED MEETING (if needed)

None required.

AGENDA ITEM 14. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 7:35pm.

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

Approved by Council: March 26, 2026

ATTEST:

Christine H. Branch, Town Clerk