

**TOWN OF IRVINGTON, VIRGINIA
REGULAR AND PUBLIC MEETING
THURSDAY, DECEMBER 14, 2017 - 6:30 PM
235 STEAMBOAT ROAD**

The regular meeting and public hearing of the Irvington Town Council was held December 14, 2017 at 6:30 PM, in the Irvington Town Office.

A. CALL TO ORDER

The Mayor called the meeting to order at 6:35 PM and asked for a moment of silence.

B. ROLL CALL

Members of Council present: Ralph D. Ransone, Mayor
 Kathleen Pollard, Vice Mayor
 Michael Merrill
 Frances Westbrook
 Michael Bombay
 Jerry Latell
 Wayne Nunnally

Administrative Staff: Roy Kime, Town Administrator
 Sharon Phillips, Town Clerk
 Wesley M. Charlton, Town Attorney

Guests: See attached sign in sheet

C. APPROVE AGENDA

On a motion made by K. Pollard and seconded by F. Westbrook the agenda was approved. All were in favor. Yea 6 - Nay 0

D. APPROVAL MINUTES AND TREASURER'S REPORTS

W. Nunnally requested the November 9th minutes be amended to reflect his attendance. M. Merrill requested the same minutes be amended to reflect W. Nunnally left the meeting at 7:58 PM; prior to the closed session. F. Westbrook reported an error on the Profit and Loss financial report. On a motion made by J. Latell which was seconded by M. Merrill, all of the minutes and treasurer's reports were approved as amended. All were in favor. Yea 6 - Nay 0

E. PUBLIC COMMENT

Al Pollard, Sr., stated that in the current issue of the Rappahannock Record it is reported that M. Merrill will request an additional \$2,500 for the planning commission to spend on consulting. A. Pollard states he is not clear as to why the monies are being requested. A. Pollard commented, to date \$18,347.44 has been spent on consulting for an ordinance that is clearly unacceptable to the residents and there is little evidence that spending more monies on consulting would lead to an acceptable proposal. All persons on the planning commission should put the well-being of the constituents ahead of their own. Although it is not contrary to law, it is A. Pollard's opinion that any person on the planning commission wishing to present an issue to the town council should not vote on the issue they present. He asks the town council to not

approve any additional request for funds where there is not a clear need. In conclusion, A. Pollard went on to say he felt the town council was spending new tax revenue without considering the true needs of the town. J. Barringer introduced herself to the town council as she had submitted a letter of interest to be considered for the vacancy on the planning commission. G. Kuper suggested town council instruct the planning commission to revisit the Comprehensive Plan survey results as they do not address the need for improved services to the town such as communication, sewer, water access, etc..., K. Schaschek reported M. Merrill's request for an additional \$2,500 for the PUD ordinance is a 50% increase over the original amount contemplated. K. Schaschek commented he did not see an appropriate motion from the planning commission authorizing the request for additional monies or an appropriate motion to engage Community Planning Partners (CPP) beyond the original amount requested. Given the overwhelming negative public response to this ordinance K. Schaschek urges the town council to deny this request particularly since the \$5,000 already spent resulted in an incomplete product. K. Schaschek questioned if any monies have been promised to CPP and questioned if any work has been performed that has to be paid using the funds being requested. E. Sulick, introduced himself as a member of the planning commission and the town council to support the request for the additional \$2,500. Further stating in the upcoming planning commission meetings there will be significant proposals which will substantially affect the outcome to the current proposed PUD Ordinance and the assistance of CPP will be necessary to achieve the desired outcome. M. Chapman reported she agrees with A. Pollard. She stated she has no confidence in Craig Wilson because the models used during his presentation were not reflective of Irvington. She does not feel any additional monies should be spent on the proposed PUD Ordinance; we have talented lawyers that should be utilized. H. Wells quoted a sentence from the December 14 edition of the Rappahannock Record, "it appears the proposed ordinance for planned unit development is over for everyone but the planning commission." P. McNulty questioned if there was one or two \$2,500 allocations being requested. There being no further public comment, Mayor Ransone closed public comment.

F. REPORT FROM THE TOWN ADMINISTRATOR

R. Kime reported he worked on matters pertaining to the planning commission, budget and finance, and commons development. The town office has a new roof and the exterior has been painted. The gutters will be installed over the next few days. The Dominion Energy Street Light Outage app will be an efficient way of reporting streetlight outages. No building or sign permits have been issued. As a result of a significant increase in FOIA requests pertaining the proposed PUD Ordinance, R. Kime extracted a chronological list of motions and actions taken by the town council from the minute books further verifying no untoward actions occurred. On behalf of Irvington resident, R. Capalaces, R. Kime presented concerns pertaining to lack of visibility resulting in traffic concerns near the Tides Inn.

G. LEGAL COUNSEL

W. Charlton reported he followed up by phone with Dominion Energy in regards to the power pole at the corner of King Carter Drive and Carter's Creek Road. Dominion Energy reported there has been a change in staff and when the new staff member is in place they will address the concern. W. Charlton reported he reviewed and approved the FOIA document R. Kime presented related to the proposed PUD Ordinance. W. Charlton responded to the comment made by A. Pollard during public comment, stating that the \$18,347.44 may be accurate by only if it conflates both the Comprehensive Plan and the proposed PUD Ordinance. At the request of F. Westbrook, W. Charlton addressed FOIA response times, a brief discussion followed.

H. PLANNING COMMISSION REPORT

M. Merrill reported that on November 14 there was a public hearing held by the planning commission on the first draft of the proposed PUD Ordinance. Although the meeting was well attended, it was addressed only by those objecting to the proposed PUD ordinance, with only one comment in favor. As a result of the November 28 workshop held by the planning commission, which was heavily attended by the public, a decision was made to eliminate the inclusion of townhouses as a potential form of habitation authorized by the proposed PUD Ordinance. It is expected that there will be further discussions within the planning commission and the end result of those discussions and further research and work done by planning commission and the consultant, will be represented in the final draft of the proposed PUD ordinance which will be subject to a public hearing and presented to the town council. There will be multiple opportunities for the public to address concerns. The planning commission has scheduled a workshop at 4:30 PM on January 9, 2018 in the town office. The goal is to have a final PUD Ordinance recommended and submitted for town council to review during the March 2018 meeting. M. Merrill reported that Craig Wilson is the CEO and primary advisor for CPP and has worked personally on every aspect of the Comprehensive Plan and proposed PUD Ordinance. Information gathered from research, public meetings, public hearings, and public feedback will be distilled and play a part in drafting the final proposed PUD Ordinance. M. Merrill applauded residents for expressing interest in the outcome of the proposed PUD Ordinance. M. Merrill stated the participation of Craig Wilson is necessary to assure a polished and effective final draft of the proposed PUD Ordinance. The amount of money requested is small considering the importance of having this unique opportunity done in the best form because this gives us a possibility that will be beneficial to the community as a whole. A motion is made by W. Nunnally for the town council to instruct the planning commission to stop all further efforts on going forward on the PUD ordinance until the town council directs them to begin again. A brief discussion followed as members of council are in favor of a discussion although are not in favor of W. Nunnally's motion. W. Nunnally demands the council vote to show the citizens they are either for or against the proposed PUD ordinance and discourages spending any more time or money on something the people do not want. J. Latell and F. Westbrook ask if there can just be a discussion. W. Charlton agrees there can be a motion to discuss. There is a brief discussion as to how to word the proposed motion. W. Nunnally reiterates his motion is to instruct the town council to direct the planning commission to cease and desist any further efforts with the proposed PUD Ordinance until they are advised by the town council to move forward. There is no second on the original motion made by W. Nunnally therefore the motion dies. Before W. Nunnally will agree to adopt the motion suggested by W. Charlton, he wants the public to see that the town council refused to direct the planning commission to cease and desist. W. Charlton states the suggested motion for W. Nunnally to adopt as his motion is a motion to take action to discuss the issue of whether to direct the planning commission to cease any further activity on the proposed PUD Ordinance until further notice. F. Westbrook seconds the motion. F. Westbrook states there has been a great amount of time and effort spent on the proposed PUD Ordinance and she is not clear when retail mixed use was eliminated from the original proposed PUD Ordinance or when the focus was placed on the three large residential properties. It is her understanding by definition, a PUD includes mixed use: residential and commercial. PUD's in rural areas are inherently difficult due to their rural nature. F. Westbrook states she is disappointed in Craig Wilson and is not convinced of his expertise in writing a PUD ordinance, specifically in writing a PUD for an area like Irvington. She is in favor of more research and information prior to moving forward. With Mayor Ransone's permission W. Charlton states he serves at the pleasure of the council and he takes great pleasure in doing so, further commenting, as he stated in previous meetings he is agreeable to working on the proposed PUD Ordinance under his current retainer. J. Latell stated he has been on council for more than 8 years and PUD discussions have occurred

with frequency during his tenure and that is what precipitated this look into a PUD Ordinance. J. Latell acknowledges there was a failure to get community buy in from the beginning. He disagrees with W. Nunnally and does not want to waste the monies and efforts that have been invested thus far. He does not want to throw the whole thing away but agrees more research needs to be done before instructing the planning commission to move forward. He is in favor of W. Charlton's suggestion. K. Pollard agreed with J. Latell and is not in favor of instructing the planning commission to cease and desist based on the opinions of 40 families and that the role of the town council is to consider what is best for the more than 400 families living in Irvington. She states the town council is looking to the future and wants to provide affordable housing for both younger families and older residents seeking affordable, low maintenance housing. W. Charlton clarifies there is no time frame and no deadline as to how quickly this has to be resolved regardless of the perception that procedurally this must be resolved by March 2018. The Comprehensive Plan is idealistic and the town council can turn down any development that is contradictory to the Comprehensive Plan. M. Bombay states the Comprehensive Plan is a valid document that should be moved forward. He was opposed to the density suggested by the first draft of the proposed PUD Ordinance but now that town houses have been eliminated there is clarification. The proposed PUD Ordinance is only a possibility of what can happen. It is nice to have some information or a definition of what can be done by a developer prior to an offer by a developer. F. Westbrook states if only residential property is involved in the PUD there is no need for a PUD because a PUD by definition includes mixed use. Favorable residential development can be achieved through ordinances without the overlay of a PUD. M. Bombay states he did not understand that the PUD took into account the downtown business area and the large residential tracts. M. Bombay is not in favor of high density housing but would like to see some development on the large tracts of land and would like to further explore the offer by VDOT to install curb and gutter, bike paths, and sidewalks if a large enough development were approved and built. F. Westbrook suggests gathering more information before moving forward with CPP. W. Nunnally states he is opposed to spending any more money on the proposed PUD Ordinance and is in favor of directing the planning commission to stop its efforts. J. Latell states he thinks we should continue the process but is not in favor of spending more money and encourages the residents to communicate constructive feedback via email. Mayor Ransone states he is pleased to see the council disagree as it creates diversity and further states he doesn't think there needs to be a PUD ordinance. He is in favor of the town council instructing W. Charlton to work with the planning commission to possibly subdivide the property and it is not the responsibility of the town council to establish the ordinance. He would like to see the town council utilize the town attorney for future efforts regarding the PUD ordinance. We are a country, village, town and it needs to be done differently. He is opposed to spending any more money on the proposed PUD ordinance. In response to a comment by F. Westbrook, M. Merrill reported the planning commission eliminated commercial development at the first meeting because they did not want residents to fear pro-business, rampant, commercial development. He states W. Charlton has never done a PUD and Dunton, Simmons, & Dunton Law Firm represents the McGinnis Trust which is on record as opposing any PUD ordinance. He asks how W. Charlton will serve the town and the McGinnis Trust in an impartial manner. W. Charlton responds that his firm has reviewed the conflict and determined there is no conflict as one of the members of the firm is one of two trustees for the McGinnis Trust which has no economic authority over the McGinnis Trust. F. Westbrook makes motion for W. Charlton to work with the planning commission to explore possible PUD iterations, alternatives and everything in between; no time frame; within Charlton's existing retainer agreement as legal counsel. The motion is seconded by J. Latell. Mayor Ransone calls for a hand vote. All those in favor please raise your right hand. Please lower your hands. All those opposed please raise your right hand. The ayes have it with a vote of 4 yea's and 2 no's. The motion is passed.

I. Consideration of motion to request \$2,500 allocation for consultation services with CPP for the PUD draft ordinance.

This motion is tabled indefinitely.

J. COMMITTEE REPORTS

Budget and Finance – Fran Westbrook, Council Member

F. Westbrook reported the Budget and Finance committee met on December 8th to discuss budget overages and determined no action is required. The committee will meet quarterly for a budget review.

Commons Development Committee – Fran Westbrook, Council Member

Westbrook reported Cay Bradley led the committee meeting in her absence. A cover letter and survey will be mailed to Irvington residents. A date for the mailing will be determined at a future meeting.

Technical Support – Kathleen Pollard, Council Member

K. Pollard stated Chris Henley and Carol Clark reported the website will be up and running by January 1.

Flags and Lights – Roy Kime, Town Administrator

After a brief discussion, Mayor Ransone suggested January 6th at 9:00 AM to remove the Christmas lights and January 13th as a rain date.

K. APPOINTMENTS TO BOARDS AND COMMITTEES

W. Nunnally makes a motion to seek interested residents to fill the two remaining vacant positions on the planning commission. M. Bombay seconds the motion. After a brief discussion Mayor Ransone calls for a hand vote. All those in favor please raise your right hand. Please lower your hands. All those opposed please raise your right hand. The nay's have it with a vote of 1 yea and 5 no's. The motion is not passed. J. Latell expressed this motion was hasty and that he is not opposed to filling the vacant seats but felt more discussion was required to better understand the objective and benefit of the requested motion. Mayor Ransone suggested council take this under advisement and possibly present a motion for discussion at a future meeting.

L. OLD BUSINESS

F. Westbrook reported she has not had any residents contact her expressing concerns about Metrocast. R. Kime suggested the request from Chesapeake Academy to use the tennis courts in 2018 be tabled until the January meeting.

M. NEW BUSINESS - None

N. ANNOUNCEMENTS

- a. Holiday Lights Contest – S. Phillips reported Patty Thorne, Carol Winter Allen and Nancy B. von Merveldt volunteered to be the judges for the Holiday Lights Contest and Karen Feuerman volunteered to drive the judges through town.
- b. Christmas Eve – 6:00 PM Christmas carols, Santa arrives, treat bags
- c. In observance of Christmas the town office will be closed December 25th and 26th.
- d. In observance of the New Year the town office will be closed January 1.

O. ROUNDTABLE DISCUSSION

R. Kime suggested a discussion on the creation of a standing 4th of July Parade Committee. After a brief discussion J. Latell made a motion which was seconded by K. Pollard to appoint R. Kime as chairman of the 4th of July Parade Committee. The Mayor calls for a vote: Yea - 5 Pollard, Bombay, Latell, Merrill, Westbrook. Nay - 1 Nunnally. There being no further comment Mayor Ransone requests a motion to go into closed session.

P. CLOSED SESSION

I hereby move that the Town Council of the Town of Irvington go into closed or executive session, to discuss the following (1) employment agreements, personnel matters and/or council appointees pursuant to the Code of Virginia, Section 2.2-3711 (A)(29). I, Kathleen Pollard, so move. W. Nunnally seconded the motion. All were in favor. Yea - 6 Nay - 0.

Kathleen Pollard read the motion for certification: "I, move that there be a roll call or other recorded vote, to be included in the minutes of this meeting, certifying that (1) only public business matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered."

I, Kathleen Pollard, so certify.
I, Michael Merrill, so certify.
I, Wayne Nunnally, so certify.
I, Frances Westbrook, so certify.
I, Michael Bombay, so certify.
I, Jerry Latell, so certify.
I, Ralph D. Ransone, so certify.

RETURN TO PUBLIC MEETING

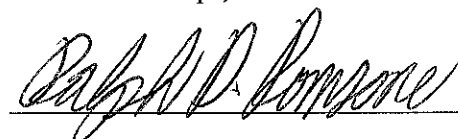
F. Westbrook made a motion which was seconded by W. Nunnally to appoint Jackie Brown to the planning commission. Mayor Ransone calls for a hand vote. All those in favor please raise your right hand. Please lower your hands. All those opposed please raise your right hand. The aye's have it with a vote of: Yea's -4, Westbrook, Nunnally, Latell, Pollard; Nay - 1, Bombay; and Abstain - 1, Merrill. The motion to appoint Jackie Brown to the planning commission is passed.

ADJOURNMENT

W. Nunnally made a motion which was seconded by J. Latell to adjourn.
All were in favor. Yea 6 - Nay 0

The meeting was adjourned at approximately 8:15 PM

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone, Mayor

Northern Neck Regional Hazard Mitigation Plan 2017 Update

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments, develop, adopt, and update natural hazard mitigation plans to receive certain federal assistance, and

WHEREAS, a Local Emergency Planning Committee (LEPC) comprised of representatives from the counties of Lancaster, Northumberland, Richmond, and Westmoreland and the towns of Colonial Beach, Irvington, Kilmarnock, Montross, Warsaw, and White Stone was convened to study the risks from and vulnerabilities to natural hazards, and to make recommendations on mitigating the effects of such hazards on the Northern Neck region; and

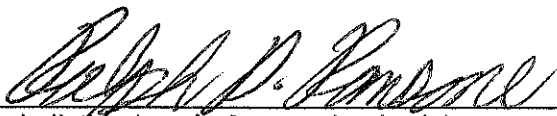
WHEREAS, a request for proposals was issued to hire an experienced consulting firm to work with the LEPC to update the *Northern Neck Regional Hazard Mitigation Plan 2017 Update*; and

WHEREAS, the efforts of the LEPC members and the consulting firm of Dewberry, in consultation with members of the public, private and non-profit sectors, have resulted in an update of the 2011 Northern Neck Regional Hazard Mitigation Plan, including (*local jurisdiction name*).

NOW THEREFORE, BE IT RESOLVED by the (*governing body name*) that the *Northern Neck Regional Hazard Mitigation Plan 2017 Update* is hereby approved and adopted for (*jurisdiction name*).


ADOPTED by the (*jurisdiction*) this 17 day of February, 2018.

APPROVED:


(Jurisdiction head of governing body)

ATTEST:

Maga


(Jurisdiction representative)

Town Administrator



TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR AND PUBLIC MEETING
THURSDAY, ~~NOVEMBER~~ DECEMBER 14, 2017 - 6:30 PM
235 STEAMBOAT ROAD

Sign In Sheet

| | Name | Address |
|-----|------------------------|---------------------|
| 1. | GEORGE KUPER | 64 HAYDOCK HALL LN. |
| 2. | Mary Cam Bradley | 991 King Carter Dr |
| 3. | Bill & Julie Harris | 1099 King Carter Dr |
| 4. | Charles Standing | 197 Sanders Ln |
| 5. | Ed Sulick | 527 Clebe Rd. |
| 6. | Klaus Schaschek | 394 King Carter Dr |
| 7. | Albert Pollard Sr | 60 York Rd |
| 8. | Tom Chapman | 62 Old Mill Creek |
| 9. | MMSIN Chapman | le u u u |
| 10. | Jane McGeorge | 220 Sanders Ln |
| 11. | Shony McGeary | 220 Sanders Ln |
| 12. | Kelly Wells | 358 BRATTLE TR |
| 13. | JANE WELLS | " " " |
| 14. | Jamie & Andy Barringer | 122 Wilshins Dr |

14. Mary Louisa Pollard 60 York Rd
15. Marsha Chapman 62 old Mill Cove Rd
16. Carol Brescortini 60 The Proxy Pasture
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**TOWN OF IRVINGTON
REGULAR COUNCIL MEETING AND PUBLIC HEARING
THURSDAY, NOVEMBER 9, 2017 6:30 PM
235 STEAMBOAT ROAD, IRVINGTON**

The regular meeting and public hearing of the Irvington Town Council was held November 9, 2017 at 6:30 PM, at the Irvington Town Office.

A. CALL TO ORDER

The Mayor called the meeting to order at 6:33 PM and asked for a moment of silence.

