

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY DECEMBER 12, 2019 6:30 PM**

The Irvington town council held its regular monthly meeting on Thursday, December 12, 2019 at 6:30 p.m., at the Irvington Town Hall.

A. CALL TO ORDER – Mayor Rannie Ransone

Mayor Ransone called the Irvington town council meeting to order at 6:35 p.m., "I would like to ask for a moment of silence."

B. ROLL CALL – S. Phillips, Clerk

Members of Council present: Mike Bombay
Bonnie Schaschek
Wayne Nunnally
Jackie Brown
Kathleen Pollard

Absent: Frances Westbrook

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. CLOSED SESSION

Mayor Ransone, "First thing we are going to do is go into closed session." W. Nunnally, "Move we go into closed session." M. Bombay, "Second." K. Pollard, "I, Kathleen Pollard move to go into closed session pursuant to §2.2-3711A.8 of the Code of Virginia for the purpose of consultation with legal counsel for specific legal matters and pursuant to §2.2-3711A.1 of the Code of Virginia for the purpose of consideration of candidates for appointment by the Circuit Court to the Board of Zoning Appeals. I Kathleen Pollard, so move." W. Nunnally, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye. We are in closed session so please turn the recorders off."

D. RETURN TO OPEN SESSION

K. Pollard,, "Whereas the Town of Irvington has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with th provision of the Virginia Freedom of Information Act; and whereas Section 2.2-3712 of the code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law; now, there be it resolved that the Board hereby certified that to the best of each member's knowledge (i) only public business matters lawfully exempted from open session requirement by Virginia law were discussed in closed session to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board. Is there any member who believes that there was a departure from the motion to go into a closed session? If so, so state the departure. There is no response."

I, Kathleen Pollard, so certify.

I, Mike Bombay, so certify.

I, Wayne Nunnally, so certify.
I, Bonnie Schaschek, so certify.
I, Jackie Brown, so certify.
I Ralph D. Ransone, so certify.

Mayor Ransone, "We have come out of our closed session. Are there any actions or motions that we need to make at this time?" **B. Schaschek, "Motion to cancel the schedule for the CUP." M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. Any discussion? All those in favor say aye and all those opposed."**

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Kathleen Pollard	Aye

THE MOTION TO CANCEL THE SCHEDULE FOR THE CUP IS APPROVED 5-0.

E. APPROVE AGENDA

Mayor Ransone, "We need to approve the agenda." **W. Nunnally, "Move that we eliminate *Item 1 under New Business." B. Schaschek, "Second." Mayor Ransone, "We have a motion and a second. Is there any discussion? All those in favor."**

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Kathleen Pollard	Aye

THE MOTION TO ELIMINATE * ITEM 1 UNDER NEW BUSINESS IS APPROVED 5-0.

**1st Reading Resolution 2019-12.01.tc Resolution Adopting Proposed CUP Application
TOI#CUP-2019-12.1.tc*

Mayor Ransone, "We do not need to take any action on the Board of Zoning Appeals."

F. APPROVAL OF MINUTES AND TREASURER'S REPORTS

W. Nunnally, "Move we approve the minutes for October 8, October 10, and November 2019 Treasurer's Reports." B. Schaschek, "Second." Mayor Ransone, "We have a motion and a second. Any discussion? All those in favor say aye and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE MINUTES FOR OCTOBER 8, OCTOBER 10, AND THE NOVEMBER TREASURER'S REPORTS IS APPROVED 5-0

G. PUBLIC COMMENT

Mayor Ransone, "Next is public comment. Is there anybody that would like to comment at this time?" L. Brown, "It looks very pretty." C. Bradley, "The tree looks very nice. Thank you all for replacing all of those light bulbs." Mayor Ransone, "The star really stands out. With no other public comment we will move on to the report from the town manager."

H. REPORT FROM THE TOWN MANAGER – Roy Kime, Manager & Zoning Administrator

R. Kime, "I have nothing to add to the material I sent out." Mayor Ransone, "Have you talked to Dominion Energy about the streetlights? The streetlight is still out at the Tides Inn and another one just up the street on King Carter." S. Phillips, "I have a work order for the streetlight across from Hundley Lane that was placed by C. Elliott." R. Kime, "There was one by the Hope & Glory and one by Jimmy Robertson's house. Any questions of Roy? If not, we will move on to the report from the town attorney."

I. REPORT FROM THE TOWN ATTORNEY – Nancyellen Keane, Esq.,

N. Keane, "Roy and I are working on a proposed procedure for CUP's, zoning permits and CUP applications. I have reviewed recent applications and provided legal advice on them which you are aware of. I was tasked at the last meeting to look into speed bumps, signs controlling traffic, and painting on the streets and I was also asked by J. Brown to look into a through truck use restriction. I am still looking into those items. I will get back to you next month. I have met with 5 members of the planning commission on an orientation with Sharon and Roy to discuss FOIA as it relates to the planning commission and their source documents and issues related to functions of the commission. Similar to the memo I did for council on frequently asked questions on FOIA I am doing one for the planning commission as well so they understand what their requirements are for FOIA. I have a workshop scheduled for January 9 at 5:30 pm with you all on governance. I will contact you all before that to get your input on any subjects that you are interested in for me to cover during that one hour session. I want to get your input before I put that together. It is the same day as our monthly meeting and it starts at 5:30. I recently completed the VCU Land Use Education 10 week program, Certified Planning Commissioner. I went to FOIA training yesterday and beginning in 2020 elected officials are required to complete FOIA/COIA training every 2 years. Again, just to remind you, it is due by December 31, 2019 for existing officials. The FOIA training that is required starting next year can be provided by the FOIA Advisory Council or your local government attorney." W. Nunnally, "What happens if you don't do that training?" N. Keane, "I don't know. The certifications that you have done that training are supposed to be on hand in the office." Mayor Ransone, "If there are not further questions for our town attorney, we will move on to the report from the planning commission."

J. REPORT FROM THE PLANNING COMMISSION - J. Brown, Planning Commission Liaison

Brown, "Roy went over with the planning commission the request from the town council to review the business ordinance size regulations and the height regulations in the residential ordinances and the parking ordinances. They began working on that by dividing up into committees of 2. There was a discussion about the CUP for the dock and they recommended be sent to the town council." Mayor Ransone, "Any questions of Jackie, if not we will move on."

K. OLD BUSINESS

J. Harris, "The planning commission wanted to let the council know that in the new year the planning commission will continue to review the B-1/B-2 and R-1/R-2 ordinances as directed by council and along with this review the commission would like to address any recommendations that you would make to the planning commission in regard to the proposed CUP application form so that if there are any changes you would like for the planning commission to make we can do it as we review the ordinances and then we will have a complete package." Mayor Ransone, "Thank you."

L. NEW BUSINESS

Mayor Ransone, "We removed Item 1 so we will move on to appropriation of \$3,400 to Elbourn Electrical which is the flags, lights and Christmas tree lights, putting them up and taking them down." W. Nunnally, "Move we proceed with the appropriation." M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. Any discussion? All those in favor say aye and those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROPRIATE \$3,400 TO ELBOURN ELECTRIC IS APPROVED 5-0.

Mayor Ransone, "Appropriation of \$300 (not to exceed) for 2019 Holiday Lights Contest. I think that is what we have been doing. Is there a need for change?" K. Pollard, "We need to increase that by \$50 to purchase candy bags. I make 50 bags." B. Schaschek, "Rannie is going to be Santa Claus this year." Mayor Ransone, "Maybe, we will see. I am going to talk to my staff and see if we can find somebody."

W. Nunnally, "Move we appropriate \$350 for the 2019 Holiday Lights Contest and candy bags."

K. Pollard, "Second." Mayor Ransone, "We have a motion and a second. Any discussion? All those in favor and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROPRIATE \$350 FOR THE 2019 HOLIDAY LIGHTS CONTEST AND CANDY BAGS IS APPROVED 5-0.

Mayor Ransone, "We have an appropriation of staff Christmas bonus." W. Nunnally, "Move we appropriate the staff Christmas bonus of \$600." K. Pollard, "Second." Mayor Ransone, "We have a motion and a second. Any discussion? All those in favor say aye and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROPRIATE \$600 FOR THE STAFF CHRISTMAS BONUS IS APPROVED 5-0.

R. Kime, "The net amount is \$300, after taxes. They town pays the taxes." Mayor Ransone, "Is there any other new business?"

M. ROUNDTABLE DISCUSSION

Mayor Ransone, "Any roundtable discussion at this time? Thank you to everybody for helping us with the new Christmas lights. We had a couple of Saturday's where you guys and other volunteers worked hard. They look really good. I think it is financially wise they should use less electricity. It went from 6 down to 1.5 in usage and that includes the decorations on the pole as well. Thanks again."

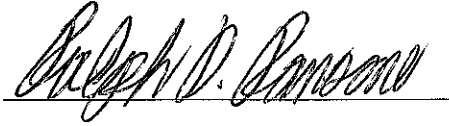
N. ANNOUNCEMENTS

K. Pollard, "The Light Contest judging will be on Wednesday, December 18th and not Thursday. The form is due in by the 17th so there is no need to change the form." R. Kime, "The form has been used to let people know where to start looking. If someone has decorated but not sent in a form they will still be included." Mayor Ransone, "Christmas Eve under the Christmas Tre is at 6PM and it takes about 30 minutes. The town office will be closed December 24th – December 26; and December 31 and January 1st." W. Nunnally, "Before we leave Mr. Mayor, Mr. and Mrs. Nunnally enjoyed hosting the hosts of the planning commission and town council." Mayor Ransone, "Thank you so much we all really enjoyed it."

O. ADJOURN

W. Nunnally, "Motion to adjourn" J. Brown, "Second." The meeting ended at 7:40 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

A handwritten signature in cursive script, appearing to read "Ralph D. Ransone", is written over a horizontal line.

Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, DECEMBER 12, 2019 6:30PM**

Sign In Sheet

	Name	Address
1.	Marsha Chapman	62 OMC Rd.
2.	William H Harris	1099 K.C. Drive
3.	Julie Harris	1099 K. C. Dr.
4.	Lara Brown	77 MC Lane
5.	Cay Brady	991 Kay Center Dr
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL JOINT PUBLIC HEARING
TUESDAY, DECEMBER 3, 2019 6PM**

The Irvington Town Council in partnership with the Planning Commission held a joint public hearing on Tuesday, December 3, 2019 at 6PM., at the Town Office.

A. CALL TO ORDER – *Vice Mayor Pollard*

Mayor Ransone opened the meeting and called the joint public hearing to order at 6:13 p.m.

B. ROLL CALL – *S. Phillips, Clerk*

Members of Council present:

Kathleen Pollard
Bonnie Schaschek
Jackie Brown
Frances Westbrook
Wayne Nunnally
Mike Bombay

Members of Commission present:

Julie Harris, Chair
Tom Chapman, Vice Chair
Lee Hood Capps
Steve Kimmeth
Cary Schneider

Absent:

Tripp Bugg.

Administrative Staff present:

Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests:

see attached sign in sheet.

C. WELCOME

Mayor Ransone, "The purpose of tonight's joint public hearing is to hear public comment on proposed Conditional Use Permit (CUP) Application TOI# CUP-2019.1 for a pier; Tax Map 34-20C. This joint public has been properly noticed and advertised. The planning commission will be considering making a recommendation to the town council as to whether or not the town council should approve the proposed CUP. The council and commission will be listening. They will not be taking any action. If you want to speak please sign at Sharon's table. If you have not done so, please sign up now. We will be taking speakers in order of sign up and your comments should be relevant to tonight's topic. Please address comments to Mayor Ransone and the council. Please make unique comments rather than repeating prior comments. I need a motion to go into public hearing." W. Nunnally, "So move." M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed."

Vote:

Kathleen Pollard
Bonnie Schaschek
Jackie Brown
Frances Westbrook
Wayne Nunnally
Mike Bombay

THE MOTION TO GO INTO PUBLIC HEARING IS APPROVED 6-0.

D. PUBLIC HEARING

Proposed Conditional Use Permit (CUP) Application TOI# CUP-2019.1 for a pier; Tax Map 34-20C.

Mayor Ransone, "Is there anyone who would like to speak? Roy, do you have anything you want to say?"

R. Kime, "No. I sent a note or a summary to the town council and we have only had one comment back."

Leland James is an abutting landowner who had no objection to the pier. The only reason we are doing this is because the pier goes out further than the navigation line." K. Pollard, "How far out does the navigation

line go?" F. Westbrook, "It varies according to the depth of the water." Mayor Ransone, "Does Anthony

want to say anything?" A. Marchetti [agent for applicant], "I can answer questions if anybody has a question about the application." Mayor Ransone, "Well, if there is no public comment from anybody I need

a motion to come out of the public hearing." W. Nunnally, "Move we come out of the public hearing." K.

Pollard, "Second." Mayor Ransone, "We have a motion and a second. Is there any further discussion? All those in favor say aye and all those opposed."

Vote: Kathleen Pollard
Bonnie Schaschek
Jackie Brown
Frances Westbrook
Wayne Nunnally
Mike Bombay

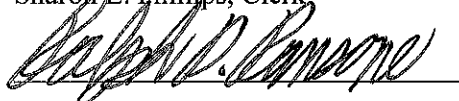
THE MOTION TO COME OUT OF PUBLIC HEARING IS APPROVED 6-0.

E. ADJOURN

W. Nunnally, "Move we adjourn." M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. Is there any further discussion? All those in favor and all those opposed."

This public hearing is concluded at 6:18 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone, Mayor

This notice was sent via email and posted on the door of the Town Office and the door of the Irvington Post Office on November 15, 2019

NOTICE

RESIDENTS OF THE TOWN OF IRVINGTON

Per the request of Mayor Ransone, the Irvington Town Council will hold a special called meeting pursuant to Section 15.2-2507 of the Code of Virginia and Section 31.17 of the Town Code for the purpose of a 2nd Reading of Resolution 2019-11.21.02 Adopting Amended Comprehensive Plan on Thursday, November 21, 2019 at 6:30 PM in the Town Office.


AGENDA

Irvington Town Council
Special Called Meeting
Thursday, November 21, 2019 at 6:30 PM in the Town Office

1. Call to Order
2. Roll Call
3. Approve Agenda
4. 2nd Reading of Resolution 2019-11.21.02 Adopting Amended Comprehensive Plan –
J. Brown, Councilwoman
5. Closed Session
 - Pursuant to §2.2-3711A.7 of the Code of Virginia for the purpose of consultation with legal counsel for probable litigation
 - Pursuant to §2.2-3711A.1 of the Code of Virginia for the purpose of consideration of candidates for appointment by the Circuit Court to the Board of Zoning Appeals, and personnel mater concerning a Town Officer
6. Return to Open Session
5. Adjourn

The public is welcome to attend public comment is limited to the topics on the agenda.

* Need to transcribe audio file T01.TC-SCM-11.21.19-audio-(LSP)


Sharon L. Phillips, Town Clerk


Ralph D. Ransone, Mayor

RESOLUTION #2019 – 11.21.02

ADOPTING AMENDED COMPREHENSIVE PLAN

WHEREAS, the Irvington Town Council previously adopted a Comprehensive Plan on April 13, 2017 ("Plan"), which Council considers to be a non-binding guidance document and not a legal requirement; and

WHEREAS, in 2019 the Council asked a committee appointed by Council to draft and recommend a new Vision Statement for the Town; and

WHEREAS, Council asked the Planning Commission ("Commission") to review the Plan and to recommend an amended version of the Plan which: (i) includes the new Vision Statement and (ii) eliminates references to certain language determined by the Council and Commission to be inconsistent with the Town's interests; and

WHEREAS, the Commission completed its work on this project, produced a document which it has entitled "Amended Comprehensive Plan Dated November 6, 2019", and recommended it to Council for adoption at its Special Meeting November 6, 2019; and

WHEREAS, the Council and Commission held a joint public hearing November 6, 2019 to hear comments from the public on "Amended Comprehensive Plan Dated November 6, 2019"; and

WHEREAS, Council held two readings of this Resolution on November 14 and November 21, 2019.

NOW THEREFORE, BE IT RESOLVED

- (1) Council hereby withdraws the Plan and replaces it with "Amended Comprehensive Plan Dated November 6, 2019".
- (2) This Resolution shall take effect immediately upon passage.

I, Ralph D. Ransone, Mayor of the Town of Irvington, do hereby certify that the above is a true copy of Resolution 2019-____ adopted at a Special Meeting of the Town Council of Irvington, Virginia, held on November 21, 2019 at which a quorum was present and voting. The vote was as follows:

Voting in favor

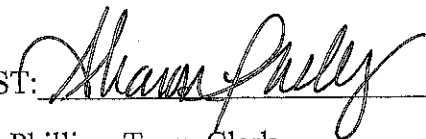
Opposed

TOWN OF IRVINGTON

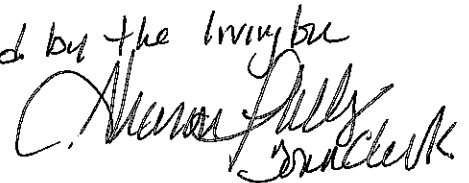


Ralph D. Ransone, Mayor

ATTEST:


Sharon Phillips, Town Clerk

*Resolution 2019-11.21.02 was passed by the Irvington
Town Council on November 21, 2019*



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, NOVEMBER 14, 2019 6:30 PM**

The Irvington Town Council held a regular monthly meeting on Thursday, November 14, 2019 at 6:30 p.m., at the Town Office.

A. CALL TO ORDER – Mayor Ransone

Mayor Ransone called the regular monthly meeting of the Irvington Town Council meeting to order at 6:30 p.m., and welcomed everyone and asked for a moment of silence.

B. ROLL CALL – S. Phillips, Clerk

Members of Council present: Kathleen Pollard
Bonnie Schaschek
Jackie Brown
Frances Westbrook
Wayne Nunnally
Absent: Mayor Ralph D. Ransone
Mike Bombay

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone requested council consider moving the presentation on the Virginia Tourism Grant given by S. Barwise to the end of public comment. W. Nunnally seconded the motion. F. Westbrook, "I move to strike the approval of the minutes of the Short Term Rental Committee." W. Nunnally, "I will take this up during the next committee meeting." F. Westbrook, "We approved the September 3, minutes during the October meeting. **I SUGGEST WE STRIKE NUMBER ONE AND NUMBER THREE AND TABLE THE OCTOBER 10 MINUTES UNTIL THE DECEMBER MEETING.**" W. NUNNALLY, **"SECOND."** MAYOR RANSONE, **"IS THERE ANY DISCUSSION? IF NOT, WE HAVE A MOTION AND A SECOND. ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED.**

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO STRIKE NUMBER ONE AND NUMBER 3 AND TABLE THE OCTOBER 10 MINUTES UNTIL THE DECEMBER MEETING IS APPROVED 6-0.

D. APPROVAL OF MINUTES AND TREASURER'S REPORTS

W. NUNNALLY, **"MOVE WE APPROVE THE SEPTEMBER 10, OCTOBER 8, AND OCTOBER TREASURER'S REPORTS."** J. BROWN, **"SECOND."** MAYOR RANSONE, **"WE HAVE A**

MOTION AND A SECOND BUT WE CAN STILL HAVE DISCUSSION IF SOMEBODY WANTS TO SAY SOMETHING. IF THERE IS NO DISCUSSION I WILL CALL FOR THE VOTE. ALL THOSE IN FAVOR AND ALL THOSE OPPOSED."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE SEPTEMBER 10, OCTOBER 8, AND OCTOBER TREASURER'S REPORTS IS APPROVED 6-0.

E. PUBLIC COMMENT

Mayor Ransone, "Next we go into public comment. At this time we open it up to the public to speak. Stuart when everyone has had a chance to speak, Stuart I will call on you to speak." June McGeorge, "In regards to the vision statement. It does paint a good picture of the town, past and present, the future of the town does concern me and those that moved here or grew up here and want to retire and have a quiet life. The recent years it seems there is always someone at the town meetings with their hand out to help promote their business and tourism. The town just doesn't seem to have enough tourist to support them. They seem to forget it is the town's residents, friends and families that visit that support their business. So what has happened to catering to the locals first? It used to be that way and we were proud of our businesses and promoted them. Granted tourism helps their business but it also has a burden on us for more traffic and people walking through our yards. Regarding the B-1 and B-2 ordinances, I have been a business owner for twenty eight years in town and I feel that every business should be treated equally and their CUP application should be complete and forthcoming. I went through the process back then and it was through and very restrictive. There seems to be more tension with new businesses popping up and we are left asking how did that happen and we have to live with it. The ordinances need to reflect our future vision for our town as a community. Mayor Ransone, "If there is no one else, we will come out of public comment."

F. OLD BUSINESS

Mayor Ransone, "Stuart Barwise general manager for the Tides Inn has a presentation." S. Barwise, "Thank you Mr. Mayor and ladies and gentlemen of the Council. Thank you for having me here tonight. Really this evening is more to give you an update. You charged a group of us with advancing the needle on the grant application process, conducting some research, getting together as a group. Thank you for allowing us that undertaking. It has been great to work with Roy and Sharon having them engage with us has been an amazing resource. The committee is comprised of myself, Dudley Patteson, Barbara Breecher, Lisa Hull and Jerry Davis. We have had a number of meetings where we have the grant application projected on the screen and we have been plugging away at answering the questions and populating the data that is required. We are about 90% complete at this point. We have a month before the formal submission date but we have a deadline of next Friday where we will be sending the draft so that they can tell us everything we did wrong. Once we have that we will refine it and sharpen it up and then we will be in a position to give you a more complete update as to what the VTC is telling us in terms of our preparedness and the likelihood of success may be. To give you a little bit of flavor as to what we have been doing part of our process has been in addition to working with each other and Roy and Sharon we also engaged Susan French from a marketing firm to help us with the submission. Telling us what a budget might look like and how it might best be spent. It is a whole lot of money as you know, that we are asking for to complete this and contribution that we would receive back, the matching funds from the state our mission is to try to make that go as far as possible and we have had some great guidance. Who is that we are trying to talk to? I will remind you, when we came initially this isn't about the Tides Inn asking for

support to promote the Tides Inn. This is not about the Hope & Glory or the Vineyard. This is about promoting the destination. Promoting Irvington as a place for people to come. Having a voice as a destination rather than a business. Partnering with the Town as a municipality has a great deal of power when you talk to VTC or other granting institutions. The mission here, is in partnership, to promote the destination. We wanted to identify what the type of consumer or person we would be speaking to who might come to Irvington. I have some really great study materials but I can't hand it out now because some of it is proprietary. We are informing our work based on this. I wanted to give you a flavor of the types of people we might be appealing to in our social marketing campaign that we are proposing. The value of Virginia Tourism and just within our own region and extending up to Northern Virginia the number of people that are well qualified to visit in terms of their disposable income but we have taken it a bit further and drilled it down further we have identified those folks by a very specific identifications. Our primary target is what we call the 'Charmed Couple' and we have created profiles of what they may look like, they are frequent travelers, they have a disposable income of \$500,000, the mother of the family tends to make the travel decision making, they are empty nesters, they are lifestyle content enthusiasts, they are into clean foods and recipe fanatics, perhaps corporate executives at that point where they have reached the pinnacle of their career. They are eyeing somewhere in the not too distance the option of retirement and perhaps in Irvington. We have drilled it down enough to know the times of year they travel, specific destinations, wants and needs, things that may be a deal breaker. We have a pretty good idea of how to speak to these people and how to talk to them about what it is they are going to be looking for in the place they want to go and I believe Irvington is very much that place. One of the things that is also appealing to us is the 'Charmed Couple' has an interest in fall and winter travel. For me, thinking about so many of our business suffering from seasonal limitation. The Tides Inn is a couple of weeks away from closing down and we have a lot of employees who will be taking their off season coming up. The idea of extending our seasons and growing our occupancy in a way that doesn't drive volume but simply pushes it into the shoulder periods is a very strong focus of this grant. We are not necessarily looking at packing every single day but perhaps adding days to the days were we see some business. We know what their motivators are connection, relaxation, well-being, retreats, adventure, personal growth, and share-ability. These are all things we know, not only who they are but that they tend to use Instagram for their communication again that is one of the social platforms that we would be using to speak to these folks. They like Burberry, Ralph Lauren, Lancome, Peleton, Virtuoso, and this information has been gleaned from their patterns on line and through information we have obtained from credit card purchases. It is a broad demographic. This is the kind of information that we have gleaned and how we might appeal to them. I know that sometimes we fear what we might be bringing or inviting when we promote tourism or increased visitation. I like to think about this as more visitation, it is tourism to a degree, as there is a lot to offer here. When we take control of the dialogue and that is one of the things that is especially appealing about the partnership, is that the community gets to tell its own story. The brand becomes defined by what we want to see the messaging be. I think there is a lot of power and a lot of value to that. We also have the 'Reinvigorated Seeker' they may be a Gen X'er or older millennials. Much the same as the 'Charmed Couple' this one has household income of \$200,000 they may be single or recently divorced and we know exactly the types of things they are interested in doing and where they look on line for the types of opportunities and again we think that is so consistent with someone who would be interested in coming to Irvington. The final one, is the 'All American Family' and again we know who they are, what they like and what they are looking for. Mom is the one making a lot of travel decisions, they are memory collectors and there are so many memories to be made in Irvington as the waterfront is so powerful. I remember growing up around water as a kid and Irvington has that all over. Again, they have very specific things, it is not your tour bus tourist, not your bargain shopper or the person who goes on line to purchase things on Expedia. They are very focused, very deliberate in their travels. They want enrichment, they want to grow, the museum, they want to understand the waterman's life and see how the sea impacts where we live. They are things they can see and do that no other place can. This is just a taste and flavor of some of the research we have done and some of the

information we will include when we present to VTC. I am happy to answer any questions as to where we are in the process. In the comments about tourism, it resonates and strikes with me because I am sensitive to that. The important take away for the community is not just about naming one business there are a lot of business here that benefit from tourism, the restaurants, the shops, even the Air BnB's, and they are all a part of the fabric of what makes Irvington special and what we have to offer to people who visit here. The economic drivers, the things that this visitation benefits, it isn't just about the Tides Inn, the Hope & Glory, or The Local, it is also real estate values. When the quality of life and the value perception of the destination grows along with the value of story telling, the town will have an opportunity to pitch the value of your real estate, the desirability of the community as a place to retire or resettle, the renewal opportunities that are provided to a community when new people move into it and provide for a future the sustainability of the community into the future. I come from a place where we are dependent on volunteer fire departments and an average age of 58 for volunteer fire fighters and I imagine Irvington to be faced with similar challenges. We have the opportunity to bring people here to fall in love with the place and that is a powerful incentive for some of these undertakings. I am so appreciative of your time. I am happy to answer your questions. Dudley and Susan are here if I get stumped." K. Pollard, "Once you file the final application, how long before you get a response." D. Patteson, "February is when they announce the winners of the grants and then you have 18 months to use the funds. So, it fits right into the FY20/21 budget." S. Barwise, "The real pressure is only on the submission end. The approvals, and how you fund it downstream are all ahead of us. Right now the submission and getting everybody in alignment is our only pressure." D. Patteson, "Next year as we develop and fine tune the plan the VTC does not expect us to have the final document for the grant they expect it to be fluid just like the Comprehensive plan is fluid. We expect to seek other advice as to how we do this." S. Barwise, "The town may be looking to update their current website so there may be some synergies between what we are trying to accomplish where we don't need to do the work twice. Through our process, imagery, colors, pallets, fonts, a lot of the identity pieces could be overlaid so there could be cost savings associated there to. I wasn't aware that was something that was on the horizon but there is no reason for us not to look at ways for us to piggy back and achieve greater value using the synergies." M. Bombay, "How do you address the prior speakers concern that what you are asking for would increase traffic and have people walking through their yard." S. Barwise, "We don't want people walking through their yard. One of the things I think is really important is that the promotion of visitation and tourism needs to be managed. It needs to be sensible. It needs to be carefully executed and there needs to be a high level of responsibility both from the people who are benefiting from it but also on the people who are coming here. I, as a person who operates a business who will directly benefit from increased visitation, am very sensitive to the potential corruption of the very thing I am selling. If I am selling Irvington as a destination and as a brand I would want people to be able to leave the driveway of the Tides Inn and drive down King Carter and see families and kids on bikes and the wonderful trees and the beautiful crepe myrtles, the fantastic Town Commons. I don't want the character of Irvington to ever change because that is valuable to what I am selling to my people. I would loathe to see any change to that character arise from the undertaking we are trying to do right now. I very much want to protect and preserve what we are selling because we are only sustainable as we care for that very guardedly. D. Patteson, "By example, we said if the Tides Inn and the Hope & Glory were filled to capacity all year long it would be an average of 12 new cars which is something that will not affect." S. Barwise, "That is if we were to expand to capacity." F. Westbrook, "Yes, but if we add those to the people coming to the new movie complex." K. Pollard, "We will have new visitors." S. Barwise, "Some of the growth and increase in our business, we are not talking about increasing our growth on say July 17th but creating interest in September, October and November. To the degree that we can grow our shoulders and we are seeking people who would be receptive to traveling during those times, folks who may have more latitude and vacation due to the place where they are in their career or who may be retired so we are looking at growing our business in a way that doesn't increase the peaks it simply spreads it in areas where we don't have high occupancy." F. Westbrook, "Before you send this document off will we have the opportunity to see it." S.

Barwise, "Of course." F. Westbrook, "At your last meeting, you and Dudley talked to us there was a comment about the town putting some of its occupancy tax that has been collected for the past three years into the Town. In that sense you all pay the highest percent, you all thought that was important and I agree but I just want to say and go on record and say that the town has already put a lot of the occupancy tax money to work. We do things we haven't done before such as having the streets swept three and four times a year, sometimes more. We have concerts. We do the parade. We help with the Commons. We help with the holiday decorations. We take on the River Realm. We take on the Trolley. And to keep us all safe we donate to two fire departments. For the record, we do spend occupancy tax on things that I think are important to visitors and to residents." S. Barwise, "That is fantastic and it is to the credit to this Council and to the community that you do those things. This place looks amazing and it comes through." W. Nunnally, "I thought L. Capps was on the committee." S. Barwise, "I don't know what happened." D. Patteson, "We had a committee and he was on the planning commission and it was decided that we did not want to have any public official as part of the committee for reasons that that they have to adhere to certain rules and we were concerned that might affect what we were doing. We had a very short time line to get things done." S. Phillips, "I think Lee Hood had some personal things going on that interfered with his attendance not only with this committee but with planning commission meetings as well." S. Barwise, "Roy or Sharon do you have any comments?" S. Phillips, "Just compliments to the committee and the incredible collaboration, talent and effort of Lisa Hull who is the grant writer for Northern Neck Economic Development and Jerry Davis with the Northern Neck Planning District Commission."

G. REPORT FROM THE TOWN MANAGER – Roy Kime, Manager & Zoning Administrator

Mayor Ransone, "We will move on the report from the town manager. We did receive your report. Do you have anything else to add?" R. Kime, "In my report I prefaced the permits and zoning matters which talk about the CUP process and unfortunately Mrs. George has left but at a recent meeting the Mayor said he wanted to make sure the CUP process is being fully implemented. It is a good mechanism to enforce our zoning ordinances. The process hasn't been used recently. Since I have been here we have only had one CUP and that was for The Office Café. There was nothing, I looked to see what we had in the files, and there was nothing in the way of process. You can read the ordinance but it is difficult to establish a process from that. There is no one on the current planning commission other than the liaison who has ever dealt with a CUP. The old form had to be filled out with a typewriter. It is like a lot of other things – out of date. I have drafted a proposed process for a CUP which I have given to the mayor, the chair of the planning commission and to the town counsel and have asked for comments. I want to make sure that what I interpret as the way this is supposed to be done is the way it has been done in the past or the way we want to do it. We should have one written document for CUP and this is how we do it." F. Westbrook, "When you said town council did you mean Nancyellen?" R. Kime, "Yes. I am also working on a spreadsheet that goes through the ordinances and shows what ordinances need zoning permits and which ones need CUP's so that anybody can look at it. When I got here all I had were those books and it took me years to figure it out. The CUP process involves me as the administrator, the attorney, the clerk, the planning commission, and finally the town council has to approve which involves several meetings. We are attempting to put together a schedule of events for each one of these that the town council would approve and that would be the initiation. I get the CUP application in and then that starts with establishment of a schedule. I have a schedule for one CUP that we will talk about in a minute. Normally, the schedule would start out with the council directing through the schedule the planning commission to start looking at these. They would do that at their regular meeting. The schedule you are going to see right now has a special called meeting because we got started a little late, that is my problem I didn't get on time and we will have to inconvenience the planning commission this one time to have one more meeting than they normally would. Other than that, this is the type of schedule we would have. This is for the Hotard dock. This is the same kind of process that we use." W. Nunnally, "I thought that if it went out in the creek that was VMRC." Mayor Ransone, "It still goes through us. They can approve it. I think the process goes to VMRC. In the

past, Roy would tell us there is a CUP then we pass it on to the planning commission and they would look at the application and drawings. The Army Corps of Engineers has to approve it and if they approved it we generally approved it. They can approve it but we can still put conditions on the approval. We might not like a pier going a particular way or an access pier going another way. Bill Westbrook had CUP for a pier, Bruce Sanders had to come in and show us, Crockett's Landing is the same." R. Kime, "The CUP doesn't have to be given for every dock. A CUP only has to be given for docks that extend beyond the navigation line. I have a map from the Army Corps of Engineers showing where all of the navigation lines are in Carter's Creek. Applicants have to file with the Army Corps of Engineers and VMRC and either they are granted permits or exemptions. That goes on before we are involved. Then I get it and determine if it goes beyond the navigation line then we go forward with a CUP. The CUP process applies to more than docks so we have to have a solid procedure. The procedure starts with a schedule. This schedule is unique because it would normally start with the schedule and then go a regular planning commission meeting. The difficulty is it takes a minimum of three months to get through this unless we have special meetings. You are going to get some push back about the length of time it takes to do it. It is inconvenient but if you are asking for a CUP you are asking for something that is different than what is normally allowed. We want to know about businesses opening. Maybe I have not been vigorous enough in the applications but from now on this is the way we would like to do it. I will have you look at the procedure as it develops." F. Westbrook, "On the dock. All of the extra stuff with VMRC and the Corps of Engineers has to be done before we can do anything." N. Keane, "It should be a condition in our CUP." F. Westbrook, "I am saying it has to be completed before we can grant the permit." R. Kime, "I will not give a zoning permit for the short dock unless I know those two things have been dealt with. Either I receive a letter saying they don't need it or they give me a permit. If we are going for a CUP then are more steps. It is complicated and we have to make sure we get used to it." Mayor Ransone, "If it is something that you can approve you need to put that in your monthly report so that we are aware. It is important that council knows even if we don't have to go through the process." R. Kime, "I have let you all know verbally when I granted permits because they are in the minutes." M. Bombay, "This looks like a very compressed time line with a number of regular and special called meetings combined for a dock. I see ads in the Rappahannock Record, does the applicant pay for those?" R. Kime, "Yes. The letters that go out must be certified and the applicant has to give me the receipts for the certified letters. They also have to provide any comments that they receive back." M. Bombay, "You alluded that we may be having a number of these in the future. This is an awful number of called meetings." Mayor Ransone, "I think in the future the process will only involve our regular meetings. I think this is a special situation." F. Westbrook, "Why is that?" M. Bombay, "I am going from what Roy just stated which is people are going to be frustrated with the length of time it takes to get a CUP." F. Westbrook, "My question is why did it have to happen?" N. Keane, "It is in the Code that you have to have a CUP for a dock." F. Westbrook, "I get that but we are having all of these special called meetings? That is my observation." Mayor Ransone, "We are in the middle of the process." M. Bombay, "Why would they have started it before the CUP was granted? I was not at the last meeting so please work with me, if they are already in the process?" N. Keane, "I will talk with you." M. Bombay, "I don't want this to become the norm." Mayor Ransone, "We are trying to correct some missteps. If we have another one we will hear about it at our regular meeting, pass it back to the planning commission at their regular meeting, they will have a first meeting and then at the next meeting they will also schedule a public hearing and after the public hearing they can pass it to us, it will come to us at our next regular meeting and at our following regular meeting we can have a public meeting and a second reading and then possibly approve it. It normally takes about two to three months and that is the general process." F. Westbrook, "As long as that is going to be the normal process. I agree with Mike, we have had two months now and the month upcoming where we have had a meeting almost every single week. Just to reiterate that we are not going to use this as the normal course of action." R. Kime, "This is just like getting done with the comprehensive plan, we had to have extra meetings by law." M. Bombay, "Yes, that was by law but what I am hearing is this is about a doctor and we are jumping through hoops to get it done in December and I think they will

not use that dock until April or May. I understand I missed that meeting so I will catch up later.” R. Kime, “That is the schedule I will ask you to consider later in the meeting. The other thing I have been working on for two years is the telephone lines moved around. We have all of our equipment moved off of the poles. Verizon tells me they cannot move their equipment until Atlantic Broadband moves their equipment because Atlantic’s equipment is above Verizon’s. That should happen within the next couple of weeks. The other item that was in my report that I request you direct me to write to VDOT and request another traffic study for that intersection.” B. Schaschek, “How about getting rid of the bump outs.” W. Nunnally, “When Roy and I met with VDOT I didn’t realize we had to have council’s approval to write the letter. It was very frustrating for me. The poor guy is dying of cancer yet he wants to defend his 2010 survey as the reason why he wouldn’t do anything today. I basically walked away extremely frustrated. He said before they will do anything they had to have a letter from us saying we as a town council want the survey done again.

I MOVE WE WRITE VDOT A LETTER SAYING WE WANT THE SURVEY UPDATED.” F. WESTBROOK, “SECOND.” MAYOR RANSONE, “WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED.”

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO WRITE VDOT A LETTER REQUESTING AN UPDATED TRAFFIC SURVEY IS APPROVED 6-0.

H. REPORT FROM THE TOWN ATTORNEY – *Nancyellen Keane, Esq.*,

N. Keane, “Roy has asked me to review his proposed procedures for CUP’s. I will review this and report back next month. The last meeting I attended, Mayor Ransone suggested we have a workshop on the Town of Irvington organizational structure and other code issues possibly in January. I just want to go on the record and say that I would be happy to assist with that whenever you want to schedule it.” W. Nunnally, “I think it would be a great idea myself.” Mayor Ransone, “Do you want to set something up right now? We are going to have a lot of meetings coming up.” N. Keane, “I think all we can deal with is one hour.” F. Westbrook, “So you think we may have to have a series?” B. Schaschek, “I would start with one hour at a time.” M. Bombay, “5:30 to 6:30 and then start the regular monthly meeting on January 9.” Mayor Ransone, “We will schedule the workshop from 5:30 to 6:30 on January 9th and then go into the regular meeting at 6:30 and maybe we can do another one in the next month. If there are no other questions of the town attorney at this time we will move on to the report from the planning commission.”

