



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

AGENDA –

A. CALL TO ORDER

Mayor Harris called the meeting to order at 6:30 p.m.

B. ROLL CALL

B. Schaschek, present
J. Penniman, present
P. Robinson, present
M. C. Bradley, present
D. Patteson, present
J. Harris, present
W. Nunnally, absent

C. APPROVE AGENDA

**Motion made by B. Schaschek to approve the agenda.
Seconded by P. Robinson.
Motion carries unanimously.**

D. APPROVE MINUTES

- May 9, 2024, Town Council Regular Called Meeting
**Motion made by P. Robinson to approve the May 9, 2024, minutes.
Seconded by B. Schaschek.
Motion carries unanimously.**

E. FINANCIAL REPORT

- Treasurer's Report accepted with no objections.

F. PUBLIC COMMENT

- Comments from citizens on any topic

S. Van Saun (Pony Pasture): Ms. Van Saun, chair of the Irvington Virginia Business Association and a spokesperson for the Illuminate Irvington Committee, shared safety concerns regarding last year's event held in the Methodist Church parking lot, noting that children were playing near the road. She suggested relocating the event to the Town Commons for improved safety. Additionally, Ms. Van Saun advocated for the IVBA's request for a donation towards purchasing a new Christmas tree for the Commons.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

C. Sweeney (Edgewood Lane): Ms. Sweeney discussed a Short-Term Rental (STR) application submitted for the property at 122 Edgewood Lane, adjacent to her residence. She raised concerns about previous issues when STR renters obstructed access to her home via the road. Reviewing the new application, Ms. Sweeney noted that the property owners reside in Chesapeake and would require a local contact person available to address property-related issues. She also questioned whether another nearby property, previously listed as a short-term rental, still qualified given its recent long-term rental history. Ms. Sweeney expressed a preference that if there were density concerns regarding either the new Short-Term Rental application or the previously long-term rented property, she hoped the latter would retain its status as a Short-Term Rental.

T. Thurston (Spring Street): Ms. Thurston addressed the proposal to decrease the cap on STRs in town from 35 to 25. As a former member of the STR Committee, she emphasized that the original decision to set the cap at 35 was thoroughly researched and carefully considered. Ms. Thurston expressed skepticism that reducing the cap would lead to an increase in long-term rental properties in town. She pointed out that owners motivated to offer STRs are driven by different considerations compared to those who manage long-term rentals. Additionally, she cautioned that such a reduction could have unintended consequences on the town's economy and tax revenue, as tourists typically spend money differently compared to long-term renters.

M. Getoff (Broadway): As the owner and operator of Harmonized Getaways Vacation Rentals, Ms. Getoff oversees five STRs. She concurred with Ms. Thurston's viewpoint that reducing the STR cap would not necessarily increase the availability of long-term rentals in Irvington. Ms. Getoff reasoned that due to the high property values in Irvington, these properties make practical sense as vacation rentals but may not be affordable for long-term renters. She expressed her belief that the presence of STRs does not directly correlate with a shortage of long-term rental options. Instead of reducing STRs, Ms. Getoff suggested that the town first clarify its housing market goals. She pointed out that if affordable housing is a priority for residents, the current restrictions on Accessory Dwelling Units (ADUs) and duplexes pose a greater obstacle than the presence of active STRs.

R. Thurston (Spring Street): Ms. Thurston urged town leadership to broaden their discussion of housing issues beyond solely focusing on STRs or converting current properties into long-term rentals, which may not be financially viable for property owners.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

M. Burgess (Virginia Road): Also a former member of the STR Committee, Ms. Burgess asserted that a robust housing market hinges on providing diverse options for buyers. Rather than focusing on reducing STRs as a solution to housing issues, she advocated for the town to actively support larger initiatives like the Lancaster 2035 project.

