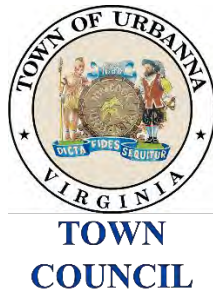




**Urbanna Town Council
REGULAR MEETING
Thursday, October 9, 2025 - 6:00pm
Town Council Chambers - 390 Virginia St. Suite B
Urbanna, Virginia**

AGENDA

1. Call to Order
2. Approval of Electronic Participation by a Council Member (if needed)
3. Roll Call
4. Pledge of Allegiance
5. Review and Adoption of Meeting Agenda
6. Approval of Minutes
 - a. September 11, 2025 Regular Meeting Draft Minutes
 - b. September 25, 2025 Work Session Draft Minutes
7. Reports
 - a. Staff Reports
 1. Town Administrator
 2. Treasurer
 3. Town Clerk
 - b. Committee Reports
 1. Finance
 2. Water
 3. Special Events
 4. Personnel
8. Public Comment 1
9. Council Response to Public Comment 1
10. Unfinished Business - None
11. New Business
 - a. Voting Delegate Designation for Virginia Municipal League (VML) Annual Business and Section Meetings
12. Public Comment 2
13. Council Response to Public Comment 2
14. Council Announcements & Requests
15. Closed Meeting
16. Adjourn or Recess



Agenda Item Summaries – Opening the Meeting
FOR ALL REGULAR MEETINGS & WORK SESSIONS

Agenda Item: 1 – CALL TO ORDER

Mayor calls the meeting to order at 6:00 p.m. or as close thereto as possible, but not before.

Agenda Item: 2 – ELECTRONIC PARTICIPATION (if necessary)

Mayor: Councilmember _____ has requested to participate electronically in tonight's meeting due to [*state reason]. May I have a motion to approve?

Sample Motion: I move to approve Councilmember _____'s electronic participation in tonight's meeting due to [*state reason]. *Motion, Second, Discussion, Voice Vote*

*Allowed reasons for electronic participation per § 2.2-3708.3 of the Code of Virginia:

1. The Councilmember has a temporary or permanent disability or medical condition that prevents their physical attendance.
2. The Councilmember must provide care to a family member due to a medical condition or to a person with a disability at the time the public meeting is being held thereby preventing their physical attendance.
3. The Councilmember's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
4. The Councilmember is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. (This reason cannot be used more than six times per year.)

If participation is approved, the minutes must state the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description.

Agenda Item: 3 – ROLL CALL (ATTENDANCE)

Mayor determines a quorum then calls roll (or directs clerk to call roll) for attendance purposes.

Agenda Item: 4 – PLEDGE OF ALLEGIANCE

Those able, stand for the Pledge of Allegiance led by the Mayor.

Agenda Item: 5 – REVIEW AND ADOPTION OF AGENDA

Mayor calls for changes to or adoption of the agenda.

Sample Adoption Motion: I move to adopt the agenda as presented.

Sample Change Motion(s): I move to [add, remove, move] the discussion of _____ as/to Item _____ on this agenda.

Motion, Second, Discussion, Voice Vote



**TOWN
COUNCIL**

Agenda Item Summary

OCTOBER 9, 2025

Agenda Item: 6 – APPROVAL OF MINUTES

- a September 11, 2025 Regular Meeting Draft Minutes**
- b. September 25, 2025 Work Session Draft Minutes**

Fiscal Impact: None

Staff Recommendation: Review the draft minutes and offer any amendments. Amendments can be made by consensus of the Council. Then, approve the minutes, either as presented or with the amendments discussed.

Each set can be approved individually or both sets can be approved together.

Council Action Requested: Yes

Sample Adoption Motion: I move to approve the minutes of _____ as presented [or, with the discussed amendments made by consensus of the Council].

Motion, Second, Discussion, Voice Vote

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
REGULAR MEETING OF SEPTEMBER 11, 2025**

A regular meeting of the Town Council of the Town of Urbanna, Virginia, was held on the 11th day of September, 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	Present
Mayor Bill Goldsmith	Present
Merri Hanson	Present
Beth Justice	Present
Robbie Wilson	Present

Others Present:

Ted Costin, Town Administrator
Christine Branch, Town Clerk
Andrea Erard, Town Attorney
Michele Hutton, Treasurer
Members of the public

AGENDA ITEM 4. PLEDGE OF ALLEGIANCE

The Mayor led the Pledge of Allegiance.

AGENDA ITEM 5. MOMENT OF SILENCE

The Mayor called for a moment of silence.

AGENDA ITEM 6. REVIEW AND ADOPTION OF AMENDED 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 7-0 with 0 absent.

AGENDA ITEM 7. APPROVAL OF MINUTES

7a. August 14, 2025 Regular Meeting Draft Minutes

7b. August 28, 2025 Work Session Draft Minutes

Councilmember Austin made a motion to approve both sets of minutes as presented. Councilmember Wilson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0 with 0 absent.

AGENDA ITEM 8. PUBLIC HEARING - ORDINANCE 003-2025: 2025-SUP-02 PICKETT

Mr. Costin presented the staff report and the recommendations from the Planning Commission.

Kiersten Ladendorf, General Manager of the Urbanna Pearl Oyster Tavern, was representing Mr. Pickett. Ms. Ladendorf said the intention of the front area is to rope it off and add an additional set of chairs there. Two chairs are currently there. She said they do not want to put tables out front. Ms. Ladendorf said the rear patio is a long way away. Mr. Pickett would like a garden in the back. He decided to ask for it in this application to avoid having to come back again requesting changes. This would not be a food-serving area but a place where people could stand.

