



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, April 10, 2025; 6:30 p.m.**

AGENDA –

A. CALL TO ORDER

B. ROLL CALL

F. Johnson, present
F. Westbrook, present
M.C. Bradley, present
S. Van Saun, present
P. Robinson, present
J. Harris, present
W. Nunnally, absent

C. APPROVE AGENDA

Mayor Harris announced several amendments to the agenda. The Public Hearing for the Sommardahl Conditional Use Permit was removed. Under New Business, a funding request for the Junior Golf Tournament at Indian Creek Yacht and Country Club was added. Additionally, a decision needed to be made regarding the renewal of the CD at Atlantic Union Bank, selecting from the bank's updated interest rate options.

Motion made by S. Van Saun to approve the agenda with the noted amendments.

Seconded by F. Johnson.

Motion carried 5-0-1. Nunnally Absent.

D. APPROVE MINUTES

- March 13, 2025 Town Council Workshop
- March 13, 2025 Town Council Regular Called Meeting
- March 20, 2025 Town Council Special Called Meeting

Motion made by M.C. Bradley to approve all three sets of minutes.

Seconded by F. Westbrook.

Motion carried 4-0-2. Nunnally Absent. Van Saun abstained.

E. FINANCIAL REPORT

- Treasurer's Report
 - Financial report was accepted without objection.

F. PUBLIC COMMENT

- Comments from citizens on any topic.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
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THURSDAY, April 10, 2025; 6:30 p.m.**

- **S. Kimmeth** (Village Improvement Association): Representing Irvington's VIA, Mr. Kimmeth advised the Council that the date for the July 4th Air Force Band Concert needed to be moved to Saturday, July 5th at 6:00 p.m.
- **Ann Gardner Eubank** (White Stone Town Council): Ms. Eubank announced that the Town of White Stone would once again graciously invite Irvington residents to participate in its Hometown Heroes Banner Program. Now in its third year, the program honors individuals who have served in the U.S. Armed Forces by displaying commemorative banners. Banners may be purchased for \$100 and will be displayed annually from Memorial Day through Labor Day for five years. Applications are available at the White Stone Town Office.

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

- Mayor Harris welcomed Samantha Van Saun as the newest member of the Town Council.
- She also announced that the Mayor's Report would begin addressing public comments from previous meetings, particularly when follow-up was required.
- The Mayor referenced a March Public Comment from a member of the Vineyard Grove Homeowners' Association regarding whether the Town's short-term rental (STR) density ordinance should be reconsidered for that neighborhood, noting that the HOA had initially permitted unrestricted STR use for all homes in the neighborhood.
- The Mayor believed that the town would need to consider the conditions of other HOAs in town before a decision could be made on the Vineyard Grove resident's request.
- The Mayor also noted that the Village Improvement Association had requested adjustments to the Planting Plan for the tree planting project on the Commons. She reported that a meeting was held with landscape designer Drew Harrigan and representatives of the Association to review the plan, which was subsequently revised based on their recommendations.
- At the March meeting, Council committees were restructured to include two standing committees: Human Resources & Office Operations, and Budget & Finance. The Mayor explained that other Town functions would be managed by individual Council members serving as designated points of contact.

H. REPORT FROM TOWN ATTORNEY, *K. Kemp*

- No report.



**TOWN OF IRVINGTON, VIRGINIA
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IRVINGTON BAPTIST CHURCH
THURSDAY, April 10, 2025; 6:30 p.m.**

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

- Mr. Nelson reported that a permit was issued to rebuild a dock at 184 York Road. The Sommardahl Conditional Use Permit application for redevelopment in the RPA, at 79 Cedardale Road, was in process and would receive a public hearing at a future Council meeting.
- The Town now has taken over the account with W.C. Lowery to manage the porta-potties at the Town Commons.
- The fence between the Elliotts and Tides Inn has begun to go up, and is 5' off of the property line as measured by the Town Administrator.
- The Town has entered into contract with a painting company to re-paint the gazebo on the Town Commons.
- Regarding the project to install the portable bollards by Chesapeake Bank's and the Steamboat Era Museum's septic systems, the Town Administrator estimated that the cost will be at least \$1,500 to purchase and install the bollards. Mr. Nelson asked that the Town Council approve spending up to \$2,000 to ensure that there is sufficient funds to cover the project.

