

**Irvington Town Council
Regular and Public Meeting
December 8, 2016**

The regular and public meeting of the Irvington Town Council was held December 8, 2016 at 7:30 pm, at the Irvington Town office.

Present:

Mayor Ralph D. Ransone
Councilman Michael Merrill
Councilwoman Frances Westbrook
Councilwoman Kathleen Pollard
Councilman Jerry Latell
Councilman Michael Bombay
Councilman Wayne Nunnally
Town Administrator Robert Hardesty
Legal Counsel Wesley M. Charlton

Guests

Audrey Thomasson
Gary Hooper

Call to Order

The Mayor asked for a moment of silence.

Agenda

Fran Westbrook stated that we are supposed to have as a first agenda item, "Approve Agenda". It needs to appear for each meeting going forward. Fran Westbrook motioned to amend the agenda in closed session to include a topic for legal matter. Kathleen Pollard seconded. All were in favor. Wes Charlton added for the purpose of the meeting minutes that this is consultation with legal counsel regarding the Chesapeake Bay Act under Virginia code 2.2-3711(A)(7).

Public Hearing

Kathleen Pollard motioned that we go into public hearing regarding a rezoning matter. Mike Bombay seconded motion and all were in favor. Bob Hardesty stated that Mary Ann Campbell wants to rezone her vacant lot of 1.0254 acres, parcel number 33-4-22a from R1 to B1. An ad was placed in the Rappahannock Record twice and letters were sent to the owners of the adjoining properties. The owners of the adjoining properties have no objections. It was presented to the Planning Commission meeting Tuesday night with no objection to be rezoned to B1. After a short discussion, Kathleen Pollard made a motion to come out of public hearing, Wayne Nunnally seconded and all in favor. Mayor Ransone called for a vote to rezone parcel 33-4-22a from R1 to B1. All were in favor.

Public Comments

Gary Hooper stated that the tennis courts are cracked, pose a risk and they need to be repaired. He also suggested that the Town look into pickle ball. It is an up and coming sport that is a lot of fun and may be a good avenue for an event here in Irvington. Mayor Ransone mentioned it's the wrong time of the year to make repairs but will be looking into prices to repair the tennis courts. Wes Charlton urged the council to put up a sign to warn about the cracks until repairs can be made. Bob Hardesty is working on getting three prices for repair.

Minutes & Treasurer's Report

The treasurer's report and meeting minutes were reviewed. Mike Bombay motioned for approval and Jerry Latell seconded. All were in favor.

Legal Counsel

Wes Charlton circulated a resolution for the roles and responsibilities of the town administrator position at the last meeting and it was requested that the council members take a look at it. Wes got some good feedback and made the changes. Frances Westbrook motioned we accept this as presented and Mike Merrill seconded. All were in favor. Wes will give this to Mandy West to make copies and attach to meeting minutes. Wes Charlton will not be here for the January meeting.

Planning Commission Report

Mike Merrill reported they had their regular monthly meeting on December 6, 2016. We discussed the continued work on the comprehensive plan which is moving along well. The CEO of Community Planning Partners was present and we are getting closer to a statement of the vision that we are going to propose for the town, in the future, that will be part of the comprehensive plan. Then, if the town council agrees to participate, we will present this at a joint meeting and then schedule a public hearing. From there, probably more changes may be made and then we will be ready for submission. We are looking at a February time range.

Town Administrator's Monthly Report and State of the Town by Robert Hardesty

I met with Randal Kipp, Bryan Barnes, Steve Barnes and a builder regarding the new residence under construction at the end of Railway Road, a stop order was issued regarding the soil disturbance. Bay design is performing a water quality impact analysis on the site with the results to be determined. I updated Sue Chewning on status with VDOT regarding the home being built at the end of Edgewood Lane. I looked at sites with Mandy West and gave her a brief tour of the streets of Irvington. I met with Fredrick Johnson with the Northern Neck Fence Company regarding a fence around the old oak tree. I set out mileage marker signs for the Turkey Trot race and picked them up on Thanksgiving afternoon and stowed them in my garage. I met with Jason Maloney with Tall Timber General Contractors on November 29th and met with Mike Merrill and Kenny Wiggins of Eagle Construction on November 30th. We took a tour of the office inside and out for painting, new roof, new soffits, new heat pump, new windows, etc. Mike Merrill and I met with Herbert Osbourn at the tennis courts regarding repairs to the cracks and ideas regarding a total repair or a new tennis court on the north commons. I met with Dominion Power regarding the guy wire and the guy wire is now removed. I had lunch with Wes Charlton on November 30th, attended Chamber Business After Hours at EVB Bank on November 16th and again on December 8th at Chesapeake Bank. I checked Railway Road to make sure the leak in the road is fixed and it appears to be fixed. George Lee fixed the leak around the chimney here at the Town office. VDOT turned the golf cart signs to read correctly. We are going to have the judging for Christmas lights on December 15 at 6:00, we have three volunteer judges and they are non-residents.

COMMITTEE REPORTS:

Budget & Finance by Jerry Latell

We met as a committee last week and we talked about having a municipal audit. We would like to find an auditor closer to home and we would like to expand the scope of the audit. The last time we had an audit it was purely checking the books. This time we would like someone to come in and look at our system and processes. We are going to talk to Mr. Alga, he is out of Richmond. Mayor Ransone stated that we need to have somebody who is certified for municipal audits. It's been 7 years since the last audit. Real Estate tax was the next topic of discussion. We discussed how to properly report the real estate tax income. Do we show the gross or the net (after the 10% is deducted to the county for managing this for us)? Fran Westbrook mentioned showing gross on the income side and then showing the 10% fee on the expense side. The next item we discussed is starting a mid-year fiscal report in January. This would show actuals versus budget half way through the year. It will be relatively easy now that we have QuickBooks. The next item for discussion is the format, the format we use is required by the state. However, we would also like to do a budget for ourselves that is multi-year and project more than just one year, especially with a municipal audit and comprehensive plan coming up every 5 years. If we have bigger projects we would want to show those as well. Lastly, we have been doing some forensic reporting to complete the June, 2016 report. (A draft was handed out.) We just wanted everyone to know that we are working on it and are at the draft stage. The committee needs to look it over and double check before we make it final and present it.

Building & Town Property by Mike Merrill

Mike Merrill reports that Bob Hardesty has already given his report on the repair work to be done to the town office that will include bids for an ADA compliant front entrance. We are waiting to see what the numbers look like. In regards to the Building and Town Property Committee and the Commons Community Development Committee there is sufficient overlap and is comprised of the same people. We should consider consolidating the two. To that extent the Commons Community Development Committee certainly will be confronting every possibility for structures and features and uses of those two areas which will include storage areas and other items. So it's hard to draw a line between the two. It make sense to get them working as a group. This is just a suggestion. Fran Westbrook stated that maybe make the Commons Community Development Committee as a sub-committee of Building and Town Property Committee. Mayor Ransone stated that the joint committee would be of 6 people and it would be tough for a quorum. After discussion, the two committees will remain separate, but will coordinate their efforts. Mike Merrill then stated that the town property includes some personal property like furniture, signs, tools, etc. Bob Hardesty has a list of personal property that is three (3) years old. Perhaps it's time to update that list.

Zoning Ordinances

Bob Hardesty stated that we have a couple of ordinances that need to be put in the book. He is working on it with Wes Charlton.

Public Safety

Fran Westbrook reported that Cay Bradley's father is moving to RWC and was CERT certified on a state level. Cay Bradley seems to think he would probably be delighted to help us out. Fran Westbrook will follow up on this.

Flags/Lights

Christmas lights are up and working. It was decided that January 7th (the first Saturday of January), at 9:00am is the "take down" date. January 14th will be a back-up date if the weather doesn't permit us take down the lights on January 7th.

Commons Community Development by Mike Merrill

Mike Merrill has identified a potential designer called Cite-Design in Richmond. They did the preliminary work for the Kilmarnock Park and they have worked with CPP in the past. They have shown interest in our commons and north commons project. They are familiar with local conditions and what Kilmarnock has with features in their park. They have shown interest in performing as consultants to us in that respect. I would like to meet with Doug Cole who is the Principal of Cite-Design. I would like to get some idea of how they get their work done with their consultants, how do they do their billing, costs, availability, etc. They produced a brochure for us (at no cost to us) within 9 days. Fran Westbrook requested that Commons Community Development Committee meet and take a look at this. Mike Bombay had a chance to look at this also and stated that we would fit into this scope, they don't want to limit themselves to the park area and they want it to fit into the structure of the whole community. After some discussion, there is an interest in contacting them, more to follow.

Technical Support by Mike Bombay

Mike Bombay reported that he is looking into the e-mail situation. We need to keep our personal and private e-mails separate from town business. Wes Charlton suggested that we look into secure verses non-secure with Gmail. Mike Bombay also is looking into concrete answers about backing up our information and malware. We will be getting in touch with Chris Henley to help us out.

Old Business

Sidewalks – We are still waiting on Carter White of VDOT. He is looking through deeds to figure out who owns the sidewalks.

Historic District - Tabled for a little while.

Speed Monitoring Device – Mike Merrill stated that we need to evaluate the features that we want and check prices. Wayne Nunnally stated that he doesn't want a device and doesn't think the Town needs to spend the money. After some discussion it was decided to let the committee get pricing information and Wayne Nunnally wants to see the research that the devices do actually reduce speeding.

New Business

Trash enclosure replacements - This will be done in the spring. Bob Hardesty stated that after 5 phone calls Doggett finally called back and they have been informed that we need these replaced. It hasn't been done yet. We may look at another company to replace Doggett.

Kinnett Ehring – In regards to TOT payment, Mike Merrill stated that she did not know there was a TOT obligation. She has never been sent a notice from the Town. She sent in her check and Mike Merrill is requesting that the 10% penalty be waived. Wes Charlton stated that we need to put people on notice. Perhaps we should send everyone in town a form letter or give a public notice. Wes Charlton suggests that he review the paperwork and revise it and maybe adopt an amended ordinance. Wayne Nunnally moved that we give this matter to our legal counsel to review. Jerry Latell seconded and all in favor. Jerry Latell motioned that Kinnett Ehring's late fee be waived and Fran Westbrook seconded and all in favor.

Round Table

Mike Merrill asked the question "Do we have bylaws and where are they"? Wes Charlton does not believe we have them. The Planning Commission has by laws. It was concluded that we do not have by laws.

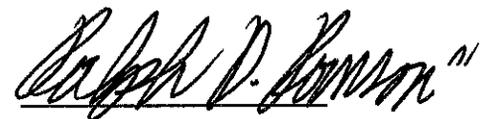
Executive Session

I, Kathleen Pollard, hereby move that the Town Council of the Town of Irvington go into closed or executive session, to discuss or consider employment, performance, salaries and personnel matters, as well as the evaluation of such performance, pursuant to Code of Virginia, section 2.2-3711 (A)(1); to discuss the award of a public contract, as well as the term and scope of such contract, pursuant to the Code of Virginia, section 2.2-3711(A)(29); and consultation with legal regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to the Code of Virginia, section 2.2-3711(A)(7). I, Kathleen Pollard, so move. Wayne Nunnally seconded and all were favor.

Kathleen Pollard read the motion - I move that there be a roll call or other recorded vote, to be included in the minutes of this meeting, certifying that (1) only public business matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the close session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered.

1. I, Kathleen Pollard, do hereby certify
2. I, Michael Merrill, do hereby certify
3. I, Frances Westbrook, do hereby certify
4. I, Jerry Latell, do hereby certify
5. I, Wayne Nunnally, do hereby certify
6. I, Michael Bombay, do hereby certify
7. I, Ralph D. Ransone, do hereby certify

Ralph D. Ransone asked for a motion to adjourn the meeting. Wayne Nunnally made a motion to adjourn, Jerry Latell seconded and all were in favor.



Ralph D. Ransone, Mayor

RESOLUTION OF THE TOWN COUNCIL OF IRVINGTON

Restatement and confirmation of employment description and duties for the Town Administrator.

WHEREAS, the Town of Irvington wishes to restate and confirm the employment duties and description for the Town Administrator; and

WHEREAS, the Town Administrator is appointed to serve at the pleasure of the Town Council and is responsible for monitoring, planning, organizing, assigning, and performing activities as directed by the Town Council; and

WHEREAS, the Town Administrator shall be responsible for the general management of town administrative affairs and the general work of the town, including, but not limited to the following: implementing service programs including water, sewer, utilities and solid waste collections; planning and zoning; Town Code enforcement; management of Town activities such as parades and holiday events; preparation of reports and proposals for the Town Council, as needed; supervision and training of other Town employees; interacting with vendors, contractors, government representatives at all levels, as well as citizens of the general public; participate in the negotiation of contracts for professional and non-professional services with the Town Attorney and execute said contracts as authorized by the Town Council, as well as provide subsequent contract administration and oversight; and perform all reasonable duties assigned by the Town Council and/or Town Attorney; and

WHEREAS, the Town Administrator shall participate in meetings of the Town Council and Planning Commission, offering professional advice and counsel where needed; and

WHEREAS, the Town Administrator shall supervise and participate in the preparation of the monthly Town Council meeting agenda and materials, and shall ensure that all council members and other interested parties are provided with a copy of each month's respective agenda and materials within a reasonable period of time prior to said Council meetings; and

WHEREAS, the Town Administrator shall submit a monthly written report to the Town Council on the status of all active issues, projects, and applications for various matters, as well as an annual report on all town programs and activities at the end of the town's fiscal year; and

WHEREAS, the Town Administrator shall stay up to date on all pertinent legislative and regulatory issues affecting the town and reports all pertinent updates to the Town Council and the Town Attorney in a timely manner; and

WHEREAS, the Town Administrator shall maintain proficiency in commonly used electronic communication devices and methods, and shall utilize said devices and methods to keep

Town of Irvington, Virginia

Balance Sheet

As of November 30, 2016

	Nov 30, 16
ASSETS	
Current Assets	
Checking/Savings	
General Operating Checking ...	59,588.84
Certificates of Deposit	
CD7725 12/27/18*	5,561.38
CD9126 07/19/17*	27,296.83
CD7873 05/24/17	19,413.86
CD3578 03/22/17	24,052.36
CD9686 05/25/17	11,040.94
Total Certificates of Deposit	87,365.37
Total Checking/Savings	146,954.21
Other Current Assets	
Petty Cash Fund	100.00
Total Other Current Assets	100.00
Total Current Assets	147,054.21
Fixed Assets	
Buildings/Land	
North Commons	101,200.00
Main Commons	239,100.00
Town Office	33,500.00
Total Buildings/Land	373,800.00
Total Fixed Assets	373,800.00
TOTAL ASSETS	520,854.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Fire Grant/State	10,000.00
Payroll Liabilities	994.61
Total Other Current Liabilities	10,994.61
Total Current Liabilities	10,994.61
Total Liabilities	10,994.61
Equity	
Opening Balance Equity	461,012.05
Retained Earnings	49,005.19
Net Income	-157.64
Total Equity	509,859.60
TOTAL LIABILITIES & EQUITY	520,854.21

Town of Irvington, Virginia
Profit & Loss Actual vs Budget
 July through November 2016

	Jul - Nov ...	Budget	% of Bud...
Income			
Auto/Golf Cart Tags Income	591.60	9,800.00	6.0%
Bank Franchise Income		9,700.00	
Cable TV/Comm Income	976.35	2,430.00	40.2%
Interest Income	167.07	475.00	35.2%
Permit Fees	295.00	700.00	42.1%
Property Rental Fees	500.00	1,000.00	50.0%
Tax Revenues	54,845.41	174,303.00	31.5%
Miscellaneous Income	64.00	65.00	98.5%
Total Income	57,439.43	198,473.00	28.9%
Expense			
Capital Expenses		64,534.00	
Community Events	7,875.77	11,100.00	71.0%
Community Support /Tourism	1,787.83	5,850.00	30.6%
Dues & Subscriptions	260.00		
Insurance	3,167.00	4,600.00	68.8%
Municipal Expenses	257.20	15,000.00	1.7%
Office Expense	2,438.06	10,400.00	23.4%
Employee Expenses	22,947.23	45,699.00	50.2%
Planning Commission Expe...	5,992.03	1,100.00	544.7%
Professional Services	4,500.00	11,650.00	38.6%
Public Safety	-3,225.00	3,900.00	-82.7%
Town Council Expenses	1,218.87	1,400.00	87.1%
Town Maintenance	5,773.29	10,500.00	55.0%
Utilities	4,443.67	11,940.00	37.2%
Miscellaneous Expense	161.12	750.00	21.5%
Total Expense	57,597.07	198,423.00	29.0%
Net Income	-157.64	50.00	-315.3%

Town of Irvington, Virginia
 Profit & Loss Monthly/YTD
 November 2016

	Nov 16	Jul - Nov 16
Income		
Auto/Golf Cart Tags Income	435.60	591.60
Cable TV/Comm Income	194.65	976.35
Interest Income	33.96	167.07
Permit Fees	35.00	295.00
Property Rental Fees	500.00	500.00
Tax Revenues	8,403.05	54,845.41
Miscellaneous Income		64.00
Total Income	9,602.26	57,439.43
Expense		
Community Events	2,030.10	7,875.77
Community Support /Tourism	6.59	1,787.83
Dues & Subscriptions		260.00
Insurance		3,167.00
Municipal Expenses		257.20
Office Expense	300.43	2,438.06
Employee Expenses	3,686.05	22,947.23
Planning Commission Expenses	5,279.32	5,992.03
Professional Services	720.00	4,500.00
Public Safety		-3,225.00
Town Council Expenses		1,218.87
Town Maintenance	1,134.26	5,773.29
Utilities	1,230.19	4,443.67
Miscellaneous Expense		161.12
Total Expense	14,386.94	57,597.07
Net Income	-4,784.68	-157.64

the Town Council, Town Attorney and other town contacts informed of issues and developments and a regular basis; and

WHEREAS, the Town Administrator shall communicate regularly with the Human Resources Committee of the Town Council with respect to all pertinent matters; and it is

FURTHER RESOLVED, that the Town of Irvington, prepare a copy of this resolution for town records and the general public as an expression of the Town of Irvington's restatement and confirmation of the Town Administrator's employment description and duties.