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

- The Mayor invited Mr. Chris Henley, the town's IT consultant, to provide an update on the new town website.
- Mr. Henley reported that the website is ready and is awaiting final approval from the Town Council and Business License Committee. He also thanked Mr. Dyson for his thorough review of the website. The Mayor asked if Mr. Henley had received any further comments from the Business License Committee.
- Mr. Henley responded that he had not received any further comments. He also mentioned that the Stripe account is set up and linked to the town's bank account specifically designated for Stripe transactions. Additionally, the forms have been tested and confirmed to be working correctly.
- Mr. Robinson asked if any forms needed to be reapproved by Council. Specifically, he wondered if the Business License Registry needed to be revisited or separated from the STR Registration form.
- Mayor Harris explained that progress was suspended on the Business License Registry to focus on developing the website. Once the website is launched, the plan is to finalize the registry process. The delay was due to questions about what 'defines a business based in Irvington' and the need for a better website to facilitate registrations. Mr. Henley noted that there is a business registration form on the website, separate from the STR registration form.
- Ms. H. Sheehan (Railway Road), a member of the Business License Committee, commented that the committee recommended a business 'registration' with no associated fee and no associated license. The forms on the new town website were prepared according to this recommendation. Therefore, the Town Council would need to amend the Business License Ordinance (#2022-05) to align with this recommendation. The Town Council suspended the Business License Ordinance several months ago and must now revise it if Council wishes it to reflect the committee's suggestions. Otherwise, the committee believes the town is ready to move forward on the website.
- Mr. Robinson recommended the group select a target date to go live.
- Ms. Schaschek asked if council could have an opportunity to test out the website before it went live. Also, citing logistical considerations that should be planned out and communicated, she questioned if there would be changes to everyone's email



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

addresses with the new domain name, or other similar changes. Mr. Henley confirmed that would be the case.

- Mayor Harris requested that the next step be to launch the website with the Council.
- Ms. Bradley proposed July 10th to be the deadline for Council to provide feedback and proposed a launch date of July 15th.
- Mr. McRoberts pointed out that the current ordinance (Business License Registration #2022-05) establishes application dates and fees. He emphasized the need to review and update this ordinance to align with the new website.
- Ms. Schaschek asked if the ordinance was just one that covered both the STR registration and the Business License registration.
- Mr. McRoberts confirmed that the ordinance was initially adopted as one, combining the processes for Short-Term Rental (STR) and Business License registrations due to their similarities. The original plan was to maintain simplicity by implementing a unified process with a single flat fee for all registrations. However, over time, this has become more complex and has deviated from its original intent. For instance, the fee schedule adopted in 2024 now lists separate amounts for STR registrations and Business Licenses.
- Mr. Robinson expressed concern that the complexity arises particularly for organizations and individuals conducting business activities that are not Short-Term Rentals (STRs). Mayor Harris agreed, highlighting the challenge faced by those without physical operations in Irvington, uncertain about their classification as businesses within the town.
- Mr. McRoberts explained that according to state law, the determination of a business's location is based on where its activities are conducted. If a business operates within the town, it is considered to be operating there. While complex tax laws govern how taxes are divided for businesses with operations in multiple locations, Irvington's ordinance on business license registration focuses solely on registration and does not involve tax considerations. Mr. McRoberts agreed to prepare a memo for the Town Council providing further details on this topic.

H. REPORT FROM TOWN ATTORNEY, *A. McRoberts*

- No report.

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

- In Mr. Nelson's absence, the Zoning Report was distributed in the electronic packet sent prior to the meeting and printed handouts were made available to the public at the meeting.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