Councilmember Austin said when this SUP was originally granted, there were supposed to be games, which never materialized. She said Mr. Pickett said there wouldn't be alcohol, but there is. She also said there was supposed to be a 4 ft. fence erected but that wasn't done. She said the neighbors specifically asked for the fence.

Councilmembers Hanson and Justice said the plan was always to serve alcohol.

Mr. Costin said there is a fence in the rear of the property.

Mayor Goldsmith opened the Public Hearing Comment Period.

Kerry Robusto of Red Hill Drive said the restaurant has been an asset to the Town. She loves that they carry Virginia-made beer and wine. She also mentioned that the property they are located in used to belong to Dr. Mitchell, of the Mitchell Map. Ms. Robusto said she is glad the restaurant is here.

There being no further speakers, Mayor Goldsmith closed the Public Hearing Comment Period.

Councilmember Justice made a motion to approve Ordinance 003-2025 granting revisions to Conditions 3 and 5 originally imposed by Special Use Permit 2024-01, as recommended by staff. Councilmember Courtney seconded. The Mayor called for any discussion.

Councilmember Wilson asked about the condition that sounds inside should not be heard outside. He said that you can hear the bands outside and asked if Mr. Pickett is being treated differently than others with this provision. Mr. Costin said this condition was imposed due to the restaurant being located in a mixed-use area consisting of residential homes.

Councilmember Hanson went over the Planning Commission's discussion and recommendation. She said the Commission felt utilizing the front area would be beneficial both to the applicant and the Town. They did feel that there should be some sort of delineation between the patio area and the public sidewalk to discourage congestion.

Councilmember Hanson said the original SUP did not call for the area to be fully fenced. Mr. Costin read the original Condition 9. He noted there was no time condition imposed.

Ms. Ladendorf said that two of the cans in the trash area were oyster shell recycling cans.

Councilmember Austin asked why the noise condition should remain. Ms. Erard said the Council can only alter the conditions requested by Mr. Pickett and advertised for the Public Hearing.

Councilmember Wilson said it appeared that the local citizens were the greatest patrons of the restaurant.

There being no further discussion, Mayor Goldsmith called for a vote on the motion. All were in favor with none opposed. The motion passed 7-0 with 0 absent.

ORDINANCE 03-2025 (Uncodified)

SPECIAL USE PERMIT (SUP) APPLICATION 2025-SUP-02, SHAWN PICKETT TO AMEND CONDITIONS IMPOSED BY 2024-SUP-01, ORDINANCE 03-2024, REGARDING HOURS OF OPERATION AND SEATING AT THE RESTAURANT LOCATED AT 161 CROSS STREET, URBANNA, VIRGINIA 23175 TAX MAP NO. 20A-17-8 IN THE B-1 ZONING DISTRICT, +/-0.171 ACRES

WHEREAS the applicant, Shawn Pickett, requests a Special Use Permit (SUP) to amend the hours of operation and seating at the restaurant located at 161 Cross Street, Urbanna, VA 23175 (Tax Map No. 20A-17-8, Zoned B-1); and

WHEREAS 2024-SUP-01 was granted by Town Council via Ordinance 03-2024 on May 9, 2024 allowing a restaurant, retail sale of snacks, sodas, beer, and wine for consumption, on and off premises; as well as an arcade and board games subject to twelve (12) terms and conditions; and

WHEREAS the applicant has complied with the terms and conditions of 2024-SUP-01; and

WHEREAS the Urbanna Planning Commission held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on September 10, 2025 to accept comment from adjacent home owners and the general public and voted to recommend approval of revisions to Conditions 3 and 5 originally imposed on 2024-SUP-01, Ordinance 03-2024 by Town Council; and

WHEREAS the Urbanna Town Council held a duly advertised Public Hearing pursuant to Code of Virginia §15.2-2204 on September 11, 2025 to accept comment from adjacent home owners and the general public;

NOW, THEREFORE, BE IT ORDAINED by the Urbanna Town Council that Special Use Permit 2025-02 is hereby granted for Tax Map No. 20A-17-A, 161 Cross Avenue, to amend the terms and conditions of 2024-SUP-01, Ordinance 03-2024 as follows:

1. All federal, state and local laws shall be observed at all times.
2. This Ordinance shall be recorded in the Middlesex County Clerk's Office by the property owner; the property owner shall provide a stamped copy of the recorded Ordinance to the Town Administrator.
3. Hours of operation shall be ~~between noon and 9:00PM three days a week, Thursdays through Saturdays and on Sundays between noon and 6:00PM~~ **permitted on Sundays from 9am-9pm, Mondays from noon-10pm, and Tuesdays through Saturdays from 9am-9pm.**

