

**APPROVED MINUTES
TOWN OF URBANNA TOWN COUNCIL
WORK SESSION OF MARCH 26, 2026**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 26th 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 OF MEMBERS

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

Others Present:

Ted Costin, Town Administrator
Michele Hutton, Town Treasurer
Christine Branch, Town Clerk
Andrea Erard, Town Attorney
Members of the press and 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 w/1 absent.

AGENDA ITEM 6. PUBLIC COMMENT 1 & COUNCIL RESPONSE TO PUBLIC COMMENT 1

There were no speakers.

AGENDA ITEM 7. WORK SESSION MATTERS

7a. Repair/Replace Marina Bridge

Mr. Costin said a proposal was included in the packet from Evans Construction for the Council to review. Councilmember Wilson has met with them.

Mayor Goldsmith said he met with B. I. Monsour of TD Eure, a design/build firm out of Beaufort, NC. Mr. Monsour came out and took measurements at the bridge. He said they could definitely do the project. Mayor Goldsmith has texted and emailed Mr. Monsour but hasn't heard back yet.

Mr. Costin said he has a list of people who are interested in doing the construction work. Some have been recommended by residents and some have cold-called after reading about the project in the paper. He will use this list when the RFP for construction is ready to be sent.

7b. Personnel Policy Review

Ms. Erard went over a draft of the Personnel Policy and asked various questions of Council. Council made the following decisions:

- Twelve-month probationary period for new employees
- Inclement weather – full-time staff are paid and not required to report in except in emergencies or as otherwise directed by the Town Administrator
- Rehiring or Restatement – change “a year” to “18-months”
- Secondary employment – develop a conflict-of-interest form
- Telework – The Town does not permit employees to engage in regular telework...
- Telework – create a form to document designated space at alternate work locations including a section for photos

Council consensus set Exempt employee compensatory time accrual at time and a half (Polled: Yes-Austin, Goldsmith, Hanson, Justice; No-Courtney, Wilson) Councilmember Austin said it's fair that Exempt and Non-Exempt be treated the same. Councilmember Hanson said this is a way to recognize and reward employees since there are not many ways to do that.

Councilmember Austin said employees should be paid for accrued comp time at separation because it's time they worked. Councilmember Wilson said no because of the financial impact. Ms. Erard said employees are paid in the sense that they use comp in place of vacation time, which is paid out at separation.

Councilmember Austin said there should be a discipline plan. Councilmember Hanson said that fairness and the appearance of fairness are important but does not feel a written plan is necessary because it can be constraining. Ms. Erard said guidelines for handling discipline lies with the Town Administrator.

Regarding paid leave time, Ms. Erard suggested the policy be that employees start earning and be allowed to use such time upon hiring. Council agreed.

Council asked about a computer usage policy and were reminded that they passed an IT Policy in April of 2025 which is part of the overall policy manual of which this Personnel Manual would be a part. A Vehicle Use policy was also passed at that time.

AGENDA ITEM 8. ACTION ITEMS

8a. Approval of March 4, 2026 Special Called Meeting Draft Minutes

8b. Approval of March 12, 2026 Regular Meeting Draft Minutes

Councilmember Austin made a motion to approve the March 4 and March 12, 2026 minutes as presented. Councilmember Justice seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 6-0 w/1 absent.

AGENDA ITEM 9. PUBLIC COMMENT 2 & COUNCIL RESPONSE TO PUBLIC COMMENT 2

There were no speakers.

AGENDA ITEM 10. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Justice said she has sponsors for the band for the Independence Day celebration and is looking for one more. Something Different is going to host a pie-eating contest. The cost will be \$20/person.

Councilmember Austin said Dragon Run Dogs will be a vendor at all Second Saturdays.

AGENDA ITEM 11. CLOSED MEETING (if necessary)

A closed meeting was not held.

AGENDA ITEM 12. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed.

The meeting was adjourned at approximately 6:56pm.

Respectfully submitted,
Christine H. Branch, Town Clerk

Approved by Council: April 9, 2026

ATTEST:

Christine H. Branch, Town Clerk