



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, DECEMBER 14; 6:30 p.m.**

AGENDA –

A. CALL TO ORDER

B. ROLL CALL

Phil Robinson, present.
Dudley Patteson, present.
Judy Penniman, present.
Wayne Nunnally, present.
Bonnie Schaschek, present.
Cay Bradley, present.
Julie Harris, present.

C. APPROVE AGENDA – (Amended at the table)

C. Bradley asked how the agenda is developed and recommended the committee report section not include an action by Town Council such as a motion. Items requiring actions could be included as Old or New Business.

Motion made by C. Bradley to amend the agenda to add the charter as old business item.

Seconded by P. Robinson.

Motion carries unanimously.

W. Nunnally objects to going to closed session concerning acquisition of property.

Motion made by W. Nunnally to deny going to closed session concerning the acquisition of real estate.

Seconded by J. Penniman.

Roll Call Vote

J. Penniman, no.
D. Patteson, no.
P. Robinson, no.
C. Bradley, abstain.
W. Nunnally, yes.
B. Schaschek, no.

Motion does not carry 1-4-1.



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**Motion made by P. Robinson to approve the amended Agenda.
Seconded J. Penniman.
Motion carries unanimously.**

D. APPROVE MINUTES

- November 9, 2023, Town Council Regular Called Meeting - Amended

**Motion made by C. Bradley to amend the minutes to reflect her comments.
Seconded by W. Nunnally.
Motion carries unanimously.**

E. FINANCIAL REPORT

- Treasurer's Report – Accepted.

F. PUBLIC COMMENT –

- Update on County Parks Development presentation- *Bruce Julian & Bill Smith*

Discussed all projects that are in the works in the area such as boat ramps, water access, restroom, etc.

- Comments from citizens on any topic – none received.

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

Mayor asked for committee reports for the January meeting as to what each committee was requested by Council to accomplish in 2023 unless a different timeline completion date was requested, report what was done and give the timeline to complete the expected duties. Each chairperson, please define your responsibilities as you understand them while doing the work of the Town.

H. REPORT FROM TOWN ATTORNEY – *A. McRoberts*
Merry Christmas!

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

Two zoning permits, new dock, and new house.

Year-end recap: 28 permits, 5 new homes, 3 redevelopments in the RPA using CUP's, one new construction that encroached in the RPA, 6 new/rebuild of docks and one meeting of Board of Zoning Appeals.



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J. COMMITTEE REPORTS

- Budget & Finance Report, *B. Schaschek & C. Bradley*

Meeting was held earlier in the month to start the reclassification of some expenses. List will be included in the January packet. Next meeting Jan. 8, 2024, 12:00.

Motion made by B. Schaschek to appropriate funds for the sidewalks (repair/maintenance), \$75,000.

Seconded by P. Robinson.

Motion carries unanimously.

- Charter, Codes & Ordinances Committee, *P. Robinson & B. Schaschek*
A Public Hearing will be held during the January 11, 2024, Town Council meeting.
- H. R. Committee, *W. Nunnally & B. Schaschek*
W. Nunnally: Town administrator topic was reviewed. HR committee raised the possibility of changing Justin's title from Zoning Administrator and expanding his duties to fulfill what is outlined in the resolution. After discussion, Council opted not to take any action at this time.

D. Patteson: The objective of bringing in a town administrator was to bring in someone that is experienced in managing a municipality. This person should also have experience in grants and subsidies. The resolution is dated and does not support what town council needs as far as a town administrator. The process can begin to find a candidate.

A meeting of HR Committee will be held in January to compose a job description for a town administrator.

C. Bradley: Had a question about a code of conduct which the Rules and Procedures Committee was addressing. The Mayor said three plans had been looked at, but the matter was tabled and will be revisited in 2024.

- Facilities Committee, *P. Robinson & C. Bradley*

The engineer indicated changes to the plan for new sidewalks to Vineyard Grove are needed to accommodate people with mobility issues, particularly going across the Florist gravel parking lot.

Sewer committee will meet on Monday with Bowman to look at the report draft/numbers, etc.



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C. Bradley: Asking to respect committees. It was brought up that Town Council members not on Budget & Finance approached Museum boat and staff regarding the town purchasing the museum. This conversation was stopped and revisited under Old Business.

- Community & Special Events Committee, *J. Penniman & D. Patteson*
Winners of decorations contest were announced.

Thankful to Steve Kimmeth for all his hard work that he does for the town, he should be voted “volunteer of the year”. Tennis courts/pickle ball courts are open.