TOWN OF IRVINGTON

By:



Ralph D. Ransone, Mayor

**Irvington Town Council
Regular and Public Meeting
November 10, 2016**

The regular and public meeting of the Irvington Town Council was held November 10, 2016 at 7:30 pm, at the Irvington Town office.

Present:

Mayor Ralph D. Ransone
Councilman Michael Merrill
Councilwoman Frances Westbrook
Councilwoman Kathleen Pollard
Councilman Jerry Latell
Councilman Michael Bombay
Councilman Wayne Nunnally
Town Administrator Robert Hardesty
Legal Counsel Wesley M. Charlton

Guests

Audrey Thommason
Gary Hooper

Call to Order

The Mayor asked for a moment of silence.

Public Comments

Klaus Schascek asked if the town building & maintenance will be addressed. Bob Hardesty will address this under Building & Grounds Committee Report.

Minutes & Treasurer's Report

The treasurer's report and meeting minutes were reviewed. Wayne Nunnally motioned for approval and Jerry Latell seconded. All were in favor.

Planning Commission Report

Mike Merrill reported they had their regular monthly meeting on November 8, 2016. We discussed the continued work on the comprehensive plan which is moving along well. The CEO of Community Planning Partners was here again and we are getting toward a statement of the vision that we are going to propose for the town, in the future, that will be part of the comprehensive plan. Then, if the town council agrees to participate, we will present this at a joint meeting and then schedule a public hearing. From there, probably more changes will be made and then we will be ready for submission. We are looking at a February time range.

Town Administrator Monthly Report and State of the Town

On top of my normal duties of answering phone calls and e-mails and meeting visitors on various items I took two weeks off. I issued a zoning permit to Timothy & Leah Golden. They are putting an addition on to their home at 32 Waller Drive. I provided forms to Virginia Jordon for a possible business in one of Bill Westbrook's empty store fronts. I met with Chesapeake Tree Service regarding tree trimming and checked on some construction sites. I also attended the Planning Commission meeting and Rotary. I would like to comment on the Worthington house going up on Railway Drive, next to Jackie Brown. That house would not be allowed to be built if we had an ARB. I believe an ARB needs to be created to preserve the character of Irvington. I recommend that Council drive by and see this site. A lengthy discussion commenced on this subject and drawings were shared. Mayor Ransone recommends that Wes Charlton and Bob Hardesty get together next week and talk to the county.

Legal Counsel

Wes Charlton passed around a draft of a personnel policy manual. It's thorough and comprehensive and subject to review and change. It is requested that everyone take this home and look at it. We can talk about it at the next meeting in closed session. From there a final product will be produced.

It was requested by Town Council that an employment description and duties of Town Administrator be created. Copies will be made and sent to everyone and will be discussed at the next meeting.

MetroCast agreement is finalized. Two originals are in MetroCast's hands for signature, they should be returning one original to Mandy West. When she receives this, she will scan and send to everyone, plus copy and put in boxes here at the town office. We now have 18 more years of MetroCast.

Committee Reports:

Budget & Finance:

We are lacking June's report to finish our year-end report. There is a request for this information and that is the one thing that isn't complete yet. We just want everyone to know we are working on it.

Building & Grounds:

Tree Work:

We had three different contractors look at the big oak on the North Commons, the large oak tree by the back stop and the willow oaks along King Carter Drive. The tree specialists suggests that the willow oaks be trimmed up and then crop the tops of the crepe myrtles. Additional items of soil analysis and fertilizer for all the trees just mentioned plus application of mulch around the big oak in the North Commons were also addressed. We are concentrating on getting the trees taken care of first, then will re-address a fence around the big oak on the North Commons.

Town Office:

In regards to the holly bushes in front of the building, it would be very expensive to deal with the roots, perhaps we should remove them. We can't get to the building for repair work with the bushes there. Also, the flag pole needs to be taken down. We received an estimate of \$50 to take that away. After a short discussion we will get bids on removing the holly bushes and putting some fresh planting there. Wayne Nunnally motions to spend the \$50 to get the flag pole removed. Jerry Latell seconded, all were in favor.

Bob Hardesty has gotten bids to replace the roof. All the soffits need to be pulled down and the gutters are not attached. All roofing contractors say we have to do the soffit work first. The roofers do not work on the soffits and perhaps we should get a handy man to do that. Wayne Nunnally mentioned getting a general contractor as mentioned before. Bob Hardesty has the names of some general contractors but they are not returning my calls. Bob will try contacting them again.

Zoning Ordinances:

The topic of zoning is in the works with the Planning Commission. They are talking about alternatives to the 2 acre R-2 designations which has resulted in nothing to-date. There is no specific proposal at this time. Mike Merrill suggests we wait on the Planning Commission and their recommendations.

Public Safety:

CERT – Fran Westbrook might have a lead on a possible volunteer to help us with this program. More to follow.

Flags/Lights:

November 12 at 9:00am is the set date to put up Christmas lights with November 19 as a rain date. These are Saturday mornings. Mayor Ransone talked to Paul Elborn and he will be putting up the lanterns.

Technical Support:

Mike Bombay reported that we currently have 3 phone lines coming into this building. One of the lines is a dedicated fax machine. Since we don't get faxes anymore it is suggested that we eliminate the fax line and double up on another line to receive a fax (should we get one). Wayne Nunnally moves that the Technical Support committee eliminate the fax line and double up on one of the other lines. Jerry Latell seconded and all were in favor. Mike Bombay also talked to MetroCast about e-mails. We currently can get 5 e-mails free with our current service and we can get 5 more for \$5.00 per month. It was also mentioned that we can get 10 e-mails for free with Google. We should add the Planning Commission members to the e-mails as well. Mike Bombay will be working on this. In October Kathleen Pollard and Mike Bombay met with Carol Clark for several hours. She is redesigning our website. We came away with a lot of good ideas but it will probably be 5 to 6 months before we can meet back.

Old Business

Side Walks

Still waiting on Carter White of VDOT.

New Business

Historic District – Fran wants to do a little more work on that.

Crepe Myrtles – Will be discussed again at next meeting.

Debit Card - Mike Bombay motions to get a debit card for a better functioning office. Wayne Nunnally seconded motion and all were in favor. Mandy West will have a debit card created with "The Town of Irvington" written on it so everyone can use it as a need arises.

Round Table

Speed Device – When the monitor was here, people slowed down. Mike Merrill suggests we still obtain our own speed monitoring device because the Sherriff Department's device cannot be here all the time. Mike Merrill would like to have Bob Hardesty get an answer from VDOT and the Sherriff's Department about us getting one. Jerry Latell mentioned buying one and donating it to the Sherriff's Department and then they can lend it back to us. Bob Hardesty will look into this.

Railway Road Water Leak – Mike Merrill spotted a leak back on 10-2-16. He got Slim (Aqua representative) to look at it in October. He said he will get a contractor out here and fix it. It has not happened. Mike will call Slim again.

There are two dumpster lids broken and are a mosquito traps. We need to contact Doggett. Mandy West will contact them and get this done.

Grass Mowing was not done before the November Farmer's Market, people had to walk through really tall, wet, cold grass. Bob Hardesty will remind them for the spring.

Executive Session:

I, Kathleen Pollard, move that there be a roll call or other recorded vote, to be included in the minutes of the meeting, certifying that (1) only public business matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered. I, Kathleen Pollard, so move. Wayne Nunnally seconded and all were favor.

1. I, Kathleen Pollard, So Certify
2. I, Michael Merrill, So Certify
3. I, Frances Westbrook, So Certify
4. I, Jerry Latell, So Certify
5. I, Wayne Nunnally, So Certify
6. I, Michael Bombay, So Certify
7. I, Ralph D. Ransone, So Certify

Wayne Nunnally moves that Wes Charlton write a letter to Mr. Albert Pollard, Sr. admitting that the Citgo sign is not conforming and it's not grandfathered and that we made a mistake. That we approve it under the special use exception and thank Mr. Pollard for pointing it out to us. We should also send a letter to Citgo. Mike Bombay seconded and all were in favor.

Ralph D. Ransone asked for a motion to adjourn the meeting. Wayne Nunnally made a motion to adjourn, Fran Westbrook seconded and all were in favor.



Ralph D. Ransone, Mayor

Town of Irvington, Virginia
Balance Sheet
As of October 31, 2016

	<u>Oct 31, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
General Operating Checking ...	64,284.59
Certificates of Deposit	
CD7725 12/27/18*	5,558.07
CD9126 07/19/17*	27,280.62
CD7873 05/24/17	19,409.74
CD3578 03/22/17	24,047.26
CD9686 05/25/17	11,038.60
Total Certificates of Deposit	<u>87,334.29</u>
Total Checking/Savings	151,618.88
Other Current Assets	
Petty Cash Fund	100.00
Total Other Current Assets	<u>100.00</u>
Total Current Assets	151,718.88
Fixed Assets	
Buildings/Land	
North Commons	101,200.00
Main Commons	239,100.00
Town Office	33,500.00
Total Buildings/Land	<u>373,800.00</u>
Total Fixed Assets	<u>373,800.00</u>
TOTAL ASSETS	<u><u>525,518.88</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Fire Grant/State	10,000.00
Payroll Liabilities	874.60
Total Other Current Liabilities	<u>10,874.60</u>
Total Current Liabilities	<u>10,874.60</u>
Total Liabilities	10,874.60
Equity	
Opening Balance Equity	461,012.05
Retained Earnings	49,005.19
Net Income	4,627.04
Total Equity	<u>514,644.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>525,518.88</u></u>

Town of Irvington, Virginia
Profit & Loss Monthly/YTD
October 2016

	Oct 16	Jul - Oct 16
Income		
Auto/Golf Cart Tags Income		166.00
Cable TV/Comm Income	196.56	781.70
Interest Income	36.05	133.11
Permit Fees	70.00	260.00
Tax Revenues		
Occupancy Tax	7,772.17	36,517.54
Local Sales & Use Tax	2,437.68	9,924.82
Total Tax Revenues	10,209.85	46,442.36
Miscellaneous Income	50.00	64.00
Total Income	10,562.46	47,847.17
Expense		
Collection of Revenues Expense		10.00
Community Events		
Christmas Events	9.35	36.36
July 4th Parade/Concert		5,809.31
Total Community Events	9.35	5,845.67
Community Support /Tourism		
Town Commons/Tennis Cts/Gazebo	6.59	341.54
Steamboat Era Museum		1,200.00
Town WiFi		239.70
Total Community Support /Tourism	6.59	1,781.24
Dues & Subscriptions		260.00
Insurance		
Building/Property Insurance		1,230.00
General Liability Insurance		1,937.00
Total Insurance		3,167.00
Municipal Expenses		
Comprehensive Plan		257.20
Total Municipal Expenses		257.20
Office Expense		
Repairs & Maintenance	11.16	11.16
Janitorial		49.50
Computer	170.00	421.19
Postage		94.00
Supplies	81.54	1,046.78
Website Maintenance	150.00	515.00
Total Office Expense	412.70	2,137.63

	Oct 16	Jul - Oct 16
Employee Expenses		
Employee Bonding		173.00
Employer Payroll Taxes	264.21	1,338.17
Wages/Salaries	3,416.67	17,250.01
Workers Compensation Insurance		500.00
Total Employee Expenses	3,680.88	19,261.18
Planning Commission Expenses		
Public Notices	151.14	629.33
Planning Commission Expenses - Other	83.38	83.38
Total Planning Commission Expenses	234.52	712.71
Professional Services		
Legal	1,080.00	3,780.00
Total Professional Services	1,080.00	3,780.00
Public Safety		
Code Enforcement		-3,225.00
Total Public Safety		-3,225.00
Town Council Expenses		
Public Notices		400.19
Conferences/Seminars/Workshops		818.68
Total Town Council Expenses		1,218.87
Town Maintenance		
Refuse & Debris Removal	24.20	96.80
Grounds/Landscape	725.00	2,240.00
Sidewalks		1,550.00
Street Lighting		752.23
Total Town Maintenance	749.20	4,639.03
Utilities		
Electricity	800.00	2,520.84
Internet	82.95	249.65
Telephone	127.16	381.90
Water	22.11	61.09
Total Utilities	1,032.22	3,213.48
Miscellaneous Expense	125.91	161.12
Total Expense	7,331.37	43,220.13
Net Income	3,231.09	4,627.04

Town of Irvington, Virginia
Profit & Loss Actual vs Budget
 July through October 2016

	Jul - Oct 16	Budget	% of Bud...
Income			
Auto/Golf Cart Tags Income	166.00	9,800.00	1.7%
Bank Franchise Income		9,700.00	
Cable TV/Comm Income	781.70	2,430.00	32.2%
Interest Income	133.11	475.00	28.0%
Permit Fees	260.00	700.00	37.1%
Property Rental Fees		1,000.00	
Tax Revenues	46,442.36	174,303.00	26.6%
Miscellaneous Income	64.00	65.00	98.5%
Total Income	47,847.17	198,473.00	24.1%
Expense			
Capital Expenses		64,534.00	
Collection of Revenues Exp...	10.00	50.00	20.0%
Community Events	5,845.67	11,100.00	52.7%
Community Support /Tourism	1,781.24	5,850.00	30.4%
Dues & Subscriptions	260.00		
Insurance	3,167.00	4,600.00	68.8%
Municipal Expenses	257.20	15,000.00	1.7%
Office Expense	2,137.63	10,400.00	20.6%
Employee Expenses	19,261.18	45,699.00	42.1%
Planning Commission Expe...	712.71	1,100.00	64.8%
Professional Services	3,780.00	11,650.00	32.4%
Public Safety	-3,225.00	3,900.00	-82.7%
Town Council Expenses	1,218.87	1,400.00	87.1%
Town Maintenance	4,639.03	10,500.00	44.2%
Utilities	3,213.48	11,940.00	26.9%
Miscellaneous Expense	161.12	750.00	21.5%
Total Expense	43,220.13	198,473.00	21.8%
Net Income	4,627.04		100.0%

**Irvington Town Council
Regular and Public Meeting
October 13, 2016**

The regular and public meeting of the Irvington Town Council was held October 13, 2016 at 7:30 pm, at the Irvington Town office.