J. COMMITTEE REPORTS

- Budget & Finance Report, *B. Schaschek & M.C. Bradley*
 - Ms. Schaschek reported that the Budget and Finance Committee convened on June 7th, and the minutes have been posted online. Reclassifications are prepared for year-end. Updated workbooks will be posted on the website once the June financial reports are accessible.
 - The committee discussed the process for how the town secures new estimates and contracts and wanted to re-iterate the process for the council. Items outlined included how the securing of invoices should be handled by the town staff and addressed to the Town of Irvington. Town Council needs to approve the scope of the work before any services are requested and, as a part of the consideration, the budget line item for expenses will be identified. When an estimate is accepted or a contract is approved for signature, a second motion should be made by Council to appropriate funding and noting the budget line item. Service providers will be notified to submit invoices to the Town Clerk and invoices will be paid within 30 days of receipt. The Town Clerk will confirm with the related Committee Chairs that any work was completed before the invoice is paid.
 - Ms. Schaschek reported that the town's current financial policy was adopted on June 14, 2018, and, given the time that has passed since then, has needed to be revised. The committee plans to review and update it in the coming year.
 - Ms. Schaschek also reported that the next Budget and Finance meeting was originally planned for July 1 and was rescheduled to Monday, July 8 at 12 noon.

- Charter, Codes & Ordinances Committee, *P. Robinson & B. Schaschek*
 - Mr. Robinson informed the council that the Planning Commission has prepared a presentation paper on Accessory Dwelling Units (ADUs). Recently, the Virginia Senate passed SB 304, potentially requiring localities to include ADUs in residential zoning ordinances. Similar to the recent Short-Term Rental law, this could mean Irvington may no longer be able to prohibit ADUs by this time next year. Mr. Robinson suggested that the Planning Commission's document be posted on the town website. He also encouraged the public to review it and attend the July meeting prepared to comment on how the Council should choose to regulate ADUs if required.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

- Ms. Schaschek requested that the Planning Commission review all the town's current ordinances and restrictions pertaining to auxiliary structures.
- Ms. Bradley requested that Mr. Chapman share the specific questions regarding the ADU topic that guided the Planning Commission in formulating their ideas, to assist residents in formulating their own opinions.

- H. R. Committee, *W. Nunnally & B. Schaschek*
 - No report.

- Facilities Committee, *P. Robinson & M.C. Bradley*
 - Mr. Robinson reported that all the easements have been signed for the White Fences sidewalk. A meeting was held between the contractor, VDOT, ICN, and the town. We are now just waiting for final permit approval from VDOT and will then give the contractor authority to start.
 - Mr. Robinson reported that the new sidewalk in front of Vine was something that VDOT did as a favor to the town and in the interests of improving the safety of the sidewalk.
 - VDOT also did a cleaning of the weeds encroaching on 200.
 - Mr. Robinson reported that the town will not hear anything further from Kilmarnock regarding their potential work with the sewer committee until Kilmarnock's Town Council meets on June 17th. At that meeting, Susan Cockrell will ask the Kilmarnock Town Council for permission to initiate discussion with Irvington about a potential sewer project.

- Community & Special Events Committee, *J. Penniman & D. Pattenon*
 - Ms. Penniman reminded the group that the July 4th Parade will be at 11:00 a.m. on the July 4th. She reported that planning is going smoothly. Frederick Johnson will be the MC this year. For honorees, the VIA has chosen Michelle Lyberger as volunteer of the year. Chesapeake Academy has chosen to honor David and Katie Dew. IVBA has chosen Ann Meekins as the Business of the Year.
 - Ms. Penniman noted that she would be appropriating some funds later in the meeting to pay for the parade expenses.

- Commons Committee, *J. Penniman & W. Nunnally*
 - Ms. Penniman announced that the masterplan for the Commons will be presented by Four Winds at the July meeting. Drew Harrigan also offered several items of playground equipment for the Commons playground,



TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.

which would be free for Irvington to accept, other than the expense of moving them to the Irvington playground.

- Drainage has become complex enough that the committee voted to separate the issue out into its own independent project for the town. Ms. Penniman believes the project will take about two years to complete. In the meantime, the committee voted to place stone on the Commons side of Tavern Road to stop the erosion from the tennis courts to the bank. This would be a temporary fix. An estimate for this fix was supplied in the meeting packet.
- Ms. Penniman reported that Chesapeake Bank has little information on their septic drain field, so the Committee has also voted to hire a soil expert to map its exact location. This is important for ensuring that, when landscaping begins, the town will not incur any liability by accidentally disturbing the drain field.