B. ROLL CALL

Members of Council present: Ralph D. Ransone, Mayor
 Kathleen Pollard, Vice Mayor
 Michael Merrill
 Frances Westbrook
 Michael Bombay
 Jerry Latell
 Wayne Nunnally

Administrative Staff: Roy Kime, Town Administrator
 Sharon Phillips, Town Clerk
 Wesley M. Charlton, Town Attorney

Guests: Klaus Schaschek, Bonnie Schaschek, Cay Bradley, June
 McGeorge, George McGeorge, Audrey Thomasson, B.H. Hubbard,
 Will Hubbard, Terri Wesselman, Julien Patterson, Jimmie Carter, Gary Hooper,
 George Kuper

C. APPROVAL OF AGENDA

On motion by M. Merrill, seconded by J. Latell, the Council approved the agenda with the following amendment and corrections: "To include as a record item the action taken by the Planning Commission at its October 3, 2017 meeting regarding the request of various applications to rezone properties along Route 200 to B-1, was granted" and under Section E, Item 3 to strike "12" and to change Section E, Item 4 to read, "September." All were in favor. Yea 6 - Nay 0

D. PUBLIC HEARING

1. **Application submitted by ICN Enterprises, LLC to rezone parcel 33-418, 33-419, 33-420 and 33-421 from B-2 Business to B-1 Business and application submitted by King Carter Holdings, LLC to rezone 33-429 from R-1 Residential to B-1 Business.**

W. Nunnally made a motion to go into a public hearing which was seconded by K. Pollard. All were in favor. Yea - 6 Nay - 0. Mayor Ransone declared the public hearing open. Zoning administrator R. Kime presented the application and reported no written objections were received, additionally reporting that Al Pollard, Sr. wanted to make sure there was adequate parking. On behalf of Julien Patterson, Will Hubbard, of Hubbard, Terry & Britt thanked the Council and citizens for the consideration. George Kuper stated he is concerned about the process of the applications not the merits of the applications and suggested this is an opportunity for Town Council to review

the process by which zoning is managed and provide specific instruction to the Planning Commission to rationalize the process. Jimmy Carter reported he has been developing properties in and around the county and town for approximately 50 years and stated he felt the application was an appropriate request. K. Schaschek said he wanted to know how the properties will be developed before it is approved and asked if there is an existing plan. W. Hubbard responded by stating that when a zoning request is approved town ordinances require an application for a conditional use permit which requires the approval of town council. Mayor Ransone added that any future use would be limited to what is defined in B-1 zoning. W. Charlton stated the ordinance, which was drafted by Jack Fitzpatrick, was designed to maintain the tenor of Irvington. A brief discussion followed pertaining to conditional use permits and allowable uses according to the zoning ordinance. R. Kime reported if Council approves these applications there will be no more B-2 lots in Irvington although the zoning classification will continue to exist. With no further comments from the public W. Nunnally made a motion to come out of the public hearing which was seconded by J. Latell. All were in favor. Yea - 6 Nay - 0. W. Nunnally made a motion to accept the application and grant the rezoning which was seconded by J. Latell. All were in favor. Yea - 6 Nay - 0.

E. APPROVAL OF MINUTES AND TREASURER'S REPORTS

On a motion by K. Pollard and seconded by J. Latell the Council approved the minutes and treasurer's reports. All were in favor. Yea - 6 Nay - 0.

F. PUBLIC COMMENT

C. Bradly communicated that she works full time from home and is dependent on the internet for her income. Her business uses Metrocast for both internet and VOIP services. She has endured ongoing problems with Metrocast that have resulted in replacement of lines to her home. She encourages the Council to require Metrocast to perform preventative line maintenance and quality assurance testing to ensure quality and reliability of internet services which will foster economic growth in the town.

G. REPORT FROM THE TOWN ADMINISTRATOR

1. Resolution of the Council of the Town of Irvington, Virginia as an Endorsement of the Cogeco Communications to do business in the Town of Irvington.

R. Kime reported the resolution to be considered by Council is not a contract negotiation and is specific to the transfer of the franchise. F. Westbrook asked what happens if Council does not approve the resolution. R. Kime reported the resolution is a courtesy and will be adopted regardless of Council approval. A brief discussion followed pertaining to the goals and expectations of Cogeco Communications. Mayor Ransone suggested concerned residents communicate their concerns to the clerk who will work with town attorney to draft a letter to Cogeco Communications expressing concerns. M. Merrill suggested we request information from the new provider as to future build out, additional capability and quality of services available to Irvington subscribers. W. Nunnally suggested inviting a Cogeco Communications representative to attend a future Council meeting. Noting the Council was not in favor of approving the resolution given unresolved concerns about quality of service, Mayor Ransone suggested approving the resolution in good faith and pursuing a dialogue with the new provider to address aforementioned concerns. W. Nunnally made a motion to approve the resolution which was seconded by J. Latell. All were in favor. Yea - 6 Nay - 0. R. Kime reported the branches have been removed from the roof, he has received three proposals for painting the exterior of the town office, and that he has received two proposals for sidewalk repairs. He further reported he is working with Dominion Energy (DE) to resolve street light outages and has submitted an inventory of all street lights but is waiting for DE to identify ownership. The following permits were granted:

1. A permit was granted to Greg Sutton (27C-140: 720 Chesapeake Drive) to build a deck;
2. Vivian Ralls (33-298: 869 King Carter Drive) to build a front porch;

3. Anne Stuart Dubbs (33-307B: 82 Chases Cove Lane) to rebuild a boat house which was damaged in the tornado;
4. Bo Bragg (33-259: 72 Rappahannock Road) to add a bedroom;
5. Lara Brown (33-275: 77 Mad Calf Lane) was granted a sign permit;
6. Chesapeake Academy for a raffle/bingo.
7. A permit was denied to build a pool at (33-225B: 76 York Road) due to RPA.

Chesapeake Academy has requested use of the tennis courts in April and May of 2018. A letter was sent to the owner of Irvington Farms expressing concerns pertaining to zoning permits, sign sizes and grass cutting. Construction plans for the house on the R-2 lot were reviewed and confirmed it meets the minimum square foot size requirement (1800 square feet). The original "For Sale" sign, which advertises both the home under construction and the entire subdivision, did not meet the definitions of the sign ordinance was replaced by a 4'x4' sign which is larger than the current provisions allow. An application for a special use exception will need to be filed with the zoning administrator. R. Kime continues to work with the town attorney and VDOT regarding the 'No Thru Truck' issue and the issue of the power pole on King Carter. Coyote sightings were reported to Animal Control. R. Kime and S. Phillips attended various professional development and social meetings.

H. LEGAL COUNSEL

W. Charlton reported he drafted a letter to Dominion Energy and copied Council. Staff employment agreements were drafted and submitted to the Human Resources Committee for review.

I. PLANNING COMMISSION REPORT

M. Merrill reported the public meeting scheduled for Tuesday, November 14, 6:30 PM, will be held at the Irvington Baptist Church and the information gathered will be discussed at the workshop scheduled for November 28th.

J. COMMITTEE REPORTS

1. Budget and Finance – *Fran Westbrook, Council Member*

F. Westbrook reported the Budget and Finance Committee will meet to review the budget and will determine if a public hearing needs to be scheduled to amend the budget due to unexpected expenses. She recommended S. Phillips work with the Lancaster County Treasurer for clarification on the fees related to tax collection. Letters need to be sent to businesses participating in the Short Term Rental (STR) or Occupancy Tax (OT) program. F. Westbrook suggested using the next few months to send the letters, draft and approve the ordinance and create the registry to take effect at the start of the FY18/19. W. Charlton suggested he and R. Kime draft the ordinance and then submit to planning commission for comment, approval, or recommendation to town council.

2. Commons Development Committee – *Fran Westbrook, Council Member*

F. Westbrook reported the cost to set up and use Survey Monkey is \$35/per month and suggested the committee will use the service for two months. J. Latell made the motion to approve the expense which was seconded by W. Nunnally. All were in favor. Yea - 6 Nay - 0.

3. Technical Support – *Kathleen Pollard, Council Member*

The launch of the new website has been delayed due to filing requirements for the new domain registry and hopes to launch the new website using the new domain and email addresses by December 1.

4. Buildings and Town Property – *Michael Merrill, Council Member*

M. Merrill reported the committee met on October 6 and selected M. Merrill to serve as chairman. The committee initiated an inquiry into the septic system in respect to Town Hall. R. Kime identified the drain field was leased to the Yellow Duck Cottage in June 1973; the lease provision allows the town office to connect to that drain field. The Yellow Duck Cottage (Nelms) has a current septic certificate of inspection.

The suggested color for the exterior of the town office is gray. M. Merrill requested approval to investigate what personal property is in the custody of the town to better address storage needs.

5. **Human Resources – Kathleen Pollard, Council Member** K. Pollard reported she and M. Bombay conducted 90 day reviews with R. Kime and S. Phillips. W. Nunnally asked the status of the personnel policy manual. A brief discussion followed. Mayor Ransone encouraged members of council to submit their comments and suggestions to the committee and suggested the committee submit revisions to the town attorney.

K. OLD BUSINESS – none

L. NEW BUSINESS

M. Merrill requested members of council receive printed copies of the meeting reports prior to the meeting in addition to digital distribution. F. Westbrook made a motion for the clerk to prepare and distribute meeting information to members of council which was seconded by J. Latell.
All were in favor. Yea - 6 Nay - 0.

M. ANNOUNCEMENTS

1. Lighting of the trees – 9:00 AM, Saturday November 18, 2017
2. Annual Irvington holiday lights contest – date to be scheduled
3. In observance of Veteran's Day the town office will be closed Friday, November 10
4. In observance of the Thanksgiving holiday the town office will be closed November 23rd and 24th

N. ROUNDTABLE

W. Nunnally asked when golf cart permits will be renewed/issued. Mayor Ransone recommended placing a notice February editions of the Rappahannock Record.

Note: Wayne Nunnally left the meeting prior to closed session.

O. CLOSED SESSION

I hereby move that the Town Council of the Town of Irvington go into closed or executive session, to discuss (1) the award of a public contract, as well as the terms and scope of such contract, (2) employment agreements, personnel matters and/or council appointees pursuant to the Code of Virginia, Section 2.2-3711 (A)(29).
I, Kathleen Pollard, so move. F. Westbrook seconded the motion. All were in favor. Yea - 5 Nay - 0.

Kathleen Pollard read the motion for certification: "I, move that there be a roll call or other recorded vote, to be included in the minutes of this meeting, certifying that (1) only public business matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered."

I, Kathleen Pollard, so certify.

I, Michael Merrill, so certify.

I, Frances Westbrook, so certify.

I, Michael Bombay, so certify.

I, Jerry Latell, so certify.

I, Ralph D. Ransone, so certify.

P. RETURN TO PUBLIC MEETING

Motions:

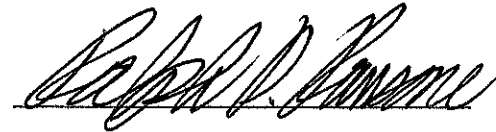
1. M. Merrill made a motion to approve the bid submitted by Virginia Painters to paint the town hall in the amount of \$3,800 which was seconded by M. Bombay. All were in favor. Yea - 5 Nay - 0.
2. M. Merrill made a motion to appoint Michael Mattheisen to the planning commission, effective December 1, 2017. Which was seconded by M. Bombay. All were in favor. Yea - 5 Nay - 0.
3. M. Bombay made a motion to have a public hearing to amend the FY17/18 budget due to an increase in staff hours and other items. F. Westbrook seconded the motion. All were in favor. Yea - 5 Nay - 0.
4. K. Pollard made a motion to appoint S. Phillips as Freedom of Information Act (FOIA) Officer and Town Treasurer. M. Bombay seconded the motion. All were in favor. Yea - 5 Nay - 0.
5. M. Bombay made a motion to approve employee contracts for Roy Kime and Sharon Phillips which was seconded by F. Westbrook. All were in favor. Yea - 5 Nay - 0.

Q. AJDOURN

Kathleen Pollard made a motion to adjourn the meeting which was seconded by M. Bombay. All were in favor. Yea - 5 Nay - 0.

Meeting was adjourned at approximately 9:10 PM.

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone, Mayor

26 Galley Hook Dr.
Irvington, Va. 22480
October 17, 2017

Dear Mayor Ralph D. Ransone and Members of Irvington Town Council,

My second term on the Planning Commission is coming to an end and I have been asked by the Chairman, Bill Young, to request to continue as a Commission Member. I have given this a great deal of thought and I would appreciate the opportunity to continue to serve our community as it begins the work of implementing our Comprehensive Plan.

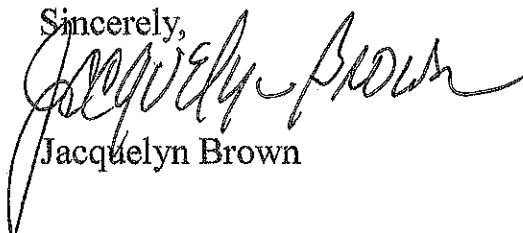
It is my belief that Irvington is at a crossroads. We can either develop a detailed vision for where we want to go and put the steps in place to get there, OR we can wait to see what outside interests DO to us.

I have been involved in citizen groups in Lancaster County, Pennsylvania and have personally experienced the results of lack of vision and poor planning which, in my opinion, have ruined that area. More recently, I served on the Main Street Committee in Kilmarnock, which successfully transformed that town. I have experienced both ends of the planning spectrum.

Most people do not realize that towns have a lot of control of their own destinies. If they do the work and define their goals, write ordinances, create guidelines, they have the ultimate judgements and final say in creating their futures. In other words, their vision for their community is protected in the law. On the other hand, if they fail to reach a cohesive vision and find themselves "responding to emergencies" they often end up with jarring, unwelcome results with unintended consequences. I want to participate in the work which will define and protect our future.

In my opinion, Irvington, is a very special and unique community. I value its historic designation and its rural character. We have something GREAT to work with. I would be honored and excited 1).to help turn the general language of our Comprehensive Plan into the detail needed to make our vision a reality; and 2) to refine the language and scope of the ordinances to protect what we already have.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jacquelyn Brown".

Jacquelyn Brown

**TOWN OF IRVINGTON
SPECIAL CALLED COUNCIL MEETING
FRIDAY, NOVEMBER 17, 2017 5:30 PM
235 STEAMBOAT ROAD, IRVINGTON**

A special called meeting of the Irvington Town Council was held on Friday, November 17, 2017 at 5:30 PM in the Town Office, 235 Steamboat Road. The purpose of the meeting was to accept the resignation Planning Commission member Gary Hooper.

WELCOME – Mayor Ransone

A. ROLL CALL

Members of Council present:

Ralph D. Ransone, Mayor
Kathleen Pollard, Vice Mayor
Michael Merrill
Frances Westbrook
Wayne Nunnally
Jerry Latell

Members of Council absent:

Michael Bombay

Administrative Staff:

Roy C. Kime, Town Administrator
Sharon Phillips, Town Clerk
Wesley M. Charlton, Town Attorney

Guests:

Klaus Schaschek, Bonnie Schaschek

B. CALL TO ORDER

Mayor Ransone called the meeting to order at 5:30 PM

C. AGENDA

W. Nunnally motioned to approve the agenda which was seconded by K. Pollard.

All were in favor Yea - 5 Nay - 0

D. APPOINTMENTS TO BOARDS AND COMMITTEES

1. Consideration of Council to accept resignation of Planning Commission member Gary Hooper.

W. Nunnally motioned to approve the resignation which was seconded by M. Merrill. J. Latell, K. Pollard, M. Merrill, commented G. Hooper brought much needed knowledge and experience to the planning commission and that it is unfortunate he will not be able to fulfil his term. W. Charlton reported he met with G. Hooper prior to his appointment, regarding COIA and after reviewing Virginia Municipal League code determined G. Hooper could move forward with his position on the Planning Commission. All were in favor Yea - 5 Nay - 0

2. Consideration of Council to approve public notice for the purpose of considering applications to fill unexpired term on planning commission.

Fran Westbrook made a motion to approve public notice which was seconded by K. Pollard.

All were in favor Yea - 5 Nay - 0

E. ADJOURN

There being no further business, the Mayor asked for a motion to adjourn which was made by W. Nunnally and seconded by J. Lattell. All were in favor Yea - 5 Nay - 0

The meeting adjourned at approximately 5:45 PM

Respectfully submitted:

Sharon L. Phillips, Clerk to Council

Ralph D. Ransone, Mayor

Town of Irvington

From: glh8904 <glh8904@gmail.com>
Sent: Wednesday, November 15, 2017 6:39 AM
To: Fran Westbrook; Jerry Latell; Kathleen Pollard; Mike Bombay; Mike Merrill; Town of Irvington; Rannie Ransone; Wayne Nunnally
Cc: Bill Young; Roy Kime
Subject: Re: Mrs. Ester Hall PUD comments

Members of Town Council,

It is with sincere regret that I feel I must submit my resignation from the Irvington Planning Commission. For quite some time I have been questioning the need to advance the PUD ordinance at planning commission meetings and in conversations with individual members. However, my input at planning commission meetings has essentially been dismissed as we continue to press forward.

In addition, there were multiple presenters at the public hearing who clearly objected to my role in the process with the presumption that I have a conflict of interest. Without an opportunity to address those concerns, I was essentially hung out to dry. In retrospect, I perhaps should have spoken up, but were under instructions not to respond...just sit there and listen...and take the heat.

At the time I took on the listing of Vineyard Meadows, I was operating under the assumption that a mixed use development would be acceptable to and benefit the community as it was included in the comprehensive plan that was ultimately approved by Town Council. However, It has become clear to me over the past few months that there is basically total opposition. Whereas I realize planning commission members are appointed, not elected, I still contend it is our responsibility to consider the wishes of the people and not simply force issues in spite of their opposition. My position is such that the citizens have empowered town council to appoint folks to the planning commission who will best represent their interests. It has been pointed out to me, however, that as we serve at the mercy of Town Council, it is not our role to consider the constituency, which is why I feel serving on the planning commission may not be the right fit for me.

I want to thank you for having given me the opportunity to serve the community in this capacity as I wish only the best for the Town and its leadership.

Regards,

Gary L. Hooper
656 Glebe Road
Irvington, VA 22480

Home: 804.438.8052
Cell: 804.314.7205
glh8904@gmail.com

TOWN OF IRVINGTON
REGULAR COUNCIL MEETING AND PUBLIC HEARING
THURSDAY, NOVEMBER 9, 2017 6:30 PM
235 STEAMBOAT ROAD, IRVINGTON

The regular meeting and public hearing of the Irvington Town Council was held November 9, 2017 at 6:30 PM, at the Irvington Town Office.

A. CALL TO ORDER

The Mayor called the meeting to order at 6:33 PM and asked for a moment of silence.

B. ROLL CALL

Members of Council present: Ralph D. Ransone, Mayor
 Kathleen Pollard, Vice Mayor
 Michael Merrill
 Frances Westbrook
 Michael Bombay
 Jerry Latell
 Wayne Nunnally

Administrative Staff: Roy Kime, Town Administrator
 Sharon Phillips, Town Clerk
 Wesley M. Charlton, Town Attorney

Guests: Klaus Schaschek, Bonnie Schaschek, Cay Bradley, June
 McGeorge, George McGeorge, Audrey Thomasson, B.H. Hubbard,
 Will Hubbard, Terri Wesselman, Julien Patterson, Jimmie Carter, Gary Hooper,
 George Kuper

C. APPROVAL OF AGENDA

On motion by M. Merrill, seconded by J. Latell, the Council approved the agenda with the following amendment and corrections: "To include as a record item the action taken by the Planning Commission at its October 3, 2017 meeting regarding the request of various applications to rezone properties along Route 200 to B-1, was granted" and under Section E, Item 3 to strike "12" and to change Section E, Item 4 to read, "September." All were in favor. Yea 6 - Nay 0

D. PUBLIC HEARING

1. **Application submitted by ICN Enterprises, LLC to rezone parcel 33-418, 33-419, 33-420 and 33-421 from B-2 Business to B-1 Business and application submitted by King Carter Holdings, LLC to rezone 33-429 from R-1 Residential to B-1 Business.**

W. Nunnally made a motion to go into a public hearing which was seconded by K. Pollard. All were in favor. Yea - 6 Nay - 0. Mayor Ransone declared the public hearing open. Zoning administrator R. Kime presented the application and reported no written objections were received, additionally reporting that Al Pollard, Sr. wanted to make sure there was adequate parking. On behalf of Julien Patterson, Will Hubbard, of Hubbard, Terry & Britt thanked the Council and citizens for the consideration. George Kuper stated he is concerned about the process of the applications not the merits of the applications and suggested this is an opportunity for Town Council to review

the process by which zoning is managed and provide specific instruction to the Planning Commission to rationalize the process. Jimmy Carter reported he has been developing properties in and around the county and town for approximately 50 years and stated he felt the application was an appropriate request. K. Schaschek said he wanted to know how the properties will be developed before it is approved and asked if there is an existing plan. W. Hubbard responded by stating that when a zoning request is approved town ordinances require an application for a conditional use permit which requires the approval of town council. Mayor Ransone added that any future use would be limited to what is defined in B-1 zoning. W. Charlton stated the ordinance, which was drafted by Jack Fitzpatrick, was designed to maintain the tenor of Irvington. A brief discussion followed pertaining to conditional use permits and allowable uses according to the zoning ordinance. R. Kime reported if Council approves these applications there will be no more B-2 lots in Irvington although the zoning classification will continue to exist. With no further comments from the public W. Nunnally made a motion to come out of the public hearing which was seconded by J. Latell. All were in favor. Yea - 6 Nay - 0. W. Nunnally made a motion to accept the application and grant the rezoning which was seconded by J. Latell. All were in favor. Yea - 6 Nay - 0.