I. REPORT FROM THE PLANNING COMMISSION - *J. Brown, Planning Commission Liaison*

J. Brown, “At the November 6 meeting of the planning commission after the second reading of Resolution 2019-11 T. Chapman made a motion to adopt the resolution which was passed unanimously. Following the work on the resolution I made a presentation to the planning commission mostly for the benefit of the new members of the town’s yearlong effort to shore up its legal standing by ensuring that our vision statement, comprehensive plan, and ordinances work in concert and reflect the will of our community. The work of creating a community supported vision and amending the comprehensive plan to reflect resident priorities is virtually complete. I expressed the opinion that to be useful and legally defensible the ordinances need to be a great deal more specific and reflect how the community sees itself, its vision and its plan for future growth. They need to be an extension of our comprehensive plan goals of maintaining Irvington’s historic character, rural village atmosphere, human scale and livability. Some planning commission members expressed a concern the opinion that they had already done the research and it seems that they felt like they were finished with the review of the ordinances and they had produced a revised CUP application and

reported back to council. Others requested more clarity on the review expectations. I looked to the summary made by M. Mattheisen made on April 11 meeting which I missed and found that his comments reflect the view that our ordinances are similar to other towns therefore there wasn't anything in particular that needed to be addressed. This gives the town a lot of discretion on what to require on a case by case basis, was his comment. He goes on to say that some communities, citing West Point, give a fuller description of what the objectives are that are trying to be achieved so that people trying to reading can it can better understand what we might be looking for. These mainly have to do with the overall appearance and nature of the town particularly in a small rural town and have to do with historic preservation and architectural controls. These are more difficult to get a handle on, was his comment. He cites architectural guidelines in the business district in West Point which look promising. I am not aware of further work regarding these difficult to get a handle on aspects but I am of the opinion that these concepts are the very ones that need to be fleshed out in the ordinances and be brought into alignment with the communities' vision and its stated goals in the comprehensive plan. The planning commission has asked for more clarity as to what our expectations are. I don't know what the council wants to do, that is the question I am asking." Mayor Ransone, "I have Mike's report here. We engaged them one year ago to look at this and it looks like they have but if council is not satisfied with this report then maybe they need to go back and review but going by this report they did some." J. Brown, "They did a lot of research. They did a lot of discussion of their research. There wasn't any addressing of the individual ordinances or any recommendation to adding some things to the ordinances. He just communicated that our ordinances look like other communities so they thought that was okay. Mike in that thing that you are looking at, made the point that some things need to be continued but I am not aware that anything was continued like the parking ordinances and some of the other things he thought needed to be looked at." W. Nunnally, "Do we want the planning commission to give us revised ordinances?" Mayor Ransone, "Do we need that? If we have ordinances in place, I don't mind tweaking a few but by this report he is saying evidently the planning commission at that time they thought things were in good shape with a few things that need to be looked at. If this planning commission would like to go back and look at a few things I am okay with that but not the whole thing again." F. Westbrook, "I think there may be a couple of particulars. We have a parking issue on Route 200 where the shops are and on King Carter and there is no ordinance that will take care of that and the ordinances that we have in place for parking are as good as it gets and they apply to new business as we. I have had some concern with height restrictions for B-1 and B-2 that I personally think should be looked at but same thing with the height in R-1 and R-2. The only two things we have in R-1 and R-2 for any building are setbacks and building height. How is building height determined? We have already had a pretty serious issue with that in the past where someone can bring in a bunch of dirt and they measured from the new dirt. Is that right, fair, is that what we want? So I think we should have some real determination on how height is determined in B-1 and B-2 as well as R-1 and R-2 so I can see a couple of areas that need tweaking. I agree that a major overhaul would be a major time constraint." W. Nunnally, "Jackie what do you think needs to be tweaked." J. Brown, "I would like to see restrictions on sizes of business in our business district. I think for a town of our size with a rural character, businesses in the 5,000 - 10,000 square feet just are not appropriate in our town." Mayor Ransone, "We don't have any of that size." J. Brown, "We don't now but we also don't have any restrictions." F. Westbrook, "We don't have any land left for that." B. Schaschek, "We do. Since the two houses have been knocked down they could come in and build." F. Westbrook, "But we have the CUP." Mayor Ransone, "They would still have to come to us." F. Westbrook, "It is still our discretion." J. Brown, "The only thing it says is if the Health Department approves them then it is fine. I don't want to leave it to the Health Department." F. Westbrook, "But we still have the CUP which leaves it totally up to our discretion." R. Kime, "The lot size talks about the Health Department it does not talk about the building size." F. Westbrook, "The septic determines the whole thing." Mayor Ransone, "Anybody else have anything else they want to say. There seems to be concerns about a few things so why don't you help the planning commission and look at these particular instances, just these, and if they have any recommendations they want to change they can bring it back to

us. I need a motion to review the parking, height restrictions, and sizes in businesses, square footage of the building. J. Brown, "I think it would be good to have recommendations for architectural review so that whatever is built new compliments our town instead of." F. Westbrook, "Once again our CUP gives us total control over that." J. Brown, "If we want to enforce our CUP we have control but we have not been enforcing it." F. Westbrook, "We just stated we are going to start enforcing the CUP." B. Schaschek, "What about the flags that were flying?" J. Brown, "Signage was something that was done before and was lost when we codified. If we want to talk about signage I think that would be good too." B. Schaschek, "So we are only going to address business and not residential?" F. Westbrook, "All we tasked them with was business." S. Phillips, "Did you want to include architectural review?" W. Nunnally, "No." Mayor Ransone, "I think people are going to try to stay within what we already have here." Mayor Ransone, "We don't want to burden them too much being a brand new group so let's take it one step at a time. **WE HAVE A MOTION TO TASK THE PLANNING COMMISSION TO REVIEW SIZE AND/OR SQUARE FOOTAGE OF BUILDINGS IN THE B-1 AND B-2; AND HEIGHT RESTRICTIONS IN R-1 AND R-2; AND PARKING IN THE ZONING ORDINANCES**" W. NUNNALLY, "SO MOVE." MAYOR RANSONE, "WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR AND ALL THOSE OPPOSED."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO TASK THE PLANNING COMMISSION TO REVIEW SIZE AND/OR SQUARE FOOTAGE OF BUILDINGS IN THE B-1 AND B-2; AND HEIGHT RESTRICTIONS IN R-1 AND R-2; AND PARKING IN THE ZONING ORDINANCES IS APPROVED 6-0.

S. Phillips, "Mr. Mayor, I think the planning commission is optimistic that the town council will accept or at a minimum acknowledge the report from the planning commission that was presented in April 11, 2019. The next step would be some kind of acknowledgement." F. Westbrook, "When we accepted the minutes we did didn't we?" N. Keane, "When the planning commission acts they should vote on something. Did they vote on this report?" S. Phillips, "They voted on various pieces and parts and it was presented as a report." N. Keane, "It will be easier in the future if they vote on something they have produced that way the council is clear on what you are supposed to react to. They are supposed to produce something and then vote on it as a recommendation to you whether it is a resolution or a memo." F. Westbrook, "But if this is just their normal monthly report and it says so in our minutes?" S. Phillips, "But it was not presented as a monthly report. M. Mattheisen presented this as a report from the planning commission and to the town attorneys point, in the future they will prepare an actual report that they vote on." Mayor Ransone, "This was different and it is from the planning commission not just a committee. You have read this now. We tasked the planning commission with this. Do you think we should approve what he reports in this document?" F. Westbrook, "Well I may have erroneously done so, I thought since we approved these minutes we had approved his report." N. Keane, "I wouldn't say that approving the minutes of a meeting is the same thing as his recommendation. He should have gotten a vote from his body that indicates the body voted to recommend this to the council. It also makes it clear in the future what they are producing and what the council is expected to react to." Mayor Ransone, "Do you want us to approve this report from the planning commission?" W. NUNNALLY, "MOVE WE APPROVE THE APRIL 11, 2019 REPORT TO THE TOWN COUNCIL FROM THE PLANNING COMMISSION PRESENTED BY M. MATTHEISEN." J. Brown, "This report was basically taking my place as the liaison and reporting on the April meeting. This was not a report about the scope of the work." Mayor Ransone, "This report was for

the scope of the work. Basically he states they reviewed things and presented other towns that had the same thing that we have." J. Brown, "Apparently at the April meeting they discussed a lot of the research that had been done and made decisions. It says report from the planning commission and I was absent at the previous meeting so I asked Mike to give the report from the April meeting." F. Westbrook, "Which was a result of the work we had asked the planning commission to do." Mayor Ransone, "That is the way I understand his report. We tasked them to look into the B-1 and this is the report from that and that is why I think we need to accept it. We will do this again when they have done the work from this stuff we may have to approve that plus we may have to make changes and if those changes have to be made we will have to have more meetings." W. Nunnally, "Call the question." Mayor Ransone, "We have a motion. Is there a second?" M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. Is there any further discussion?" All those in favor and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE APRIL 11, 2019 REPORT TO THE TOWN COUNCIL FROM THE PLANNING COMMISSION PRESENTED BY M. MATTHEISEN IS APPROVED 6-0.

J. NEW BUSINESS

Mayor Ransone, "The first item is the first reading of Resolution 2019-11.21.02 Resolution Adopting an Amended Comprehensive Plan." S. Phillips, "Resolution 2019-11.21.02 Resolution Adopting an Amended Comprehensive Plan WHEREAS, the Irvington Town Council ("Council") previously adopted a comprehensive Plan on April 13, 2017 ("Plan"), which Council considers to be a non-binding guidance document and not a legal requirement; and WHEREAS, in 2019 the Council asked a committee appointed by Council to draft and recommend a new Vision Statement for the Town; and WHEREAS, Council asked the Planning Commission ("Commission") to review the Plan and to recommend an amended version of the Plan which: (i) includes the new Vision Statement and (ii) eliminates references to certain language determined by the Council and Commission to be inconsistent with the Town's interests; and WHEREAS, the Commission completed its work on this project and produced a final draft document which it has entitled "Amended Comprehensive Plan Dated November 6, 2019"; and recommended it to Council for adoption at its Special Meeting held on November 6, 2019 and WHEREAS, the Council and Commission held a Joint Public Hearing on November 6, 2019 to hear comments from the public on Amended Comprehensive Plan dated November 6, 2019 and WHEREAS Council had two readings of this Resolution on November 14 and November 21." Mayor Ransone, "We have had the first reading. Thank you. Next is the request for an appropriation of \$2,000 for the Golden Eagle of Irvington, LLC from community support and tourism." F. Westbrook, "This is the first I am aware of this but whatever it takes. I don't know that budget and finance should make the motion." **W. NUNNALLY, "I WILL MAKE THE MOTION." M. BOMBAY, "SECOND." MAYOR RANSONE, "IT IS IN THE BUDGET THEY JUST HAVE TO HAVE THE APPROPRIATION BECAUSE IT IS UNDER COMMUNITY SUPPORT AND TOURISM. WE HAVE A MOTION AND A SECOND. ANY FURTHER DISCUSSION? ALL THOSE IN FAVOR AND ALL THOSE OPPOSED."**

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye

Kathleen Pollard Aye

THE MOTION TO APPROPRIATE \$2,000 (CST) TO THE GOLDEN EAGLE OF IRVINGTON, LLC IS APPROVED 6-0.

B. Schaschek, "So you have appropriated the funds to be released?" Mayor Ransone, "Yes. Next we have a motion to adopt a proposed schedule for the purpose of considering a CUP. This is what Roy was talking about earlier to adopt a schedule of meetings." **J. BROWN, "I MAKE THE MOTION TO ADOPT THE PROPOSED SCHEDULE FOR THE PURPOSE OF CONSIDERING A CUP." W. NUNNALLY, "SECOND." MAYOR RANSONE, "WE HAVE A MOTION AND A SECOND. ANY FURTHER DISCUSSION? ALL THOSE IN FAVOR AND ALL THOSE OPPOSED."**

Vote:	Mike Bombay	Abstain
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO ADOPT THE PROPOSED SCHEDULE FOR THE PURPOSE OF CONSIDERING A CUP IS APPROVED 5-0.

K. ROUNDTABLE DISCUSSION

Mayor Ransone, "Does anybody have anything?" F. Westbrook, "Have we all done our COIA stuff online? That is due in December. The reason I ask is because I was at a conference at the Homestead with Bob and they presented a workshop which qualified as my taking it so I do have my form for you Sharon." Mayor Ransone, "Any other roundtable?" K. Pollard, "Yes, John my husband was up at the tennis courts and heard water running at the faucet. He turned it off. Someone had not turned it off. Do we want to put a lock on it?" Mayor Ransone, "This has not happened before so let's wait and see if it happens again. Roy can check on it." Mayor Ransone, "Saturday we are going to work on the Christmas lights again. We will meet at the Tartan around 9:30. We have to replace the lights on the pole lanterns there are about 20-25 bulbs on each one."

L. ANNOUNCEMENTS

Mayor Ransone, "In observance of the Thanksgiving holiday the town office will be closed November 28th & 29th and the Turkey Trot, November 28th and we need volunteers to decorate the Christmas tree – November 23 (rain date November 30th). Are there any other announcements at this time?" K. Pollard, "I just want to bring up one thing that has been brought to my attention by some residents of the town. The traffic is horrible through this town with speeding. I had someone approach me who works for the county and they told me I should bring this up. We need a police man in this town. I have seen only one ticket being given and that was on the outskirts of town. We should hire someone part time maybe three or four days a week." W. Nunnally, "When Mike and I were standing on the corner with VDOT the cars were flying and VDOT was there to see it." F. Westbrook, "We have talked about hiring a deputy on two separate occasions." Mayor Ransone, "The only way to remedy is to adjust your budget to hire a police officer. Your tax rate may have gone down this year but if you go to this your tax rate will go up big time because you have to hire, provide a car, certifications, etc." N. Keane, "Lancaster County has some responsibility for patrolling and the traffic is going to come north and south. There was a VDOT study that was done in 2017." W. Nunnally, "The VDOT guy I talked to said that traffic study didn't affect us." N. Keane, "Roy talked to someone and asked how many were coming through Irvington and the guy told him a number you might not want to hear. I am wondering what kind of pressure or what you could bring to bear by writing a letter to the county sheriff he needs to increase patrols." F. Westbrook, "I can tell you they are too short and they did not include anything in this year's budget to hire for those two vacant positions." N. Keane, "Kilmarnock is covering for Lancaster County." W. Nunnally, "We need to install

speed bumps and signs. I wanted you to go online and search 3D crosswalks. They are using them in Japan. Here is what we are facing. I asked about no through trucks, and the guy said we could not do no through trucks because we are a major highway. So Route 200 is bigger than Route 3. I told him I didn't understand that and he said he didn't either. That was my answer." K. Pollard, "It is not only trucks it is people." Mayor Ransone, "We have had this discussion before and we talk about doing something when things get really bad." W. Nunnally, "Can I ask Roy to look into what is needed for crosswalks and speed bumps? They will be a lot cheaper than hiring a police officer." Mayor Ransone, "Are you talking about the rolling bumps?" W. Nunnally, "Yes." M. Bombay, "Those cause more accidents than help." B. Schaschek, "How does that impact snow removal with a snow plow?" Mayor Ransone, "We don't like them. They use reflectors and put cuts in the road so that when the blade hits." W. Nunnally, "I think the stop signs are the answer. A three way stop. I am working on that. I have found Virginia Transportation Authority which is different than VDOT." F. Westbrook, "In our ordinance we do have provisions to take care of our roads." N. Keane, "I looked at this a couple of months ago. The problem is you have some authority for your streets and roads, it is in the Town Code and Charter. It was granted to you. But not the speed part of it. The speed part is taken over by state law that goes to VDOT." W. Nunnally, "Nancyellen, will you tell us whether or not we can put in the speed bumps ourselves?" N. Keane, "I have not looked at that. Do you want me to look into that? Wayne asked me if we have authority for our streets and I told him yes but it does not include the speed part of it as something we can do." B. Schaschek, "We can put up a no through truck sign." N. Keane, "I will need to research and make sure there is nothing." Mayor Ransone, "How will you enforce it?" B. Schaschek, "We can't enforce anything we have." J. Brown, "The state requirements that govern no through trucks specifically say if a town has in its Charter it doesn't override the provisions in the Town Charter so I don't understand why we shouldn't be able to put up no through truck signs." N. Keane, "What is in our Town Code talks about specific authority." Mayor Ransone, "Any sign that is up will have to be put up by VDOT I just don't think you are going to get around that. You can put it up but VDOT will take it down." R. Kime, "That was certainly their opinion." F. Westbrook, "What if we put the signs up outside of their parameter? They have so many feet on each side of the road." Mayor Ransone, "You would have to have permission from each property owner." **W. NUNNALLY, "I MOVE WE TASK OUR ATTORNEY WITH RESEARCHING IF WE CAN INSTALL SPEED BUMPS IN OUR STREETS, CAN WE PUT UP NO THROUGH TRUCK SIGNS AND SIGNS CONTROLLING TRAFFIC AND, CAN WE PAINT ON THE STREET?"** F. Westbrook, "Ashland has yellow jackets painted on their streets and I bet VDOT didn't paint those." Mayor Ransone, "Wayne has made a motion. I need a second." **F. WESTBROOK, "SECOND."** **MAYOR RANSONE, "WE HAVE A MOTION AND A SECOND. ANY FURTHER DISCUSSION? ALL THOSE IN FAVOR AND ALL THOSE OPPOSED."**

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO A TASK OUR ATTORNEY WITH RESEARCHING IF WE CAN INSTALL SPEED BUMPS IN OUR STREETS, CAN WE PUT UP NO THROUGH TRUCK SIGNS AND SIGNS CONTROLLING TRAFFIC AND, CAN WE PAINT ON THE STREET IS APPROVED 6-0.

W. Nunnally, "I also ask that Roy put in his letter the speed bumps." Mayor Ransone, "If there isn't anything else we need to go into closed session. I will have Kathleen make the motion."

M. CLOSED SESSION

K. Pollard, **"I KATHLEEN POLLARD MOVE TO GO INTO CLOSED SESSION PURSUANT TO §2.2-3711A.1 OF THE CODE OF VIRGINIA FOR THE PURPOSE OF CONSIDERATION OF**

CANDIDATES FOR APPOINTMENT BY THE CIRCUIT COURT TO THE BOARD OF ZONING APPEALS AND PURSUANT TO §2.2-3711A.7 OF THE CODE OF VIRGINIA FOR THE PURPOSE OF CONSULTATION WITH LEGAL COUNSEL FOR PROBABLE LITIGATION AND §2.2-3711A.3 OF THE CODE OF VIRGINIA FOR THE PURPOSE OF DISCUSSION ABOUT ACQUISITION OF REAL PROPERTY FOR PUBLIC PURPOSE WHERE PUBLIC DISCUSSION WOULD ADVERSELY AFFECT BARGAINING POSITION OR NEGOTIATION STRATEGY.” W. NUNNALLY, “SECOND.” MAYOR RANSONE, “WE HAVE A MOTION AND A SECOND. ALL THOSE IN FAVOR AND ALL THOSE OPPOSED.”

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO GO INTO CLOSED SESSION IS APPROVED 6-0.

N. RETURN TO OPEN SESSION

K. Pollard, “Motion for certification of closed session. Whereas, the Town of Irvington has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law; now, there, be it resolved that the Board hereby certified that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open session requirement by Virginia law were discussed in closed session in which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board. Is there any member who believes that there was a departure from the motion to into a closed session? If so, so state the departure. There is no response.”

I, Kathleen Pollard, so certify.
I, Mike Bombay, so certify.
I, Frances Westbrook, so certify.
I, Wayne Nunnally, so certify.
I, Bonnie Schaschek, so certify.
I, Jackie Brown, so certify.
I, Ralph D. Ransone, so certify.

Mayor Ransone, “We are out of closed session. **I NEED A MOTION ON RESOLUTION 2019-11.201 CONCURRING THE BZA APPOINTMENTS AND WITH THAT MOTION I NEED APPROVAL FOR THE CLERK TO PUT AN AD IN THE NEWSPAPER AND, [amended to include] AUTHORIZING ROY TO CALL MEMBERS OF THE PLANNING COMMISSION TO DETERMINE INTEREST IN FILLING THE VACANT POSITION ON THE BZA.”** W. NUNNALLY, “**I MAKE THAT MOTION.**” K. POLLARD, “**SECOND.**” MAYOR RANSONE, “**WE HAVE A MOTION AND A SECOND. IS THERE ANY FURTHER DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED.**”

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye

Kathleen Pollard Aye

THE MOTION CONCURRING THE BZA APPOINTMENTS AND WITH THAT MOTION I NEED APPROVAL FOR THE CLERK TO PUT AN AD IN THE NEWSPAPER AND, [amended to include] AUTHORIZING ROY TO CALL MEMBERS OF THE PLANNING COMMISSION TO DETERMINE INTEREST IN FILLING THE VACANT POSITION ON THE BZA IS APPROVED 6-0.

N. Keane, "Were you going to authorize Roy to call people and ask them about the planning commission?" Mayor Ransone, "That should have been a part of the previous motion, please amend the previous motion and add that." W. NUNNALLY, "I MOVE THAT WE MOVE FORWARD WITH OUR ATTORNEY ON THE PROPOSED SETTLEMENT LETTER." M. BOMBAY, "SECOND." MAYOR RANSONE, "WE HAVE A MOTION AND A SECOND IS THERE ANY FURTHER DISCUSSION?"

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO MOVE FORWARD WITH OUR ATTORNEY ON THE PROPOSED SETTLEMENT LETTER IS APPROVED 6-0

MAYOR RANSONE, "I NEED A MOTION TO ALLOW COUNCILMAN NUNNALLY AND THE ZONING ADMINISTRATOR AND TOWN MANAGER ROY KIME TO INVESTIGATE PROPOSED PROPERTIES." M. BOMBAY, "SO MOVE." F. WESTBROOK, "SECOND." MAYOR RANSONE, "WE HAVE A MOTION AND A SECOND. IS THERE ANY FURTHER DISCUSSION? ALL THOSE IN FAVOR AND ALL THOSE OPPOSED."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO ALLOW COUNCILMAN NUNNALLY AND THE ZONING ADMINISTRATOR AND TOWN MANAGER ROY KIME TO INVESTIGATE PROPOSED PROPERTIES IS APPROVED 6-0.

O. ADJOURN

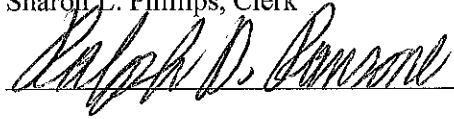
W. NUNNALLY, "MOVE WE ADJOURN." M. BOMBAY, "SECOND." MAYOR RANSONE, "WE HAVE A MOTION AND A SECOND. IS THERE ANY FURTHER DISCUSSION? ALL THOSE IN FAVOR AND ALL THOSE OPPOSED."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO ADJOUR IS APPROVED 6-0.

This meeting is concluded at 8:46 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

A handwritten signature in cursive script, reading "Ralph D. Ransone", written over a horizontal line.

Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, NOVEMBER 14, 2019 6:30PM**

Sign In Sheet

	Name	Address
1.	Julie Harris	1099 K. G. Drive
2.	Jim McLean	220 Sadlers Lane
3.	William H. Harris	1099 K. G. Drive
4.	Alan D. Schosler	394 King Carter
5.	John F. Peterson	65 Tavern Rd
6.	Myra Deenore	529 Muhlberg St.
7.	Grant Barwise	572 King Carter Dr.
8.	Mary Cary Bradley	991 King Carter
9.	Tom Chapman	62 one
10.	Marcus Chapman	62 one
11.		
12.		



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
JOINT PUBLIC HEARING OF THE
TOWN COUNCIL AND THE PLANNING COMMISSION
WEDNESDAY, NOVEMBER 6, 2019 6:30 PM**

The Irvington Town Council in partnership with the Irvington Planning Commission held a Joint Public Hearing on Wednesday, November 6, 2019 at 6:30 p.m., at the Town Office.

A. CALL TO ORDER

Mayor Ransone, "This is a joint public hearing of the Council and Commission on the amended Comprehensive Plan. This joint public hearing has been properly noticed and advertised. Does anybody on the Planning Commission have anything they want to say before we go into public comment?" J. Harris, "Are there any questions about the amended Comprehensive Plan." Mayor Ransone, "Council has been pretty satisfied from what I understand. Do any Councilmembers have anything they want to say, if not we will have public comment. Does anybody from the public wish to speak at this time about the amended Comprehensive Plan and the changes that have been made?"

B. ROLL CALL

Members of Council present: Kathleen Pollard
Frances Westbrook
Mike Bombay
Wayne Nunnally
Jackie Brown
Bonnie Schaschek

Members of Commission present: Julie Harris
Tom Chapman
Cary Schneider
Tripp Bugg
Steve Kimmeth

Liaison: Jackie Brown

Absent: Lee Hood Capps

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

C. PUBLIC COMMENT

Sue Spencer, "I just want to thank you all for all of the work you have done and labored over for so long trying to get this off of the ground and the revisions. I really appreciate it because I know it took a lot of work." Mayor Ransone, "Would anybody else like to comment at this time? Anybody on the Commission have anything they want to say? If there is no further public comment we will come out of the public hearing." W. Nunnally, "Move we come out of the public hearing." K. Pollard, "Second." Mayor Ransone, "We have a motion and a second. All those in favor and all those opposed."

Vote:	Kathleen Pollard	Yea
	Frances Westbrook	Yea
	Mike Bombay	Yea
	Wayne Nunnally	Yea
	Jackie Brown	Yea
	Bonnie Schaschek	Yea

The MOTION TO COME OUT OF PUBLIC HEARING IS APPROVED 6-0

D. ADJOURN

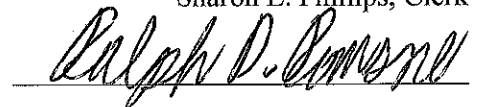
Mayor Ransone, "I need a **MOTION TO ADJOURN?**" W. Nunnally, "Motion to adjourn." K. Pollard, "Second." Mayor Ransone, "All those in favor and all those opposed?"

Vote:	Kathleen Pollard	Yea
	Frances Westbrook	Yea
	Mike Bombay	Yea
	Wayne Nunnally	Yea
	Jackie Brown	Yea
	Bonnie Schaschek	Yea

THE MOTION TO ADJOURN is approved 6-0.

This meeting was concluded at 6:45 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
JOINT PUBLIC HEARING
WEDNESDAY, NOVEMBER 6, 2019 6PM**

Sign In Sheet

	Name	Address
1.	Mary Camy Braddock	991 King Carter Dr
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
WEDNESDAY, NOVEMBER 6, 2019 6PM**

The Irvington Town Council held a Special Called Meeting on Wednesday, November 6, 2019 at 6PM, at the Town Office.

A. CALL TO ORDER – *Mayor Rannie Ransone*

B. ROLL CALL – *Sharon Phillips, Town Clerk*

C. APPROVE AGENDA

D. CLOSED SESSION

Consideration of a motion to go into Closed Session - *Mayor Rannie Ransone and Other Members of Council*

- VA Code §2.2-3711A.7 for the purpose of consultation with legal counsel

E. RETURN TO PUBLIC SESSION

F. ADJOURN

G. CALL TO ORDER – *Mayor Ransone*

Mayor Ransone opened the meeting and called the joint public hearing to order at 6PM.

H. ROLL CALL – *S. Phillips, Clerk*

Members of Council present: Kathleen Pollard
Bonnie Schaschek
Jackie Brown
Frances Westbrook
Wayne Nunnally
Mike Bombay

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

I. PUBLIC HEARING

ORDINANCE 2019-10.01.UC ORDINANCE ADOPTING AN AMENDED 2019-2020 BUDGET –
F. Westbrook, Councilwoman

K. Pollard, "This is a public hearing at the town office for the purpose of tonight's public hearing for Council to hear comments from the public about an amended budget ordinance. This public hearing has been properly noticed and advertised. The Council will be considering adoption of amended FY19/20 budget to add a capital budget. Council will be listening it will not be taking any action during the hearing. If you want to speak, we will take speakers in order of the sign up on the sheet. Speakers will receive a similar amount of speaking time. Your comments should be relevant to the topic of the hearing. Please address your comments to the vice mayor as the mayor may be late. Please make unique comments rather

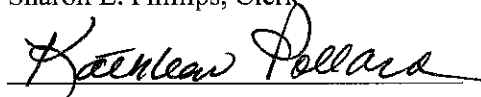
than repeating prior comments. This time is for you to comment on proposed legislation. We will not engage in discussion with speakers tonight as doing that will reduce your time and the time of other citizens to speak. So, with those instructions, I hereby turn this over to anyone who would like to speak." F. Westbrook, "We need a presentation." K. Pollard, "We are going to do the presentation of the budget and if anyone has any questions we will take them after the presentation." B. Schaschek presented the amended 2019-2020 budget.

J. PUBLIC COMMENT

Deb Lockhart, "The reason I am here is to make a suggestion on one of the line items for a proposal. I am wearing two hats one of them is the Village Improvement Association hat discussing the triangle. I met with Roy and Sharon this week and what came out of that conversation was the idea of signage, putting a sign with Irvington in the triangle. I think this would be under infrastructure category obviously this is a preliminary thought but something that a lot of people think is already in the works. We have looked at several signs that are around, specifically Middlesex. In 2004 they put of four of those signs for \$11,000. Something of that sort would be inviting and eye appealing while also taking up part of the triangle in a more functional way." K. Pollard, "Anyone else? If not, this concludes the public hearing for the adoption of the budget. Thank you for coming. "

This public hearing is concluded at 6:25 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

A handwritten signature in black ink, reading "Kathleen Pollard", written over a horizontal line.

Kathleen Pollard, Vice Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
WEDNESDAY, NOVEMBER 6, 2019 5:30PM**

Sign In Sheet

	Name	Address
1.	Julie Harris	1099 K.C. Drive
2.	William H Harris	1099 K.C. Drive
3.	Marsha Chapman	62 OMC Rd.
4.	Prince Sanders	902 King Carter Dr
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, OCTOBER 17, 2019 6:30 PM**

A. CALL TO ORDER – Mayor Rannie Ransone

Mayor Ransone called the meeting to order at 6:30 p.m. and noted M. Bombay was absent.

B. ROLL CALL – S. Phillips, Clerk

C. Members of Council present: Kathleen Pollard
Bonnie Schaschek
Jackie Brown
Frances Westbrook
Wayne Nunnally

Absent: Mike Bombay

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

D. APPROVE AGENDA

F. Westbrook, "I would like to amend the agenda to include an appropriation to Hanley Electrical which will be done after we approve the capital budget because this expenditure is a part of this budget. Hanley Electrical will be dealing with eight telephone poles and moving some of the wires on Town poles." Mayor Ransone, "The Town's plugs and hardware that need to be moved from the old poles to the new poles."

F. Westbrook, "We are looking at a little over \$3,000 to be appropriated so if we could amend the agenda."

W. NUNNALLY, "MOVE WE APPROVE THE AGENDA AS AMENDED." K. POLLARD, "SECOND." MAYOR RANSONE, "WE HAVE A MOTION AND A SECOND. IS THERE ANY OTHER DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye

THE MOTION TO APPROVE THE AGENDA AS AMENDED TO INCUDE AN APPROPRIATION TO HANLEY ELECTRIAL AFTER THE CAPTIAL BUDGET IS APPROVED IS APPROVED 5-0.

E. 2nd READING of ORDINANCE 2019-10.01.uc Adopting an Amended FY19/20 Budget – F.
Westbrook, Councilwoman

S. Phillips, "Ordinance 2019-10.01.uc Ordinance 2019-10.01.uc Adopting an Amended FY19/20 Budget." Mayor Ransone, "We have had the second reading and I am going to allow for public comment, please raise your hand."

F. PUBLIC COMMENT

George Kupper, "Congratulations and well done. Thank you."

G. ADOPTION OF ORDINANCE

Mayor Ransone, "We have had the second reading, I will call for the vote to approve the ordinance as it has been read." W. NUNNALLY, "SO MOVE." K. POLLARD, "SECOND." MAYOR RANSONE, "WE HAVE A MOTION AND A SECOND. IS THERE ANY OTHER DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye

THE MOTION TO APPROVE ORDINANCE 2019-10.01. uc ADOPTING AN AMENDED FY19/20 BUDGET IS APPROVED IS APPROVED 5-0.

H. APPROPRIATION - HANLEY ELECTRIC

F. Westbrook, "I move that we approve the appropriation for Hanley Electrical in the amount \$3,026 to pay for the eight poles they are doing next week." W. Nunnally, "Second." MAYOR RANSONE, "WE HAVE A MOTION AND A SECOND. IS THERE ANY OTHER DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY. This has just come up and I am letting the public know the old poles have hardware and electrical and we are moving that and getting rid of the old poles, hopefully."

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye

THE MOTION TO APPROVE AN APPROPRIATION FOR HANLEY ELECTRICAL IN THE AMOUNT OF \$3,026 IS APPROVED IS APPROVED 5-0.

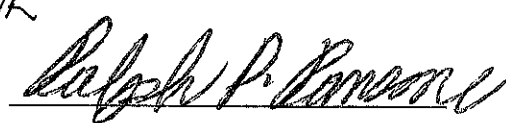
I. ADJOURN

W. Nunnally, "Move we adjourn." J. Brown, "Second." MAYOR RANSONE, "WE HAVE A MOTION AND A SECOND. IS THERE ANY OTHER DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye

THE MOTION TO ADJOURN IS APPROVED IS APPROVED 5-0. The meeting ended at 6:37 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone Mayor





**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, OCTOBER 17, 2019 6:30PM**

Sign In Sheet

	Name	Address
1.	GEORGE KUPER	Harbor Hill
2.	Muskh. Chap	62 OMC Kd
3.	Bonnie Ackard	
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		



ORDINANCE 2019-10.01uc

ORDINANCE ADOPTING AN AMENDED 2019-2020 BUDGET

WHEREAS, the Irvington Town Council ("Council") proposes to adopt an Amended 2019-2020 Budget for Irvington; and

WHEREAS, two workshops open to the public were held September 9, and September 24, 2019 during which Council discussed the proposed amendments to the 2019-2020 Budget, including a capital budget and related financial issues; and

WHEREAS, a synopsis of the proposed Amended 2019-2020 Budget and a notice of a public hearing on the Budget were advertised September 26, and October 3, 2019 pursuant to VA Code Ann. Section 15.2-2506; and

WHEREAS, a public hearing on the proposed Amended 2019-2020 Budget was held on October 10, 2019 and the public also had the opportunity to speak about the 2019-2020 Budget at Council's meeting October 10 and 17, 2019; and

WHEREAS, this Ordinance was read twice before approval, first at Council's Regular October meeting on October 10, 2019, and, second, at Council's Special Meeting on October 17, 2019.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

1. Council hereby adopts the Amended 2019-2020 Budget attached hereto and incorporated herein by this reference.
2. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncodified Ordinance, and the attached Amended 2019-2020 Budget, in the Minutes of its October 17, 2019.

Attachment -- Amended 2019-2020 Budget

Sharon G. Filly
Town Clerk

Proposed Financial Plan for the Town of Irvington

	Capital Budget						
	End 2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	Totals
Balance Fwd Previous Year		326,189	222,521	200,853	31,041	(54,771)	
Retained Earnings	314,820						
YE Contributions (Net Income)	45,216	22,332	16,332	10,332	4,332	(1,668)	96,876
Restricted Funds	(33,847)						
Sale of Town Hall				35,000			35,000
Potential Budget Reductions			10,000	10,000	10,000	10,000	40,000
Real Estate Tax Rate Increase							
State/Federal Funds							
Contingency Fund		(80,000)					(80,000)
Storage Shed							
Concrete Slab					(10,000)		(10,000)
Building					(40,000)		(40,000)
Stump Removal		(5,000)					
The Commons							
Tennis Court Repair					(5,000)		(5,000)
Playground			(5,000)				(5,000)
Common Landscaping		(5,000)	(5,000)				(10,000)
Christmas Lights & Decorations		(5,000)	(5,000)		(5,000)	(5,000)	(25,000)
Flags&Banners		(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(5,000)
Electrical Renovation		(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(20,000)
Town Hall Renovation		(1,000)	(1,000)				
Technology							
Municipal Information		(5,000)	(5,000)				(10,000)
Website Design		(3,000)					(3,000)
Hardware/Software		(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(5,000)
Infrastructure		(5,000)					
Large Project Financing 600k							
Planning/Downpayment		(10,000)	(20,000)	(180,000)			(210,000)
15 Year Mortgage 400k				(33,144)	(33,144)	(33,144)	(99,432)
Ending Balance per Year	326,189	222,521	200,853	31,041	(54,771)	(91,583)	

What, Why, What if Not, When, Where, Who, How, How much, Approvals, Do it

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, OCTOBER 10, 2019 6:30 PM**

A. CALL TO ORDER – *Vice Mayor Kathleen Pollard*

B. ROLL CALL – *S. Phillips, Clerk*

Members of Council present: Kathleen Pollard
Bonnie Schaschek
Jackie Brown
Frances Westbrook
Wayne Nunnally

Absent: Mayor Ralph D. Ransone (arrived at 6:40)
Mike Bombay

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

- Motion to amend the agenda to allow Old Business, Item 2 *Virginia Tourism Corporation* to present first under Public Comment - W. Nunnally, F. Westbrook. All in favor 5-0.

Vote:	Kathleen Pollard	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Wayne Nunnally	Aye

- Motion to change the presenter on Item H to *J. Brown, Liaison Planning Commission* and the presenter on Item J - 1 to *J. Harris, Acting Chair, Planning Commission* – J. Brown, F. Westbrook. All in favor 5-0.

Vote:	Kathleen Pollard	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Wayne Nunnally	Aye

D. APPROVAL OF MINUTES AND TREASURER'S REPORTS

1. September 12, 2019 Meeting Minutes
 2. September 2019 Treasurer's Reports (4)
- Motion to amend the September 12 minutes, line 354 to include the word "not" - W. Nunnally, B. Schaschek. All in favor 5-0.

Vote:	Kathleen Pollard	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Wayne Nunnally	Aye

- Motion to approve the September 12, 2019 minutes as amended - W. Nunnally, B. Schaschek. All in favor 5-0.

Vote:	Kathleen Pollard	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Wayne Nunnally	Aye

- Motion to approve the September Treasurers Reports (4) – F. Westbrook, W. Nunnally. All in favor 5-0.

Vote:	Kathleen Pollard	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Wayne Nunnally	Aye

E. PUBLIC COMMENT – Please place your name on the sign – up sheet provided

1. Virginia Tourism Corporation Marketing Leverage Program – *W. Nunnally, Councilman*

F. REPORT FROM THE TOWN MANAGER – *Roy Kime, Manager & Zoning Administrator*

1. Activity Report

G. REPORT FROM THE TOWN ATTORNEY – *Nancyellen Keane, Esq.,*

1. Activity Report

- Motion to adopt the proposed schedule to adopt the amended Comprehensive Plan – W. Nunnally, J. Brown. All in favor 5-0.

Vote:	Kathleen Pollard	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Wayne Nunnally	Aye

H. REPORT FROM THE PLANNING COMMISSION, J. Brown, Liaison Planning Commission

1. Activity Report

I. OLD BUSINESS

1. CUP Form – *J. Harris, Acting Chair, Planning Commission*

- Motion to NOT adopt the proposed CUP form – J. Brown, W. Nunnally. All in favor 5-0.

Vote:	Kathleen Pollard	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Wayne Nunnally	Aye

2. Appropriation of \$2,500 (CST) Potomac Flag- Steamboat Era Museum – **R. Ransone, Mayor**
- Motion to appropriate \$2,500 to the Steamboat Era Museum from community support and tourism – W. Nunnally, F. Westbrook. All in favor 5-0.

Vote:	Kathleen Pollard	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Wayne Nunnally	Aye

J. NEW BUSINESS

1. 1st Reading Ordinance 2019-10.01.uc Ordinance Adopting an Amended 2019-2020 Budget – **F. Westbrook, Councilwoman**
2. Acknowledgement of letters of interest to serve on the Planning Commission – **K. Pollard, Councilwoman**
 - Tom Chapman
 - Brian Forrester
 - Bruce Sanders
 - Steve Kimmeth

K. ROUNDTABLE DISCUSSION – none

L. ANNOUNCEMENTS

1. October 17 6:30 PM Special Called Meeting to adopt Ordinance 2019-10.01.uc Ordinance Adopting an Amended 2019-2020 Budget
2. October 31, 2019 Halloween Costume Contest

M. CLOSED SESSION

1. Pursuant to §2.2-3711A.1 of the Code of Virginia for the purpose of appointment to an advisory board

K. Pollard, “I, Kathleen Pollard move to go into closed session pursuant to §2.2-3711A.1 of the Code of Virginia for the purpose of appointment. I Kathleen Pollard, so move.” W. Nunnally, “Second.”

N. RETURN TO OPEN SESSION

K. Pollard, “Whereas the Town of Irvington has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and whereas Section 2.2-3712 of the code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law; now, there be it resolved that the Board hereby certified that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open session requirement by Virginia law were discussed in closed session to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board. Is there any member who believes that there was a departure from the motion to go into a closed session? If so, so state the departure. There is no response.”

I, Kathleen Pollard, so certify.
I, Wayne Nunnally, so certify.
I, Bonnie Schaschek, so certify.
I, Jackie Brown, so certify.
I Ralph D. Ransone, so certify.

- Motion to appoint Tom Chapman (9/22) and Steve Kimmeth (11/21) to the Planning Commission – K. Pollard, W. Nunnally. All in favor 5-0.

Vote:	Kathleen Pollard	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Wayne Nunnally	Aye

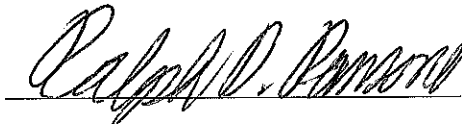
O. ADJOURN

- Motion to adjourn – W. Nunnally, J. Brown. All in favor 5-0. (8:36 p.m.)

Vote:	Kathleen Pollard	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Wayne Nunnally	Aye

The meeting was adjourned at approximately 8:36 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, OCTOBER 10, 2019 6:30PM**

Sign In Sheet

	Name	Address
1.	MC BRIDLEY	911 King Carter
2.	Klaus D. SCHASCHKE	394 King Carter
3.	Shouy McGeorge	220 Sanders Lane
4.	June McGeorge	220 Sanders Lane
5.	Marska Chapman	62 Old Mill Rd
6.	Thomas Chapman	" "
7.	Julie Harris	1099 KCDr.
8.	Bill Harris	1099 KCDr
9.	Brian Ferrate	437 The Lane
10.	Jaclyn Ferrate	437 The Lane
11.	Samantha Van Saun	60 The Pony Pasture
12.	Tom CHAMM	62 Old Mill Rd
	Juven Pallasan	65 Tavern Rd

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
TUESDAY, OCTOBER 8, 2019 5:30 PM**

The Irvington Town Council held a special called meeting on Tuesday, October 8, 2019 at 5:30 p.m., in the Town Office.

A. CALL TO ORDER

Mayor Ransone called the special called meeting of the Irvington Town Council meeting to order at 5:30 p.m.

