



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, JANUARY 12, 2023; immediately following Joint
Meeting regarding Playground & Commons**

AGENDA –

A. CALL TO ORDER

B. ROLL CALL

Wayne Nunnally, present.
Jackie Brown, present.
Phil Robinson, present.
Dudley Patteson, present.
Judy Penniman, present.
Gabe del Rio, present.
Julie Harris, present.

Staff Present

J. Nelson.
L. Taylor.
Town Attorney, absent.

C. APPROVE AGENDA

**Motion (W. Nunnally) to approve Agenda.
Second J. Penniman.
Motion carries 6-0.**

D. APPROVE MINUTES

December 8, 2022, Town Council Regular Called Meeting Draft Summary Minutes

**Motion (W. Nunnally) to approve 12/08/2022 minutes.
Second J. Brown.
Motion carries 5-0-1.
Phil Robinson abstained.**

E. FINANCIAL REPORT

- Treasurer's Report – Accepted as of 12/31/2022.

F. PUBLIC COMMENT – (limit 3 minutes per speaker)

- **I. Cheyne:** Significant amount of money to spend. Another step is to document why Irvington is a special place before changes are made such as open space.



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- **B. Estes:** Playground should not be placed across the road due to a safety issue and liability to the Town. Need to think hard about replacing the playground.
- **B. Spencer:** Safety is of utmost importance in the town as regards speeding, trucks, etc. Playground equipment is sufficient, doesn't need to be replaced.
- **L. Caron:** Question regarding parking.
- **S. Spencer:** Playground should not be moved. No amphitheater needed. Speeding is a very big concern and needs to be addressed.
- **S. Kimmeth:** Farmer's market parking issue is big (need greater than 125 spaces).
- **C. Bradley:** Second Saturday Speaker's Series, 2nd, Saturday of the month. Legal fees exceeding budgeted amount.
- **W. Nunnally:** Public needs to contact Lancaster Board of Supervisors.

G. REPORT FROM THE MAYOR, *J. Harris*

- The Mayor gave a State of the Town address which highlighted the accomplishments of the Planning Commission, Town Council and various committees throughout 2022. Everyone was thanked for all their hard work. Included in these accomplishments were the following:
 - Speeding and Lancaster County Sherriff – more work will be done.
 - Microphones – purchased and in current use.
 - New flags and flag poles – purchased and in use.
 - EPR-PC – Town survey conducted and follow-up meetings are ongoing. Revision of the Comprehensive Plan is underway. Selection of the Capital Improvement Projects for Irvington.
 - Short Term Rental Committee – was formed and led by Phil Robinson. Their recommendations, formed in working closely with the Town Attorney, resulted in an Ordinance which has served as a model for Kilmarnock, Lancaster County and Northumberland County.
 - Town Attorney worked on a Business License and Short-Term Rental registry and Transient Occupancy Tax revision.
 - Town Attorney and Charter, Code and Ordinance Committee revision of the Charter – work ongoing.
 - Fourth of July celebration – Judy Penniman and the Special Events Committee held a parade and music by the Air Force Band.
 - New flag for the Commons – donated by Bill Penniman.
 - Repaired lighting for the U. S. flag at the Commons – thank you to Elbourn Electric.
 - Stump Grinding at North Commons – this was completed which allows for grass cutting, providing increased visibility and safety at the corner of Chesapeake Drive.
 - Tides Inn expansion – public comments in several months of meetings conducted in order to thoughtfully work together.