4. No game shall be offered that results in the award of monetary prizes of any type, including, but not limited to, cash, gift cards, or credit.
5. The uses authorized by this Special Use Permit are **permitted:** ~~only permitted on the inside of the existing structure. There shall be no outside food or drink service or consumption and no outside service seating shall be permitted.~~ **1. On the inside of the existing structure, 2. On the front patio area provided it be defined by fencing along the edge of the public sidewalk, and 3. On a rear patio area after plan review and approval by the Planning Commission within one year of the approval of this SUP. However, in no case will outside seating alter the existing occupancy limit of twenty (20) persons established by regulatory authorities and at no time shall the public sidewalk be blocked.** Likewise, no outdoor speaker system may be utilized and there shall be no noise from inside of the structure that is audible outside of the structure.
6. Outside lighting shall be utilized only to the extent necessary to allow safe egress and ingress; lighting of signage visible to the outside shall not exceed 450 lumens (40w).
7. Signage shall be limited to 100 square feet total and must be attached or painted on the structure. There shall be no other signage.
8. The property shall be maintained in a clean and orderly manner at all times.
9. Trash containers shall be stored in the rear of the property and shielded from public view. Trash cans shall be securely covered at all times.
10. All vendor service deliveries shall be performed between the hours of 8:00 AM and 6:00 PM. Delivery vehicles shall park on the street and goods shall be carried into the structure.
11. Pursuant to Section 17-6.1 and 17-6.2 (1) the use is relieved of on-site parking space requirements.
12. If owner and/or applicant violates any of the conditions above or fails to adhere to the representations set forth in the application and supporting materials, this special use permit may be terminated upon notice being given the applicant and hearing by the Town Council; and

This Ordinance shall take effect upon adoption.

ADOPTED this 11th day of September, 2025.

AGENDA ITEM 9. REPORTS

9a. STAFF REPORTS

9a.1. Town Administrator

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

- The additional bid for the museum entrance was received on September 8, 2025.
- The reimbursement for the BIG grant was received on September 2, 2025 in the amount of \$60,940.90.

Councilmember Chowning clarified what the BIG grant covered. Mr. Costin said the shoreline restoration and replacement of some decking. Mr. Chewning said there are additional repairs needed at the marina.

Councilmember Chowning asked about the road work being done. Mr. Costin said it was to address drainage issues on Virginia Street at its intersection with Prince George Street. He said the Town was not given any notice by VDOT that the work would be occurring. Councilmember Courtney said the people at the end of Cross Street have the same problem.

Councilmember Hanson mentioned an article about stormwater mitigation.

Councilmember Wilson asked about the grant for the bridge to the marina. Mr. Costin said there is a Rural Transportation Grant that he worked with the Middle Peninsula Planning District Commission (MPPDC) to enter an application. They asked for \$450,000 for preliminary engineering. He has not received any word yet on the status. He said Council would need to make a decision on whether they want to proceed once they receive the options discovered during preliminary engineering. He said the marina would have to be closed during any construction.

Councilmember Austin asked about the kayak launch. Mr. Costin said it's being worked on. The fence has been moved, the brush has been cleared, and the frame for the bench has been installed. They still need to lay down a mat to protect the vegetation, install oyster shells, and attach the seat to the bench. Councilmember Hanson said oyster shells would damage kayaks when they're dragged over them. Mr. Costin said kayaks are supposed to be carried, not dragged. Ms. Hanson said she would prefer dirt. Mr. Costin said Home Depot donated all the wood to the young man doing the project. There were no permit application fees and the labor is free. Ms. Austin said Council should give the young man some sort of thank you and recognize him when he's done.

9a.2. Treasurer

Ms. Hutton presented the Treasurer's Report through July 31, 2025.

She said cigarette tax is on the decline, perhaps due to the new tobacco shop at Cook's Corner. Once the new gas station is opened in town, the amount may increase again. She also said the meals tax will increase with the addition of the Dockside Deli. Delinquent real estate is at \$2,209.00 and that property has a lien in place. Delinquent personal property tax is at \$9,833 and she has been collecting some funds from the DMV stops. She is currently working on past due business licenses and late fees are being assessed.

Ms. Hutton said she and Ms. Kimble are very close to putting out a test broadcast for the new reverse 911 system. The USDA loan for phase II is complete and monthly payments will be \$1,306. She received the Fire Grant for the sum of \$15,000 and she will cut a check to the Middlesex Vol. Fire Dept. Oyster Festival business licenses are almost complete and she is currently waiting on the escrow companies to send necessary information to update real estate accounts for tax season.

9a.3. Town Clerk

Ms. Branch presented the Monthly Clerk's Report. She said she has gotten a faster scanner which is working well. The IT consultant will need to add it to the network so others can use it as well. She

said the Library of Virginia has minutes from 1902-1988 on microfilm which means that we have a record of Council actions since the Town's inception.

Ms. Branch said she attended a webinar on WCAG compliance for our website and it was pointed out that all pdfs on the site must also be compliant. She said that would be a very big job and she learned that Adobe has created some tools to help with the accessibility tagging. She asked how long Council wished for the minutes to be on the website. The general consensus was one year. Ms. Branch pointed out that the minutes and other records would still be available for anyone wanting them, either electronically, by print, or by reviewing the minute binders.

9b. COMMITTEE REPORTS

9b.1. Finance Committee

The Finance Committee did not meet since their last report. Councilmember Wilson said he applied for a grant for playground equipment.

9b.2. Water Committee

The Water Committee did not meet since their last report. Mr. Costin said he is working on the withdrawal permit renewal.

9b.3. Events Committee

The Events Committee did not meet since their last report. Councilmember Justice said the last Second Saturday event for the season will take place on September 13th featuring Sweet Justice and food trucks.

9b.4. Personnel Committee

The Personnel Committee did not meet since their last report. They have a meeting scheduled with the Town Attorney for October 1, 2025 to receive a draft of the Personnel Manual. Councilmember Austin said she thought this had already been done. Ms. Erard said she would be presenting her draft at the October meeting and discussing changes with the Committee.