B. ROLL CALL

Members of Council present: Kathleen Pollard
Bonnie Schaschek
Jackie Brown
Frances Westbrook
Mike Bombay

Absent: Wayne Nunnally

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, "Everybody has had a chance to look at the agenda are there any changes that need to be made?" Mayor Ransone, "If not, I need a motion to approve the agenda." M. Bombay, "So move." K. Pollard, "SECOND." Mayor Ransone, "**WE HAVE A MOTION TO APPROVE THE AGENDA AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY.**"

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Mike Bombay	Aye

THE MOTION TO APPROVE THE AGENDA IS APPROVED 5-0.

D. Discussion of current FY19/20 budget and the proposed budget - Mayor, Council, and Staff

Mayor Ransone, "The reason for this meeting is I got a phone call from Sharon and she had some information from the county that was showing somewhat significantly less than what we included in the budget. I told her to make sure she notified all of the council members and to make sure that Fran and Bonnie got the information because they are on the Budget & Finance Committee. If you want to comment first." F. Westbrook, "What do you mean by significant? It is less than \$2,000, \$1,860." Mayor Ransone, "Do we need any recommendations on changing anything in the budget?" F. Westbrook, "I wouldn't think so. We have \$22,000 left over in the operating budget that flows into the capital budget. It just means we will have a little bit less going into the capital budget. A shortfall on the revenue doesn't mean, we don't have to worry about revenue." Mayor Ransone, "I think my concern was we changed the budget so much this year differently we cut things and reduced the real estate tax and I was concerned and I don't want us to have too much of a shortfall." F. Westbrook, "As far as I can tell we are less than \$2,000 and we should

have no problem absorbing that. If we were \$5,000 - \$7,000 I would be really concerned. Unless there is something else you are not telling us." R. Kime, "The only thing I would say is you passed the budget and I think it is a little bit more than that but it depends on how much they collect. If you talk about the capital plan at Thursday's meeting and since I have been here we have been trying to put together a capital plan as one of our town residents has said you can't have the collection of money that we have had without having a capital plan so the budget & finance committee came up with a capital plan that you will propose on Thursday. The only thing that I would point out is if you look at the capital plan the year 19/20 the second number down is 2232 that is what we thought we were going to have left over from income minus revenue at the end of the year, with this diminution of \$3,000 or \$4,000 that number will be less." F. Westbrook, "Where are you getting \$3,000 or \$4,000?" R. Kime, "When they collect they collect 97% so we only get what they collect." F. Westbrook, "If you remember last year we only had five properties that were delinquent and they were less than \$500 total. So that is very small." R. Kime, "These are not hard numbers and you all know that but you have to go in knowing when you present the capital budget on Thursday. Out of an abundance of caution you should know there is a question as to the number that was based on the fact that the county told us that we were going to get less than we had in the budget. If you want to ignore that you can ignore it." F. Westbrook, "What we passed on the operating budget for real estate was \$64,239 and now it should be \$62,379 so that is \$1,860 less so the number you are referring to should be \$1,860 less because that does need to tie in." R. Kime, "I don't know if it is worth it to amend this, has it been presented?" B. Schaschek, "No. This will be presented Thursday. It was in the paper." R. Kime, "Thursday will be the first reading." N. Keane, "The synopsis was in the ad that was in the paper. The only question is the number significant enough of a change that the synopsis wasn't good enough as it was. The synopsis has \$22,322." R. Kime, "Even if it is \$4,000 that is only 2% of the total revenue." F. Westbrook, "To me \$1,860 is not significant." N. Keane, "It is a working document." Mayor Ransone, "Should that number be changed before we present it?" N. Keane, "When you present it you should have the latest information." F. Westbrook, "To be totally upfront about it and even though it is less than \$2,000 but when we have the first reading I would feel better to reflect the shortfall on revenue." B. Schaschek, "The new number is \$20,472." Mayor Ransone, "If you don't think anything needs to be amended in the regular budget just be aware that down the road if we do have to do something we would have to go back through this process." B. Schaschek, "Roy, you wanted us to put \$5,000 for infrastructure did you come up with an explanation for that?" R. Kime, "Telephone poles." B. Schaschek, "I'll send Sharon the updated one so she can send to everyone."

E. ADJOURN

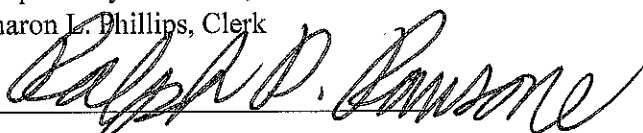
Mayor Ransone, "If everybody is comfortable with this. I wanted to have the meeting to make sure that you were aware that if we do have a budget shortfall we may have to do something later. We have had discussion is there anything else anyone wants to say at this time?" M. Bombay, "Motion to adjourn."

Mayor Ransone, **"WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Mike Bombay	Aye

The meeting ended at 5:43 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk


Ralph D. Ransone Mayor

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL PUBLIC HEARING
THURSDAY, OCTOBER 10, 2019 6PM**

The Irvington Town Council held a public hearing on Thursday, October 10, 2019 at 6PM, at the Town Office.

A. CALL TO ORDER – *Vice Mayor Pollard*

Vice Mayor Pollard opened the meeting and called the public hearing to order at 6PM.

B. ROLL CALL – *S. Phillips, Clerk*

Members of Council present: Kathleen Pollard
Bonnie Schaschek
Jackie Brown
Frances Westbrook
Wayne Nunnally

Absent: Mayor Ralph D. Ransone
Mike Bombay

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. PUBLIC HEARING

ORDINANCE 2019-10.01. UC ORDINANCE ADOPTING AN AMENDED 2019-2020 BUDGET –
F. Westbrook, Councilwoman

K. Pollard, "This is a public hearing at the town office for the purpose of tonight's public hearing for Council to hear comments from the public about an amended budget ordinance. This public hearing has been properly noticed and advertised. The Council will be considering adoption of amended FY19/20 budget to add a capital budget. Council will be listening it will not be taking any action during the hearing. If you want to speak, we will take speakers in order of the sign up on the sheet. Speakers will receive a similar amount of speaking time. Your comments should be relevant to the topic of the hearing. Please address your comments to the vice mayor as the mayor may be late. Please make unique comments rather than repeating prior comments. This time is for you to comment on proposed legislation. We will not engage in discussion with speakers tonight as doing that will reduce your time and the time of other citizens to speak. So, with those instructions, I hereby turn this over to anyone who would like to speak." F. Westbrook, "We need a presentation." K. Pollard, "We are going to do the presentation of the budget and if anyone has any questions we will take them after the presentation." B. Schaschek presented the amended 2019-2020 budget.

D. PUBLIC COMMENT

Deb Lockhart, "The reason I am here is to make a suggestion on one of the line items for a proposal. I am wearing two hats one of them is the Village Improvement Association hat discussing the triangle. I met with Roy and Sharon this week and what came out of that conversation was the idea of signage, putting a sign with Irvington in the triangle. I think this would be under infrastructure category obviously this is a preliminary thought but something that a lot of people think is already in the works. We have looked at several signs that are around, specifically Middlesex. In 2004 they put of four of those signs for \$11,000.

Something of that sort would be inviting and eye appealing while also taking up part of the triangle in a more functional way.” K. Pollard, “Anyone else? If not, this concludes the public hearing for the adoption of the budget. Thank you for coming.”

This public hearing is concluded at 6:25 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

A handwritten signature in cursive script that reads "Kathleen Pollard". The signature is written in dark ink and is positioned above a horizontal line.

Kathleen Pollard, Vice Mayor

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, SEPTEMBER 12, 2019 6:30 PM**

The Irvington Town Council held a regular monthly meeting on Thursday September 12, 2019 at 6:30 p.m., in the Town Office.

A. CALL TO ORDER

Mayor Ransone called the regular monthly meeting of the Irvington Town Council meeting to order at 6:31 p.m., and asked for a moment of silence.

B. ROLL CALL

Members of Council present: Kathleen Pollard
Bonnie Schaschek
Jackie Brown
Frances Westbrook
Wayne Nunnally
Mike Bombay

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, "Everybody has had a chance to look at the agenda are there any changes that need to be made?" B. Schaschek, "We need to add the approval of the July 14 minutes. We did not approve those last months we were going to leave them because a couple of people didn't get them until late." Mayor Ransone, "Is there anything else? I need a motion to approve the agenda as amended." W. Nunnally, "So move." F. Westbrook, "**SECOND.**" Mayor Ransone, "**WE HAVE A MOTION TO APPROVE THE AGENDA AS AMENDED TO INCUDE THE JULY 14 MINUTES AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY.**"

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye
	Mike Bombay	Aye

THE MOTION TO APPROVE THE AGENDA AS AMENDED TO INCUDE THE JULY 14 MINUTES IS APPROVED 6-0.

D. APPROVAL OF MINUTES AND TREASURER'S REPORTS

Mayor Ransone, "We have June 6, July 14, August 8, and the August Treasurer's Reports, are there changes that need to be made to any of these?" F. Westbrook, "I have a question on the June 6 public hearing minutes, page 8, line 361. A question was asked for a show of hands regarding whether any of the

Town Council would vote for the budget as it was presented that evening. We did show hands but did we not take the count of? I don't think any of us raised our hands that evening so I think it worth noting that none of our hands were raised. I think that is a fairly important statement to make." Mayor Ransone, "Somebody from the audience asked that question." F. Westbrook, "Yes, it was T. Chapman who asked the question. I would like to add that no Town Council raised their hand or however you want to word it but it is an important statement. Otherwise I have some typos and I am willing to give my copy to Sharon later." Mayor Ransone, "Everybody okay with August and July 14 and the treasurer's report?" W. Nunnally, "Move we accept as presented." F. Westbrook, "Just minutes first?" Mayor Ransone, "We will approve all of the minutes at this time?" N. Keane, "You are going to amend the June 6 minutes?" K. Pollard, "Second." Mayor Ransone, **WE HAVE A MOTION TO APPROVE THE JUNE 6 MINUTES AS AMENDED, THE JULY 14 MINUTES AND THE AUGUST 8 MINUTES AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye
	Mike Bombay	Aye

THE MOTION TO APPROVE THE JUNE 6 MINUTES AS AMENDED, THE JULY 14 MINUTES AND THE AUGUST 8 MINUTES IS APPROVED 6-0.

Mayor Ransone, "Let's approve the August treasurer's reports. We have some new reports out." F. Westbrook, "I am looking at the P&L and grounds and landscaping, I know what this is for but we have not voted to approve the contract so I don't know how could disperse the funds. I am assuming for Arrowhead." Mayor Ransone, "It's in the budget?" F. Westbrook, "Yes, but we have never approved the contract. We have not seen the contract. We talked about it during the budget workshop." R. Kime, "Here is the contract." F. Westbrook, "We probably need to vote on it because we approve all contracts." Mayor Ransone, "Do you want Council to approve that at this time?" F. Westbrook, "I think it would be good if we get the contract and the other necessary paperwork we typically accompany the contract. Perhaps we can move to have Roy get a contract. We have always had one in years prior." Mayor Ransone, "Let's approve the estimate and then the contract. I need a motion to approve the Arrowhead estimate for \$12,250." W. Nunnally, "Didn't we discuss this during the budget?" F. Westbrook, "We discussed it but we approve any contracts." W. Nunnally, "Move we approve the contract with Arrowhead for \$12,250." M. Bombay, "Second." Mayor Ransone, **"WE HAVE A MOTION TO APPROVE THE CONTRACT WITH ARROWHEAD FOR \$12,250 AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye
	Mike Bombay	Aye

THE MOTION TO APPROVE THE CONTRACT WITH ARROWHEAD FOR \$12,250 IS APPROVED 6-0.

Mayor Ransone, "Anything else on the treasurer's report? Are you satisfied with the new reports?" F. Westbrook, "I have to spend time with this. I appreciate it being done." Mayor Ransone, "I need a motion to approve the August 2019 treasurer's report." J. Brown, "Move." W. Nunnally, "Second." Mayor

Ransone, "WE HAVE A MOTION TO APPROVE THE AUGUST 2019 TREASURER'S REPORTS AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye
	Mike Bombay	Aye

THE MOTION TO APPROVE THE AUGUST 2019 TREASURER'S REPORTS IS APPROVED 6-0.

E. PUBLIC COMMENT

Mayor Ransone, "At this time we have public comment. Anybody in the public that wishes to make a comment please raise your hand and identify yourself." C. Bradley, "Thank you all very much for hearing my comments. As my role as president of the Steamboat Era Museum we are getting ready to do the plaques for the exhibits if you all would like to have the Town's name associated with a particular exhibit and not just on the big wall we do need to know which exhibit you would like to have your name attributed to. We have been asking for this for a while and the opportunity is going to pass because we do have to get the plaques done. The flag which is one of the options we have you no longer needs any funding. I encourage you to reach out to Barb or Candy at the Museum to talk about what options are still available if you want to have the Town's name associated with a particular exhibit." J. Brown, "Do you have a list the exhibits?" C. Bradley, "We originally gave you all two options but at this time you would need to talk to the museum to get a list of what still needs funding." Mayor Ransone, "Want me to handle it?" W. Nunnally, "Sure." F. Westbrook, "I think you can make as good a decision as anybody." Mayor Ransone, "I'll will handle that." L. Brown, "I am here to talk about my vacation rental. David and I moved to Irvington for a neighborly environment where we could raise our children without worrying about their safety and they could play and ride their bikes to their grandparent's house, school and playground. We own two properties on Mad Calf Lane. One is our main residence and the other is cottage that we transformed from a falling down dilapidated eye sore into a darling vacation rental. Our vacation rental known as Mad Calf Cottage has allowed us to continue making improvements on our once falling down dilapidated residence into a quaint place we call home. If I ever thought that adding a vacation rental to my neighborhood would cause any harm to my children or bring crime into our town or in any way disturb the peace, tranquility and enjoyment of those next to me we would not have embarked on this venture. Instead I have neighbors walk over and ask if it is available Thanksgiving weekend for overflow family, Labor Day weekend for extra relatives, etc. Many of the guests that stay in Mad Calf Cottage have ties to the area. They are visiting relatives at RWC, attending a wedding of a close friend at the Tides Inn, celebrating a family reunion at Indian Creek and the others are just here because they want to disengage or check out of the city. While our guests are here in Irvington they are opening their wallets to the local businesses. We don't shut down in the winter so this enables our businesses to thrive in the off season months. I'm not sure what the Town Council hopes to accomplish with the process of looking into the short term rentals but please take into account all of the positives that vacation rentals in our area provide to our town and local community for instance: we provide jobs for house cleaning companies, we provide jobs for lawn care companies, our occupancy taxes bring revenue to the Town, we increase home values. Two dilapidated homes have been renovated making our Town look more inviting. We provide housing for individuals building homes in Irvington. We provide a place for people to stay that are looking to buy property in our area. We send guests to the Dog and Oyster Vineyard and the Tides Spa, their restaurant and their oyster academies. Some of us provide water access where they can come and sit on the dock which doesn't exist in Irvington. In the two years we have been allowing guests to come to Mad Calf Cottage there is not one I

wouldn't want back again and again. When I drove through town and observe the other vacation rentals, do you know what I see other guests doing? Sitting in rocking chairs, reading the paper, drinking coffee, perhaps enjoying a glass of wine in the evening. I see them riding bikes in the town and I run into them at The Local. I see them chatting with my own kids when they are out in the yard. It is the same thing I see all of you doing as residents. This is not Fort Lauderdale, Vale Colorado, or Myrtle Beach. We are not going to attract tourist that all they want to do is party until the wee hours of the morning. But if there is a situation that arises I think we are all capable of being neighborly and mature and to handle things in a neighborly fashion by speaking directly to the owner of a property. I have talked to six of the other vacation rental owners and out of those six only one has had a complaint about their property and they took care of the situation. The other 2,789 nights spent here in vacation rentals have gone unnoticed. Thank you for your time and listening. In addition, I have a letter that is signed from the local businesses that could not all be here tonight. I have copies for each of you. If you don't mind, I would like to read one more letter from Laura and David Vickers they own the blue house right in town. To the members of the Town Council, I am the owner of a house in Irvington that has been a short term rental for several years. It is a small house on a half-acre. It has adequate off street parking and we have a minimum age requirement for our guests. In all the time we have rented short term we have never had a neighbor complain to us the majority of our guests visit because they have a tie to the area. They come for family reunions, to spend time with friends and relatives, or for weddings and events. They are mature adults and are instructed by us in our rental rules that they are not permitted to have parties or gatherings and are restricted to the number of guests referenced in the booking, no more than four adults. Several of our guests have returned multiple times and in a few cases they have come back on holiday visits with them and have shared family photos with us of them enjoying the local business we recommended. Other guests are couples or families looking for a quiet relaxing weekend in a new area they have never explored and looking to spend money in that area. We do feel that our lodging option adds much to the local economy. Our house appeals to couples or families that may not have the budget for a hotel or resort but want to experience the beauty of the Northern Neck. We encourage our guests to dine at the Tides Inn, Hope & Glory, Dredge, The Office Café, The Vine, and The Local. The bonus to Irvington is they take money they have saved and spend it throughout our community. We have always strived to be respectful of the Irvington community and want good things for the town and its citizens. Respectfully, Laura Vickers." Albert Pollard, "I also wanted to come and address, in my understanding is later on the Council will be giving some scope to Mr. Nunnally's committee in terms of vacation rentals and I wanted to speak before you did that. I appreciate you all recognizing the positive that vacation rentals have provided. I took a house on King Carter Drive, it was a knock down and had a raccoon living in it. I made it into a place that I think is integrated into the community both into the neighborhood architecturally as well as the people that stay there. Vacation rental has allowed me to buy the warehouse down the street, it needed to be power washed, it had mold growing up the side, oil drums outside, we have a new roof. I had probably had 200-300 nights rented in my short time doing this and this is a lot of people walking down to the Tides to buy a drink or walking to the Dredge. In short, if you are looking to regulate I would appreciate you looking at the upside as well as the down side to whatever extend that is. I really wanted to make two points, first I live in this town and I want to see the character of the town preserved. I want to work with Council to do so. I only want to be a good neighbor and for my property values to add to the total property values. Secondly, when you get to that portion of the agenda I would appreciate each Council member working to identify or state out loud what their goals are because in a small town you hear about this incident or that incident and I would love to work with you but unless I know what the complaint is I can't work to help solve it. I have had noisy neighbors, full time resident noisy neighbors where I had to leave a note because the dog was barking incessantly every night for a couple of months but that is a noise ordinance and not a short term rental problem. I have had people from the Tides parking in my yard on King Carter tearing the yard up when they have had overflow parking but that is a parking problem not a short term rental problem. As you work with the scope for the committee it would be very helpful if folks stated that out loud. I appreciate your work to make this a better place to be."

Carolyn Quinn, "I own Dug In Farms outside of Kilmarnock and I wanted to come tonight to speak to some of the economic benefits that my business experiences to the short term rentals. It has been amazing to watch the difference happen in the last couple of years with more guests coming to the area from short term rentals. For me, in general, if somebody from the Tides comes to my business to shop they may get a souvenir or a jar of pickles but all of their meals are taken care of and they are self-contained while they are at the Tides. But if folks come for short term rental stays they will very often come right of way to my place of business and they will buy for two or three meals while they are here. They are buying for breakfast and dinners because of the advantage of this kind of lodging is you can do your own cooking in your own kitchen and the ability to stay in and cook which is a huge benefit to my business. They also come by as they are leaving town because it is a new place they have discovered and they want to take something home with them. I often see folks twice just during a short term stay so it has been a benefit to my business and we get to act as ambassadors to the area and all of our staff are well trained to understand that role that they have if folks have never been here before we can tell them about places to go for good walks, water access, entertainment options and because we all live here and work here and as you are considering the pros and cons of this type of business I wish you would consider the wide impacts of economic development that those have to your dealers." Bill Westbrook, "A number of years ago when I began developing some of the property in Irvington I remember being in this room and I was very careful not to use the word tourism. I was sensitive to the various points of view within the town and I promised the town when I developed these various properties that I would be a good landlord and we would make sure everything was copasetic with the town. There were natural concerns with the noise of a restaurant, people staggering around at night and I am not saying that never happened but when it did happen I took care of it. By and large that is what the people of these establishments are telling you. Dudley of the Hope & Glory, he can't tell you that nothing untoward has ever happened there but he takes care of business. I would urge you to be thoughtful and not create a solution looking for a problem because other than isolated incidents such as leaving trash these owners will self-police their businesses. For those of you that went to the groundbreaking for Julien and Terry's business on Irvington Road we are in a time that for some reason the economy has lulled and won't come out of the lull. It used to be said that Irvington was the last one into a recession and the first one out. What happened to that old salt it went away because we don't seem to be able to get some steam. If the housing market doesn't work nothing works. We are that dependent on the housing market. I think these folks that are coming down and staying at Lara's and different places while they are looking for homes, I hope you find a home and I hope you buy a home because we need your energy and we need the sales figure and all that stuff coming into Irvington. I ask that we be thoughtful not to provide disincentives for people who want to have properties in the short term rental business and be thoughtful to are their things already on the books such as the noise ordinance, that will take care of the common problems as well as common sense. Dudley Patteson, "Stuart Barwise and I met and we feel as follows" we do see that the short term rentals serve a community need. We are simply interested in establishing a level playing field and making certain that short term rentals have no unfair business advantage. We request from Mr. Nunnally representation on his short term rental committee it seems that those in the industry would add valuable input and there are two hotels that for decades represented the face of a larger product here in Irvington and we want make certain we protect that." Mayor Ransone, "Anybody else? If there is no further comment we will move on."

E. REPORT FROM THE TOWN MANAGER – Roy Kime, Manager & Zoning Administrator

R. Kime, "This past month I went to the Planning Commission meeting on August 3, the Technology Committee briefly met, the Infrastructure Committee, Short Term Rental Committee had their introductory meeting and Council members will talk about those activities. We questioned last month when the 4th of July parade was going to be. It would conflict with the VIA's Farmer's Market on that day. K Pollard was asked to go to the VIA meeting to see if they were interested in moving their activity to another day and she found out they were not interested so that means we either tell them they can't have it on Saturday or we move the 4th of July Parade. Which in the past when it has fallen on a Saturday we have moved the parade

to Friday. The difficulty is we will have a smaller parade with fewer units and fewer participants. The VIA does not want to move so do we move the 4th of July Parade to the 3rd?" K. Pollard, "The last time it fell on a weekend was 2016. I understand the reason the Market had to say on the 4th because it is our biggest market of the year and the people that come to Market generally work a job during the week and Saturday is the day they can be there. If you have the Parade on Friday you can have the Market on Saturday and it really stretches out. They are not interested in changing." R. Kime, "Whatever happens somebody will be dislocated. The VIA can't really move the Market they would have to cancel it. The Parade can be moved but it will just be smaller." Mayor Ransone, "It will probably have to be the 3rd. General consensus is the 3rd." F. Westbrook, "There is a caveat we are not considering. The VIA sets up for the Farmer's Market on Friday morning so they will have to set up on Friday afternoon. That way we both give and take." R. Kime, "Last time we talked about the Wifi at the Hope & Glory. The bill has been paid through December 2019. I was asked to talk to the folks at the Hope & Glory to see if they had a desire to keep it running because the Farmer's Market vendors do not use it and the Hope & Glory said it was not necessary. I would recommend as of December we cancel the contract with SignaWave. Magic Tree did the thinning of the trees on edges the North Commons they also removed a large tree that fell in a storm. That removal was not covered by their original contract but since they were there I told them to go ahead and do it because it fell across where the shed would have been, stump removal was not part of the contract. I would recommend that we wait to see what we are going to do about a town storage shed before we try to remove stumps. I was asked to speak with Albert Pollard Jr. about space that may be available on Seafood Lane. I gave him specs on the space we would need. He thought he could accommodate us for \$150 per month. I question whether there is enough space and I would like for the Mayor to look at it with me and we will come back with a recommendation as to whether we rent there or go forward with a shed. There is a provision in the zoning code that states a business can have a sign that is eight square feet and that is fine if you only have one sign but if you want to have more than one sign like the request being made by Cathi's Garden. Does the eight square feet or total square feet of all of the signs on the property or just each individual sign. I am passing out a copy of the application which includes drawings of her proposed signs. She wants to put 10"x54" signs on the side of the building. You can see in the picture her design. I figure she has about 4' of signage already and this takes it 11'. I don't want to have sign pollution. We are going to have another request from a business that already has 8' of signage. What is Council's thought?" F. Westbrook, "I don't want to set a precedent that we have to deal with later." R. Kime, "There is a provision that the Council could on an ad hoc basis grant an exemption but the Town Council will have to approve the application. The way I read the ordinance, the Town Council will have to approve this not the Planning Commission. Our ordinances are quiet on this issue and I could not find any precedent stating what had been approved and why and more importantly what was not approved and why." F. Westbrook, "Does this have to be approved tonight?" R. Kime, "No, but I would like some guidance at some point." Mayor Ransone, "Since we have just seen this why don't we table it for a month. You and I and Nancyellen can get together and talk. We can review it and discuss it later." R. Kime, "As for ongoing activities the Mayor asked me to do some research on what other localities have been doing with updating their book of ordinances. I have looked at a few companies and Bonnie is going to talk later about MuniCode. We have to proceed to get our ordinances updated. As to Fishers Pit, I received a copy of a report from DMME regarding the result of their investigation which I shared with Brian Barnes and David Cheek so that we can coordinate our efforts. The report said there were two issues of violation resulting in special orders issued to the owner of the pit to remove the offending materials in the dump site and to repair the dam in a way specified by DMME by September 13. I have written a letter on behalf of the Town to my contact at DMME. I have also asked what additional authority DMME has in the event the two items are not corrected in a timely fashion. We have to be careful on this. We could complain to the Federal EPA that the State agencies are not doing their job but I think the last thing we want to do is get the EPA messing around down here because it might affect property values. I met with Slim, who has been reassigned to our area, about the irrigation system on the Triangle. I invited T. Chapman who came and we found difficulties. I contacted Paul Elbourn about the

utility poles. I am trying to meet with Mike Smith Joint Use Division of Dominion Energy. Paul will not be able to accomplish any modifications this fall. If we want to have Christmas lights this year we will have to seek an extension from Dominion Energy. I am still working to remove Town property from the one pole on King Carter so the excess pole can be taken down. We have heard from several drivers about obstructed views from drivers. The Trolley is concerned about the turn-around at the Tides. Ingress and egress are made difficult at the Post Office due to the flashing lights which have been disconnected. The utility pole by the Schaschek's is causing a problem. Each one of these requires a unique solution that I am working on. I called Port Royal regarding the speed sign but the sign belongs to Tappahannock. I will keep working on that. At the request of the Mayor I attended the ground breaking for the Compass Entertainment Center which about 200 people attended.

F. REPORT FROM THE TOWN ATTORNEY – *Nancyellen Keane, Esq.*,

N. Keane, "Roy has briefed me on the progress of Fisher's Pit. I have been in contact with the Lancaster County attorney to make him aware of our concerns. I met with some members of Council and the Mayor since last month regarding several matters including the Financial Policy draft August 26, 2019, frequently asked questions about committees and FOIA and a correction to Ordinance 2018-11.02 which will come up on the agenda later tonight and J. Brown will present that.

G. REPORT FROM THE PLANNING COMMISSION, *J. Brown, Planning Commission Liaison*

J. Brown, "At the Planning Commission the commission finalized the CUP application for the business district. C. Bradley presented changes to the Comprehensive Plan. She left the typos in the Vision Statement because she was instructed to leave it the way it was and not make changes. The previous vision statement was not removed because I didn't specifically instruct her to do so and she removed two additional objectives under Goals A that were not requested to be removed. I have an updated version to present to Town Council when we do the Vision Statement." Mayor Ransone, "Any questions of Jackie?"

H. COMMITTEE REPORTS

1. Budget & Finance Committee – *F. Westbrook, Councilwoman*

F. Westbrook, "We have started the audit for the last fiscal year but have recently been busy with the capital budget and we will be picking that back up. We need to schedule a workshop date for the financial policy and procedures. It is important to have the Mayor attend. I would like to have the capital budget and in the meantime we have started the audit, Bonnie what are your thoughts?" B. Schaschek, "I was going to bring this up in Roundtable, we cannot wait until October 20 for the next capital budget workshop because that is too far out because by the time you have the two public hearings we will be in 2020 before we get anything done. We can hold that, we do have a set in place, we do have some modifications, there are two or three important parts that we can review with Sharon and Nancyellen to make sure that is being done." F. Westbrook, "If we are looking at the week of the 23rd which is a Monday. How about the 24th which is a Tuesday at 5:00 in the Town Office." S. Phillips, "May I get a formal motion and what is the purpose of the workshop?" F. Westbrook, "Capital budget workshop." Mayor Ransone, "I need a motion." F. Westbrook, "I so move." W. Nunnally, "Second." Mayor Ransone, "**WE HAVE A MOTION TO SCHEDULE A TOWN COUNCIL WORKSHOP ON TUESDAY, SEPTEMBER 24 AT 5PM IN THE TOWN OFFICE FOR THE PURPOSE OF DISCUSSING THE CAPITAL BUDGET AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY.**"

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye
	Mike Bombay	Aye

THE MOTION TO SCHEDULE A TOWN COUNCIL WORKSHOP ON TUESDAY, SEPTEMBER 24 AT 5PM IN THE TOWN OFFICE FOR THE PURPOSE OF DISCUSSING THE CAPITAL BUDGET IS APPROVED 6-0.

B. Schaschek, "The only other thing on that is if you have changes you will want to send the changes to Fran or I so we can incorporate it for that meeting."

2. 2. Long Range Infrastructure – W. Nunnally, Councilman

W. Nunnally, "I have called Dominion Power for an update on the lines but he says he is still working on it. I had a nice talk with Mike Ryan from VDOT and he is dancing around not doing anything and has now referred me to another source. I asked him if I needed to go to the Governor and that seemed to get his attention. He is now talking to Steve in the main office who will get in touch with me." Mayor Ransone, "The supervisors now have to call Haynesville for everything now." W. Nunnally, "One of the things I explored with him and am hopeful he can work with us are there are 3D crosswalks that Japan and Iceland are using. I entreat each of you to do the same."

3. Short Term Rental – W. Nunnally, Councilman

W. Nunnally, "I am about to resign from this. We had a meeting and I will be the first to say it was not productive at all. In fact I was embarrassed by the whole thing. I understand to go forward I need the Council to give me a scope basically the committee's job is and what it should do. Jackie has put together a lot of work of thinking what the scope should be. I understand I have to have a scope approved." Mayor Ransone, "I think Mr. Pollard had a good idea everyone here should tell you what they think should be done and we can call that a scope." W. Nunnally, "Review these seven and let me know what you think. Since we found out we needed a scope these are just thoughts of what we should be doing. The chairman is not adverse to short term rentals." F. Westbrook, "VML has a document that is a good place to start." Mayor Ransone, "We wanted to make sure we had everybody onboard when we receive our tax. We need to know how many are in town, know their names and telephone numbers." B. Schaschek, "Why don't we create a register." Mayor Ransone, "I don't have a problem with the short term rentals. I think you have to be careful what limits you put on personal property, you can't interfere with what they want to do as long as, are we going to set up rules and regulations?" J. Brown, "We are supporting the concept where we have had a number of complaints from people who do have problems with them and we are exploring what other communities have experienced and how they have handled them so we can make suggestions. I don't think anybody has any idea where we will end up. I've done some reading. I know personally down the hill from me has become a party house." R. Kime, "The scope should be beyond the creation of a registry. We are allowed to do that under the statute. The amount of money we are going to get in fees is insignificant." N. Keane, "You can go up to \$200 per year and Lancaster made that effective October 1. You don't have to collect a fee. The committee can look at the registry and whether you want to charge a fee or not, because you don't have to." R. Kime, "It should go beyond the registry. It should look at the complaints that have come in because you can't take action if you don't have a reason to take the action. Look at the complaints, look at what other jurisdictions have done." Mayor Ransone, "When people make complaints, if you have a noise problem call Lancaster and have the deputies come out and shut it down. If it is late and people are blaring music." J. Brown, "We have had a number of groups that have been playing loud music late at 2AM and Rollie and Steve's is 25 feet away from that big house and they have fourteen people there." Mayor Ransone, "That is a noise problem and if they are disturbing the peace you call the law." W. Nunnally, "You don't want a two bedroom house being occupied by twenty people." F. Westbrook, "It is

also based on their septic. I think the town should look at maybe drawing the line." N. Keane, "In addition to where it says appropriate measures and other ordinances developed elsewhere, you should take advantage of what exists that way you don't have to create anything else." R. Kime, "One of the nice things that does is it allows you to show where other problems have been so that is why they have their particular ordinance." W. Nunnally, "I move that we adopt this as my scope." F. Westbrook, "Sorry this was embarrassing for Wayne but we want them to come up with good stuff for us to look at." Mayor Ransone, "I need a motion to accept the suggested scope of work for the short term rental committee be approved by the Town Council." R. Kime, "You might add the establishment of a registry." N. Keane, "And existing laws that you can use so that you don't necessarily have to pass new ordinances." F. Westbrook, "I move." B. Schaschek, "Second." Mayor Ransone, **"WE HAVE A MOTION IDENTIFYING THE SCOPE OF WORK FOR THE SHORT TERM RENTAL COMMITTEE TO BE AS FOLLOWS:**

- 1) DISCUSS CITIZEN COMPLAINS AND OBSERVATIONS ABOUT THE IMPACT OF SHORT TERM RENTALS IN THEIR COMMUNITIES**
- 2) DISCUSS HOW SHORT TERM RENTALS MAY IMPACT THEIR EXPERIENCE OF IRVINGTON, OUR COMMUNITY SUPPORTED VISION STATEMENT FOR OUR TOWN, HOUSING STOCK AND INDIVIDUAL PROPERTY VALUES**
- 3) RESEARACH AND REVIEW THE EXPERIENCES OF SIMILAR COMMUNITIES NATIONWIDE. DISCUSS MEASURES OTHER COMMUNITIES HAVE PUT IN PLACE TO ADDRESS THIS PHENOMENON INCLUDING: OCCUPANCY TAXES, ADMINISTSRATIVE FRAMEWORKS, RESTRICTIONS AND REQUIREMENTS, HEALTH AND SAFETY CODES, ORDINANCES, AND CONDITIONAL USE PERMITS**
- 4) SUGGEST APPROPRIATE MEASURES FOR IRVINGTON THAT ARE IN CONCERT WITH OUR COMMUNITY SUPPORTED VISION FOR OUR TOWN AND REINFORCE OUR WIDELY HELD VALUE OF A "STRONG SENSE OF COMMUNITY"**
- 5) EXCERT EXAMPLES OF ORDINANCES DEVELOPED ELSWEHERE THAT COULD BE A POSITIE STARTING PLACE TO DEVELOP OUR TOWN ORDINANCES ADDRESSING THE SHORT TERM RENTAL PHENOMENON**
- 6) RESEARCH ADMINISTRATIVE SERVICES SUCH AS "HOST COMPLIANCE" AND MAKE RECOMMENDATIONS**
- 7) POSSIBLE ESTABLISHMENT OF A REGISTRY**
- 8) IDENTIFICATION OF EXISTING ORDINANCES AND LAWS**
- 9) REPORT BACK TO TOWN COUNCIL**

AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye
	Mike Bombay	Aye

THE MOTION IDENTIFYING THE SCOPE OF WORK FOR THE SHORT TERM RENTAL COMMITTEE (as identified above) IS APPROVED 6-0.

W. Nunnally, "Mr. Mayor, I do have the authority to appoint a few more members to the committee?" Mayor Ransone, "Is council okay with that?" F. Westbrook, "Dudley wanted to join." Mayor Ransone, "Let's do it in the form of a formal motion. How many would you like to add, two?" W. Nunnally, "How about if you just give me discretion?" Mayor Ransone, "I need a motion that Wayne at his discretion will be able to add extra members to the short term rental committee." F. Westbrook, "Up to two?" W. Nunnally, "Just let me handle it." M. Bombay, "So move." B. Schaschek, "Second." Mayor Ransone, **"WE**

HAVE A MOTION TO ALLOW WAYNE, AT HIS DISCRETION, TO ADD EXTRA MEMBERS TO THE SHORT TERM RENTAL COMMITTEE AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye
	Mike Bombay	Aye

THE MOTION TO ALLOW WAYNE, AT HIS DISCRETION, TO ADD EXTRA MEMBERS TO THE SHORT TERM RENTAL COMMITTEE IS APPROVED 6-0.

W. Nunnally, "I'll be notifying the committee when we will be meeting next?" S. Phillips, "For clarification, Mr. Nunnally will you notify directly?" W. Nunnally, "No, you will notify and thank you for that clarification."

I. OLD BUSINESS

1. Corrected Ordinance 2018-11.02 – J. Brown, Councilwoman

J. Brown, "Council hereby authorizes correction of Ordinance 2018-11.02 as substitution of attached corrected Ordinance 2018-11.02 into the November 20, 2018 minutes to conform with manifest intention of Council pursuant to Town Code §10.09 on errors and omissions. Background, there was a typographical error and omission of words that should have been in Town Code §154.086 et seq and which were clearly intended to be included. The omitted words pertained to Town Code §154.086(B)11 a subsection not modified on November 20, 2018. Pursuant to Town Code §10.09 the omitted words have been supplied to conform with the manifest intention of Council and the corrected version is attached." W. Nunnally, "Second." Mayor Ransone, **"WE HAVE A MOTION AUTHORIZING THE CORRECTION OF ORDINANCE 2018-11.02 AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye
	Mike Bombay	Aye

THE MOTION AUTHORIZING THE CORRECTION OF ORDINANCE 2018-11.02 IS APPROVED 6-0.

2. MuniCode – B. Schaschek, Councilwoman

B. Schaschek, "Right now we are in an investigative mode and we are attending several webinars. There was a webinar last Wednesday on maintaining your Municipal Code and I will write something up on that and give it to Sharon to give to distribute before the next meeting. There is another webinar on the 18th, Why Local Government should spend money to redesign their website at 2PM, you do this on your home computer. There were several interesting pieces. On the 25th at 4PM the webinar is the Best Kept Secret in Agenda Management Software, there are other modules but these are the ones that are pertinent to this town. Once we have that our regional manager will come out and talk to us. I do have pricing that came out of the first webinar and I am curious to see about the next two. We will schedule a workshop with him to talk about all of it, mid October." N. Keane, "Are you going to do anything with the current company?" B. Schaschek, "We can."

3. Vision Statement Changes to the Comprehensive Plan – *J. Brown, Councilwoman*

J. Brown, "The Planning Commission made some changes to the Vision Statement. There was some miscommunication on my part about doing things exactly and Cay had a good idea for the third page which we had used. I am going to pass out the new vision statements so that you can see them. The new vision statement will go right in the front of the book right in front of the table of contents as to not interfere with the numbering of the book." W. Nunnally, "What was changed?" J. Brown, "Nothing was changed in the vision statement except typo's were fixed." Mayor Ransone, "We have already approved the vision statement." J. Brown, "This is what it will look like in the book. It will go right here in front of the table of contents so that it does not interfere with the numbering. Then on page 35, the one that says the plan, the previous vision statement has been removed and all the preamble to it and it simply reads the goals that follow outline those areas of concentrated effort the Town of Irvington will focus on in accordance with its vision statement during the lifespan of this Comprehensive Plan. That will go instead of page 35. Then page 36 we did not ask for objectives 2 and 3 under goal A to be removed so I put them back in. Cay had suggested putting Goal B and strategies were deleted by Town Council. We have to still establish what date they were deleted so that can be added later but everything is formatted so that it doesn't interfere with the numbering of the pages because that is important. Also on this page I missed two things which need to be corrected, there is an "o" in objective and Irvington is incorrectly spelled." N. Keane, "The top of the page says Comprehensive Plan 2015. I remember seeing the mark up that was in the middle of the table. The point I'm more interested in is the word amended. Usually when you do something like this you say amended Comprehensive Plan and the new date on the front of the book which is what Bonnie is looking at now. If you look at the bottom right hand corner the color on the front page it says amended. I just want to make sure that you are consistent." J. Brown, "We were going to put it on the bottom of the pages." N. Keane, "The whole document has to be the amended Comprehensive Plan." J. Brown, "So up here it needs to be amended?" N. Keane, "I would take it out of here. You are doing the whole Plan over as an amended Plan as one document so put it on the front page of the cover where it says amended with the dates." J. Brown, "So can we vote on this tonight so we can have a public hearing scheduled?" Mayor Ransone, "We can't approve it until we have a public hearing." F. Westbrook, "We can't vote on it until we have had the public hearing." J. Brown, "Let's schedule the public hearing then." N. Keane, "Going on memory because I wasn't here at the time but I believe the Comprehensive Plan was originally passed by resolution." F. Westbrook, "Yes double check that because I don't think we were getting that fancy then." N. Keane, "I think you want to pass this either as a resolution or an ordinance. I will go back and double check and let you know." F. Westbrook, "We took it out of the ordinance, didn't we?" N. Keane, "We took it out of the ordinance but I am talking about something different. Back in 2017, you had a public hearing and either way it resolution or ordinance it has to be two readings of a document that would say amended Comprehensive Plan and the date attached and we will have the book attached as it is supposed to look, and it will look like one of these resolutions or ordinances that you all have passed for other things we have drafted, you can't just sit at the table and say this, you have to have the document in front of you that you are voting on. So we have to have a first reading and a second reading and a public hearing. I will look at the scheduling requirements to see whether we can have a public hearing in between the two like we have done with other things like the budget where we had a first reading and a public hearing and then the second reading. There are specific requirements for the Comprehensive Plan and zoning laws so I need to make sure of the timing requirement for that but I will let you all know, I will send an email that says in a paragraph what needs to be done." Mayor Ransone, "So we could have something at the next meeting?" N. Keane, "Yes. You could do a first reading at the next meeting with the document and everything together just like you described it tonight and then either a public hearing second or. There is a timing thing with the seven days apart but I need to check." Mayor Ransone, "We could still have the public hearing right after the first reading. If we have the first official reading and then go into public hearing if we advertise it that

way.” N. Keane, “I will double check to make sure we don’t have to have seven days in between the first reading and the public hearing.”

