

**APPROVED MINUTES
TOWN OF URBANNA TOWN COUNCIL
WORK SESSION OF APRIL 23, 2026**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 23rd day of April, 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..... Absent
Larry Chowning..... Present
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
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 Hanson 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. Library Snapshot – Carrie Dos Santos, Executive Director, Middlesex Public Library

Ms. Dos Santos presented an overview of the services offered by the Middlesex Public Library. In addition to books, the library offers online services, workshops, story times, free wifi, public access computers, printing and lamination services, and the Mobile Library. Online services include streaming video through Kanopy; ebooks and audiobooks through Libby and OverDrive; digital magazines through Magzter; genealogy and other research tools; classes on multiple subjects and homework help; and access to job help including help with resume writing and skill development. All resources are listed on their webpage – yourmiddlesexlibrary.org.

Ms. Dos Santos said the library is a 501(c)3 nonprofit organization and receives funding from the state, grants, and individual donors. For the future, they are looking at options to expand the Urbanna branch to include meeting space and placing an emphasis on programming and space for teens.

Councilmember Chowning said they are doing a wonderful job.

7b. Repair/Replace Marina Bridge

Mr. Costin said the grant received through the Middle Peninsula Planning District Commission (MPPDC) specifically says that no project activities for which reimbursement will be sought should begin until an agreement between the MPPDC and the Build America Bureau is executed. The Town is a secondary recipient. Proceeding with a geotechnical assessment now for use in a temporary or permanent solution later would not be reimbursable under this grant if done before a start date is established for the project. Representative Wittman's office said this is the case with federal funding as well. General consensus of the Council is to wait on the grant.

Mr. Costin said some have asked about golf carts crossing the marina bridge. The bridge is open to pedestrian traffic only; no golf carts or vehicles of any kind. Councilmember Hanson asked if we could provide marina carts. Mr. Costin said that is already being done. Councilmember Hanson said we should provide the public with information on where the closest public boat ramps are.

7c. Personnel Policy Review

The Town Attorney was not present to conduct the review. Ms. Erard asked to move discussion to the May 14th meeting. Councilmember Hanson said it should be pushed to the work session on May 28th.

AGENDA ITEM 8. ACTION ITEMS

8a. Approval of April 9, 2026 Regular Meeting Draft Minutes

Councilmember Hanson made a motion to approve the April 9, 2026 minutes as presented. Councilmember Courtney 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

Mayor Goldsmith said the volunteer appreciation event was tomorrow at noon at Taber Park.

Councilmember Justice said she is still working on activities for the 4th of July celebration.

AGENDA ITEM 11. CLOSED MEETING (if necessary)

A closed meeting was not held.

AGENDA ITEM 12. ADJOURN OR RECESS

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

The meeting was adjourned at approximately 6:35pm.

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

Approved by Council: May 14, 2026

ATTEST:

Robbie Wilson, Mayor