E. APPROVAL OF MINUTES AND TREASURER'S REPORTS

On a motion by K. Pollard and seconded by J. Latell the Council approved the minutes and treasurer's reports. All were in favor. Yea - 6 Nay - 0.

F. PUBLIC COMMENT

C. Bradley communicated that she works full time from home and is dependent on the internet for her income. Her business uses Metrocast for both internet and VOIP services. She has endured ongoing problems with Metrocast that have resulted in replacement of lines to her home. She encourages the Council to require Metrocast to perform preventative line maintenance and quality assurance testing to ensure quality and reliability of internet services which will foster economic growth in the town.

G. REPORT FROM THE TOWN ADMINISTRATOR

1. Resolution of the Council of the Town of Irvington, Virginia as an Endorsement of the Cogeco Communications to do business in the Town of Irvington.

R. Kime reported the resolution to be considered by Council is not a contract negotiation and is specific to the transfer of the franchise. F. Westbrook asked what happens if Council does not approve the resolution. R. Kime reported the resolution is a courtesy and will be adopted regardless of Council approval. A brief discussion followed pertaining to the goals and expectations of Cogeco Communications. Mayor Ransone suggested concerned residents communicate their concerns to the clerk who will work with town attorney to draft a letter to Cogeco Communications expressing concerns. M. Merrill suggested we request information from the new provider as to future build out, additional capability and quality of services available to Irvington subscribers. W. Nunnally suggested inviting a Cogeco Communications representative to attend a future Council meeting. Noting the Council was not in favor of approving the resolution given unresolved concerns about quality of service, Mayor Ransone suggested approving the resolution in good faith and pursuing a dialogue with the new provider to address aforementioned concerns. W. Nunnally made a motion to approve the resolution which was seconded by J. Latell. All were in favor. Yea - 6 Nay - 0. R. Kime reported the branches have been removed from the roof, he has received three proposals for painting the exterior of the town office, and that he has received two proposals for sidewalk repairs. He further reported he is working with Dominion Energy (DE) to resolve street light outages and has submitted an inventory of all street lights but is waiting for DE to identify ownership. The following permits were granted:

1. A permit was granted to Greg Sutton (27C-140: 720 Chesapeake Drive) to build a deck;
2. Vivian Ralls (33-298: 869 King Carter Drive) to build a front porch;

3. Anne Stuart Dubbs (33-307B: 82 Chases Cove Lane) to rebuild a boat house which was damaged in the tornado;
4. Bo Bragg (33-259: 72 Rappahannock Road) to add a bedroom;
5. Lara Brown (33-275: 77 Mad Calf Lane) was granted a sign permit;
6. Chesapeake Academy for a raffle/bingo.
7. A permit was denied to build a pool at (33-225B: 76 York Road) due to RPA.

Chesapeake Academy has requested use of the tennis courts in April and May of 2018. A letter was sent to the owner of Irvington Farms expressing concerns pertaining to zoning permits, sign sizes and grass cutting. Construction plans for the house on the R-2 lot were reviewed and confirmed it meets the minimum square foot size requirement (1800 square feet). The original "For Sale" sign, which advertises both the home under construction and the entire subdivision, did not meet the definitions of the sign ordinance was replaced by a 4'x4' sign which is larger than the current provisions allow. An application for a special use exception will need to be filed with the zoning administrator. R. Kime continues to work with the town attorney and VDOT regarding the 'No Thru Truck' issue and the issue of the power pole on King Carter. Coyote sightings were reported to Animal Control. R. Kime and S. Phillips attended various professional development and social meetings.

H. LEGAL COUNSEL

W. Charlton reported he drafted a letter to Dominion Energy and copied Council. Staff employment agreements were drafted and submitted to the Human Resources Committee for review.

I. PLANNING COMMISSION REPORT

M. Merrill reported the public meeting scheduled for Tuesday, November 14, 6:30 PM, will be held at the Irvington Baptist Church and the information gathered will be discussed at the workshop scheduled for November 28th.

J. COMMITTEE REPORTS

1. Budget and Finance – *Fran Westbrook, Council Member*

F. Westbrook reported the Budget and Finance Committee will meet to review the budget and will determine if a public hearing needs to be scheduled to amend the budget due to unexpected expenses. She recommended S. Phillips work with the Lancaster County Treasurer for clarification on the fees related to tax collection. Letters need to be sent to businesses participating in the Short Term Rental (STR) or Occupancy Tax (OT) program. F. Westbrook suggested using the next few months to send the letters, draft and approve the ordinance and create the registry to take effect at the start of the FY18/19. W. Charlton suggested he and R. Kime draft the ordinance and then submit to planning commission for comment, approval, or recommendation to town council.

2. Commons Development Committee – *Fran Westbrook, Council Member*

F. Westbrook reported the cost to set up and use Survey Monkey is \$35/per month and suggested the committee will use the service for two months. J. Latell made the motion to approve the expense which was seconded by W. Nunnally.

All were in favor. Yea - 6 Nay - 0.

3. Technical Support – *Kathleen Pollard, Council Member*

The launch of the new website has been delayed due to filing requirements for the new domain registry and hopes to launch the new website using the new domain and email addresses by December 1.

4. Buildings and Town Property – *Michael Merrill, Council Member*

M. Merrill reported the committee met on October 6 and selected M. Merrill to serve as chairman. The committee initiated an inquiry into the septic system in respect to Town Hall. R. Kime identified the drain field was leased to the Yellow Duck Cottage in June 1973; the lease provision allows the town office to

connect to that drain field. The Yellow Duck Cottage (Nelms) has a current septic certificate of inspection. The suggested color for the exterior of the town office is gray. M. Merrill requested approval to investigate what personal property is in the custody of the town to better address storage needs.

5. **Human Resources – Kathleen Pollard, Council Member** K. Pollard reported she and M. Bombay conducted 90 day reviews with R. Kime and S. Phillips. W. Nunnally asked the status of the personnel policy manual. A brief discussion followed. Mayor Ransone encouraged members of council to submit their comments and suggestions to the committee and suggested the committee submit revisions to the town attorney.

K. OLD BUSINESS – none

L. NEW BUSINESS

M. Merrill requested members of council receive printed copies of the meeting reports prior to the meeting in addition to digital distribution. F. Westbrook made a motion for the clerk to prepare and distribute meeting information to members of council which was seconded by J. Latell.

All were in favor. Yea - 6 Nay - 0.

M. ANNOUNCEMENTS

1. Lighting of the trees – 9:00 AM, Saturday November 18, 2017
2. Annual Irvington holiday lights contest – date to be scheduled
3. In observance of Veteran's Day the town office will be closed Friday, November 10
4. In observance of the Thanksgiving holiday the town office will be closed November 23rd and 24th

N. ROUNDTABLE

W. Nunnally asked when golf cart permits will be renewed/issued. Mayor Ransone recommended placing a notice February editions of the Rappahannock Record.

Note: Wayne Nunnally left the meeting prior to closed session.

O. CLOSED SESSION

I hereby move that the Town Council of the Town of Irvington go into closed or executive session, to discuss (1) the award of a public contract, as well as the terms and scope of such contract, (2) employment agreements, personnel matters and/or council appointees pursuant to the Code of Virginia, Section 2.2-3711 (A)(29).

I, Kathleen Pollard, so move. F. Westbrook seconded the motion. All were in favor. Yea - 5 Nay - 0.

Kathleen Pollard read the motion for certification: "I, Kathleen Pollard certify that only matters exempt from public meeting were discussed."

I, Kathleen Pollard, so certify.

I, Michael Merrill, so certify.

I, Frances Westbrook, so certify.

I, Michael Bombay, so certify.

I, Jerry Latell, so certify.

I, Ralph D. Ransone, so certify.

P. RETURN TO PUBLIC MEETING

Motions:

1. M. Merrill made a motion to approve the bid submitted by Virginia Painters to paint the town hall in the amount of \$3,800 which was seconded by M. Bombay.

All were in favor. Yea - 5 Nay - 0.

2. M. Merrill made a motion to appoint Michael Mattheisen to the planning commission, effective December 1, 2017. Which was seconded by M. Bombay. All were in favor. Yea - 5 Nay - 0.
3. M. Bombay made a motion to have a public hearing to amend the FY17/18 budget due to an increase in staff hours and other items. F. Westbrook seconded the motion. All were in favor. Yea - 5 Nay - 0.
4. K. Pollard made a motion to appoint S. Phillips as Freedom of Information Act (FOIA) Officer and Town Treasurer. M. Bombay seconded the motion. All were in favor. Yea - 5 Nay - 0.
5. M. Bombay made a motion to approve employee contracts for Roy Kime and Sharon Phillips which was seconded by F. Westbrook. All were in favor. Yea - 5 Nay - 0.

Q. AJDOURN

Kathleen Pollard made a motion to adjourn the meeting which was seconded by M. Bombay. All were in favor. Yea - 5 Nay - 0.

Meeting was adjourned at approximately 9:10 PM.

Respectfully submitted,
Sharon L. Phillips, Clerk

Ralph D. Ransone, Mayor



In consideration of the information and public comment presented at the Town of Irvington's planning commission public hearing held October 3, 2017 it is the recommendation of the planning commission to approve the application submitted by ICN Enterprises, LLC to rezone parcel 33-418, 33-419, 33-420 and 33-421 from B-2 Business to B-1 Business and to approve the application submitted by King Carter Holdings, LLC to rezone parcel 33-429 from R-1 Residential to B-1 Business.

The following changes to zoning district classifications are to be effective as of November 9, 2017

PARCEL 33-418 IS LOCATED AT 4323 IRVINGTON ROAD - B-1 Business
PARCEL 33-419 IS LOCATED AT 4303 IRVINGTON ROAD - B-1 Business
PARCEL 33-420 IS LOCATED AT 4283 IRVINGTON ROAD - B-1 Business
PARCEL 33-421 IS LOCATED AT 4265 IRVINGTON ROAD - B-1 Business
PARCEL 33-429 IS LOCATED AT 4282 IRVINGTON ROAD - B-1 Business

Respectfully,

William Young
Chairman, Planning Commission

RESOLUTION

A RESOLUTION APPROVING THE TRANSFER OF THE CABLE TELEVISION FRANCHISE GRANTED BY THE TOWN OF IRVINGTON

FINDINGS

- A. The Town of Irvington ("Franchising Authority") has received a request from Gans Communications, L.P., d/b/a MetroCast Communications ("MetroCast"), to assign to Atlantic Broadband (Delmar), LLC, a wholly-owned, indirect subsidiary of Cogeco Communications, Inc., ("Atlantic Broadband") the cable television franchise held by MetroCast ("Franchise").
- B. The Franchise requires that MetroCast obtain the Franchising Authority's prior consent for the assignment of the Franchise by MetroCast to Atlantic Broadband.
- C. MetroCast and Atlantic Broadband have properly requested the Franchising Authority's consent to the assignment and transfer of the Franchise and related assets to Atlantic Broadband.
- D. Atlantic Broadband has the financial, technical, and legal ability to fulfill the obligations of the Franchise, and the assignment of the Franchise to Atlantic Broadband will serve the public interest.

ORDINANCE

Based on the above findings, the Town of Irvington resolves as follows:

- 1. The Franchising Authority consents to the transfer to Atlantic Broadband of the Franchise and all of MetroCast's rights in and under the Franchise.
- 2. Upon the closing of the sale of MetroCast's cable system to Atlantic Broadband ("Closing"), Atlantic Broadband shall become bound by the Franchise and shall perform and discharge all obligations and duties under the Franchise that arise on and after the Closing.
- 3. Upon Closing, the Franchising Authority releases MetroCast from all obligations and liabilities under the Franchise that relate to periods from and after the Closing.
- 4. Upon Closing, Caisse de dépôt et placement du Québec ("CDPQ") will have an indirect equity interest in Atlantic Broadband.

5. Atlantic Broadband may: (a) assign or transfer its assets to an entity directly or indirectly controlling, controlled by, or under common control with Atlantic Broadband; (b) restructure debt or change the ownership interests among its existing equity holders and/or CDPQ; (c) pledge or grant to any lender a security interest in Atlantic Broadband's assets to secure indebtedness; and (d) sell equity interests in Atlantic Broadband or any of Atlantic Broadband's affiliates.
6. All Franchising Authority action necessary to approve this Resolution and the Franchise transfer has been duly and validly taken.
7. This Resolution is effective upon adoption.

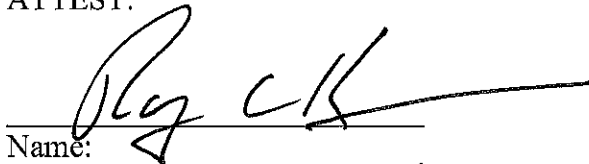
Passed and adopted the 9th day of November 2017



Name:

Title:

ATTEST:



Name:

Title:

Town Administrator



**TOWN OF IRVINGTON, VIRGINIA
REGULAR COUNCIL MEETING AND PUBLIC HEARING
THURSDAY, NOVEMBER 9, 2017 – 6:30 PM
235 STEAMBOAT ROAD**

Sign In Sheet

| | Name | Address |
|-----|------------------|------------------|
| 1. | Andrew | |
| 2. | BH Hubbard | |
| 3. | Will Hubbard | |
| 4. | Snowy McCarrie | |
| 5. | June McCarrie | |
| 6. | JERRI WESSERMAN | Julien Patterson |
| 7. | JULIEN PATTERSON | |
| 8. | B. H. HUBBARD | |
| 9. | Jimmie CARTER | |
| 10. | Gary Hooper | |
| 11. | GEORGE KUPER | |
| | Carly E Bradley | |

**TOWN OF IRVINGTON
REGULAR COUNCIL MEETING
THURSDAY, OCTOBER 12, 2017 – 6:30 PM
235 STEAMBOAT ROAD, IRVINGTON**

The Regular Council meeting of the Irvington Town Council scheduled to be held October 12, 2017 at 6:30 p.m., at the Irvington Town Office was not held due to lack of a quorum.

WELCOME – Mayor Ransone

PRESENT

Members of Council Present:

Ralph D. Ransone, Mayor
Kathleen Pollard, Vice Mayor
Michael Merrill
Frances Westbrook

Administrative Staff:

Roy Kime, Town Administrator
Sharon Phillips, Town Clerk

Guests:

Klaus Schaschek, Bonnie Schaschek, Caye Bradley, Vivian Ralls, June McGeorge, George McGeorge, Mike Mattheisen

Absent:

Michael Bombay, Councilman
Wayne Nunnally, Councilman
Jerry Latell, Councilman

PUBLIC COMMENTS

Residents who provide comments were:

- Vivian Ralls
- June McGeorge

Due to the lack of a quorum, no business could be conducted and the meeting was not called to order.

Respectfully Submitted:

Sharon L. Phillips, Clerk to Council

Ralph D. Ransone, Mayor

**TOWN OF IRVINGTON
REGULAR AND PUBLIC MEETING / PUBLIC HEARING
THURSDAY, SEPTEMBER 14, 2017 – 6:30 PM
235 STEAMBOAT ROAD, IRVINGTON**

The regular and public meeting of the Irvington Town Council was held September 14, 2017 at 6:30 p.m., at the Irvington Town Office.

Present:

Mayor: Ralph D. Ransone
Council Members: Michael Merrill, Frances Westbrook, Kathleen Pollard, Jerry Latell, Wayne Nunnally

Clerk: Sharon Phillips

Guests: Klaus Schaschek, Bonnie Schaschek, Audrey Thomasson, Caye Bradley, Vivian Ralls, Theresa Ransone

Absent: Michael Bombay, Councilman
Wesley M. Charlton, Legal Counsel
Roy Kime, Town Administrator

Call to Order

Mayor Ransone called the meeting to order at 6:40 p.m. and asked for a moment of silence.

Regular Meeting

Agenda

At this time, the Mayor asked if there were any changes to the agenda. M. Merrill made a motion to approve the agenda with the deletion of the public hearing, which was seconded by W. Nunnally. All were in favor. Yea – 5 Nay - 0

Public Comment - No public comment

Minutes & Financial Reports - Minutes: August 10, 2017

Minutes and Treasurer's Reports

F. Westbrook requested two (2) corrections to the August 10 minutes. First: under Commons Development Committee replace existing comment with the following: "F. Westbrook reported the committee is seeking one (1) additional member to serve on the committee." Second: under Old Business strike "Asplund" and replace with "Dominion Resources and any subcontractor." Mayor Ransone asked for a motion to approve the amended minutes and treasurer's reports. A motion was made by J. Latell which was seconded by K. Pollard. All were in favor. Yea – 5 Nay - 0

Legal Counsel - Absent

Planning Commission

The planning commission public hearing on the Planned Unit Development Ordinance was postponed due the principal speaker being involved in a medical emergency. Tentatively, the public hearing has been rescheduled for November 14, 2017 at 6:30 p.m. at the Irvington Baptist Church. The regular meeting to hear the request for rezoning by ICN

Enterprises is scheduled for October, 3, 2017 at 6:30 p.m. and will be held at 235 Steamboat Road. The term for planning commission member J. Brown will expire November 2017. J. Brown is required to submit letter of intent should she choose to continue serving in the role. Open position on the planning commission needs to be advertised and any interested individuals are encouraged to submit letter of interest.

Town Administrator - Absent

Budget and Finance

K. Pollard and F. Westbrook suggested that as cash flow allows S. Phillips transfer from the General Operating account into the Capital Improvement account an amount resulting in a minimum balance of \$25,000, until the entire Capital Improvement account balance can be satisfied.

Zoning Ordinance

M. Merrill reported the Existing Land Use and Existing Zoning Districts maps were revised for use in upcoming meetings and will likely be revised again depending on outcome of future meetings. Ordinances pertaining to Short Term Occupancy/Rental Agreement are under study. He went on to report ordinance compliance, in general, has been problematic. He strongly encouraged staff and members of council to pay close attention to the way an ordinance is written and to refer to the definitions section of an ordinance which contains substantive provisions when considering a permit. F. Westbrook stated sending notice to short term rental properties is a priority.

Public Safety – No report given

Sidewalks – No report given

Flags and Lights - No report given. W. Nunnally suggested advertising holiday events to increase attendance.

Commons Development

F. Westbrook reported the outcome of the initial meeting of the CDC is to develop a Commons Development specific survey in order to accurately assess future development of the Town Commons. C. Bradley will work on developing the survey.

Technical Support

K. Pollard reported she and M. Bombay met with Carol Clark and the website will be live prior to the October 1 deadline.

Human Resources

K. Pollard reported the transition of staff had been smooth and thanked everyone for their efforts.

Buildings and Town Property

M. Merrill reported Clark's Roofing started preliminary roof work on the town office. F. Westbrook asked about purchasing a shed to place on the North Commons. A short discussion followed pertaining to the type and size of shed needed.

Old Business - no report given

New Business

M. Merrill reported on August 11, a 44-foot long boat and significantly longer trailer rig blocked the intersection of King Carter Drive and Carters Creek Road due to the narrow roadway and a Dominion Energy power pole located too close to the road making it impossible for the driver to navigate the corner without damaging the pole's protective steel plate. As a result of oversized vehicles not being able to navigate the turn significant damage to the protective steel plate has

occurred with frequency. The power pole is crucial to supply power to the residents of King Carter Drive and Carters Creek Road and Dominion Energy needs to treat this as a danger and remove the hazard. It is incumbent on council to take the steps necessary to encourage Dominion Energy to treat this as an important safety issue and to take any means necessary to safeguard the intersection and assure the intersection remains open. M. Merrill also suggested requesting VDOT's assistance to restrict the length of commercial trucks traveling King Carter Road until such a time as the hazard posed by the power pole is resolved. Mayor Ransone suggested the town administrator contact Dominion Energy and VDOT as first steps to resolving the issue. Due to the town administrator being absent, New Business items: "Resolutions and Atlantic Broadband" were tabled. Mayor Ransone asked for a motion to include the proclamation for Constitution Week, September 17 – 23, by the Daughters of the American Revolution included in the minutes. F. Westbrook made the motion which was seconded by K. Pollard. All were in favor. Yea – 5 Nay – 0 K. Pollard reported she and F. Westbrook have decided to combine the retirement party for R. Hardesty with a welcome party for R. Kime and S. Phillips. The cost of the reception should not exceed \$1,800. F. Westbrook noted the importance giving back to the businesses in Irvington. A brief discussion as to the date and details of the reception followed. W. Nunnally made a motion to approve the anticipated cost of the reception which was seconded by J. Latell. All were in favor. Yea – 5 Nay – 0

Roundtable

F. Westbrook invited R. Kime and S. Phillips to attend the VML Leadership Academy, FOIA & COIA Workshop, in Williamsburg on Saturday, September 30th. VML will comp the cost for two (2) attendees and the cost for additional attendees is \$100 each; lunch is included.