Present:

Mayor Ralph D. Ransone
Councilman Michael Merrill
Councilwoman Frances Westbrook
Councilman Jerry Latell
Councilman Michael Bombay
Councilman Wayne Nunnally
Town Administrator Robert Hardesty
Legal Counsel Wesley M. Charlton

Absent:

Vice-Mayor Kathleen Pollard

Guests

Audrey Thomasson, Rappahannock Record
Albert Pollard, Sr.
Dr. Robert Westbrook
Teresa Ransone
Cay Bradley
Jackie Brown
Gary Hooper
Bonnie Schascek
Klaus Schascek

Call to Order

The Mayor asked for a moment of silence, with special emphasis on Hurricane Matthew victims.

Public Comments

Dr. Westbrook reviewed the disaster preparedness program, its benefits and the equipment we have. He requested the Council name someone (on Council) for emergency quarterly meetings with the county and he requested that we reinvigorate this important program for Irvington. Attached is a list of the CERT equipment the town has.

Minutes & Treasurer's Report

The Treasurer's Report and meeting minutes were reviewed. Jerry Latell motioned for approval and Mike Bombay seconded. All were in favor.

Legal Counsel

Thomas Property:

Charges for the Thomas Property was discovered after closing. Wes Charlton contacted the taxing authority and stated that we cannot recover these expenses which came to about \$200.

MetroCast Franchise Agreement:

Wes Charlton requested that MetroCast agree to change this to a contract and they agreed. They also agreed to all changes except one. We tightened up the indemnification program. If they damage property they will fix it. Also included is venue for any type of dispute, which would be in Lancaster County. Wes Charlton recommends that the council approve the new contract. Wes will e-mail everyone a copy after it is signed. Wayne Nunnally motions to approve the contract and Fran Westbrook seconded. All were in favor.

Personnel:

Personnel policy handbook and resolution re: position of Town Administrator. Will table to next meeting. We are still working it but close to being complete.

Citgo Station Sign Issue:

Wes Charlton would like to take this under advisement and should have an opinion between now and next council meeting. Wes thanks Mr. Al Pollard for all his work.

Thank You Letter to Jackie Burrell:

Last month Council requested that Wes Charlton draft a letter to Jackie to thank her for 20 years of service. It was read and signed by all council in attendance. A copy of the letter is attached.

Planning Commission Report

Mike Merrill reported that 56 people attended the town meeting to discuss the results of the survey. It went well with good questions being asked. We are having good quality follow up conversations and we are moving well on the closing phases, but still have work to do. We are accessing public views. If you have additional commentary please present to Commission.

Committee Reports:

Public Safety:

We will let everyone digest what Dr. Westbrook said and address next month.

Flags/Lights:

November 12 at 9:00am is the set date to put up Christmas lights with November 19 as a rain date. These are Saturday mornings.

Technical Support:

The Town office now has a new monitor and the password has been changed. There will be a meeting with website developer and we will be getting prices on this. We don't know who is hosting e-mail. All we can do is wait for a bill. Wes Charlton requests that ordinances, with the correct numbers, be uploaded to the website.

Human Resources:

Mike Merrill asked that the name be changed, but removes the consideration after discussion. Mike Merrill made the motion that the name stay Human Resources Committee. Wayne Nunnally seconded. All were in favor.

Town Manager's Report

For September 8, 2016 to October 13, 2016 I received 45 phone calls, had 51 visitors, issued permits, met with tree service contractors, went through the safety deposit box, attended business after hours by the Lancaster By The Bay Chamber, made miscellaneous repairs and made Mandy a stand up desk insert, just to name a few. Mandy West is continuing to learn her new duties and is still working on the "clean out the files" project.

Side Walks

There is still no answer in regards to repairing the sidewalks and we still don't know who owns them. Wes Charlton said VDOT made a big deal about repair vs replace. If sidewalks get replaced we get a much better product, if it is repaired we get a cheap fix. They have it in the budget for this year but maybe not next year. They are reviewing old records. Wayne Nunnally suggested that VDOT owns the sidewalks because when they were put in Irvington didn't have any money. Wes Charlton will do some searching online, and stated "if we can't find what we need I will put in a FOIA request".

Speeding Issue

Speeding is still an issue in Irvington. After some discussion Wayne Nunnally and Fran Westbrook will send Wes Charlton everything they have.

Old Business

Oak Tree – Vendors were called about 4 x 4 and rope fencing installation., There have been no responses yet. Roots are exposed on tree and it is recommended that nobody drives over the roots because the tree is trying to heal itself.

E-Mail – Fran Westbrook is waiting on Kathleen Pollard's report to find out about the two existing. We are not using the 5 emails that will provide us. We will wait on Kathleen's report.

Town Building and Maintenance – Painting contractors can't paint until next spring. Walker Homes will get a quote for new heat pump air conditioner, paint, etc. Bob Hardesty recommends getting a general contractor and let them get subs.

Speed Warning Device – Wayne Nunnally spoke to Patrick McCranie and it is almost fixed, then it comes to Irvington.

New Business

Historic District – Fran mentioned that we went through all the trouble to be recognized and put on the map. We should be able to use that to our benefit when issuing zoning permits with VDOT and Dominion Virginia Power. Establishing standards will help us enforce the way we want Irvington to look. After some discussion, Fran Westbrook will take on the task. Wes Charlton requested any information to be e-mailed to him so he can get up-to-date on this subject.

Round Table

Constitutional week – A proclamation was read to the Council and everyone signed it. Wayne Nunnally moved that this be put into the meeting minutes. Fran Westbrook seconded and all were in favor. It is attached to these meeting minutes.

Water Problems - Mike Merrill spoke with Aqua and it is determined that Irvington has very old components and we should keep an eye out for water leaks. Richard Pittman is going to fix pipe at the Commons. Saturday.

Mike Merrill read the motion: "I, Michael Merrill, hereby move that the Town Council of the Town of Irvington go into closed or executive session, to discuss or consider the appointment of specific appointees, employment, performance, salaries & personnel matters, as well as the evaluation of such performance, pursuant to the Code of Virginia, section 2.2-3711(A)(1); to discuss plans related to the security of a Governmental building, pursuant to the Code of Virginia section 2.2-3711(A)(19); and to discuss the award of a public contract, pursuant to the code of Virginia 2.2-3711(A)(29). I, Jerry Latell, seconded motion.

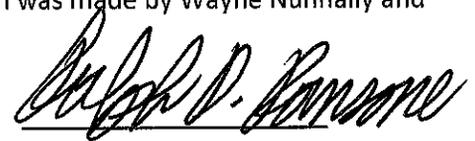
I, Mike Merrill, move that there be a roll call or other recorded vote, to be included in the minutes of the meeting, certifying that (1) only public business matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered.

1. I, Ralph D Ransone, So Certify
2. I, Michael Merrill, So Certify
3. I, Frances Westbrook, So Certify
4. I, Jerry Latell, So Certify
5. I, Wayne Nunnally, So Certify
6. I, Michael Bombay, So Certify

Mike Merrill proposes a motion to select Frank Tetrick be appointed to the Planning Commission, taking over as soon as position, presently held by Robert Morrison, is vacated. Mike Bombay seconded motion and all Town Council members were in favor with the exception of Councilman Wayne Nunnally who was not in favor.

Mike Merrill move that the Human Resources committee be authorized and directed to conduct reviews of employees Mandy West & Bob Hardesty on or about November 1, 2016 with respect to their employment and that the persons conducting the reviews on behalf of the Human Resources committee report their results to the Town Council at the November, 2016 meeting, including their compensation recommendations with respect to those employees and any compensation changes which are implemented will be retroactive to the date of the respective reviews. Wayne Nunnally seconded and all were in favor.

Ralph D. Ransone asked for a motion to adjourn the meeting. A motion was made by Wayne Nunnally and Mike Bombay seconded and all were in favor.



Ralph D. Ransone, Mayor

Receipt of CERT Equipment

Number	Item Identification	Description	Initials
		Motorola XTN Series Radio	
High Value CERT Kit (SR-7175k)			
1	MI-2035	Lge. Olive Green CERT Backpack with Reflective Stripe	
1	SR-3105-CERT	Liberty Hard Hat - Lime - CERT printed	
1	SR-4013A	Safety Vest - Adjustable - Class II CERT	
1	ET-1015M	Premium Double Palm Leather Glove - Medium	
1	ET-1036	Safety Glasses (Visitor Style)	
1	SS-1400	N95 Niosh Respirator/Dust Mask, Folded, Wrapped	
1	LH-3275	LED Flashlight (3 AAA)	
3	LH-3110	Spare AA Batteries	
1	CE-3001	Metal Whistle	
2	SS-2500L	Pair of Large Disposable Nitrile Gloves	
1	SW-2001	Emergency Survival Blanket	
1	FA-1250C	Sprain and Limb Injury Kit	
1	FA-1205D	Wound Treatment Kit	
Additional Items			
1	PrepareSmart	"Rite in the Rain" All-Weather Notebook	
1	PrepareSmart	"Rite in the Rain" All-Weather Field Operating Guide #573	
1		"Rite in the Rain" Pen	
2	Local Purchase	Vehicle CERT Signs	
1	Local Purchase	Lumber Crayon	
1	RescueEssentials	SWAT-T Tourniquet: Black (20-0110)	
4	RescueEssentials	Triangular Bandage (40-0190)	
2	RescueEssentials	Z-Pak Sterile Dressing (40-1022)	
1	RescueEssentials	Disposable GO Stretcher (50-0457)	
1	RescueEssentials	Shears; EMT 7.5" (50-0670)	

As certified by my initials above, I have taken possession of the Motorola radio and the CERT supplies and materials provided to me by the Town of Irvington, to help me fulfill my volunteer position as a Block Captain on the Disaster Preparedness Team. I agree to return the radio and all unused or re-usable CERT items to the town should I quit my volunteer role or should the town request their return.

On behalf of the Town of Irvington, I issued the above radio, supplies and equipment items.

Town of Irvington

235 Steamboat Road
Post Office Box 174
Irvington, Virginia 22480

Telephone (804) 438-6230
Fax (804) 438-6865
e-mail: info@Irvingtonva.org

COUNCIL MEMBERS
Kathleen F. Pollard
Vice Mayor
Gene H. Edmonds
Jerome S. Latell
Michael E. Merrill
R. Wayne Nunnally
Frances E. Westbrook

Ralph D. Ransone
Mayor
Robert A. Hardesty
Zoning Administrator
Town Manager
Wesley M. Charlton
Town Attorney
Jacqueline H. Burrell
Clerk of Council
Treasurer

October 13, 2016

Jacqueline H. Burrell
Post Office Box 142
254 King Carter Drive
Irvington, Virginia 22480

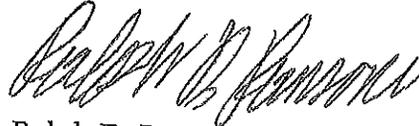
Re: Service to the Town of Irvington as Clerk of Council & Treasurer

Dear Jackie,

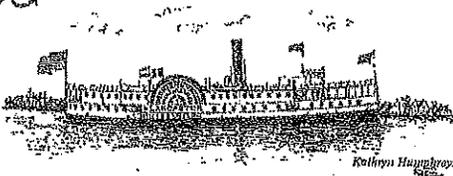
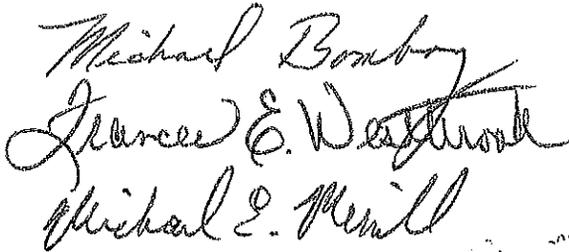
The town of Irvington and its council members hereby sincerely thank you for your exemplar loyalty and service for the past two decades. Your presence and assistance for both past and current members and town citizens has been stalwart. You have been a lodestar and have indeed helped steer the ship while keeping the engine running. You represent all that is great about the town - its history, its community, the selflessness of its citizens and its bright future.

Please accept this letter as a token of all of our appreciation and gratitude. You are truly beloved by all. You will be missed, but we hope to not miss you around town. With best regards, I am

Very truly yours,



Ralph D. Ransone, Mayor





Cobbs Hall Chapter
c/o Pamela Ward
316 Crossroad
Irvington, VA 22480

September 3, 2016

Ralph D. Ransome
Mayor of Irvington

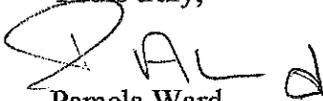
Dear Mister Mayor:

Enclosed is a proclamation for Constitution Week, September 17 – 23, 2016. We ask that you sign this and read it into the record at your next Town Council meeting.

The tradition of celebrating Constitution Week was started many years ago by the Daughters of the American Revolution (DAR). In 1955, the DAR petitioned Congress to set aside September 17-23 annually to be dedicated for the observance of Constitution Week. The resolution was later adopted by the U.S. Congress and signed into Public Law #915, on August 2, 1956, by President Dwight D. Eisenhower. Constitution Week is commemorated September 17 – 23.

We ask that you help us in promoting Constitution Week in Lancaster County. Please return the signed document to us for submission to our state DAR as proof that Lancaster County, and the Town of Irvington, support this important document. You may call me at 804-435-1910, and I will gladly pick it up.

Yours truly,


Pamela Ward

Copy -
original
sent back
10-17-16

A PROCLAMATION Constitution Week 2016

Whereas, September 17, 2016 marks the two hundred twenty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

Whereas, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

Whereas public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as constitution week;

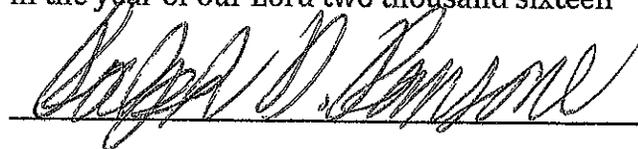
NOW, THEREFORE, I, Rannie Ransone, Mayor of the Town of Irvington, do hereby proclaim September 17 through 23, 2016 to be

CONSTITUTION WEEK

In Irvington and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787.