- Waterfront Committee, *D. Patteson & J. Penniman*
 - No Report

- Planning Commission Update, *T. Chapman – Chair*
 - Mr. Chapman thanked Albert Pollard for his service to the town as he retired from the Planning Commission.
 - As a separate issue, Mr. Chapman reported that the PC unanimously recommended the Council approve the Pollard CUP.
 - The Planning Commission's ADU recommendations will be supplied to go on the website. Key questions are what the Commonwealth of Virginia is going to do and what might the town of Irvington need to do to ensure it still has control over how ADUs are built and used in the town.
 - Planning Commission received comments from VDOT on the current draft of the town's Comprehensive Plan.
 - In response to the Town Council's query about reducing the cap of Short-Term Rentals (STRs) from 35 to 25, the Planning Commission concluded that they currently lack sufficient information to offer a definitive recommendation. However, they expressed no objection if the Town Council decides to decrease the number of STRs.
 - There is a draft amendment to the current STR ordinance that is in process and will apply the same conditions of grandfathered STRs to the CUP STRs. The Planning Commission agreed that this should be done and will be prepared to participate in the joint public hearing on the draft ordinance.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

K. OLD BUSINESS

- CUP Pollard. 2024 – 37 Seafood Lane – 2nd Reading and vote
 - **Motion made by P. Robinson to accept the CUP.
Seconded by B. Schaschek.
Motion carries unanimously.**

- Ordinance 2024-06-uc Amending the Sign Ordinance – 2nd Reading and vote
 - **Motion made by M.C. Bradley to approve Ordinance 2024-06.
Seconded by B. Schaschek.**
 - Roll Call Vote**
 - **P. Robinson – Aye**
 - **J. Penniman – Aye**
 - **D. Patteson – Aye**
 - **M.C. Bradley – Aye**
 - **B. Schascheck – Aye**
 - **W. Nunnally - Absent**

- Ordinance 2024-07-uc Sidewalk Ordinance – 2nd Reading and vote
 - **Motion made by M.C. Bradley to approve Ordinance 2024-07.
Seconded by D. Patteson.**
 - Roll Call Vote**
 - **P. Robinson – Aye**
 - **J. Penniman – Aye**
 - **D. Patteson – Aye**
 - **M.C. Bradley – Aye**
 - **B. Schascheck – Aye**
 - **W. Nunnally - Absent**

- Summary of the May Public Meeting related to a proposed change to the Town Charter requiring a voter referendum prior to incurring debt – *M.C. Bradley*
 - Ms. Bradley expressed gratitude to all participants for sharing their views. She reminded everyone that the meeting was prompted by a petition signed by registered voters and property owners.
 - Ms. Bradley reported that of the 10 residents who spoke, all but one favored including a voter referendum requirement in the Charter. The dissenting individual acknowledged the potential utility of referendums in certain cases but questioned its necessity as a Charter requirement.
 - Ms. Bradley said most participants expressed concerns about the long-term impact of debt on residents and town taxes. They emphasized the importance of having a direct say in any potential town debt. Regarding



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

the trigger for a referendum, opinions varied on the threshold amount of debt that should necessitate a vote, with suggestions ranging across different levels.