There being no further business, the Mayor asked for a motion to adjourn, which was made by W. Nunnally and seconded by J. Latell. All were in favor. Vote: Yea – 5 Nay – 0
The meeting adjourned at approximately 7:30 p.m.

Respectfully submitted:
Sharon L. Phillips, Clerk to Council

Ralph D. Ransone, Mayor

A PROCLAMATION

Constitution Week 2017

Whereas, September 17 marks the two hundred and thirtieth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

Whereas, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

Whereas, public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as constitution week;

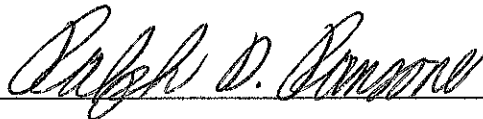
NOW, Therefore, I, Ralph E. Ransone, Mayor of the Town of Irvington do hereby proclaim September 17 through 23, 2017 to be

CONSTITUTION WEEK

In Irvington and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787

TOWN OF IRVINGTON, VIRGINIA

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Irvington
on this seventeenth day of September in the
year of our Lord two thousand seventeen



Mayor of Irvington

**TOWN OF IRVINGTON
REGULAR AND PUBLIC MEETING
THURSDAY, AUGUST 10, 2017 – 6:30 PM
235 STEAMBOAT ROAD, IRVINGTON**

The regular and public meeting of the Irvington Town Council was held August 10, 2017 at 6:30 p.m., at the Irvington Town Office.

Present:

| | |
|---------------------|---|
| Mayor: | Ralph D. Ransone |
| Council Members: | Michael Merrill, Frances Westbrook, Kathleen Pollard, Jerry Latell, Wayne Nunnally, Michael Bombay |
| Legal Council: | Wesley Charlton |
| Town Administrator: | Roy Kime |
| Clerk: | Sharon Phillips |
| Guests: | Klaus Schaschek, Bonnie Schaschek, Audrey Thomasson, Cay Bradley, Eric Nost |

Call to Order

Mayor Ransone called the meeting to order at 6:30 p.m. and asked for a moment of silence.

Regular Meeting

Agenda

At this time, the Mayor asked if there were any changes to the agenda. A motion was made by M. Bombay to accept the agenda, which was seconded by J. Latell. All were in favor. Yea – 6 Nay - 0

Public Comment

K. Schaschek requested follow up from W. Charlton regarding the June 22, 2017 Town Council meeting, second reading of the proposed budget not being posted in the Rappahannock Record. W. Charlton stated that A. Thomasson's article indicating the meeting date, time, and place served as sufficient public notice. K. Schaschek asked for an update on the insurance claim from tornado damage. R. Kime advised this information would be presented later in the meeting.

Minutes & Financial Reports - Minutes: July 13, 2017

Minutes and Treasurer's Reports

M. Merrill requested a correction to the July 13th meeting minutes, suggesting the following sentence replace the existing sentence: Mayor Ransone suggested Chesapeake Academy contact Dominion to discuss the installation of private banner/signs and for R. Kime to schedule a meeting with J. Kessee to review the sign ordinance. Treasurer's reports were presented for approval. F. Westbrook stated that the funds dedicated to the Capital Improvement account will be included with supplemental reports at future meetings. Mayor Ransone asked for a motion to approve the amended minutes and treasurer's reports. A motion was made by M. Merrill which was seconded by M. Bombay. All were in favor. Yea – 6 Nay - 0

Legal Counsel

W. Charlton had no specific report. W. Charlton reported he met with R. Kime on July 20th and is working on quick reference materials for staff to use when issuing public notices.

Planning Commission

M. Merrill reported a Planning Commission Workshop was held on July 18th that was devoted to the review and revision of the draft Planned Unit Development (PUD) Ordinance. A public hearing has been set for September 5th at the Irvington Baptist Church, and members of town council as individuals are invited to attend the presentation.

Town Administrator

R. Kime reported that J. Keese, Head of School for Chesapeake Academy has elected not to proceed with installing banners on power poles at this time. Should they choose to install banners/flags in the future they will comply with sign ordinances. On July 6th an insurance claim was submitted in the amount of \$23,950.34 and \$19,332.50 was remitted for tornado damage. The claim is not closed. Storage facilities are needed to store holiday lights and other town property. The August 1st Planning Commission public hearing to discuss rezoning certain parcels from B-2 to B-1 was cancelled due to scheduling conflicts and applicants will resubmit the request. Irvington Baptist Church has been reserved for the September 5th Planning Commission public meeting; certified letters will be sent to all abutting land owners, and the PUD notice and proposed ordinance is displayed on the town website. New locks have been installed on office doors. Flag pole and two large bushes were removed from in front of the town office. Elbourn and Bartlett contracts have been approved and signed. Clark Roofing will begin within 30 days. Tennis court repairs will start week of August 14th. Carter White of VDOT agreed to have a meeting with R. Kime to provide his opinion as to the best way to proceed with sidewalk repairs for which Irvington is financially responsible. According to C. White Irvington does not comply with the minimum requirements for a 'No Thru Truck' program; noting the current truck route from Route 200 to Route 3 is inadequate for commercial vehicles. W. Nunnally suggested contacting state legislators for assistance. K. Pollard suggested R. Kime provide written correspondence to June McGeorge outlining his efforts and advise her this is not going to be resolved quickly. R. Kime reported disruption due to street repaving was minimized due to communication from town staff with local businesses. VDOT has negotiated with Vineyard Grove Homeowner's Association to repair the damage to the entrance of The Vineyard during recent street repaving. M. Bombay reported parking places in the business district have not been painted. R. Kime will contact VDOT for a time frame as to when the parking places will be painted.

Budget and Finance

F. Westbrook suggested tabling the Financial and Personnel Policies until a workshop to review the policies can be scheduled. A motion was made by W. Nunnally to schedule a workshop to review the Financial Policy and Personnel Policy, which was seconded by K. Pollard. A brief discussion followed and the workshop will be scheduled for Thursday, September 7, 2017 at 5:30 p.m., in the Town Office. All were in favor. Yea – 6 Nay – 0

F. Westbrook introduced the Short Term Rental Agreement and after a brief discussion it was suggested this be added to the September 7th workshop. A motion was made by W. Nunnally to add the Short Term Rental Agreement to the workshop which was seconded by J. Latell. All were in favor. Yea – 6 Nay – 0

K. Pollard reported she will be changing signature cards for the General Operating account and new signature cards will be issued for the Capital Improvement Fund account. A brief discussion followed pertaining to tiered interest rates and minimum balances required. W. Nunnally made a motion to approve the changes to open the Capital Improvement Fund account into the tiered interest bearing accounts offered by Chesapeake Bank. The motion was seconded by J. Latell. All were in favor. Yea – 6 Nay – 0

Zoning Ordinance

M. Merrill reported that the town does not have an accurate zoning map and that Community Planning Partners (CPP) has agreed to produce and print an accurate zoning map. W. Charlton suggested CPP produce a digital product in addition to a physical product.

Public Safety – no report given.

Sidewalks

R. Kime reported VDOT will return in October to complete their portion of the sidewalk repairs.

Flags and Lights - no report given.

Commons Development

F. Westbrook reported the committee is seeking one (1) additional member to serve on the committee.

Technical Support

M. Bombay reported there was a meeting with Chris Henley to discuss email extensions. There was a meeting with Carol Clark to finalize website updates. R. Kime suggested implementing a policy and procedure for each of the committees displaying information on the town's website. K. Pollard stated updates to the website will eventually be handled by town staff.

Human Resources

K. Pollard reported that she and M. Bombay had an exit interview with R. Hardesty who will serve as a consultant until his retirement date of August 31st.

Buildings and Town Property

M. Merrill recommended to approve the bid from Bartlett Expert Tree Service to service the trees in the North Commons. W. Nunnally made a motion to approve M. Merrill's recommendation, which was seconded by M. Bombay. All were in favor. Yea - 7 Nay - 0

M. Merrill suggested R. Kime obtain approval from Carol Nelms (owns property adjacent to town office) prior to starting roof repairs. R. Kime reported he had a phone call with Ms. Nelms and she granted verbal approval for roofing contractors to access her property during roof repairs to the town office.

Old Business

F. Westbrook reported Dominion Resources has agreed to trim the crepe myrtles more frequently. Dominion Resources or any of their sub-contractors cannot go onto private property to trim trees. Charlie Donota, External Affairs Manager for Dominion Energy has offered to attend a town council meeting to discuss future tree trimming.

New Business

K. Pollard reported that upon delivery of the August 13th meeting minutes the Bank of Lancaster will issue new signature cards to remove Marianne West and add K. Pollard and F. Westbrook to the Community Partnership CD. W. Nunnally made a motion to approve the new signature cards and J. Latell seconded the motion. All were in favor. Yea - 6 Nay - 0

M. Bombay reported there are several blighted properties in Irvington and questioned what is needed to address the concerns. W. Charlton suggested utilizing existing blight ordinances and suggested R. Kime contact Lancaster County, the Town of White Stone, and the Town of Kilmarnock to compare blight ordinances. Mayor Ransone suggested a letter from legal council may be the initial step. W. Charlton requested R. Kime prepare a list of properties suspected of being in violation of the blight ordinance and those properties determined to be in violation will be served with notice.

Roundtable

W. Nunnally requested members of council consider building a permanent structure on the Commons property and to hire an events coordinator to cultivate future tourism events and help develop a vision for the Commons. Discussion followed on developing the Commons before hiring events coordinator. At this time, E. Nost, past president of the Irvington Crab Festival encouraged mayor and members to attend the event. He also reported ticket sales are down considerably despite increased advertising efforts. K. Pollard reported the hanging receptacle baskets on the tennis courts have been replaced. F. Westbrook and K. Pollard provided updates for the retirement party for R. Hardesty. R. Kime offered his cell phone number to the Mayor and all members of council to use as a means of contacting him. R. Kime presented to the Mayor and members of council the sponsor gift package from the Irvington Crab Festival. Mayor Ransone offered R. Kime, S. Phillips, R. Hardesty two tickets each to the Irvington Crab Festival. M. Merrill reported the Blue Shed, which is owned

and operated by Adam Ginsburg, will hold an event on the upcoming Sunday with advertised offerings of food and alcohol for a price. He expressed concern that the business is operating on a property that is zoned R-1 and is operating without proper local or state licenses. A short discussion followed pertaining to future communication with Mr. Ginsburg. F. Westbrook expressed concern that during the July 13th meeting, we may have unintentionally impugned the reputation of Chesapeake Academy and stated efforts should be made to preserve the relationship. W. Charlton offered that consistency in considering and approving permits is essential to preserving public relations.

There being no further business, the Mayor asked for a motion to adjourn, which was made by W. Nunnally and seconded by J. Latell. All were in favor. Vote: Yea – 6 Nay – 0
The meeting adjourned at approximately 8:25 p.m.

Respectfully submitted:
Sharon L. Phillips, Clerk to Council

Ralph D. Ransone, Mayor

**TOWN OF IRVINGTON
REGULAR AND PUBLIC MEETING
THURSDAY, JULY 13, 2017 – 6:30 PM
235 STEAMBOAT ROAD, IRVINGTON**

The regular and public meeting of the Irvington Town Council was held July 13, 2017 at 6:30 pm, at the Irvington Town Office.

Present:

| | |
|-----------------|---|
| Mayor | Ralph D. Ransone |
| Council Members | Michael Merrill, Frances Westbrook, Kathleen Pollard, Jerry Latell, |

Staff:

| | |
|--------------------|---------------------------|
| Town Administrator | Robert Hardesty |
| New Employees | Roy Kime, Sharon Phillips |

Absent:

| | |
|-----------------|--------------------------------|
| Legal Counsel | Wesley M. Charlton |
| Council Members | Michael Bombay, Wayne Nunnally |

Guests: June McGeorge, Julianne D. Keesee, Gary Hooper, Klaus Schaschek, Bonnie Schaschek, Audrey Thomasson

Call to Order

Mayor Ransone called the meeting to order at 6:30 pm and asked for a moment of silence. The Mayor introduced and welcomed Roy C. Kime as the new Town Administrator and Sharon L. Phillips as the new Town Clerk. Robert Hardesty, Town Administrator will retire on August 31, 2017.

Regular Meeting

Approve Agenda – At this time, the Mayor asked if there were any changes to the Agenda. A motion was made by M. Merrill to accept the agenda, which was seconded by K. Pollard
All were in favor. Yea – 4 Nay - 0

Public Comment

June McGeorge requested Town Council to institute a “NO THRU TRUCK TRAFFIC” restriction within Town limits. Speed and safety are greatest concerns. Trucks should be required to use current bypass. The Mayor requested R. Kime to research. B. Schaschek commented on Dominion Resources trimming trees in Irvington and questioned if the town was properly notified and what could be done to improve the quality of work stating many of the trimmed trees were destroyed. Mayor Ransone commented Dominion has a right to trim the trees using contractors and suggested B. Schaschek, and all other concerned residents, contact Dominion directly regarding destruction of the trees. B. Schaschek commented that the June 22, 2017 Town Council Meeting, Second Reading of the Proposed Budget was not posted in the Rappahannock Record. K. Pollard apologized for oversight. Mayor Ransone said there were no changes to the budget at the Proposed Budget Meeting on June 8 but he would contact Wes Charlton, Legal Council for advice. G. Hooper questioned whether there was anything requiring Air B&B’s and/ or VRBO’s to register with the Town and whether they are required to pay a fee. F. Westbrook indicated that would be discussed later in the meeting. K. Schaschek wanted to know if the Town had been reimbursed from the tornado clean up. F. Westbrook reported the insurance claim was recently filed. K. Schaschek would like his full comment from the June 8 meeting to be included in the minutes. F. Westbrook agreed to revise the minutes to include his entire comment. K. Schaschek questioned whether the position of Town Clerk remained at 20 hours per week or if the hours had been increased to 30. K. Pollard indicated the position would remain at 20 hours per week until an increase was necessary. J. Keesee introduced herself as the Head of School for Chesapeake Academy.

Chesapeake Academy would like to petition the town to replace the existing 50 Year Celebration banners with new banners. F. Westbrook welcomed J. Kessee to Irvington and indicated the request would be heard later in the meeting.

Minutes & Financial Reports - Minutes: June 8, (Budget Meeting), June 22, (Second Budget Reading)

Minutes and Treasurer's Reports - Mayor Ransone asked for a motion to approve the minutes and reports as outlined in the Agenda. F. Westbrook suggested we approve the June 8 minutes as amended to include K. Schaschek's comment. K. Pollard questioned how to identify an addendum to minutes that have been approved; pertaining to the March minutes regarding the Worthington zoning permit. Mayor Ransone suggested using the addendum but to also contact Wes Charlton.

Treasurer's reports were presented for approval. F. Westbrook commented the end of year statement presented was preliminary and finalized end of year statements would be provided at the August meeting. M. Merrill inquired whether any revenues were derived from the Code Enforcement expense of \$3,225.00. F. Westbrook explained it is identified as a negative expense as a result of being reimbursed from the attorney for expenses incurred from the Thomas house.

Mayor Ransone requested a motion to approve the June 8 minutes, including the amendment, and the Treasurer's Report. A motion was by K. Pollard and seconded by J. Lattell. After no further discussion, all were in favor of approval.

Vote: Yea - 4 Nay - 0

Legal Counsel - Absent

Planning Commission

M. Merrill reported for the Planning commission. The Planning Commission meeting was held on June 6th at the Town Hall. Craig Wilson of the Community Planning Partners met with members to discuss the development of standards and conditions for the Planned Unit Development (PUD) Ordinance. The Planning Commission will hold a workshop on July 18th at the Town Office which the public may attend but no public comments will be allowed. Also, there was discussion addressing the need for amendments or new ordinance to ease the task of code enforcement.

Town Administrator's Monthly Report

Mayor Ransone thanked Bob Hardesty for another successful 4th of July Parade which required a significant amount of his time. A zoning permit for new construction was issued for property located at 119 Galley Hook. The new owners of 76 York Road would like to install a pool. R. Hardesty and R. Kime visited the property at 76 York Road regarding a permit to install a pool; no permit was issued. R. Hardesty and R. Kime met Merrit Foster at his property to discuss future renovations and permits for his boat house; no permits issued. B.H. Hubbard is representing Jullien Patterson in his pursuit to rezone four parcels in the business district from B2 to B1 and one parcel from R1 to B1. Public hearings will be scheduled. Bragg and Thomas properties are currently zoned R1 with the request rezone to B1. Public Hearings with the Planning Commission will be held at the Town Hall in August and September. R. Hardesty and R. Kime met for lunch with Gordon Slatford, General Manager of the Tides Inn. Mayor Ransone asked for an update on the Verrier property on York Road. A building permit has been issued. R. Kime reported he had filed VML insurance claim for tornado damage and is working on a report discussing hazard mitigation. K. Pollard reported R. Kime is also researching the short term rental registry required for VRBO and Air B&B's.

Committee Reports

Budget & Finance Committee

F. Westbrook reported David Alga advised implementation of a Financial Policy for a full year prior to audit. F. Westbrook requested members of council review the Financial Policy and be prepared to discuss and adopt the Financial Policy at the August meeting. F. Westbrook noted a separate checking account for capital improvements will be established. Authorization from Town Council members is required. J. Lattell moved to open a new checking account

dedicated to Capital Improvements. M. Merrill seconded the motion and with no further discussions, all were in favor of the motion. Vote: Yea – 4 Nay - 0

Zoning Ordinances - M. Merrill had no specific report.

Sidewalk Repairs

Mayor Ransone asked if there were any updates to repairing the sidewalks. R. Hardesty reported there was no new information. Mayor Ransone encouraged the new administrator to quickly secure bids.

Flags/Lights - No report given

Commons Development Committee (CDC)

F. Westbrook reported members of the CDC met to discuss obtaining new presentations for site design. Ralph Higgins is interested in submitting a bid for design work. F. Westbrook reported they will seek two or three additional bids. F. Westbrook shared the CDC is seeking interested residents to appoint to the committee; Beverly Randolph and Deb Lockhart have committed to joining the committee.

Technical Support

K. Pollard reported that S. Phillips met with Chris Henley to discuss changing email provider. She and M. Bombay will meet with Carol Clark later this month to review changes to the new website and potentially the new website will be operational by September 1.

Human Resources

Mayor Ransone reported R. Kime and S. Phillips are new employees.

Buildings and Town Property

M. Merrill reported contracts for tennis court repair, roof repair for Town Hall, wood work associated with roof repair, and Cardinal Waste are in the process of being approved by W. Charlton.

Old Business

M. Merrill suggested we postpone the approval of the Employee Policy Manual due to a bare minimum of quorum. F. Westbrook moved that approval of the Employee Policy Manual be tabled until August Town Council meeting and M. Merrill seconded the motion. All were in favor. Vote: Yea – 4 Nay - 0

New Business

R. Hardesty reported Chesapeake Academy requested to install new banners on power poles. R. Kime noted minutes of Town Council meeting on April 9, 2015 do not reflect approval from Town Council to install 50th Anniversary banners on power poles. J. Kessee reported the request is for three banners to be installed on Dominion Energy power poles and for three banners to be located on Chesapeake Academy property. K. Pollard reported she was under the impression the original request was for a short time rather than permanent use and is not in favor of allowing Chesapeake Academy to install new banners. R. Kime reported a permit was submitted but no permit issued because the banners do not comply with the parameters of sign ordinance and would require approval of Town Council. Mayor Ransone and F. Westbrook both commented the permit must be completed and either comply with the sign ordinance or apply for variance. Mayor Ransone suggested Chesapeake Academy contact Dominion to discuss the installation of private banner/signs and for R. Kime to schedule a meeting with J. Kessee to review the sign ordinance.

Roundtable

K. Pollard reported the Certificate of Deposit held by Chesapeake Bank matures on July 19 and will be renewed for 19 months at 1.65% APR. K. Pollard suggested purchasing the following items: laptop computer for R. Kime, a small refrigerator and vacuum be purchased for Town Office use. K. Pollard made a motion to approve funds up to \$700 to

purchase the items and M. Merrill seconded the motion and with no further discussions, all were in favor of the motion.
Vote: Yea – 4 Nay – 0

F. Westbrook reported the vendor contracted by VDOT to pave put up NO PARKING cones in the business district but did not provide any new advance notice to the Town or to local businesses resulting in negative impact on retail trade. Mayor Ransone said he would communicate with his contact to request advance notice for future work. F. Westbrook shared concern regarding damage to local trees by Asplund and reported Irvington is designated as a historic landmark and we should look into a conversation with Dominion as to how to trim trees accordingly in the future. F. Westbrook suggested S. Phillips be appointed FOIA Officer for the Town and attend VML's Clerks Association 2017 workshop.