J. REPORT FROM PLANNING COMMISSION, *T. Chapman*

- Mr. Chapman reported that Steve Strait had agreed to serve as the Secretary of the Planning Commission until their May officer election.
- Regarding proposed changes to the portion of the town code entitled "154.051E (3) Animals in Town," the Town Council had previously suggested that the Planning Commission review Virginia Code. The Planning Commission researched this issue and believed that the state code did an appropriate job of covering the issue. Meanwhile, they believed that the town code lacked adequate clarity for the Town Administrator to interpret. State code 3.2-6544 stated that localities may decide what animals they wish to allow in town. Allen Whitaker agreed to draft new proposed language for discussion at the May Planning Commission meeting.
- Regarding the Capital Budget Priorities, Planning Commission sent their thoughts to the Budget & Finance Committee. One key recommendation that was significantly different from previous years is that the PC removed 'waterfront property' from the list of priorities.

K. OLD BUSINESS

- Alliance for the Chesapeake Bay - Stormwater Technical Assistance for VA Towns
 - Ms. Bradley reported that she had applied to the Alliance for the Chesapeake Bay's program offering Stormwater Technical Assistance for Virginia Towns. She noted that Irvington was selected for the program and that Mr. Nelson would be the primary contact for the Alliance. The



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, April 10, 2025; 6:30 p.m.**

initial focus for review would be looking at drainage issues on the Town Commons.

- Resolution #2025.07.TC to Update and Readopt the Town Financial Policy

Motion made by M.C. Bradley to pass Resolution #2025.07.TC to update and readopt the Town Financial Policy, as dated on February 23, 2025, with (1) an addition of the sentence “At the beginning of every fiscal year, the Budget and Finance Committee, along with Town Staff, will determine who has primary and back-up responsibilities,” and (2) replacing specific town office roles with “Town Staff, as assigned.”

- In discussion, Ms. Westbrook made the recommendation to add a third addition to the policy related to requiring sequentially numbered checks. Ms. Westbrook also made a comment that for next year’s review, she would like the Council to look at the section on insurance, item 6, and consider whether there is enough coverage.
- Ms. Bradley added that in the future, the Budget & Finance Committee intends to work with the Town Treasurer and Town Clerk to explore possibilities for moving toward more electronic banking and less use of paper checks, etc.

Amended Motion: M.C. Bradley moved to pass Resolution #2025.07.TC to update and readopt the Town Financial Policy, as dated on February 23, 2025, with (1) an addition of the sentence “At the beginning of every fiscal year, the Budget and Finance Committee, along with Town Staff, will determine who has primary and back-up responsibilities,” (2) replacing specific town office roles with “Town Staff, as assigned,” and 3) “all checks will be sequentially numbered” to be added as number 3 in section E.

Seconded by P. Robinson.

Motion carried 5-0-1. Nunnally Absent.

L. NEW BUSINESS

- Motions or recommendations by Town Council Members

Motion made by P. Robinson to approve \$2,000 for the purchase and installation of bollards to protect the septic fields on the Town Commons (to be paid from general maintenance).

Seconded by M.C. Bradley.

Motion carried 5-0-1. Nunnally Absent.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, April 10, 2025; 6:30 p.m.**

Motion made by P. Robinson to authorize the Village Improvement Association to use their revised date for the Air Force Band Concert (Saturday, July 5) on the Town Commons.

Seconded by F. Johnson.

Motion carried 5-0-1. Nunnally Absent.

- Appropriation for Virginia's River Realm Annual Invoice

Motion made by M.C. Bradley to appropriate \$5,000 from Community Support and Tourism for payment to Virginia's River Realm and to direct the Town Clerk to send the payment.

Seconded by F. Westbrook.

Motion carried 5-0-1. Nunnally Absent.

- Appropriation for Steamboat Era Museum's FY24-25 Charitable Donation

Motion made by M.C. Bradley to appropriate \$2,500 from Community Support and Tourism for payment to the Steamboat Era Museum and to direct the Town Clerk to send the payment.

Seconded by F. Johnson.

Motion carried 5-0-1. Nunnally Absent.

- Appropriation for Lancaster Community Library FY24-25 Charitable Donation

Motion made by M.C. Bradley to appropriate \$2,500 from Community Support and Tourism for payment to the Lancaster Community Library and to direct the Town Clerk to send the payment.

Seconded by F. Westbrook.