- Ms. Bradley said one respondent suggested defining 'corporate debt' as part of the referendum conditions. On the question of how approval or rejection of debt should be determined, the prevailing sentiment was that a simple majority should suffice. Participants generally agreed that referendums should be rare occurrences.
- Ms. Bradley noted that a query arose about whether property owners who pay taxes in Irvington could also have voting rights in a referendum.
- After Ms. Bradley concluded her summary, Mayor Harris asked how the Council would like to proceed.
- Ms. Schaschek suggested that Council have a workshop before the next Town Council meeting and go through several of the different options. Then, following the workshop, if it is decided that the Council wishes to add language to the Charter, to send a request that the Town Attorney to write the language.
- Ms. Bradley expressed her concern that a public referendum would be registered voters only.
- Mr. McRoberts confirmed that is the case.
- Ms. Bradley expressed further concern that debt incurred by the town would impact all property owners' taxes, and the referendum approach would only capture the desires of registered voters (representing just a subset of impacted individuals, as Irvington has a significant number of property owners and taxpayers who are not registered voters). In this way, Ms. Bradley believed that a referendum would not address the concern that was brought to Council. She wondered if there were other options that would be more inclusive to capture the voice of all potentially-impacted individuals.
- Ms. Schaschek asked Mr. McRoberts what the options were in terms of capturing the opinions of the public through a vote.
- Mr. McRoberts expressed his belief that there was never a public vote during a public hearing. Public hearings serve as a platform for individuals to voice their opinions, but ultimately, it is up to the Council to vote based on their own judgment.
- Mr. Robinson noted that he had no concerns with mandating a public hearing.
- Mr. McRoberts pointed out that existing statutes already mandate a public hearing before the town can accept debt. Therefore, regarding the issue the town is currently addressing, the procedural requirements already resolve many of the concerns.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

- Ms. Bradley said she was hoping Mr. McRoberts would say this, as it eased her concern and ensured for her that people who pay taxes in Irvington, but do not vote in Irvington, would have a say in any debt the town acquires.
- Mr. McRoberts proposed that rather than establishing a platform for residents to vote on individual projects, the town council should concentrate on developing robust parameters and financial policies that outline the conditions necessary for the town to incur debt. He referenced a previous presentation by Davenport that outlined best practices for sound financial planning
- Mr. Patteson expressed concern over the large number of paths that a potential referendum requirement might take (either in what would trigger a referendum, or how it would be conducted, etc). He hoped that the Council might consider hiring a firm, like Davenport, to help provide research and insight on what other municipalities have done so that Irvington's Council proceeds in a way that aligns with the best practices that are already done by other municipalities.
- Mayor Harris suggested creating wording before a voting.
- Ms. Schaschek reiterated that a workshop prior to the July Council meeting would be the best time to approach thinking about potential wording or other options.
- Mr. Robinson asked that the attorney come back with other options.
- Ms. Bradley asked when Mr. McRoberts might be able to have options created.
- Mr. McRoberts stated that he would send a request to the financial team at Sands Anderson and to Davenport, asking them to supply a memo or summary on the topic of how debt is incurred.
- Review of current Charter draft
 - Mayor Harris proposed a comprehensive review of the Charter 'article by article' and asked the group if there was interest in proceeding with this approach.
 - Ms. Schaschek emphasized the importance of allowing both the public and the council adequate time to review the redlined version of the Charter. This would enable everyone to consider proposed changes in relation to the existing Charter text.
 - Mr. McRoberts pointed out that the process to adopt the Charter amendment will officially begin once the town decides on the version it intends to adopt.
 - Ms. Schaschek mentioned that the potential referendum language is the remaining question to address, which will be discussed at the workshop on July 11th at 5:30.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

- Mayor Harris noted that she would also still like to provide a space where each article is given review and a chance for comment before the final draft is settled.
- Ms. Schaschek asked to do this at the July 11th workshop.
- Code of Ethics/Conduct – final reading and vote
 - Ms. Schaschek mentioned that she included provisions for staff in the Code of Ethics/Conduct. She also clarified how breaches in conduct are handled, pointing out that current ordinances outline the consequences. Any updates regarding these consequences would be addressed at the ordinance level rather than the policy level.
 - Mayor Harris asked about section three, related to the conduct of members, and how the process for addressing an issue would be handled.
 - Mr. McRoberts explained that the policy and enforcement would need to be conducted by the Council. Therefore, it is up to the Council to lay out the process for how issues of conduct are resolved.
 - Ms. Schaschek asked if, when issues of conduct come up, would the punishment and resolution be done publicly or in closed session.
 - Mr. McRoberts clarified that disciplining and addressing issues related to officers and employees can be conducted in closed session, which is likely the most appropriate forum for such matters.
 - Mr. Robinson noted that the Charter allows for the Council to remove a member, if necessary, but does not outline any required process or type of majority in voting on the matter.
 - Ms. Schaschek also noted that the county Circuit Court would have to be involved for the actual removal of a member.
 - Mayor Harris asked if there were any requirements on who could bring an accusation of misconduct forward.
 - Ms. Schaschek felt that this could involve anyone who felt they had been offended.
 - Ms. Bradley expressed concern that under the formal process, an altercation could occur in a public meeting without addressing inappropriate behavior until a subsequent closed session. She suggested that a more effective approach would be for the Mayor to immediately restore order by using the gavel, or if necessary, for other Council members to intervene promptly when such behavior arises.
 - Ms. Schaschek noted that she agreed any obvious offenses should be addressed and stopped at the time that the behavior is occurring.
 - Ms. Bradley was also concerned that the title of the document was misleading as the language in the document addressed only conduct and not really ethics.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