Closed Session

The Mayor asked for a motion was to go into Closed Session to discuss personnel matters. Kathleen Pollard read the certification motion for closed session in accordance with the Code of Virginia, section 2.2-3711(A)(29) for discussion of employment and personnel matters. I, K. Pollard, so moved. The motion was seconded by F. Westbrook All were in favor. Vote: Yea – 4 Nay – 0

A motion was made to come out of the closed session and that a roll call vote be made certifying that (1) only public business matters lawfully exempt from public meeting requirements were discussed in the closed session; and (2) only such public business as was identified in the motion to convene a closed session was discussed.

1. I, Kathleen Pollard, do hereby certify
2. I, Michael Merrill, do hereby certify
3. I, Frances Westbrook, do hereby certify
4. I, Jerry Latell, do hereby certify
5. I, Ralph D. Ransone, do hereby certify

There being no further business, the Mayor asked for a motion to adjourn, which was made by J. Latell and seconded by F. Westbrook. All were in favor. Vote: Yea 5 – 0 Nay – 0
The meeting adjourned at approximately 8:25 p.m.

Respectfully submitted:
Sharon L. Phillips, Clerk to Council

Ralph D. Ransone, Mayor

Town of Irvington
Public Hearing for the Second Reading for the Proposed 2017-2018 Budget
June 22, 2017

The Irvington Town Council held a public hearing for the second reading of the proposed 2017-2018 budget on June 22, 2017 at 235 Steamboat Road, Irvington.

Present:

| | |
|--------------------|--|
| Mayor | Ralph D. Ransone |
| Council Members | Michael Bombay, Jerry Latell, Frances Westbrook, Kathleen Pollard, Michael Merrill and Wayne Nunnally |
| Town Administrator | Roy Kime (newly hired as of June 19, 2017) Robert Hardesty (absent) |

Guests

Caye Bradley and Buddy Spencer

Call to Order

Mayor Ransone called the meeting to order at approximately 6:35 p.m. A copy of the proposed budget was distributed by Mr. Latell to all members. Mayor Ransone asked if there were any changes to the budget. Discussion followed by Mr. Nunnally, who noted that at the June 8th monthly meeting some residents expressed concern with regard to the increased donation from \$250.00 to \$1,000.00 to the Lancaster County Library. Mr. Merrill stated that only two citizens thought this amount should be split between the Steamboat Era Museum and the Lancaster Library. He shared that the library increase was necessary for significant facility improvements resulting in increased operating expenses. Also many residents in Irvington do visit and use the facilities of the library. Mrs. Westbrook shared that the increase was for this year only and could be changed each year going forward. Mr. Nunnally also objected to the \$5,000.00 expense for the preparation of new Planned Unit Development Ordinance.

There being no other discussion, Mayor Ransone asked for a motion to approve the 2017-2018 budget, which was made by Mr. Merrill and seconded by Mr. Bombay. All in favor: M. Bombay, J. Latell, M. Merrill, F. Westbrook and K. Pollard. Nay: W. Nunnally. Prior to adjournment, the Mayor thanked Mr. Latell, Mrs. Westbrook and Mr. Bombay for all their hard work on the budget process this year.

Meeting was adjourned at approximately 6:45 p.m.

Respectfully submitted,
Kathleen Pollard, Vice Mayor

Ralph D. Ransone, Mayor

| Code of Virginia Title 15.2 - Counties, Cities and Towns Chapter 25 - Budgets, Audits and Reports §15.2-2504. What Budget to Show | Preceding Year Appropriations Jul 2015 - Jun 2016) | Preceding Year Actuals Jul 2015 - Jun 2016 | Current Year Appropriations Jul 2016 - Jun 2017 | Current Year Actuals Jul 2016 - Jun 2017 | + / - | Next Year Projected Budget Jul 2017 - Jun 2018 |
|--|--|--|---|--|-------|--|
|--|--|--|---|--|-------|--|

| Revenue | \$121,062 | \$113,859 | \$198,423 | \$173,175 | \$25,248 | \$191,868 |
|------------------------------|-----------|-----------|-----------|-----------|----------|-----------|
| Occupancy Tax | \$67,500 | \$65,414 | \$67,500 | \$58,624 | \$8,876 | \$68,000 |
| Real Estate Tax | \$0 | \$0 | \$80,803 | \$74,869 | \$5,934 | \$75,000 |
| Sales Tax | \$27,928 | \$26,383 | \$26,000 | \$25,003 | \$997 | \$26,000 |
| Auto/Golf Tags | \$9,800 | \$9,380 | \$9,750 | \$9,184 | \$566 | \$9,200 |
| Bank Franchise | \$11,555 | \$9,645 | \$9,700 | \$0 | \$9,700 | \$9,072 |
| Cable TV/ Communications | \$2,500 | \$2,411 | \$2,430 | \$2,156 | \$274 | \$2,346 |
| Property Rental | \$600 | \$0 | \$1,000 | \$1,000 | \$0 | \$1,000 |
| Zoning Permits | \$500 | \$560 | \$700 | \$940 | (\$240) | \$700 |
| Interest Income | \$475 | \$27 | \$475 | \$1,328 | (\$853) | \$500 |
| Miscellaneous & Other Income | \$204 | \$39 | \$65 | \$71 | (\$6) | \$50 |
| | | | | | | |

| Code of Virginia Title 15.2 - Counties, Cities and Towns Chapter 25 - Budgets, Audits and Reports §15.2-2504. What Budget to Show | Preceding Year Appropriations Jul 2015 - Jun 2016 | Preceding Year Actuals Jul 2015 - Jun 2016 | Current Year Appropriations Jul 2016 - Jun 2017 | Current Year Actuals Jul 2016 - Jun 2017 | + / - | Next Year Projected Budget Jul 2017 - Jun 2018 |
|---|---|--|---|--|-------|--|
|---|---|--|---|--|-------|--|

| Operating Expenses | \$101,791 | \$84,645 | \$114,839 | \$113,819 | \$1,020 | \$142,705 |
|--------------------------------|-----------|----------|-----------|-----------|------------|-----------|
| Gross Wages | \$41,447 | \$41,392 | \$42,430 | \$41,820 | \$610 | \$71,296 |
| Payroll Taxes | \$2,954 | \$3,213 | \$3,269 | \$3,233 | \$36 | \$5,516 |
| Other Employee Expense | | | | \$888 | (\$888) | \$1,332 |
| Town Utilities | \$11,940 | \$9,767 | \$11,940 | \$11,081 | \$859 | \$12,100 |
| Professional Services | \$300 | \$1,955 | \$11,650 | \$9,906 | \$1,744 | \$11,650 |
| Town Maintenance | \$10,500 | \$9,234 | \$10,500 | \$21,913 | (\$11,413) | \$5,900 |
| Comprehensive Plan Review | \$15,000 | \$0 | \$10,000 | \$15,138 | (\$5,138) | \$0 |
| Office Expenses | \$8,000 | \$7,511 | \$8,000 | \$4,323 | \$3,677 | \$6,000 |
| Municipal Audit | \$0 | \$0 | \$5,000 | \$0 | \$5,000 | \$4,000 |
| Insurance (VML) | \$4,500 | \$4,047 | \$4,600 | \$3,167 | \$1,433 | \$3,861 |
| Miscellaneous Expenses | \$1,000 | \$2,189 | \$750 | \$232 | \$518 | \$750 |
| Website Technical Support | \$2,100 | \$1,801 | \$2,400 | \$1,544 | \$856 | \$2,000 |
| Public Notices (Rapp Record) | \$2,000 | \$2,047 | | | | \$0 |
| Code Enforcement | \$0 | \$0 | \$1,800 | (\$3,225) | \$5,025 | \$1,500 |
| Auto Tags | \$50 | \$43 | | | | \$0 |
| Election Expenses | \$1,500 | \$1,446 | | | | \$1,500 |
| Codification of Ordinances | \$500 | \$0 | | \$78 | (\$78) | \$6,000 |
| Town Council/Planning Comm Exp | | | \$2,500 | \$2,677 | (\$177) | \$3,000 |
| Town Commons Utilities & Maint | | | | \$1,044 | (\$1,044) | \$6,300 |

| Code of Virginia Title 15.2 - Counties, Cities and Towns Chapter 25 - Budgets, Audits and Reports §15.2-2504. What Budget to Show | Preceding Year Appropriations Jul 2015 - Jun 2016 | Preceding Year Actuals Jul 2015 - Jun 2016 | Current Year Appropriations Jul 2016 - Jun 2017 | Current Year Actuals Jul 2016 - Jun 2017 | + / - | Next Year Projected Budget Jul 2017 - Jun 2018 |
|---|---|--|---|--|-------|--|
|---|---|--|---|--|-------|--|

| Community Support and Tourism Promotion | \$19,271 | \$16,511 | \$19,050 | \$11,912 | \$7,138 | \$20,350 |
|--|----------|----------|----------|----------|-----------|----------|
| Community Events | \$12,500 | \$12,984 | | | | \$0 |
| July 4 parade and AF Band | \$0 | \$0 | \$8,100 | \$6,262 | \$1,838 | \$8,500 |
| Christmas community events | \$0 | \$0 | \$2,700 | \$3,791 | (\$1,091) | \$2,800 |
| Flags & Banners | | | \$2,700 | | \$2,700 | \$2,900 |
| Fire and Rescue | \$2,100 | \$900 | \$2,100 | | \$2,100 | \$2,100 |
| Wi-Fi | \$1,200 | \$0 | \$1,200 | \$479 | \$721 | \$600 |
| Steamboat Era Museum | \$1,200 | \$1,200 | \$1,200 | \$1,200 | \$0 | \$1,200 |
| Irvington Open Golf Tourney | \$300 | \$0 | \$300 | | \$300 | \$300 |
| Lancaster Community Library | \$250 | \$0 | \$250 | | \$250 | \$1,000 |
| Trolley | \$250 | \$250 | \$250 | | \$250 | \$250 |
| Mayor's Discretionary Fund | \$325 | \$77 | | | | \$500 |
| Miscellaneous Community Support | \$1,146 | \$1,100 | \$250 | \$180 | \$70 | \$200 |

| Code of Virginia Title 15.2 - Counties, Cities and Towns Chapter 25 - Budgets, Audits and Reports §15.2-2504. What Budget to Show | Preceding Year Appropriations Jul 2015 - Jun 2016) | Preceding Year Actuals Jul 2015 - Jun 2016 | Current Year Appropriations Jul 2016 - Jun 2017 | Current Year Actuals Jul 2016 - Jun 2017 | + / - | Next Year Projected Budget Jul 2017 - Jun 2018 |
|--|--|--|---|--|-------|--|
|--|--|--|---|--|-------|--|

§ 15.2-2505. Any locality may include in its budget a reasonable reserve for contingencies and capital improvements.

| Dedicated Capital Improvements Funds | \$0 | \$0 | \$64,534 Beg Fund Balances Jul 1, 2016 | \$1,729 Fund Expenditures Jul 2016 - Jun 2017 | \$62,805 End Fund Balances Jun 30, 2017 | \$28,813 Projected Funding Jul 2017 - Jun 2018 |
|---|-----|-----|--|---|---|--|
| Sidewalk Repair | \$0 | \$0 | \$30,000 | | \$30,000 | \$0 |
| Tennis Courts Repair | | | | | | \$4,000 |
| Town Hall Repairs | | | | | | \$10,000 |
| Storage Building | | | | | | \$10,000 |
| Protective Fence in North Commons | \$0 | \$0 | \$2,800 | \$1,729 | \$1,071 | \$0 |
| Website Revamp | \$0 | \$0 | \$5,000 | | \$5,000 | \$0 |
| Future Improvements to town | \$0 | \$0 | \$26,734 | | \$26,734 | \$4,813 |

| | | | | | | |
|--------------------|-----------|-----------|-----------|-----------|------------|-----------|
| Total Revenue | \$121,062 | \$113,859 | \$198,423 | \$173,175 | \$25,248 | \$191,868 |
| Total Expenditures | \$121,062 | \$101,156 | \$198,423 | \$127,460 | \$70,963 | \$191,868 |
| | \$0 | \$12,703 | \$0 | \$45,715 | (\$45,715) | \$0 |

**Irvington Town Council
Regular and Public Meeting
June 8, 2017**

A regular and public meeting of the Irvington Town Council was held for presentation of the Proposed 2017-2018 Budget for the Town of Irvington. The meeting was held at the Irvington Baptist Church.

Present:

| | |
|--------------------|---|
| Mayor | Ralph D. Ransone |
| Council Members | Michael Merrill, Frances Westbrook, Kathleen Pollard, Jerry Latell, Michael Bombay, Wayne Nunnally |
| Legal Counsel | Absent |
| Town Administrator | Absent |

Guests:

| | | | |
|------------------|----------------|---------------|-------------|
| Sharon Phillips | Dermot McNulty | David Headley | Roy Kime |
| Klaus Schaschek | Paula McNulty | Mary Headley | Cay Bradley |
| Bonnie Schaschek | | | |

Call to Order

Mayor Ransone called the meeting to order at 6:30 PM and asked for a moment of silence. Prior to the motion for Closed Session, the Mayor asked the attendees to step out of the room until the closed session was concluded.

Closed Session

At this time, Mayor Ransone asked for a motion to go into Closed Session to discuss and consider approval of a public bid. Kathleen Pollard read the certification motion for closed session in accordance with Code of Virginia, Section 2.2-3711 (A)(29) to consider the award of a public bid, as well as the terms and scope of such bid. The motion was seconded by Mr. M. Merrill. Vote: Yea – 6 Nay - 0 Upon conclusion of the closed session, Kathleen Pollard moved for the roll call certification stating that only public business matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered and only such public business identified in the motion was heard, discussed or considered. Those who hereby certified were: K. Pollard, M. Merrill, F. Westbrook, J. Latell, M. Bombay, W. Nunnally and R. Ransone.

The public returned to the meeting at 6:45 pm.

Mayor Ransone asked for a motion to approve the bid from Elbourn Electric to install the Christmas lights, flags and banners. Motion was made by M. Bombay, seconded by F. Westbrook and with no further discussion, all were in favor: Vote: Yea – 6 Nay – 0

Public Hearing

Mayor Ransone requested a motion to go into the Public Hearing for presentation and discussion of the Proposed 2017-2018 Budget for the Town of Irvington, which was made by W. Nunnally, seconded by M. Bombay and all were in favor. Vote: Yea – 6 Nay – 0 The budget was drafted by the Finance Committee of Jerry Latell, Fran Westbrook and Mike Bombay. It was viewed on a large video screen which was available at the church hall. The public was invited to ask

any questions they may have during the presentation. J. Latell reviewed the proposed budget of \$191,868.00 line by line, discussing the questions raised by those in attendance. Issues included public debate of increasing the time pay for two town employees, from a 20 hr. per week up to a 30 hr. per week if this change would become necessary. K. Schaschek commented that wages increased from approximately \$45,000 to \$76,800. I understand that this is due to an increase in hours from 20 per week to 30 per week for the Town Clerk. As my wife previously suggested, the position of Town Clerk should be de-coupled from the financial activities and solely act as a Clerk. The accounting functions should be handled by an accountant on a part-time basis as done by other institutions. This will definitely decrease the job requirements and could save us properly between \$15,000 to \$20,000 annually.

Also, W. Nunnally spoke out against the \$5,000.00 cost for preparation of the Planned Unit Development Ordinance. He noted that the town attorney could write the ordinance. J. Latell stated our attorney could do it, but would not be the best one to draft it. K. Schaschek suggested the town could recoup a portion of the fee upon issuance for a PUD permit. Other issues were an increase to the Lancaster Community Library and why not give part of the increase to the Steamboat Era Museum to promote tourism. K. Pollard shared that the Lancaster Chamber of Commerce was located in the library and will bring tourists to our area. M. Merrill noted that the library made a significant jump with the new facility improvements resulting in increased operating expenses. A lengthy discussion followed on VDOT's progress on repairing and replacing town sidewalks. Residents also inquired when the town-owned sections would be replaced. Mayor Ransone responded the town will obtain bids from contractors for the project and hopefully have the sidewalks repaired this year. Other town capital improvements were discussed such as repairs to the tennis courts and town hall office. A separate checking account will be opened for capital projects. At the conclusion of the hearing, members thanked K. Pollard and F. Westbrook for time spent filling in as town clerk until one is hired. Council then set a second reading on the proposed budget for Thursday, June 22, at 6:30 p.m. at the town hall. Members thanked the Budget Committee for all their time and hard work on preparing the budget – J. Latell, F. Westbrook and M. Bombay. Mayor Ransone asked for a motion to come out of the public hearing. Motion made by W. Nunnally, seconded by M. Bombay – and all were in favor. Yea – 6 Nay – 0 He thanked all citizens who attended the meeting and for their comments and discussions.

Regular Meeting

Approve Agenda – At this time, the Mayor asked if there were any changes to the Agenda. It was noted that the March minutes were added to the Agenda, as well as the Closed Session for matters pertaining to Personnel. **Note:** March minutes had been tabled to the April meeting for some corrections to those minutes. A motion was made by K. Pollard to accept the agenda, which was seconded by J. Latell. All were in favor. Yea – 6 Nay - 0

Public Comment - No public comments at this meeting.

Minutes & Financial Reports - Minutes: March 9, (Meeting – Tabled until April), April 7 (Emergency Meeting – Tornado), April 13, (Meeting) April 27, (Special Meeting), May 11, (Meeting - No Quorum) and May 31 (Special Meeting for CDs)

Minutes and Treasurer's Reports - Mayor asked for a motion to approve the minutes and reports as outlined in the Agenda. At this time, F. Westbrook suggested we approve all the March and April minutes together and then approve those minutes for the current month of May. W. Nunnally made a motion to approve the March and April minutes. M. Merrill seconded the motion. After the second

motion, J. Latell had a question regarding the March 9th minutes and a discussion by members regarding a change to the zoning permit for the Peter Worthington property on Railway Rd. He stated the minutes do not reflect why the change was made, so we need to reflect what was actually changed. M. Merrill stated the reason for the change was to enhance the appearance of the project as finished, as it was going to impair the design of the driveway and the landscaping plan if the change were not permitted. It was not a consequential change in terms of impacting the property or the neighbors but it would reduce the appearance of the residence if it were not allowed. Also, it would be a significant hardship for the owner due to an inadvertent mistake when the plans were first submitted. W. Nunnally made a motion to approve all the minutes, which was seconded by M. Bombay. Mayor Ransone asked for all those in favor of approval of the minutes and change as noted above. Vote: Yea – 6 Nay - 0

Next the May minutes were presented for approval for the May 11th monthly meeting and May 31st special meeting for the two maturing Certificates of Deposit at Chesapeake Bank. J. Latell made the motion for approval, seconded by K. Pollard. All were in favor. Vote: Yea – 6 Nay – 0

All Treasurer's reports were presented for approval. At this time, F. Westbrook reported the only significant changes to the May report were the two Certificates of Deposits at Chesapeake Bank, one matured on May 24th and the other on May 25th. They were both redeemed and deposited to the Bank of Lancaster's Community Partnership CD, which has a better rate of interest. A motion was made by J. Latell to approve the Treasurer's Reports for March 9th and April 13th, seconded by M. Bombay and approved by all. Vote: Yea – 6 Nay – 0 The Treasurer's Report for May 11th was approved on a motion by K. Pollard and seconded by M. Bombay. After no further discussion, all were in favor of approval. Vote: Yea – 6 Nay - 0

Legal Counsel - No Report

Planning Commission

M. Merrill reported for the Planning Commission. A special Planning Commission meeting was held on May 17th at the Town Hall. The two principals from CiteDesign (Landscape Architecture) submitted their proposal for Professional Services in connection with the design of the North Commons. They presented some of their ideas and the costs involved with this project. F. Westbrook attended the meeting as town council representative. Also, at the June Planning Commission meeting on June 6th, Craig Wilson of Community Partners met with the members and reviewed the draft of the PUD ordinance, specifically of what we are seeking and of what has been presented and how to proceed forward in terms of discussions.

Town Administrator's Monthly Report – No Report

Committee Reports

Budget & Finance Committee – Presented the 2017-2018 Budget for Town of Irvington

Zoning Ordinances

M. Merrill had no specific report but noted a height difference under Zoning Ordinances B1 and B2. Perhaps this is something we need to address or whether there is a plan afoot to review heights and setbacks in B1 and B2 or leave this when a future need should arise in these two areas. Wait and see what planning might be for these areas and what requirements should be at that time. This could be added to the list of other items to be reviewed at that time, per F. Westbrook. W. Nunnally at this time mentioned

the yellow rental house on Irvington Road headed into town from Kilmarnock. He noted that it could be multiple families sharing this house. He thought we had an ordinance of limited family members and he is concerned with the number of individuals in this house, as opposed to a family. We need to look into this situation with regard to how many people are residing in these family residences.