J. NEW BUSINESS

1. Resignations from Planning Commission Chair and Planning Commission Secretary

Mayor Ransone, “I’m sorry to say we have two resignations on our Planning Commission. Mike Mattheisen has resigned as a member and chair.” W. Nunnally, “I move that we accept the resignation of Mike Mattheisen with great regret and wish him the best.” M. Bombay, “Second.” Mayor Ransone, **“WE HAVE A MOTION TO ACCEPT THE RESIGNATION OF MIKE MATTHEISEN WITH GREAT REGRET AND WISH HIM THE BEST AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY.”**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye
	Mike Bombay	Aye

THE MOTION TO ACCEPT THE RESIGNATION OF MIKE MATTHEISEN WITH GREAT REGRET AND WISH HIM THE BEST IS APPROVED 6-0.

Mayor Ransone, “Cay Bradley has resigned due to working concerns because she is very busy with her job right now and she feels like she cannot give enough to time to it, which I’m sorry to see because she did a good job.” W. Nunnally, “I move that we accept the resignation of Cay Bradley with great regret but with great appreciation for her service.” M. Bombay, “Second.” Mayor Ransone, **“WE HAVE A MOTION TO ACCEPT THE RESIGNATION OF CAY BRADLEY WITH GREAT REGRET BUT GREAT APPRECIATION FOR HER SERVICE AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY.”**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye
	Wayne Nunnally	Aye
	Mike Bombay	Aye

THE MOTION TO ACCEPT THE RESIGNATION OF CAY BRADLEY WITH GREAT REGRET BUT GREAT APPRECIATION FOR HER SERVICE IS APPROVED 6-0.

Mayor Ransone, “With that being done, Sharon you will have to post notice and we will accept letters of interest and possibly appoint at the next meeting. Any other new business? If not we will move on to announcements.”

K. ANNOUNCEMENTS

1. VML Annual Fall Conference October 6-8, Roanoke
2. LGA Annual Fall Conference October 24-26, Kingsmill

L. ROUNDTABLE DISCUSSION

None

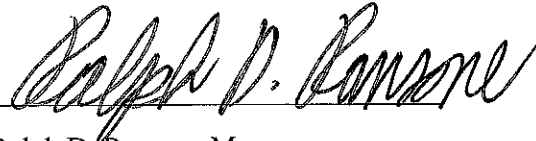
M. ADJOURN

Mayor Ransone, "If there is nothing else I need a motion to adjourn." W. Nunnally, "Move we adjourn." B. Schaschek, "Second." Mayor Ransone, **"WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

The meeting ended at 7:58 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk


Ralph D. Ransone Mayor

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
TUESDAY, SEPTEMBER 10, 2019 AT 4PM**

The Irvington Town Council held a special called meeting on Tuesday, September 10, 2019 at 4PM at the Town Office.

A. CALL TO ORDER

Mayor Ransone called the special called meeting to order at 4PM.

B. ROLL CALL

Members of Council present: Kathleen Pollard
Frances Westbrook
Jackie Brown
Wayne Nunnally
Bonnie Schaschek
Michael Bombay

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, "You have seen the agenda. If there are no questions I need to have it approved." W. Nunnally, "I move we approve the agenda." K. Pollard, "Second."

D. CLOSED SESSION

Mayor Ransone, "I need a motion to go into closed session." W. Nunnally, "So move." M. Bombay, "Second." Mayor Ransone, "We need to have the reading." K. Pollard, "I Kathleen Pollard, move to go into closed session pursuant to §2.2-3711A1 of the Code of Virginia for the purpose of discussing personnel performance involving town officers." Mayor Ransone, "All those in favor say aye and all those opposed. We are in closed session. Do you want anyone to stay?" All, "No."

E. RETURN TO PUBLIC SESSION

K. Pollard, "Whereas the Town of Irvington has convened a closed session on September 10, 2019 pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and whereas, §2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law; now there be it resolved that the Board hereby certified that to the best of each member's knowledge (i) only public business matters lawfully exempted from open session requirement by Virginia law were discussed in closed session to which this certification resolution applies and (ii) only such public business matters were identified in the motion convening the closed session were heard, discussed or considered by the Board. Is there any member who

believes that there was a departure from the motion to go into a closed session? If so, so state the departure. No member of council spoke so there is no departure."

Vote: I, Kathleen Pollard, so certify.
I, Wayne Nunnally, so certify.
I, Jackie Brown, so certify.
I, Francis Westbrook, so certify.
I, Bonnie Schaschek, so certify.
I, Mike Bombay, so certify.
I, Ralph D. Ransone, so certify.

Mayor Ransone, "We are out of closed session and back into open session. There is no action to be taken at this time."

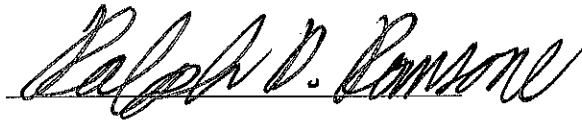
F. ADJOURN

K. Pollard made a motion to adjourn which was seconded by M. Bombay. All were in favor.

Vote:	Kathleen Pollard	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Francis Westbrook	Aye
	Bonnie Schaschek	Aye
	Mike Bombay	Aye

The meeting was adjourned at approximately 5:42 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone, Mayor

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SHORT TERM RENTAL WORKSHOP
TUESDAY, SEPTEMBER 3, 2019 4PM**

The Irvington town council short term rental committee held a workshop on Tuesday, September 3, 2019 at 4PM, in the town office.

A. CALL TO ORDER

Councilman Nunnally called the workshop to order at 5PM.

B. ROLL CALL

Committee Members present: Jackie Brown
Julie Harris
Lara Brown
Lee Taylor

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer

Guests: see attached sign in sheet.

C. APPROVE AGENDA

J. Harris, "I make a motion to approve the agenda." J. Brown. "Second." W. Nunnally, "All those in favor say aye."

Vote:	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Julie Harris	Aye
	Lara Brown	Aye
	Lee Taylor	Aye

W. Nunnally, "The agenda is approved. 5-0"

D. NEW BUSINESS

1. Welcome and Introduction

W. Nunnally, "I think we are charged with coming up with ideas to go back to council with about how to control short term rental. The way I look at it we will need to think about a registration in permitting, monitoring, and payment and what do we want. They appear to be the areas that we need to concentrate on. What do we want? How do we register them? How do we permit them? How do we monitor them? How do they pay the fees? Do we need an ordinance? If you want to do a little homework §15.2-983 is the statute that Virginia has in place that will become effective October 1. There is one in effect right now and the only difference in the two is some references to the code numbers. I want to thank you for being here and participating in this. I think this is pretty important thing the town is going to do. I have been provided with some research by folks who are interested in this project. Just to give a few quick oversights: the impact on communities, the host have extra income to pay bills and make improvements; investors can make exponentially more money by renting properties; they have ruined our community; short term phenomenon has grown exponentially; critics call short term rentals rogue hotels; neighbors resent parking and noise issues; neighbors complain their rights to enjoy property they own have been violated; depletes affordable housing stock; often violates neighborhoods existing ordinances; guests create liability issues for neighbors trespassing and otherwise use neighborhood property; continues parade of strangers into neighborhoods is a

crime. These are some of the problems we are going to run into in this committee and we can resolve. We know they exist and how do we want to deal with the." R. Kime, "We have a transient occupancy tax that was passed in 2002, Town Code §34.01. We get about \$80,000 per year as income but most of that is from the Tides Inn and the Hope & Glory." W. Nunnally, "The way I read the statute short term rental is not a hotel and it is not a motel it is not a bed and breakfast. It is really just a house that is rented on a short term basis." R. Kime, "We don't have an ordinance that governs short term rentals. That is what you will be doing." L. Brown, "The Commonwealth does." R. Kime, "We have an occupancy tax §34.01 which allows for the collection of monies which became effective in July 2002. Our zoning ordinance that covers residential areas is §154.050 R-1 and R-2 but it does not say anything about short term rentals but there is some reference to home occupations and people have used that as leverage to permit short term rentals. We have collected occupancy tax from the current short term rental folks that choose to pay in. The only thing that affects this is the town does not have a noise ordinance but the county does. The county can enforce its noise ordinance and it basically states you cannot make noise between 11 pm and 7 am. One difficulty with the town establishing a noise ordinance is who enforces it. The sheriff enforces the county ordinance." W. Nunnally, "I think we have to distinguish between hotels, motels, bed and breakfast, from short term rentals and the occupancy tax is separate from short term rentals they may be coming under that now. The statute says hotels, motels, bed and breakfast are exempt from short term rental legislation. We have a bed and breakfast element here, what do you know about that?" D. Patteson, "Air BNB's operate in the same playing field on the internet as we do. They have their own systems to support their members and if someone is looking for accommodation in Irvington they look at all options including short term rentals." W. Nunnally, "Short term rentals don't serve food whereas bed and breakfast do serve food." L. Brown, "The Commonwealth of Virginia has defined short term rental." W. Nunnally, "It says short term rental means the provisions of a room or space that is suitable or intended for occupancy for dwelling, sleeping or lodging purposes for a period of fewer than thirty (30) consecutive days in exchange for a charge for that occupancy. No ordinance shall require a person related to rental or management of real property including licensed real estate professionals, hotels, motels, campgrounds, and bed and breakfast. They set those out in a whole different category." L. Taylor, "I am a licensed real estate agent so my property doesn't apply." W. Nunnally, "We need to refer to our town attorney. That does not affect the occupancy tax." L. Taylor, "We are having this discussion because of ten short term rentals in Irvington." W. Nunnally, "Is that all we have, ten?" S. Phillips, "In this fiscal year there are ten business that pay occupancy tax. How you classify or distinguish between the Tides Inn, and the Hope & Glory, versus the other properties which are in R-1. The others are in a different zone." W. Nunnally, "This is the beginning meeting so we are raising these problems." L. Brown, "Wayne, can you describe or state what it is we are to accomplish? You said we have to describe what we want." W. Nunnally, "The town council has not given us a scope." L. Brown, "So is this meeting premature?" W. Nunnally, "Probably." S. Phillips, "This meeting was more of a welcome meeting." W. Nunnally, "It was a meet and greet and to look at the problems that we have. I have been familiar with a company called Host Compliance. It is another company that manages Air BnB's and I am going to invite them to the next meeting so they can give us a run- down of what they do because we have to do something and we can't control it, Florida is controlling it and Portland Oregon is controlling it. Other cities have meaningful things. We can limit the number of people per bedroom. There are things we can do and that is what I want you to think about. How do we structure the short term rental market and after the town council gives us our scope that will be some of the things we talk about." L. Taylor, "At the beginning of the meeting you mentioned how to control short term rentals, registering and monitoring, payment of fees, the whole discussion has been open and that they are a problem. I think we need to look at the benefits of them as well because they add a lot to our community." W. Nunnally, "I started off with the benefits such as helping people make money." L. Taylor, "I think they offer more than that. I offer my home as an Air BNB and have for three years now. I have had over 300 guests. I have had a positive rating of 4.8 out of 5 for more than three years." W. Nunnally, "Why don't you prepare a list of benefits for the next meeting." L. Taylor, "I will be happy to. I provide affordable housing to people working at the hospital.

Short term nurses who would not be able to afford to stay at the Hope & Glory or the Tides Inn or the Kilmarnock Inn, or the Best Western.” W. Nunnally, “Do they stay longer than thirty days?” L. Taylor, “They come on and off. We have people with twelve week contracts and they come and go during that time so instead of a long term rental they stay only as long as they need. These are people who are giving service to our community at the hospital. I have had people staying at my house that are new to the area and end up purchasing a house here.” W. Nunnally, “Put the list together that is why we are here.” L. Taylor, “I would like to mention this now because this we are moving into this as negative, negative and we should all be aware of the benefits to the town from short term rentals.” W. Nunnally, “I totally disagree with you. We are here to get consensus nobody is attacking you. We are aware of the tax consequence to the town. It is not that we hate Air BNB’s because we don’t we love Air BNB’s and hotels and we are certainly going to look at how to control Air BNB’s. When you have a house and you rent it to forty people and then they cause other stuff it has to be controlled. It is that simple. It is how these people take advantage of the economic cost of these places and take advantage of this community. There are two sides to this thing and certainly not all negative and not all positive.” L. Taylor, “I think you should be aware that if we propose legislation that would limit this it will affect more than the homeowner it will affect people that come to the area.” W. Nunnally, “That is why you are on the committee. You have a voice and you need to be heard.” J. Brown, “I think it will be helpful to discuss some of the issues the neighbors have with some of these operations so that we know why we are here in the first place. We have had a lot of complaints from neighbors about noise, the number of people staying, about party houses.” L. Taylor, “Does FOIA apply to the emails you have received from these people with complaints because I would like to be able to look at them.” S. Phillips, “There are no formal complaints received by the town office regarding the concerns.” L. Taylor, “So yes, any emails you have received about complaints we are able to view.” W. Nunnally, “I don’t have any.” L. Taylor, “Where did you receive the list of complaints?” W. Nunnally, “We are just talking. Look at my list, there are positive things on that list.” L. Taylor, “If these people are not willing to put something in writing and issue a formal complaint to the town why are we orchestrating legislation.” W. Nunnally, “It is our fiduciary duty to take care of the town and all of its people. Let’s see what the council says and what scope they give us.” L. Brown, “I am just waiting for our scope of work.” W. Nunnally, “I don’t know when the next meeting will be I will have to wait for the council to make some decisions.” J. Greico, “I am a homeowner in Vineyard Grove. How does the town know that someone has rented the house to collect the occupancy?” W. Nunnally, “That is one of the things we are forming this committee for, there are at least two national organizations that have the ability to know and they police it for you.” J. Brown, “That is one of the functions of Host Compliance.” L. Brown, “The town would have to pay a fee to use Host Compliance.” J. Greico, “You are paying someone to look at that for you and let you know?” W. Nunnally, “That is one of the ways that it is done. I don’t know that Roy has the ability to do that now.” J. Harris, “I just feel like that whatever we do should be beneficial to everyone and to be something that we can monitor and enforce.” W. Nunnally, “I think that is something that council will tell us this Thursday night. If I had known about this scope thing I would not have had this meeting.” J. Greico, “Is there any ordinance in the town that prohibits someone who owns their house from having twenty family members from living there? Is there a certain number of people that can live in a house?” J. Brown, “That is mandated by your septic and occupancy permit.” L. Taylor, “Mine septic is rated five bedrooms maximum eight people.” L. Brown, “It is based on the gallons and how much your septic tank can hold.” W. Nunnally, “Another thing we are going to have to look at is if this is in a residential area as opposed to business zone are we going to allow this as permissible. What restrictions will we put on it if it is in a residential area versus business zone? The occupancy number is critical.”

E. ADJOURN


L. Brown, "I move we adjourn." J. Harris, "Second." W. Nunnally, "All those in favor say aye."

Vote:	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Julie Harris	Aye
	Lara Brown	Aye
	Lee Taylor	Aye

W. Nunnally, "The meeting is adjourned". 5-0

The workshop was adjourned at approximately 4:50 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

A handwritten signature in cursive script, reading "Ralph D. Ransone", written over a horizontal line.

Ralph D. Ransone, Mayor

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, AUGUST 8, 2019 6:30 PM**

The Irvington Town Council held a regular monthly meeting on Thursday August 8, 2019 at 6:30 p.m., in the Town Office.

A. CALL TO ORDER

Mayor Ransone called the regular monthly meeting of the Irvington Town Council meeting to order at 6:30 p.m.

B. ROLL CALL

Members of Council present: Kathleen Pollard
Bonnie Schaschek
Jackie Brown
Frances Westbrook

Absent: Wayne Nunnally
Mike Bombay

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, "Everybody has had a chance to look at the agenda. I think with two of our members missing maybe the executive session could be tabled until another time." K. Pollard, **"I WILL MAKE A MOTION TO TABLE THIS TO A DATE IN THE FUTURE."** J. Brown, **"SECOND."** Mayor Ransone, **"WE HAVE A MOTION TO TABLE THE CLOSED SESSION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO TABLE THE CLOSED SESSION IS APPROVED 4-0.

D. APPROVAL OF MINUTES AND TREASURER'S REPORTS

Mayor Ransone, "We have a lot of minutes to approve. Has everybody had a chance to work with them? Also in the process we are looking at some ways to mainstream these and shorten the minutes. She has two sets one with just the motions on it and another one that is the long one. We are going to try to adhere to both for a while. I would like for Council to take the long minutes and go through and mark out what you don't think we need or you don't want so Sharon can look at it. It gives her a chance to maybe shorten it a little bit, it may take a couple of months to get some of the work done so that we can streamline this." K. Pollard, "Are you talking about June 13 and July 11?" Mayor Ransone, "Starting with those two, yes. Just go through them and black out what you think is not relevant to what you want. The reason these things

have gone long is because the meetings have gone long." F. Westbrook, "Verbatim makes the long." Mayor Ransone, "Verbatim does make them long but she wants to make them accurate but if you feel some of this is not needed. You can just do it and bring them in for her to look at or email them to her." F. Westbrook, "Can these be sent to us so we can mark them on our computer and save it and send it back? I think the format we get now we can't do that. That would make it a lot easier." K. Pollard, "Everybody is going to have a different way of doing it." Mayor Ransone, "Yes, but then she will be able to see everybody's and then we can go from there, it will give her something to work with. This is what she wants to do because she wants what you all want. We have other minutes to approve, June and July." Does anybody feel like they have looked at them enough or do you want to approve them? K. Pollard, "We are all going to have different changes so I would think we would go ahead and approve them." F. Westbrook, "So we are going to be working with these as the actual minutes to approve at a future time or are we going to approve them tonight and work on them as an exercise to help?" N. Keane, "It is an exercise to help because the minutes that are listed here except the July are from the prior fiscal year so you should approve those and get them done and then use these as examples of how you all would like to see them built." F. Westbrook, "So we are going through that exercise to help with future minutes." Mayor Ransone, "We need to go ahead and do these now but you can use these to help you streamline." F. Westbrook, "We could do one through four at one time." Mayor Ransone, "Can we have a motion to approve all of them?" K. Pollard, **"I'LL MOVE THAT WE APPROVE APRIL 23, APRIL 29, MAY 6 AND MAY 10 WORKSHOP MINUTES."** F. Westbrook, **"SECOND."** Mayor Ransone, **"WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE APRIL 23, APRIL 29, MAY 6 AND MAY 10 WORKSHOP MINUTES IS APPROVED 4-0.

B. Schaschek, "We are still missing June 6." N. Keane, "We will have to do that next time because no one has seen them." Mayor Ransone, "We will get those out to you before the next meeting. Next we have the June 13 and July 11 minutes. I know you haven't had too much time to look at them but do you want to approve them tonight, do you feel comfortable?" F. Westbrook, "I would like to have a little bit more time. I got through the June 13 but I have not tackled the July 11." B. Schaschek, "I am okay with both of them." K. Pollard, "I am okay with both." J. Brown, "I just got the second one just now so I am not prepared to do that one but I did look at June." Mayor Ransone, "Let's approve the June now and since some of you are not satisfied with the July we will have to do that one next month. I need a motion to approve the June 13 minutes." F. Westbrook, **"SO MOVE."** K. Pollard, **"SECOND."** Mayor Ransone, **"WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE JUNE 13 MINUTES IS APPROVED 4-0.

Mayor Ransone, "The July minutes, we will table them until the next meeting, is that okay? Do we want to make a motion for that because we have not had enough time." F. Westbrook, **"SO MOVE."** J. Brown, **"SECOND."** Mayor Ransone, **"WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO TABLE THE JULY MINUTES IS APPROVED 4-0.

Mayor Ransone, "We have the July treasurer's report. Has everybody had a chance to look at that?" F. Westbrook, "Yes." Mayor Ransone, "Motion to approve?" K. Pollard, **"I'LL MAKE THE MOTION TO APPROVE IT."** Mayor Ransone, "Bonnie do you have something to say?" B. Schaschek, "I'll talk to Roy later." F. Westbrook, **"SECOND."** Mayor Ransone, **"WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE JULY TREASURER'S REPORT IS APPROVED 4-0.

E. PUBLIC COMMENT

Mayor Ransone, "At this time we have public comment. Anybody in the public that wishes to make a comment please raise your hand and identify yourself." C. Bradley, "In my role as president of the Steamboat Era Museum board. I just want to make sure you all saw my email from July 25 along with the letter attached requesting you appropriate the sponsorship for the CrabFestival so that we collect that money in a timely manner and also reminding you all that we appreciate the \$2,500 donation for exhibits and in the first letter I sent to you all about exhibits we indicated we want to acknowledge you all like other people are being acknowledged so you all need to work with us to tell us what exhibit you want to sponsor if you just want to be on the general wall. The last time I put in the letter is to make sure the museum is aware of any information you may want from us. This year our annual report will be an ad in the Rappahannock Record as opposed to a document. If for some reason you do not receive the Rappahannock Record please let me know and I will get you a copy." K. Pollard, "Is the annual report the ad that was in this weeks' newspaper?" C. Bradley, "Yes. It has all the information that is normally in an annual report because we have been so busy with the pilot house we opted to put it in the Rappahannock Record this year as opposed to having a standalone document." K. Pollard, "Doesn't an annual report have figures of income and expenses?" C. Bradley, "I believe it does have some of that information in there but I also have provided you all with our end of fiscal year report ending in January and if you would like I can get it to you again." F. Westbrook, "It is the same information that would be in a standalone document." J. Ammons, "I was in last month discussing the website and I just want to say we appreciate your efforts. The restaurant section looks really good. There looks like there is still some room for the retail side. We appreciate your efforts and want to thank you." Mayor Ransone, "Any other? If there are no additional comments we will come out of public comment."

E. REPORT FROM THE TOWN MANAGER – Roy Kime, Manager & Zoning Administrator

R. Kime, "I attended the Planning Commission meeting last Tuesday at which time a new CUP form was discussed to be used with B-1 applications. The Commission is still working on that and a report will be given at some point. Wayne Nunnally will report on the Infrastructure Committee at another time. The Parade Committee, at the last meeting I was given authorization to spend money from the general operating budget that we passed FY19/20. I was not given authorization to spend any monies in the community activities which includes the parade and other monies which would be given to the Virginia River Realm, Trolley, etc. So I didn't pay that. I need authorization to pay \$4,200 in bills from the parade from the FY19/20 budget. \$10,000 has been appropriated so it is well below that amount. Bonnie noticed the checks

were cut on this past July statement for \$3,100 that is \$3,100 of the \$4,200 that I need authorization. **I WOULD LIKE AUTHORIZATION TO SPEND UP TO \$4,200 FROM THIS BUDGET YEAR FOR THE 4TH OF JULY PARADE BILLS.** F. Westbrook, "I was wondering if since now we are being really diligent about appropriating those funds in that particular category if when they are asking for more than one bill if maybe we could get a list for us to see so we know and how the figures are adding up that might be fairly standard protocol for most organizations. It can be something as simple as printing the checks and holding them and waiting for the meeting to happen you can just print out that part of the check registry. So maybe in the future we might consider doing that." Mayor Ransone, "Sharon is making note. Does anybody else have questions about this particular or does anybody have a problem with appropriating the money? If not I need a motion to appropriate the money." J. Brown, **"I MAKE THAT MOTION."** B. Schaschek, **"SECOND."** Mayor Ransone, **"WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO AUTHORIZE SPENDING UP TO \$4,200 FROM THIS BUDGET YEAR FOR THE 4TH OF JULY PARADE BILLS IS APPROVED 4-0.

R. Kime, "Additionally we have to make a decision on the 2020 4th of July Parade. It will fall on a Saturday and normally we do have a parade on the 4th but we have a conflict with the parade and the Farmers Market on that same date. The other markets happening around the area preclude our Farmer's Market moving Saturdays or the VIA could move their meeting to Sunday but that would interfere with church services." Mayor Ransone, "We had this problem before. We always have the parade on the 4th. If it falls on Saturday the VIA has the Farmer's Market and we can't do it Sunday because of church so we either did it Friday or Monday. Is Monday the government holiday or is the 3rd the government holiday? We tried to have it on the government holiday and by the 5th everybody will be back working again." F. Westbrook, "I don't know if the government declares what one way or the other. It is up to different business to give their employees off either the day before or the day after." R. Kime, "I talked to A. Mattheisen who said they might consider even though it is one of their best markets, they might consider cancelling altogether." B. Schaschek, "I'm thinking that is what we did last time too." K. Pollard, "We have a meeting on the third of each month so Bonnie and I can bring it up." Mayor Ransone, "This gives us some time to get with the VIA and to decide." R. Kime, "As long as we are talking about appropriations which we did for the parade we have had requests to pay the \$250 to the Kilmarnock Trolley, \$2,000 to the Virginia River Realm, \$2,000 to Lancaster Community Library and the \$1,200 for the CrabFestival to the Steamboat Era Museum. Are we in a position to authorize those, they are in the budget?" F. Westbrook, "I don't know why not." B. Schaschek, "Are you only allocating the \$1,200 for the Steamboat Era Museum or do you want to do the whole thing?" R. Kime, "They said they would like the other by December. I will ask for permission at a later time." Mayor Ransone, "That was the list of three or four things we need to do?" R. Kime, "Yes, we need the Kilmarnock Trolley for \$250, the Virginia River Realm for \$2,000 and the Lancaster Library for \$2,000 and \$1,200 for the Steamboat Era Museum." S. Phillips, "May I get them in individual motions?" F. Westbrook, "Why is that?" Mayor Ransone, "Well, I think it will be easier for her to decipher if we do them all at one time. We need a motion for the Kilmarnock Trolley for \$250." K. Pollard, **"I'LL MAKE THAT MOTION."** B. Schaschek, **"SECOND."** Mayor Ransone, **"WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO PAY \$250 FOR THE KILMARNOCK TROLLEY IS APPROVED 4-0.

Mayor Ransone, "The Virginia River Realm is \$2,000." J. Brown, "I'LL MAKE THE MOTION." B. Schaschek, "I'LL SECOND IT." Mayor Ransone, "WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO PAY \$2,000 TO THE VIRGINIA RIVER REALM IS APPROVED 4-0.

Mayor Ransone, "Lancaster County Library \$2,000." K. Pollard, "I'LL MAKE A MOTION TO APPROVE THAT." F. Westbrook, "SECOND." Mayor Ransone, "WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO PAY \$2,000 TO THE LANCASTER COUNTY LIBRARY IS APPROVED 4-0.

Mayor Ransone, "Steamboat Era Museum for the Crabfest." F. Westbrook, "I'LL MAKE THAT MOTION." B. Schaschek, "SECOND." Mayor Ransone, "WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO PAY \$1,200 TO THE STEAMBOAT ERA MUSEUM FOR THE CRABFEST IS APPROVED 4-0.

F. Westbrook, "Do we need to do the other ones individually, the first group from the parade?" Mayor Ransone, "No." R. Kime, "I have the list here if you want to see." F. Westbrook, "I just think going forward we should have a list." R. Kime, "Also, last time we discussed that we have in the budget \$250 for SignaWave the provider of wifi at the Commons that we thought was being used by all of the vendors but it apparently does not get used by all of the vendors so the question is do we want to pay the \$250 because the VIA is not interested in paying for it or do we just cancel it?" K. Pollard, "Did they say that none of the merchants want this?" B. Schaschek, "They have their own jet packs." K. Pollard, "Should we let them know we are going to cancel it?" B. Schaschek, "They are going to have to go into the Hope & Glory to take all of the equipment out." Mayor Ransone, "If the Hope & Glory wants to pay for it that is up to them." B. Schaschek, "So did you cut a check because there is something in the P&L?" K. Schaschek, "You paid it in July." S. Phillips, "To your point Klaus the check was cut but because it falls under Community Support and Tourism we did not release the check. It is part of the appropriations for

Community Support and Tourism. Bonnie you mentioned you were going to survey the vendors. Do we want to turn off the wifi during peak tourism season?" F. Westbrook, "Can we pay for just a couple of months just to get us through the summer?" S. Phillips, "We can pay six months at time. The next bill will come due at the turn of the year." Mayor Ransone, "I do see on occasion people sitting on the picnic tables using their computer." B. Schaschek, "Like Kathleen says, I don't know if the Hope & Glory or any of the shops there are using it, so we might want to ask them." Mayor Ransone, "I think we should pay for this and then Roy can check with the Hope & Glory and if they want to use it they will have to pay for it because we will no longer pay for the wifi after this year. I need a motion to do that." F. Westbrook, "So move." B. Schaschek, "Second." Mayor Ransone, **"WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO PAY \$250 TO SIGNAWAVE FOR SIX MONTHS IS APPROVED 4-0.

R. Kime, "For contracts and improvements we are waiting on Magic Tree to start on the North Commons. As for reshaping the Christmas tree, I got a call on Wednesday that they have a major piece of equipment that is in the shop but they should be working on that next week. You will notice that a very large rotten tree fell out of the area that is to be cleared and it fell in the area where the proposed Town shed is to be placed. It is an example that area needs to be cleaned up. As for permits and other zoning matters Chesapeake Academy applied for a permit for a raffle to be held on October 12 which is their annual oyster roast.

				Chesapeake	Catherine	
2019	24-Jul	2019-23	Raffle	Academy	Emry	107 Steamboat Road

On the website, as directed by the Mayor we completed cleaning up some of the difficulties that we had and we still have to update some of the changes that are necessary in the governmental page. We are still considering redesign of the website and considering a link to the Virginia River Realm and businesses in town. They keep things current for the business folks and when we work on the capital budget we would put some money in for the redesign of the website. As to Fishers Pit, we have researched state agencies and their jurisdictions. I sent the Town Council an email about that. Brian Barnes at the County has sent a FOIA request to DMME which is the group that has the mining permits. I am working with Brian to find copies of the former clean up. I received a response from former mayor Cheek to my email to the Town Council. I think we should hold off until we know who we should write to. I have been working on this." Aqua fixed the leak on King Carter and at the Hope & Glory and there was another small leak near Galley Hook that Lara Brown reported and that was cleaned up. Now I hear there are problems in front of the Latell house. Dual utility poles, I met with Anita Powell the Dominion representative and reiterated our request to have the dual poles removed and after some discussion with B. Schaschek I wrote the Atlantic Broadband about relocating lines on ten poles and gave them thirty days to respond as directed by the franchise agreement. I've traded phone calls with the guy but am still working on talking with him. On July 30th I received a call from a Dominion representative who is Joint Use guy telling me that the Town hook up's on the Christmas Tree lights were not up to NESC standards. He sent an email giving several options to correct the problem and one of the solutions is to not have any Christmas lights; for the Town to pay for new poles; change stuff on twenty for thirty poles to meet code. I have to work on this but it may be something for the capital budget." Mayor Ransone, "You need to call Paul." B. Schaschek, "He must be talking to Gary because I have been talking to Gary." R. Kime, "One last thing, I have located a two or three year old survey that was given to VDOT about Compass Entertainment Center. It was last updated in December 2017. The survey

was done to see if additional road improvements or traffic signals were needed and this report says they recommend not changing anything. The increase from what goes on there now of 5,184 vehicles per day could handle a building of 42,000 square feet and the current plans for this facility is 21,000 but it does not take into account a bunch of other things. I think this is an ideal time for us to talk to the County because, we know there is going to be increased traffic and we would like routing signs and patrols to be increased. I think somebody should be authorized to talk to the county." F. Westbrook, "Is Wayne still in conversation with VDOT on the junction of King Carter and Route 200?" R. Kime, "Yes. So you could direct either me or the Infrastructure committee to talk with VDOT. If they put that 42,000 square foot building up it would add 4,200 vehicles per day which is almost double. Some will come from the north but not all." B. Schaschek, "Will there be enough traffic on Irvington Road to have No Thru Truck signs?" R. Kime, "The traffic was not the problem it was the density of the houses. Like I said, I think we can talk to them and say we are not real crazy about the extra traffic. I suggest that I talk to Wayne when he is feeling better and between the committee and me we will start looking at the traffic. We shouldn't ignore this because it is coming."

F. REPORT FROM THE TOWN ATTORNEY – *Nancyellen Keane, Esq.*

N. Keane, "I have a couple of items left over from last month one is the discussion at the last month meeting regarding the release on the restricted funds we were given by the Lokey-Wiley Foundation that were allowed to be released and repurposed. Last month there were several motions made to cash in the CD and to donate the amounts to charities and discussion at the time included whether the proposed actions could be taken without going through the budget. As a result I was asked if a town asset could be cashed in and appropriated without going through the budget. The answer is the asset can be cashed in and deposited into a town account however if it is appropriated it must be in the budget therefore if this is to be added to the budget or if additional appropriations exceeding 1% of the budgeted expenditures for FY 19/20 will be made in the current budget then the budget must be amended. We have had meetings with most of Town Council members individually about that, the capital budget, and you all are going to schedule workshops for that and then some other expenditures that were unknown at the time the budget was passed and then there was a discussion about if the budget needs to be amended the suggestion was we try to accumulate all of these items on a list and try to do it all at one time. The process is onerous because you have to go through the whole adoption process again with the public hearing and that is in Virginia Code §15.2-2507. The second is Fishers Pit. I was supposed to be working with Roy and David Cheek on writing a letter and because Roy is currently gathering facts about it to assess the appropriate approach we are in a holding pattern until he gets all of his information and then I will work on it. Roy has briefed me a couple of times. This came in today. It is about broadband and access in Virginia. There is a request for information from localities that they want by September 9th. I am going to give this to Roy because I was not aware everybody received it." F. Westbrook, "We might be well served to talk to the County about their broadband because they are a little upset about this what they are stepping and doing and they are not going allow the bandwidth that the county's new authority is looking at. They may be a little across purposes and they are now trying to work on some of that. You might call Bob. They got word that the survey went downhill because they were in the middle of changing companies to actually gather the data and something didn't transfer. They are in a real tizzy about this. It was the county group that did the survey." R. Kime, "Most of us got a copy of the survey from the broadband group sent out." Mayor Ransone, "Are there any questions of the town attorney? If not we will move on."

G. REPORT FROM THE PLANNING COMMISSION, *J. Brown, Planning Commission Liaison*

J. Brown, "I was unable to attend the meeting so I don't have a report."

H. COMMITTEE REPORTS

1. Budget & Finance Committee – *F. Westbrook, Councilwoman*

F. Westbrook, "I have three things. We would like for us to establish a workshop date to discuss the proposed update to financial policy document itself. We also would like to request a workshop date for the initial workshop to set up the capital budget calendar itself. We have to get that established before we can move forward and to discuss the overall protocol. The first workshop will be strictly to line what we are going to do and how we are going to do it. I have a third thing but we will do that after because it doesn't need calendar." Mayor Ransone, "We are missing two members but do you have some dates in mind? What I would like to see is, do you want to do two in a month or one this month and one next month?" B. Schaschek, "Do we have to have seven day notice that there is going to be a workshop?" N. Keane, "Three day notice for a workshop." B. Schaschek, "It has to be during the week of the 19th because we are booked for next week already three days." J. Brown, "I can do it on a Monday." F. Westbrook, "Can we do it during the day as opposed to the evening? If we do it during the day you can't come right?" Mayor Ransone, "Well, I don't have to be here." F. Westbrook, "For a financial policy I would like for you to be here." Mayor Ransone, "I agree, I think I should be here. If I know in advance I can take the time off to do it. Do you want to do it around lunch and use that as my lunch break?" F. Westbrook, "Want to set it tentatively for noon on August 26th? I will get this document out. Actually I will send it to Sharon and she can print it out for everybody because it will have all of the redlines and inserts in color so it will be easier to follow." N. Keane, "Is this a workshop of the budget and finance committee or the Town Council?" F. Westbrook, "Budget and finance. Well, that is a very good question. Actually, it has to be the Town Council because we prepared the document and we are handing it over to Town Council." S. Phillips, "The public is always invited to attend but will public comment be allowed?" N. Keane, "You are asking for the notice?" F. Westbrook, "Since this is policy I don't know." Mayor Ransone, "I don't know that we would need public comment if we are establishing policy." N. Keane, "I think what Sharon is referring to is the advance notice in the ad. If people are not going to be able to speak they would like to know that so they might not come or they may come anyway but you just provide the basic ground rules." B. Schaschek, "It is policy so I don't think there is anything need to have public comment." Mayor Ransone, "They can come and take notes and speak at the next meeting. So no public comment but they can attend." S. Phillips, "Might I craft a motion for clarification. **THE IRVINGTON TOWN COUNCIL WILL HOLD A WORKSHOP FOR THE PURPOSE OF REVIEWING THE FINANCIAL POLICY ON AUGUST 26, AT NOON IN THE TOWN OFFICE. THE PUBLIC IS WELCOME TO OBSERVE.**" F. Westbrook, "Perfect." N. Keane, "Is there only one item on the agenda?" B. Schaschek, "It is a one item agenda." K. Pollard, "I'll make the motion." J. Brown, "Second." Mayor Ransone, **"WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION THAT THE IRVINGTON TOWN COUNCIL WILL HOLD A WORKSHOP FOR THE PURPOSE OF REVIEWING THE FINANCIAL POLICY ON AUGUST 26, AT NOON IN THE TOWN OFFICE. THE PUBLIC IS WELCOME TO OBSERVE IS APPROVED 4-0.

F. Westbrook, "The second item is the workshop date to start work on the capital budget calendar and perhaps we can do that the first part of September. The next council meeting is on the 12th so maybe we can do it the week before." N. Keane, "Is this a budget and finance workshop?" B. Schaschek, "We are hosting it but it is for the Town Council." F. Westbrook, "At this point it is a budget and finance workshop because

we don't have anything to turn over to the Town Council as of yet." N. Keane, "That means your committee is the one talking and everybody else is watching?" F. Westbrook, "We are going to be asking for input for some of these calendar dates that we have to set up." N. Keane, "I think you should make it a Town Council workshop that way everybody can sit at the table and participate." Mayor Ransone, "You all can run it but everybody can have input. Because everybody will be here." F. Westbrook, "Since Monday seems to be good how about the 9th once again that is tentative?" Mayor Ransone, "Monday's are good for you Jackie, right?" J. Brown, "So long as you don't take all of my days off." Mayor Ransone, "Would you rather have that one during the day or the evening?" J. Brown, "I don't really care." F. Westbrook, "I don't imagine this one is going to be a long one. We will be setting up the calendar." Mayor Ransone, "Do we want to do noon again? If I can be here I will." F. Westbrook, "September 9th at noon." S. Phillips, "For clarification in the minutes, **THE IRVINGTON TOWN COUNCIL WILL HOLD A WORKSHOP TENTATIVELY ON SEPTEMBER 9TH AT NOON IN THE TOWN OFFICE, THE PUBLIC IS WELCOME TO OBSERVE.**" K. Pollard, "I'll make that motion." J. Brown, "Second." Mayor Ransone, **"WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION THAT THE IRVINGTON TOWN COUNCIL WILL HOLD A WORKSHOP TENTATIVELY ON SEPTEMBER 9TH AT NOON IN THE TOWN OFFICE, THE PUBLIC IS WELCOME TO OBSERVE IS APPROVED 4-0.

F. Westbrook, "The last thing is the budget and finance will meet this coming Monday August 12th at 3PM to start preliminary FY ending 2019 internal audit." B. Schaschek, "Do we want two participants from town?" F. Westbrook, "We can set that up in the meeting and since it's just two of us on this committee now we are going to need two more people when we get ready to do the audit. We may come back to you at the next meeting and ask for approval for two we need to work in even sets."

2. Long Range Infrastructure – W. Nunnally, Councilman

Mayor Ransone, "Wayne is not here so we don't have a report."

3. Short Term Rental – W. Nunnally, Councilman

Mayor Ransone, "Wayne is not better so we may have this on be back burner for a short time. I'll talk with him to see what he wants to do."

I. OLD BUSINESS

1. Meeting Minutes – F. Westbrook, Councilwoman

Mayor Ransone, "We have been talking about this at the beginning does anybody else have comments at this time? Okay we are working on that. The next thing is the vision statement."