- Mr. McRoberts agreed that this particular document was addressing conduct and that the Commonwealth of Virginia has addressed the issue of ethics for members of Town Councils in its Conflicts of Interest Act.
- Ms. Bradley suggested that the word “Ethics” just be removed from the title, with several other members concurring.

- **Motion made by M.C. Bradley to adopt the Code of Conduct, as presented, provided that it be renamed and does not reference ‘ethics.’**
Seconded by B. Schaschek.
Motion carries unanimously.

- Deputy Report
 - Mayor Harris shared that she recently met with Deputy Sibley, who expressed satisfaction with the increased hours available to deputies in Irvington. During the meeting, Deputy Sibley emphasized the importance of concentrating evening patrols in Irvington to address traffic violations, noting that this is when violations are most frequently observed. The Mayor directed the group to the monthly report, which supports Deputy Sibley’s observations regarding the higher incidence of summonses and warnings issued during nighttime patrols.
 - Ms. Bradley asked for future reports to potentially reflect a trend from year to year and to potentially be reformatted as a graph instead of as a table.
 - Ms. Penniman asked how much the budgeted hours would increase in the new Fiscal Year.
 - Mayor Harris explained there would be 740 hours for the year. The deputies, therefore, had been asked to schedule up to 80 hours of their time in both July and August.
 - Ms. Penniman asked if we could get more hours during the daytime.
 - Mayor Harris confirmed that she had asked Deputy Sibley to come more often during the day and at the Farmer’s Market. Mayor Harris also noted that there were some misconceptions where residents believed that the deputies were not working, when in fact they were. The source of the misconception appeared to be that people were seeing the police vehicle in the parking lot of the town office all the time, but the reason is because the deputies leave their own car (an identical-looking Lancaster police vehicle) when they take the Irvington vehicle out to work.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

L. NEW BUSINESS

- Motions or recommendations by Town Council Committees
 - **Motion made by M.C. Bradley for Town Council to appropriate the operating expenses documented in the Fiscal Year 24-25 budget that was adopted at the June 2024 meeting.
Seconded by B. Schaschek.
Motion carries unanimously.**
 - **Motion made by J. Penniman to appropriate \$4,500 from the “Community Event: July 4 Parade” budget line item to cover expenses for the July 4th parade.
Seconded by M.C. Bradley.
Motion carries unanimously.**
 - **Motion made by J. Penniman to accept the gently used playground equipment offered by Drew Harrigan, at a cost not to exceed \$2,500.**
 - In discussion, the Mayor asked where the equipment would be coming from and Ms. Penniman noted that it would be moved to Irvington from Richmond.
 - Mr. Robinson asked if the committee believed the equipment was needed for the Commons.
 - Ms. Penniman noted that several of the items would be good for little kids and would fit into the playground’s available space. She specifically identified three of the potential items of equipment and noted where they could fit.
 - Mr. Robinson asked if Ms. Penniman had an idea of who might be available to move the equipment, and Ms. Penniman noted that she had not gotten that far in the process.
 - Mr. Patteson observed that the playground is actively used by town children, is an asset to the town, and that acquiring additional equipment for the playground would add to the value of the playground.
 - Ms. Bradley questioned whether acquiring additional equipment would necessitate a revision to the town's insurance policy to include coverage for the new equipment.
 - Mr. McRoberts said he believed it would not impact the insurance, as the town’s general policy would cover the playground even with a few additional items of equipment.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