M. Merrill noted we have to be careful with violating the First Amendment when trying to enforce our ordinance in this situation. Perhaps W. Nunnally could look into this matter in his spare time. Mayor Ransone asked Mr. Nunnally to research this issue for further clarification.

Sidewalk Repairs - The Mayor reported that Bob Hardesty is in the process of contacting local contractors for this work. We may have to research out of the county in order to find contractors, depending on the scope of the work. He will follow up with Bob within the next week or two.

Flags/Lights - Mayor Ransone stated the flags and lights were installed and look good.

Commons Community Development - No report

Technical Support - No report

Human Resources - Report to be covered in Closed Session following this meeting.

Old Business - F. Westbrook reported that we have not approved the Employee Policy Manual given to each of us last November. Since tonight was going to be such a long meeting, it was not added to agenda. She requested that members review the policy and address the approval of the policy at the July meeting. Mayor Ransone requested that we set a date for the second reading of the budget this month. The date was set for Thursday, June 22nd at 6:30 p.m. at the town office. Notice will have to be posted in the Rapp Record for two consecutive Thursdays - June 15th and June 22nd. Also, the Mayor asked for a motion to release the following funds prior to the end of our fiscal year. They were: Fire and Rescue - \$2,100.00, Lancaster Community Library - \$250.00, the Kilmarnock Trolley - \$250.00 and a payment to Carol Clark, website designer, for \$2,500.00 for one-half of her fee. The motion was made by W. Nunnally and seconded by J. Latell. All were in favor. Vote: Yea - 6 Nay - 0

New Business - K. Pollard reported on the one day infrastructure and financing workshop sponsored by the Virginia Resources Authority (VRA) to be held on Thursday, July 13th, at Indian Creek Yacht and Country Club. The workshop will include various state agencies and public bodies sharing information about loan and grant programs for infrastructure financing. It is free to local government employees and scheduled from 9:00 a.m. to 2:30 p.m. Registration begins at 8:30 a.m. and lunch is included. Those who will be attending are: F. Westbrook, K. Pollard, W. Nunnally and J. Latell. If anyone is unable to attend, M. Merrill agreed to fill in for that individual. F. Westbrook will make the reservations to VRA.

Roundtable - M. Merrill suggested that the Commons Community Development name be changed to Commons Development Committee for better clarification and identification. F. Westbrook, Chair, agreed and name was changed as noted. There were no other discussions for roundtable.

Closed Session

The Mayor asked for a motion was to go into Closed Session to discuss personnel matters. Kathleen Pollard read the certification motion for closed session in accordance with the Code of Virginia, section 2.2-3711(A)(29) for discussion of employment and personnel matters. I, K. Pollard, so moved. The motion was seconded by F. Westbrook. All were in favor. Vote: Yea - 6 Nay - 0

A motion was made to come out of the closed session and that a roll call vote be made certifying that (1) only public business matters lawfully exempt from public meeting requirements were discussed in the closed session; and (2) only such public business as was identified in the motion to convene a closed session was discussed.

1. I, Kathleen Pollard, do hereby certify
2. I, Michael Merrill, do hereby certify
3. I, Frances Westbrook, do hereby certify
4. I, Jerry Latell, do hereby certify
5. I, Michael Bombay, do hereby certify
6. I, Wayne Nunnally, do hereby certify
7. I, Ralph D. Ransone, do hereby certify

At this time, W. Nunnally moved that we accept the recommendations of the Human Resources Committee and their choices for the new Town Administrator and the position of Town Clerk.

J. Latell seconded the motion and with no further discussions, all were in favor of the motion.

Vote: Yea – 6 Nay - 0

Note: Prior to the closed session, Roy Kime and Sharon Phillips, who had been invited to attend the regular meeting, were introduced to the Town Council members.

There being no further business, the Mayor asked for a motion to adjourn, which was made by W. Nunnally and seconded by F. Westbrook. All were in favor. Vote: Yea 6 – 0 Nay – 0
The meeting adjourned as approximately 8:50 p.m.

Respectfully submitted:

Ralph D. Ransone, Mayor

**Irvington Town Council
Special Meeting
Town Office
May 31, 2017**

The Special Meeting of the Irvington Town Council was held on the above date at the Town office.

Present:

| | |
|-----------------|--|
| Mayor | Ralph D. Ransone |
| Council Members | Frances Westbrook, Jerry Latell, Michael Merrill and Kathleen Pollard |

Absent Members: Michael Bombay and Wayne Nunnally

Call to Order

Mayor Ransone called the meeting to order at 6:02 pm. Fran Westbrook, member of the Budget and Finance Committee, requested the special meeting to discuss the two Certificates of Deposit that matured on May 24th for \$29,427.00 and May 25th for \$11,047.00. Discussion followed on moving the CD's to the Bank of Lancaster's Community Partnership CD, paying 1.75% APR, which allows additional deposits at any time and one penalty-free withdrawal per year. Discussion also followed on leaving the remaining two CD's at Chesapeake Bank – one that matures in July 2017 for \$27,345.00 (marked Library) and the other matures in 2018 for \$5,571.00 (marked bike path). Westbrook shared that Chesapeake Bank will be offering a new 19 month CD with an interest rate of 1.65% in July, so we will renew that one in July. She suggested leaving these two CDs with Chesapeake Bank in order to maintain our business relationship with the bank.

At this time, Jerry Latell made a motion to move the two maturing CD's to the Bank of Lancaster Community Partnership CD and leave the other two at Chesapeake Bank as noted above. The motion was seconded by Michael Merrill and approved by all.

There being no further business, Mayor Ransone called for a motion for adjournment. Latell moved and Merrill seconded the motion, which was approved by all. The meeting adjourned at approximately 6:15 pm.

Respectfully submitted,
Kathleen Pollard, Vice Mayor

Ralph D. Ransone, Mayor

**Irvington Town Council
Public Meeting
Regular Monthly Meeting
Town Office
May 11, 2017**

The regular monthly meeting of the Irvington Town Council was held. There was not a quorum present.

Present:

| | |
|--------------------|---|
| Mayor | Ralph D. Ransone |
| Council Members | Michael Bombay, Jerry Latell, Frances Westbrook |
| Legal Counsel | Wesley M. Charlton |
| Town Administrator | Robert Hardesty |

Absent:

| | |
|-----------------|---|
| Council Members | Michael Merrill, Wayne Nunnally, Kathleen Pollard |
|-----------------|---|

Guests

Klaus Schaschek
Bonnie Schaschek
Cay Bradley
Audrey Thomasson (reporter for the Rappahannock Record)

Call to Order

Mayor Ransone called the meeting to order at 6:30 pm. A quorum was not present. Some informal discussions took place.

Bob Hardesty gave the Town Administrator's report: visitors and activities were itemized, 4th of July preparations are well underway, and fence was installed around the oak tree on the North Commons.

Mayor Ransone called for a motion to adjourn. Latell moved; Bombay seconded. Motion passed.

Meeting was adjourned at approximately 7:02 pm.

Respectfully submitted,
Frances E. Westbrook

Ralph D. Ransone, Mayor

**Irvington Town Council
Regular and Public Meeting
April 13, 2017**

The regular and public hearing meeting of the Irvington Town Council was held April 13, 2017 at 6:30 p.m. at the Irvington Baptist Church.

Present:

| | |
|--------------------|---|
| Mayor | Ralph D. Ransone |
| Council Members | Michael Merrill, Frances Westbrook, Kathleen Pollard, Jerry Latell, Michael Bombay, Wayne Nunnally |
| Legal Counsel | Wesley M. Charlton |
| Town Administrator | Robert Hardesty |

Guests

| | |
|------------------|------------------|
| Gary Hooper | Frances Nunnally |
| Klaus Schaschek | Ian Cheyne |
| Bonnie Schaschek | Kristin Cheyne |
| M. Cay Bradley | David Headley |
| Edward J. Sulick | Mary Headley |
| Frank Tetrick | Barry Robinson |
| Cary Schneider | George Kuper |
| Lucy Schneider | |

Audrey Thomasson – Rappahannock Record Reporter

Call to Order

Mayor Ransone called the meeting to order at approximately 6:30 p.m. and asked for a moment of silence to be thankful we are all still here after the tornado on April 6th and that there were no injuries or lives lost.

Agenda

Mayor Ransone requested approval for the agenda, with no changes, and motion was made by Jerry Latell which was seconded by Wayne Nunnally and approved by all.

Public Hearing on Approval of the Comprehensive Plan

Mayor Ransone asked for a motion to go into public hearing. The motion was made by Kathleen Pollard, seconded by Michael Merrill and passed by all. At this time, Mr. Merrill noted that the Comprehensive Plan has been on the town's website and also available at the town office. A number of people have commented on the plan with very favorable comments, and we appreciated all the feedback. We tried to balance things out, to be reasonable and constructive as to looking ahead. He shared that change is coming whether we foresee it or want it, but it is a good plan. Mr. Merrill thanked all who contributed and particularly the Planning Commission members and others who participated as well. We are looking forward to your comments this evening.

Mr. George Cooper of Steamboat Road expressed one citizen's appreciation for what has gone into this plan, noting his appreciation for the thought and expertise made for the right direction of the plan.

Mr. Barry Robinson of York Road noted the amount of work involved with this plan and it covers a lot of points. His concern with the Comprehensive Plan is that it does not address how the town will accomplish what's in the plan? He questioned where the money will come from and what is going to change to fund these

activities? Also, who would be executing this plan? Mr. Merrill responded that it would be the town council. Discussion followed on how we are going to execute the Comprehensive Plan. Mayor Ransone stated that the plan is a guideline and if something is implemented and funds are required, we would be utilizing our real estate tax base or any other tax which may be established for this purpose. Mr. Robinson did offer some suggestions as to how to implement the plan. We need to draw more retirees here, create more jobs, have a sewer system and have waterfront access. He does not see this happening at this time. In order to increase the tax base, you have to draw more people here spending money than just those who visit in the summer months. He stated the need to focus on growing the potential of people coming here and staying here for a longer period of time, not just the summer months. Concentrate on tourism and bringing people to our area.

Mr. Klaus Schascek thanked the council members for the quick action taken for clean-up at the Commons and surrounding areas of the town after the tornado. In addition, he thanked the Planning Commission for the excellent job of preparing the CP document. He would like to see improvements to our schools, internet access and water access to increase visitors to our town. Mary Headley would like to see a meal's tax in town like in Kilmarnock and affordable housing. Dave Headley asked how the CP is addressing affordable housing for the town. Mr. Merrill indicated that it is being addressed in the R2 section of the plan, with a set of guidelines for a Planned Unit Development (PUD). A PUD would generate a community atmosphere with parks, shops, restaurants, plenty of open space and offer affordable housing.

Mr. Nunnally thanked everyone for their comments. For the record, "he does not wish to create little exclusive communities in Irvington, if this is what you are talking about. If we build 30 little PUD houses there, put up a gate and a guard, then they are not part of the community. I do not think this will help us grow and I think we will have problems. I will be voting against the comprehensive plan not because they didn't do a great job but because I differ with the PUD concept completely. I don't want to see a bunch of little houses in exclusive neighborhoods with sidewalks. That's just my position on it. I will be up for re-election next year, so you tell me what you think." Mike Bombay commented on the advantages of a PUD with affordable housing that would attract younger families. He noted it was better to have lots of homes in a smaller area rather than one house on two acres of land. Frances Nunnally shared that she would love for East Irvington to be able to connect with West Irvington by allowing golf carts on Rt. 200. Mr. Merrill stated that golf carts are a possibility as they are mentioned in the CP. Presently VDOT does not allow golf carts travel on Rt. 200, as it is a state road through the town and they are prohibited by law.

At this time, discussion followed on activity moving forward to implement the plan. Jerry Latell stressed the need to attract young families and more commercial activity to the town. The Commons area is the center piece and gathering place, which is addressed in the CP. We need to recognize that there are limitations to the plan but we should definitely move along with implementation. Other general discussion followed on improving medical facilities, our county schools need updating, perhaps a movie theater, as well as the housing issues.

At this time, Mayor Ransone asked for a motion to close the public hearing. Mr. Nunnally made the motion, which was seconded by Mr. Latell and all members were in favor. He asked for any additional comments from the town council members. Mr. Nunnally thanked all those who attended. Mr. Latell stated that the CP is a real plan that we intend to follow and act upon and encouraged everyone to get involved in the process. Fran Westbrook noted that this is just the "first step" and what has been discussed will be followed by "steps 2, 3 and 4" and by no means this is certainly not the only step. We have a long way to go, so please have patience with us.

Old Business: Mayor Ransone called for a vote to approve the Comprehensive Plan as presented. Mr. Merrill made the motion for approval in accordance with the resolution of March 7, 2017, as identified

previously. Kathleen Pollard seconded the motion and those in favor were: Fran Westbrook, Michael Bombay, Jerry Latell, Michael Merrill and K. Pollard. Nay Vote: Mr. Wayne Nunnally

Public Comments

Klaus Schascek inquired about the status of the budget for the coming year. Fran Westbrook noted that the Budget and Finance committee is working on the budget and Jerry Latell will report later in this meeting.

Minutes & Treasurer's Report

The March Minutes will be tabled until next meeting. Fran Westbrook made a motion to table the minutes until next month's meeting, which was seconded by W. Nunnally and all were in favor.

Legal Counsel by Wes Charlton

No report for this meeting.

Planning Commission Report by Mike Merrill

At the last meeting of the Planning Commission, we had a presentation from Joe Lenig of Virginia Broadband, describing a separate system of delivering higher speed internet to underserved areas and an alternative to MetroCast service. Wayne Nunnally inquired as to what we have to do to get better quality of broadband here. Mike Merrill indicated that today's Rapp Record had an article about it and there is a seminar presentation next week. Klaus Schascek cautioned that if you get a new broadband system, make sure it can be updated effectively. The draft of the CP has been on website, changes were minimal. It is ready for adoption and it has received very favorable comments.

Town Administrator's Monthly Report and State of the Town by Robert Hardesty

Visitors to office: Jimmy Lee Crockett and Suzie Stephens to view files regarding history of steamboat era for the museum. Ordered July 4th invitations and re-arranged office for better access to office equipment. The following zoning permits were issued: David Audaboarman new owner of Galley Hook for residence; Dr. Robert Westbrook for an accessory building, to Jeff and Ellen Bishop for new addition; a building permit to Ronald Martin for a metal two-car garage at 24 Dawson Drive. On April 7th, attended emergency town meeting regarding tornado, toured town streets noting approximately 14 damaged structures and took pictures these areas. Placed ad in Rappahannock Record for Public Hearing regarding final approval of Comprehensive Plan to be held on April 13, 2017 at Irvington Baptist Church. Attended the Hazard Mitigation Meeting at Northern Neck District Planning Commission in Warsaw on April 5, 2017. On April 7th, Terri Riggs submitted a zoning application for a Conditional Use Permit for a wine retail shop and café. The location will be a 77 King Carter Drive.

Committee Reports:

Budget & Finance Committee by Fran Westbrook and Jerry Latell. The Budget Committee met on March 21, 2017 and additional members present were Mike Bombay and Bob Hardesty. An audit process is due about every five years. We have an appointment with Mitch Alga next week to look at the audit. He did the last audit for the town a few years ago. We have started the budget process for 2017-2018 and will conduct a workshop later this month and another one in May. The further we can push this year's budget to the end of the year, we will have a better picture of what is needed for the coming year. There will be a June reading and a vote on approval later in the month. We want to have a more forward thinking process for developing a five-year plan for capital improvements, as that gives us a better outlook for the future. Fran Westbrook noted that we had a CD mature at Chesapeake Bank, which was added to a CD at Bank of Lancaster with an interest rate of 1.75% in an amount of approximately \$25,000. The CD renews every five years (last time in 2015) and can be added to any time and one penalty-free withdrawal a year.

Zoning Ordinances: No report but it was noted that VDOT is doing a nice job of replacing their sidewalks within the town.

Public Safety and Flags/Lights: Mayor Ransone reported how the community came together by responding very quickly to our needs and did a marvelous job of getting the town cleaned and back to normal. Mike Merrill noted the sidewalks are coming along and that we needed to obtain a readable map of what is owned by VDOT and which sidewalks the town owns. Also, we should obtain a statement of their criteria for replacement and repairs to have something in file for repairs which we will be responsible for in the future. We also need to get permission from those owners for removing abandoned sidewalks. The locations are : at Jimmy Robertson's house, a section at The Tides and some on The Lane. Mayor Ransone noted that he has contacted Paul Elbourn with regard to replacing the tornado damaged town lights and cost estimates.

Commons Community Development: Fran Westbrook noted that we have made contact with a cite design group to begin this process. She will have more to report at a later date.

Technical Support by Mike Bombay - No Report
H R Report by Kathleen Pollard - No Report

Round Table

Mike Merrill noted that the Planning Commission needed to move forward with the development of the PUD guidelines. We need expertise and he will contact CPP with regard to this undertaking. They are familiar with us and extremely well-versed to help us with these guidelines. We need approval to explore an agreement to prepare these guidelines. Discussion followed and Wayne Nunnally asked how much would this cost? Would it be as much as the draft of the Comprehensive Plan, which was approximately \$25,000.

Mr. Merrill indicated that this PUD had to be done correctly and effectively. We need to know what will be required in the PUD, such as certain parameters, setbacks, number of acres, etc. He estimated about \$8,000 but it could be less. Mike Merrill made a motion to contact CPP to find out the cost of preparing the PUD Ordinance for the town of Irvington, which was seconded by Fran Westbrook. All were in favor.

At this time, Wayne Nunnally asked that if the town were to replace the fallen pin oaks, that a replacement tree be name in honor of our late town clerk, Jackie Burrell. W. Nunnally made a motion to name a tree in honor of Jackie, which was seconded by Jerry Latell. Mike Merrill asked if the cones at the Citgo service station might be replaced with some large flower pots. Mayor Ransone stated that VDOT and Mr. Christopher, owner, would have to grant permission for these pots

The last Round Table discussion was that Jerry Latell would like to fix the sidewalks or at least get an estimate on this work. Hard to prepare the budget without knowing how much these repairs will be. It would be nice to have a figure in hand, as we have budgeted \$30,000 this year for these repairs. We also need funds for town office repairs and crack repairs to the tennis courts.

Executive Session

I, Kathleen Pollard, hereby move that the Town Council of the Town of Irvington go into closed session, to discuss the following: Awarding of public bids/contracts, as well as the terms and scope of such bids, pursuant to the code of Virginia, section 2.2.3711(A)(29), seconded by Fran Westbrook and all in favor. Mayor Ransone asked for a motion to come out of Executive Session, which was made by W. Nunnally, seconded by Jerry Latell and all were in favor.

Kathleen Pollard read the motion - I move that there be a roll call or other recorded vote, to be included in the minutes of this meeting, certifying that (1) only public business matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the closed

session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered.

1. I, Kathleen Pollard, do hereby certify
2. I, Michael Merrill, do hereby certify
3. I, Frances Westbrook, do hereby certify
4. I, Jerry Latell, do hereby certify
5. I, Michael Bombay, do hereby certify
6. I, Ralph D. Ransone, do hereby certify
7. I, Wayne Nunnally, do hereby certify

Mayor Ransone asked for approval of the following bids presented by Mike Merrill who made the motion for approval:

1. Northern Neck Service Group in the amount of \$1,728.00 for a fence around the "Mighty Oak" Tree
2. Rennolds Tennis Court Construction, Inc. estimate of Option #1 in the amount of \$3,975.00 for tennis court repairs
3. Clark's Roofing Company, Inc. for estimate of \$6,212.00 for roof replacement at town hall.
4. Northern Neck Services Group estimate for replacement of town hall gutters of \$632.00
5. Cardinal Waste Services in accord with letter of March 1, 2017 for monthly trash pick up of \$60.00 plus additional services which we may require.

In addition to the above, to authorize the sum of \$600.00 for the Town Administrator to secure the removal of two front-door bushes and the old flag pole.

The motion was seconded by Mike Bombay and approved by F. Westbrook, Jerry Latell, Kathleen Pollard, Michael Merrill, with Wayne Nunnally voting NAY. NOTE: On all bids, we will need to have contracts for the work, as well as insurance certificates.

Ralph D. Ransone asked for a motion to adjourn the meeting. Wayne Nunnally made a motion to adjourn, Jerry Latell seconded and all were in favor. The meeting adjourned at 8:55pm.