2. Vision Statement – J. Brown, Councilwoman

J. Brown, "Last month we started going through the recommendations from the Planning Commission and I want to review what was decided from the minutes and go to the final item. The first thing, in review, the following decisions were made at the last meeting: 1) The Planning Commission recommends placing the Vision Statement in the front of the Comprehensive Plan. Town Council agreed with this placement and further decided that no changes should be made to the Vision Statement. The Council had already approved and voted on the Vision Statement in its entirety. 2) The Town Council rejected the idea of a shorter summary version to replace the short one sentence vision of the 2017 document, instead, the Council agreed to amend the sentence beginning: "the goals that follow" as below: "The goals that follow outline those areas of concentrated effort that the Town of Irvington will focus on- in accordance with its Vision Statement- during the lifespan of this Comprehensive Plan." 3) The Town Council wishes to remove

Strategies #2 and #3 under Goal A, and the entirety of Goal B. This could be achieved simply by an asterisk with a footnote: "this goal was deleted by the Irvington Town Council on whatever date" The Council agreed to take this approach. 4) The Planning Commission did not agree that strategy #3 should be deleted. Town Council decided to delete it. That summarizes the actions of council at the last meeting. The final remaining item to be decided is 5) In addition, members of the Planning Commission reviewed the entire document for further conceptual references to the PUD. There were quite a few, but as these references were conceptual "support" instead of "actual", there was quite a bit of disagreement as to whether to remove them. After reviewing the materials, what are your thoughts?" N. Keane, "I'm missing, I'm not seeing or following where all of these things were decided. Are these from the minutes?" J. Brown, "I looked through the minutes and I listened to the tape and everybody agreed to these things. There was no actual vote necessarily. There was a vote in a prior meeting about the vision statement but everybody agreed conceptually to those ideas we still need to take a vote tonight." N. Keane, "Okay. So no vote was taken." F. Westbrook, "No, we tabled it." J. Brown, "What are your feelings on the conceptual support versus the actual support? Do we want to go back and review all of those references?" B. Schaschek, "I don't think it is necessary." F. Westbrook, "I'm still the same mind as in the previous council meeting having read all of this before the meeting, my biggest concern is when we start and I understand what the planning commission was trying to do and they put a lot of time into it but my biggest concern is that once we start taking out pieces here and there that we might be opening a can of worms and it is a domino thing and we will never ever truly probably get it back into a coherent document so personally I would much rather see doing what we initially set out to do, take out those things you referenced and insert the vision statement, let that rest as it is, know that we will be going forward here relatively soon and start looking at this through a whole set of eyes because we are going to be required to review it yet again." K. Pollard, "I don't have an opinion on this because I haven't read through it thoroughly so at this time I can't really. I don't mind the vision statement being moved to the front of the document because that is important but as far as the other things I guess I am agreeing with you." J. Brown, "That actually reflects what the planning commission voted when they were discussing how far to take this because there comes a point where you start to disintegrate the document, it loses its continuity if you start taking things pieces here and there." K. Pollard, "Should we wait until Wayne and Mike come back? Shouldn't we wait until all of us are here?" F. Westbrook, "It is important enough that perhaps maybe we should. I know neither of them have read the document." J. Brown, "I introduced this concept last November and we are still working on a motion and a vote I think the vision statement and getting that in place and having a public hearing is really important for our legal footing. We need to have ordinances and a comprehensive plan and a vision statement that all complement each other and basically give intention to where we are going and to wait yet another month I find that problematic." F. Westbrook, "It was a unanimous vote when we did vote on the vision statement, they were here and they agreed to take out those items that we initially presented. They were a part of those votes and both of those votes were unanimous. The difference being the other additions they were suggesting." Mayor Ransone, "We just want to do the three things you were talking about plus the vision statement." F. Westbrook, "That has already been done by the Town Council. We have already voted on that." J. Brown, "We need to get this to the public hearing stage." N. Keane, "You have already voted on, what?" F. Westbrook, "The vision statement was accepted." N. Keane, "I didn't read it that way." B. Schaschek, "That happened months ago." N. Keane, "I'll read what the motion was along with the vote. Because it doesn't make sense to me." F. Westbrook, "No it doesn't and I brought it with me and it makes no sense to me." N. Keane, "It was written out but it wasn't read so it was free lanced and it ended up to where I don't follow. The motion delivering to the Town Council the statement that they, and they means the vision statement committee, unanimously recommend as the vision statement for the Town of Irvington Virginia and request the Town Council review and take further action as they determine which can be to pass it on to the planning commission is passed 6-0." F. Westbrook, "I don't think that's exactly what the motion was." N. Keane, "What I read is straight from the minutes." F. Westbrook, "I understand that and we are wishy washy when we make motions granted." N. Keane, "I don't think that was accepted. I'm just

saying there is nothing keeping you from accepting now if you wanted to do that." F. Westbrook, "I think that was the intent that it was accepted that evening so if for further clarification you think we should redo that with better wording." J. Brown, "Can I read the motion I would like to make please?" F. Westbrook, "The motion to have in its place?" J. Brown, "Given the decision to not pursue all of these small items I make a formal motion **THAT THE TOWN COUNCIL DIRECT THE PLANNING COMMISSION IN WRITING TO CREATE AN OPENING PAGE WITH THE VISION STATEMENT, AS WELL AS A WRITTEN REVISION OF PAGE 35 AND SECTION 4.2 "OBJECTIVES AND STRATEGIES" OF THE 2017 COMPREHENSIVE PLAN WITH THE FOLLOWING CHANGES: 1) THE UNAMENDED VISION STATEMENT SHALL LEAD THE DOCUMENT. 2) ON PAGE 35, THE SENTENCE BEGINNING "THE GOALS THAT FOLLOW" SHALL READ: "THE GOALS THAT FOLLOW OUTLINE THOSE AREAS OF CONCENTRATED EFFORT THAT THE TOWN OF IRVINGTON WILL FOCUS ON- IN ACCORDANCE WITH ITS VISION STATEMENT- DURING THE LIFESPAN OF THIS COMPREHENSIVE PLAN. 3) ON PAGE 36, SECTION 4.2 "OBJECTIVES AND STRATEGIES: REMOVE STRATEGIES # 2 AND #3 UNDER GOAL A AND REMOVE GOAL B IN ITS ENTIRETY. USE AN ASTERISK WITH THE FOOTNOTE "THIS GOAL WAS DELETED BY THE IRVINGTON TOWN COUNCIL ON WHATEVER DATE IN ORDER TO LEAVE THE OTHER NUMBERING INTACT. LEAVE CONCEPTUAL REFERENCES TO THE PUD IN THE DOCUMENT INSTEAD OF REMOVING THEM.** That is my motion." F. Westbrook, "Second." Mayor Ransone, "Fran has seconded. We can have discussion." B. Schaschek, "I have a question because we already had a pass to delete this on page 36." J. Brown, "Well that is under objectives and strategies." B. Schaschek, "You said page 35" J. Brown, "Correct, that was the second point and the third point is remove strategies two and three in its entirety." F. Westbrook, "They are on page 36." J. Brown, "I left out objectives and strategies so I will change that." N. Keane, "Is there a way to copy what you have there?" F. Westbrook, "She can give that to Sharon." N. Keane, "But don't the rest of you all need to look at it before you vote?" F. Westbrook, "No, we have done this so many times before and we had long drawn out discussions." J. Brown, "This has been drawn out since February and it is time to make a decision." F. Westbrook, "Well we had once but the wording in the minutes is confusing." Mayor Ransone, **"WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Abstain

THE MOTION THAT THAT THE TOWN COUNCIL DIRECT THE PLANNING COMMISSION IN WRITING TO CREATE AN OPENING PAGE WITH THE VISION STATEMENT, AS WELL AS A WRITTEN REVISION OF PAGE 35 AND SECTION 4.2 "OBJECTIVES AND STRATEGIES" OF THE 2017 COMPREHENSIVE PLAN WITH THE FOLLOWING CHANGES: 1) THE UNAMENDED VISION STATEMENT SHALL LEAD THE DOCUMENT. 2) ON PAGE 35, THE SENTENCE BEGINNING "THE GOALS THAT FOLLOW" SHALL READ: "THE GOALS THAT FOLLOW OUTLINE THOSE AREAS OF CONCENTRATED EFFORT THAT THE TOWN OF IRVINGTON WILL FOCUS ON- IN ACCORDANCE WITH ITS VISION STATEMENT- DURING THE LIFESPAN OF THIS COMPREHENSIVE PLAN. 3) ON PAGE 36, SECTION 4.2 "OBJECTIVES AND STRATEGIES: REMOVE STRATEGIES # 2 AND #3 UNDER GOAL A AND REMOVE GOAL B IN ITS ENTIRETY. USE AN ASTERISK WITH THE FOOTNOTE "THIS GOAL WAS DELETED BY THE IRVINGTON TOWN COUNCIL ON WHATEVER DATE IN ORDER TO LEAVE THE OTHER NUMBERING INTACT. LEAVE CONCEPTUAL REFERENCES TO THE PUD IN THE DOCUMENT INSTEAD OF REMOVING THEM IS APPROVED 3-0.

Mayor Ransone, "We have a motion that has been passed. We have three that voted for it: Bonnie, Fran and Jackie. Kathleen abstained because she didn't feel like she had one her homework." J. Brown, "The other thing that I think is important is that we put some kind of time frame for this work to be done by the planning commission and for the public hearings to take place." Mayor Ransone, "I think the planning commission is going to hear about it as soon as possible. Mike can get there and maybe they can so something at the next meeting. They will not have the public hearing at the next meeting but the following meeting." N. Keane, "Do you mean a public hearing to pass the comprehensive plan?" J. Brown, "No just to make the changes. We are going to have something for people to look at during the public hearing for the public and us." F. Westbrook, "Are there other things we can do or should we leave it alone and do this one thing?" N. Keane, "I think you all may be using the word public hearing in a different context because you are talking about having public comment on the revised version." J. Brown, "We need to have a joint public hearing is what we discussed." B. Schaschek, "It is a joint public hearing between the planning commission and the Town Council so we don't have to have two." R. Kime, "But the first step is to come up with the document." Mayor Ransone, "Anything else Jackie?" J. Brown, "I would just like to agree on some kind of a time frame. It is not unreasonable and it is not a whole lot of work because we are telling them what to do to have it done by our next meeting would be helpful so we can move forward with this." Mayor Ransone, "We are going to have a couple of workshops and I would like to see what Mike has to say but he is not here." C. Bradley, "I am the one who is going to have to modify the document. It will take me five minutes depending on what format you have the comprehensive plan in. I have a word version because I modified the PDF. What format do you have the comprehensive plan?" B. Schaschek, "We had a word document because we were all making changes to it at one point." F. Westbrook, "Do you have the final document in word format?" J. Brown, "They were supposed to have given us a disc." C. Bradley, "If you get me the disc I can probably work the file. I am not retyping the comprehensive plan." J. Brown, "We don't need the whole file we just need these pages." C. Bradley, "But for me to make the changes in a file I need to have a program that will allow me to get into the file and make the changes. It could be straight forward or it could be very complicated. If it is only in a PDF I will only be able to replace pages." Mayor Ransone, "Are you going to have a joint meeting for the planning commission." B. Schaschek, "No. This will go the planning commission and make the changes and then bring it back to the council then the council will look at it and approve it before the public hearing." K. Pollard, "Will you have in there what it was, striking it out and then what will replace?" Mayor Ransone, "I think Jackie would like to see a time frame. Can it happen in the next two months?" N. Keane, "The joint public hearing has notice requirements which is going to happen after the planning commission revises it and brings it back to you to look at during the meeting then after that we would be able to put out the notice for the joint public hearing." Mayor Ransone, "So it may be October because at best you would just be getting the document in September from the planning commission." J. Brown, "It is a whole year to get something done. This is absolutely incredible." Mayor Ransone, "We have to go by notices and public hearings because we are changing it. If they can get it here next month and we can get it on the agenda and then pass it in October." K. Pollard, "Are you going to have it so we can see what is there now and by using redlines we can see the new?" J. Brown, "We are not redoing the numbering we are just using a footnote that says this was deleted by the Town Council so the numbers will not change. Everything that is in the back of the document that references numbers in the document." S. Phillips, "Is Jackie's motion amended to include a due date?" Mayor Ransone, "No. We made the motion and it passed. We just have to go through the process now. Does the planning commission have to have a public hearing?" F. Westbrook, "No, it will be joint." R. Kime, "No. Their task is to redo the document and get it back to the Town Council, you all look at it and then set up a public hearing." N. Keane, "You would be amending the comprehensive plan as it currently exists was passed by resolution so it has to be passed by another resolution so the public hearing is an additional requirement that the state requires. A resolution requires two readings. That is why when you are talking about the October agenda you may have to call a special called meeting or either have it in October." Mayor Ransone, "We could call a special meeting two weeks after the regular meeting." F. Westbrook, "We can have the first reading at the public hearing, correct?" N. Keane, "They would have to be separate but they could be scheduled for the same night. You cannot take action at the public hearing." Mayor Ransone, "Is there any other old business? There is no new business so we are on to announcements."

J. ANNOUNCEMENTS

1. 2019 Irvington CrabFestival August 10

Mayor Ransone, "We have six tickets to the 2019 CrabFest. How would council like to distribute the tickets? Roy would you like two tickets? Sharon would you like two tickets?" Nancyellen would you like two tickets? Is that okay with the council?"

2. VIA Boot Sale August 31

K. ROUNDTABLE DISCUSSION

Mayor Ransone, "I have a couple of things I want to say. We have had a couple of meetings and I was not at the last meeting but I have been thinking about this and ever since I got back from my time off out meetings have gotten long and everybody is tired. We have to think of ways to shorten the meetings. We have done a pretty good job tonight. I want to Council to think of ways to shorten these up. Everybody is talking about the minutes. If you shorten the meeting you shorten the minutes. The minutes will not be as long. We start at 6:30 and unless we have something major a meeting should not last more than an hour and a half to two hours. They don't need to last that long. One of my suggestions is we have things that are on the backburner so let's pick three or four and get them done. If we don't get them done they are tabled and handled at the next meeting. Let's have some structure when we have issues. We need to get the capital budget done. We need to get the Air B'N B done which has been put on the back burner until Wayne is feeling better. What I would like to see is our committees at least meet here, I'm not saying you have to but if you could, once a month meet with staff so staff has the chance to write the agenda down and if you have a motion to make your name could be by it like we were doing before and we have moved away from that. If something else needs to be brought up it can be brought up at roundtable. If you have something that is gnawing at you, you will still have a chance to speak. We are trying to condense the meetings. We have four hundred people in this town and we have to have four hour meetings and that is just ridiculous. I understand the budget process may take a little longer so maybe things will speed up now. These people don't want to sit here for three hours and listen to us. If it is important and we need to do it that's one thing but I think you should think of ways to make this better and please suggest them to Sharon and Roy or Nancyellen, they are willing to listen and talk about it. We need to have a workshop on just us for the council and staff to see what we can do to work better. That is all I have. Does anybody have anything else?" J. Brown, "I just want to bring up again the traffic. Roy has been working on it but it is getting worse and a lot worse. I just followed a truck down from Kilmarnock that had no reason to be in town, drove through town, and went to the 7-11 instead of going Route 3. Supposedly with our Charter we are supposed to be able to control traffic in our town and I don't understand why we can't put up No Thru Truck signs. I know we have been there before but if we have this ability in this Charter to control traffic in our town its seems like small things like putting signage up and maybe having a speed detector that we can move around on a trailer would work, I know this cop thing isn't going to work out because of the constrains the county has put on us but we should be able to do something." Mayor Ransone, "Route 200 is a public road." J. Brown, "West Point has them and that is a public road and they have a lot more traffic than we do so why are not allowed to?" Mayor Ransone, "They are their side roads that have No Thru Traffic." J. Brown, "I am not talking about that I am talking about the electronic thing that tells you how fast you are going." F. Westbrook, "We have been through this before. Mike Merrill did tremendous research on the types and the cost if we were to purchase our own because the county's is frequently down and not working, they have issues with it off and on." R. Kime, "If we were to buy and permanently place where the flashing lights are now, purchase two and place one on each side it would cost about \$6,000." Mayor Ransone, "That is a conversation for the capital plan." Mayor Ransone, "Port Royal has a sign that flashes your speed, can you find out if that is a VDOT sign or does the town own it." J. Brown, "Here is

another fun fact. June McGeorge told me that there is a broken one in a shed somewhere, can we get it fixed?" B. Schaschek, "That was the Sheriff's and it used to be here and it is broken and sitting somewhere." F. Westbrook, "There are real issues with that like they can't get parts they can't get." Mayor Ransone, "We need one of those on both sides and really need one on King Carter Drive." F. Westbrook, "There is the enforcement side of this too." R. Kime, "Kilmarnock spent a million dollars to put the by-pass in." Mayor Ransone, "Truck drives have MapQuest and other software and it tells them how to go." B. Schaschek, "I you put a traffic light there and they have to stop then they will stop coming through here." R. Kime, "Make it a deterrent or make it difficult." B. Schaschek, "If we are going to have additional traffic coming through you might want to have a stop light. If they put a stop light maybe they will get rid of the bump outs because they are dangerous." F. Westbrook, "The bump outs are especially dangerous at the Post Office." Mayor Ransone, "Hopefully Wayne and Roy will get together on this. Is there anything else?" B. Schaschek, "Fran and I were talking and there are more and more solar farms. They are purchasing and leasing open land." F. Westbrook, "Lancaster is getting ready to approve." B. Schaschek, "I think we need to get an ordinance in place now that does not allow solar farms because we do have open property sitting on Irvington Road." Mayor Ransone, "We are going to have to think about that because if somebody wants to lease their land." F. Westbrook, "That is why we need to take into account now." N. Keane, "Usually there is a minimum acreage." B. Schaschek, "Its fifteen acres." R. Kime, "I can look at this but most of our zoning places have uses that are permitted and solar farms are not one of them." B. Schaschek, "We need to look at that because farmers have been leasing their land. I think we need to be proactive and really look into it and stop it before it gets here." Mayor Ransone, "That is another thing on your list for you to do." B. Schaschek, "Do we need a motion for that." F. Westbrook, "No, it is just information gathering."

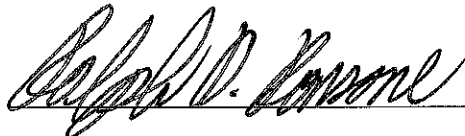
L. ADJOURN

Mayor Ransone, "If there is nothing else I need a motion to adjourn." J. Brown, "I make that." B. Schaschek, "Second." Mayor Ransone, **"WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."**

Vote:	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

The meeting ended at 9:00 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone Mayor

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY JULY 11, 2019 6:30 PM**

The Irvington town council held a regular monthly meeting on Thursday July 11, 2019 at 6:30 p.m., in the town office.

A. CALL TO ORDER

Vice Mayor Pollard called the Irvington town council meeting to order at 6:30 p.m., and noted Mayor Ransone was not able to attend the meeting. Vice Mayor Pollard welcomed everyone to the meeting.

B. ROLL CALL

Members of Council present: Kathleen Pollard
Mike Bombay
Bonnie Schaschek
Wayne Nunnally
Jackie Brown
Frances Westbrook

Absent: Ralph D. Ransone

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

K. Pollard, "We need to approve the agenda. If everyone has had a chance to look over the agenda. Are there any questions?" W. NUNNALLY, "I MOVE WE APPROVE THE AGENDA." F. WESTBROOK, "SECOND." K. POLLARD, "WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE AGENDA IS APPROVED 6-0.

D. APPROVAL OF MINUTES AND TREASURER'S REPORTS

1. April 23, 2019 Budget & Finance Committee Workshop Minutes
2. April 29, 2019 Budget & Finance Committee Workshop Minutes
3. May 6, 2019 Budget & Finance Committee Workshop Minutes
4. May 10, 2019 Budget & Finance Committee Workshop Minutes
5. May 13, 2019 Special Called Meeting Minutes
6. June 2019 Treasurer's Report

K. Pollard, "I am going to read the date of the budget and finance committee workshop meetings and then ask for one approval for all of the dates." F. Westbrook, "The holidays really wreaked havoc with staff being in here and these came in late because of that. I know that we postponed the last few months here. This is an awful lot has everybody had a chance to read all of this? Do we want to postpone again or go ahead?" M. Bombay, "Can we approve last months?" F. Westbrook, "May 13?" B. Schaschek, "That is the only one I could get to." K. Pollard, "So you want to go ahead and take the 23, 29, 6th, and 10th workshop minutes and move those for approval at the August meeting." W. Nunnally, "We can approve them and leave to amend if mistakes are found." F. Westbrook, "Some have not read them. It is kind of hard to even do that." K. Pollard, "I did read the minutes. Why don't we just do that? Everybody be prepared to do the workshop minutes and we will hold those until August for approval. **I WILL ASK FOR A MOTION TO APPROVE THE MAY 13 SPECIAL CALLED MINUTES.**" W. NUNNALLY, "SO MOVE." J. BROWN, "SECOND." K. POLLARD, "WE HAVE A MOTION AND A SECOND. IS THERE ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED SAY NAY."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE MAY 13 SPECIAL CALLED MINUTES IS APPROVED 6-0.

K. Pollard, "And the June treasurer's report?" F. Westbrook, "Since that is the last report of the fiscal year and it has year to date figures on there I would like to see us consider basically just filing this for audit and let's get the year in house audit done before we deal with the year-end figures." W. Nunnally, "So we are going to refer this to the audit committee?" F. Westbrook, "Yes." K. Pollard, "So we are not going to approve them tonight?" F. Westbrook, "You do not typically approve them." B. Schaschek, "Can we just ask a question? I am curious about a couple of entries. \$4,700 for the storage building? R. Kime, "That is for the trees. Remember we said we were going to clean up around the trees on the north commons?" B. Schaschek, "Has it been done? I didn't see it done." R. Kime, "No the work has not been done. Would you like to see the check? I am holding the check until the work is done." F. Westbrook, "Did it get done in June or July?" R. Kime, "The work has not been done. I thought you wanted me to get this in the budget this year so we paid them." W. Nunnally, "But you are holding the check and it won't be paid until the work is done?" R. Kime, "I have the check and will not hand it out until the work is done." F. Westbrook, "What date is on the check?" R. Kime, "June 30." F. Westbrook, "We don't typically pay for things that haven't been done." W. Nunnally, "Well we haven't. He still has the check." R. Kime, "We wanted to get it in this last fiscal year." F. Westbrook, "So does that mean all of our June invoices, what is the date on the check? Does that mean that we have paid everything for June in June and we don't have any outstanding invoices or anything left to be paid? They will all show up for June and there won't be anything in July?" S. Phillips, "That is a difficult question to answer because of the parade. Today I received an invoice for the parade." F. Westbrook, "Is there a June date on the invoice?" R. Kime, "No." F. Westbrook, "All I am asking is if anything dated June on any invoice has been paid with a June date and they are showing up properly and in the right time frame. Is that what is happening?" R. Kime, "On the budget last year we anticipated that our revenue over expenses would be \$16,000 that is what we said we would contribute to the capital fund and if the numbers hold up after the audit committee looks at it our revenue this year even though it was down some because of the Tides Inn our revenue over expenses is \$45,000 so we are \$28,000 to the good. So there were some concerned we were not putting enough away we put more in than originally anticipated." F. Westbrook, "That is fantastic." K. Pollard, "Any more questions?"

E. PUBLIC COMMENT – Please place your name on the sign – up sheet provided

K. Pollard, "I hope everyone who would like to speak has signed in." David Cheek, "Vice mayor and council members. I am here to talk about the Fisher sand and gravel pit which is located in the north east corner of our town border. There has been some environmental issues up there for some time and they have come to a head recently. I am here tonight to ask for a conversation from the council to determine a letter that we can send to these state agencies of your concern of these environmental issues. The three big issues I am talking about 1) illegal dumping with no permit. That is on the county side and only affects us indirectly. 2) the contaminants up there over years and years and decades of illegal dumping that has settled into that pond. There is a holding pond a collection pond in between two sand pits and everything that runs off goes into this pond. The water is dark brown and opaque. There are bound to be contaminants there although no state agency and no one has gone up to try to analyze it. The big issue that affects us in Irvington and its residents is 3) broken dam. That broken dam that holds this water back has been breached I don't know how many months. It came to my attention two months ago. That brown water with the contaminants is running down to the residents of Old Mill Cove. It is bringing silt and it is stopping up that part of the creek. It is affecting the residents up there and it is also affecting the aquaculture. I am not sure but a few of you may have heard that we did have the DEQ and also the bureau of mines and minerals come in last Tuesday and they met at the sand pit and they met with Eric Fisher who is one of the owners, but Theodore Fisher the original owner passed away a number of years ago and his estate has never been settled so there are multiple and scattered all over the country. The other person who was at the meeting was basically a customer of the Fisher's someone who is actually pulling the sand out and using it in some fashion. What came out of this meeting was very disappointing. I was very dismayed. They did not invite our representatives from the county Brian Barnes. You would think that when a state agency came into the county they would take the local enforcement officer that knows the situation that has information but they never contacted him. They didn't even have the courtesy to call and say they were in the county. The report came back and basically stated they were not going to do anything. The reason they are not going to do anything is because when they went into the sand pit they only entered at the entrance. That pit is huge. Many, many acres. And they only went as far as they could see from the gate. There is a lot more to be seen and a lot more to be unearthed up there and I would like for council to get together either with Roy or the town attorney and I am happy to provide whatever information I can and come up with a letter of concern to these agencies would go a long way in helping this situation. Any questions?" M. Bombay, "David, where does the water come from that is going into the holding pit?" D. Cheek, "It is fresh water. The best place to start is the slew way down at RWC and it comes out of that and runs down to a stream and there are various other little streams and farm land involved in there and I think there must have been another little dam in there that broke years ago. But where it all ends up is right there in that collection spot that has now breeched." M. Bombay, "But where it ends is Carter's Creek." D. Cheek, "Yes. I have pictures that will help you understand what we are looking at. This is the roadway that goes across the dam from one pit to the other and you can see the breach there very clearly. This picture here not only shows the breach but also shows how much water has run out of the dam and what close proximity it is to the tents. You can see the tents. This picture gives you a long range view of the sand pits also in Carter's Creek and Old Mill Cove. Irvington Road is out here and Irvington is here this is the long sandy road coming in to the gate to the first pit, this is where the meeting was held. This is as far as they went. There is a lot more debris than what you can see. The sandy road goes across the dam, this is the pond or what is left of it, and this is the tidal waters for Old Mill Cove and this comes down to where the tents are and it turns and goes down Old Mill Cove this is where the sand and the water and you can see the color of the water and creek." K. Pollard, "You said DEQ and they just came down and looked. How did you get your information?" D. Cheek, "It came out today from Brian Barnes our representative from Lancaster they finally notified him of the report and they said it was going to come out within a week and after the report came out they informed him of what it was." K. Pollard, "Did he say he was going to send the info to the town of Irvington? What are going to do? Do we have to go them?" D. Cheek, "Roy, can I ask you to join the conversation?" R.

Kime, "I told Brian we would be discussing it tonight and probably would take some action." W. Nunnally, "Roy, you have been dealing with this all along." R. Kime, "I have been dealing with this for about a year and a half. The other thing is this is a picture of what the debris is on that road and why you can't get down that road because they dump all of that stuff on it." D. Cheek, "The picture of the creek area, you can you find where Irvington Farms is? You will see it back right up to the sand pit. That is just the beginning. I have not been up there but talking to people from here who have been there they say what they removed from the Theodore Fisher home place is just a fraction of what is at the pit but that is the county's problem. I am really concerned about the dam and the water, the run off, the silt, pollution going into the creek and what is affecting all of us. It comes right down the creek, right down under the bridge, and out. You can see it." K. Pollard, "Is DEQ going to get back with these officials?" D. Cheek, "Brian Barnes is really inquiring. There is a lot of information that he did not put in his email and he is trying to get but he is trying to get them to give it to him." J. Brown, "Tubman said his evaluation of the situation was not as serious. Tubman is the DEQ guy that I wrote to." R. Kime, "The county has a notice of violation filed against all of them and is going to move into court within about thirty days but it would be better if DEQ could have the attorney general be in with this. This is something we should do." W. Nunnally, "I would encourage everybody, each of us as a private citizen, should call our representative Whitman and get him moving because we want to get the federal environmental group to clean this place up because it is going to have to be federal money to do it because it is going to cost millions of dollars." D. Cheek, "If I were to figure what it cost up there behind Theodore Fisher's home place, I heard it was around \$150,000." W. Nunnally, "I can't believe they did it for that." D. Cheek, "This is going to be a lot more." F. Westbrook, "David, if we were to write a letter or the town were to write a letter what agency would you recommend?" D. Cheek, "I would go right back to DEQ. I contacted the bureau of mines and minerals whose fellow was also there Paul Grizzle is his name the man has been a really good representative for the state for a number of years he is retiring at the end of this month if I understand correctly. So, you can understand that. I contacted dam safety and flood plain, got a response back from him saying the dam is too small for them to deal with." F. Westbrook, "But they don't know what is on the other side do they? So why does the size matter if what is being dumped into the creek? To me that should be the deciding factor." D. Cheek, "They referred me back to the DEQ." W. Nunnally, "Let's get Whitman involved and those other democratic senators." D. Cheek, "Margaret Ransone is also our representative. There is a couple of things that went wrong with this evaluation and I have pointed those out 1) David Walsh this individual had no business being there he is nothing but a customer. Why was he invited? Why was he there?" J. Brown, "Don't you think he was invited because they were renewing his permit?" D. Cheek, "This was an environmental inspection with the owner." J. Brown, "My understanding was the point was to renew they were inspecting the property to renew the mining permit." D. Cheek, "Don't you think that goes with the owner and not with the people that are just taking sand out? I just don't think he had standing and don't understand why he was invited to be there. This was an environmental inspection." J. Brown, "I don't disagree with you I am just saying from their point of view they may have thought since he was the person applying for the permit." D. Cheek, "That may be true but why did they leave Brian out and Roy?" J. Brown, "I don't know but it is insulting." D. Cheek, "The other thing is that there are other people that have standing that if it was an environmental issue, and environmental inspection, there are people who have legal standing and should have been there and Brian was one of them." J. Brown, "This document indicates they think we are overreacting and making too much out of nothing." D. Cheek, "They don't understand the real problem because they have never been down to the physical dam. They never say that. How can they say it is not polluted when they haven't even seen the dam? They are making assumptions from their records in the past. It is nothing but taking the record out and reading the file and kicking the can down the road. I want this to stop now. I was a mayor thirty years ago and we were fighting this issue then and that is when they really had oil barrels, refrigerators, asbestos and the county finally cleaned it up for a while but now it has come back." F. Westbrook, "Fisher also, behind his home place that was all dumped on and just recently was cleaned up again. I guess the bottom line question is why does Fisher keep getting by with this? **W. NUNNALLY,**

“MADAM VICE MAYOR, I WOULD SUGGEST WE WRITE A LETTER TO THE VARIOUS AND SUNDRY AGENCIES THAT ARE INVOLVED AND THAT OUR ATTORNEY COORDINATE WITH MR. CHEEK AND LET HIM FILL HER IN ON THE BACKGROUND INFORMATION AND THEN LET’S GET IT OUT AND SEND IT TO THE REPRESENTATIVE.”

N. Keane, “Whitman is good but we need to talk to the general assembly representative Margaret Ransone because they will apply pressure on the DEQ and Whitman cannot.” Carol Biscontinni, “I know it is hot outside and July but I am trying to make you think about December. Our Christmas decorations for the town are looking a little shabby. Kilmarnock’s look really wonderful and I had a friend visiting at Christmas and we were going through the town for which I was very proud and my friend just kept commenting on the Christmas decorations which made me very sad. I don’t know who is responsible for them if it is the town or the VIA but maybe you could get together and take a look and see if they can be classed up a little bit.” K. Pollard, “Do you have any suggestions?” C. Biscontinni, “The lanterns are falling apart. I have seen a beautiful star that was outlined with lights but I can’t remember if it was in Kilmarnock or not. I know we don’t want to copy exactly what Kilmarnock has but I think there is beautiful stuff out there that is very simple and attractive.” W. Nunnally, “If you have any catalogues or anything that you have looked at why don’t you provide them? It would help us.” Jackie Ammons, “I run three of the businesses here in town for Omni Design group and we are here tonight to talk to the town and request that you update the website.” W. Nunnally, “Who is with you Jackie?” J. Ammons, “Phyllis Bird Reynolds and I am here representing my son Brian Bird who owns Dredge and also a resident. And this is Lee Taylor. We are not asking for you all to promote our businesses but we are asking you to help represent our businesses accurately on the website. It has been at least a year since the website has been updated. We know that because SewLoveLee opened almost a year ago and it is still not on the website as a business. Just to give you a quick glance of some of the businesses that are not accurately represented, Fore and Aft relocated in January. Sweet Tea Boutique opened spring 2018. Village Needlepoint relocated in January. Dredge opened February 2019. Office Café opened last fall. The Vine opened last summer. SewLoveLee was August and then Fish Hawk is the most recent which took over the Commodore space. When I first opened Fore and Aft which was three summers ago, when I asked for the website to be updated it was done immediately. No one asked any questions. We think we are not representing the town or the businesses or new people or guests that are staying in town. Are the businesses not a priority to the town council? It seems like a simple fix for us. If there is a committee we are all willing to be a part of it just to get these things done. We also feel like with us not having a meal tax like our neighboring towns it is a big draw to come here for dinner. 5% is a big deal when you think about it. I lived in Williamsburg and people griped about the meal tax all the time so coming over here where it is just 5.3% is pretty good. Most recently, the 4th of July events were posted as 2019 events and clearly they were not. The concert was advertised as a 2019 4th of July concert which was never on the books and you didn’t know that until you opened the flyer and saw the actual dates were 2018. I’m sure the town office was bombarded with calls. I heard people around town complaining about it. Can we plan ahead early because 4th of July falls on a Saturday next year so we need to be proactive in our planning.” P. Reynolds, “I am here representing my son Brian Bird who is the owner of Dredge. I was here, my husband is Ray Reynolds, and we lived here in Irvington and raised our family in Irvington for generations. I was here when the original Trick Dog was built. Bill Westbrook opened the Trick Dog restaurant and we have seen all of the changes even though we moved to Florida and came back we kept up with all of the changes. When Brian was approached by the former owner to purchase Trick Dog it was because he felt that Brian could be the one to be able to bring in something fabulous back to Irvington again as we all know Trick Dog had gone downhill and the former owner admits he didn’t want to try and that is what happened. My self and Brian’s two sisters, nieces, nephews and our entire family is invested in this restaurant and the success of this restaurant. I take it as a personal insult that on Irvington’s website it is still listed as Trick Dog Bar and Bistro is the place to go in Irvington. I find that highly insulting in this day and age. Do you need an idea for a new website manager? I have several people that I can put you in touch with because it is not that hard to log on as an admin and

update that website and keep it current. 4th of July week here was phenomenal for all of the businesses. Brian and his crew did a phenomenal job and numbers sky rocketed and this place was jamming. Just think if we had been accurate with our information on the website we could have had even more and hosted for the events and things that come up to be on there. I am not sure why some places that are on there haven't complained about this because this is 2019 and we all know how to turn on a computer and use it." J. Ammons, "I was at a board meeting for the chamber earlier this week and we were talking about the website and it has become a joke that is more of a memorial site what businesses used to be here because that is more accurate than what is currently happening." K. Pollard, "I thought you were going to talk to Carol and you were going to update all of this?" P. Bird, "Who is supposed to be in charge of this?" F. Westbrook, "We have a technology committee but do we not make changes in house?" K. Pollard, "I did it until it changed over to Klaus and Bonnie because he is the one that criticized me about the website." B. Schaschek, "I haven't gotten any updates from anybody." J. Ammons, "You go through the town and see that the business have changed." P. Bird, "To me that is not an excuse. Things have changed in town and businesses have come to this town to benefit the town and because someone does not officially come in and say hey the Trick Dog is not here anymore or hey did you see Dredge is here that is not an excuse." K. Pollard, "I'm not saying it is. I am embarrassed because I did not know and obviously I have not been on the website." J. Ammons, "You may want to take a look." R. Kime, "Don't feel picked on there are a lot of other things that have not been updated. I agree with you. Everything you have said is fine we just have to get it done." J. Ammons, "We are just in the middle of our tourist season and it is a small segment of our operating year and the information is wrong. This should have been done back in April or May before we were ready to go." P. Bird, "You have an IT person that you go through? Is it a local person?" R. Kime, "Yes. There have been other things going on too and we should have attended to that earlier and we didn't, I am sorry." W. Nunnally, "It will be done now." L. Taylor, "What would be the process for having any updates?" R. Kime, "Just submit it to the town office the things you think should be submitted and we can do it. I don't want just anybody going on that website and changing stuff. If you see things and the concert is a great example because it was a problem. We also have some stuff from the planning committee that is not being considered anymore that is still on there. Just write down what the problems are and get it to me and we will proceed." L. Taylor, "What can we expect as a time frame?" K. Pollard, "ASAP." R. Kime, "Two weeks." W. Nunnally, "Sharon put this as an item on next months' agenda so we can make sure we are following through." B. Schaschek, "I can't get to the website. I am not an administrator." J. Ammons, "In New Town where I used to live they gave businesses log in rights but they kept the admin rights so you could log in and make your changes and then it went to a committee to be approved before it was ever posted on the site. We all could have access and then one of you could be the one to check it to make sure nothing is offensive. If you were having a sale." W. Nunnally, "Roy do they have access to it now?" B. Schaschek, "None of us have access to it." K. Pollard, "We used to send it Mike Antonio and every time we had something to be changed we gave the information to him so we no longer use him?" F. Westbrook, "We haven't used Antonio in quite some time." K. Pollard, "We had him but I thought when you [Bonnie] came on you were going to take it over." F. Westbrook, "Carol was after Antonio." M. Bombay, "Carol designed the system." P. Bird, "On a personal note I want to say thank you so much to the town of Irvington for being so welcoming even though Brian already lived here but he rode his bike up and down the road as a little boy, now look. I really appreciate that. He has already received a five star rating and things are going really well and get our information on the website and I know it can be better." M. Bombay, "Give us a little write up of what you would like to see and it will help us. Specific text or verbiage." W. Nunnally, "Ladies I want you to know your council thanks you for being here and your council is here to whatever we can to help you. We are going to get all this." C. Bradley, "I am putting on my president of the Steamboat Era Museum hat and for the budget that you have and sponsor the CrabFestival to support the museum thank you for coming last night and took the Pilothouse off of the top ten endangered exhibits list last night We were really excited to do that and to be recognized by the Virginia Association of Museums. Taking that hat off I noticed on the agenda I know you are talking about

minutes from the meeting and whether they need to be verbatim and how long they are, I am not going to get into that but I would like to say as a member of planning commission and as a resident it is sometimes very difficult to understand the motions that you pass without seeing the entire narrative because sometimes the motion references something that was said before or after. If you choose not to do verbatim minutes that is certainly your prerogative but I encourage you to think about what you might need to do in order to make sure the minutes are useful at a later point and time. I see that short term rentals are on the agenda as well, I do live next door to a VRBO since I moved to Irvington three years ago and it is full year round. I want to say I don't have problems with the VRBO's and I drive past a bunch of them on the way to my house. I'm not sure why that is here but just so you are aware I see the benefit to the town and I don't think they are disruptive. I think if they are disruptive to some people a little bit of education might be helpful. For example, at the post office there was a sign about golf carts. I don't know where it came from but to me one of the things that sometimes people don't know when you rent a property somewhere is that there are rules about golf carts on state roads because they might not have ever used a golf cart on a state road so they might not know their children should not drive by themselves or at all. It might be useful to provide some education about rules and regulations that we would like the VRBO renters to be aware of." Bruce Sanders, "Speaking on my own behalf and as a member of the vision committee I remember in the last meeting there was some discussion about where the vision statement should be placed and I took it upon myself to try to come up with an idea as to where it should be placed only because I was on the vision committee and we were not charged with trying to find where it was going to go we were just trying to figure what it was going to say. Because of the way it was developed and because of what it is trying to say I think it should go on the front page. If that is the case then there needs to be some revision to the comprehensive plan. I have a revision to page thirty five of the comprehensive plan which basically strikes the information about the statement from page thirty five and references the vision statement which will be on page one. To me that seems like a really simple way to do it because we don't have to reformat the entire document and since this is a revision to this document which is going to be updated again in 2024. We feel the vision statement is a real description of what Irvington is and has been and why it is so important to everybody that lives here and we look at it as a document that will encourage other people who love Irvington to move here as well. I hope that you approve the vision statement in its entirety. It is a very powerful document." B. Schaschek, "We already did." K. Pollard, "I think it needs to come straight forward." B. Schaschek, "I agree with that." R. Kime, "Thank you for letting us use your field for the staging area in the parade." K. Pollard, "Are there any other comments? If not, we will continue with the meeting."