TOWN OF IRVINGTON, VIRGINIA

IN WITNESSS WHEREOF, I have here unto set my hand and caused to be affixed the Great Seal of the Town of Irvington on this seventeenth day of September in the year of our Lord two thousand sixteen



Town of Irvington, Virginia
Balance Sheet
As of September 30, 2016

	<u>Sep 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
General Operating Checking Acct	61,828.16
Certificates of Deposit	<u>87,304.21</u>
Total Checking/Savings	149,132.37
Other Current Assets	
Petty Cash Fund	<u>100.00</u>
Total Other Current Assets	<u>100.00</u>
Total Current Assets	149,232.37
Fixed Assets	
Buildings/Land	<u>373,800.00</u>
Total Fixed Assets	<u>373,800.00</u>
TOTAL ASSETS	<u><u>523,032.37</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Fire Grant/State	10,000.00
Payroll Liabilities	<u>1,619.18</u>
Total Other Current Liabilities	<u>11,619.18</u>
Total Current Liabilities	<u>11,619.18</u>
Total Liabilities	11,619.18
Equity	
Opening Balance Equity	461,012.05
Retained Earnings	49,005.19
Net Income	<u>1,395.95</u>
Total Equity	<u>511,413.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>523,032.37</u></u>

Town of Irvington, Virginia
Profit & Loss Monthly/YTD

September 2016

	Sep 16	Jul - Sep 16
Income		
Auto/Golf Cart Tags Income	36.00	166.00
Cable TV/Comm Income	193.63	585.14
Interest Income	31.07	97.06
Permit Fees	70.00	190.00
Tax Revenues		
Occupancy Tax	10,270.64	28,745.37
Local Sales & Use Tax	2,671.67	7,487.14
Total Tax Revenues	12,942.31	36,232.51
Miscellaneous Income	14.00	14.00
Total Income	13,287.01	37,284.71
Expense		
Collection of Revenues Expense		10.00
Community Events		
Christmas Events	8.96	27.01
July 4th Parade/Concert	552.50	5,809.31
Total Community Events	561.46	5,836.32
Community Support /Tourism		
Town Commons/Tennis Cts/G...	12.59	334.95
Steamboat Era Museum		1,200.00
Town WiFi		239.70
Total Community Support /Touri...	12.59	1,774.65
Dues & Subscriptions	260.00	260.00
Insurance		
Building/Property Insurance		1,230.00
General Liability Insurance		1,937.00
Total Insurance		3,167.00
Municipal Expenses		
Comprehensive Plan	83.38	257.20
Total Municipal Expenses	83.38	257.20
Office Expense		
Janitorial		49.50
Computer		251.19
Postage	47.00	94.00
Supplies	261.64	965.24
Website Maintenance	125.00	365.00
Total Office Expense	433.64	1,724.93

	Sep 16	Jul - Sep 16
Employee Expenses		
Employee Bonding		173.00
Employer Payroll Taxes	398.09	1,073.96
Wages/Salaries	5,166.67	13,833.34
Workers Compensation Insura...		500.00
Total Employee Expenses	5,564.76	15,580.30
Planning Commission Expenses		
Public Notices	78.00	478.19
Total Planning Commission Exp...	78.00	478.19
Professional Services		
Legal	900.00	2,700.00
Total Professional Services	900.00	2,700.00
Public Safety		
Code Enforcement		-3,225.00
Total Public Safety		-3,225.00
Town Council Expenses		
Public Notices		400.19
Conferences/Seminars/Works...	411.09	818.68
Total Town Council Expenses	411.09	1,218.87
Town Maintenance		
Refuse & Debris Removal	24.20	72.60
Grounds/Landscape	640.00	1,515.00
Sidewalks	1,050.00	1,550.00
Street Lighting		752.23
Total Town Maintenance	1,714.20	3,889.83
Utilities		
Electricity	825.50	1,720.84
Internet	83.16	166.70
Telephone	127.37	254.74
Water	18.37	38.98
Total Utilities	1,054.40	2,181.26
Miscellaneous Expense	13.23	35.21
Total Expense	11,086.75	35,888.76
Net Income	2,200.26	1,395.95

Town of Irvington, Virginia
Profit & Loss Actual vs Budget
 July through September 2016

	Jul - Sep ...	Budget	% of Bud...
Income			
Auto/Golf Cart Tags Income	166.00	9,800.00	1.7%
Bank Franchise Income		9,700.00	
Cable TV/Comm Income	585.14	2,430.00	24.1%
Interest Income	97.06	475.00	20.4%
Permit Fees	190.00	700.00	27.1%
Property Rental Fees		1,000.00	
Tax Revenues	36,232.51	174,303.00	20.8%
Miscellaneous Income	14.00	65.00	21.5%
Total Income	37,284.71	198,473.00	18.8%
Expense			
Capital Expenses		64,534.00	
Collection of Revenues Exp...	10.00	50.00	20.0%
Community Events	5,836.32	11,100.00	52.6%
Community Support /Tourism	1,774.65	5,850.00	30.3%
Dues & Subscriptions	260.00		
Insurance	3,167.00	4,600.00	68.8%
Municipal Expenses	257.20	15,000.00	1.7%
Office Expense	1,724.93	10,400.00	16.6%
Employee Expenses	15,580.30	45,699.00	34.1%
Planning Commission Expe...	478.19	1,100.00	43.5%
Professional Services	2,700.00	11,650.00	23.2%
Public Safety	-3,225.00	3,900.00	-82.7%
Town Council Expenses	1,218.87	1,400.00	87.1%
Town Maintenance	3,889.83	10,500.00	37.0%
Utilities	2,181.26	11,940.00	18.3%
Miscellaneous Expense	35.21	750.00	4.7%
Total Expense	35,888.76	198,473.00	18.1%
Net Income	1,395.95		100.0%

**Irvington Town Council
Regular and Public Meeting
September 8, 2016**

The regular and public meeting of the Irvington Town Council was held September 8, 2016 at 7:30 pm, at the Irvington Town office.

Present:

Mayor Ralph D. Ransone
Vice-Mayor Kathleen Pollard
Councilman Michael Merrill
Councilwoman Frances Westbrook
Councilman Jerry Latell
Councilman Michael Bombay
Councilman Wayne Nunnally
Town Administrator Robert Hardesty
Legal Counsel Wesley M. Charlton

Guests

Joyce Bombay
Lancaster County Clerk of Court Diane Mumford
Albert Pollard, Sr.

Call to Order

The Mayor called the meeting to order. Diane Mumford swore in Michael Bombay, Kathleen Pollard, Frances Westbrook and Ralph Ransone. This is effective until 8-31-2020. Mandy West was sworn in on 9-1-16 and that also is effective until 8-31-2020.

Public Comments

Al Pollard, Sr. made comments on the new Citco sign. His concern is the size of the sign and the color. He will write a letter within the next week so it can be addressed at the next meeting.

Minutes & Treasurer's Report

For the Treasurer's Report – Fran Westbrook noted (because QuickBooks is still new) that this is not the final format and we are still working on it. The chart of accounts seems to be working well. It also has been discovered that the Town has two restricted Certificates of Deposits designated for bike paths and for the library. Discussion commenced on if the Town can use the funds elsewhere, if desired. Wayne Nunnally mentioned if the designation is no longer possible that we can use the funds elsewhere if the funds came from the Town. If it came from a Trust we would have to approach the Trust. Mike Merrill mentioned we have a safe deposit box and asked if we need one. This will be looked into before the next meeting.

For the Meeting Minutes of August 11, 2016 – Mike Merrill motioned for approval and Jerry Latell seconded motion. All were in favor.

Legal Council:

MetroCast Franchise Agreement

It is time for MetroCast to do another 15 year franchise agreement with the Town of Irvington. After some discussion it was agreed on that Wes Charlton will renegotiate this contract with MetroCast. No motion was needed.

Sidewalks

There will be a meeting on September 16, 2016 with VDOT and Wes Charlton will report on that next month.

Hundley Property

They are in violation of residential R-1 zoning ordinance. They are storing industrial equipment on their property. 5 letters have been written to them they have never responded. September 9, 2016 is the deadline. Wes Charlton will call and see if they have received the letters.

Planning Commission Report

Mike Merrill reported that the survey had a terrific response of 50%. We are anticipating a good turnout. A draft program is ready. The meeting is scheduled for September 15, 2016.

Committee List

The Mayor asked everyone what committees they wanted to be on. In regards to FOIA - it was mentioned that if each committee keep it under 3 people agenda's, notifications, etc. are not required. Everyone committed to a committee and a final copy of that is attached to these meeting minutes. It was mentioned that these committees will maintain their own meeting minutes.

Committee Reports:

Building and External

Robert Hardesty reported on estimates for the Town Building. All are licensed and insured. Clark's Roofing is \$4969, Lee's Roofing came in at \$1675 and Bush Painting was \$1800 for painting the exterior.

Old Business

Storage building - Is put on hold for now.

Oak Tree - We are still working this project. After some discussion about keeping the roots safe, perhaps an arborist should be hired to advise us. The Mayor suggested that Building and Grounds committee can look into this.

E-Mail – Fran Westbrook is still looking into this. After some discussion (and a Technical Support Committee being formed) they will be in charge of getting everything straight.

Seeding the Commons – Gordon Slatford has provided seed & equipment to reseed Town Commons and Steamboat Era Museum will repair the damage from the tent being up for 3 weeks.

Speed Warning Device – There is an old device that belongs to the Sherriff's Department being repaired and upon completion we will get it. We will need to have permission by VDOT and the Dominion Virginia Power to put this into place.

Doggett Dumpster – One still needs to be replaced.

New Business

Fran Westbrook would like for Mandy West to join Virginia Municipal Clerk's Association. So Mandy can have access for information. To join is \$20/year. Also, there is a workshop in Richmond that she should attend. Wayne Nunnally made a motion for approval and Jerry Latell seconded and all were in favor.

Roundtable

Citgo Sign – After some discussion, all were in agreement to wait on Mr. Pollard's letter for further discussion. In the meantime, Wes Charlton will look into ordinances and legalities.

Kathleen Pollard read the motion: "I hereby move that the Town Council of the Town of Irvington go into closed or executive session, to discuss or consider employment, salaries & personnel matters, pursuant to the code of Virginia, section 2.2-3711(A)(1); to discuss or consider the disposition of publicly held real property, pursuant to code of Virginia, section 2,2-3711(A)(3); and to consult with legal counsel regarding probable or actual litigation, pursuant to the code of Virginia, section 2.2-3711(A)(7). I, Kathleen Pollard so move. Mike Merrill seconded motion.

1. I, Kathleen Pollard, So Certify
2. I, Michael Merrill, So Certify
3. I, Frances Westbrook, So Certify
4. I, Jerry Latell, So Certify
5. I Wayne Nunnally, So Certify
6. I, Michael Bombay, So Certify

Ralph D. Ransone asked for a motion to adjourn the meeting. A motion was made by Wayne Nunnally, seconded by Jerry Latell and unanimously approved by all.



Ralph D. Ransone, Mayor

**Irvington Town Council
Regular and Public Meeting
August 11, 2016**

The regular and public meeting of the Irvington Town Council was held August 11, 2016 at 7:30 pm, at the Irvington Town office.

Present:

Mayor	Ralph D. Ransone
Vice-Mayor	Kathleen Pollard
Council	Gene Edmonds
	Michael Merrill
	Frances Westbrook
	Jerry Latell
Zoning Administrator	Bob Hardesty

Absent:

Council	Wayne Nunnally
Legal Counsel	Wesley M. Charlton

Guests:

Mike Bombay
Bonnie Schaschek
Susan Edmonds

Call to Order

The Mayor called the meeting to order and asked for a moment of silence. The Mayor introduced & welcomed Mandy West as the new Town Clerk who started on August 1, 2016.

Public Comments

Bonnie Schaschek wished to thank Gene Edmonds for his years of service to the Irvington Town Council. Secondly, she commented on the condition of Town Commons grounds. Some areas need to be reseeded, fertilized and cleaned up and the oak tree needs to be trimmed. After some discussion, Gene Edmonds made a motion that the town take care of the tree issue and that VIA, should they accept the responsibility and with the blessing of the town, re-seed the Town Commons. Mike Merrill seconded the motion. All were in favor. A suggestion was made that VIA should take up this subject at their next meeting. Next, Bonnie Schaschek talked about the condition of town hall. A suggestion had been made in the past about a new town hall. As we are taking in bids to fix the current town building, she requested that we please keep in mind the value of this current building before repairing it. Mike Bombay thanked Gene Edmonds for his years of service.

Minutes & Treasure's Report

The Mayor asked for a motion to accept May's Treasurer's Report. Jerry Latell made a motion for approval, Kathleen Pollard seconded motion. All were in favor. The Mayor asked for a motion to accept the minutes of Town Council Meeting on July 14, 2016. With "Robert" mentioned several times in the meeting minutes it

will be corrected to read Robert Harper for clarity. Kathleen Pollard motioned for approval of the corrected meeting minutes and Fran Westbrook seconded. All were in favor.

Norris Bridge Resolution

The resolution in support of the Norris Bridge replacement was prepared by Wes Charlton, scanned and sent by e-mail Lancaster Board Supervisor Wally Beauchamp. Resolution is attached and made a part of these minutes.

MetroCast Franchise Agreement

The franchise agreement with MetroCast was tabled until the next Town Council Meeting. Wes Charlton is in the process of reviewing the agreement.

Planning Commission Report

Mike Merrill reported that the elections are complete with Bill Young as Chairman, Ed Sulick as Vice Chairman and Secretary is Bonnie Schaschek. Craig Wilson from CPP attended the meeting. He presented a further revision of the comprehensive plan and also a draft of the survey questionnaire. The survey will be mailed on 8/16/16 to Irvington property owners only. There will be 2 surveys per envelope, to be returned on 8/30/16. We will have a public meeting on 9/15/16 at the Irvington Baptist church at 7:00pm.

Zoning Administrator

VDOT is still studying their records to determine "who owns what" in regards to sidewalks. Bob Hardesty has switched to a 9:00am to 1:00pm schedule to help with the (and assure a smooth) transition of Mandy West coming onboard.

Committee List

The Mayor mentioned with Mike Bombay coming on board we should make a new committee list. We may wish to have a Town Commons Committee unless those items are being addressed under Building and Grounds Committee.

Committee Reports

Gene Edmonds noted that all flags have been replaced in the last year to 18 months. We have a dozen or so in a box ready in case anything happens.

Building and External

We are still getting estimates but want to get a few more. We would like to have three (3) bids each for painting, roof repair and revamping the entrance. Mike Merrill questioned the scope of the activities of the Building and External Committee and asks "Does this committee also look at maybe selling this building"? It was suggested that members review the current bids for further discussion at the next meeting.

Finance Committee

We are thrilled to see a QuickBooks reports. Somebody should join budget and finance committee to take over preparing the budget. Budget process will be a whole lot easier with QuickBooks.

Old Business

We are looking into a storage building. Bob Hardesty called Kilmarnock Storage and they quoted \$170/month for 15 x 25 space. This might be something to consider. We are not sure all our items will fit. Perhaps it make sense to inventory our items, like the bells that take up a lot of space. Currently, David

Cheek stores the bells. Some of the items are subject to infestation and perhaps we might want to purchase plastic tubs with lids to keep the items in good shape.

Discussion started about putting a fence around the large oak tree on the north Town Commons. After some discussion Bob Hardesty makes the suggestion to put up 4 x 4's with rope on top and through it. This will protect the roots of the tree. Bob Hardesty suggests the Town take care of it. Mike Merrill made a motion that we expend the funds to create a temporary enclosure for the large oak tree on the north Commons in a basically circular form with cutouts for bicyclists, pedestrians, baby carriages, etc. to enter, but no motor vehicles or golf carts and to get two (2) bids from at least two sources. Jerry Latell seconded the motion and all were in favor.

New Business

Mike Merrill looked into a speed warning devices. After some discussion it was decided that we need to get more information and we have to check with VDOT and/or Dominion Virginia Power before making a final decision.

A raffle permit application from Chesapeake Academy has been submitted. Kathleen Pollard moved that it be approved. Gene Edmonds seconded. All were in favor.

Mike Bombay will be coming on Town Council and will be coming off Planning Commission. It has been submitted to the Rappahannock Record and it ran two times. Gary Hooper is the only applicant and he is well qualified. Mike Merrill motioned that we appoint Gary L. Hooper to Planning Commission. Gene Edmonds seconded and all were in favor. He will fill the rest of Mike Bombay's unexpired term as of 9/1/16. We need new signature cards to remove Jackie Burrell and add Mandy (Marianne Z.) West. A letter needs to go to the Chesapeake Bank (not the meeting minutes). We need to have this in the minutes. Kathleen Pollard will take care of the letter. Kathleen Pollard made a motion that we get new signature cards to replace Jackie and add Mandy West. Kathleen Pollard and Bob Hardesty and Ralph D. Ransone will remain on the account. Fran Westbrook seconded and all were in favor.

E-mail – with consideration of the Freedom of Information Act the Town is to consider new e-mails be set up for how we communicate so we can keep our private e-mails private. Fran Westbrook suggested that we have these new town e-mail addresses posted on the website. It was mentioned that e-mails are not coming through because there are 3000 unopened e-mails going back to 2014. Mike Bombay said we can't delete them. It was decided on putting them on a thumb drive to clear out the system.

Payroll Liabilities - Fran Westbrook stated that we have the ability to go online with the IRS, Social Security Administration, Virginia Department of Taxation and the Virginia Employment Commission. We would like to set these accounts up and have our checking account auto-debited. Gene Edmonds made a motion that we set this up and Kathleen Pollard seconded. All were in favor.

The Mayor publically thanked Gene Edmonds for all his work over these past 8 years.

Any Other Business

Mike Merrill mentioned that at the Town Commons the Doggett trash can lids are cracked or broken and standing water is in the containers where mosquitos are breeding. Bob Hardesty will call Doggett and have the lids replaced. Also the mowing contract is with Arrowhead and they were supposed to cut the grass before the Irvington Farmer's Market and it didn't happen.

Bob Hardesty got a letter from VML members and he read just a paragraph. Virginia is one of the states that does not yet accept federal medicare dollars to address the health coverage gap and as a result 400,000 Virginians are being denied health care coverage. There are counties and cities that can gain coverage. Fran Westbrook questioned whether we have to (or not) sign on to The Affordable Health Care Act. It was decided that this subject will be tabled until next month.