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. Middlesex Economic Development Authority (EDA) Liaison Appointment

Mr. Costin said John Anzivino, Urbanna citizen and Chair of the Middlesex EDA, invited Council to have a member act as a liaison to attend their meets and inform Council of the EDAs work. Mayor Goldsmith said Councilmember Austin had volunteered.

Councilmember Hanson made a motion to appoint Marjorie Austin as Council's liaison to the Middlesex Economic Development Authority for a term concurrent with her current term on Council. Councilmember Chowning seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0 with 0 absent.

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

Kristi Anzivino of Howard Street said there was a car parked facing the wrong direction on Cross Street near the massage business. She said the curbs are painted yellow which means it's a no parking zone, but the paint is faded. She said the curb needs to be weeded and repainted.

Mr. Costin said it is in the process of being weeded. The contractor has applied weed killer and will come back and remove them once it's done its job.

Councilmember Chowning said Mr. Costin needs to take a look at it because once it's painted, it becomes an enforcement issue with the Sheriff. Councilmember Austin said there used to be signs but they were removed because it wasn't being enforced. Mr. Costin said he will contact VDOT.

Billy Mayo of Rappahannock Street said he and Mr. Shumer painted the curb years ago and people stopped them. He said you can't see past them when vehicles are parked there.

Ms. Hutton said she painted the curb in front of the old Town Hall and it did help.

AGENDA ITEM 16. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Courtney read a letter to HRSD written by Pete Mansfield, which was published in the newspaper. Councilmember Hanson said she was given documentation by Mr. Mansfield to give to Council (see Attachment A) and it's worth taking a look at. Councilmember Courtney said it needs to be addressed because Urbanna Creek is condemned. They asked that this be put on a future agenda.

Ms. Erard said they need to look at the agreement between the Town and HRSD. Councilmember Wilson said he will send a link to council about a new HRSD SWIFT facility in Suffolk. (Visit <https://www.hrsd.com/swift/> for more information.)

AGENDA ITEM 17. CLOSED MEETING

17a. Motion to Convene Closed Meeting

The motion was read by Ms. Erard. Councilmember Wilson made a motion to go into closed meeting pursuant to Virginia Code Section 2.2-3711 (A)(3) for the discussion of the potential acquisition of real property for a Town Hall and the reason is because discussion in an open meeting would either negatively affect the bargaining position or negotiating strategy of the Town Council. Mayor Goldsmith seconded.

Councilmembers present for Closed Meeting: Austin, Chowning, Courtney, Goldsmith, Hanson, Justice, Wilson; **Absent** – none

17b. Motion to Reconvene in Open Session & 17c. Certification of Open Meeting

The motion was read by Ms. Erard. Councilmember Austin made a motion to reconvene in open session and certify that only the matters that were discussed to go into closed meeting were heard, discussed, or considered. Councilmember Hanson seconded. The Mayor called the roll.

Marjorie Austin Certify
Larry Chowning Certify
Alana Courtney Certify
Bill Goldsmith (Mayor) Certify
Merri Hanson Certify
Beth Justice Certify
Robbie Wilson..... Certify

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 7:45pm.

Respectfully submitted,
Christine H. Branch, Town Clerk

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk

ATTACHMENT A

September 2, 2025

To: Members of Urbanna Town Council

Honorable Council Members,

I am not officially a resident of the Town of Urbanna since my home is directly across Urbanna Creek from the town. However, I would appreciate your consideration of the following major cost saving for Urbanna and eliminating the pollution of our historic Urbanna Creek.

I believe HRSD (Hampton Roads Sanitation Division) is charging the Town \$18.61 per 1000 gallons for the disposal of wastewater into Urbanna Creek. They are currently using the Urbanna Wastewater Treatment Plant and propose to continue to use this plant for the next 40 years, until they have completed a pipeline to their Williamsburg Plant. I do not consider this proposal to be in the best interest of the Town for the following reasons:

#1- Cost- using HRSD's numbers, in ground disposal costs are \$0.80/1000 gallons, and as stated above HRSD's charges are \$18.61/1000 gallons.

#2- The Urbanna Treatment Plant does not, and has never, met the environmental standards required for wastewater discharge into our waters. To keep this plant open for the next 40 years is just short of criminal, as it presents a health risk, and precludes the public's right of water sports and shell fish harvesting in our tidal waters.

Now let's look at the above total cost for the above two cost proposals. HRSD proposes to charge about \$20/1000 gallons @ 17,000 gallons per day for the next forty years totaling about **\$5,000,000**, versus in-ground disposal @ \$0.80/1000 for the forty years totaling **\$160,000**. However, there is an approximate \$2,000,000 capital cost for conversion of the Urbanna Treatment plant for use as surge capacity and pumping including construction of the drip dispersion drain field, making the total cost for the forty years with drip dispersion of **\$2,160,000**.

By my best estimate over the next 40 years it will cost Urbanna **2.3** times more for the town's wastewater disposal using HRSD plan rather than simply using a local in ground disposal site. In other words the \$2,000,000 for a 17,000 gallon per day drip dispersion wastewater disposal system could be paid off in seventeen years at HRSD's rate, after which the costs would be 1/25 of HRSD proposal.

This is not new technology as proven by the multi-millions of private and commercial septic systems located around our nation. There is no governmental oversight of in ground waste disposal. And, we might also consider multi uses for the dispersion field, such as solar energy generation, which might further increase our savings. We would also stop the pollution of our Urbanna Creek.