E. REPORT FROM THE TOWN MANAGER – Roy Kime, Manager & Zoning Administrator

R. Kime, "I went to the planning commission meeting on July 2 where they discussed the CUP form to be used along with B-1 applications. I attended two meetings with W. Nunnally, M. Bombay, VDOT, and Dominion Resources. We had parade committee meetings every Thursday up to the parade and I think we had a very successful parade there are a few things we can do differently and we will try to do that next year. I am waiting for Magic Tree to clear the north commons and shape the Christmas tree. Permits:

Chris

2019 10-Jul 2019-22 Zoning Connemara Corp Walmsley 380 Steamboat Road
I have worked with Brian Barnes on Fisher pit and with Nancyellen's guidance we should draft letters to the state agencies because they are not doing their job. You may have noticed over the weekend that Aqua had three water leaks. They dug a hole by the triangle and fixed one of the leaks. They came back by the Vine and their records indicated there was a line that had been capped off years ago which obviously had not been capped off. They were able to shut that off but not before the asphalt bubbled. I put cones in the road because I didn't want vehicles to sink or be damaged. They will be back tomorrow or the next day to dig holes in the street to repair the other leak." W. Nunnally, "Will water be turned off to the town?" R. Kime, "No. They are going to repair in phases. The only places that might not have water are Quails Trail, Chases Cove and Evergreen. Aqua will notify customers before they work. In an effort to isolate the leak Aqua was shutting off certain valves which left customers temporarily without water. I thought it was a

sloppy way to do it. I am working on the dual utility poles. Up by Bonnie there was a car wreck that resulted in a pole being replaced. In the past I have tried to work with Dominion who puts in the new poles and then Verizon and Atlantic will not move their lines which means Dominion cannot remove the old pole. I have a nice letter from William Newburg who is the general manager for Virginia Systems stating they will raise rates. I intend to write back and make him aware he is in violation of the franchise agreement and we can revoke the franchise agreement. VDOT sent the street sweeper before the parade so the town did not have to pay for that. They have fixed the blinkers on the crosswalk sign. W. Nunnally is looking into putting up stop signs to slow down traffic. We have had complaints on short term rentals which are later on the agenda. I have not had any complaints but some people have reported complaints about golf carts. M. Bombay, "Did VDOT give us an eta on fixing the sink hole by the triangle? R. Kime, "No. I will talk to them. They at least put cones out. I put cones out in the parking lot of the Dandelion because there was a lake of standing water.

F. REPORT FROM THE TOWN ATTORNEY – *Nancyellen Keane, Esq.*

N. Keane, "The Charter amendments became effective July 1. The amended Charter should be posted on the website and the prior version removed. It should also be placed in the Town Code. I am mentioning that because of the prior conversation about changes to the website. It is not just the businesses that need to be updated there is town business that needs to be updated. The budget which was adopted on June 13 should be posted on the website as well. There were highlights from the general assembly session that would be of interest potentially to the town 1) under FOIA a section was amended to provide for new penalties for altering or destroying records to avoid FOIA 2) voting to certify a closed meeting in violation of FOIA and I will get with the FOIA representative, Sharon, and go over these in more detail because for example the one that calls for new penalties for altering or destroying records to avoid FOIA this is something that could come into effect if we have somebody come in a make a FOIA request and we don't fill it completely or they go to court but it could also come into effect if we have somebody leave the town that is an elected official who is no longer here or a planning commission member who ends their term. When they go they need to give us the documents that they have which are their emails or texts or any public records they may have. We know there are some people who have records that they never gave back to the town and we need to be aware of that on an ongoing basis now because there are going to be fines for people if that occurs."

F. Westbrook, "The last four to five years I have been following the short term rentals closely. I watch the senator or whoever but the one that was dealing with the general assembly as well as VML and I have a lot of their articles and their stuff now that has never been a part of the town's records here because we have never done anything on short term rentals. So that does not come into play. You are only speaking of public records?" N. Keane, "Correct. That would be if you have a town email account everything in there would be a public record. If you are using your personal email to do business that relates to town matters that also is a public record as is your text if you are texting people about town stuff not just when are we going to the movies? The point I am making is because of this new imposition of a penalty of \$100 per record we just need to be mindful, Sharon will remind people when they leave the town, it would be like an exit interview question you would normally ask when somebody leaves, have you given us all of your records because that way they can check off they have given them or we have them in a file or on her computer and then we know we have asked. Our obligation to find the records is over in a sense because we have asked for them and people have given. That is one piece – the fine for destroying or altering records, not having the records is another issue. The other piece is 2) certifying closed meetings in violation of FOIA and you have to be more careful about any type of closed meeting needs to meet the requirements of FOIA and I will go over all of that with Roy and Sharon and then if there are questions please don't hesitate to ask." F. Westbrook, "Did they say anything about the new regulation for all of us within two weeks of taking office for the first time or annually we have to do a FOIA?" N. Keane, "Anyone who is a FOIA representative, like the designated representative which is Sharon, would have to go every year for annual training. I go every year because I want to know the same stuff that person knows because I have to give advice about it. You all

don't necessarily go every year for it." F. Westbrook, "Are you sure?" N. Keane, "Unless you are designated as a FOIA representative for the town. Maybe you are thinking of this, there is a new requirement starting July 1 for COIA training all elected officials have to have COIA training. It can be done online it is a fifty five minute module if you want to take it online. Anyone who is an elected official or anyone who is in office as of July 1 has until the end of December 2019 to do this but anyone who comes into office after July 1, so for example if you had somebody appointed or elected after July 1 you must do it within the first two months of taking office." W. Nunnally, "We all have to do it by December." N. Keane, "Yes. There is a website and I will give it to Sharon and she can send out the info to you with the actual web address. There needs to be a certification that you have taken the course, I think it self produces but I didn't go into the online course but I believe like any online course you take there is some record you get when you complete the course. That needs to be on file with Sharon here in the town office to show that everybody has taken it. Finally there were many actions that came out of the general assembly and if I find any on topics that are of interest or related to things we are doing I will let you know. 3) Legal notices. There were changes made to requirements for determining publications that are authorized to publish legal notices. If you notice the Rappahannock Record has a lot of legal notices in it every week because they are the publisher of record in the Northern Neck or at least the lower Northern Neck for legal notices. There are new requirements. We would not have firsthand information as to whether the Rappahannock Record meets those requirements but I am going to tell Sharon what those are and she will have to call and make sure they do meet those requirements. The only way to get around this is if you are in a jurisdiction that has no daily newspaper or weekly newspaper that meets the requirements that are in the statute and you have to go to court to get a judge to authorize which venue is permissible. That judge might designate the Rappahannock Record anyway. I am telling you this because once they passed this law it requires us to at least ask the question, the onus is on us to ask if we are advertising in an authorized publication. That is something Sharon will have to do." F. Westbrook, "I can't imagine they don't." M. Bombay, "Every board or organization that I have sat on we have always had to fill out hard copy conflict of interest statements yearly. Do we not have to do that now?" N. Keane, "You do not have to do that because you are exempt due to population size. If you were more than 3,500 in population you would be required to and also the planning commission and the town manager would have to fill out real estate disclosures but it is all based on population."

G. REPORT FROM THE PLANNING COMMISSION, *J. Brown, Planning Commission Liaison*

J. Brown, "The planning commission met last week. The first thing on the agenda was welcoming Lee Capps as a new member. We continued with the CUP proposal. Julie Harris presented the application currently being used in West Point but that was a lot more complicated than ours and a lot more expensive. The process included making the application easier to use. The commission discussed the process for reviewing the application and whether the application should be made by the property owner or the business owner."

H. COMMITTEE REPORTS

1. Parade Committee – *R. Kime, Manager*

R. Kime, "The parade is over." K. Pollard, "I think everything worked out fine. The weather cooperated."

2. Long Range Infrastructure – *W. Nunnally, Councilman*

W. Nunnally, "The long range infrastructure committee met about two weeks ago with Dominion to discuss whether or not it was feasible to put our telephone pole lines underground. The man I met with could not have been nicer and he has gone back and is going to do a set of drawings for us absolutely free. He is showing us all of these different configurations and where they will be. He indicated it would be serious money but I told him I had several people and some rich bankers and marina owners that may be willing to help the town when it came to that project. I am waiting for him to return these drawings. The gentleman from VDOT could not have been nicer and we got him to clean the streets for the parade. We got him to fix

the lights for the flashing lights. He was very sympathetic to the traffic problem as it turned out the traffic was absolutely horrible that day so it was wonderful that he got to see what we are dealing with at the corner. He is also doing a set of drawings to see how we can straighten the curve into a corner and maybe put stop signs there." F. Westbrook, "At King Carter and 200?" W. Nunnally, "If you go out there and look they have painted the curb that really and truly is a corner and if we put it back to a corner and put the stop signs there it would certainly slow the traffic down and what it would really do if we take the trucks out of here they wouldn't want to stop anymore. He didn't agree to do that but he is looking at it and send us some aerials and a drawing. I was really happy. To me he was much more understanding. We had a good meeting and Mike was with me on that one." K. Pollard, "Did you discuss a round-a-bout?" W. Nunnally, "He didn't. They didn't know if we had enough space." F. Westbrook, "Those knockouts are really bad for cars going in and out of the post office." B. Schaschek, "You can't see because of all of the poles. You have to go all the way into the road to see if something is coming and by then it is too late." W. Nunnally, "I don't think many of you know this but we had a town resident whose mother was killed there several years ago and our former councilman Mike Merrill said his wife was barely missed by a car so we have to do something because we now have Weems people coming to our post office so we have doubled if not tripled our traffic in the town because of Weems." K. Pollard, "Isn't Weems getting their post office back?" B. Schaschek, "They are getting it back but I don't know when." W. Nunnally, "Then we have to move before they get it back." B. Schaschek, "Let me ask you a question, when you talked to Dominion about putting it underground what about Verizon and Atlantic Broadband?" W. Nunnally, "He said we would have challenges with that but it not insurmountable. The ultimate objective would be to have all of the poles gone. And I think if anything it would increase the value of the town." M. Bombay, "When we do a yearly approval of the cable company couldn't we put something in there?" F. Westbrook, "We signed a five year agreement, didn't we?" R. Kime, "There are provisions in there." F. Westbrook, "The county is trying to do that now and broadband has not been receptive. They laughed at the county."

I. OLD BUSINESS

1. Report on Lokey-Wiley Trust – *W. Nunnally, Councilman*

W. Nunnally, "I will say I was right it is our money and we can do whatever we want to do with it and they were very sweet in their letter that basically says that. However they reminded us Mrs. Wiley's concern was with children and I don't know how many of you actually knew her? I knew her and she was a member of our church and was a grand lady. We now have \$28,000 that we can sit to the side and use without invading the pocketbook of our citizens." F. Westbrook, "I have comments on that if I may please. To your point about Mrs. Wiley, she was from Irvington. It is my understanding that she was married at Christchurch but first and foremost she was a teacher and her whole life's work was in early childhood education and development and that is referenced in the letter that we received from the Foundation. Mrs. Wiley read to the children on the front porch of what is now the Hope & Glory we all know that was the original Chesapeake Academy. She did serve on the board of Chesapeake Academy and in fact the early childhood development area for Chesapeake Academy is named Wiley Hall. Mrs. Wiley was eighty two years of age when she created the Wiley Foundation and this was explicitly to assist in every way in educating young children in the county. The Foundation contributes annually not only to Irvington in the form of Chesapeake Academy but also contributions go to the YMCA for their children's programs and to the Boys and Girls Club for their children's programs as well as the Kilmarnock Library. This foundation, her foundation is contributing to a lot of these children's foundations very substantial sums and she, her foundation, she is also helping with the issues that are happening to the Boys and Girls Club when it caught on fire I think there have been some extra funds headed that way. The CD that we have now that has been at Chesapeake Bank for a long time was given to Irvington particularly to use for our library. We did have a small library here at one time but we no longer and it hasn't been for quite a while and I personally feel strongly that we should keep that money in Irvington. I feel equally as strong that Chesapeake Academy would be a perfect fit for the entire funds on that CD. Chesapeake Academy has a very diverse student

body, a large percentage close to 50% of their student body receives financial aid. Public school children in our county participate in programs at Chesapeake Academy as well as home school children. Chesapeake Academy has taken on expansion of the James Library over there it will include not only the library but now they are getting into computerized concepts for the kids there they are going to be looking at with this expansion technology equipment such as 3D printers, laser cutters, power tools, hand tools, they are even thinking of having a broadcasting booth for video and audio to teach these children they are teaching these little kids I am talking early childhood here computer science and coding skills. These are pre K through second grade I am talking about so they can do BBots so they can do small robots. Grades 3-8 they are using Lego mind storm robotics and I know you have seen in the news it is different competitions all over the state and nationally with these kids engaging in robotics. So not only Chesapeake kids it is our public school and home school kids that are going to be able to participate in this so I would like to see as I said we have already dedicated \$2,000 of it but I would like to see the balance go there because they can use the money now in helping get that done. We do have twenty-two plus children that live here in Irvington believe it or not over half of them are students at Chesapeake Academy. I think it would go a ways in expanding our relationship with Chesapeake Academy which we have not really enjoyed it is not a deep one and I think it is time we started considering that. It was given to Irvington and I would like to see us consider giving it to Chesapeake Academy. If we have any questions I just happen to notice he headmistress is here with us tonight and if we have any questions she might could answer I'm sure she would be delighted." M. BOMBAY, "I AM GOING TO START THE DISCUSSION SO I AM

GOING TO MAKE A MOTION THAT THE COUNCIL SUPPORT EARLY CHILDHOOD EDUCATION IN THE TOWN OF IRVINGTON BY SUPPORTING THE EXPANSION OF THE JAMES LIBRARY AT CHESAPEAKE ACADEMY, I FURTHER MOVE THAT WE DONATE THE CURRENT VALUE OF THE LOKEY FUND HELD AT CHESAPEAKE BANK IN IRVINGTON OF \$28,161 LESS THE \$2,000 THAT WE PROMISED TO THE COUNTY LIBRARY. SO I WOULD MAKE A MOTION THAT WE GIVE THEM THE MONEY TO USE IN THIS PROCESS AND BENEFIT OUR STUDENTS HERE AND IF I AM NOT MISTAKEN OTHER STUDENTS FROM THE COUNTY CAN USE THIS ALSO." F. Westbrook, "Other students

have been using the facilities but this would enhance their, the county does not have anything like this to offer young kids. This would be a great experience for the public school and home school kids also." M. Bombay, "We have a motion do you want to second it?" F. WESTBROOK, "YES I WILL SECOND IT SO WE CAN AT LEAST GET A DISCUSSION ON THE TABLE." K. Pollard, "I think we should give them \$2,000 to begin with." F. Westbrook, "Give them?" K. Pollard, "I'm sorry I thought we were going to give \$2,000." M. Bombay, "No that is going to the county library." K. Pollard, "You want the whole ball of wax?" F. Westbrook, "Except for the \$2,000." K. Pollard, "They are planning to add to the build?" F. Westbrook, "They are doing it right now." K. Pollard, "I would like to see some of the building as it progresses along and look at the facility then and also as they start purchase and need some of these innovative things. I don't see any need to give them the whole ball of wax right now. I think we could do it in increments though out the year." F. Westbrook, "What difference would that make? It is not doing us any good. It would do them a whole lot of good." K. Pollard, "I would say we need to earmark that for what they have requested. If we give it right away they will not have all of the equipment in there." W. Nunnally, "I have not seen any request from them that they need money from us." F. Westbrook, "I am making the request right now." W. Nunnally, "No. You are soliciting for them. You went out and solicited them and said let us give you this money. They didn't come to you and say please give us money. I think this project is already well funded and for us to take \$28,000 that we now have extra and in our budget and immediately give it away is irresponsible. We get at \$10,000 pass through grant from the state that we immediately pass through to the fire department every year. Here is a \$28,000 fund that can sit here and we can pass through \$1,000 a year to the Kilmarnock library for the next twenty eight years and not take one dime out of a citizen's pocket which is amazing that as a politician we can do that." F. Westbrook, "We have been doing that all along anyway." W. Nunnally, "I could ask you, is the project already funded?" J.

Duvall, "It is not fully funded." W. Nunnally, "How close are you?" J. Duvall, "75%" K. Pollard, "It is a million dollar project?" J. Duvall, "Half a million." K. Pollard, "I just think there is no rush to give this out plus they may come up with something else that is earmarked." W. Nunnally, "I think Chesapeake Academy is wonderful and I had children that is where they would be. I try to ask my kids to move here so we can put them at Chesapeake Academy so everything you said about them I say twice. But the one thing about them is they have been well funded on their own. They are one of the few organizations in this county that has never asked us for a penny. The only thing they have ever asked of us is to use the tennis courts and a soccer field." F. Westbrook, "Here is a chance for us to step up to the plate and support these children." W. Nunnally, "If they had asked we could ask we could consider that but for you to go out Fran and say hey let me give you this money I found." F. Westbrook, "How do you know that is what I did?" W. Nunnally, "You just said it." F. Westbrook, "Well that is incorrect." W. Nunnally, "Well I thought that is what you said and I haven't seen anything from them saying give us the money." K. Pollard, "All I am saying is I just thing we could do it in increments and there may be something down the road they haven't thought about they may need. I don't want to give the whole thing until I see something and what started and how it is coming together. I am not saying I don't want them to ever have the money I would just like it to be spread out some." F. Westbrook, "We have a golden opportunity to do something for a school that is well known and it is because they work very hard. They work every year on a number of events to raise revenue to meet their budget. It is not coming in to them on tuition. They can't run that school on tuition alone. It is not a bunch of rich kids that are over there they have a lot of students that are there on scholarships and financial aid and that is because Chesapeake Academy wants those kids there they see a need for those kids to be there. I think this is a chance for us to step up to the plate. I don't understand why incrementally does us any good and quite frankly does not do them as much good as getting this all up front and they can put into what category they need right now." K. Pollard, "It is not happening right now if they are buying and purchasing." F. Westbrook, "How do you know what they are doing?" K. Pollard, "Are you at that point where you are buying the equipment and putting it in there and installing it and everything?" J. Duvall, "We will be in the next month." K. Pollard, "All of it? All of your phases? Are you in phases? Or are you doing it all at the same time?" J. Duvall, "We are going to be operational and there will be future expenditures." K. Pollard, "That is all I am saying. Something unknown may pop up and they say they need to have this. Why not earmark some that for the future?" F. Westbrook, "Why don't you ask them how they would like to have it?" K. Pollard, "I will. Do you have any problem with us waiting, just giving you some, and waiting for the new technology or what you need for the future, a nest egg, something you can reach back for?" J. Duvall, "I want to answer Councilman Nunnally's suggestion that we had not come forward. I didn't realize that the town council was granting funds and becoming a place where citizens and organizations were asking for support in that way so certainly we have a long standing relationship with the Wiley Foundation they have been very supportive of the school which is wonderful. When I became aware that the town had been given a grant from Wiley and needed or wanted to figure out what to do with that it seemed like an opportunity for us to have some conversation as far as the budget for the particular project that we are undergoing right now of course we are not at 100% funding we are about 70%." K. Pollard, "But this is for technology and equipment. How long will it be before you are finished and you need this equipment? A month?" J. Duvall, "We hope to be operational by the start of school and of course the library portion of that is a whole new space and certainly has furniture and books and equipment as well as HUB and innovation center which as more technology." F. Westbrook, "As importantly what is happening over there fits every single criteria of the Wiley Foundations' purpose for their very existence. I don't know how we could possibly get any closer to the purpose of the foundation and their mission statement." W. Nunnally, "Madam Mayor I call the question. I think we have had enough discussion. I call for a vote." K. Pollard, "On his motion? Which is to give the entire amount?" N. Keane, "Do you mind if I ask a question? I don't have a copy of the budget in front of me and I don't recall but does this money appear anywhere in an account?" M. Bombay, "It is restricted." F. Westbrook, "It is a CD and a restricted fund. It is not in the budget but is an asset on the balance sheet." N. Keane, "What will you do with it? Move it into the budget

to then forward it?" F. Westbrook, "It doesn't go through the budget at all. It is just that the CD itself when we decide to disperse it however we decide to do it would be cashed in and get deposited into our general operating to stroke the check but it is not part of the budget at all. The budget is general operating." N. Keane, "You would have to appropriate it." F. Westbrook, "Well yes that is what we are talking about now but it is not a part of the general operating budget, no." K. Pollard, "You don't have to appropriate the entire amount." F. Westbrook, "No you don't but I am asking that we do." N. Keane, "By doing that you are going to appropriate the funds aren't you increasing the budget?" F. Westbrook, "No. This is not general operating. This a whole different ball game." B. Schaschek, "This was a dedicated CD." N. Keane, "It would not be appropriated from the general operating account then?" R. Kime, "It doesn't even have to go into the general operating. You could just give them a bank check." W. Nunnally, "Are we ready to vote?" **K. POLLARD, "THE MOTION IS THERE. ALL IN FAVOR?"**

Vote:	Frances Westbrook	Aye
	Mike Bombay	Aye
	Bonnie Schaschek	Nay
	Wayne Nunnally	Nay
	Jackie Brown	Nay
	Kathleen Pollard	Nay

THE MOTION TO THAT THE COUNCIL SUPPORT EARLY CHILDHOOD EDUCATION IN THE TOWN OF IRVINGTON BY SUPPORTING THE EXPANSION OF THE JAMES LIBRARY AT CHESAPEAKE ACADEMY, I FURTHER MOVE THAT WE DONATE THE CURRENT VALUE OF THE LOKEY FUND HELD AT CHESAPEAKE BANK IN IRVINGTON OF \$28,161 LESS THE \$2,000 THAT WE PROMISED TO THE COUNTY LIBRARY. SO I WOULD MAKE A MOTION THAT WE GIVE THEM THE MONEY TO USE IN THIS PROCESS AND BENEFIT OUR STUDENTS HERE AND IF I AM NOT MISTAKEN OTHER STUDENTS FROM THE COUNTY CAN USE THIS ALSO IS DEFEATED 4-2.

J. Brown, "I feel more comfortable with doing increments gradually I don't have a problem with Chesapeake Academy." F. Westbrook, "Are you in agreement that the balance goes to them but incrementally?" J. Brown, "That would be fine." W. Nunnally, "We can't agree to that." S. Phillips, "For clarification purposes the motion on the table is the CD fund balance is roughly \$28,000 and you would allocate \$2,000 which was in the budget to give to Lancaster Library and the balance of \$26,000 would go to Chesapeake Academy. I do have questions, there needs to be a little discovery done on moving the CD and whether it goes through the budget or not." F. Westbrook, "I can assure you it does not Sharon." S. Phillips, "So the vote taken was for \$26,000." F. Westbrook, "No the vote taken was for the exact amount of the CD at the time of disbursement less the \$2,000 we have already dedicated. So the vote that I captured was two in favor, Westbrook and Bombay and four opposed to the full \$26,000. If you are going to amend that motion." **F. WESTBROOK, "THAT MOTION IS DEAD."** W. Nunnally, "We need to move on then." **F. WESTBROOK, "WELL, I AM GOING TO MAKE ANOTHER MOTION."** W. Nunnally, "No." F. Westbrook, "Sorry Wayne. **THAT THE FULL AMOUNT AS STATED WILL GO TO CHESAPEAKE ACADEMY BUT IN INCREMENTS TO BE DETERMINED AND I WOULD FURTHER SUGGEST THAT THOSE INCREMENTS ARE SPREAD OUT OVER SIX MONTH PERIOD.**" S. Phillips, "When Councilman Nunnally originally asked to look into this and throughout the budget process it was mentioned that money would be given over the next five years to Lancaster Library to help them offset." F. Westbrook, "We only budgeted \$2,000." S. Phillips, "I understand the \$2,000 was for this budget year but that was part of the dialogue that was, by freeing up the Lokey money it would be used to help Lancaster Library in the upcoming five years." F. Westbrook, "That was part of the discussion but the vote on the budget was simply \$2,000 cut and dry." **K. POLLARD, "SO THE MOTION FAILED."** **F. WESTBROOK, "I HAVE MADE THE MOTION NOW THAT WE DO DEDICATE THE BALANCE OF THE CD TO CHESAPEAKE ACADEMY TO BE DISPERSED**

INCREMENTALLY AND I AM ASKING THAT THE INCREMENTS BE SPREAD OUT OVER SIX MONTH PERIOD." M. BOMBAY, "I'LL SECOND IT. Let's get the discussion." W. Nunnally, "I oppose for all the reasons I just said. I don't think we should take the entire amount and give it to one organization. We have fought over giving money to everybody that we did and all those discussion we had and now we are favoring one organization to a huge degree over others. I don't think we have ever given \$26,000." F. Westbrook, "Are you kidding me? What did we give the Steamboat Era Museum? We gave them almost \$100,000 over a five year span." K. Pollard, "No it was longer than that." F. Westbrook, "I don't think so." K. Pollard, "We gave them \$40,000 and \$30,000 and \$30,000." F. Westbrook, "It was \$100,000 before it was all said and done in that incremental thing we did for them." K. Pollard, "I think that this is apples and oranges. Incremental is fine if they request something." F. Westbrook, "That penalizes them. Then give it to them." W. Nunnally, "I think we need to reserve it in case we need to give it to somebody else. We can't tonight. We had five merchants in here who are cash producers who are upset that we don't have a decent website. We could take this money and hire somebody to do a beautiful website." B. Schaschek, "No, it is strictly for education." F. Westbrook, "This is early childhood development and education that is Mrs. Wiley's." W. Nunnally, "Call the question." K. Pollard, "Well the question was?" W. Nunnally, "To designate all of it to them." F. Westbrook, "The balance over a period of six months." K. Pollard, "As requested. I don't want six months." J. Brown, "Six months is too short." F. Westbrook, "Alright what are you comfortable with? What time frame? A year? Can you go with a year? The kids are going to be in there using these facilities and one month." W. Nunnally, "I think for us to absolutely pick out one organization to take this found money and say hey I'll give it all away before we really even get it." M. Bombay, "No matter what the time frame is you would still be opposed to giving it to one organization whether it is six months or five years." W. Nunnally, "Yes. Absolutely." F. Westbrook, "So you all are talking about incrementally what kind of increment are you talking about?" K. Pollard, "I think it should that they reach out to us whenever they." F. Westbrook, "So in September if they want 50% you would be amenable?" W. Nunnally, "Here is the thing, we may give them more money, don't restrict them to \$24,000 I don't think we should designate." F. Westbrook, "I haven't restricted them to anything Wayne. That doesn't mean we can't give them more because we give them the CD." W. Nunnally, "Call the question please." **F. WESTBROOK, "THERE IS A MOTION ON THE TABLE TO GIVE IT IN SIX MONTHS IF WE ARE NOT GOING TO GO SIX MONTHS I'LL MAKE ANOTHER MOTION FOR A YEAR."** W. Nunnally, "I wish somebody had Robert's Rules of Order." N. Keane, "You have to adopt it first." F. Westbrook, "We have never adopted it." K. Pollard, "I don't have a problem with a year. I don't know how you all feel. They have started the building and they have to get this equipment in maybe for the school year in September." J. Brown, "I don't think we have enough information to make this decision. I think most of us are uncomfortable just dropping money without seeing a budget." **M. BOMBAY, "SO JUST TABLE IT FOR A WHILE."** J. Brown, "Yes. I think I'm not comfortable with the lack of information." K. Pollard, "They can reach out to us and say we are now planning this and we will have this equipment in as such and such a time and could we have a draw or distribution." M. Bombay, "What would you like to see?" F. Westbrook, "We are in agreement to table this until next month. It will be on the August agenda. Julie is it possible that town council can see the facilities over there reasonably soon." J. Duvall, "Please come on by." W. Nunnally, "Julie don't get me wrong I think Chesapeake Academy is wonderful but I think we have a responsibility to the citizens too, if I've got money that I can use all around." R. Kime, "I'll attempt to set up a meeting and we can go over there all at one time." K. Pollard, "We can't go all at once." F. Westbrook, "We can. We can go over there and ask questions about the building and all."

2. Meeting Minutes – F. Westbrook, Councilwoman

F. Westbrook, "We are talking about the length of the meeting minutes, the verbatim. Twenty pages for me is and yes they are verbatim but we are required to keep the recordings. We can always refer back to them but the verbatim." N. Keane, "The recording is not the official record once you approve the minutes." F. Westbrook, "Nope. Which I believe that if you do record you are required to keep them and they are not

official ever not once you have committed and passed the minutes. There is no reason why these minutes can't be summarized like we used to do and once we pass them that is it. It is our responsibility to make sure the summarization is accurate. I do think we should still be doing things like recording the actual motions in the minutes in bold because that is very helpful when you are going back and researching. Plus verbatim, looking at May 13 there were quite a few places in there where it does not make sense when you read and it often run on it it just there are a lot of places where I wonder what it is we are trying to say it is so I would very much." All talking at once. K. Pollard, "Can't we go back to just for Sharon's sake just for our sake. All talking at once. F. Westbrook, "Look at how many we had tonight." W. Nunnally, "Let me say this just for observation. I can remember you, Kathleen, and Bonnie saying that is not what I said, that is not what I meant, this is what I meant." F. Westbrook, "Yep." W. Nunnally, "That is when we started the verbatim." F. Westbrook, "No that is not." W. Nunnally, "Yes it was." F. Westbrook, "No. Here is the other thing Wayne." N. Keane, "I have gone back and looked at the minutes from January 2015 forward for the purpose of trying to match up the actions taken with the Town Code and the minutes are missing a lot of stuff it is not in there." So the point I am making is yes it can be done by doing it in shorter version but somebody ultimately has to be responsible for making sure it is all in there so it is really going to be a function of how well the whole council the trust factor and how well people are going to work with the clerk, the town attorney and the town manager who also read the minutes and so it is a town council issue not a legal requirement to have verbatim but the point is I have found so many problems. That can be fixed if there is somebody overseeing it and working together and all agree." F. Westbrook, "You are right, I have gone back and looked at minutes and it is maddening there is no question. But two points here 1) if we had a summary sent out to us within ten days after the meeting while it is still all very fresh in our minds that would go a long way in making us instead of a whole month later 2) the other thing is I don't know where and when it was decided we would do that it was never brought before town council we never discussed it and never voted on it. So it was just decided somewhere." S. Phillips, "You guys decided. It is in the minutes. I assure you it is in the minutes. Each member of council gave their opinion at one point Wayne." F. Westbrook, "Did we vote on it?" S. Phillips, "No. Might I ask that this go to a discovery conversation? I truly appreciate both sides of this but I think it would be incredibly important and relevant for you to produce a sample of what you think paraphrased, shortened, truncated." F. Westbrook, "I am in favor if you feel uncomfortable doing summaries like you were doing initially that we find a class somewhere you might could go and brush up on those skills but it is a town council decision and I am willing to sit here and make it tonight. I have had it with twenty five page minutes." S. Phillips, "So again, Wayne at one point and time wanted them to be completely verbatim because he wanted residents comments memorialized because." **F. WESTBROOK, "EXCUSE ME THIS DISCUSSION IS TOWN COUNCIL WITH ALL DUE RESPECT. SO I MOVE THAT WE GO BACK TO SUMMARY MINUTES TO BE DELIVERED TO US WITHIN TEN DAYS POST MEETING. IS THERE A SECOND?" UNKNOWN, "SECOND."** S. Phillips, "I appreciate what you are trying to do but how am I supposed to know what you want?" F. Westbrook, "We will discuss that after we take our vote but we are in council business right now." **K. POLLARD, "SO THE MOTION IS?" F. WESTBROOK, "TO GO BACK TO SUMMARY TO BE DELIVERED WITHIN TEN DAYS OF."** K. Pollard, "I don't want it to be stipulated ten days." F. Westbrook, "Why not?" K. Pollard, "Well for one thing because when we run into the parade." F. Westbrook, "That is once a year." K. Pollard, "I don't think we need to stipulate if you can say within..." F. Westbrook, "Then we can put it in the job description. We can handle the time frame that way but it would aid the summary part being more accurate if we can get it sooner rather than later." K. Pollard, "Okay but ten days after a meeting you still have two more weeks I don't want to restrict if it goes to the eleventh day." F. Westbrook, "Let's say we will make every effort within ten days. **THEN I AMEND MY MOTION TO SAY EVERY EFFORT TO HAVE THIS IN TEN DAYS.**" W. Nunnally, "This is almost why we need verbatim." **F. WESTBROOK, "I'LL WRITE OUT THE MOTION. WANT ME TO SAY IT ONE MORE TIME?"** N. Keane, "Anything to make it so everybody knows what is going on." **F. WESTBROOK, "EXACTLY. MY MOTION IS TO HAVE OUR MINUTES**

PREPARED IN A SUMMARY FASHION AND THAT EVERY EFFORT IS MADE TO HAVE THEM TO US WITHIN A TEN DAY TIME FRAME POST MEETINGS." C. Bradley, "Business or calendar?" F. Westbrook, "Post meetings." C. Bradley, "Business or calendar days?" B. Schaschek, "Calendar days." F. Westbrook, "Calendar days. We are only talking two days." K. Pollard, "I think there needs to be more days." M. Bombay, "I would be content with two weeks taking weekends into account and everything else." F. Westbrook, "Ten business days two calendar weeks is the same thing." K. Pollard, "Do we really need a time on it at all?" B. Schaschek, "Yes." F. Westbrook, "I would like a time on it." W. Nunnally, "Call the question. What is the second motion? Has this motion been seconded?" F. Westbrook, "So we will say ten business days that is the same as two weeks." R. Kime, "All that being said we are talking about the minutes, not financial reports, or agendas." F. Westbrook, "No." W. Nunnally, "Did you second her last motion?" M. Bombay, "No. Bonnie did." W. Nunnally, "But she changed it since then." **F. WESTBROOK, "I CHANGED IT TO SAY TEN BUSINESS DAYS." M. BOMBAY, "WE DON'T HAVE A SECOND." B. SCHASCHEK, "SECOND." K. POLLARD, "ALL IN FAVOR?"**

Vote:	Frances Westbrook	Aye
	Mike Bombay	Nay
	Bonnie Schaschek	Aye
	Wayne Nunnally	Nay
	Jackie Brown	Aye
	Kathleen Pollard	Nay

N. Keane, "What is the vote? Who is opposed? Three opposed and three in favor." F. Westbrook, "You are opposed?" M. Bombay, "Yes. I like it for history purposes so we won't be getting into a lot of he said and she said." **K. POLLARD, "IT FAILS BECAUSE RANNIE IS NOT HERE."** So we table that until next month?" W. Nunnally, "No. It failed." F. Westbrook, "No. There is a tie breaker that comes into play." W. Nunnally, "You can bring it up again but it failed." F. Westbrook, "No. It was a tie. Rannie is a tie breaker in the vote. So that goes on the August agenda." N. Keane, "Only if you want it on there." F. Westbrook, "Yes I do."

J. NEW BUSINESS

1. Town Property Storage – M. Bombay, Councilman

M. Bombay, "I am sorry that Albert Pollard Jr. left because it came to my attention through ex council man Gene Edmonds that he was in discussion with Albert and that Albert purchased the Quarles property and is going to use approximately half of that building and would be amenable to the town of Irvington renting out the other half to store all of our stuff that we need. We would have to go into a price discussion with him but instead of spending \$30,000 for a shed this could remedy that or at least delay it. I think the town." F. Westbrook, "Do we know how big it is?" M. Bombay, "I do not have the specifications." K. Pollard, "I think it is Albert Sr." R. Kime, "You should give me authority to negotiate with him and I will see." F. Westbrook, "You can look at it and see if it will be adequate." **W. NUNNALLY, "MOVE WE GIVE THE TOWN MANAGER AUTHORITY TO NEGOTIATE WITH AL POLLARD." M. BOMBAY, "I'LL SECOND THAT." K. POLLARD, "THE MOTION IS OUT FOR ROY TO GET IN TOUCH WITH ALBERT REGARDING THE STORAGE BUILDING OF QUARLES, ALL IN FAVOR, ALL OPPOSED?"**

Vote:	Frances Westbrook	Aye
	Mike Bombay	Nay
	Bonnie Schaschek	Aye
	Wayne Nunnally	Nay
	Jackie Brown	Aye
	Kathleen Pollard	Nay

THE MOTION TO GIVE THE TOWN MANAGER AUTHORITY TO NEGOTIATE WITH AL POLLARD IS APPROVED 6-0.

2. Short Term Rentals – *J. Brown, Councilwoman*

J. Brown, "I have been contacted by residents all over town The Lane, Pony Pasture, Steamboat Road, King Carter, Sailboat Road about the issue of short term rentals and I just want to bring some input from citizens to our attention so we can start thinking about a strategy. The issue seems to have a lot of resident attention. The feedback I get is the presence of the businesses in a residential community ruins the neighborhood and potentially lowers the property value and in some cases reduces their ability to use and enjoy their own property. They feel that residential zoning does not and should not allow this practice by right and that property owners should be protected. Their suggestions include requiring a CUP permit or other type of property review for suitability that would include possible impact on the neighbors, crimes, safety and noise. They suggest minimum setbacks from neighboring properties some of these operations have lots of space and it is not as offensive to neighbors because there is more distance between the houses. Restricting operations to owners who live in Irvington. They specified they wanted no rooming house operations. The requirements that the owner be residing on the property during occupancy. Required insurance liability issues, occupancy permits and enforcements, minimum price per person per night, a minimum length of rentals, noise ordinance enforcements and requirements to pay short term occupancy taxes. Right now the only regulation we have is the requirement to register and pay occupancy tax. Recently my neighbor has started renting his home on AirBNB and it has been an interesting experience from my point of view. The weekend before the 4th of July it was like a revolving door on Railway Road, Friday at 3:30 four cars and a boat with a trailer arrived there were fourteen people that I could count outside on the lawn that doesn't necessarily mean that there were just fourteen people spending the night there the house has seven beds and several adults were on my dock using my dock to launch their boat they were all in the creek it was very noisy within the hour the property had the look of a New York tenement with wet towels and bathing suits hanging all over the railings and walkways and trash outside piled up outside the door. The next night was exactly the opposite experience there were three people staying there and it was fine there were no issues. Then the night after that we had a large group of around twenty somethings arrive in cars there were at least fourteen people staying there that night and they had a grill out on the walkway with flames three feet in the air with people again using my dock they play loud music until 2AM, I think you got a memo about that, if there were only twelve people staying there that works out to \$27/night per person and is less than a boarding house and it is an invitation to use the property as party central for less responsible young adults I mean it is on AirBNB and widely advertised. Monday night there was another small group that was quiet so about 50% of my experience so far has been not great. In short the neighborhood was like a revolving door with strangers coming and going all weekend. The cost of \$27 per person is likely to attract an irresponsible and possibly unsavory element. It feels like our town is being overwhelmed by these enterprises and it is an interesting dilemma are we a community or a resort business? How do we protect property values? The integrity of our neighborhoods and public safety as well as the rights of property owners on both sides of this issue. I think we need to talk about it. Maybe we should have a committee to start working on what kind approaches we want to take to this problem." N. Keane, "There are a couple of things. The law that goes into effect in October for registering short term rentals which we don't have. Which should be the first step and you all can handle as an ordinance. We can deal with that but not tonight but we can do that directly but what you are referring to is an administrative thing that is really just to know who the people are and get a registration fee from each short term rental owner so that you have some idea of who these people are. If you are talking about land use or zoning as a means to manage this or do something about this, you can do that but that should go to the planning commission." J. Brown, "I did look at the residential zoning and we are very specific in our zoning that no accessory buildings can be rented out first of all and the second thing is you can't operate a business in a residential area without a CUP and clearly this is a kind of business. I think we need to address the ordinances. Most all of these suggestions came from other people and not me I am not trying to push anything but I think we need to look at this." R. Kime, "We could use the CUP effectively in lots of areas and I think that adding that as

one of the required or permissible uses if it is approved. I think that is the direction it should go and I think a committee of the council to sit down and talk about what they want even before it goes to the planning commission, let the planning commission have some idea of what you want.” F. Westbrook, “So you are thinking we should have a workshop where we can sit and discuss this, or a subcommittee?” J. Brown, “I would like to make that as a motion.” B. Schaschek, “I would make it a workshop because everybody has something to say about this.” W. Nunnally, “Let me ask a question. How did you get \$27 a head?” J. Brown, “There were twelve people staying and he charges \$325 a night. The charge is by the night and so if you have a whole hoard of people there it is hardly anything to stay there.” W. Nunnally, “Are we getting their money?” K. Pollard, “Yes, it came in the mail Monday with a check attached.” W. Nunnally, “Do we have a figure on money we have gotten?” F. Westbrook, “Sharon could give that to you. We have quite a few in town that are not registered.” K. Pollard, “The lady down there by the yacht club has she ever?” F. Westbrook, “Our previous attorney actually sent her two letters and she ignored both of them never ever heard from her.” K. Pollard, “We are researching this already before this all came up but because of the parade and everything else that came up but we are well aware. Chris Ehring, your daughter, you can’t single out someone and tell them they can’t do this.” J. Brown, “I’m not saying that. But it needs to be controlled.” All talking at once. F. Westbrook, “The first step is to do the registry and from there it could be several different ways we could go at it.” K. Pollard, “We need to do research.” W. Nunnally, “Do we have a committee? I think it is a great idea. When we rent that thing in Duck for that outrageous amount in our contract it says you can only have twelve people or it actually says how many people you can have as guests. One of the things we could do is when they ask us to be we would ask to see their contract and then we have to approve their contract and if they don’t have a limit in the contract we say wait a minute.” M. Bombay, “I know in those types of businesses where they say no parties. They don’t want a frat coming in and they specifically say that in the contracts I have had.” F. Westbrook, “Why don’t we go ahead and refer this to a committee?” K. Pollard, “Do you want local citizens, too?” W. Nunnally, “I will volunteer to join it.” F. Westbrook, “I will suggest Lara be on it. She has been so involved in the last few years.” K. Pollard, “Oh yes she has such a beautiful place. You have to put the right documents in place. Suppose the homeowner was there and having the parties and all of that. The house is huge and it has been sitting there for five years and now the man has a way to have some income.” W. Nunnally, “Is this the new place?” K. Pollard, “I have the yacht club down where I am and there are people in the pool and kids screaming and noise they have parties but it doesn’t bother me. This is our season. Three months out of the year you might experience somebody having fireworks. One weekend the people at Chris’s place they set off fireworks and it wasn’t even 4th of July it was sometime in June whatever they were celebrating. I do think we do need to have the right documentation.” F. Westbrook, “I do think it is our responsibility as town council members to protect property rights of everybody here in Irvington especially now we have to be careful with the adjacent property owners here and it is neighborhood families and first and foremost I think we need to make sure some way that we maintain that feel for those that live here full time or the owners full time property I think that is the only right thing to do.” W. Nunnally, “What was your motion?” **J. BROWN, “MY MOTION WAS TO FORM A COMMITTEE TO TALK THIS OVER AND MAKE RECOMMENDATIONS.” W. NUNNALLY, “SECOND.” K. POLLARD, “ALL IN FAVOR SAY AYE AND ALL OPPOSED.”**

Vote:	Frances Westbrook	Aye
	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Kathleen Pollard	Aye

THE MOTION TO MOTION TO FORM A COMMITTEE TO TALK THIS OVER AND MAKE RECOMMENDATIONS IS APPROVED 6-0

R. Kime, "You might consider that when you had the vision statement committee folks it had some people that had like local business owner, boat yard owners so you might think about including VRBO owners." L. Taylor, "I would like to be." K. Pollard, "You would like to be? So that is Lee Taylor." S. Phillips, "I understand you are in open session. May I speak?" K. Pollard, "Yes." S. Phillips, "You have existing committees do you want to utilize an existing committee?" K. Pollard, "Who are the existing committees?" S. Phillips, "The existing committees are: building and town property which might be a good fit for the Quarles property, budget and finance, human resources, public safety, tech support, zoning, flags and lights, and vision statement." F. Westbrook, "Those are standing committees and they are all kind of like the commons when it is done it is done we thank them very much and that is that." B. Schaschek, "Like the vision statement." S. Phillips, "Please name the committee?" W. Nunnally, "Short term rental committee." K. Pollard, "Who is on it? F. Westbrook, "Wayne, Lee, and the mayor can appoint whoever he wants." R. Kime, "Do you think Lara?" F. Westbrook, "I know definitely had their lawyer and insurance people involved before they let anyone on the property." K. Pollard, "So it is Wayne, Jackie, Lee Taylor and Lara Brown. I think four is enough, two and two."