Mike Merrill moved that town council authorize Mike Bombay to attend executive session based on the facts set forth in Virginia code section 2.2-3712 (f) as he is necessary and his presence will reasonably aid the public body in his consideration of the topic under discussion. Gene Edmonds seconded. All were in favor. Kathleen Pollard read the motion for to go into closed or executive session. "I hereby move that the town council of the Town of Irvington go into closed or executive session to discuss employee performance, duties and policy based on the code of Virginia 2.2-3711 (a) (1). Gene Edmonds seconded motion. Vote – Yea: Latell, Merrill, Pollard, Westbrook. Nay: 0.

Kathleen Pollard read the motion for certification: "I move that there be a roll call or other recorded vote, to be included in the minutes of this meeting, certifying that (1) only public business, matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered."

1. I, Kathleen Pollard, So Certify
2. I, Michael Merrill, So Certify
3. I, Gene Edmonds, So Certify
4. I, Frances Westbrook, So Certify
5. I, Ralph D. Ransone, So Certify
6. I, Jerry Latell, So Certify

Ralph D. Ransone asked for a motion to adjourn the meeting. A motion was made by Gene Edmonds, seconded by Fran Westbrook and unanimously approved by all.



Ralph D. Ransone, Mayor

COUNCIL OF THE TOWN OF IRVINGTON, VIRGINIA

Resolution

**In Support of the Northern Neck Planning District Commission
Robert O. Norris Bridge Replacement HB2 Project Application to the
Commonwealth Transportation Board**

Whereas, highway transportation is vitally important to the Northern Neck region, and specifically Virginia Primary Route 3 corridor improvements are essential; and

Whereas, Route 3 serves as the access road to current businesses and industries, to all of the industrial sites and buildings, and to tourist attractions; and

Whereas, for many, Route 3 is the transportation link to jobs outside the region; and

Whereas, the Northern Neck counties have a long standing general objective to work toward making Route 3 improvements from U.S. Route 301 in King George County to Virginia Route 33 in Middlesex County; and

Whereas, the Robert O. Norris Bridge is an important and essential link to the Route 3 Corridor; and

Whereas, the Robert O. Norris Bridge was originally built in 1957, substantially repaired in 1994 and currently in need of additional substantial repairs; and

Whereas, the Northern Neck region localities feel that the Robert O. Norris Bridge should be replaced; and

Whereas, the Northern Neck Planning District Commission will be submitting an HB2 Application to the Commonwealth Transportation Board to have the Robert O. Norris Bridge replacement included in the Virginia Department of Transportation's FY 2018 Six-Year Improvement Program.

Now Therefore be it Resolved, that the Irvington Town Council hereby fully endorses and supports this application and urges the Commonwealth Transportation Board to include this project in the Virginia Department of Transportation's FY 2018 Six-Year Improvement Program.

Adopted this 11th Day of August 2016.

VOTE: Kathleen F. Pollard
R. Wayne Nunnally
Jerry S. Latell
Michael E. Merrill
Frances E. Westbrook
Gene H. Edmonds
Mayor Ralph D. Ransone, non-voting

COPY TESTE:

*Scanned &
Sent to
WBeauchamp@
LANCORA.C
on 8-10-16
mzw*

Mandy West

Mandy West, Town Clerk

**ADDENDUM TO JANUARY 23, 2017 DRAFT OF TOWN OF IRVINGTON, VIRGINIA
COMPREHENSIVE PLAN**

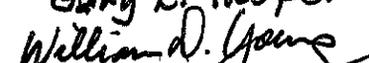
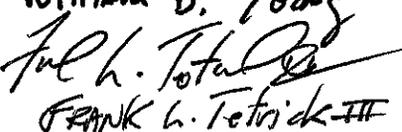
The document titled TOWN OF IRVINGTON, VIRGINIA COMPREHENSIVE PLAN 2017 is changed and amended as follows:

1. The title page shall precede the "ACKNOWLEDGEMENTS" page.
2. The following names are to read Edward J. Sulick, Vice Chairman, and Jacquelyn Y. Brown.
3. Page 32, column 2, last full paragraph, delete last sentence and the following sentence through the word "included" and substitute the following: "Ideas with a higher response rate, and those deemed significant by the Planning Commission, were given further attention in the development of this Comprehensive Plan. Among these items are:"
4. Page 36, Goal A, First Objective, after the word "Village" delete the comma and insert "and its Historic District".
5. Page 38, Goal F, Strategy #1, line 4, delete "and". After "Authority" insert a comma, followed by the phrase "and the Center for Innovation and Development".

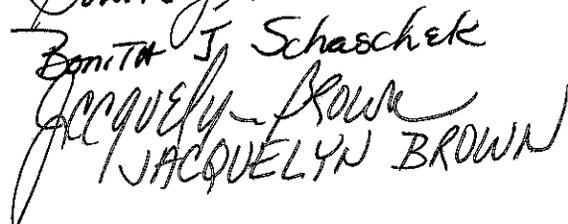
RESOLUTION ADOPTED BY THE PLANNING COMMISSION OF THE TOWN OF IRVINGTON, VIRGINIA, THIS 7 DAY OF MARCH, 2017

The Draft Town of Irvington, Virginia Comprehensive Plan 2017 dated January 23, 2017, as changed and amended by the Addendum stated above, are hereby certified to the Town Council of the Town of Irvington, Virginia as representing the recommendation of the Planning Commission for adoption by the Town Council as the valid and ongoing comprehensive plan for the Town, as of the date of approval by the Town Council.


Edward J. Sulick

Gary L. Hooper

William D. Young

FRANK L. Totrick III


Michael E. Merrill

Bonita J. Schaschek

JACQUELYN BROWN

Irvington Town Council
Regular and Public Meeting
July 14, 2016

The regular and public meeting of the Irvington Town Council was held July 14, 2016 at 7:33 pm, at the Irvington Town Council

Present:

Mayor	Ralph D. Ransone
Vice-Mayor	Kathleen Pollard
Council	Gene Edmonds Michael Merrill Wayne Nunnally Frances Westbrook
Zoning Administrator	Bob Hardesty
Legal Counsel	Wesley M. Charlton

Absent:

Council	Jerry Latell
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Guests:

Mike Bombay
Bonnie & Klaus Schaschek
VDOT – Robert Harper
Gary Hooper

Call to Order:

The Mayor called the meeting to order and recognized the attacks in France

Public Comment:

Klaus Schaschek apologized for speaking up at the last meeting. He made a suggestion that it should be in the paper whether the public can comment or not, as there were a number of residents that had wanted to speak. Question: You have \$11,000.00 in the budget for legal fees, is it part of the contract signed in April? Answer: Yes Klaus asked to see the Bids that went out. Wes explained the town is exempt from the bidding process based on Va. Code Section 2.2-4343(A)(9) exempts towns with a population of less than 3,500 from the VPPA. Irvington has a population less than 3,500.

VDOT: Report on Sidewalks

Robert Harper spoke about the sidewalk situation in Irvington and what belongs to Irvington and what belongs to VDOT. The information is based upon preliminary research done by Carter White and Robert

Harper of the highway plans from the 30's, 40's and 50's which are not as detailed as current plans. VDOT owns the sidewalk recently put in at intersection of RT 200 (Irvington Road) and King Carter Drive. VDOT only maintains sidewalks they actually put dollars into and it is possible some of Irvington sidewalks were put in by WPA (Works Progress Administration) which is a Federal government program for putting people to work. It was stated the WPA ownership is usually the homeowners responsibility. Wayne Nunnally questioned the usually, and wanted to know about the unusual. No answer. Robert Harper then presented a graph based upon the research, reminding the council it was tentative, he will make copies for Council. Tentatively, VDOT does not own sidewalks on North RT 200 (formerly RT3) – except new project. RT 635 in front of Town Office (Steamboat Road) is VDOT, RT 634 (King Carter Drive) all the way up to Lancaster Drive is owned by VDOT. But everything is tentative. Gene Edmonds asked what tentative meant and Robert Harper explained a full study (property records, detail engineer plans... etc) must be requested by the town to Carter White. Robert Harper stated it just requires a letter for the request and not a Freedom of Information Act request. Wes Charlton will generate and send out the letter. Robert will scan document and send to Wes for distribution to Council Members. Wes Charlton questioned if the town took immediate action to repair sidewalks and it was then determined VDOT owned it, would VDOT reimburse the town. The Answer is NO, VDOT will not. Robert Harper did state that VDOT would come and repair sidewalks using asphalt like they did at the church until ownership is determined based upon the full study which could take months. Robert Harper will supply Wes Charlton with contact information for Carter White to start the process. Mike Merrill question if VDOT plans were in existence to repair sidewalks tentatively owned by VDOT. Answer: Yes, but do to budget cuts, decreased staff, winter setting in and several other issues plans were put on hold and now are on hold until final ownership is determined. Wayne Nunnally again questioned VDOT maintenance based upon tentative graph plan and Robert Harper confirmed that VDOT in the past did maintain the sidewalks but no longer has the concrete division. Wes Charlton questioned whether VDOT has a record of all the sidewalks they worked on. Robert Harper answered No. Question - does VDOT contract work out? Answer – yes but the records would only show amount of concrete used. The Council will need to use FIA to get information. Wayne Nunnally and Wes Charlton required a copy of the graph. The sidewalk on 200 passed the dentist office was questioned again and Robert Harper confirmed that VDOT issued Verizon permits to put their boxes in the sidewalk, which implies ownership. Bottom line - the council must follow by requesting a study before VDOT will do anything. Kathleen Pollard Questioned Tavern Road – VDOT needs to come in a with levels and run grades to see what will happen with the water. Ralph Ransone mentioned that the lights on the new project are constantly going off when cars pass by. Robert Harper will have someone look into it.

Minutes and Treasurer's Report:

Gene Edmonds made a motion to approve the minutes June 9th and June 23rd. Kathleen Pollard seconded. Vote – Yea: Edmonds, Merrill, Nunnally, Pollard, Westbrook; Nay: 0
Treasurer's report was not available for review.

Zoning Administrator:

Mr. Hardesty is requesting a new copier for the zoning office downstairs at Town Hall. Wayne Nunnally made a motion for Mr. Hardesty to get a new copy machine, Gene Edmonds seconded. Vote Yea, Edmonds, Merrill, Nunnally, Pollard, Westbrook; Nay: 0
Mr. Hardesty brought up the required letter for the Towers Project – to be discussed in Round Table

Committee Reports:

Planning Commission Mike Merrill reported the Planning Commission had several workshops relating to the comprehensive plan and completed the review of the document supplied by CPP but not the maps. CPP created a draft of the survey to be sent to homeowners in the town. The committee reviewed it adding

comments and it is about ready to go out. The letter will go out under the Mayor's signature but is in the process of being completed. Anonymity of the survey was questioned.

No other committee reports given.

Old Business:

The Mayor thanked everyone for all the efforts put into the July 4th weekend activities. The Parade, the concert and the Market all in all it was a very busy weekend.

New Business:

Mike Merrill discussed the condition of Town Hall, the roof leaks, the shutters are falling off, the front stoop is angle so you cannot open the door, soffits are rotten, paint is chipping off building, we have the ugliest flag pole in the United States and it is rusting causing a hazard. Work needs to be done before the building falls down. Mike did research and found the Town Hall is not ADA compliant and is not exempt or grandfathered. There are 3006 counties in the United States and Lancaster County is the 5th oldest so it is not unreasonable to assume a handicapped or wheelchair person will not visit Town Hall. At a minimum Mike Merrill would like to get ADA approved access to the building. Wayne Nunnally questioned whether a restroom was required and Fran Westbrook answered No, but if you do have one it must be ADA compliant. Kathleen Pollard suggested a new Building on the North Commons. No response made. The Mayor recommended making a list of items required and getting contractors for estimates. Painting Contract, Roofing Contract, construction Contractor, etc. Mike Merrill requested a mail slot be put in the front door. Mr. Hardesty said he would take care of it. Fran Westbrook questioned VDOT new project because cars are driving off the curb. Can we paint the curb yellow? VDOT will not do it, so the Town will consider painting rather than leaving the cones there. Mr. Hardesty has a gallon of the VDOT yellow paint that can be used. The Mayor will talk to Robert Harper about painting before the town does anything.

Mike Merrill brought up the complaints about speeding in town and presented a picture of a device that can be installed to flash the speed and gather information. Gene Edmonds questioned the legality of it. If we are just monitoring and not ticketing people it may be OK, the device would be used to conduct the study of traffic and hopefully slow down speeders. Someone should talk with the Sheriff about devices or options, Wayne Nunnally volunteered. Pending a decision until Wayne gets back to council.

Round Table:

Wes Charlton will draft a letter for the Towers, Lancaster County, Kilmarnock and White Stone passed a resolution for the replacement of the bridge and The Mayor requested a motion Irvington to do the same. Fran Westbrook made the motion Wayne Nunnally seconded vote: – Yea: Edmonds, Merrill, Nunnally, Pollard, Westbrook; Nay: 0

Fran brought up there are new residents in town that are not aware of the dog ordinance, Mr. Hardesty will follow up with Fran and speak to the dog owners.

Fran Westbrook brought up a couple houses are renting out and occupancy tax is not being collected. The information should be given to Jackie for letters to be sent out. Kathleen Pollard recommended Wes Charlton send a letter to person that is constantly ignoring town letters.

Mike Merrill brought up the abandon trailer behind the church, Wayne Nunnally brought up another derelict property, the Mayor recommended Mr. Hardesty to look into the issue and take appropriate action.

Kathleen Pollard reported that she has contacted the County about the Irvington Tax approval. A letter of intent needs to go to the Lancaster Treasurer to set up the collection process and that they would receive 10% of what was collected as an administration fee.

Kathleen Pollard reported on the WiFi in town. There is a new owner (Sideways) in Lively and he gave her a new price of \$480.00 versus \$1,200.00. He did request that if service is required please let the Hope & Glory know, were not pleased when someone showed up to service equipment and they are not aware of it.

Council Moved to executive Session:

Motion made by Gene Edmonds for Mike Bombay to attend Mike Merrill seconded: Vote Yea, Edmonds, Merrill, Nunnally, Pollard, Westbrook; Nay: 0

Kathleen Pollard read the motion for an Executive Session: "I hereby move that the town council of the Town of Irvington go into closed or executive session to discuss employment and salaries pursuant to Virginia Code Section 2.2-3711 (A)(1)." Fran Westbrook seconded: Vote Yea, Edmonds, Merrill, Nunnally, Pollard, Westbrook; Nay: 0

Kathleen Pollard read the motion for certification: "I move that there be a roll call or other recorded vote, to be included in the minutes of this meeting, certifying that (1) only public business, matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered."

1. I, Kathleen Pollard, So Certify
2. I, Michael Merrill, So Certify
3. I, Gene Edmonds, So Certify
4. I, Wayne Nunnally, So Certify
5. I, Frances Westbrook, So Certify
6. I, Ralph D. Ransone, So Certify

Ralph D. Ransone asked for a motion to adjourn the meeting. A motion was made by Gene Edmonds, seconded by Wayne Nunnally and unanimously approved by all.

Ralph D. Ransone, Mayor

**IRVINGTON TOWN COUNCIL
SECOND READING PUBLIC HEARING MEETING**

JUNE 23, 2016

The second reading public hearing meeting of the Irvington Town Council was held at the Town Office at 235 Steamboat Road, Irvington, VA on the above date at 7:30 pm.

PRESENT:

Mayor	Ralph D. Ransone
Vice-Mayor	Kathleen Pollard
Council Members:	Gene Edmonds Jerry Latell Michael Merrill R. Wayne Nunnally Fran Westbrook
Legal Counsel	Wesley M. Charlton

GUESTS:

Bonnie & Klaus Schaschek	Audrey Thomasson – Rapp Record Reporter
Marsha Chapman	
Mike Bombay	
Catherine Crabill	

CALL TO ORDER: Mayor Ransone called the meeting to order at 7:35 pm.