Sincerely,

Peter W. Mansfield

**DRAFT MINUTES
TOWN OF URBANNA TOWN COUNCIL
WORK SESSION OF SEPTEMBER 25, 2025**

A work session of the Town Council of the Town of Urbanna, Virginia, was held on the 25th day of September, 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 OF MEMBERS

Marjorie Austin	Present
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
Andrea Erard, Town Attorney
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 7-0 w/0 absent.

AGENDA ITEM 6. LEGISLATIVE UPDATE – DELEGATE KEITH HODGES

Delegate Hodges thanked the Town Council for the hard work they do every day. He provided insights and highlights from the latest General Assembly session, including:

- Changed standard deduction which saves taxpayers money
- Put \$900 million away due to the uncertainty in the federal government
- Record number of vetoes from the Governor
- Record number of pieces of legislation never even heard by a committee
- Put \$782 million in public schools
- Car tax elimination bill went away – need to make localities whole
- Introduced a bill to limit cell phone use for kids under 16

- Local authority preservation – local decisions needs to stay local; blanket approach doesn't work
- Virginia economy is very strong. Although there are some concerns with what's happening in Washington, Virginia is well-prepared.
- Jobs and Economic Development in the region remain a top priority. Our region has the lowest wages in the state.
- Number 1 priority – blue catfish, the #1 threat to the Chesapeake Bay
- Looking at starting a municipal dredge program
- Flooding resiliency – living shorelines bill
- Healthcare – only three healthcare professionals in the General Assembly; two pharmacists in the House (including himself) and one dentist in the Senate.
- Looking at the advanced manufacturing of generic drugs in Virginia
- Eliminated tolls on Coleman Bridge
- Got the funding to replace Norris Bridge; now working on bonding
- DMV Select review was put into the budget as a study, which is due December 1st
- Town of Urbanna Charter change approved

Councilmember Austin requested that Delegate Hodges fight every data center request that wants to come into the area. Delegate Hodges said there are new ones that are self-contained and don't use water.

Councilmember Chowning said the Town's water lines are a major concern. He said we don't get grants because of the Town's per capita income. The County can get help but we can't. Little towns need help dealing with water lines. Delegate Hodges said he has been working on it.

Councilmember Hanson asked how frequently income levels are assessed. Mr. Costin said some are annually, some are based on the census.

Mr. Costin said additional barriers to grants include that the Town is not considered distressed and we do not have a water quality issue.

Ms. Erard requested that Delegate Hodges work on requiring revenue sharing on data centers with smaller localities. She said counties should share the wealth because it affects everyone.

Delegate Hodges said the Middle Peninsula Alliance (MPA) would be reactivating soon and that is where those discussions need to take place. He said he didn't think the General Assembly could do anything; it has to be done within the localities. He said localities are getting very little out of solar facilities. The power goes to Northern Virginia and corporate buyers. His legislation says localities can negotiate with solar and data centers in order to allow them in.

Mr. Costin thanked Delegate Hodges for his assistance with a problem the Town was having with communication with a state agency. He said the issue was resolved within hours after Delegate Hodges got involved.

AGENDA ITEMS 7 & 8. PUBLIC COMMENT & COUNCIL RESPONSE TO PUBLIC COMMENT

No one signed up to speak during Public Comment.

AGENDA ITEM 9. WORK SESSION MATTERS

9a. Wastewater Treatment Options

Mr. Costin said members of council sought additional information and an opportunity to hear from Mr. Pete Mansfield regarding his concerns over wastewater treatment costs through HRSD. The agenda packet contains communications between Mr. Mansfield and HRSD along with materials providing historical insight into the issue of wastewater treatment options as well as decisions made. These documents include portions of minutes from 1995-1998, communications, and news reports. Mr. Costin also confirmed with the Virginia Department of Health that the entirety of Urbanna Creek is condemned to shellfish harvesting and has been “for some time”.

Mr. Costin recommends that in no scenario should the town return to managing wastewater treatment in any form.

Mr. Mansfield addressed Council regarding his concerns over the cost to the Town of HRSD’s chosen wastewater treatment methods. He recommends a less expensive drip dispersion wastewater disposal system that would eliminate the dumping of wastewater into Urbanna Creek. He said there is a large residential development just outside Urbanna that has been successfully using a drip dispersion system for many years with no apparent problems. Mr. Mansfield said the Town of Whitestone has a more advanced drip dispersal system which he has seen. Cedar Point also uses a drip dispersal system. He said there are no state or federal oversight regulations for dispersal into the ground like there are for dispersal into bodies of water. Delegate Hodges said he believed there were regulations. Mr. Mansfield said he believed the regulations concerned treated wastewater which would then be pumped into creeks, rivers, etc.

Councilmember Austin asked what happens when a septic service pumps out a septic tank. Mr. Williams said it is taken to a discharge site, possibly an HRSD site. Delegate Hodges said the discharge sites are far away. He is working on trying to get discharge sites in the Middle Peninsula.

Mayor Goldsmith said we would need to convince HRSD to change what they’re doing. Otherwise, we would need to buy the system back from them and run it ourselves, which he would never be in favor of.

Mr. Mansfield said the Urbanna treatment plant had never been in spec and HRSD now says it is. He said that is a tremendous accomplishment.

Councilmember Austin made a motion for the Town Administrator to communicate with Hampton Roads Sanitation District asking that they be open to wastewater treatment alternatives that are perhaps less costly and more efficient to keep wastewater out of Urbanna Creek. Councilmember Hanson seconded. The Mayor called for any discussion. Six were in favor and one opposed. Voting was as follows:

Marjorie Austin	In Favor
Larry Chowning	Opposed
Alana Courtney	In Favor
Mayor Bill Goldsmith	In Favor
Merri Hanson	In Favor
Beth Justice	In Favor
Robbie Wilson	In Favor

The motion passed 6-1 w/0 absent.

