



**TOWN OF IRVINGTON, VIRGINIA  
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES  
IRVINGTON BAPTIST CHURCH  
THURSDAY, June 12, 2025; 6:30 p.m.**

**AGENDA –**

**A. CALL TO ORDER – 6:30**

**B. ROLL CALL**

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

**C. APPROVE AGENDA**

**Motion made by F. Westbrook to approve the agenda with an amendment to add an update on the Christmas décor and discussion of a sample under new business. Seconded by P. Robinson.**

**Motion carried 5-0-1. Nunnally Absent.**

**D. APPROVE MINUTES**

- May 8, 2025 Town Council Regular Called Meeting

**Motion made by M.C. Bradley to approve the minutes of the May 8, 2025 Town Council Regular Called Meeting and Workshop on the Budget.**

**Seconded by P. Robinson.**

**Motion carried 5-0-1. Nunnally Absent.**

**E. FINANCIAL REPORT**

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

**F. PUBLIC COMMENT**

- Comments from citizens on any topic.
  - No comments.

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

- While presenting the Quarterly Deputy Report, the Mayor noted that the deputies conducted 92 traffic stops, resulting in 66 summonses, 25 warnings, and one arrest.



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

- No Report.

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

- In Mr. Nelson's absence, Mayor Harris covered the report by noting:
  - There is a new dock for tax map 33-296 (vacant land on King Carter near Crocketts Landing) and a new garage at 27 Virginia Road.
  - The painting of the gazebo on the Town Commons and targeted sidewalk curbs (including in front of The Office) have been completed.
  - Home Turf will soon begin the plantings (related to the Friends of the Rappahannock partnership) on the Commons. Expect at least 4 days of work.
  - Tides Inn construction is almost 100% complete.

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

- Mr. Chapman reported that the Planning Commission approved a motion to establish two subcommittees intended to:
  - 1) Develop recommendations on Public Safety and Traffic Calming in alignment with the goals outlined in the Comprehensive Plan. Marston Smith will chair the committee, which includes Wayne Nunnally, Fredrick Johnson, Allen Whitaker, and Albert Pollard Jr. The committee is tasked with delivering a report of its recommendations within six months.
  - 2) Review the current status of broadband and cell service in Irvington, assess how it compares to state-of-the-art standards, and engage with service providers to understand their plans for upgrading local infrastructure. Tom Chapman will chair the committee, with members Fran Westbrook, Phil Robinson, and Michael Schmid.
- The Mayor asked the attorney if the subcommittees would need to follow the rules of VA FOIA related to notices and summary minutes, and the Attorney confirmed that this was the case.
- Mr. Chapman acknowledged that the subcommittees were aware they needed to meet these requirements.

**K. OLD BUSINESS**

- Update on July 4<sup>th</sup> Parade planning, *S. Van Saun*
  - Ms. Van Saun reported that the Parade Coordinator has made significant progress with event planning. A number of participants have already signed up. Permits have been approved, and the Master of Ceremonies is confirmed. Both the ROTC and the bagpipers have committed to participate, and all honorees have been secured. Portable restrooms and



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the event tent are also confirmed. Regarding the car show, the committee contacted Irvington Baptist Church to request use of their parking lot, and the church agreed—resolving the location issue and also providing space for special needs parking.

- The committee is still seeking additional volunteers and golf carts.
  - The Mayor suggested that the July 4th Committee consider reaching out to the local National Honor Society chapter, as students are often looking to fulfill service hour requirements and could be a valuable source of volunteers.
- Update on partnership with Alliance for the Chesapeake Bay for consultation services related to stormwater technical assistance, *M.C. Bradley*
    - Ms. Bradley reported that the Town is receiving free technical assistance from the Alliance for the Chesapeake Bay to address stormwater issues.
    - The first of three on-site meetings took place on May 22, and a summary was included in the meeting packet. As part of the initial visit, the Alliance team walked the Town Commons, toured Gaskins Landing, and visited a property near the former Rappahannock Yacht Yard.
    - During the second site visit, the Alliance will share their preliminary recommendations with the group. Afterward, the Town will receive a draft Green Infrastructure Action Plan.
    - The final site visit will include a formal presentation of the Green Infrastructure Action Plan (a report outlining options for managing stormwater), along with potential implementation partners and funding opportunities.
    - Ms. Westbrook asked whether property owners in the areas visited by the consultants would receive information about the Alliance's observations and recommendations. Ms. Bradley responded that the Alliance would be happy to share information with interested property owners. However, she clarified that the formal document prepared for the town will focus solely on the Town Commons, as that is the primary scope of the project.