- Ms. Bradley commented that there was \$25,000 in the Capital Budget for playground upgrades, and that any expenses of moving the equipment would be coming from that line item.
 - Ms. Schaschek asked if Ms. Penniman had identified the cost of installation.
 - Ms. Penniman said she had not gotten that far yet, but had worked with the Town Clerk to identify that it previously cost about \$4,800 for the town to move other equipment.
 - Ms. Schaschek asked if the town would have to pick the items up in Richmond.
 - Ms. Penniman said that Irvington would need to pick up the equipment and would have until the end of July to do so.
Following discussion, the motion was seconded by B. Schaschek.
Motion carries unanimously.
- **Motion made by J. Penniman to redirect \$70,000 of the Capital Budget from drainage to general use for the Commons.**
- After further discussion that provided clarity regarding the Capital Budget, it was determined that there was no need to rename the line item of the funds and the motion was withdrawn.
 - Ms. Penniman was asked to work with the Town Clerk to solicit an estimate from a Soil Expert to identify the cost of mapping the bank's drainage field. Estimate would be presented at a future Town Council meeting.
- **Motion made by D. Patteson for Council to find a solution to alleviate parking on Tavern Road.**
- During the discussion, Mr. Robinson expressed hope that the town's long-term efforts in the masterplan for the Commons and other initiatives addressing drainage on Tavern Road will ultimately improve parking conditions. In the meantime, he suggested exploring whether the Commons Committee could designate or create a gravel area for formal parking to help alleviate some of the current parking issues.
 - Ms. Penniman noted that there were a number of nearby facilities and ongoing events that drive the need for clearly marked parking, and suggested that better signage could help.
 - Ms. Bradley asked if the town could designate the Commons side of Tavern Road as being 'no parking' and place signs saying the other side of Tavern Road is for Hope and Glory customers only.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

- Ms. Schaschek agreed that this would be helpful, especially given the drainage work that needs to be done. Long-term, she believed the town might consider putting down gravel to create better parking.
- Without taking a formal vote on the motion, Council reached consensus that Mr. Patteson could place signs on Tavern Road by Hope and Glory to reserve that side of the road as parking for the hotel guests.
- Formal motion was withdrawn.

- **Motion made by J. Penniman to accept the \$4,000 estimate provided by Earth Resources to provide a temporary solution for the drainage issues on Tavern Road, to be taken from the Capital Drainage budget. Seconded by P. Robinson. Motion carries unanimously.**

- **Motion made by P. Robinson to appropriate \$4,000 to provide the temporary solution for the drainage issues on the Commons side of Tavern Road, to be taken from the Capital Drainage budget. Seconded by M.C. Bradley. Motion carries unanimously.**

- **Resolution made by P. Robinson to initiate and refer a proposed zoning ordinance amendment related to STRs (one that would correct a former omission) to the Planning Commission.**
 - Discussion occurred to clarify the purpose of the resolution as a part of the zoning amendment process, but formal vote did not occur.

- Potential hiring of local Treasurer
 - This agenda item was tabled in order for it to be revisited in closed session in July.