9b. Drinking Water Funding Workshop

Mr. Costin said much of what he learned at the workshop he and Councilmember Wilson attended today has already been discussed. He said they learned that there were a lot of changes coming out of DC. Funding pots are fewer and smaller. The funds go to places with a public health threat and to distressed communities. He suggested the grant making agencies change the criteria of what they consider distressed. He was told to make an application anyway which would give the agencies the ability to go back to the General Assembly and request more funding.

Mr. Wilson said it was disheartening to learn that everyone was judged by the same criteria. He said there is no way the Town can afford to make the necessary upgrades ourselves. He said it must be a hybrid of multiple grants and loans. He said the Town does not have the staff to perform this work ourselves and suggested looking for a grant to find a third party to do the work.

Mr. Costin said another dilemma is where to start. He said he met with AH Environmental today. This is the company which did the water line mapping. They said the lines were never physically inspected with cameras. The mapping was done using notes and drawings from the past. AH Environmental is going to come back with three proposals – one for camera inspection of the lines; one to address the looping issue; and one to address any lead pipe issues both in the system and to the residences. He said there were programs that would replace lead pipes for homeowners, however these programs do not cover replacing lead pipes in the water system.

Councilmember Chowning said the Town's low water rates are also one of the criteria which preclude us from getting grants.

Councilmember Wilson said having a well-run system seems to hurt us in terms of qualifying for help. Mr. Costin said he expressed in the workshop that it seems like we are being punished for running a good system.

AGENDA ITEM 10. ACTION ITEMS

10a. Resolution 2025-018 – Appointment to the Planning Commission

Mr. Costin said Ms. Caskie has resigned from the Planning Commission due to moving out of the Town. Her term was set to expire on December 31, 2025. Mayor Goldsmith sought an appointee, and Mr. William Powers expressed a willingness to serve.

Councilmember Austin made a motion to adopt Resolution 2025-018 appointing Mr. William Powers to the Town of Urbanna Planning Commission for the unexpired portion of a four-year term expiring December 31, 2025. Councilmember Hanson seconded. The Mayor called for any discussion. All were in favor with none opposed. The motion passed 7-0 w/0 absent.

RESOLUTION 2025-018 CITIZEN APPOINTMENT TO THE PLANNING COMMISSION

WHEREAS there is currently one vacant seat on the Town of Urbanna Planning Commission with an expiration date of December 31, 2025 due to the resignation of Susan Caskie; and

WHEREAS there is currently one citizen who has expressed interest in serving on the Planning Commission – William Powers; and

WHEREAS the Town Council now desires to make an appointment to this vacant position;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of The Town of Urbanna, Virginia that William Powers is appointed to the Town of Urbanna Planning Commission for the unexpired portion of a four-year term expiring December 31, 2025.

DONE this 25th day of September, 2025.

AGENDA ITEM 11. COUNCIL ANNOUNCEMENTS & REQUESTS

Councilmember Austin said the last 2nd Saturday had over 350 people in attendance. She said both food trucks sold out and people had a great time. She thanked people for coming.

Mayor Goldsmith said the MPPDC grant for the marina bridge engineering has been submitted and we should hear something in December.

AGENDA ITEM 12. CLOSED MEETING

Councilmember Hanson made a motion that the Town of Urbanna Town Council 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 the public purpose of the location of Town Hall, because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Council. Councilmember Austin seconded. The Mayor called for any discussion. The Mayor called the roll.

Marjorie Austin	Aye
Larry Chowning	Aye
Alana Courtney.....	Aye
Bill Goldsmith (Mayor)	Aye
Merri Hanson	Aye
Beth Justice	Aye
Robbie Wilson	Aye

The motion passed 7-0 w/0 absent.

Councilmember Hanson made a motion to reconvene in open session and certify that only the matter identified in the motion to go into closed meeting was heard, discussed, or considered in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950. Councilmember Austin seconded. The Mayor called the roll.

Marjorie Austin	Certify
Larry Chowning	Certify
Alana Courney	Certify
Bill Goldsmith (Mayor)	Certify
Merri Hanson	Certify
Beth Justice	Certify
Robbie Wilson	Certify

The motion passed 7-0 w/0 absent.

The motion was read by Ms. Erard. Councilmember Austin made a motion to authorize the Mayor to finalize a purchase agreement for a new town hall and authorize him to execute the agreement. Councilmember Justice seconded. The Mayor called for any discussion. The Mayor called the roll.

Marjorie Austin	Aye
Larry Chowning	Aye
Alana Courtney.....	Aye
Bill Goldsmith (Mayor)	Aye
Merri Hanson	Aye
Beth Justice	Aye
Robbie Wilson	Aye

The motion passed 7-0 w/0 absent.

The Mayor read the following statement into the record:

As you know, the Council has been seeking to buy a building to serve as a new town hall. We had hoped to buy this building but unfortunately, that is not to be. In the best interest of the town, we have identified another option that we think will save the town money and meet the needs of the citizens and staff. Council would like to move forward with this option and perform due diligence. Closing will occur before the end of the year and hopefully the town operations' move will occur early next year. Thank you.

AGENDA ITEM 13. ADJOURN OR RECESS

Councilmember Austin made a motion to adjourn. All were in favor with none opposed. The meeting was adjourned at 8:22pm.