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- Ordinance 2025-01 Readopting the Meals Tax Rate – 2<sup>nd</sup> Reading and Vote

**Motion made by P. Robinson to adopt Ordinance 2025-01 Readopting the Meals Tax Rate.**

**Seconded by F. Johnson.**

**Roll call vote:**

**P. Robinson, yes**

**F. Johnson, yes**

**M.C. Bradley, yes**

**F. Westbrook, yes**

**S. Van Saun, yes**

**Motion carried 5-0-1. Nunnally Absent.**

- Ordinance 2025-02 Readopting the Transient Occupancy Tax Rate – 2<sup>nd</sup> Reading and Vote

**Motion made by F. Johnson to adopt Ordinance 2025-02 Readopting the Transient Occupancy Tax Rate.**

**Seconded by S. Van Saun.**

**Roll call vote:**

**P. Robinson, yes**

**F. Johnson, yes**

**M.C. Bradley, yes**

**F. Westbrook, yes**

**S. Van Saun, yes**

**Motion carried 5-0-1. Nunnally Absent.**

- Ordinance 2025-03 Readopting the Real Estate Tax Rate – 2<sup>nd</sup> Reading and Vote

**Motion made by M.C. Bradley to adopt Ordinance 2025-03 Readopting the Real Estate Tax Rate.**

**Seconded by P. Robinson.**

**Roll call vote:**

**P. Robinson, yes**

**F. Johnson, yes**

**M.C. Bradley, yes**

**F. Westbrook, no**

**S. Van Saun, yes**

**Motion carried 4-1-1. Westbrook No. Nunnally Absent.**



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- Ordinance 2025-04 Adopting the FY 2025-26 Fee Rate Schedule – 2<sup>nd</sup> Reading and Vote

**Motion made by M.C. Bradley to adopt Ordinance 2025-04 Adopting the FY 2025-26 Fee Rate Schedule.**

**Seconded by F. Johnson.**

**Roll call vote:**

**P. Robinson, yes**

**F. Johnson, yes**

**M.C. Bradley, yes**

**F. Westbrook, yes**

**S. Van Saun, yes**

**Motion carried 5-0-1. Nunnally Absent.**

- Ordinance 2025-05 Adopting the FY 2025-26 Budget (Budget Attached) – 2<sup>nd</sup> Reading and Vote

**Motion made by M.C. Bradley to adopt Ordinance 2025-05 Adopting the FY 2025-26 Budget, recognizing the Capital Budget will be updated with end of Fiscal Year Costs and may result in decreases in reserves and/or commons potential expenditures to have zero of positive balance.**

**Seconded by P. Robinson.**

**Roll call vote:**

**P. Robinson, yes**

**F. Johnson, yes**

**M.C. Bradley, yes**

**F. Westbrook, yes**

**S. Van Saun, yes**

**Motion carried 5-0-1. Nunnally Absent.**

**L. NEW BUSINESS**

- Motions or recommendations by Town Council Members

**Motion made by M.C. Bradley for the Town to sponsor the Steamboat Era Museum's Annual Crab Festival with a Mallet Sponsorship level of \$2,500.**

**Seconded by S. Van Saun.**

**Motion carried 5-0-1. Nunnally Absent.**



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**Motion made by M.C. Bradley to appropriate \$2,500 for the Crab Mallet Sponsorship, with check to be sent after July 1 as it is on the FY2025-26 budget.**