The Mayor noted that this was the second reading of the 2016-2017 Proposed Budget and asked if any council members had any comments on the budget prior to the vote. Mr. Latell commented that he had spoken to Chris White at VDOT regarding certain issues pertaining to the repair of the town's sidewalks and received a quote of approximately \$300/ft. This was slightly higher than a previous quote by a local contractor of approximately \$60/ft. Mrs. Westbrook shared that she researched other small towns with regard to their real estate tax rate and found most implemented a rate of between \$0.08 and \$0.24 per \$100 of assessed real estate value. Mrs. Pollard had contacted Susan Cockrell at the town of Kilmarnock to seek information on the land developer for Kilmarnock's new "town park." She suggested council might want to consider this developer for assistance of a planned use of the North Commons property. The cost would be approximately \$25,000 to \$30,000 based on the town of Kilmarnock's fee of approximately \$50,000. Mr. Merrill and Mr. Edmonds discussed other issues for use of the proposed tax revenue to bring tourists and others to our wonderful town. Mr. Nunnally was opposed to all ideas presented and did not see a need for establishing a real estate tax.

**IRVINGTON TOWN COUNCIL
SECOND READING PUBLIC HEARING MEETING
JUNE 23, 2016**

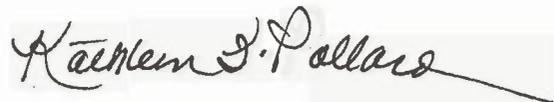
-2-

After all discussions by council members, Mayor Ransone shared his view that he was not in favor of the real estate tax at \$0.05 per \$100.00. He felt a more favorable rate would be \$0.02 or \$0.03 per \$100.00. He just commented on his personal feelings regarding the new proposed tax rate. At this time, he asked for a motion to approve the budget, which was made by Mrs. Pollard and seconded by Mr. Merrill. All town council members approved the proposed 2016-2017 budget, with the exception of Mr. Nunnally, who voted nay. The vote carried by five members in favor and one member opposed.

Prior to adjournment, Mr. Merrill requested that Mr. Mike Bombay (Town Council Member – elect) be allowed to attend the following Executive Session whereby issues of Personal Employment Policies and Job Descriptions would be discussed. Mr. Bombay's term will begin at the September meeting, but he was allowed to attend pursuant to Virginia Code, Section 2.2-3712 (F) as moved by Mr. Nunnally, seconded by Mr. Edmonds and approved by all members.

There being no further business, a motion to adjourn was made Mr. Nunnally, seconded by Mr. Latell and passed by all members at approximately 8:05 pm.

Respectfully submitted,



Kathleen F. Pollard
Vice Mayor

Town of Irvington

235 Steamboat Road
Post Office Box 174
Irvington, Virginia 22480
Telephone (804) 438-6230
Fax(804)438-6865
e-mail: info@irvingtonva.org

COUNCIL MEMBERS

Kathleen F. Pollard
Vice Mayor
Gene H. Edmonds
Jerome S. Latell
Michael E. Merrill
R. Wayne Nunnally
Frances E. Westbrook

Ralph D. Ransone
Mayor
Robert A. Hardesty
Zoning Administrator
Town Manager
Wesley M. Charlton
Town Attorney
Jacqueline H. Burrell
Clerk of Council
Treasurer

June 24, 2016

Mr. George E. "Sonny" Thomas
Commissioner of the Revenue
Lancaster County
8311 Mary Ball Road Suite 203
Lancaster, VA 22503

RE: 2016-2017 Real Estate Tax Rate
(Fiscal Year: July 1, 2016--June 30, 2017)

Dear Mr. Thomas,

We wish to advise you that the Town Council of the Town of Irvington approved implementing a tax rate for the town's real estate ordinance pursuant to Section 58.1-3007 of the Code of Virginia and Section 34.32 of the Code of the Town of Irvington. The Town Council held a second reading public hearing on June 23, 2016, for the proposed 2016-2017 Budget that included the real state tax rate of \$0.05 per \$100.00 on the assessed value of real estate in the Town of Irvington (Lancaster County).

As you have requested, we are enclosing a copy of the draft minutes from the June 23, 2016 meeting. If you have any questions or need additional information, please contact us.

Yours very truly,



Kathleen F. Pollard
Vice Mayor

Cc: Mrs. Bonnie Haynie
Treasurer
Lancaster County

Mr. Wes Charlton
Town Attorney



**Agenda
Second Reading and Vote
June 23, 2016**

**Second Reading of the Proposed Budget for 2016-2017
Vote
Adjournment**

**Agenda
Second Reading and Vote
June 23, 2016**

**Second Reading of the Proposed Budget for 2016-2017
Vote
Adjournment**

D4 • June 16, 2016

RAPPAHANNOCK RECORD

Town of Irvington

NOTICE is hereby given pursuant to Section 15.2-2506 of the Code of Virginia that the Irvington Town Council will hold a second reading public hearing for the proposed 2016-2017 Budget at a special town council meeting on **Thursday, June 23rd, 2016, at 7:30 P.M. at the Irvington Town Office at 235 Steamboat Road, Irvington, Virginia. The council will vote on the budget at this second reading meeting.** A copy of the proposed budget is available for inspection at the Town Office weekdays from 9:00 A.M. to 1:00 P.M.

The proposed budget is as follows:

EXPENDITURES:	2015-2016	2016-2017	Comparison
	Appropriated	Proposed	
Operating Expenses	\$ 99,691	\$117,389	\$17,698
Community Support & Tourism Promotion	\$ 21,371	\$ 16,550	(\$ 4,821)
Dedicated Capital Improvements	0.00	\$ 64,534	\$64,534
Total Expenditures	\$121,062	\$198,473	\$77,411
REVENUES:			
All Other Revenue Sources	\$121,062	\$117,670	(\$ 3,392)
Real Estate Tax (.05%)	0	\$ 80,803	\$80,803
Total Revenues	\$121,062	\$198,473	\$77,411

NOTICE is hereby also given that, pursuant to Section 58.1-3007 of the Code of Virginia and Section 34.32 of the Code of the Town of Irvington, that the issue of implementing a tax rate for the town's real estate tax ordinance will be included in this meeting and that citizens of the town may have the opportunity to address the town council on this issue during aforesaid public hearing.

June 16, 2016

Kilmarnock • Virginia

Town of Irvington

Residents of the Town of Irvington

The Town of Irvington's Planning Commission will hold a workshop meeting regarding the town's comprehensive plan.

Notice is hereby given pursuant to Section 15.2-2204 of the Code of Virginia. The meeting will be at the Town Office at 235 Steamboat Road on June 22, 2016 at 5:00 p.m. The purpose of the meeting is to review the Comprehensive Plan and make changes as needed by the Commission Members. Residents are welcome to this workshop but cannot speak or ask questions. A public meeting will be scheduled at a later date.

6/16-21

Town of Irvington

Residents of the Town of Irvington

The Town of Irvington's Town Council will hold a special executive session on June 23, 2016 regarding personal matters.

Notice is hereby given pursuant to Section 15.2-2204 of the Code of Virginia. The meeting will be at the Town Office at 235 Steamboat Road on June 23, 2016 after the special second reading of the 2016/2017 budget. The budget meeting starts at 7:30 p.m. The purpose of the Executive Session is to discuss Personal Employment Policies and Job Descriptions. Residents cannot attend the Executive Session.

**Irvington Town Council
Regular and Public Meeting
June 9, 2016**

(Minutes written from notes by Michael Merrill)

The regular and public meeting of the Irvington Town Council was held at the Irvington Town Office on June 9, 2016, 7:30 pm.

Present:

Mayor	Ralph D. Ransone
Vice-Mayor	Kathleen F. Pollard
Council	Gene Edmonds Jerry Latell Michael Merrill R. Wayne Nunnally Frances E. Westbrook
Legal Counsel	Wesley Chapman
Zoning Administrator	Robert A. Hardesty

Guests:

Bonnie & Klaus Schaschek Michael Bombay Dutch & Gabriella Heidsieck Bob Morrison Gordon Slatford	Tom & Marsha Chapman
--------------------------------------------------------------------------------------------------------------	----------------------

The Mayor called the meeting to order.

Public Comment:

In Public Comment, Fran, Bonnie Schaschek and Wayne Nunnally expressed concern about the cost of the sidewalk project.

Jerry Latell reviewed the budget format. HE said the Occupancy Tax has been relatively flat during the last several years. The tax is 10.29 % of the current property tax. It is 5 cents of the assessed value of the property. The mini audit is not required; haven't had one for five years.

Wes Charlton spoke of the codification of the Ordinance that was done.

Wayne Nunnally spoke about the town reserve. He said that he called VML, who recommended a reserve of 2% to 10%. The County said 10%. Mr. Nunnally would like to change the budget. Tom

Chapman asked if they could change the tax amount and proposed an amount of 2 cents or 3 cents instead of 5 cents.

Discussion continued about the expenditure for the sidewalk and who owned the sidewalk.

Klaus Schaschek read his letter, which is filed with the minutes.

Marcia Chapman asked whether or not there would be an interruption in the Occupancy Tax. Gordon Slatford did not know the answer. Klaus Schaschek proposed a 1 cent tax which would generate \$16,000 to the town.

Town Meeting:

Zoning Administrator: Mr. Hardesty reported that the lights that would go in the bump outs would be mounted on a 15 foot pedestals with solar panels that would have buttons that could be activated by pedestrians. Quarles is demolishing the fuel tanks and the filling operation may leave the building.

Mr. Hardesty said that CPP has prepared a draft comprehensive plan and has provided a good analysis of data.

Fran Westbrook asked that capital improvements be listed as town improvements instead of commons/N. Commons.

Wayne Nunnally said a committee should be appointed to determines who owns the sidewalks



Ralph D. Ransone, Mayor

6/2/2016
April 2011

This budget increased by 64% over last years budget.

Why is this? The Tides Inn is still operating
No hit by Tornado

The answers is: The council can reach in our pockets and extract any amount of taxes they deem necessary to fund their "pet projects". If this practice doesn't get stopped now, than we will incur in the very near future Million dollar debts because some of the members have already expressed the appetite for large projects (egg. public water access).

Please let me turn to the current budget. The town has a reserve fund of over \$143,000 and an Operating Account of app., \$60,000. During the last regular Public Meeting I presented a balanced budget, **without** any property tax. Unfortunately, no council member had any reaction to it and it was even not mentioned in the paper. So how can the public form an opinion ? AS a matter in fact, Mike Merill proposed the 10% tax so in his words "we don't have go thru this process again". He meant the discussion with public.

How did I balance the budget? The basis was the budget proposal prior to the excessive 10% tax increase, it indicated a \$53,000 deficit which in itself would be a 6% tax. The amount for the future improvements of the Commons is just the difference of the \$80,000 gained via the 10% tax increase and the \$53,000 deficit. There is no actual plan for the Commons project.

Fund the Sidewalk Repair via the reserve fund, reducing the deficit to \$23,000.

Eliminate the funding for the stupid fence on the North Commons, who's purpose could be easily achieved with a couple of bags of mulch, the deficit is now \$20,000.

A delay of the Municipal Audit by 1 year, which was already done before would get you down to \$15,000.

The council granted the town layer a professional service fees of \$11,000. He even didn't ask for it and it is properly also violating the Virginia Public Procurement Act, requiring multiple bidds.

Even if the town where to pay this fee it easily could be dealt with via the rather large Operating Account.

So you see, it can be done.

For the next budget, we have to improve the actual process. No capital improvements should be included in the budget without proper bids. Also, communications has to be improved so the public is aware of these projects at the **beginning** of the budget process and not at the very end. Here the proper update of the website is a must.

In conclusion, I am not ~~only~~ a "Nay-sayer" as indicated by a council member in a prior public meeting. You see, I would support an idea Gordon mentioned to me in a private conversation. **Just set a tax rate of \$0.01 cent**, which would generate \$16,000 in additional revenue and it would be a good test of all the systems working properly. *QUESTION: CAN I SEE THE REV FOR THE REVAMP OF THE WEBSITE?*

Did anybody on the council perform a Risk Analysis concerning the surplus.
Did anybody on the council perform a Cash Flow Analysis concerning the Operating Account

If we do not have enough in surplus, why didn't we put the \$27,000 into surplus

Did anybody get in touch with an Insurance Broker to obtain a quote for "Income Loss"?

What happens if The Tides Inn Closes? Another 10% tax increase.

**Irvington Town Council
Called Special Meeting
May 19, 2016**

The Irvington Town Council held a special meeting on May 19th at the Irvington Town Office to approve the proposed budget that will be presented at the public hearing at the regular town council meeting on June 9, 2016.

Present:

Mayor	Ralph D. Ransone
Vice-Mayor	Kathleen Pollard
Council	Gene Edmonds Jerry Latell Michael Merrill Frances Westbrook
Zoning Administrator	Robert A. Hardesty

Absent:

Legal Counsel	Wesley M. Charlton
Council	Wayne Nunnally

Guests:

Mike Bombay
Klaus Schaschek

Call to Order:

The Mayor called the meeting to order and explained that the purpose of the meeting is not for the final approval of the budget but for the council to approve the budget that will be presented for public hearing. Some line items have been changed to balance the budget because the rate for the real estate tax has been changed from .035% to .05%.

Gene Edmonds made a motion to approve (not final approval after public hearing) the budget and Mike Merrill seconded motion. Vote: Edmonds, Latell, Merrill, Pollard, and Westbrook. Nay.0

Adjournment:

Kathleen Pollard made a motion to adjourn the meeting and Gene Edmonds seconded the motion.


Ralph D. Ransone, Mayor

**Irvington Town Council
Regular and Public Meeting
April 14, 2016**

The regular and public meeting of the Irvington Town Council was held at the Irvington Town Office on April 14, 2016, at 7:30 pm.

Present:

Mayor	Ralph D. Ransone
Vice-Mayor	Kathleen Pollard
Council	Gene Edmonds Jerry Latell Michael Merrill R. Wayne Nunnally
Legal Counsel	Wesley M Charlton
Zoning Administrator	Robert A. Hardesty

Absent:

Council	Fran Westbrook
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Guests:

Albert Pollard
Bonnie & Klaus Schaschek

Call to Order:

The Mayor called the meeting to order and asked for a moment of silence.

Public Comment:

Albert Pollard stated that he supported the real estate tax. Klaus Schaschek said he did not support the real estate tax because a 2% tax rate would translate into a 4% tax increase in property tax. Wayne Nunnally has asked why does the town need a real estate tax when there is a reserve. Bonnie Schaschek asked why were they discussing a rate before doing the budget.

Jerry Latell said they were looking at the proposed budget. He used a 2% tax rate. The committee knows that the professional services will increase. He said that nothing is set in stone. The rate establishment will be tied in with the budget process.

Minutes and Treasurer's Report:

Wayne Nunnally made a motion to approve the minutes and the minutes of the second reading from the March meetings and treasurer's report. Jerry Latell seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, and Pollard. Nay: 0.

Legal Counsel:

Mike Merrill asked Mr. Charlton to research the Fair Labor Standards Act. It is the consensus of the council that the town attorney know the municipal requirements for state and federal laws.

Zoning Administrator:

Mr. Hardesty reported that a couple plans to build a home at the end of Railway Road. Mr. Hardesty, Mike Merrill from the council and the architect have met with VDOT. The owners want to elevate the road (which is partly a state road) to the house by two feet. Building will involve approval by VDOT permit people, drainage, and wetlands people.

Planning Commission Report:

Mr. Merrill reported that the Planning Commission has finalized the contract with CPP. They have reviewed the 2007 Plan and will make recommendations to the CPP.

Committee Reports:

Budget: Mr. Latell said that he projected actuals with amounts that had been budgeted plus a projected real estate rate of 2%. The amounts for wages and professional services are likely to change. The comprehensive plan will cost \$10,000.00 in the next fiscal year plus the \$15,000.00 budgeted this year. The sidewalk repair will cost \$23,000.00. He projects that the budget will end with \$872.00 in the positive. The workshop will be April Thursday, April 28th.

Old Business: None.

New Business:

Real Estate Tax: Wayne Nunnally asked to be convinced why the council did not go into the reserves instead of enacting the tax. Mrs. Pollard asked what would be a good reserve. Gene Edmonds thinks the town needs a significant reserve. Mr. Charlton said that it was a moot issue to discuss why should the council enact a tax ordinance. Mr. Nunnally said he did not think the reserves should go under 50% of the budget. Mr. Charlton said the council does not have to set a rate now.

Request to use Commons: Wayne Nunnally made a motion to allow the Steamboat Era Museum to use the Commons on August 12 & 13 for their Crab Festival activities. The tent cannot be erected before August 7th. The Farmers' Market is August 6th.