- Commons Revitalization Committee, *J. Penniman & W. Nunnally*
Meeting with Drew Harrigan/Four Winds on Wednesday, Jan. 10, 2024, at the town office to discuss landscaping for the Commons. Time to be determined.

- Waterfront Committee, *D. Patteson & J. Penniman*

Committee met in closed session and will meet with council tonight with a recommendation.

- Planning Commission Update, *T. Chapman – Chair*

Meeting canceled due to lack of attendees. No pressing issues.

K. OLD BUSINESS

- Transient Occupancy Tax Return forms to review.

The goal is create a form that can be completed and paid online. The state provided form is a fillable PDF that must be downloaded and submitted to the appropriate locality. The Town Attorney provided a copy of the state form with unnecessary sections identified.

Motion made by W. Nunnally to accept Attorney McRoberts version of the transient occupancy Tax Return form.

Seconded by P. Robinson.

Motion carries unanimously.

- Review of Steamboat Era Museum MOA – *P. Robinson*

C. Bradley restarted her concerns about Town Council members approaching the Museum regarding selling the Museum to the Town. The Museum has made it clear they are not interested in that approach. Additionally, it would cost the Town more money. She requests that all Council members respect the work of the committees and our partners. It is disrespectful to continue to approach people associated with the Museum when their position is clear.



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W. Nunnally acknowledged he has approached people associated with the Museum regarding selling the Museum to the Town, resulting in a large increase to the Museum's endowment. He thinks this approach would be a good working relationship with the museum. He intended no disrespect.

D. Patteson: The Town needs to move forward and not backtrack.

P. Robinson: May have an architect's proposal in January. Any further comments, he asks that it be an Agenda item for January.

- Questions and Answers about FOIA & Committees. The Mayor announced that FOIA training will be held for all Town Council and Planning Commission members on Thursday, February 8 at 5:30 p.m. prior to the regular Town Council meeting at 6:30 p.m.
- Committee Reports: The Mayor asked for committee reports for the January meeting as to what each committee was requested by Council to accomplish in 2023 unless a different timeline completion date was requested, report what was done and give the timeline to complete the expected duties. Each chairperson please define your responsibilities as you understand them while doing the work of the Town
- Discuss Charter (**amendment at the table**).
Public Hearing will be held in January. Asking to have February voting (version 2E).

L. NEW BUSINESS

- There was no new business

M. CLOSED SESSION pursuant to State Code §2.2-3711(A)(3) for discussion or consideration of the acquisition of real property for waterfront – disclosure would adversely affect bargaining position. For Personnel, pursuant to State Code §2.2-3711(A)(1) to discuss Staff Christmas bonus.

N. RETURN TO OPEN SESSION

- J. Penniman, I so certify.
- D. Patteson, I so certify.
- C. Bradley, I so certify.
- W. Nunnally, I so certify.
- B. Schaschek, I so certify.



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P. Robinson, I so certify.

J. Harris, I so certify.

Motion made by W. Nunnally to grant holiday bonus of \$650.00

Seconded by D. Patteson.

Motion carries. 5 – 0 - 1.

B. Schaschek, yes.

W. Nunnally, yes.

D. Patteson, yes.

P. Robinson, yes.

C. Bradley, yes.

J. Penniman, abstain.

Motion made by D. Patteson to authorize appraiser for no more than \$5,000.

Seconded by B. Schaschek.

Motion does not carry 3-0-3.

B. Schaschek, abstain.

W. Nunnally, abstain.

C. Bradley, abstain.

D. Patteson, yes.

P. Robinson, yes.

J. Penniman, yes..

Motion made by P. Robinson to revise the previous motion to table the authorization of the appraiser until January.

Seconded by W. Nunnally.

B. Schaschek, yes.

W. Nunnally, yes.

C. Bradley, yes.

D. Patteson, yes.

J. Penniman, no.

P. Robinson, yes.

Motion carries 5-1-0.

O. ANNOUNCEMENTS

- Ordinance Updating Process Meeting, January 11, 2024; 5:30 p.m. prior to regular Town Council Meeting, open to all. The Planning Commission Chair,



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Tom Chapman, Mayor Julie Harris, Atty. McRoberts and members of the Charter, Codes and Ordinance committee members, Bonnie Schaschek and Phil Robinson will be discussing the process.

- Next Town Council Meeting, January 11, 2024: 6:30 p.m. at Irvington Baptist Church
- Office closed for Martin Luther King, Jr.'s Day, January 15, 2024
- FOIA training, 5:30 p.m., Thursday, February 8, 2024, prior to regular Town Council meeting.

P. ADJOURN

Motion made by W. Nunnally to adjourn.

Seconded by P. Robinson

Motion carries unanimously.