**Seconded by F. Westbrook.**

**Motion carried 5-0-1. Nunnally Absent.**

- Office move and associated appropriation, *P. Robinson*

**Motion made by P. Robinson to appropriate \$15,000 from Capital Expenses to pay for the office move and associated costs.**

**Seconded by S. Van Saun.**

**Motion carried 5-0-1. Nunnally Absent.**

- Mr. Robinson noted that the Town Administrator is now authorized to begin purchasing furniture and arranging for a moving service. The property owner has approved the installation of signage and a bulletin board. Staff will be responsible for selecting the specific furniture items.
- Mr. Johnson expressed concern about the quality of using Walmart for some of the office furniture. He recommended going elsewhere.
- New signage at tennis/pickle ball courts and associated appropriation, *P. Robinson*
  - The Mayor reported receiving complaints from residents unable to access the courts due to extended use by others. The recommended new signage would be installed requesting users limit court time to one hour.
  - Mr. Johnson recommended adding the phrase “when others are waiting” to the signage to clarify the time limit applies only when there is demand.
  - Ms. Bradley noted that funds for the signage are available under the Town Maintenance budget and do not require additional appropriation. She requested that the Town Office process the payment before July 1.

**Motion made by P. Robinson for the Town Administrator to procure two signs, for approximately \$40 each, from Creative Designs, with the addition of "if others are waiting" to be added to the draft language. Paid from Town Maintenance.**

**Seconded by F. Westbrook.**

**Motion carried 5-0-1. Nunnally Absent.**

- Purchase of new router, firewall, and file-sharing network equipment for the Town Office and associated appropriation, *M.C. Bradley*



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- Ms. Bradley noted that the purchase had been approved and appropriated in the FY 2024–2025 Operating Budget. She reported that the Town currently has \$5,950 remaining in the Technology line item and \$2,300 in the Supplies line item. She recommended making the purchase from the Technology line item, acknowledging that while the amount there may not fully cover the cost, sufficient funds are available between the Technology and Supplies budgets to complete the purchase.

**Motion made by M.C. Bradley for the Clerk to issue a check to Mill Creek Geek, by the end of June, for the purchase of the Synology NAS and Palo Alto Firewall. Installation and set-up to be in the new office space during the period of overlap between office spaces.**

**Seconded by P. Robinson.**

**Motion carried 5-0-1. Nunnally Absent.**

- Update on the Christmas décor, *F. Westbrook*
  - Ms. Westbrook explained that she and the Mayor had spoken with Nina Scherotter, the Town’s sales representative from Mosca—the company previously used for purchasing holiday décor. Mosca offered to send a complimentary 5-foot, double-sided wreath designed to hang from telephone poles. The sample wreath has been delivered and is currently at the Town Office. She invited Council members to stop by and take a look.
  - She noted that there is a potential to sell the old holiday décor to recoup some of the expenses.
  - Mr. Johnson asked that the lighting is a soft light on the décor.

**Motion made by M.C. Bradley to appropriate the FY 2025-26 Operating Budget as presented on the website.**

**Seconded by S. Van Saun.**

**Roll call vote:**

**P. Robinson, yes**

**F. Johnson, yes**

**M.C. Bradley, yes**

**F. Westbrook, yes**

**S. Van Saun, yes**

**Motion carried 5-0-1. Nunnally Absent.**



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**M. ANNOUNCEMENTS**

- Next Town Council Regular Called Meeting will be July 10, 2025; 6:30 p.m. at Irvington Baptist Church.
- The Town Office will be closed on June 12 (day of this meeting) & 13, due to Town Staff being out of town or committed to supporting a local event on those two days. We apologize for any inconvenience.
- The Town Office will also be closed on June 19 in observance of Juneteenth, and on July 4 in observance of Independence Day.

**N. ADJOURN – 7:10 p.m.**

**Motion made by F. Westbrook to adjourn.**

**Seconded by P. Robinson.**

**Motion carried 5-0-1. Nunnally Absent.**