Bike Path CD: It was decided to leave the Bike Path CD as being designated to Bike Path until it reaches maturity. The Town provided the money for the CD.

Roundtable:

Virginia River Realm: Kathleen Pollard informed the council of the Lancaster County-Middlesex County branding effort for the artisan/oyster trail. Susan Cockrell with the Town of Kilmarnock is working on this effort. Mrs. Pollard asked the council members to pass the word. The town's website will be linked to the Virginia River Realm.

VML Institute for Newly Elected Council members: The council will want to send whoever is elected to the council this summer.

Meeting with David Brown, Mike Bombay, and Mike Merrill: Mike Merrill and Mike Bombay are concerned about the quick changing speed limits as one goes north out of town. VDOT will not do any signage on private property. The vineyards is private property, owned by the Homeowners Association. Bob Hardesty has talked with Dean Dort about a sign at the entrance to the Vineyards. VDOT will not do any advance work on Lancaster Road before the Tides Inn submits a plan and the plans have to go on the six year plan.

Executive Session:

Kathleen Pollard read the following motion for the executive session: "I hereby move that the town council of the town of Irvington go into closed or executive session to discuss or consider the award a public contract, pursuant to Code of Virginia, Section 2.2-3711 (A)(29); and to discuss the disposition of public held real property, pursuant to Code of Virginia, Section 2.2.3711 (A) (3)." Wayne Nunnally seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Kathleen Pollard read the following motion for certification: "I move that there be a roll call or other recorded vote, to be included in the minutes of this meeting, certifying that (1) only public business matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed session; and (2) only such public business was identified in the motion to convene a closed session was heard, discussed, or considered."

I, Kathleen Pollard, do certify.

I, Michael Merrill, do certify.

I, Jerry Latell, do certify.

I, Gene Edmonds, do certify.

I, Ralph D. Ransone, so certify.

Action after Executive Session:

The contract with the Lawn Pro was tabled. Mr. Lowery's license as a contractor needs to be renewed, but he does not plan to renew his pesticide rider.

The town attorney will draft a new lease for the bank septic system ground for a period of 25 years beginning January 1, 2016. It can be updated in the future. Wayne made a motion that Wes Charlton take the revised lease to the bank. Mr. Charlton and Mr. Ransone will approve it for the council.

Adjournment:

R. Wayne Nunnally made a motion to adjourn the meeting.

A handwritten signature in black ink, appearing to read "Ralph D. Ransone", is written over a horizontal line.

Ralph D. Ransone, Mayor

Irvington Town Council
Public Hearing – Second Reading and Vote on Proposed Real Estate Tax Ordinance
March 17, 2016

The Irvington Town Council held a public hearing for the purpose of having a second reading of the proposed real estate tax. Following the public hearing, the council voted.

Present:

Mayor	Ralph D. Ransone
Vice-Mayor	Kathleen Pollard
Council	Jerry Latell Michael Merrill Wayne Nunnally Fran Westbrook
Legal Counsel	Wesley M. Charlton
Zoning Administrator	Robert Hardesty

Absent:

Council	Gene Edmonds
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Guests:

Theresa Ransone
Mike Bombay
Gordon Slatford

Call to Order:

The Mayor called the meeting to order. Mr. Charlton read the proposed ordinance.

Public Input:

Mrs. Theresa Ransone stated that some of the council members have pet projects as reasons for the need for the tax. She thinks that infrastructure (sidewalks) is needed and maybe police. She said that it seems like a road you go down and you cannot turn around. She stated that when income goes up, there are changes in living standards. She understands ADA requirements and the town office would be grandfathered

Gordon Slatford said that volunteers have done a lot of work. He said that the council will have to take over a lot of the work.

Kathleen Pollard made a motion to go out of the public hearing and Michael Merrill seconded the motion. Vote –Yea: Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Discussion:

Wayne Nunnally said that he supported what Theresa Ransone said. He questioned whether or not the gross earnings of the insurance office and the Tides Inn could be taxed. He urged the council to reconsider the tax.

Fran Westbrook said that she could see both sides. She does not want the taxes to be put to pet projects. The VIA members are aging. Wayne Nunnally asked how much the VIA takes in and spends. Fran Westbrook replied \$27,000.00 to \$30,000.00 annually.

Jerry Latell complimented the arguments on both sides. He said the sidewalks need to be repaired. There is the cost of the manpower that the VIA provides. Then there is the redevelopment of the Commons. Real Estate tax gets everybody involved. He does not want to tax businesses.

Michael Merrill agreed with Jerry Latell. He said that hopefully the Tides Inn will be with us forever, but there is no guarantee. The town should not put all its eggs in one basket. The town needs to be safer. The tax will not be taken away. He is enthusiastically for it. Complainers always seem to be a larger group than they are. He said that the town office is a "sad" place.

Kathleen Pollard said that she has the same feelings that Michael Merrill has. Water access is needed for people. Visitors spend money when they visit Irvington such as at the Dandelion or the Farmers' Market. She does not think that anyone will be opposed and she is totally in favor of the tax.

Charles Sanders, a resident in Irvington, sent the Mayor a letter opposing the tax. This letter will be attached to the minutes.

The Mayor stated that the VIA offered to do events/projects. The town did not ask them to do them. He does not know if the town needs the tax. If the council chooses to do it, it needs to make sure the tax money is spent wisely. Wayne Nunnally said if there is not a need for the money now, why do it now. Should the town take the money from the bank accounts before implementing the tax? Passing this ordinance does not establish the rate. Passing the ordinance will allow the town to set a rate later.

Vote:

Kathleen Pollard made a motion to enact the proposed real estate tax ordinance and Mike Merrill seconded the motion. Vote –Yea: Latell, Merrill, Pollard, Westbrook. Nay: Nunnally.

Adjournment:

Wayne Nunnally made a motion to adjourn the meeting.



Ralph D. Ransone, Mayor

REAL ESTATE TAXATION

§34.30. State and Local Law reference. The provisions of Code of Virginia, title 15.2 (Code of Virginia, § 15.2-100 *et seq.*), and Code of Virginia, title 58.1 (Code of Virginia, § 58.1-1 *et seq.*), and Town of Irvington Charter Article IV §1 (2), shall be applicable to assessments and taxation under this chapter *mutatis mutandis*.

§34.31. Levied. There is levied an annual tax on real property within the corporate limits of the town at a rate that is determined annually by the council and incorporated into the town's budget, which tax shall be administered by the County of Lancaster, Virginia, as provided generally in Code of Virginia, § 58.1-3200 *et seq.*

§34.32. Change of Rate During Fiscal or Calendar Year; Notice. The town's real estate tax rate may be changed by the town council during any fiscal or calendar year pursuant to Code of Virginia, §§ 58.1-3010 and 58.1-3012. Pursuant to Code of Virginia §58.1-3007, any such proposed increase in the town's real estate tax rate shall be published in a newspaper having general circulation in the town at least seven (7) days before the increased real estate tax rate is implemented and the citizens of the town shall be given an opportunity to appear before, and be heard by, the town council on the subject of such increase.

§ 34.33. When taxes payable; penalty for late payment; interest. Town taxes on real estate shall be payable annually, payable on or before December 5 of such year, to the Treasurer of Lancaster County, Virginia ("Treasurer") or any of her duly authorized deputies or agents. Thereafter, pursuant to Code of Virginia, §§ 58.1-3915 and 58.1-3916, any person who has failed to pay such taxes on or before December 5 of the year such tax is levied shall be subject to a penalty of ten percent (10%). If the same are not paid by June 30 of the next year, there shall be added interest at eight percent (8%) per annum from June 30 until paid. *Id.*

§ 34.34. Real estate tax exemption of qualified property owners. Real estate tax exemption and/or deferral is provided for qualified property owners. Persons qualifying for exemption are deemed to be bearing an extraordinary real estate burden in relation to their income and financial worth, as prescribed by the Virginia Code, § 58.1-3210 *et seq.*, chapter 32 Real Estate Property Tax, Exemption or Deferral of Taxes on Property of Certain Elderly and Handicapped Persons.

(a) As prescribed by Code of Virginia, § 58.1-3210 *et seq.*, Exemption or Deferral of Taxes on Property of Certain Elderly and Handicapped Persons, the town, hereby adopts said relief by ordinance.

(b) The Treasurer may rely upon the certification of eligibility from the commissioner of revenue of the county in which the taxpayer resides. The town will exempt amounts according to the percentages determined by the commissioner of revenue in the county in which the taxpayer resides. In no case shall the total annual exemption total more than \$100.00.

Approved March 17, 2016
after second reading of
a proposal ordinance.

Jacqueline A. Burrell, Clerk of Council
D. Ralph D. Moore, Mayor

Charles L. Sanders

Greetings Council,

I am neither a public speaker nor a political person but I don't think that should silence my voice or limit my representation by elected officials. We see how poorly interaction works out in current national discussions; hopefully we can do better locally. Those exchanges seem to be mostly outside of the mainstream, being volleys by one faction toward another leaving the average Joe disenfranchised. What impresses and concerns me in all of those discussions is what is unsaid and certainly those who are not represented.

We are a diverse mix in Irvington. We are a democracy by being Americans certainly not by participation as our town mixture is not one that produces regular or widespread input of opinions or of desires. That is no reason to be unrepresented by town government. We are "locals", city folks who visit on the weekends, retirees making this a peaceful final address, working families supported by our area, entrepreneurs looking for that next big thing, professionals enjoying rural life and there are tourists soaking up all that we cherish if only in brief spurts. I think there is a consensus that we have a sleepy treasure here with happy and content residents which makes it so curious to me that some people seem to move here to promote change.

I moved here almost forty years ago after being a visitor to Weems and to Westmoreland County all of my life, thus I was well acquainted with the Northern Neck, its bounty and its limits. Irvington always stood out to me as a quaint, desirable, quiet and safe, destination and I considered it simply a sought after place to live and to raise children. My decision proved to be accurate and fulfilling. The Tides Inn attracted people for years and some, after exposure, were hooked on the rural solitude. There have been a number of cycles of businesses over the years. But, lasting change here is scarce. Most understand and approve. Most of those enjoying and needing what we lack choose to live elsewhere. Still, some choose to make us what we aren't and they come and go. Either one likes it here or they don't; there is not much gray, except hair. None of the different versions of Irvington have demanded a town tax. We have always managed to operate within means or to fund necessities creatively.

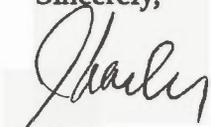
Fast forward, Council is now faced with considering a tax to sustain municipal Irvington and to provide for change. The real and only question to me is why is this necessary? What has changed to necessitate a new stream of tax revenue? I don't see it. Is tiny Irvington groping for sustenance or is this a move to expand government? I know the arguments and I see some physical improvements and development made by private individuals, businesses and the VIA but none of these are "official" town activities. I believe most residents would agree that the issues discussed by Council in reference to a "need" for a new tax are simply wish lists concocted by certain groups as isolated pet projects rather than common goals of townspeople. The bed tax was born out of a similar group touting a need and desire for the Steamboat Era Museum with residents finally putting an end to the large subsidy but not the tax. Establishing new taxes is a drastic and sobering step for government that is ultimately disturbing to those taxed even when all alternatives are exhausted. If we need to address failing infrastructure I suggest most would welcome an ad hoc levy to cure the specific woe instead of an ongoing new tax that would not go away once enacted and this type of activity generally begets escalation of "needs" and of rates.

Unlike many of our State and National politicians who pander to partisan causes and listen solely to like minded constituents I hope Council truly considers the positions of residents as a whole, a complete cross section, not just those who show up or those with loud voices, in deciding this matter. Your common sense should guide you to a decision that would mirror an informed citizenry given the chance to vote. There is no contest to boast of our comparatively low taxes, they are a testament of our citizens intolerance of frivolous expenditures. Let's not mistake discontent for altruism or personal preference for common need.

I realize some change is inevitable but we can choose appropriate times and places. I see no point in the proposed tax. There is no current need to grow government. We can lead where our nation falters. Being a democracy, I hope I speak for some that have not had a voice and for those who are not bothered to speak up or actually not even aware of what is going on.

Thank you for your consideration and thank you for serving. I hope all can be happy to be here and proud of Irvington regardless of the outcome of this topic.

Sincerely,



Charles

**Irvington Town Council
Regular and Public Meeting
March 10, 2016**

The regular and public meeting of the Irvington Town Council was held at the Irvington Town Office on March 10, 2016, at 7:30 pm.

Present:

Mayor	Ralph D. Ransone
Vice-Mayor	Kathleen F. Pollard
Council	Gene Edmonds Jerry Latell Michael Merrill Wayne Nunnally Frances E. Westbrook
Legal Counsel	Wesley M. Charlton
Zoning Administrator	Robert A. Hardesty

Guests:

Ian York – Athletic Director at Chesapeake Academy
Bonnie & Klaus Schaschek

The Mayor called the meeting to order and asked for a moment of silence.

Public Comment:

Ian York – Athletic Director of Chesapeake Academy was present to request the use of the town's tennis courts during the month of May. The council had previously granted the school the use of the courts for April and May, but wanted him to attend the March council meeting before granting the use of the courts for May. He decreased the number of hours that the students would use the courts in May, from 3pm to 6pm in March and April, to 3:30pm to 4:30pm in May. Wayne Nunnally made a motion to approve their use of the courts for the month of May, and Jerry Latell seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0. The clerk was asked to advise Hope & Glory of Chesapeake Academy's use of the tennis courts.

Klaus Schaschek stated that the budget must be on the website. They want to put the treasurer's report and the minutes on the website. Mrs. Pollard said that she will take care of that when the website is revamped. Bonnie Schaschek asked if the revamping will be put out to bids as she could

provide names to help with that. Mr. Schaschek would like copies of the minutes and the treasurer's reports.

Mr. Ransone said that it was a misprint in the Record that he said that the tax was going to be implemented because the Tides Inn was going to be closed. Mrs. Thompson, the reporter, said that he had said that. The Real Estate Tax Ordinance will be voted on March 17th after the second reading.

Minutes and Treasurer's Report:

The cost of fixing the Verizon manhold and the cost of the concrete will be changed to the Mayor' fund from streets.

Corrections to the minutes: P. 2. Gene Edmonds spoke of the need to have the ordinance "in place" rather than "is place." On p. 4, it is "no towers" rather than "no bridges." Fran Westbrook asked why was grasscutting high. Reply that there was the added expense of cutting on the Thomas property, which hopefully will be reimbursed when the property is sold. Wayne Nunnally made a motion to accept the minutes and treasurer's report and Gene Edmonds seconded the motion. Vote –Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Legal Counsel: None at this time

Zoning Administrator:

The Zoning Administrator reported that VDOT had put the epoxy in the sidewalks joints on this date. The job will be finished when more epoxy is received and the weather is the right temperature. The Verizon manhold has been fixed.

The Planning Commission Report:

The Planning Commission is still working on the Comprehensive Plan in workshops. There is another workshop on March 22, 2016. They are trying to complete the final contract with CFP.

Committee Reports:

North Commons Oak Tree: Mrs. Westbrook said that they were eager to do protection for the roots around the North Commons Oak Tree. Kathleen Pollard said that she had heard that the town wifi was not working. Gene Edmonds said that he checks on it and it is working.

Old Business: None.

New Business:

AWL's Request to use the Commons: Suzanne Mattingly of the Animal Welfare League requested permission for them to use the Commons on October 8th (rain date October 15th) for their dog show. Wayne Nunnally made a motion to approve the request and Kathleen Pollard seconded the motion. Vote –Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Roundtable:

Airbnb legislation: Fran Westbrook said the General Assembly had approved a year's study on the Airbnb legislation before it will become effective.

Executive Session:

Kathleen Pollard read the following motion: "I hereby move that the Town Council of the Town of Irvington go into closed or executive session, to discuss or consider the award of a public contract, pursuant to *CODE OF VIRGINIA*, Section 2.2-371 (A)(29); and to discuss employment matters, pursuant to *CODE OF VIRGINIA*, Section 2.2-3711 (A)(1). Wayne Nunnally seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Kathleen Pollard read the motion for certification: "I move that there be a roll call or other recorded vote, to be included in the minutes of this meeting, certifying that (1) only public business, matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered."

