



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, OCTOBER 12, 2023, 6:30 p.m.**

Note: A closed session meeting was held prior to this meeting beginning.

AGENDA –

A. CALL TO ORDER

B. ROLL CALL

W. Nunnally, present.

J. Brown, present.

P. Robinson, present.

D. Patteson, present.

J. Penniman, present (via telephone).

J. Harris, present.

**Motion made by W. Nunnally to appoint B. Schaschek for the del Rio vacancy.
Seconded by J. Brown.**

Roll Call Vote

P. Robinson, no.

W. Nunnally, yes.

D. Patteson, no.

J. Penniman, no.

J. Brown, yes.

Motion does not carry 2-3.

**Motion made by P. Robinson to elect M. C. Bradley to Town Council.
Seconded by D. Patteson.**

P. Robinson withdraws his motion for further discussion.

**Motion made by J. Brown to accept both candidates to Town Council and she will
resign tonight.
Seconded by W. Nunnally.**

**A. McRoberts was consulted about process, and advised that no advertisement is
necessary, but asks Council to make a motion to accept J. Brown's resignation so
it is a matter of record.**

J. Brown states she resigns from Town Council.



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**Motion made by P. Robinson that we accept J. Brown resignation.
Seconded by J. Penniman.**

Roll Call Vote

**P. Robinson, yes.
W. Nunnally, no.
D. Patteson, yes.
J. Penniman, yes.
J. Brown, yes.**

Motion carries 4-1.

**Motion made by W. Nunnally to elect M. C. Bradley and B. Schaschek to the vacancies on town council.
Seconded by P. Robinson.**

Motion amended by W. Nunnally to elect M. C. Bradley to replace del Rio vacancy and B. Schaschek to replace J. Brown vacancy.

(Both seats will be up for election in November 2024, del Rio's position is regular election, and J. Brown's position is a special election. This clarification provided by A. McRoberts)

Seconded by P. Robinson.

Roll Call Vote

**P. Robinson, yes.
W. Nunnally, yes.
D. Patteson, yes.
J. Penniman, yes.**

Motion carries 4-0.

Mr. Nunnally leaves due to an emergency.

Motion made by P. Robinson to accept the application of Robin Camillo for Planning Commission.

Seconded by D. Patteson.

Roll Call Vote

**P. Robinson, yes.
W. Nunnally, absent.
D. Patteson, yes.
J. Penniman, yes.
Motion carries 3-0.**



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- C. **SWEARING IN APPOINTEES-** R. Camillo for Planning Commission and B. Schaschek for Town Council. J. Nelson also confirmed that there were three new appointees to Board of Zoning Appeals – Mr. Jeffrey Schroeder, Mr. Robert Fleet III, and Mr. Jeremy Taylor. All three members term begins Oct. 5, 2023 and ends October 5, 2025.

D. **APPROVE AGENDA**

Motion made by P. Robinson to approve the Agenda.

Seconded by D. Patteson.

Motion carries unanimously – 4 – 0.

E. **APPROVE MINUTES**

- September 14, 2023, Town Council Regular Called Meeting

Motion made by P. Robinson to approve September 14, 2023, minutes.

Seconded by D. Patteson.

Motion carries unanimously – 4 - 0

F. **FINANCIAL REPORT**

- Treasurer's Report accepted with a few clarifications.

G. **PUBLIC HEARING**

- CUP Stettinius – redevelopment in the RPA
No comments were made.

H. **PUBLIC COMMENT –**

- Comments from citizens on any topic

B. Estes: It is the time of year to plant grass. Will do some planting on the Commons.

J. McGeorge: Welcome B. Schaschek back. The deputies have made a difference and should be a priority. A new town office is also a priority.

P. Heffernan: Opposition of the CUP at Chesapeake Drive.

M. Ralls: Spoke on what the attorney said, not a zoning issue.

M. Little: Comments on grass and weeds and landscape. Ordinance should include well maintained landscape language. Needs clarification.

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

Irvington Baptist Church picnic date is now going to be inside, no date change, just that the use of the Commons will not be needed.

J. **REPORT FROM TOWN ATTORNEY – A. McRoberts**

No report.



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

- 2023-25, new deck 171 Park Place;
- 2023-26, rebuild dock at 114 Fleet Lane;
- Received an application for an addition at 25 Hundley Lane which was denied because of setback ordinances; that has been appealed and will be heard by the Board of Zoning Appeals.
- Water testing has been completed by Aqua Virginia on King Carter.
- The two STR applications will be voted on tonight, one from Bristol and one from Ralls which will bring us to the limit of 35 STRs.