- **Motion made by B. Schaschek to reappointment David Clarke to the Planning Commission. Seconded by P. Robinson. Motion carries unanimously.**



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

- **Motion made by B. Schaschek to reappointment Robin Camillo to the Planning Commission.
Seconded by P. Robinson.
Motion carries unanimously**

- **Motion made by D. Patteson to appointment Marston Smith to the Planning Commission.
Seconded by P. Robinson.
Motion carries unanimously.**

- **Motion made by M.C. Bradley to recommend Steve Kimmeth to be reappointed to the Board of Zoning Appeals
Seconded by B. Schaschek.
Motion carries unanimously**

- Steamboat Era Museum request for sponsorship of the Irvington Crab Festival
 - M.C. Bradley recommended that the town consider sponsoring the mallets at the festival this year, but recused herself from the vote as she is co-chair of the Crab Festival.
**Motion made by B. Schaschek to appropriate \$1,250 from the Community Sponsorship line item to go to the Steamboat Museum to pay for the Mallet Sponsorship of the Crab Festival in September.
Seconded by P. Robinson.
Motion carries unanimously, with Bradley recused and abstaining from the vote.**

- Illuminate Irvington Committee, consisting of representatives from the Irvington Virginia Business Association and the Town Council, requested a donation from the town toward a new Christmas tree for the Town Commons.
 - Ann Meekins presented details about the campaign, which has a total cost of \$14,000 to cover the purchase of a tree and storage shed. She requested that the Town Council consider contributing \$2,500 towards the campaign.
 - Mr. Robinson asked if there was an option to rent a storage unit to store the tree instead of installing a shed on the Town Commons.
 - Ms. Meekins noted that it would create an ongoing payment, and the committee's goal was to take care of all expenses at one time as part of the campaign to purchase the tree.
 - Ms. Schaschek noted that the town already pays for a storage unit in White Stone and asked if there was space in the existing rented unit.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

- Mr. Robinson was unsure if there was space in the Town's current unit, but wanted to keep the Council open to the idea of committing to the tree without committing to the addition of the storage shed to the Town Commons. Especially, he noted, considering the potential upcoming work on the Commons masterplan and with the drainage issues.
- Ms. Penniman outlined where the tree would be installed when in use and the location of the proposed shed. She also noted that this expense is in addition to the budget for the Christmas community event.
- Ms. Bradley, Ms. Schaschek, and Mr. Robinson expressed discomfort with the swift presentation of the shed decision. They indicated greater comfort with deciding on the tree, as a timely decision was necessary at the June meeting to benefit from a discount that is set to expire.
- Ms. Bradley noted that as this was an unplanned expense, it would need to come from the Capital Expenses budget. The line item related to the Commons for addressing drainage was identified as a place where some of the funds could be used to donate for the tree.
- Mr. Robinson requested that the Illuminate Irvington Committee give the town an estimate on when the tree would be delivered so that Town Council could have further discussion on where the tree could be stored.

Motion made by P. Robinson to accept the \$2,500 cost-sharing expense toward the purchase of a Christmas tree (with the assumption that if the tree is not purchased, the money will return to the town). No obligation was made at this time regarding where the tree would be stored.

Seconded by D. Patteson.

Motion carries unanimously.

Motion made by M.C. Bradley to appropriate \$2,500 from the Capital Budget's Commons Drainage Issue line item for payment to the IVBA for the purchase of the Christmas tree.

Seconded by P. Robinson

Motion carries unanimously.

- DEQ mandated language for pump out notations on plats
 - Mayor Harris noted that the Virginia Department of Environmental Quality had sent Irvington a notice that the town needed to update its ordinances to reflect items mandated by the Chesapeake Bay Preservation Act. The DEQ's corrective action agreement has now been signed by the town, agreeing to correct this oversight. The town is now waiting to hear if the DEQ approves the language that the town plans to add to the



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY, June 13, 2024; 6:30 p.m.**

ordinances to be compliant with the DEQ's requirements.

M. ANNOUNCEMENTS

- Mayor Harris announced that the Town Office will be closed on June 19, 2024 in observance of Juneteenth, and on July 4, 2024 in observance of Independence Day. The next Town Council Meeting is scheduled for July 11, 2024: 6:30 p.m. at Irvington Baptist Church

N. ADJOURN

**Motion made by P. Robinson to adjourn at 8:56 p.m.
Seconded by D. Patteson.
Motion carries unanimously.**

DRAFT