Respectfully submitted,
Kathleen Pollard, Vice Mayor

Ralph D. Ransone, Mayor

**Irvington Town Council
Emergency Meeting
April 7, 2017**

An emergency meeting of the Irvington Town Council was held April 7, 2017 at 11:00am, at the Irvington Town office for the purpose of discussing the damage caused by the tornado that come through the Town on April 6, 2017. This will be the only topic of discussion.

Present:

| | |
|--------------------|---|
| Mayor | Ralph D. Ransone |
| Council Members | Michael Merrill, Frances Westbrook, Kathleen Pollard, Jerry Latell, Michael Bombay, Wayne Nunnally |
| Legal Counsel | Absent |
| Town Administrator | Robert Hardesty |

Guests

Klaus Schaschek
Madison Franks – Reporter for the Rappahannock Record

Call to Order

Mayor Ransone called the meeting to order, stated that no one was hurt and we are grateful for that and then asked for a moment of silence.

Mayor Ransone stated that as a Town we need to decide what we are responsible for and not responsible for. Robert Hardesty has already contacted VML to start an insurance claim for the shed and flag pole. A general discussion commenced as to what to do and how to proceed. It was generally agreed upon that the Town Commons needs to be cleaned up immediately before someone is injured from all the debris. It is believed that the insurance company will not cover tree removal of the downed trees but Robert Hardesty will check on this with the insurance adjuster. Mayor Ransone asked for a motion for Building and Grounds Committee to get prices and give them the authority to make decisions for clean-up and removal of debris. Wayne Nunnally made the motion and Frances Westbrook seconded and all were in favor. Robert Hardesty stated that he will take pictures and let VML know that we will start cleaning up right away before someone get injured by all the debris and downed limbs. Mayor Ransone asked for a motion on how much to spend on this. After some discussion a \$10,000 limit was agreed upon with the understanding that if it goes over that e-mails will be sent to Town Council members to inform everyone. Wayne Nunnally made the motion and Jerry Latell seconded the motion and all were in favor.

Wayne Nunnally moved to adjourn and Jerry Latell seconded. All were in favor. The meeting was adjourned at 11:30am.

Ralph D. Ransone, Mayor

**Irvington Town Council
Public Meeting
Regular Monthly Meeting
Town Office
March 9, 2017**

A public meeting of the Irvington Town Council was held for the purpose of hearing a request to amend the Worthington property zoning permit. The regular monthly meeting immediately followed.

Present:

| | |
|--------------------|---|
| Mayor | Ralph D. Ransone |
| Council Members | Michael Merrill, Frances Westbrook, Kathleen Pollard, Jerry Latell, Michael Bombay, Wayne Nunnally |
| Legal Counsel | Wesley M. Charlton |
| Town Administrator | Robert Hardesty |

Guests

| | |
|--|------------------------|
| Jackie Brown | Randall Kipp |
| Klaus Schaschek | Robert Harper, VDOT |
| Bonnie Schaschek | Carter White, VDOT |
| Cay Bradley | Stephen McKeever, VDOT |
| Audrey Thomasson (reporter for the Rappahannock Record, arrived at 7:30pm) | |

Call to Order

Mayor Ransone called the meeting to order at 6:30 pm and asked for a moment of silence.

Agenda

The agenda was amended to include the following to the closed section: appointment of Town Treasurer, appointment of FOIA Officer, website compliance, Chesapeake Academy tennis courts, and occupancy tax.

Motion to amend: K. Pollard

Motion to approve: W. Nunnally, Second: J. Latell

Vote: Yea-6, Nay-0

Public Hearing

A motion was made to go into a public hearing to hear the request for an amended zoning permit for the Worthington property located on Railway Road.

Motion: W. Nunnally, Second: M. Bombay

Vote: Yea-6, Nay-0

Discussion commenced on shifting the building site envelope, specifically in regards to the parking area of the property. Wes Charlton stated he had reviewed the parameters of the boundary. The building plans were presented by Randall Kipp, architect, and were reviewed by council members. A motion was made to come out of the public hearing.

Motion: W. Nunnally, Second: M. Bombay

Vote: Yea-6, Nay-0

A motion was made to approve the amended zoning permit as presented.

Motion: K. Pollard, Second: M. Merrill

Vote: Yea - K. Pollard, F. Westbrook, M. Merrill, M. Bombay

Nay - W. Nunnally, J. Latell

Regular Meeting

Public Comments

Klaus Schaschek commented that he has twice requested financials for fiscal year ending June, 2016. He would like to know when he can expect to receive them. Mr. Latell stated that they will be posted on the web site right away. Mr. Schaschek also inquired as to when the 2017-2018 budget process would begin. Mrs. Westbrook replied that the Finance and Budget Committee will be meeting soon to start the process, which usually happens each March.

Minutes & Financial Report

The February regular monthly meeting minutes and the February financial report were reviewed. A motion for approval of the minutes and acceptance of the financial report was made.

Motion: W. Nunnally, Second: J. Latell

Vote: Yea-6, Nay-0

Legal Counsel

Wes Charlton reported on the following items:

- The Town's annual budget needs to be posted annually on town's website.
- Town must post approved meeting minutes meeting notices to their websites. Mrs. Pollard stated that the notice of meetings is currently on the calendar of events, but not under "Government". It was noted that the town does not have the required FOIA language on the website.
- Chesapeake Academy has asked to use the tennis courts. Mr. Charlton recommended the town make an irrevocable license agreement that stays in effect until the Town revokes it. A draft license agreement was handed out followed by discussion. A motion was made to use this document for the current season so as to address immediate concern of liability, then re-address document for future use.

Motion: F. Westbrook, Second: J. Latell

Vote: Yea - Pollard, Westbrook, Merrill, Bombay, Latell

Nay - Nunnally
- An AirBNB bill has been created by the General Assembly which will allow towns to create and enforce a registry. The Governor's signature is expected.

Planning Commission

Mike Merrill reported that the Planning Commission has completed the comprehensive plan, which now includes an addendum. The addendum is attached. Next step is to post the notice of public hearing for April 13, 2017. Mr. Merrill added that we need to address the development of a PUD ordinance once the comprehensive plan is passed.

Town Administrator's Monthly Report

Bob Hardesty reported a visit to Bob Barrack's residential property regarding tree removal, a visit with the Kilmarnock Town Manager, and several meetings for zoning permits. He also met with various contractors and requested bids for repairs to the town office and tennis courts. He attended a Hazard Mitigation workshop held in Warsaw. Mr. Hardesty also stated that additional office tasks included the continuance of cleaning out files and indexing the Code of Ordinances book.

Committee Reports

Budget & Finance Committee

Frances Westbrook reported that the committee will be meeting to start the budget process. Also, Mrs. Westbrook has been in touch with several CPA firms and has discovered that most do not conduct audits of small towns. She will continue to pursue the availability of CPAs. It was noted that the budgeted amount for an audit is \$5000.

Technical Support

Mike Bombay reported that PC Matic was purchased to protect all office computers at \$50 per year. Additionally, we have entered into a 30 day free trial for on-line faxing. If we decide to continue the cost will be \$2.99/month, and consequently Mr. Bombay anticipates cancelling the town's third telephone line which is currently \$34.95/month. Mr. Bombay also reports that a remote back-up has been purchased, and that he has consulted with Chris Henley regarding e-mail ability for council members. Mr. Henley stated that he felt G-mail is secure enough for our purposes. It was also noted that it is time to renew our domain name with GoDaddy. Mrs. Pollard stated that we will have to switch the domain when we have a new website.

Round Table

Wes Charlton stated there is no information regarding legal counsel on the website. Kathleen Pollard will ensure the addition is made. Mrs. Pollard also stated that she met with the website designer again and is progressing nicely.

Closed Session

Pursuant to Virginia Code section 2.2-3712 (F), a motion was made to include VDOT representatives Carter White, Robert Harper, and Stephen McKeever in the closed session discussion of sidewalk ownership.

Motion: K. Pollard, Second: F. Westbrook

Vote: Yea-6, Nay-0

A motion was made to go into closed session pursuant to the Code of Virginia, section 2.2-3711(A)(1) and (3), specifically to discuss ownership of the sidewalks located within the town; appointment of a town treasurer; and appointment of a town FOIA officer.

Motion: K. Pollard, Second: M. Bombay

Vote: Yea-6, Nay-0

A motion was made to come out of the closed session and that a roll call vote be made certifying that (1) only public business matters lawfully exempt from public meeting requirements were discussed in the closed session; and (2) only such public business as was identified in the motion to convene a closed session was discussed.

Motion: K. Pollard, Second: ?

Vote: Yea-6, Nay-0

1. I, Kathleen Pollard, do hereby certify
2. I, Michael Merrill, do hereby certify
3. I, Frances Westbrook, do hereby certify
4. I, Jerry Latell, do hereby certify
5. I, Michael Bombay, do hereby certify
6. I, Ralph D. Ransone, do hereby certify
7. I, Wayne Nunnally, do hereby certify

Mayor Ransone requested a motion to allow the town attorney to draw up a resolution with VDOT for the ownership of the sidewalks.

Motion: F. Westbrook, Second: W. Nunnally

Vote: Yea-6, Nay-0

Wes Charlton stated that he had prepared a draft of the resolution. A motion was made to accept the resolution as presented. The mayor will sign the resolution. It is to be e-mailed to VDOT on March 10, 2017.

Motion: J. Latell, Second: W. Nunnally

Vote: Yea-6, Nay-0

Mayor Ransone requested a motion to appoint Mandy West as the town's treasurer, and to also appoint Mandy West as the town's FOIA Officer

Motion: W. Nunnally, Second: J. Latell

Vote: Yea-6, Nay-0

Mayor Ransone asked for a motion to adjourn the meeting at 8:35 pm.

Motion: W. Nunnally, Second: J. Latell

Vote: Yea-6, Nay-0

Ralph D. Ransone, Mayor

**Irvington Town Council
Regular and Public Meeting
February 9, 2017**

The regular and public meeting of the Irvington Town Council was held February 9, 2017 at 7:30pm, at the Irvington Town office.

Present:

| | |
|--------------------|---|
| Mayor | Ralph D. Ransone |
| Council Members | Michael Merrill, Frances Westbrook, Kathleen Pollard, Jerry Latell, Michael Bombay, Wayne Nunnally |
| Legal Counsel | Wesley M. Charlton |
| Town Administrator | Robert Hardesty |

Guests

Audrey Thomasson
Klaus Schascek
Cay Bradley

Call to Order

Mayor Ransone called the meeting to order and asked for a moment of silence.

Agenda

Wayne Nunnally motioned to approve the agenda and Fran Westbrook seconded. All were in favor.

Public Comments

Klaus Schascek commented that 6 months ago Mike Merrill had questions about the Town building and its short comings and he would like to know the status of that. Mayor Ransone stated that we have a couple of estimates and Bob Hardesty will be reporting on the matter under Town Administrator's Monthly Report. Klaus Schascek also inquired about the year-end financials. He has not seen them on the website yet and requested they be in PDF format. Wes Charlton stated he will do an opinion report for the next meeting and let you know what the town has to do and a brief overview of what other localities are doing.

Minutes & Treasurer's Report

The January meeting minutes were reviewed. Mike Bombay motioned for approval of the minutes and the treasurer's report, Mike Merrill seconded. All were in favor.

Legal Counsel by Wes Charlton

Mike Merrill brought to my attention that the council has not appointed a treasurer to replace Jackie Burrell. I have reviewed the charter and in section 13 it reads that the council shall appoint a treasurer, after an election, at the first meeting in September or as soon as possible thereafter. It is mandatory that a treasurer be appointed. Fran Westbrook asked that this be discussed in closed session. In regards to the Worthington property, we have met with Randall Kipp, Mr. Worthington, Jackie Brown and Mat Terry. The issues are about height and driveway. I believe the driveway is outside the envelope of compliance. I have asked Randall Kipp to submit an application for an amended zoning permit. A public meeting is not necessary but I'm advising we have a public meeting on this matter. We can let Randall Kipp make a presentation with visual aids. If council wants to approve the application, legally speaking, you can do it. They have not filed for an amended permit yet. Wayne Nunnally moved that we have a public meeting on the matter. Jerry

Latell seconded and all were in favor. In regards to height of a building, the process stated in our Ordinance Code by which height is measured needs to be clarified. I have met with Don Gill of Lancaster County and they are in the process of amending their ordinances and he was kind enough to show me them. I have a copy of the draft and it includes a good example of how to measure height. If the Town is okay with it, I can draft a proposed amended ordinance to include a clearer definition of how to measure. After some discussion Wayne Nunnally suggested that we should have a workshop on the matter.

Planning Commission Report by Mike Merrill

Mike Merrill reported they had a public hearing on the draft comprehensive plan on February 7, 2017 with 26 people attending plus Planning Commission members. It was well received and generally was praised. There were some questions about PUD and I believe those questions deserve further attention. Our next public hearing on this matter will be on March 9, 2017. There was a lengthy discussion on PUD with no conclusions. There is an adjustment for the contract for CPP on the Comprehensive Plan. Wayne Nunnally moved that we pay the additional fee of \$2860.44 to CPP. Mike Bombay seconded and all were in favor.

Town Administrator's Monthly Report and State of the Town by Robert Hardesty

I have issued a permit to Lara Brown for a porch and to Kenny Kuykendall for a house in Irvington Farms. I'm in the process of indexing the ordinance book, have gotten some estimates to fix this building, have attended the comprehensive planning hearings and have been checking on the Golden property, the Chewning property and Mr. Sommardahl's new pier at 79 Cedardale Road. I received a call from a paver who has a contract with VDOT. The contractor will be repaving Route 200 from the Vineyard to the bridge going to White Stone sometime in the spring. They are requesting to park their equipment somewhere here in Irvington for a couple of days and I believe that Dr. Westbrook will be letting them use his parking lot. Carter White of VDOT has not gotten back with us regarding who owns the sidewalks. He said he was going to have an answer by 1/31/17 but it didn't happen. After some discussion about the sidewalks, it was decided that Mayor Ransone will call VDOT to get a definitive answer, or an assurance that we will have an answer by a certain date, before the next council meeting. The council authorized town attorney Wes Charlton to file a Declaratory Action if there is no response from VDOT. In regards to the flashing lights by the post office, Robert Harper has been called by Bob Hardesty and Mayor Ransone. Nothing has been fixed yet.

Committee Reports:

Budget & Finance by Jerry Latell

1099's and W-2's have been sent. We couldn't find the first half of the year records so we may get a letter from the state for some small discrepancies. We are still looking for a company to do an audit.

Building & Town Property by Mike Merrill

Bob Hardesty has received estimates, from two contractors, to repair this building plus estimates to put a fence around the oak tree. Mike Merrill stated that Magic Tree is to proceed with work described in its bid, subject to contract approval and execution. This includes oak trees on North Commons and Commons and crape myrtles on the Commons. They might be able to do the work within the next week.

Zoning Ordinances by Mike Merrill

Wes Charlton mentioned again that the zoning ordinance needs to be amended, as far as measuring height of a building. Discussion commenced on original grade of a property and the Worthington property. It was stated that this is a policy issue. Mayor Ransone wants us to think about it and will bring it up at the next meeting.

Technical Support by Mike Bombay

The Town Administrator's computer is broken and it was determined that it is too old to repair. We will have another computer purchased and up and running within the week.

Human Resources

Reviews have been completed.

Old Business

E-mail – Chris Henley will be called to set up a new computer for Bob Hardesty and we will discuss e-mails, back-up systems, etc. More to follow.

Trash Can Lids – Mike Merrill mentioned they still have not been replaced. Discussion commenced on hiring a new company to pick up the trash and provide us with proper containers. We will report back on this matter at the next meeting and will have prices from several different companies.

Tennis Court Repairs – Bob Hardesty will be meeting with a company from Tappahannock next week to look at the courts. There is also a company from Chantilly that is about 150 miles away, they have requested we send them photos. Hopefully we will have estimates next week.

Porta-Potties – Fran Westbrook mentioned that there is nothing preventing anyone from using the Porta-Potties and they are not being serviced. It will cost \$80 a month to have one of them serviced. She motioned to have Lowery lock two of them and have one serviced for January, February, March and April, then let the Village Improvement take the matter over in May. Wayne Nunnally seconded and all were in favor.

Speed Device – Wayne Nunnally found out that the speed device is broken and cannot be repaired. A new one will cost \$2,500.

New Business

Bank of Lancaster CD – Kathleen Pollard motioned to change the signatures on the Community Partnership CD at the Bank of Lancaster. Wayne Nunnally seconded and all were in favor. By copy of these minutes we are authorizing the following individuals to obtain information on the CD: Mayor Ransone, Mandy West, Clerk, Robert A. Hardesty, Frances Westbrook and Kathleen Pollard.

Round Table

Tennis Courts - Since the tennis courts are in a state of disrepair Wes Charlton stated that we should add a hold harmless clause with the Chesapeake Academy, as they wish to use them for the next few months. If we want kids to play on it we need to make sure we get waived liability. Mayor Ransone mentioned that this should be written up.

VML – 2017 Institute for Local Officials will be in March. Fran Westbrook would like to go. The registration fee is \$175 and it is a three part agenda. Wes Charlton would also like to go. Wayne Nunnally made the motion to approve the expense and Jerry Latell seconded. All were in favor.

Website - Kathleen Pollard reported that work is progressing on the website redesign and Carol Clark is doing a good job.

Meeting Time Change - Wayne Nunnally motioned we start our regular monthly meeting earlier at 6:30pm, starting in March. Jerry Latell seconded and all were in favor.

Executive Session

I, Kathleen Pollard, hereby move that the Town Council of the Town of Irvington go into closed session, to discuss possible appointee for Treasurer for the Town of Irvington, pursuant to Code of Virginia, section 2.2-3711 (A) (1); and consultation with legal regarding specific legal matters requiring the provision of legal advice by such counsel, pursuant to the Code of Virginia, section 2.2-3711 (A) (7). I, Kathleen Pollard, so

move. Motion was seconded by Wayne Nunnally, and motion was approved by vote Yea: Michael Merrill, Jerry Latell, Frances Westbrook and Mike Bombay. Nay: 0

Wayne Nunnally made a motion to come out of executive session, which was seconded by Michael Bombay and by vote: Yae: Michael Merrill, Kathleen Pollard, Jerry Latell and Frances Westbrook. Nay: 0

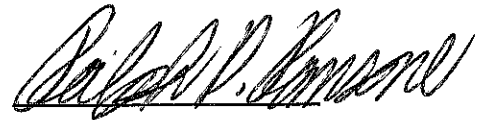
Kathleen Pollard read the motion - I move that there be a roll call or other recorded vote, to be included in the minutes of this meeting, certifying that (1) only public business matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act (1) were heard, discussed or considered in the close session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered.

1. I, Kathleen Pollard, do hereby certify
2. I, Michael Merrill, do hereby certify
3. I, Frances Westbrook, do hereby certify
4. I, Jerry Latell, do hereby certify
5. I, Michael Bombay, do hereby certify
6. I, Ralph D. Ransone, do hereby certify
7. I, Wayne Nunnally, do hereby certify

Wayne Nunnally moved that Frances Westbrook be appointed Treasurer until the next election cycle of September, 2018. Jerry Latell seconded the motion. Vote – Yea: Michael Merrill, Frances Westbrook, Michael Bombay and Kathleen Pollard. Nay: 0

Note: Wes Charlton, Legal Counsel, attended the meeting.

Ralph D. Ransone asked for a motion to adjourn the meeting. Wayne Nunnally made a motion to adjourn, Mike Bombay seconded and all were in favor. The meeting adjourned at 9:55pm.

A handwritten signature in cursive script, appearing to read "Ralph D. Ransone", written in dark ink.