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

Approved by Council: _____

ATTEST:

Christine H. Branch, Town Clerk



**TOWN
COUNCIL**

Agenda Item Summary

OCTOBER 9, 2025

Agenda Item: 7– STAFF & COMMITTEE REPORTS

a. Staff Reports

1. Town Administrator – Ted Costin
2. Treasurer – Not Present
3. Town Clerk – Christine Branch

b. Committee Reports – each committee chair will present their report

1. Finance
2. Water
3. Special Events
4. Personnel



TOWN OF URBANNA

390 VIRGINIA ST. SUITE B, PO BOX 179, URBANNA, VA 23175

PHONE: 804-758-2613, FAX: 804-758-0389

To: The Honorable Mayor and Members of the Urbanna Town Council

From: P. S. T. (Ted) Costin, Administrator

Date: October 3, 2025

Subject: September 2025 Report given October 2025

I attended a Drinking Water Funding Workshop in Fredericksburg and reported on that at your last meeting. The meeting with the area Health Department contact has not been set. I also met with representative of A H Environmental Engineering during which we discussed looping lines to address Meadow Lane pressure issues, consumer notices, mapping accuracy, and past grant efforts.

I completed a Water System Emergency Power Capability Survey requested by VDH and for the Groundwater Regional Supply Study I conveyed data and operational details on our water system to the PDC which will pass to the consultant. Another water provision project is the Renewal of Permit for Withdrawal. Additional information was needed and that was provided to the consulting engineer for delivery to the permitting authority; DEQ.

The Kayak Launch Project is ongoing with adjustments requested concerning oyster shells being implemented after review and approval of permitting agencies.

Big Grant reimbursement was received which closes that project. As to the grant for preliminary engineering for the marina bridge which was worked and submitted with assistance from the Planning District Commission; no word is expected until December.

Both of the new entrance signs were placed as were pavilion rules signs. As to No Wake signs, only one source responded and the proposal needed revision to meet Department of Wildlife Resource's enforcement criteria.

A meeting of the Special Events and Finance Committees is requested and the meeting of the Personnel Committee was cancelled due to a sudden conflict for one member. That meeting is being rescheduled.

If you have any questions or concerns, please bring them forward.



Treasurer's Report

The Balances Below, Reflect Bank Statements as of Month's End.

Account Balance thru 8/31/2025	Prior Year 8/31/24	Prior Month 7/31/25	Statement Date 8/31/25
Primis Bank General Operating Bank Account	975,753.66	983,062.26	961,119.26
Renter Water Deposits	-17,101.66	-19,501.66	-19,501.66
Net Operating General Bank Account (Adjusted Bal)	950,232.84	979,844.90	929,320.59
Primis – USDA Well Replacement reopened (8/2/24)	CLOSED 4/22	34,278.26	40,546.06
C&F Bank Historic Trust (new 3/1/2023)	58,514.07	61,951.69	63,132.31
C&F Bank - Water Fund Reserve (11 mo CD) 11/16/25	118,277.37	123,505.87	Next interest 10/15/25
C&F Bank - General Fund Reserve (11 mo CD) 11/16/25	97,853.34	102,178.98	Next interest 10/15/25
C&F Bank -Operating Reserve (11 mo CD) 11/16/25	409,853.04	427,970.76	Next interest 10/15/25
Taber Trust – Account Value	1,039,486.45	1,107,362.92	1,134,687.01
Taxes listed below are collected for prior month(s)	8/31/24	7/31/2025	8/31/25
Meals Tax collected in August	14,797.23	14,635.00	21,923.87
Lodging Tax collected in August	2,610.92	3,422.1	4,821.65
Cigarette Tax collected in August	1,158.17	878.87	688.94

EXPENDITURES:

- \$8,600 trolley
- \$19,425.33 Middle Peninsula Planning Dist

REVENUE:

Cigarette Tax revenue may be declining due to the tobacco shop opening at Cook's Corner?

- 8/26/25 \$491.68 - Historic Trust interest

September 23, 2025
03:57 PM

Meals Tax

Town of Urbanna
2026 Revenue Summary by Month

Range of Accounts: 100-12110-0001 to 100-12110-0001 Start Month: July Start Year: 2025
Type: Revenue Activity Includes Accounts with Zero Activity: N Year To Date As Of: 09/23/25
Subtotal CAFR: No 0.00

[illegible]

September 23, 2025
03:59 PM

Lodging Tax

Town of Urbanna
2026 Revenue Summary by Month

Range of Accounts: 100-12100-0001	to 100-12100-0001	Start Month: July	Start Year: 2025
Type: Revenue Activity	Includes Accounts with Zero Activity: N	Year To Date As Of: 09/23/25	
Subtotal CAFR: No			

[illegible]

Town of Urbanna
2026 Revenue Summary by Month

Account No	Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
500-17010-0001	Water Sales Charges	67718.09	55355.82	11198.46	1163.81	0.00	0.00	0.00	0.00	0.00	0.00
Fund Total		67718.09	55355.82	11198.46	1163.81	0.00	0.00	0.00	0.00	0.00	0.00
Grand Total	Count: 1	67718.09	55355.82	11198.46	1163.81	0.00	0.00	0.00	0.00	0.00	0.00



MEMORANDUM

Date: October 9, 2025
To: The Honorable Mayor and Members of the Town Council
Town Administrator
From: Christine H. Branch, Town Clerk
Subject: Monthly Clerk's Report

COMPLETED

- Eagerly awaiting receipt of final Municode product – books now expected to ship in October. A Microsoft Word copy will be received as soon as it's available. Once adopted by Council, the code will be online.