I, Kathleen Pollard, so certify.
I, Michael Merrill, so certify.
I, Jerry Latell, so certify.
I, Gene Edmonds, so certify.
I, Wayne Nunnally, so certify.
I, Frances Westbrook, so certify.
I Ralph D. Ransone, so certify.

Motions:

Wayne Nunnally made a motion to approve terms of the town's contract with Wes Charlton. This contract does not include his handling litigation for the town. Fran Westbrook seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0. Ralph D. Ransone will sign the

Wayne Nunnally made a motion to approve the bid by Paul Elbourn to install flags, banners, and Christmas lights. Jerry Latell seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Wayne Nunnally made a motion to approve the 3 year bid by Arrowhead Lawncare for the town grass cutting. Jerry Latell seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Lawn Pro submitted a bid for street cleaning, but the town attorney will made amendments to the contract and therefore the agreement with Keith Lowery (Lawn Pro) will be tabled until April.

Proposed Real Estate Tax Ordinance: Mr. Charlton advised the council that during the second reading that the council did not have to answer the comments from the public. He said that he could handle the questions, but he advised the council members not be confrontational. He will prepare a statement. Mike Merrill said that the council has a responsibility to assure a revenue stream.

Adjournment:

Wayne Nunnally made a motion to adjourn the meeting. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

A handwritten signature in black ink, appearing to read "Ralph D. Ransone", is written over a light gray rectangular background.

Ralph D. Ransone, Mayor

**Irvington Town Council and Irvington Planning Commission
Joint Public Hearing
February 11, 2016**

The Irvington Town Council and Irvington Planning Commission held a joint public hearing at Memorial Hall, Irvington Baptist Church, on Tuesday, February 11, 2016, at 7:30 pm., to receive public input regarding the proposed enactment of a real estate property tax ordinance.

Present:

Irvington Town Council

Mayor	Ralph D. Ransone
Vice-Mayor	Kathleen D. Pollard
Council	Gene Edmonds Jerry Latell Michael Merrill R. Wayne Nunnally Frances E. Westbrook
Legal Counsel	Wesley M. Charlton
Zoning Administrator	Robert A. Hardesty

Irvington Planning Commission

Chairman	Robert Morrison
Vice-Chairman	William Young
Commission	Bonnie Schaschek

Ralph D. Ransone, the Mayor, called the meeting to order.

Absent:

Planning Commission	Mike Bombay Jacquelyn Brown
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Guests:

Carolyn Elliott and her husband
Mr. and Mrs. Andy Anderson

Mr. Klaus Schaschek
Ms. Barbara Newlon

Public Hearing:

Mr. Nunnally made a motion to go into a public hearing and Kathleen Pollard seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Westbrook, Morrison, Young, and Schaschek. Nay:0.

Carolyn Elliott asked why is the town proposing a real estate tax when it has not had a real estate tax.

The Mayor listed the following projects that need to be done and said that they needed to offset income the town would lose when the Tides Inn is renovated.

Sidewalks - \$23,000.00 Town's responsibility. To repair or replace.

Website - \$6000.00

Comprehensive Plan \$24,000.00 (\$15,000.00 this year, \$9,000.00 next year)

Storage Facility - \$28,000.00 - \$ 38,000.00. Christmas decorations are now in a facility out of town.

Town Office - \$200,000.00. Meet ADA requirements such as handicap accessibility.

Gene Edmonds spoke of the need to have the ordinance ⁱⁿ place, the need to be able to repair the sidewalks, and to keep up the town's appearance. Fran Westbrook agreed that the town needs to keep up the town's appearance because it is a tourist town. The sidewalks are an immediate problem.

Wayne Nunnally said that the town could survive about two years without the Tides Inn's income. He thinks a tax is premature with over \$200,000.00 in the bank and \$50,000.00 in the checkbook and he does not support it. He said the Tides Inn had a good year this past year. Kilmarnock has a sales tax and a meals tax. He can understand the tax on houses of nonresidents.

Klaus Schaschek agrees with Wayne Nunnally. He thinks a cap on the tax is needed. He would prefer a public referendum. Taxation was not an issue before the last election. Wait until after several election cycles so the public can decide.

Andy Anderson does not see why it has be done right now because the town does not know what the Tides Inn is going to do. He asked Gene Edmonds if he worked for the Tides Inn. He then asked if he had recused himself. Gene said that he had recused himself with issues involving the Tides Inn.

Mr. Anderson noted that the curbs in town are in terrible condition. The Mayor said initially, the occupancy tax produced revenues of approximately \$80,000.00 annually. Now they are at 50,000.00 to

\$60,000.00 annually. The real estate tax is based on the loss of income from the Tides Inn. The question was asked if the town considered other commercial sources for income.

Jerry Latell said that a \$.05 rate has been floated. The question was asked if the insurance company could be taxed. Mr. Schaschek said public records could be checked for their earnings. Wayne Nunnally said there could be a sales tax on food and beverage. He said the town had not looked at a meals tax. Wes Charlton said Virginia law specifies what options that the town has with taxes.

Mrs. Elliott asked if the Tides Inn is successful, can the tax be eliminated. Wayne Nunnally asked when were they going to establish a \$ amount. Mr. Ransone replied during the budget time, either this year or next year. At any time the council can do away with the ordinance and the rate can be changed.

Mr. Nunnally said that people are willing to do it if we need it. People are out of town at this time of year.

Mr. Nunnally made a motion to come out of the public hearing and Mike Merrill seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Mrs. Schaschek wants a more detailed explanation of the needs. Mrs. Pollard listed why the website needs revamping. She said that the calendar is being maintained and the agenda is on the website. Pictures need changing as they are old. Mrs. Schaschek said the main part of the Commons was not being utilized. Fran Westbrook said that Ralph Higgins is looking at uses for the North Commons. They need to protect the roots of the old oak tree on North Commons.

Robert Morrison said if the town does it properly it should have put in a business tax, then see where the town goes. He suggested the town start with a business tax. The public hearing was closed, but Wayne Nunnally made a motion to go back into a public hearing and Jerry Latell seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay 0. Mr. Charlton read the proposed real estate tax ordinance. Mrs. Schaschek asked why just 7 days when an increase in the rate is proposed. Wayne Nunnally made a motion to come out of the public hearing and Jerry Latell seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Regular Meeting:

Minutes and Treasurer's Report:

Gene Edmonds made a motion to approve the minutes of the regular and special meetings and treasurer's report with the correction the spelling of Neal Barber's name from Neal Harbor on page 2 of the minutes of the special meeting. Jerry Latell wanted the minutes to read that the Mayor asked council members to think of necessary additional expenses. Fran Westbrook seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Legal Counsel: None.

Zoning Administrator: No changes in sidewalk issue. Repair of the sinking Verizon panel is progressing. The Mayor is checking on the options. The Mayor said this would be a good use of the Mayor's discretionary fund. He is not sure when Robert Harper (with VDOT) is going to use the epoxy to work on the sidewalks. He thinks weather is an issue.

Committee Reports:

Oak Tree, North Commons: Mike Merrill expressed concern about the surface roots of the old oak tree being damaged. The Mayor asked him to obtain 2 or 3 bids for a structure to cover the roots.

Old Business: None.

New Business: Chesapeake Academy's request to use Tennis Courts and hold a Raffle: Mr. Ian York, Athletic Director at Chesapeake's requested use of the town's tennis courts. He is asking that the school be allowed to use the courts from March 15th through June 1st, 2016, Monday – Friday, 3pm to 6 pm. Gene Edmonds made a motion that they be granted permission to use the courts in March and April, but Mr. York should come to the March meeting to discuss the May usage. Kathleen Pollard seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0. Wayne Nunnally made a motion to grant permission for Chesapeake Academy to hold a raffle at their May 7th fundraiser at their school. Jerry Latell seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Roundtable:

Gene Edmonds announced that he is not seeking reelection to the council, and Mr. Ransone said that he is running for reelection to the Mayor's seat.

Mike Merrill reported on recent public meeting for the "^{Towers}No Bridges."

Executive Session:

Kathleen Pollard read the following motion: "I hereby move that the Town Council of the Town of Irvington go into closed or executive session, to discuss or consider the award of a public contract, pursuant to *CODE OF VIRGINIA*, Section 2.2-371 (A)(29); and to discuss employment matters, pursuant to *CODE OF VIRGINIA*, Section 2.2-3711 (A)(1)." Fran Westbrook seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Kathleen Pollard ready the following motion for certification: "I move that there be a roll call or other recorded vote, to be included in the minutes of this meeting, certifying that (1) only public business, matters, lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered.

I, Kathleen Pollard, so certify.
I, Frances Westbrook, so certify.
I, Wayne Nunnally, so certify.
I, Gene Edmonds, so certify.
I, Jerry Latell, so certify.
I, Ralph D. Ransone, so certify.
I, Michael Merrill, so certify.

No formal action was taken after the council came out of the executive session

Adjournment: The meeting was adjourned.



Ralph D. Ransone, Mayor

**Irvington Town Council
Special Meeting
February 1, 2016**

The Irvington Town Council held a special meeting on February 1, 2016, at 5:00 pm. to appoint two persons to the Planning Commission and to discuss the proposed 2016-2017 budget. The terms of William Young and Edward Sulick expired in January 2016, and November, 2015, respectively. The vacancies were advertised for persons in the community to express interest in serving.

Present:

Mayor	Ralph D. Ransone
Vice-Mayor	Kathleen Pollard
Council	Gene Edmonds Jerry Latell Michael Merrill Frances E. Westbrook
Zoning Administrator	Robert A. Hardesty

Absent:

Legal Counsel	Wesley M. Charlton
Council	Wayne Nunnally

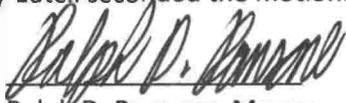
Executive Session:

Kathleen Pollard read the following motion: "I hereby move that the Town Council of the Town of Irvington go into closed or executive session, to discuss personnel matters, that is the appointment of specific appointees, pursuant to the *CODE OF VIRGINIA*, Section 2.2-3711 (A)(1)." Gene Edmonds seconded the motion for an executive session.

Kathleen Pollard read the following motion for certification: "I move that there be a roll call or other recorded vote, to be included in the minutes of this meeting, certifying that (1) only public business matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information act were heard, discussed or considered in the closed session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered.

Adjournment:

Michael Merrill made a motion to adjourn the meeting and Jerry Latell seconded the motion.
The meeting was adjourned.


Ralph D. Ransone, Mayor

**Irvington Town Council
Regular and Public Meeting
January 14, 2016**

The Irvington Town Council held its regular and public meeting on January 14, 2016, at the Irvington Town Office at 7:30 pm.

Present:

Mayor	Ralph D. Ransone
Vice-Mayor	Kathleen Pollard
Council	Gene Edmonds Jerry Latell Michael Merrill Wayne Nunnally Fran Westbrook
Legal Counsel	Wesley M. Charlton
Zoning Administrator	Robert A. Hardesty

The Mayor called the meeting to order and asked for a moment of silence.

Public Comment: None.

Minutes and Treasurer's Report:

Fran Westbrook asked that the statement of the Mayor's to add Mary Louisa Pollard and C.J. Carter be deleted from the minutes under the North Commons Development Committee. Gene Edmonds made a motion to approve the minutes and Wayne Nunnally seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0. There was a comment about the checking account balance being high, but it was acknowledged that the revenue will be low during the next few months.

Zoning Administrator:

Mr. Hardesty said that Robert Harper has received the epoxy to level the sidewalks at the joints. He will do it when the weather is more cooperative. Mr. Hardesty reported that Verizon's attitude is the unlevel handhold covers are the town's problems. The Mayor wants Verizon to provide a level cover to the handhold cover and he will try to talk with them again. Mike Merrill thinks the town needs to proceed with it.

Dominion Virginia Power is replacing the utility poles where the bases are rotten.

Floating Docks at the Tides Inn: The Tides Inn has submitted an application to VMRC to install two floating docks – one for the jet skis (on the left side) and one for kayaks on the beach side. Mr. Edmonds said the plan is there will be an escort for the guests on jet skis as long as they are in the “no wake” zone of the creek, and they will not be turned loose in that area. An existing dock will be moved around the beach for kayaks.

Legal Counsel:

Real Estate Tax Ordinance: In discussion about the proposed real estate tax ordinance, Mr. Charlton said that most towns have exemptions for handicap and the elderly. Mr. Nunnally said to let the record show that the ordinance is well drafted, but that he did not think the tax was needed. In §34.32, the word “made” in next to the last line of that paragraph will be changed to the word “implemented.” Enforcing the exemption will be the responsibility of Sonny Thomas, Commissioner of Revenue. Gene Edmonds stated that the ordinance could be deferred until the residents, who are out of town for the winter have returned home, but Kathleen Pollard disagreed as she thought the council had already waited. The Planning Commission has deferred to the Town Council. There will be a joint meeting with the Planning Commission in February, but the Planning Commission will not work on preparation of the ordinance. Then in March, there will be a second reading of the proposed ordinance. Mike Merrill made a motion to change the word “made” to “implemented,” in §34.32. Kathleen Pollard seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Pollard, and Westbrook. Nay: Nunnally. Fran Westbrook made a motion that the Town Council hold a joint public hearing with the Planning Commission on Thursday, February 11, 2016 at the Irvington Baptist Church. The notice for the meeting will state that it is the first reading of the ordinance. The second reading will occur at the March Town Council meeting on March 10th. Gene Edmonds seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Pollard, and Westbrook. Nay: Nunnally. The rate will be established later.

Planning Commission:

Bylaws: The Bylaws need to be retyped.

Comprehensive Plan: There will a Planning Commission Workshop on Tuesday, January 26th at 3:00 pm for commission members to discuss changes they would like make in the 2007 Comprehensive Plan when they develop the new Comprehensive Plan.

Contract for Comprehensive Plan: The town attorney and Mr. Merrill will meet again and try to get the contract with Community Planning Partners finalized.

Committee Reports:

North Commons: Serving on the committee will be: Karen Fuerman, Ralph Higgins, and Mary Louisa Pollard, Fran Westbrook, Jerry Latell, and Kathleen Pollard.

Budget Workshop: The Town Council will hold a budget workshop on Wednesday, February 3, 2016, at 5:00 pm. The Mayor asked the council to think about what they wanted and the cost.

Old Business: None.

New Business:

Chamber of Commerce Annual Membership: Kathleen Pollard made a motion to approve payment of chamber of commerce membership dues, in the amount of \$125.00, for 2016, which will be \$125.00. Wayne Nunnally seconded the motion. Vote –Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

The Mayor mentioned that Sandra Matthews (Creative Designs) had done work for gratis on “Show Your Spirit.”

Wesley Charlton thanked the council for the gift certificate to the Tides Inn at Christmas.

Planning Commission Vacancies: Ed Sulick and Bill Young have expired terms on the Planning Commission. Their seats will be advertised and appointments will be made at the beginning of the budget workshop on February 3, 2016.

Roundtable:

Mr. Edmonds said the management of Menhaden will go under VMRC.

After discussion, Wayne Nunnally made a motion that the town charge \$60.00 per copy when selling copies of the town ordinance. Jerry Latell seconded the motion. Vote – Yea: Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Executive Session:

Kathleen Pollard read the following motion for an executive session: “I hereby move that the town council of the Town of Irvington go into closed or executive session to discuss the award of public contract pursuant to Virginia Code Section of 2.2 – 3711 (A)(29); and to discuss employment and salaries pursuant to Virginia Code Section 2.2-3711 (A)(1).” Fran Westbrook seconded the motion. Vote – Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Kathleen Pollard ready the motion for certification: “I move that there be a roll call or other recorded vote, to be included in the minutes of this meeting, certifying that (1)only public business

matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered.”

I, Kathleen Pollard, so certify.
I, Michael Merrill, so certify.
I, Jerry Latell, so certify,
I, Gene Edmonds, so certify.
I, Wayne Nunnally, so certify.
I, Frances Westbrook, so certify.
I, Ralph D. Ransone, so certify.

Wayne made a motion that Wesley Charlton will draft a bank lease agreement and Jerry Latell seconded the motion. Vote – Vote – Edmonds, Latell, Merrill, Nunnally, Pollard, and Westbrook. Nay: 0.

Adjournment:

Wayne Nunnally made a motion to adjourn the meeting.



Ralph D. Ransone, Mayor