L. COMMITTEE REPORTS

- Budget & Finance Report,
Add line item for meals tax.
- Charter, Codes & Ordinances Committee, *P. Robinson*
Need to decide on what version of charter.

Motion made by P. Robinson for Mr. McRoberts to review version 2.

Seconded by J. Penniman.

Motion carries unanimously.

- H. R. Committee, *W. Nunnally*
No report.
- Facilities Committee, *P. Robinson*
 - WiFi not currently working perfectly. Broadband Telecom will be given two months to correct issues and will not bill the Town during November and December.
 - Christmas pole ornaments are now in Extra Space storage unit.
 - Sidewalk beginning at Accents Flower Shop to the edge of White Fences Road at Vineyard Grove discussed.
- Community & Special Events Committee, *J. Penniman & D. Patteson*
Illuminate Irvington date is set for December 7 at 6 p.m. in conjunction with the IVBA.
- Commons Committee, *J. Penniman & W. Nunnally*
Construction has begun on the tennis courts and pickleball courts.



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Seeding and mulching quotes were presented from three firms.

**Motion made by J. Penniman to accept the quote of \$3,315.80 from Drew Ransone.
Seconded by D. Patteson.
Motion carries unanimously.**

Landscape quote by Drew Harrigan – Four Winds for revitalization of the Commons (note: to be discussed in November meeting.)

- Waterfront Committee, *D. Patteson*
No report.
- Unfinished Business Report.
No report.
- Planning Commission Update, *T. Chapman – Chair (not present)*.
Approval of Bristol CUP for STR.
PC approval of Ralls CUP for STR.

M. OLD BUSINESS

- Sign Ordinance Proposed Changes.
How to enforce/control temporary signs. Have to be up during business hours only. Seasonal businesses will pose a problem for temporary signs. Mr. McRoberts stated he didn't think temporary signs are allowed.
- Conditional Use Permit application; Bristol.2023 to operate a Short-Term Rental at 52 York Road, Irvington, VA 22480.

**Motion made P. Robinson to accept the Bristol CUP.
Seconded by D. Patteson.**

Roll Call Vote

D. Patteson, yes.
P. Robinson, yes.
B. Schaschek, yes.
J. Penniman, no.

Motion carries 3-1.

- Conditional Use Permit application: Ralls.2023 to operate a Short-Term Rental at 294 Chesapeake Drive, Irvington, VA 22480.

Some conditions were discussed. Parking was discussed.

Motion made by P. Robinson to accept the Ralls CUP with no conditions.



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Seconded by J. Penniman.

Roll Call Vote

D. Patteson, yes.

P. Robinson, yes.

B. Schaschek, no.

J. Penniman, yes

Motion carries 3-1.

- Bid for Christmas decorations and flags – Entertainment Systems was the only bid received. J. Penniman asked for more details.

Motion made by P. Robinson to accept the Entertainment Systems contract due to the shortness of time. Bill Cronheim of ESC is to provide more details.

Seconded by B. Schaschek.

Motion carries unanimously 4 - 0

- 2023-04 STR Ordinance Amendment– first reading.
- 2023-05 Grass Cutting Ordinance – first reading.

N. NEW BUSINESS

- Captain Marty Shirilla, Records Manager for Lancaster Sheriff's Office, discussed the use of Central Square. Central Square benefit is the ability to share records amongst localities such as crime reports, etc. The appropriate code needs to be on tickets when written.
- Deputy Implementation Plan Outline, Payroll record and Timesheet template MOU discussed. Speeding has been reduced as well as other moving violations. Shifts at least 4 hours. Each deputy would like 20 hours per month. Cap on hours was discussed and chain of command. P. Robinson presented and read at the table a seven-part motion, a portion of which is summarized below:

Motion made by P. Robinson beginning November 1, 2023, the deputy hours will not exceed 40 hours per month unless authorized by Town Council. Mayor and staff will manage the deputies. Deputy hours will be revisited at a later time.

Seconded by J. Penniman.



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Roll Call Vote

- D. Patteson, yes.
P. Robinson, yes.
B. Schaschek, no.
J. Penniman, yes.**

Motion carries 3-1.

O. ANNOUNCEMENTS

- Next Town Council Meeting, November 9, 2023: 6:30 p.m. at Irvington Baptist Church
- Thanksgiving, November 23, 2024 – office will be closed Thursday and Friday.

P. CLOSED SESSION closed session is pursuant to State Code §2.2-3711 (A) (3) for discussion or consideration of the acquisition of real property-disclosure would adversely affect bargaining position for the Town Office.

Q. RETURN TO OPEN SESSION

R. ADJOURN

**Motion made to adjourn by D. Patteson.
Seconded by B. Schaschek.
Motion carries unanimously.**