Motion carried 5-0-1. Nunnally Absent.

- Resolution #2025.08.TC - Readopting the Town Code of Conduct

Motion made by P. Robinson to adopt Resolution #2025.08.TC - Readopting the Town Code of Conduct.

Seconded by S. Van Saun.

Motion carried 5-0-1. Nunnally Absent.

- Ms. Westbrook noted that the document states Council members will be asked to sign a form acknowledging receipt of the Code of Conduct. The Clerk confirmed that such a form will be provided in due course. (Note:



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, April 10, 2025; 6:30 p.m.**

The Clerk is currently reviewing all Town policies scheduled for readoption and is working to present them to Council. Once all relevant policies have been readopted, he plans to compile them into a single packet and have Council sign one form confirming receipt of the entire set.)

- Resolution #2025.09.TC - Readopting the Town Remote Participation Policy

**Motion made by M.C. Bradley to adopt Resolution #2025.09.TC -
Readopting the Town Remote Participation Policy.
Seconded by F. Johnson.**

- During the discussion, Mr. Robinson inquired about the Planning Commission and why its remote participation policy differs from that of the Town Council. Mr. Dyson explained that the Town Staff intended to ask the Planning Commission to review their policy and adopt something similar. There are also legal reasons why the two would have to be somewhat different. Virginia code establishes separate rules for remote participation by Planning Commission members, which do not apply equally to Council members.
- Mr. Robinson wondered if the Council should review their own policy to be stricter, and more in line with the Planning Commission's version.
- The Town Attorney noted that there are differences between the Planning Commission and how the Town Council might meet that could impact difference between the two policies.

(Note for clarity: The Virginia code assumes stricter regulations can be imposed on appointed officials than what can be imposed on a body of elected officials. Therefore, elected officials are granted more leeway and flexibility. This distinction exists because appointed officials, such as Planning Commission members, can be removed from office by the Town Council if they violate a policy. However, typically only a court has the authority to remove an elected official from office.)

Motion carried 5-0-1. Nunnally Absent.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, April 10, 2025; 6:30 p.m.**

- Resolution #2025.10.TC - Regarding Local and Regional Water Supply Planning and Application for a FY2025 Water Supply Planning Grant

Motion made by P. Robinson to adopt Resolution #2025.10.TC - Regarding Local and Regional Water Supply Planning and Application for a FY2025 Water Supply Planning Grant.

Seconded by F. Westbrook.

Motion carried 5-0-1. Nunnally Absent.

- Donation to the American Junior Golf Association (AJGA), a 501(c)(3) nonprofit organization, in support of the Junior-Am - The Northern Neck Junior All-Star at Indian Creek Yacht and Country Club.

Motion made by M.C. Bradley to donate \$1,000 to the American Junior Golf Association (AJGA) in support of the tournament being hosted by Indian Creek Yacht and Country Club.

Seconded by S. Van Saun.

- During the discussion, Mr. Robinson asked whether Council members felt the donation was appropriately tied to the Town of Irvington. Mr. Johnson and Ms. Westbrook responded that they believed the event would attract visitors to Irvington businesses and Irvington's participation would serve as a demonstration of its support of the region.

Motion carried 4-0-2. Nunnally Absent. Robinson abstained.

- Renewal of the Atlantic Bank Certificate of Deposit

Motion made by M.C. Bradley to renew the Certificate of Deposit (account ending 2725) for 3 months at 4%.

Seconded by F. Westbrook.

- During the discussion, Ms. Bradley recalled that the Town previously maintained several CDs designated for specific purposes, such as the bike path and the library. A prior Budget & Finance Committee had consolidated these into a single CD. However, Ms. Bradley expressed that it was important to restore the original intent by separating the designated funds into individual CD accounts. To allow time for this research and to provide flexibility for potential changes in July, she recommended renewing the current CD with a three-month maturity.

Motion carried 5-0-1. Nunnally Absent.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, April 10, 2025; 6:30 p.m.**

M. ANNOUNCEMENTS

- Next Town Council meeting will be May 8, 2025; Public Hearing on the FY 25-26 Budget and Regular Called Meeting beginning at 6:30 p.m. in Irvington Baptist Church.

N. ADJOURN - 7:09 p.m.

Motion made by P. Robinson to adjourn.

Seconded by F. Johnson.

Motion carried 5-0-1. Nunnally Absent.

DRAFT