3. Vision Statement – *J. Brown, Councilwoman*

J. Brown, "The next issue is the vision statement. We have taken a break from the vision statement work because of the budget process and I think we need to get back to it. We were supposed to schedule a public hearing and we have not had that so we need to get that on the schedule so that we can discuss that and get the public's input and then I think we need to review the recommendations that the planning commission has made concerning the vision statement and proposed amendments to the comprehensive plan and approve them or not approve them so we can move on." W. Nunnally, "Help me understand. I thought we had approved the vision statement and that all we are waiting on is trying to decide where on the front page or back page." B. Schaschek, "We have to have a public hearing." N. Keane, "At some point and time the vision statement will go back through the planning commission because the comprehensive plan is being modified and it has to come from the planning commission from you all. They may not have to make any changes but they have to see it first." B. Schaschek, "They have already done that." N. Keane, "They made a recommendation? With the comprehensive plan or just the vision statement." M. Mattheisen, "With respect to the vision statement one was to make the vision statement [inaudible] the comprehensive plan itself has to be [inaudible] the planning commission has to have a public hearing and then we make a formal recommendation to the town council has a public hearing." N. Keane, "You can collapse it slightly by having a joint public hearing of the town council and the planning commission. That is what we did with the B-1 in November we didn't have a lot of time so we held a joint public hearing." M. Mattheisen, "There is the suggestion that the town council hold an open public comment meeting before initiating the comprehensive plan in order to gauge public reaction to the vision statement because the vision statement has not been distributed or advertised as of yet and so there was consensus from the committee [inaudible] there is one or two ways to do it propose an amendment and hold a public hearing [inaudible] and then find out what the public reaction is or hold a public meeting or hearing in advance of the comprehensive plan more to evaluate public reaction [inaudible]." B. Schaschek, "For the vision statement it was read at one of these meetings and there was public comment and then the council voted on it so now we are." N. Keane, "You made changes to the comprehensive plan which changed your vision statement the whole thing has to go before [inaudible] you are going to get comments from the public on the entire document. It could be comments on the vision statement or they may focus on something else. Eventually the vision statement will be the subject of a public hearing but it will be contained or amended or new comprehensive plan however you go with it." F. Westbrook, "And if you remember we did the PUD stuff and voted on that but the hold-up has been doing a new vision statement all at one time and all of that go." B. Sanders, "I'm just confused. I thought when I just stood up and made my presentation I was told then that the town council had already approved it. But now we have the visions from the planning commission coming forth to make changes to something that the council has already approved? I am just totally confused as to the procedure. I

understand everything about the public hearings but what about the document? Is the document the way we present it that you guys approved it or not? N. Keane, "All of the stuff that goes into a comprehensive plan has to go through the planning commission so when the vision statement committee created a new statement the town council accepted it at a meeting and said we are sending it to the planning commission to look at." F. Westbrook, "We did vote to approve it. Yes we did. We accepted it and the vote was taken." N. Keane, "But the planning commission does get to have its review of it and they have done that. The town council can reject all of the comments or accept comments from the planning commission." W. Nunnally, "I'm totally confused. I thought the vision statement committee including Marsha did." N. Keane, "But under the Virginia law you have to use the planning commission as your starting point for a comprehensive plan document approval process and what you are doing is." W. Nunnally, "Move we adjourn." F. Westbrook, "How are we going to handle this? We need to decide that so we know how to go from here." J. Brown, "We schedule a public hearing and I think we need to look at the planning commission's recommendations and decide which ones we are going to accept so that it can all be discussed at the public hearing." F. Westbrook, "That is my point when are we going to take a look at their recommendations?" B. Schaschek, "Last time we did this the planning commission came to the council with their recommendation and council said yes or no when the council said yes then we had the public hearing and that is what it was." F. Westbrook, "But we are not there yet." B. Schaschek, "We should be there because we already said yes to the vision statement and yes to the elimination of strategy 2 and 3 plus goal B on page 36 we voted to do all that so we should get the document with that removed and with the vision statement in the front which we all just agreed on and the two words that were changed here in accordance with the vision statement on 4.1 under goals that they just presented to us. So we should get that as a document, approve it, and then schedule the public hearing." N. Keane, "You have to respond to the planning commission's recommendation." All talking at once. N. Keane, "You actually have to respond do it." F. Westbrook, "So when are we going to do that is the question." N. Keane, "Put it on the agenda for next month. Has everyone read their document?" J. Brown, "I have it written down. The first thing is the planning commission recommends placing the vision statement in front of the comprehensive plan. If desired a shorter summary version could replace the short one sentence vision of the 2017 document or we could amend the sentence beginning with the goals that follow as below the goals that follow outline those areas of concentrated effort that the town of Irvington will focus on in accordance with this vision statement during the lifespan of this comprehensive plan." B. Schaschek, "And that is fine that's in the 4.1." All talking at once. F. Westbrook, "Are we saying that the vision statement that we approved is going to say as is?" B. Schaschek, "Correct." All talking at once. **W. NUNNALLY, "MOVE WE APPROVE IT."** B. Schaschek, "There is more to it because we eliminated." All talking at once. J. Brown, "The planning commission recommends removing strategy 2 and 3 just removing it all together." All talking at once. B. Schaschek, "Which we had agreed to do in addition to goal B." J. Brown, "The planning commission did not recommend removing goal B so we have to decide about that." B. Schaschek, "But we had already voted to do that." F. Westbrook, "I vote we leave goal B out." J. Brown, "I vote we leave it out as we planned initially. Everybody on board with that?" K. Pollard, "I don't have that." M. Bombay, "Goal B says to expand Irvington's livability by encouraging development of new single family housing of varying sizes and price points." All talking at once. B. Schaschek, "That one we had already agreed to." J. Brown, "In addition members of the planning commission reviewed the entire document for further conceptual references to the PUD there were quite a few but as these references were conceptual support instead of actual there was quite a bit of disagreement as to whether they were important. So we need to decide if we want to go back into the back of the document and look for other references." F. Westbrook, "I am afraid we are looking at a domino effect here. We have our intent documented in multiple minutes." J. Brown, "I am totally with you so let's vote." N. Keane, "Your intent needs to make its way into your comprehensive plan." F. Westbrook, "And it it I mean it will be totally revamped but the more we mess with this now I feel because I have read the lengthy part there too it gets to be where do you stop where do you draw the line we do this one and all of a sudden something else over here pops up we are never going

to make it perfect right now it is just too riddled and throw in the fact that the survey calls it all into question to some extent in one place or another so." N. Keane, "All I would add to this is that when you have been given a recommendation by your planning commission to make certain changes to your comprehensive plan as a result of adding the vision statement and you don't take their recommendations, you might ask them why it is important because it is going to come up in the public hearing." All talking at once. J. Brown, "We did take goal 3." N. Keane, "I am talking about the other references." All talking at once. C. Bradley, "I was one of more than one planning commission member who went through every word of that comprehensive plan document every single word from the to the last appendix to try to identify where there were things that were potentially related to the PUD we knew what Bonnie had identified and what you all had voted on we wanted to make sure that we weren't leaving something in there that is what Jackie is referring to we identified those and more than one of us went through that comprehensive plan with a fine tooth comb and I would really encourage you all to think about whether or not you should at least look at them instead of just dismissing them from my perspective you are being dismissive of the work." F. Westbrook, "I did read all of it and I am not being dismissive." C. Bradley, "It feels like that sitting here. Thank you for letting me speak but it is very frustrating having literally spent two days going through the comprehensive plan with a fine tooth comb and have you all go never mind." F. Westbrook, "I'm not sure that is what we ask you to do." C. Bradley, "My understanding was we were asked to look at the comprehensive plan to remove references to the PUD including" All talking at once. C. Bradley, "Alright then obviously I should come off of the planning commission because I can't understand the motions you make." W. Nunnally, "I thought that was what we asked you to do." B. Schaschek, "No." All talking at once. J. Brown, "The planning commission itself voted not to." C. Bradley, "We went through them one by one and a lot of them were actually discussed by the planning commission as requested right Mike?" M. Mattheisen, "When the planning commission looked at this we did read it very carefully and we divided possible changes into two categories the first category was explicit references to the PUD where it actually says PUD or planned unit development and that is what the town council first tried to do in the motion about striking 2, 3 and B or whatever it was when we looked we found two further explicit references to the PUD that we thought should be removed as well they both occur in the implementation section and they were not noted by the town council but we noted them and said these are explicit references they should go and we were unanimous in that regard. That is one set of changes. The second set of changes were language in the comprehensive plan that seem to be talking about the PUD or a PUD concept without being explicit about the PUD some of those were about some that should be deleted and some there was a difference of opinion and some were rejected there is a valid point that all of those references because they are not explicit are arguable one way or another if there is no explicit mention of the PUD in the comprehensive plan that language becomes free floating language there is no reference to a PUD anywhere it could be anything one could look at it and say it's a PUD reference but it is harmless stuff about possible new development or one could look at it I think there is one particular reference about mixed uses of commercial and residential and it sounds an awful lot like a PUD but it doesn't say PUD if you really wanted to be careful to make sure nobody interpreted it you would delete that language but you are not compelled to do it by the fact that it is not explicit so there are those two categories of changes. When we sent this forward Cay produced a red line document that was attached to our recommendation that excerpted all the language we were talking about and struck through the phrases or sentences or provisions that we thought should be deleted and it is a simple thing to go through one by one." F. Westbrook, "We did get the document but at this point it might be best if we take the time to read it." W. NUNNALLY, **"MOVE WE TABLE THIS MOTION."** All at once. M. Bombay, "At best it is ambiguous to leave some of these things in there at worst it is downright wrong. Let's review then and come back and speak intelligently." All talking at once. N. Keane, "Sharon, Wayne and Kathleen need a copy of the red line." All talking at once. J. Brown, "So we are letting this go for another month."

K. ANNOUNCEMENTS - none

L. ROUNDTABLE DISCUSSION

K. Pollard, "Nancyellen has given us her new contract for the coming year where we didn't increase her but gave her a bonus. This is exactly the same contract she added this paragraph referencing the paragraph about the \$3,000 this is the only thing that changes. Rannie needs to sign it." F. Westbrook, "It is in the budget so it is pretty much appropriated." All at once. K. Pollard, "As additional consideration the town has made the firm a \$3,000 in recognition that the legal services needs of the town during the 2018/2019 year exceeded the contracted amount of five hours per month. The firm made an in-kind donation of pro bono legal services to the town of two hundred hours in 2018/2019." **F. WESTBROOK, "DO WE NEED TO MAKE A MOTION?" ALL TALKING AT ONCE. W. NUNNALLY, "SECOND THE MOTION." K. POLLARD, "ALL IN FAVOR?" W. NUNNALLY, "NOBODY SECONDED." F. WESTBROOK, "I'LL SECOND."**

Vote:	Frances Westbrook	Aye
	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Kathleen Pollard	Aye

M. ADJOURN

K. Pollard, "Motion to adjourn" W. Nunnally, "Second." The meeting ended at 8:49 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Kathleen Pollard, Vice Mayor

TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY JUNE 13, 2019 6:30 PM

The Irvington town council held its regular monthly meeting on Thursday June 13, 2019 at 6:30 p.m., at the Irvington Town Hall.

A. CALL TO ORDER – Mayor Rannie Ransone

Mayor Ransone called the Irvington town council meeting to order at 6:30 p.m., “I would like to ask for a moment of silence in memory of Garry Luckham who was a past council member who we lost this past week. Garry was a great guy and my neighbor for thirty years, Fran lives next to him and I live across from him. He was an all-around good guy and he loved this town and was a true *Irvingtonian* born and raised here and it was a shame to lose him so quick so if you will join me and honor Garry with a moment of silence I would appreciate it.”

B. ROLL CALL – S. Phillips, Clerk

Members of Council present: Mike Bombay
Bonnie Schaschek
Wayne Nunnally
Jackie Brown
Frances Westbrook
Kathleen Pollard

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, “Do we need to make any changes?” J. Brown, “I would like to withdraw my motion under new business Item 2. When I made the motion I didn’t realize that Bonnie has already been working on that so she is going to make a report.” K. Pollard, “So she is going to discuss that?” J. Brown, “Not tonight.” B. Schaschek, “Remember we talked about it you wanted it delayed until after the budget was over because I had a webinar scheduled?” Mayor Ransone, “I thought we were going to discuss it because I thought you wanted to make up a committee?” J. Brown, “Well she is already working on it and has gotten most of the work done so I don’t think we need a committee.” K. Pollard, “Who is working with her?” J. Brown, “Mike.” B. Schaschek, “The technology team was working on the MuniCode stuff.” Mayor Ransone, “I was going to talk about this and get a committee made up and this is kind of jumping the gun on me here.” F. Westbrook, “Is that what the closed session is about?” B. Schaschek, “You can certainly get a committee together but we talked about this a couple of months ago.” W. Nunnally, “Just leave it on the agenda.” K. Pollard, “The first time I heard about it was the open session otherwise I have not heard anything about it.” Mayor Ransone, “Alright we will scratch Item 2 under New Business. Any other changes? I am going to ask one thing, public comment is coming up and most people spoke last week and what I was going to do is it seems like we need to make some changes so if you have something you want to say about the town but if you want to wait we will allow for public comment after we make the changes

and if anybody wants to have public comment then then can do it. Other than that can we approve the agenda? **W. NUNNALLY, "SO MOVE." K. POLLARD, "SECOND." MAYOR RANSONE, ANY OTHER DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED."**

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE AGENDA AS AMENED IS APPROVED 6-0.

D. APPROVAL OF MINUTES AND TREASURER'S REPORTS

1. May 2019 Treasurer's Reports

W. NUNNALLY, "MOVE WE APPROVE THE MINUTES OF THE LAST MEETING AND THE TREASURER'S REPORT." B. Schaschek, "I have some questions on the treasurer's report." Mayor Ransone, "We can have a second and then discussion." J. BROWN, "SECOND." Mayor Ransone, "We have a second is there any discussion?" B. Schaschek, "I have some questions on the treasurer's report. The bank franchise fee for Sharon, it came in in May did it not come in May of this year?" S. Phillips, "It came in in June." B. Schaschek, "I have a second question under public safety we have \$2,100 what was that for and there was a \$4,000 budget for sheriff." R. Kime, "That was to paint the yellow lines around the curbs near the Hope & Glory?" F. Westbrook, "We had to do that?" R. Kime, "Yes, VDOT does not do that." F. Westbrook, "I wondered why it wasn't VDOT yellow." Mayor Ransone, "He did talk to VDOT and got the paint number to make it as close as possible." K. Pollard, "It looks really good." W. Nunnally, "Call the question." B. Schaschek, "The last question I have is on the Lancaster Community Library have we released funds to them?" S. Phillips, "Yes." F. Westbrook, "That was the current budget that we did that on right?" Mayor Ransone, "Yes." B. Schaschek, "Have we appropriated those?" K. Pollard, "Last year." F. Westbrook, "Everything except general operating is supposed to be appropriated as we go so we didn't appropriate that. We have not been appropriating and that is the problem." N. Keane, "It is two different things. The budget passage along with authorization and then you have to appropriate when you make the payment." Mayor Ransone, "Do we need to have post motion? It was in the budget." W. Nunnally, "It was in the budget." F. Westbrook, "We can as a CYA." **W. NUNNALLY, "I MOVE WE APPROPRIATE THE \$1,000 THAT WE HAD IN THE BUDGET FOR THE LIBRARY." K. POLLARD, "SECOND." MAYOR RANSONE, WE HAVE A MOTION AND A SECOND, ANY OTHER DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED."**

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROPRIATE THE \$1,000 THAT WE HAD IN THE BUDGET FOR THE LIBRARY APPROVED 6-0.

Mayor Ransone, "A motion to approve the minutes and the treasurer's reports?" F. Westbrook, "Once again we didn't get the minutes until after 4:30 yesterday because that is the last time I checked. Why are we so late getting the minutes?" S. Phillips, "The entire agenda packet went out one day late, Tuesday." F. Westbrook, "No I checked up until 4:30 yesterday for the minutes well for everything I guess." S. Phillips, "The agenda and supporting documents went out June 11 at 4:32 p.m." F. Westbrook, "I stand corrected on that but once again at one time we talked about getting or having these done a couple of weeks after the meeting so that it was fresh on our minds but since these things are so lengthy twenty five pages for such a

small town is." K. Pollard, "That's the problem it was eighteen pages and now they are twenty five pages." F. Westbrook, "It is becoming cumbersome." J. Brown, "We are living through every meeting twice." F. Westbrook, "Can we put this on next month's agenda to discuss and see what our options are?" Mayor Ransone, "Let's work with Sharon because we did have a lot of meetings this last month." F. Westbrook, "I know we don't have the minutes on those either and that is just a comment but if we can talk about the length of this also." K. Pollard, "I brought it up at the last meeting and everybody said it has to be verbatim." F. Westbrook, "It does not have to be verbatim. It is our decision. So if we can put this on the agenda we won't keep wasting time on it." Mayor Ransone, "We have a motion and a second, is everybody okay with the treasurer's report and the meetings?" B. Schaschek, "I'm okay with the treasurer's report but I didn't have time to read the minutes." **MAYOR RANSONE, WE HAVE A MOTION AND A SECOND, DO WE WANT TO VOTE ON IT? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED."**

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE MINUTES OF THE LAST MEETING AND THE TREASURER'S REPORT IS APPROVED 6-0.

E. PUBLIC COMMENT – Please place your name on the sign – up sheet provided

Mayor Ransone, "Before I ask anybody, I think Roy has a guest he would like to introduce or a new resident." R. Kime, "Stuart Barwise is the new general manager of the Tides Inn." Stuart Barwise, "I appreciate the introduction I certainly didn't expect this and it was very kind of you to extend the courtesy. I am delighted to be here and a part of the community. I came to town a little over a week ago and have been learning my way around and very much look forward to being a part of the community have just enjoyed myself so far. I am involved in municipal affairs in my home town of Kennebunkport Maine. It is an import thing that you all do and I have great respect for it. Everyone on our team speaks so highly of you and the collaboration between the town and the Tides Inn and the synergy and I look forward to growing that and being a part of bring the Tides into its' next era. If I can ever be of service or please just come by and chat or ask questions, I can be found almost every day. Thank you very much for the introduction. I am living the hotel for right now but will be living in the yellow house when they have finished the renovations." Mayor Ransone, "If anybody has anything they want to comment on about the town we are going to table public comment until after the budget process we are going through because we are going to be making some changes and it would give you a chance to speak but I think everybody here spoke at the last meeting. If you want to say something before then that is fine but I want you to know you will have a chance to speak but." M. Chapman, "I wanted to say something about the planning commission suggestions that are in old business, should I say it now or at the end? I would like to briefly address the suggestions concerning the vision statement referred to the town council by the planning commission. Moving the vision statement to the front of the comprehensive plan as a prologue. I believe this is a good idea and it simply replicates the position of the vision statement on page one of the 2007 plan. The vision statement is on the first page it also gives it more prominence as the definitive statement of the towns wishes for itself. This placement however will require a brief restatement to be inserted into the one sentence space currently occupied by the 2017 vision sentence. It is only a sentence. This could easily be done by the vision statement committee or a subcommittee of it in a single meeting it would be very simple. The second suggestion that the planning commission is going to make is to move the topic sentence of the first paragraph to the last sentence in paragraph one. The first sentence of the vision was written as an introductory sentence and in my opinion it should remain where it is; be eliminated; or moved to the

proposed paraphrase preceding the goals. I believe it could be very effective there. Placing it at the end of paragraph one cuts the emotive chord of reference between paragraphs one description of Irvington as we live in it and love it and paragraph two's specific vision for the future beginning with the *words we are stewards of all this beauty and bounty*. It separates the referent from that which is referencing it thus interrupting the imaginative flow. However I believe it could be used to great affect in a short restatement or paraphrase later in the document. Thank you." W. Nunnally, "Marsha I am certainly glad I didn't have you as my English teacher." Mayor Ransone, "If there is no other public comment at this time I am going to ask for a motion to table public comment until after the budget process." Jane Wells, "I'm not sure where a good moment is to talk about trees for the commons. I didn't prepare a written statement but I want to say the sooner we get them in the ground the sooner we have shade. There is precedent for them. There were two or three in a row along the street and they were always people liked sitting under them. I wanted to hope it could be put in the budget in some place it is just not that expensive." Jeremy Taylor, "Comment on the budget but it is a general one. I recommend the council adopt the growing trend to put all of the check book online as is required by the school board by the state and or some of the other counties and municipalities in the state. Put the entire check book online so we can look at it." Mayor Ransone, "Anybody else? If not, **I WOULD LIKE A MOTION TO TABLE PUBLIC COMMENT UNTIL AFTER WE DO THE BUDGET PROCESS.**" W. NUNNALLY, "SO MOVE." M. BOMBAY, "SECOND." MAYOR RANSONE, "ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO TABLE PUBLIC COMMENT UNTIL AFTER WE DO THE BUDGET PROCESS IS APPROVED 6-0.

F. REPORT FROM THE TOWN MANAGER – Roy Kime, Manager & Zoning Administrator

R. Kime, "I will be brief. I went to the planning commission meeting on June 4th where they discussed a number of things and J. Brown will discuss that. I attended public hearings on the budget and finance which will be discussed later in the meeting. Technical support committee did not have a monthly meeting but authorized us to purchase software for files. I granted one building permit:

I looked into a contract to trim the Christmas tree at the Methodist Church I have a bid for \$800 to shape the tree which I think is reasonable. The mayor also things this is reasonable. We still have to get permission from the Methodist Church to trim the tree. The work to thin the trees on the north commons should occur next week. We have had a number of complaints about Fishers Pit and I have been working with the county on that. They sent a letter last week to the owners of the property where a dam has broken through. It is complicated because some of the property is in Lancaster County and some of it is Irvington, two lots are in Irvington however the law under which the county is pursuing this is a waste statute that they have jurisdiction on so they can proceed. I have told them we would look at what they have going on because we have no commitments, if we get involved it could get tricky. I have talked to Nancyellen about it and some other folks. We don't want to get into this too deeply but on the other hand we have at least two residents that live on Old Mill Cove who complain that stuff is coming down so it is our residents that are affected by this so we can't turn a blind eye to it. The other recurring problem is the Hundley property. There are two or three trucks parked there. One resident has complained about that a number of times. I was not able to find in my original search of Bob's file any records or letters that he had written. When Fred Minton was in he said a lawyer had written the letter so I asked Nancyellen to go back through Wes' stuff and we found the letter so now I have at least two letters that were written by an attorney back in 2016 so I can formulate a plan from that. Again this is a situation of how hard do you want to go after this? I

asked for guidance before and I wish that you would tell me how you want me to handle it. Beyond that, I would like to reserve a little bit of my time so that once you pass the budget I can make motions about appropriating balances for FY18/19 and FY19/20, and discuss moving money. I don't know if you looked at the balance sheet but the checking account got down to \$1,300 and we just can't get that low. We have talked to the budget and finance committee but want to make sure you know and that we have the authorization to move the money. The only people which are authorized to move money out of the money market into the general operating checking – I am not but Sharon, Rannie and Kathleen are.”

G. REPORT FROM THE TOWN ATTORNEY – *Nancyellen Keane, Esq.*

N. Keane, “At the May 13th special meeting there was a request made during the review of the agenda to rename the meeting a regular meeting as opposed to a special meeting which is how the meeting was called and at the end of the discussion it was decided to approve the agenda with no change. However, characterizing a meetings as special or regular has been a repeated subject we have had for discussion over the past year several times so I am going to provide relevant information on this to you all in a memo so that we save time tonight and just attach it to the minutes. If you have any questions about the memo when I send it to you all feel free to call or email. Since last month we have had meetings to prepare for the June 6 public hearings and also for this evening regarding the legal issues related to the budget issues. The contract for Lancaster County collection services was drafted and given to staff who has commented on it and it is now in your packet. Fran you were just asking about it and it will probably come up later when you raise it on the agenda. If it can be made to be acceptable we need to have a motion later so that the mayor can sign it and staff can send it out. Since the last meeting I was asked to perform legal research and to present it tonight as to whether council may pass an ordinance which has been amended at second reading. I will pass out something to you that you can see so that it is easier to follow. These are excerpts from the Charter and the Town Code so that you can read along with me. The short answer to the question of whether council can pass an ordinance which has been amended at the second reading, the answer is yes provided the proposed amendments do not materially change the ordinance that was advertised and read at the first reading and the amended ordinance may be passed as amended at second reading. This is found in Irvington Town Code §30.15 which is on the first page and the highlighted material says this, this is a requirement in Irvington it is not a requirement elsewhere. The short answer is yes provided it is not a material change. In order to proceed to vote on an amended ordinance town council should first pass a motion making a finding that none of the contemplated changes at the second reading individually or in the aggregate are material changes to the particular proposed ordinance. If you look at the papers I just handed you the top one is the Code §30.15 and the one on the bottom is the underlying Charter authorization from the General Assembly authorizing the town council to adopt rules for regulating proceedings this just happens to be one of those rules that it adopted. So when the Charter was granted in 1958 it had this provision in it on the back page that is highlighted and says you can adopt rules regulating your proceedings and about three years later 1961 town council passed §30.15 that did just that, it talked about how ordinances need to be passed you can pass one at a second reading if it is not material. The bottom line is there is no definition in the Town Code §30.15 of what is material. The word material is not defined. So because it is not defined council has to determine what the meaning of material is. That is why I said the short answer is yes you can do this if it is not material the first thing you will do is when we get to it later if there are changes made at the table is that the mayor will call a question for a motion on whether you all believe the changes you are proposing tonight are material or not and if you vote, if it passes, that they are not material then he will go on to call the question on the ordinance and passing the amended ordinance. If you all vote that they are material then you would not be able to pass it at the second reading this would constitute a first reading. The other thing is he is going to do this two or three times – if all of the ordinances get changed he will have to do this four times because you have to vote on these things separately.” F. Westbrook, “By all the ordinances you mean.” N. Keane, “Two, three, four, and five. Those are the ones pertaining to the fees, the transient occupancy tax, the budget and then the real estate tax rate.

Some of those you may not change anything, I don't know. Some you might change. If there is a change on one of those he will call a motion question for you to vote whether it is a material change or changes." W. Nunnally, "But if we say they are material then we have to have a whole new reading and all that." N. Keane, "Yes." W. Nunnally, "But if they are not material we go on and get it done." N. Keane, "Correct. But if it is the budget that is the one you decide is material it is not just that this would be the first reading it would be the first reading of the budget you would have to have a public hearing again. You wouldn't have to do that with the fee one because your ordinance requirements in Town Code §30.15 require two readings for an ordinance. The requirements for a public hearing come from the state code regarding certain issues so, if you are passing a budget you have to have a public hearing; if you are passing a tax rate you have to have a public hearing; if you are having a planning or zoning change like the B-1 you have to have a public hearing; there are certain subject matters that require a public hearing. Irvington itself didn't require a public hearing to pass an ordinance so when we passed that ordinance recently regulating precious metal dealers that is not a zoning ordinance. It is not a budget ordinance. It is not a tax ordinance. It is just an ordinance so, we didn't have a public hearing but we did have two readings but no public hearing." M. Bombay, "We decided to change the tax rate from .41 to anything else some people said maybe 2% would that require another public hearing on that?" N. Keane, "You all would vote. Rannie would call the question for a motion as to whether that change on the real estate tax ordinance, you are talking about that ordinance, and then you have to decide as a body, whether it is material because there is no definition." M. Bombay, "That is the point I am getting at because if we decide to change that to anything other that would have to have an effect I am not going to say a material effect, but an effect on the budget because it would change the income so I am just trying to see what the cascade of problems might be." F. Westbrook, "Usually you decide on the budget and then decide on the tax rate that supports the budget. This year because we had a revaluation of real estate we knew if we stayed at the old rate or the current rate then we collect more than the 1% so we had to change it. I know the county as long as they are going to a lower rate still they don't require a public hearing but this right here because of the materiality clause which I didn't realize it existed that puts us in a different category." N. Keane, "You may still come out with the same result it just depends on the facts." Mayor Ransone, "It depends on what you decide to do when we get to the real estate ordinance." M. Bombay, "That is exactly the point." Mayor Ransone, "I would think then we could have this discussion." N. Keane, "One more sentence that pertains to my report. At the end of the day the question is why does this matter that we take this vote on the motion to determine materiality? Because proper process must be followed to pass an ordinance. Laws in the process can call into question the validity of the ordinance adopted." W. Nunnally, "Best translated if we don't do it correctly then we can be sued and make everything come back, right?" N. Keane, "You said it." B. Schaschek, "So, we already have a tax ordinance and what we are doing is actually amending it are you saying we are not amending the existing one we are creating a whole new one therefore we have to go through this process?" N. Keane, "Well, the ordinance that you have, I am going on memory here, does not have the rate in it, you passed the actual authority to collect the tax back in 2016 so on an annual basis you are supposed to reset or readopt all of your taxes so you are doing that this year and we explained that to the people during the public hearing but I am not sure maybe it got lost in the discussion, so what you are doing with is this not amending the other ordinance you are setting it via another ordinance. This is a separate ordinance which does nothing but set the rate and it is an uncodified ordinance if you notice when you read the agenda it has a *uc* after the number which tells Sharon it does not go into the code book it is going into a different book that identifies uncodified ordinances in it which means it has the effect of law it does not have to affect your book [Town Code] each time you change it and that is the thing about doing this as a group one time every year you have all of these uncodified ordinances that we would have to keep track of but the uncodified ordinances would not go into the code book because they are subject to change next year or however you decide." K. Pollard, "Is that a material change? I guess I am concerned as to what is a material change because what it is to me may not be for someone else." N. Keane, "What you are looking at tonight you will take a vote on a change and as you are looking at the budget or the real estate tax rate that was

read at the first reading and whatever the change tonight is you are preparing tonight's number or numbers to what was read at the first reading. You are not thinking about the former tax rate. Let's say the current tax rate is 5 cents that is not coming into question tonight and the reason is you advertised a tax rate of .415 cent of the statutory requirement on the reassessments that is the number you are comparing to for purposes of figuring out materiality tonight so you are going from .415 to whatever the other number is you are not starting with 5 or even last year's. If you are at the second reading and you change from the first reading number you compare the first reading to the second reading number." K. Pollard, "If you change something somewhere along the line it becomes material. I don't know how you could change anything and it not be material." Mayor Ransone, "Does that help? We don't have a definition for material." F. Westbrook, "If you have a little change maybe it is not material." Mayor Ransone, "We can make changes but we are doing it after the second reading so we have to decide it is material or not." N. Keane, "This is just the background so you understand why Rannie will be calling for the motion and you will be able to talk about it at that time." K. Pollard, "I am asking for the benefit of the crowd and not just me."

H. REPORT FROM THE PLANNING COMMISSION, J. Brown, Planning Commission Liaison

J. Brown, "In the June planning commission meeting M. Mattheisen presented a model CUP application based in large part on the existing CUP in West Point. Discussion centered on the length and exhaustive requirements of the application, the applicant requirement and whether it should be a property owner or business owner and a resident suggestion that a photograph after the property should be required. Regarding the vision statement and the request by council to strike strategies two and three of goal A and goal B in its entirety M. Mattheisen provided you with a record of the planning commissions' recommendations. My understanding is you all didn't get that letter yet so I am just going to make my comments and you can read the letter. I agree with the suggested placement of the vision statement in the beginning of the comprehensive plan. If an abbreviated version is desired to replace the vague and ambiguous vision statement in the 2017 plan I think that version should be created by the vision statement committee since they have the context of what was done before. I disagree with making any changes to the vision statement as written the committee was very careful with each word, every sentence and every paragraph. The document is deliberate and purposefully written and stand powerfully on its own. The document should go to the public hearing phase to see whether it passes the scrutiny of the community and receives its support and if it doesn't receive the community support that is when I believe changes should be made, if at all. Regarding Goal B, council requested that it be eliminated because it is totally opposite of the expressed wishes of residents both in the survey and at public hearings. I believe it should be eliminated. Finally, I applaud Mike and Cay for their efforts to examine the rest of the comprehensive plan for references to the PUD or passages that imply support of a PUD and those additional things were discussed as the meeting and acted on." F. Westbrook, "I do have a question. I thought the town council had voted to strike those things from there so that part is a done deal or am I wrong?" J. Brown, "That is what we asked them to do but they came back." F. Westbrook, "We voted to do it the town council so that is a done deal." B. Schaschek, "They have to be removed." W. Nunnally, "The planning commission can't overrule us." J. Brown, "I understand I am just saying what happened at the meeting." Mayor Ransone, "I have Mikes letter I just received it this evening so what we will do is get copies out to everybody tomorrow and you will have the month to look it over and pick the discussion up at the next meeting, is that okay?"

I. COMMITTEE REPORTS

1. Parade Committee – R. Kime, Manager

R. Kime, "We are rolling along. Everything comes together at the last minute and some people were concerned we were not getting things in but we are going to have the parade dedicated to Bob Hardesty as the grand marshal and his daughter is going to come up and ride in the car and if we can find some of Bob's friends in town, we have a honorary military guest that Bill Young found, we have to get all of the signs

together, it will come together." Mayor Ransone, "Sounds like you are working hard and I know this is not easy." W. Nunnally, "The tradition has always been except for last year that we sent letters out to people and asked them to participate but I understand what we are doing is putting an ad in the paper and if you want to be in the parade call us. Have we issued anybody invitations?" R. Kime, "We are in the process of sending out to folks by mail that document which has an invitation on the back." K. Pollard, "I have started to call everyone on the list plus I'm sending out the cards, too. They should be going out soon." W. Nunnally, "You contacted me and I have not made the application but I have three golf carts and a tractor." K. Pollard, "So you won't get an invite but you are already invited." Mayor Ransone, "Are you riding the tractor?" W. Nunnally, "No, I will be in my car." K. Pollard, "We are on top of everything. It is going pretty smoothly considering we are a little late getting started."

2. Long Range Infrastructure – W. Nunnally, Councilman

W. Nunnally, "I am happy to report that the long range infrastructure committee had a meeting and the outcome was I contacted Dominion Energy about possible underground lines as opposed to overhead powerlines and I have a meeting with a gentleman next week. I also contacted and will have a meeting with our new VDOT representative, Mike Brian he is to get with me Monday or Tuesday to discuss various and sundry things in town *vis a vis* stop sign and speed bumps." B. Schaschek, "You are going to take signs down and add speed bumps?" F. Westbrook, "I'll give you my list of signs I would like to have taken down." M. Bombay, "The blinking lights at the cross walk." B. Schaschek, "I went to stop because it was flashing yellow and somebody almost smashed into the back of me." Mayor Ransone, "Technically you are supposed to stop at the flashing. If it is flashing and you don't stop technically they can write you a ticket." F. Westbrook, "We just don't know what we are stopping for that is the problem." B. Schaschek, "And the people behind you aren't aware." Mayor Ransone, "They have gotten so used to it. Maybe you can take that up with Mike Brian." W. Nunnally, "I will add that to the infrastructure committee responsibility." Mayor Ransone, "Real quick about the flags, I made an executive decision to leave them up for a couple of reasons. Flag Day is tomorrow and we did have a tragic thing in Virginia Beach that resulted in them lowering the flags so I thought I would leave them out for that and they may stay out until the 4th of July. If you take them up and down a week later they seem to be holding up except for the one at Chesapeake Bank I have been trying to investigate but twice I have replaced the fiberglass pole and flag because somebody keeps pulling up and breaking them and I don't know why the person doesn't know they are breaking them. It seems to happen on Thursdays. It could be a delivery truck I don't know. I will put it back up for the parade. It was not broken when the Steamboat Era Museum brought in the pilot house." B. Schaschek, "There are enough flags on both sides I would just leave it down. We have had several bad storms and they seem to be holding up."

J. OLD BUSINESS

1. Planning commission actions on vision statement and PUD amendment (*attachments to be sent Wednesday*)– M. Mattheisen, PC Chair

M. Mattheisen, "As Jackie pointed out there were some intricate measures the last time to be considered with respect to the vision statement and so we find it easier to write it down because there is some detail and that is the memo that you see and probably everybody needs to take a minute and review that because it is intricate. The last meeting went really well but there was a lot of discussion and we were not unanimous on everything we but we were unanimous on a couple of points. I was on the short end of a number of votes." Mayor Ransone, "We appreciate everything you do, thank you for your service." W. Nunnally, "I was confused about what Jackie said, we pass certain things to be taken out of the vision statement no no the PUD."

2. 2nd Reading Ordinance 2019-05.04.uc Adopting Fee Rate Schedule

Mayor Ransone, "Real quick this was the public hearing for adopting the fee rate schedule. Does anybody have any comments on it at all? Any changes that need to be made? If not, we will just go on to the next one."

3. 2nd Reading Ordinance 2019-05.03.uc Adopting Transient Occupancy Tax Rate

Mayor Ransone, "Any changes that need to be made at this time?"