Ralph D. Ransone, Mayor

Town of Irvington, Virginia
Balance Sheet
As of February 28, 2017

| | Feb 28, 17 |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| General Operating Checking ... | 134,723.93 |
| CD Bank of Lancaster | 55,911.74 |
| CDs Chesapeake Bank | |
| CD7725 12/27/18* | 5,571.20 |
| CD9126 07/19/17* | 27,345.02 |
| CD7873 05/24/17 | 19,426.09 |
| CD3578 03/22/17 | 24,067.52 |
| CD9686 05/25/17 | 11,047.90 |
| Total CDs Chesapeake Bank | 87,457.73 |
| Total Checking/Savings | 278,093.40 |
| Other Current Assets | |
| Petty Cash Fund | 100.00 |
| Total Other Current Assets | 100.00 |
| Total Current Assets | 278,193.40 |
| Fixed Assets | |
| Buildings/Land | |
| North Commons | 101,200.00 |
| Main Commons | 239,100.00 |
| Town Office | 33,500.00 |
| Total Buildings/Land | 373,800.00 |
| Total Fixed Assets | 373,800.00 |
| TOTAL ASSETS | 651,993.40 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Fire Grant/State | 19,000.00 |
| Payroll Liabilities | 1,047.28 |
| Total Other Current Liabilities | 20,047.28 |
| Total Current Liabilities | 20,047.28 |
| Total Liabilities | 20,047.28 |
| Equity | |
| Opening Balance Equity | 461,012.05 |
| Retained Earnings | 103,946.50 |
| Net Income | 66,987.57 |
| Total Equity | 631,946.12 |
| TOTAL LIABILITIES & EQUITY | 651,993.40 |

Town of Irvington, Virginia
Profit & Loss Actual vs Budget
 July 2016 through February 2017

| | Jul '16 - Feb... | Budget | % of Budget |
|-----------------------------|-------------------|-------------------|---------------|
| Income | | | |
| Bank Franchise Income | | 9,700.00 | |
| Cable TV/Comm Income | 1,571.10 | 2,430.00 | 64.7% |
| Interest Income | 1,243.94 | 475.00 | 261.9% |
| Permit Fees | 415.00 | 700.00 | 59.3% |
| Property Rental Fees | 1,000.00 | 1,000.00 | 100.0% |
| Auto/Golf Tags - Revenue | 8,679.93 | 9,750.00 | 89.0% |
| Real Estate Tax - Revenue | 72,700.24 | 80,803.00 | 90.0% |
| Occupancy Tax | 48,684.01 | 67,500.00 | 72.1% |
| Local Sales & Use Tax | 19,136.79 | 26,000.00 | 73.6% |
| Miscellaneous Income | 71.00 | 65.00 | 109.2% |
| Total Income | 153,502.01 | 198,423.00 | 77.4% |
| Expense | | | |
| Capital Expenses | | 64,534.00 | |
| Municipal Expenses | 10,107.59 | 15,000.00 | 67.4% |
| Public Safety | -3,225.00 | 3,900.00 | -82.7% |
| Town Maintenance | 7,020.89 | 10,500.00 | 66.9% |
| Planning Commission Expe... | 522.07 | 1,100.00 | 47.5% |
| Town Council Expenses | 1,568.87 | 1,400.00 | 112.1% |
| Community Events | 9,692.21 | 11,100.00 | 87.3% |
| Community Support /Tourism | 2,178.62 | 5,850.00 | 37.2% |
| Office Expense | 4,527.61 | 10,400.00 | 43.5% |
| Employee Expenses | 35,759.95 | 45,699.00 | 78.3% |
| Insurance | 3,167.00 | 4,600.00 | 68.8% |
| Professional Services | 7,206.47 | 11,650.00 | 61.9% |
| Utilities | 7,848.38 | 11,940.00 | 65.7% |
| Miscellaneous Expense | 139.78 | 750.00 | 18.6% |
| Total Expense | 86,514.44 | 198,423.00 | 43.6% |
| Net Income | 66,987.57 | | 100.0% |

Town of Irvington, Virginia
Profit & Loss Monthly/YTD
February 2017

| | Feb 17 | Jul '16 - Feb 17 |
|------------------------------------|----------|------------------|
| Income | | |
| Cable TV/Comm Income | 196.38 | 1,571.10 |
| Interest Income | 36.41 | 1,243.94 |
| Permit Fees | 35.00 | 415.00 |
| Property Rental Fees | | 1,000.00 |
| Auto/Golf Tags - Revenue | | |
| Auto/Golf Tags - Collection Fee | -12.70 | -957.10 |
| Auto/Golf Tags - Revenue - Other | 127.03 | 9,637.03 |
| Total Auto/Golf Tags - Revenue | 114.33 | 8,679.93 |
| Real Estate Tax - Revenue | | |
| RE Tax - Collection Fees | -18.00 | -8,871.25 |
| Real Estate Tax - Revenue - Other | 180.00 | 81,571.49 |
| Total Real Estate Tax - Revenue | 162.00 | 72,700.24 |
| Occupancy Tax | 34.90 | 48,684.01 |
| Local Sales & Use Tax | 2,425.65 | 19,136.79 |
| Miscellaneous Income | | 71.00 |
| Total Income | 3,004.67 | 153,502.01 |
| Expense | | |
| Municipal Expenses | | |
| Comprehensive Plan | 112.13 | 10,107.59 |
| Total Municipal Expenses | 112.13 | 10,107.59 |
| Public Safety | | |
| Code Enforcement | | -3,225.00 |
| Total Public Safety | | -3,225.00 |
| Town Maintenance | | |
| Refuse & Debris Removal | 24.20 | 193.60 |
| Grounds/Landscape | | 3,350.06 |
| Sidewalks | | 1,550.00 |
| Street Cleaning | | 1,175.00 |
| Street Lighting | | 752.23 |
| Total Town Maintenance | 24.20 | 7,020.89 |
| Planning Commission Expenses | | |
| Public Notices | | 522.07 |
| Total Planning Commission Expenses | | 522.07 |

| | Feb 17 | Jul '16 - Feb 17 |
|----------------------------------|----------|------------------|
| Town Council Expenses | | |
| Public Notices | | 400.19 |
| Conferences/Seminars/Workshops | 350.00 | 1,168.68 |
| Total Town Council Expenses | 350.00 | 1,568.87 |
| Community Events | | |
| Christmas Events | 156.63 | 3,762.15 |
| July 4th Parade/Concert | | 5,930.06 |
| Total Community Events | 156.63 | 9,692.21 |
| Community Support /Tourism | | |
| Town Commons/Tennis Cts/Gazebo | 32.68 | 479.66 |
| Steamboat Era Museum | | 1,200.00 |
| Town WiFi | | 479.40 |
| Misc Community Support | | 19.56 |
| Total Community Support /Tourism | 32.68 | 2,178.62 |
| Office Expense | | |
| Dues & Subscriptions | | 385.00 |
| Mileage & Travel | | 13.23 |
| Banking Fees | | 30.00 |
| Equipment | | 287.66 |
| Repairs & Maintenance | | 136.16 |
| Janitorial | | 70.21 |
| Computer | 865.98 | 1,287.17 |
| Postage | | 141.00 |
| Supplies | | 1,142.18 |
| Website Maintenance | 260.00 | 1,035.00 |
| Total Office Expense | 1,125.98 | 4,527.61 |
| Employee Expenses | | |
| Employee Bonding | | 173.00 |
| Employer Payroll Taxes | 285.22 | 2,515.24 |
| Wages/Salaries | 3,666.00 | 32,571.71 |
| Workers Compensation Insurance | | 500.00 |
| Total Employee Expenses | 3,951.22 | 35,759.95 |
| Insurance | | |
| Building/Property Insurance | | 1,230.00 |
| General Liability Insurance | | 1,937.00 |
| Total Insurance | | 3,167.00 |

| | Feb 17 | Jul '16 - Feb 17 |
|-----------------------------|-----------|------------------|
| Professional Services | | |
| Legal | 900.00 | 7,206.47 |
| Total Professional Services | 900.00 | 7,206.47 |
| Utilities | | |
| Heating Fuel | 202.24 | 530.99 |
| Electricity | 801.03 | 5,691.63 |
| Internet | 82.98 | 581.54 |
| Telephone | 129.30 | 895.12 |
| Water | 20.93 | 149.10 |
| Total Utilities | 1,236.48 | 7,848.38 |
| Miscellaneous Expense | 21.89 | 139.78 |
| Total Expense | 7,911.21 | 86,514.44 |
| Net Income | -4,906.54 | 66,987.57 |

**Irvington Town Council
Regular and Public Meeting
January 12, 2017**

The regular and public meeting of the Irvington Town Council was held January 12, 2017 at 7:30 pm, at the Irvington Town office.

Present:

Mayor Ralph D. Ransone
Councilman Michael Merrill
Councilwoman Frances Westbrook
Councilwoman Kathleen Pollard
Councilman Jerry Latell
Councilman Michael Bombay
Town Administrator Robert Hardesty

Absent:

Councilman Wayne Nunnally
Legal Counsel Wesley M. Charlton

Guests

Audrey Thomasson
Gary Hooper

Call to Order

In the absence of the Mayor, Vice Mayor Pollard called the meeting to order and asked for a moment of silence. Mayor Ransone joined the meeting at 8:10pm.

Agenda

Mike Bombay motioned to approve agenda and Fran Westbrook seconded. All were in favor.

Public Comments

There were no comments from our guests.

Minutes & Treasurer's Report

The December meeting minutes were reviewed. Mike Merrill motioned for approval of the minutes and Jerry Latell seconded. All were in favor. The treasurer's report was reviewed. Kathleen Pollard requested that we accept the report as presented. Jerry Latell motioned for acceptance and Mike Bombay seconded the motion. All were in favor.

Legal Counsel

No report this month.

Planning Commission Report by Mike Merrill

Mike Merrill reported they had their regular monthly meeting on January 3, 2017. We concluded the Planning Commission's review and revision of the comprehensive plan. We will present this to the Town Council at a joint meeting on Monday, January 16, 2017. Depending upon the changes that may be introduced, we will make appropriate changes and get it published on the Town website and schedule a town meeting. It is believed we have a good solid document.

Town Administrator's Monthly Report and State of the Town by Robert Hardesty

I met with Kenny Wiggins in regards to the town office repairs. I'm waiting on more numbers from other contractors because they are waiting on their sub-contractors. I toured the town with Mandy West for judging the Christmas lights. I've been working with Bay Design and Randall Kipp in regards to the Worthington site. I issued a zoning permit to Brian Sommardahl for a 232 foot pier at 79 Cedar Lane and I have been keeping an eye on that. The office was closed from December 26th to January 1. It was again closed on January 9, 2017 because of the snow storm. I shoveled the snow from the sidewalk so we could reopen the following day.

Committee Reports:

Budget & Finance by Jerry Latell

We have finalized the numbers for our year-end report but do not have it in its formal form yet. We will get it out to everyone. The delay on that was getting June together. We have a mid-year report from July through December, 2016. We have redone the Town Occupancy Tax form and are considering an annual return as other municipalities have annual returns for this tax. We would like Wes Charlton to look this over before we present it to Town Council.

Building & Town Property by Mike Merrill

A big thank you to Bob Hardesty for getting a bid for the town office repair/remodeling bid. It's a significant amount of money, Bob is getting a second bid. We still are working on the tree issue.

Zoning Ordinances by Mike Merrill

We have not had a meeting but are dealing with issues in regards to height of buildings. Discussion commenced on this subject. It was concluded that we will wait and see what the meeting on Wednesday, with Randall Kipp, Larry Worthington, Bob Hardesty & County Officials, will produce. More to follow.

Public Safety by Bob Hardesty for Wayne Nunnally

Wayne Nunnally received a call from the Sherriff. Someone has stolen the battery out of the speed cart. The Sherriff stated that the town can use the speed cart for extended period of time if the town buys another battery. Mayor Ransone requests we have a price by the next meeting to decide what we want to do.

Flags/Lights

Saturday January 14 looks like a rainy day to take down Christmas lights. Mike Bombay suggests we wait until next week. We will try for Saturday, January 21, 2016.

Commons Community Development

No report

Technical Support by Mike Bombay

We have questions to Chris Henley we are waiting to hear back from him.

Old Business

Sidewalks – Carter White of VDOT called and anticipates having information by end of January.

Oak Tree Fence – Bob Hardesty has asked 3 or 4 times for quotes and is not getting answers. He will go to other sources.

Virginia Municipal Directory of State and Local Government Officials - Kathleen Pollard discussed updating information to the directory. She went online and printed off the City of Alexandria and they use their personal e-mail addresses. Discussion commenced on what information to put in the directory and all agreed not to use personal e-mails and telephone numbers. We will publish the town office e-mail and telephone number.

Trash container replacements – still haven't been replaced yet.

Historic Bridge Survey – Bob Hardesty stated that the town got a letter from VDOT. They are doing a survey on how many historic bridges we may have in Irvington. He will respond to them that we don't have any.

New Business

VIA Porta-Potties – Fran Westbrook reported that we typically don't use the porta-potties after the Turkey Trot. CW Lowery doesn't service them but leaves them at the Commons. They cost \$80 per piece and there are 3 for a total of \$240 per month. After discussion Fran Westbrook stated that she will call them to find out what options we have.

Town Financial Audit – Fran Westbrook talked with Dehnert Clarke & Co. They now do municipal audits but it depends on the scope. With council's permission Fran Westbrook will ask what they will charge. It was noted that the Town of Irvington is not required to get an audit because of the town's size but typically gets one every 5 years anyway.

Executive Session

I, Kathleen Pollard, hereby move that the Town Council of the Town of Irvington go into closed or executive session, to discuss or consider the award of a public contract as well as scope of such contract pursuant to Code of Virginia, section 2.2-3711 (A) (1); to discuss the award of a public contract, as well as the term and scope of such contract, pursuant to the Code of Virginia, section 2.2-3711(A) (29). I, Kathleen Pollard, so move. Jerry Latell seconded and all were in favor. Mike Bombay moves that Bob Hardesty stay here for Executive Session. Jerry Latell seconded and all were in favor.

Kathleen Pollard motioned to come out of Executive Session. Jerry Latell seconded the motion and all were in favor.

Kathleen Pollard read the motion - I move that there be a roll call or other recorded vote, to be included in the minutes of this meeting, certifying that (1) only public business matters lawfully exempt from public meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the close session; and (2) only such public business as was identified in the motion to convene a closed session was heard, discussed or considered.

1. I, Kathleen Pollard, do hereby certify
2. I, Michael Merrill, do hereby certify
3. I, Frances Westbrook, do hereby certify
4. I, Jerry Latell, do hereby certify
5. I, Michael Bombay, do hereby certify
6. I, Ralph D. Ransone, do hereby certify

Town of Irvington, Virginia
Balance Sheet
As of January 31, 2017

| | Jan 31, 17 |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| General Operating Checking ... | 139,638.84 |
| CD Bank of Lancaster | 55,911.74 |
| CDs Chesapeake Bank | |
| CD7725 12/27/18* | 5,567.89 |
| CD9126 07/19/17* | 27,328.78 |
| CD7873 05/24/17 | 19,421.97 |
| CD3578 03/22/17 | 24,062.41 |
| CD9686 05/25/17 | 11,045.56 |
| Total CDs Chesapeake Bank | 87,426.61 |
| Total Checking/Savings | 282,977.19 |
| Other Current Assets | |
| Petty Cash Fund | 100.00 |
| Total Other Current Assets | 100.00 |
| Total Current Assets | 283,077.19 |
| Fixed Assets | |
| Buildings/Land | |
| North Commons | 101,200.00 |
| Main Commons | 239,100.00 |
| Town Office | 33,500.00 |
| Total Buildings/Land | 373,800.00 |
| Total Fixed Assets | 373,800.00 |
| TOTAL ASSETS | 656,877.19 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Fire Grant/State | 19,000.00 |
| Payroll Liabilities | 1,024.53 |
| Total Other Current Liabilities | 20,024.53 |
| Total Current Liabilities | 20,024.53 |
| Total Liabilities | 20,024.53 |
| Equity | |
| Opening Balance Equity | 461,012.05 |
| Retained Earnings | 103,946.50 |
| Net Income | 71,894.11 |
| Total Equity | 636,852.66 |
| TOTAL LIABILITIES & EQUITY | 656,877.19 |

Town of Irvington, Virginia
Profit & Loss Monthly/YTD
January 2017

| | Jan 17 | Jul '16 - Jan 17 |
|----------------------------------|-----------|------------------|
| Income | | |
| Cable TV/Comm Income | 197.80 | 1,374.72 |
| Interest Income | 36.15 | 1,207.53 |
| Permit Fees | 85.00 | 380.00 |
| Property Rental Fees | 500.00 | 1,000.00 |
| Tax Revenues | | |
| Personal Property Tax | | |
| Auto/Golf Tags - Revenue Coll | 4,408.00 | 9,510.00 |
| Auto/Golf Tags - Collection Exp | -440.80 | -944.40 |
| Total Personal Property Tax | 3,967.20 | 8,565.60 |
| Occupancy Tax | 1,063.07 | 48,649.11 |
| Real Property Tax | | |
| RE Tax - Revenue Collected | 43,256.51 | 81,391.49 |
| RE Tax - Collection Expense | -4,325.65 | -8,853.25 |
| Total Real Property Tax | 38,930.86 | 72,538.24 |
| Local Sales & Use Tax | 2,254.73 | 16,711.14 |
| Total Tax Revenues | 46,215.86 | 146,464.09 |
| Miscellaneous Income | 7.00 | 71.00 |
| Total Income | 47,041.81 | 150,497.34 |
| Expense | | |
| Community Events | | |
| Christmas Events | 1,211.99 | 3,605.52 |
| July 4th Parade/Concert | | 5,930.06 |
| Total Community Events | 1,211.99 | 9,535.58 |
| Community Support /Tourism | | |
| Town Commons/Tennis Cts/Gazebo | 36.41 | 446.98 |
| Steamboat Era Museum | | 1,200.00 |
| Town WiFi | 239.70 | 479.40 |
| Misc Community Support | | 19.56 |
| Total Community Support /Tourism | 276.11 | 2,145.94 |
| Dues & Subscriptions | 125.00 | 385.00 |
| Insurance | | |
| Building/Property Insurance | | 1,230.00 |
| General Liability Insurance | | 1,937.00 |
| Total Insurance | | 3,167.00 |

| | Jan 17 | Jul '16 - Jan 17 |
|------------------------------------|----------|------------------|
| Municipal Expenses | | |
| Comprehensive Plan | 78.30 | 9,995.46 |
| Total Municipal Expenses | 78.30 | 9,995.46 |
| Office Expense | | |
| Mileage & Travel | | 13.23 |
| Banking Fees | | 30.00 |
| Equipment | | 287.66 |
| Repairs & Maintenance | | 136.16 |
| Janitorial | | 70.21 |
| Computer | | 421.19 |
| Postage | | 141.00 |
| Supplies | 34.62 | 1,142.18 |
| Website Maintenance | | 775.00 |
| Total Office Expense | 34.62 | 3,016.63 |
| Employee Expenses | | |
| Employee Bonding | | 173.00 |
| Employer Payroll Taxes | 317.06 | 2,230.02 |
| Wages/Salaries | 4,006.00 | 28,905.71 |
| Workers Compensation Insurance | | 500.00 |
| Total Employee Expenses | 4,323.06 | 31,808.73 |
| Planning Commission Expenses | | |
| Public Notices | | 522.07 |
| Total Planning Commission Expenses | | 522.07 |
| Professional Services | | |
| Legal | 900.30 | 6,306.47 |
| Total Professional Services | 900.30 | 6,306.47 |
| Public Safety | | |
| Code Enforcement | | -3,225.00 |
| Total Public Safety | | -3,225.00 |
| Town Council Expenses | | |
| Public Notices | | 400.19 |
| Conferences/Seminars/Workshops | | 818.68 |
| Total Town Council Expenses | | 1,218.87 |

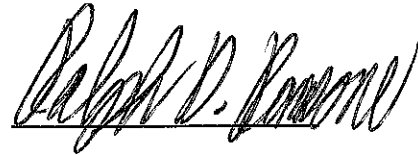
| | Jan 17 | Jul '16 - Jan 17 |
|-------------------------|-----------|------------------|
| Town Maintenance | | |
| Refuse & Debris Removal | 24.20 | 169.40 |
| Grounds/Landscape | | 3,350.06 |
| Sidewalks | | 1,550.00 |
| Street Cleaning | | 1,175.00 |
| Street Lighting | | 752.23 |
| Total Town Maintenance | 24.20 | 6,996.69 |
| Utilities | | |
| Heating Fuel | 142.07 | 328.75 |
| Electricity | 792.84 | 4,890.60 |
| Internet | 82.98 | 498.56 |
| Telephone | 129.15 | 765.82 |
| Water | 22.11 | 128.17 |
| Total Utilities | 1,169.15 | 6,611.90 |
| Miscellaneous Expense | | 117.89 |
| Total Expense | 8,142.73 | 78,603.23 |
| Net Income | 38,899.08 | 71,894.11 |

Mike Merrill moved that we award the contract for the tree work as follows:

1. Soil care and fertilization be awarded to Bartlett Tree Experts in accordance with their bid of 9-16-16.
2. Work on big oak tree on the North Commons and red oak tree on Commons awarded to Magic Tree Service.
3. Work on the willow oaks and the crepe myrtles also be awarded to Magic Tree Service.
4. In regards to mulching – will not award anything at this time.

Jerry Latell seconded motion and all were in favor.

Ralph D. Ransone asked for a motion to adjourn the meeting. Mike Bombay made a motion to adjourn, Mike Merrill seconded and all were in favor. The meeting adjourned at 8:40pm.

A handwritten signature in black ink, appearing to read "Ralph D. Ransone", written over a horizontal line.

Ralph D. Ransone, Mayor