CURRENT/ONGOING PROJECTS

- Continue trying to ensure server is not full of duplicate and unnecessary files.
- Continue working on records management policy and procedure, naming conventions, and standardized electronic & paper filing systems.
- Continue scanning documents for conversion of paper records to electronic.
- Contacted LVA regarding hosting Town minutes in searchable format and waiting to hear back.
- Contacted LVA on procedure to submit minutes from 1989-present for disaster storage (microfilm). LVA would then have minutes from 1902-present.
- Continue updating website and Facebook with current information and links.
- Continue disposition process for expired records in accordance with LVA retention and disposition schedules.

FUTURE PROJECTS

- Meet with staff to develop and implement file naming conventions and discuss records management needs.
- Work with Franktronics on implementing internal data security and server upgrade.

PROFESSIONAL DEVELOPMENT

- October 22-24 – Virginia Association of Government Archivists & Records Administrators Conference

WAYS TO STAY INFORMED ON TOWN HAPPENINGS

- The best way to stay informed is to attend Council meetings. Meeting videos are posted on the Town's YouTube channel. A link to the videos is on the Town website. Full agenda packets and minutes are also available to download from the Town website.
- There is a form on the Town website for those who would like to receive email notification of all Town meetings. People can also contact c.branch@urbannava.gov to be added to the list.
- Important announcements and items of interest are posted to the Town's Facebook page and website. Meeting notices are also posted on the Town Hall bulletin board located in the main lobby.
- Public hearing notices are published in the Southside Sentinel in their classified section as are employment notices and other items of importance to Town citizens.
- A [New Resident Information Packet](#) is available from the Town website under Community, New Residents.



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL REGULAR MEETINGS**

Agenda Item: 8 – PUBLIC COMMENT 1

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

Agenda Item: 9 – COUNCIL RESPONSE TO PUBLIC COMMENT 1

After all speakers have been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments presented during the immediately preceding public comment period.



**TOWN
COUNCIL**

Agenda Item Summary

OCTOBER 9, 2025

Agenda Item: 10 – UNFINISHED BUSINESS - NONE

Agenda Item: 11 – NEW BUSINESS

11a Voting Delegate Designation for Virginia Municipal League (VML) Annual Business and Section Meetings

Background: The Virginia Municipal League's (VML's) Section Meetings and Annual Business Meeting will take place during the 2025 Annual Conference (Oct. 12-14) in Roanoke. The governing body of each locality shall appoint an official and alternate voting delegate as the voting representative for all votes at the Section meetings. Urbanna is a member of the Town Section. For the Annual meeting, only one voting delegate is recognized.

Fiscal Impact: None

Staff Recommendation: Appoint one voting delegate for both the Annual Business meeting and Town Section meeting and one alternate for the Town Section meeting, if applicable.

Council Action Requested: Appoint one voting delegate for both the Annual Business meeting and Town Section meeting and one alternate for the Town Section meeting, if applicable.

Sample Motion: I move to designate Councilmember _____ as the voting delegate for both the Annual Business meeting and Town Section meeting [and Councilmember _____ as the alternate voting delegate for the Town Section meeting] at the upcoming Virginia Municipal League's 2025 Annual Conference being held in Roanoke.

Motion, Second, Discussion, Voice Vote



**TOWN
COUNCIL**

**Agenda Item Summary
FOR ALL REGULAR MEETINGS**

Agenda Item: 12 – PUBLIC COMMENT 2

Mayor opens Public Comment Period and asks if all who desire to speak have had a chance to sign up.

NO SPEAKERS: Mayor closes Public Comment Period.

SPEAKERS: Mayor explains that each individual has five minutes to address Council on matters not scheduled for Public Hearing. Clerk will keep time.

Agenda Item: 13 – COUNCIL RESPONSE TO PUBLIC COMMENT 2

After all speakers have been heard, Mayor asks for any councilmember response.

Councilmembers may provide brief responses to issues such as clarifications of facts, answers to questions, etc. Councilmembers shall limit their response to only those comments presented during the immediately preceding public comment period.



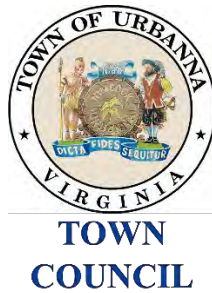
TOWN COUNCIL

Agenda Item Summary FOR ALL REGULAR MEETINGS

Agenda Item: 14 – COUNCIL ANNOUNCEMENTS & REQUESTS

Mayor calls on each councilmember by name to share any announcements or requests.

This time is generally used for individual councilmembers to share information with other councilmembers and the public and to make any announcements of interest to citizens. Councilmembers may also request information from staff and/or items requiring action for inclusion on a future agenda during this time. This time should not be used to respond to Public Comment issues.



Agenda Item Summary

OCTOBER 9, 2025

Agenda Item: 15 – CLOSED MEETING

Motion: I move that the Town of Urbanna Town Council 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 the public purpose of the location of Town Hall, because discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Council.

Motion, Second, Discussion, Roll Call by Clerk

Reconvene/Certification of Closed Meeting

Motion: I move to reconvene in open session and certify that only the matter identified in the motion to go into closed meeting was heard, discussed, or considered in accordance with Section 2.2-3712 (D) of the Code of Virginia, 1950.

Motion, Second, Roll Call by Clerk [Each member must individually certify. If any council member votes against certification, he/she must so state at this time.]

Action on Closed Meeting (if necessary)

Action on matters discussed in Closed Session, if necessary.