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- Sidewalks – a feasibility study by an engineering firm is being done in connection with the Tides Inn expansion to increase safety for pedestrians in West Irvington.
- Painting playground equipment – several residents volunteered to paint existing equipment.
- The Playground Committee was formed to consider possible expansion.
- Sewer Committee – formed early in 2022 and presented their findings. A feasibility study has been recommended.
- Records Officer – Clerk Laurel Taylor was designated to this position by Town Council and appointed by the Library of Virginia to review and organize Town Records.
- Interns – hired to assist with sorting Fiscal, Administrative and Land Use files. The task is 95% complete.
- Zoning Administrator, Justin Nelson and the clean-up of Fisher’s Pit – work is ongoing with regular reports and tickets being provided by Mr. Fisher along with a variety of other Zoning projects.
- Zoning records – all records are being put in tax-map number order with the assistance of the Interns and Justin Nelson, Zoning Administrator.
- Broadband Telecom – still being installed and fine-tuned throughout Irvington to provide WiFi for residents, businesses, and visitors for potential emergency needs.
- Survey focus groups being developed by EPR-PC to allow a deeper dive into the survey results and to help determine Capital Improvement Projects.
- Planning Commission – tasked with updating the Sign and Fence Ordinance.
- MuniCode – implemented by signed contract in December. This allows staff to research and draft ordinances to be reviewed by the Town Attorney, which will be a cost savings to the Town.
- Budget & Finance Committee – has been formed and is currently meeting.

H. REPORT FROM TOWN ATTORNEY

- No report.

I. REPORT FROM THE ZONING ADMINISTRATOR, *J. Nelson*

- Zoning permits (rebuilding a boathouse, dock, renovations). Total 28 STR’s.

J. COMMITTEE REPORTS

- Budget & Finance Report, *J. Penniman*
Budget process begins and meetings to come. Outline due in April.
- Charter, Codes & Ordinances Committee, *J. Brown*
National Trust Designation discussed; nothing has been done to date.
- H. R. Committee, *D. Patteson*
Everyone’s happy.



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- Facilities Committee, *W. Nunnally - Chair*
No report.
- Community & Special Events Committee, *J. Penniman*
Christmas activities were held and were successful. Decorations were wonderful.
July 4th parade will be Monday July 3, 2023.
- Playground & Commons Development Committee, *G. del Rio*
The Mayor thanked G. del Rio for all the work on the design of the Commons and North Commons. This design will be considered with other Capital Improvement projects.
- Planning Commission Update, *T. Chapman – Chair*
STR ordinance discussed. Capital improvement budget. Wireless/internet discussed.

K. OLD BUSINESS

- MuniCode
Now participating, 24/7 use.
- Placement of Jacqueline Burrell plaque
Placement needs to be decided.
Motion (W. Nunnally) to place on the big tree on King Carter.
Second G. del Rio.
Motion passes 6-0.

L. NEW BUSINESS

- Elect Vice Mayor
J. Brown nominated W. Nunnally.
D. Patteson, J. Penniman, G. del Rio (joint) second.
Motion passes 6-0.
- New Committee Appointments
HR – D. Patteson, W. Nunnally.
Charter – J. Brown, P. Robinson.
Special Events – J. Penniman, D. Patteson.
Facilities – J. Brown, P. Robinson.
Playground – G. del Rio, W. Nunnally.
Budget & Finance – G. del Rio, J. Penniman, J. Harris, and another new member to be announced next month.
- Appoint Planning Commission Member (closed session).
- CPA Report – No report.
- Mover, Billy Williamson of Gotta Have It – estimate.
Motion (D. Patteson) to hire Billy Williamson to finish office cleanup.
Second P. Robinson.
Motion passes 6-0.



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M. ANNOUNCEMENTS

- Town Office closed January 16, 2023, for Martin Luther King, Jr. Day
- Next Town Council Regular Called meeting, February 9, 2023, at 6:30 p.m. at Irvington **BAPTIST** Church

N. CLOSED SESSION – Under State Code 2.2-3711 to go into closed session for discussion, consideration of appointment to Planning Commission.

O. RETURN TO OPEN SESSION

I, Wayne Nunnally, so certify.
I, Gabe del Rio, so certify.
I, Phil Robinson, so certify.
I, Dudley Patteson, so certify.
I, Judy Penniman, so certify.
I, Julie Harris, so certify.

**W. Nunnally makes a motion to appoint Dawn Fowle to the Planning Commission.
Second G. del Rio.
Motion passes 6-0.**

P. ADJOURN

**W. Nunnally makes a motion to adjourn.
Second J. Penniman.
Motion passes 6-0.**