4. 2nd Reading Ordinance 2019-05.01.uc Adopting a FY19/20 Budget

Mayor Ransone, "This is the good one. Are there any changes that need to be made to that at this time? M. Bombay, "I would ask if we might change the sequence and do the tax rate before we do the budget." F. Westbrook, "You can't do that until you know what the budget is." Mayor Ransone, "We need to do the budget first and if we go back and change the tax rate then it will go back and reflect in the budget. So evidently we got a lot of public input from the meeting the other night. Council hear a lot and we talked amongst ourselves and said yes we may need to make changes. So at this time we are going to go back through everything pretty much. I guess we keep it as it is on the real estate tax although she does have other rates. We will go line by line." F. Westbrook, "I will point out there were other columns that we were required to show you at the public hearing and because we have added columns on this end I hid or took out the columns for the previous year only left the current year and the proposed budget column. That doesn't mean it doesn't play into this I didn't see the point of putting more figures up there when we need the room to display what we are actually going to talk about. I do want to start with this column here where there are a couple of red figures here after we get to May the P&L statement we no longer had to estimate May and June so we plugged in the hard May numbers meaning we only had to estimate for June and those that are in red are figures that I changed there to reflect the new hard figure will be once we get the June numbers. That is based on eleven months and I made some changes to the eleven months based on what the twelve months will be. This column here proposed budget July 2019 through June 2020 is exactly the same as you all saw at the public hearing, nothing has happened or changed here. We looked at our first option was just making changes based on what we heard from you all based on the current proposed real estate tax rate but that affects only one category but it will affect the overall revenue which of course changes what we need to do for the expenses. The next column shows a 3% real estate tax rate and the last a 2.5% real estate tax rate. You will see as we go along and you will be able to compare the figures with each of the options. None of this is written in stone as you know we are just supplying some figures Bonnie and I have been working on this and we have just applied some figures that we think are appropriate but they are open for change and we may decide to lower one and raise another so that is what we are here tonight to talk about based on what we have heard from you all what the new proposed budget will be. So I am going to start with this right here this column option one what we are doing here we are not working with anything different but a few small changes as we go down and if you want you can look across to option, I was supposed to change that but I didn't it was supposed to say option 1, option 2 and option 3 so I beg your pardon on that glad my kids are not here to see that. Looking here the only substantial change you will see here is the interest income we adjusted that down just a tad because we will be transferring funds from the money market account into the general operating account and that will give us a little bit different expected and because of the use of the money market account that we will have going forward it is a possibility our interest revenue will fluctuate and Bonnie is a bank person not me but this maybe a more sound number for us. If you look at the next section, operating expenses." B. Schaschek, "Did you mention the change in the revenue for property tax that is the other column that changed." F. Westbrook, "We are not on that column yet." B. Schaschek, "Real estate?" F. Westbrook, "No we only changed some of the figures not the rate. Now we will move to operating expenses. Our professional services in this column remained at 24k knowing we are going to be talking about this later when we look at changes there. In this column here, we want to look at public safety and code enforcement, we are looking at reducing that, we are looking at office expense is being reduced some." R. Kime, "Most of that section in office expense is that elimination of our computer stuff?" F. Westbrook, "Well, if we decide to do it on computer stuff that would be more appropriately reflected in capital budget because not only just the dollar value but the life expectancy of

what we are buying so that would be more of an asset as opposed to an expense so that would go in the capital budget." K. Pollard, "Is that all of that going in there or does it include other things." F. Westbrook, "We took that out of office expense and went from \$16,990 to \$12,000 that is some of the proposed hardware and website stuff that are long term and it is mostly computer and tech related." B. Schaschek, "Because they have a larger license." F. Westbrook, "Municipal expense remains the same in that column as does town council, planning commission, utilities and town maintenance, are fairly categories there. And then we will go and look at the last section which is where the community support and tourism show the big change we made here are the three categories: Virginia River Realm, Steamboat, and library and Irvington golf tournament and those were the areas were most of the discussion seemed to take place so we just have taken them down to start a whole new conversation here to see where we are going to go with these things. You can see the difference so we are looking at going from \$226 in this column and the other columns will go down also pretty significantly by the time you get over here. Where do we want to start the discussion?" Mayor Ransone, "The revenues are pretty much dug in." F. Westbrook, "The revenue at 4.1 is for real estate." Mayor Ransone, "That will change in the future at the next meeting, right after this one if we do decide to make a change." F. Westbrook, "That would happen there." Mayor Ransone, "You are showing them the differences I see with the different things. I think the main thing is the expenses and spending was the problem the public had or it sounded like that to me so that is where we need to start and go line by line." F. Westbrook, "Here is the big difference capital budget contribution the blue line that is what we have made this year the \$48,000 this is what we projected at the 4% the \$18,000 if we make changes the changes we just talked about at the same tax rate because we are spending less then we have this to contribute to the capital budget these are the capital budget contributions 3% and 2.5% the reason why that is important for us to consider is in the capital budget we are going to be talking about the biggest item would be a new town office and if we are not contribution to the fund for a town office it will take a lot longer to get there. We already have \$285,000 that is in the capital well not we are not calling it a capital budget and we have to get our act together on that there is a whole capital budget idea is fairly new to us and we are going to be tackling that this summer. So having said that where do we what do we?" Mayor Ransone, "Go line by line. You all made decisions line by line so you need to start over again. Start with operating expenses and if there is anything anybody wants to change at this time you need to make suggestions." F. Westbrook, "Under revenue the real estate tax is the only one that bears any significant change so depending on what we want to do what tax rate that is the column we should be looking at first." Mayor Ransone, "I understand that but I think we have to base it on is what we have right now go with the 4.1 and then when we get through this and get into the real estate ordinance and you want to make a change you can insert that back into the budget itself because it is part of the budget." F. Westbrook, "Let's start with the expenses. Employee expense is pretty much a given based on hourly wages and matching taxes that is what it is there is no wiggle room there. Professional services there is wiggle room there. Currently we are paying \$12,000 it was discussed going to \$24,000." W. Nunnally, "I think \$15,000 is fine." B. Schaschek, "The \$15,000 is the existing contract at \$12,000 with a \$3,000 bonus which somebody had recommended. That is the existing contract with a bonus." W. Nunnally, "That is a good idea. I don't think that is a material change." J. Brown, "I have a real problem with taxing people without having a plan, I have said that before, we don't have a plan for how we are going to spend this money and to tax I think we should go as low as we can on the tax amount and on all of these budget items until we can justify it because I can't justify it right now." F. Westbrook, "Are you okay with \$15,000 for professional service?" J. Brown, "I think as long as the salary stays at \$12,000 and not \$15,000." Mayor Ransone, "It is not a salary it is a bonus. \$12,000 and a \$3,000 bonus. We are just trying to get a consensus." B. Schaschek, "I can go with the \$12,000 contract and a one-time \$3,000 bonus." W. Nunnally, "Same." M. Bombay, "I'd like to see a higher base rate." K. Pollard, "I think it should be what it is and then when she has special projects like redoing codes and ordinances keep the hours for that time spent on that and then month to month maybe put that in a contract but I don't think \$3,000 is very much for all of the work she has done for the past year because you are talking five hours per month for \$12,000 one of our meetings went over

five hours just one meeting so to me to give a \$3,000 bonus is cheap but that is my opinion. She could do projects, amendments to the PUD." F. Westbrook, "I understand what Kathleen is saying I do think we could do better at prioritizing and maybe do discuss the items that keep coming up and how important are they to do right now vs can it wait until later. I'm hopeful I mean there has been a lot of involvement here and we are all on a little bit of a learning curve but I am hoping that is going to start going down so having said that I think right now I am more in the camp of the bonus plus the salary. But I would still kinda like to do what Kathleen suggested." Mayor Ransone, "It would be hard to put a figure in there by doing it like that we have to have a figure a set figure." M. Bombay, "We need an upper limit for these special projects and if we don't use them we don't use them." F. Westbrook, "You can't build a budget on that." K. Pollard, "Don't call it a bonus just increase it to \$15,000 and then let her keep hours for the next several months and then I know she is going to spend more than five hours a month for the next year." M. Bombay, "I can't see anybody around this table saying I'll work for free. We don't do that." W. Nunnally, "I think I added it up and I think she has done \$40,000-\$50,000 worth of work we have not paid her for. She really donated it to the town." K. Pollard, "She is not looking for the money." Mayor Ransone, "This is the council's decision you have to make this figure nobody else can do this. We can sit here all night if you want but we have to make a decision on this figure. I don't know if you can add something to the capital plan down the road." F. Westbrook, "I don't think you can do that it is not part of a capital budget." Mayor Ransone, "Right now the consensus is regular contract plus a bonus. Put it in please." F. Westbrook, "Insurance which is through VML is the same. Public safety and code enforcement we decreased it by \$1,000 down to \$10,500. Bonnie the logic escapes me on that." B. Schaschek, "It came out of code enforcement we had budget for FY18/19 \$1,500 and spent \$20 so we dropped it down to \$500." W. Nunnally, "What are we spending it on?" B. Schaschek, "When Roy has to go and write a letter." F. Westbrook, "It is that and the add in the newspaper which you have to do twice and typically if the town ends up paying to have the work done for example if the grass gets too high remember the property that we had at one time and we had to pay somebody to do that and then we will put a lien on the property." W. Nunnally, "Is the public safety separate from code enforcement?" F. Westbrook, "It's not having the tall grass or not having a derelict building." B. Schaschek, "It is the fire grant for \$10,000. It has always been \$10,000 what we did was drop code enforcement to \$500 vs \$1,500." W. Nunnally, "We get a \$10,000 grant from the fire department and we pass that through." K. Pollard, "They only spent \$20 last year but that was last year." W. Nunnally, "I am satisfied with the \$10,500." J. Brown, "I am fine." B. Schaschek, "I am fine." F. Westbrook, "Office expenses we moved we decreased that from \$16,990 to \$12,940 I think I made a comment earlier we basically taking out the tech related expenses because all of that is a capital expenditure." Mayor Ransone, "So that is already reduced. Is everybody okay with that?" F. Westbrook, "Municipal expense we left at \$17,750 that is higher that we had last year because we have election expenses and we bear the weight of those expenses ourselves." Mayor Ransone, "How much do they usually cost?" R. Kime, "I believe the codification is in there as well." F. Westbrook, "There is a little bit in there for codification. But we left it the same in column." B. Schaschek, "Municipal expenses has the collection fees for property tax and real estate tax." W. Nunnally, "So that is why it is reduced." F. Westbrook, "That is correct as municipal expense is reduced this and this column is because it is at a lower tax rate which means we have less collection expense we have to pay to the county." B. Schaschek, "We also added \$1,000 this year for comprehensive plan because once it changes we have to have it printed." Mayor Ransone, "Is everybody okay with the \$17,000?" W. Nunnally, "No, I want \$12,200." B. Schaschek, "You have to wait for the 2% tax rate discussion." F. Westbrook, "So you are not okay with that figure?" Mayor Ransone, "Just remember we are not doing the tax rate right now if we do these changes as we do them then we will discuss the tax rate." F. Westbrook, "Those will automatically change if we change the tax rate. Town council expenses we are leaving at \$3,000 in that column as well as the other two because town council members coming in after the May election and if we have the opportunity before they actually get on board we can send them to a conference for education and we want to be able to do that and we also want to bring a one day retreat where town council actually gets some education also and work sessions but we would

have an outside leader in. We left planning commission the same even though we didn't spend that amount of money and we did the same for town council because we will be having new members coming on board real soon and if we have the opportunity to send them somewhere for education we want to do that also for them." Mayor Ransone, "Everybody okay with \$18,050?" F. Westbrook, "Utilities is as hard core as it gets it is what it is so based on what we will end up spending this year we just carried that figure forward. Town maintenance we are projecting \$15,500. We are leaving it at that figure here in all three columns. We are taking on this year an extra street cleaning we are also going to be cutting the grass on the north commons more frequently that we have in the past and we are also going to take on a little bit of VDOT stuff coming into Irvington from White Stone at that last guard rail where VDOT just seems to have turned a blind eye to that year after year it looks really bad and VDOT is not cutting as often this year as they have in the past so it is really going to go wacky we have budgeted a couple of cuttings along there." Mayor Ransone, "All around the table, everybody okay with that figure?" F. Westbrook, "Community support and tourism first three items are what we consider donations. The first one is fire and rescue we are projecting \$2,500 and we carried it forward in the other columns. It is up \$400 because in the past we gave \$2,100 to White Stone and we have neglected Kilmarnock recently and because also they respond to any of our house fires or accidents we have so we are going to give them \$400 and that brings us to \$2,500." Mayor Ransone, "Everybody okay with that?" W. Nunnally, "We are not going to give anything to the Steamboat Museum?" F. Westbrook, "Steamboat Era Museum this particular line item represents the donation part of what we do with them it does not include the Irvington Crab Festival we will get to that down below. So the Steamboat Era Museum we have reduced that to zero all the way around knowing we are going to stick with what we have been doing in the past." Mayor Ransone, "So it was \$5,000 do we want to make a change on that? Or do we want to give them anything at all?" J. Brown, "I am not following this." F. Westbrook, "This is the new line items for the Steamboat Era Museum where they sent us the letter and asked us to consider an additional \$5,000 to support some of their upcoming projects. Cay have I portrayed that correctly?" C. Bradley, "No. I'm sorry it is not to support our projects. It is support the exhibits that are currently in there and for the Town of Irvington to be acknowledged as a supporter of the exhibits. It is not about our projects it is about the new exhibits that have gone into the museum. This is an ask that we are making to lots of citizens and businesses and to the town we just wanted to make sure you all have the same opportunity to respond as anybody else." F. Westbrook, "I apologize. I was using the term project interchangeably with exhibit but I won't in the future." Mayor Ransone, "If we donate for a certain exhibit they would have Town of Irvington as one of the donators." K. Pollard, "I would like to ask if they have given us any quarterly financial reports?" F. Westbrook, "We told them that did not have to do that anymore because we don't make everybody else do it either. We have to be uniform and at several meetings ago when we discussed this we decided we have to have everybody give us their reports on nobody gives us reports." C. Bradley, "I did provide you will FY18 end of year profit and loss statements." K. Pollard, "And that was last February." C. Bradley, "Correct. And I have not been asked since for anything." K. Pollard, "When we initially started donating to the museum we requested quarterly reports and perhaps we should have followed that up every single year thereafter." F. Westbrook, "My only point is that if we do that for them we have to get the fire and rescue people we have to get everybody that asks us for donations." K. Pollard, "Maybe that is what we should do then. I thought I had said send us quarterly reports." F. Westbrook, "We have already discussed this and we made a decision. I am just asking for consistency." B. Schaschek, "The council actually voted on it and it was not going to ask it from anybody." F. Westbrook, "I don't remember if we voted or not." All at once, "I don't remember either." Mayor Ransone, "Does anybody have a figure they want to put in there?" M. Bombay, "I think it should be more than zero. We have a museum in our community and if we are not contributing anything to their exhibits it just doesn't look good for us." K. Pollard, "But we have for eight or ten years." M. Bombay, "And that is fine but this is something new and the exhibits are going to be there and people are contributing I just personally feel it would be nice for the town to be a contributor to support an exhibit." F. Westbrook, "What figure would you suggest?" M. Bombay, "Maybe not \$5,000 maybe \$2,000 or \$2,500." W.

Nunnally, "What does \$2,500 buy us? C. Bradley, "I believe the \$5,000 would end up with your name either by the flag which is the Potomac flag, the last flag that we know flew on the Potomac or your name on the Bateman exhibit which is an interactive exhibit about Captain Bateman the African American steam boat captain that ran boats around here I believe if it is under that you would be on a general plaque of acknowledgement not to a particular exhibit but you are welcome to call the museum and ask what opportunities for whatever dollar value you all decide to give recognizing the answer may be as a general contribution and you may end up on a general plaque." K. Pollard, "Also they have been closed for six months this year now they have opened June 11 and they are closing before Thanksgiving so how many months is that you are open this year. We had a lady stop by the office when I was in the office and she said my friend that I am visiting in Weems said to stop by and see the Steamboat Era Museum where is it? I said it will be open in a week or two if you can come back when they are open. So are you planning to be open longer hours than Tuesday to Saturday or at least stay open past Thanksgiving maybe up to Christmas I don't know about your volunteers." C. Bradley, "Just to confirm Mrs. Pollard, you would like me to respond?" K. Pollard, "Yes." C. Bradley, "Just checking because we are not in public comment. So the museum has looked at the hours repeatedly and the board and this year our plan is to be open the week before Thanksgiving. We need to close the week before Thanksgiving in order to give ourselves time to prepare for the holiday market place which is one our biggest fundraisers so we need to be able to prepare for that event. We don't get a lot of traffic after Thanksgiving. I have made this offer to you before if you want to come and talk to the board about this we are happy to talk to you I think the museum is going to rethink its hours for 2020 we don't know exactly when we will open and close this year we were delayed in opening because we had to get the pilot house in and there was a safety risk so that is why we were delayed in opening." K. Pollard, "I think you need to open when the Tides opens and close when the Tides closes." C. Bradley, "I will take that recommendation to the board." M. Bombay, "With the aging of this community and surrounding communities museums and the Steamboat Era Museum for one and Christ Church for another it is becoming more difficult to find volunteers who what to dedicate a larger number of hours. Historic Christ Church cut two months off of their opening and season and it is going to be the same it is just the nature of the beast unless we can get some younger people in here to volunteer. I hear from the volunteers and they are retired and are working harder than they did before they were retirees." Mayor Ransone, "Let's get back on track. You propose a figure of \$2,500. Jackie?" J. Brown, "All of these groups are worthy groups I am concerned about what the town can afford and what the people of the town are willing to support in terms of charitable contributions I think they are able to write their own checks and support things and not have the town choose for them." B. Schaschek, "I also write my own checks to the Steamboat Era Museum and I understand for donating for the CrabFestival but for this one I am not for it." W. Nunnally, "I am with Bonnie. I think the Steamboat Era Museum is an integral part of the town and it is part of us as a town and I think the town should be an individual donor. I am an individual donor but I think the town should consider itself an individual donor and help the museum because it certainly helps up." Mayor Ransone, "Fran I know how you feel." F. Westbrook, "In looking at the vision statement and we refer to this quaint historical town and the history we have is the Steamboat Era Museum. We really don't have any significantly old buildings I mean we have a few but you are not going to find two or three hundred years old in town that is left standing. The one history we have and have on display that shows what we used to be and I think it is a tourist draw too so I can do \$2,500." K. Pollard, "I can do the \$2,500. Perhaps going forward they will stay open longer." Mayor Ransone, "If we are going to donate and we have the policy of putting your name up there if they don't see the Town of Irvington anywhere that would be upsetting to me. I think if other people are going to donate and you said you donate individually and my family donates. I think it would be appropriate to at least do that. I don't have a vote but I can give my opinion. So, we are going \$2,500? Next is the library." F. Westbrook, "Lancaster library we have been giving \$1,000 and we are proposing \$2,000 but in looking at the two options we took it back down to zero knowing we would have the discussion and start from scratch." W. Nunnally, "On the agenda under new business there is a report on the Lokey I think that should be included in the discussion here. I talked to Wil

Hubbard the trust lawyer who says there is a letter coming to us. We are not going to be able to quote anything but basically he has said they are taking a position that it is our money. They are making some suggestions as to how they would like it to be spent but it is not binding. Once we get that letter it clears everybody's mind. I have no problem with just taking it under the doctrine cy pres and applying it someplace else. They can't even find where they gave so for them to have any control. It is our money we have had it all these many years and we may be able to use it. If the council decides to do that we could use that fund for the library because it would be the parallel use and we could use that fund for several years out." Mayor Ransone, "How would we do that? Do we knock it completely off of the budget? Do we make a donation every year? It still has to be in the budget." B. Schaschek, "It would come out of capital because that is where the CD is." F. Westbrook, "It would come out of the CD once it is cashed in and then it would go into either the money market or general operating to disperse. That is the only change we would see." Mayor Ransone, "All I am asking, if we are going to have this influx of money we still have to put a figure in there." F. Westbrook, "Yes we still have to put a figure in there." W. Nunnally, "We don't have to worry about raising the money because we have it. We have twenty eight plus years of money." B. Schaschek, "You don't have the revenue to off-set it. I would just put it in the capital fund." F. Westbrook, "You can't it is not a capital expenditure." F. Westbrook, "The CD would get cashed out. Wayne and I have been talking and I disagree a little bit but I will talk about that later." B. Schaschek, "I am going to put it in right now under income miscellaneous and we can put Library Lokey in later. We will just put a line item in the revenue for it so temporarily and later we will put a separate line item." F. Westbrook, "You stuck it under miscellaneous for now. So we will use \$2,000 as the figure that we are looking at." W. Nunnally, "We have a little over \$28,000 so we have over fourteen years." B. Schaschek, "Here is the thing you don't want to give it all in one shot." M. Bombay, "Will that also decrease the interest income?" B. Schaschek, "No." Mayor Ransone, "In doing that do we have a figure we want to put in for the library?" B. Schaschek, "First I wanted to put the revenue in to off-set it." K. Pollard, "So we are going to do the \$2,000 for the library?" M. Bombay, "That is a long time we are going to have to spread that out." F. Westbrook, "Well I don't know that we are going to give it all to the library either. There may be other options there. Now we go down to the other categories. Community events we are showing at \$10,000 in all of the columns that represents the 4th of July parade. It represents usually a donation for the Airforce Band when they are here for the 4th of July concerts. It represents the expenses for the Christmas. We don't do anything for Turkey Trot." B. Schaschek, "It is just really the 4th of July, Christmas with the candy." F. Westbrook, "It is also the electric bill for the Christmas tree and believe it or not for those of weeks we have it set up it is about a \$700 bill that we get from Dominion Resources to make that happen." Mayor Ransone, "We usually run it about thirty days from the first of December through the New Year and it is on a timer comes on at 5PM and goes off at midnight, they run all day Christmas Day and New Year's Day." F. Westbrook, "Are we going to leave this as is?" K. Pollard, "Do we need new bulbs?" F. Westbrook, "That should also be handled under capital budget." Mayor Ransone, "We had money for bulbs in this year's budget and I have been guaranteed that money will be spent this year." F. Westbrook, "Well I it happens in the next two weeks. Alright under flags and banners we budgeted \$3,200 all across three columns and that represents replacing old flags and replacing older hardware and buying new lights for the Christmas tree not all at one time but we will be transitioning to LED's." Mayor Ransone, "The LED's are in this year's budget. Sharon and I are going to get together and get this straight. If you want to appropriate the money tonight you can but it is in the budget for \$5,000." F. Westbrook, "You have \$3,400 left in that account. That is all you have left. You have spent \$4,500 of the \$7,900." Mayor Ransone, "What did we spend \$4,500 on?" F. Westbrook, "I don't know." B. Schaschek, "I don't think the lights came under flags and banners." F. Westbrook, "According to the treasurer's report we have spent under flags and banners \$3,115. And I added a little bit more knowing you were ready to do hardware. You have about \$3,400." K. Schaschek, "What do you mean hardware?" Mayor Ransone, "Hardware is like the brackets." K. Schaschek, "That is supposed to go under the Capital Budget." F. Westbrook, "That could conceivably be under capital budget because of the life span and it will last us a few years." Mayor Ransone, "How much do I have in my

budget right now for flags and lights?" F. Westbrook, "Lights itself? Let's look at it like this under flags and banners \$3,400 and under community events which includes the 4th of July parade you have \$4,624." Mayor Ransone, "I am alright with the number for flags and banners. The poles are getting old and bad." F. Westbrook, "We can address that under the capital budget." B. Schaschek, "That goes under capital." Mayor Ransone, "If we are going to do that should we take flags and banners out completely?" B. Schaschek, "No because I thought we discussed it and the flags and banners includes putting them up and taking them down the hardware and flags is going to capital. The Christmas lights actually go under community events and Christmas. We had that \$3,500 last year for Christmas lights. In this town maintenance thing where you are hiring the one guy to do everything is he also doing the flags or is that somebody else?" R. Kime, "That is under maintenance and repairs." B. Schaschek, "And that contract is \$3,200?" R. Kime, "Yes." F. Westbrook, "Irvington Crab Festival which takes place over there at the Steamboat Era Museum so this money goes to the Steamboat Era Museum to help with those cost \$1,200 which we have done in the past and the same figure across the board there." Mayor Ransone, "Everybody okay with that?" K. Pollard, "Is the attendance about the same each year?" C. Bradley, "It is pretty well attended. I think we were a little low last year because it rained." Mayor Ransone, "We will leave that at \$1,200 and move on to Wifi." F. Westbrook, "The Wifi we were looking at \$500 but we are suggesting doing away with that for a couple of reasons. One, it is mainly used by the vendors at the Irvington Farmer's Market to process credit cards. It is not a secure site at all so that is a concern we have and the fact that the town provides that service do we have any liability with that?" R. Kime, "That is why we have insurance. The insurance went up in Cyber Security." B. Schaschek, "Do we have that Wifi on the insurance policy?" F. Westbrook, "The other thing we were thinking about is because the majority of the users are from the Farmer's Market that maybe the VIA would consider taking it on at \$500 per year to provide their vendors with that service." Mayor Ransone, "Something you can take up with them." K. Pollard, "I suggest asking for \$250 I don't think they should have to take it all. Plus other people use it who visit the Steamboat Era Museum, bicyclist that come through town and other tourist." F. Westbrook, "They are using the Wifi down at the Tides Inn or what is offered at The Local when they are there with their coffee. This does not have far reach. It is basically once you get past the north commons you are not getting that signal. It is mounted on the Hope & Glory." W. Nunnally, "I think one of the things the town is famous for is the Farmer's Market that was voted the best on the Northern Neck I certainly would not want our vendors leaving because they couldn't use charge cards." B. Schaschek, "We are going to do a survey at the next market. Most have their own jet packs. They don't use the town Wifi." K. Pollard, "But how many do because there are over eighty vendors and some of them are mom and pop." B. Schaschek, "That is why we are going to do a survey." F. Westbrook, "What we find out on a survey is going to be too late to affect the budget so we really do need to make a decision tonight." R. Kime, "If you leave it in there you don't have to spend it." K. Pollard, "Or you can pay half of it if we can get them to pay the other half." M. Bombay, "The question came up about exposure and litigation and I'm not sure pushing that off to a volunteer organization doesn't seem like something you really want to do. We don't want to be in that position so let's give the ball to them and let them worry about the litigation." F. Westbrook, "They can decide if they want to or not. It is not like we are pushing liability on them we are just asking if they would like to do it. I am not arguing for or against." N. Keane, "Their customers are coming to the Farmer's Market and the town benefits. The relationship is with the VIA and these people who sign up, they must have a form they sign?" M. Bombay, "Is it a hold harmless?" N. Keane, "I don't know anything about their hold harmless. I am just saying the relationship is between them." K. Pollard, "The VIA did not come to us Gene Edmonds did." F. Westbrook, "He came to us as a member of council because he wanted it for the town to have access to it." K. Pollard, "I would say leave it in there and I will talk to the VIA and see if they will pay half this year and next year and if it doesn't work out, is that fair to do because I don't want to go this is the busiest time of our year we still have several months left and I don't know if you can cancel it at the end of the market. I don't know how it renews?" F. Westbrook, "It is a one time payment. Sharon?" S. Phillips, "Two payments." B. Schaschek, "I say just put it in and if we don't use it we don't use it. We survey the

market vendors and find out if they are using their own jet packs and what else it is used for. It is only \$500. We can talk for two hours on \$500." F. Westbrook, "Trolley. We are leaving at \$250 across the board it is the best deal in town in my opinion. Virginia River Realm this current year we gave them \$1,500. It was proposed that we increase that to \$5,000 and now we are looking at \$1,000 across the board." K. Pollard, "I don't think we should reduce it at all. I think it should be increased from \$1,500 to \$2,000. I don't think we should reduce that after we have been contributing. It is a great website and it is something that is very useful for our area. We were paying them \$1,500 and I said we should do that or \$2,000." Mayor Ransone, "They were asking \$5,000." W. Nunnally, "We had three of our largest income producers come to us and say please support this thing in the amount of \$5,000 and then I also know that sometimes you ask for more than you really want. I think we have to show the flag to these people because it is part of us, again. I can certainly go with the \$2,000." K. Pollard, "Also, the events they have at the Tides the cars park all the way up to the Steamboat Era Museum and down to where we live so the road is full. The spring festival and then the fall festival plus all of the other events and they are always advertising. They have the bands that come the whole area is enriched. I think it is really needed." M. Bombay, "I can go with the \$2,000. It is advertising we are not paying for. It is a donation and we are not getting a bill." B. Schaschek, "No. I can't go with 2,000. If you want to go with \$1,500. I am going to be meeting with Susan to talk to her about this." Mayor Ransone, "Susan is here tonight. I allowed Cay to speak on behalf of the museum. I am going to allow you to speak." Susan Cockrell, "I appreciate first of all the process that you are going through and I think it is healthy and hard work. You are getting approximately \$70,000 in revenue that is coming from people that are coming to Irvington. You are getting a lot of revenue that you are not asking your residents to pay. River Realm gives you the opportunity to stroke a check and not do the work and let us go ahead and support all of your tourism related businesses your restaurants your retail your lodging and the biggest asset that you have the Tides Inn. We are all better because the Tides Inn is here and successful. We try to rise the water level so that all boats float, that is the goal of the Virginia River Realm. I will tell you that \$5,000 is where other small towns like yourself are. That is where Urbanna is. Urbanna has been in two years at \$5,000 perhaps they had a different business model that allows them to do so but I will tell you whatever you do is appreciated. Our role is to support every business that we can that is in the hospitality sector and to raise the water level for all. I would encourage you to sign up for a newsletter which come out twice a month and it is all about every activity that is going on in the region and the second half of the month is about why we are so cool and why you want to be with us. I thank you for what you are doing and certainly if you can use the \$70,000 to support us. You have enough to cover this in your occupancy tax including your community needs plus put the balance in your capital fund." W. Nunnally, "You said sign up for the newsletter? Is that cost?" S. Cockrell, "No there is no cost. Just sign up and we will send you two great emails a month." Mayor Ransone, "We had \$5,000 in there and a figure of \$2,000 came up. So let's get a consensus. You were not in favor." J. Brown, "I can do \$2,000." W. Nunnally, "\$2,000." K. Pollard, "\$2,000." Mayor Ransone, "So we will put \$2,000 in there." F. Westbrook, "Mayors discretionary fund is at \$1,000 in our current and we talked about reducing it to \$500 but we thought we would take it back up to \$1,000 across all three columns." K. Pollard, "And the reason?" F. Westbrook, "Some of the things he tends to cover and not knowing what is coming up. One year we did use all of that but this year we haven't come anywhere near. We used \$260." Mayor Ransone, "I use it mostly if somebody has issues like when Wayne is in the hospital we send plants and a card. I am happy with \$500." B. Schaschek, "I think because we are an aging population and with what is going on because the town does recognize its citizens it is a nice thing to have." K. Pollard, "How about \$750?" All at once, "I'm okay with \$750." F. Westbrook, "We are not budgeting anything for miscellaneous support for the most part we should be able to plug it into any of those categories. We are suggesting \$0. Anything from this area should be able to plug into one of these line items. Irvington golf tournament is a resurrection of an event we used to do but have not done is the past two years. This was one of the things Gordon brought to the town of Irvington as something for Irvington residents and we used to donate \$300 to pay for the food and now the idea is being resurrected

and they asked for \$5,000 to help with the golf tournament we are recommending \$1,000." W. Nunnally, "Do we have anybody here that could speak to that question like the River Realm and the Steamboat Era Museum." Mayor Ransone, "Klaus." K. Schaschek, "I have made my case last time already why we need the money and I think if you are giving the River Realm \$2,000 we deserve the same amount. Susan just said something that they contributed to the Tides Inn income let me just tell you our taxes went down, our income went down last year just so it was not a trusting experience last year but that is not the point I want to be just able to have the same amount as the River Realm because we have direct impact on the income of the Tides Inn as demonstrated with the golf tournament as well as we will have the golf tournament for Irvington residents. That is my case." W. Nunnally, "I will start by saying I am in favor of \$2,000." M. Bombay, "Why not." B. Schaschek, "I am good." J. Brown, "Yes I can do it." F. Westbrook, "I am good." K. Pollard, "I would like to know if anyone has gone to the town of Kilmarnock for any funds for this and Lancaster county because the golf course is not in the town of Irvington have you been to White Stone to ask for a contribution from White Stone. I'm sure people from all over the county play golf. I don't see why we have to be the ones." K. Schaschek, "White Stone does not have any benefit here we generate the benefit for the town of Irvington the Tides Inn does not pay White Stone." K. Pollard, "So all the people that play in the tournament will be Irvington residents?" K. Schaschek, "Yes that is correct Irvington residents only." K. Pollard, "How are you going to fix that?" K. Schaschek, "Other people can play but they have to pay." K. Pollard, "Other people can play but Irvington residents don't pay." B. Schaschek, "That is correct. Not for the golf tournament." K. Schaschek, "That is what was clearly established with the Tides also Gordon." K. Pollard, "It is not in Irvington it is in the county." K. Schaschek, "But the income goes to Irvington." F. Westbrook, "It is specifically for Irvington that particular event we are not talking about supporting the golf course as a whole for the whole year this is specifically for that one tournament." K. Pollard, "I think everybody should pay even if you are in Irvington. I am sorry it is not in the town of Irvington it is located in Lancaster county. Did you go to the board of supervisors and ask them if they would contribute something. They will have people coming to play in the tournament." W. Nunnally, "The point is that the person who is asking let's say the entity that is asking for this and will benefit from our \$2,000 the most is the entity that sends us \$70,000 to \$80,000 per year and we should do everything we can in my opinion to promote them and the assistant general manager actually came here and asked us for the \$5,000 so we had the three biggest income producers for us come in and say support us in a fraction of the way we support you." Mayor Ransone, "Wayne you are okay with \$2,000?" W. Nunnally, "Yes." K. Pollard, "No." Mayor Ransone, "So we will put \$2,000 in that. Is there other changes to be made? Are we good with what we have done so far?" F. Westbrook, "These are reflective of the 4.1 and the 3% and the 2.5%."

5. 2nd Reading Ordinance 2019-05.02.uc Adopting Real Estate Tax Rate

F. Westbrook, "These are reflective of the 4.1 and the 3% and the 2.5%."

K. RETURN TO PUBLIC COMMENT

Mayor Ransone, "We tabled public comment until after the budget. Does the public have anything they would like to say in respect to this budget and the changes we made?" Robert Maninno, "I have been looking into the tourism situation and I spoke to Lisa Hull and she said she is in charge of the Northern Neck five county and we are not in it and it is only \$500 each business can be in for \$125 but there would be a banner and we would design it with her and how it helps us. So I think for \$500 it is worth adding. And somebody should be watching River Realm to make sure it is updated and all of the businesses are in it and the addresses are updated, etc." C. Bradley, "I want to acknowledge the work that the town council and the town staff have done trying to deal with the budget and I also want to share that I do understand and respect statements from residents that want to see a decrease or repeal of the town real estate tax however I do not support a change in the tax rate right now. I think that other than the one required by state law and my reason for this is I think we need to do the work to develop a capital plan and budget and I understand that looking at the amount of money you have set aside currently may see like a lot of money however it is difficult for me as a resident to make an

informed decision about whether or not it is a sufficient amount of money until I understand what we may need for capital improvements. I encourage the town council to work with town staff to identify lessons learned from this budget cycle and consider whether changes to process, procedures, and timelines are needed. One resident reminded us last week of a need to put Irvington first. This suggestion approaching the budget process by setting aside the needed contribution to the capital fund looking closely at operating costs and community support and setting the town tax rate at a rate that will generate that level of revenue. Another resident suggested, and she is here, setting aside a percentage for community support and tourism, which I think is a great idea, speaks to the purpose of transient occupancy tax. The purpose in the ordinance indicates the transient occupancy tax ordinance is to support the general good and benefit of citizens and the town to better the life for its citizens among other things to maintain and improve its infrastructure. For me part of that is everything that is in the community support and tourism promotions section. We are estimating \$70,000 in the transient occupancy tax revenue and the numbers I have are from the budget that was talked about last Thursday which was \$35,150 to community support and tourism section which is a 50.2% of the revenue that is going to support tourism and I think that is a reasonable percentage. I also recommend you consider allocating the remaining revenue from the transient occupancy tax to the capital budget to support maintaining and improving infrastructure. My final thought is important to let people do the role to which they were elected or hired. I recognize there has been increased input from town staff including town attorney in the last year or two and some may see this as over legalization of our town but I see this as a natural outgrowth of changes in our town's budget and needs in accordance with larger changes in society in which we all live and function and as a resident and a member of the planning commission I am thankful that staff and council has taken the time to update the charter and planning commission bylaws and increased knowledge and understanding of the Chesapeake Bay Act. Life is complicated and as much as we are a small rural town we do need to remember that again using the numbers from last Thursday, we collect \$184,750 in taxes and our government and staff should take the actions necessary to protect the town." Mayor Ransone, "Nicely done." K. Schaschek, "You all know that I am for a 2% tax but you are not going to go for that. For the last three years we are talking about a capital budget and every year we said yes, yes, yes. Every year we got a huge surplus and nothing is done with it and now finally we put you on the spot. We reduced the tax rate and then you can come up with a capital budget if the town will agree with it or disagree and then you can set a tax rate because you don't know if you will get a new town hall or not and that would be the big ticket item the rest you have so much money that you can either and I know every little number trust me therefore until you come up with a large project then you can set your tax rate but only after the town buys into the project." Mayor Ransone, "Everybody okay with the budget as it is changes right now? We do not need to make any more changes at this time? We still have to do the rate. We will move onto the next one. We are going to adopt a real estate tax rate and right now it stands at .415." W. Nunnally, "I will go ahead and say I want 2.5%." J. Brown, "I agree with 2.5%" B. Schaschek, "I agree with 3%." M. Bombay, "I am fine with 4.1% but if you want to lower it I will save \$20." Mayor Ransone, "I received this and she spoke last week but she is not here tonight but Catherine Crabill sent in a petition which has been signed by forty-nine people in the town and it is a petition to revoke the property tax. It is on the table too if you want to recognize it or discuss it because we are talking about the tax rate." W. Nunnally, "Only 112 people voted for that in the last election. I think that was the highest number and you have almost 50% saying get rid of it." F. Westbrook, "We don't know that they are all registered voters. We have no way of knowing if they are voters or not." Mayor Ransone, "But they are town residents." B. Schaschek, "If you want to set the tax rate to zero we need to start going back over all of these numbers." Mayor Ransone, "I am not saying we have to do it. In all fairness I needed to present it to this council so that it has not been thrown under the rug. I am being open and transparent. It is up to you all to make this decision." M. Bombay, "I am okay with all of them. I am okay with 4.1% and like I said I will save by \$20." F. Westbrook, "I will do 3%." K. Pollard, "4.1%. We went through all of this to get five cents on \$100 and now we are just looking at 4.1 on \$100 we don't know what is going to come in the future. Everybody want us to do something. Wayne wants to take the poles down. We need sidewalks repaired. We need a new office building." B. Schaschek, "The sidewalks is VDOT we don't own any sidewalks. We don't own the sidewalks." K. Pollard, "We do own some

of them and some of them need to be repaired and there is equipment for the playground. You say we don't have anything but we need to get moving on what we want to do. We need water access. I went down to Gaskins and there were so many trucks and trailers down there you could hardly turn around. People around here want water access." F. Westbrook, "But it didn't come up very high on the survey." K. Pollard, "Moving forward we are aging but new families will be coming in and there are paddleboards and kayaks on the creeks, people are using electric boats. They are all over the place." B. Schaschek, "Then tell them to buy waterfront if they want to be on the water." K. Pollard, "Sure they can Bonnie because everybody has a million dollars to be on the water. How many people live on the water? I think we need a survey because there are more people that live off of the water than live on the water." W. Nunnally, "I change from my 3%." Mayor Ransone, "We have come under different figures so I need to know by a show of hands on the 4.1% who is in favor? For the 3.0% show of hands? For the 2.5% show of hands? Consensus is we are going to do a tax rate decrease to 3%. Can you show us on the board what that looks like?" F. Westbrook, "The change in revenue is exclusively in real estate tax rate because of the decrease. The changes on expenses are the same as we just went over because we carried them across each column. Municipal reflects the difference in the 10% collection." R. Kime, "You are decreasing the amount of tax you are collecting by \$20,000 and 10% is \$2,000 you are going down \$4,000?" F. Westbrook, "Yes. Also part of that is the mailing cost and printing cost and that is not included in the 10% collection. We are going to be printing the same number of statements and incurring the same postage." R. Kime, "Yes, but you are going to collect \$20,000 less of which you pay a fee of 10% so it is only going down \$2,000. These numbers are questionable. The additional municipal expenses had to do with codification. There were other things built into it." B. Schaschek, "There are other things in that. When you took down the codification to \$1,000 there were several other things that went down to get there." Mayor Ransone, "We have a consensus of 3% right? I am opening public comment on this situation." Unknown speaker, "Where does this leave the bottom line with the capital budget conversation?" B. Schaschek, "\$22,332. He is the new CPA in town." Mayor Ransone, "Now we are going to have a second reading of each ordinance." N. Keane, "You are going to start with the two with no changes."

Mayor Ransone, "Sharon will you read the fee rate first?" S. Phillips, "ORDINANCE 2019-05.04.uc
ORDINANCE ADOPTING A FEE RATE SCHEDULE [Town Code_____]"

Mayor Ransone, "This is a second reading. Is there any other discussion? I need a motion to approve." W. NUNNALLY, "MOTION TO APPROVE." J. BROWN, "SECOND." MAYOR RANSONE, "ANY OTHER DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE ORDINANCE 2019-05.04.UC ORDINANCE ADOPTING A FEE RATE SCHEDULE IS APPROVED 6-0.

Mayor Ransone, "Second Reading of the transient occupancy tax." S. Phillips, "ORDINANCE 2019-05.03.uc
ORDINANCE SETTING TRANSIENT OCCUPANCY TAX RATE [Town Code_____]"

W. NUNNALLY, "MOTION TO APPROVE." M. BOMBAY, "SECOND." MAYOR RANSONE, "ANY OTHER DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye

Wayne Nunnally	Aye
Jackie Brown	Aye
Frances Westbrook	Aye
Kathleen Pollard	Aye

THE MOTION TO APPROVE ORDINANCE 2019-05.03.uc ORDINANCE SETTING TRANSIENT OCCUPANCY TAX RATE IS APPROVED 6-0

Mayor Ransone, "Since we made significant changes to the." F. Westbrook, "We need to discuss materiality now." Mayor Ransone, "We made changes and our bylaws or our code says so we need to have a motion to determine if these are material. **THE MOTION IS TO CONTEMPLATE CHANGES AT THE SECOND READING OF THE BUDGET ORDINANCE ARE NOT MATERIAL CHANGES EITHER INDIVIDUALLY OR AS A GROUP.**" W. NUNNALLY, "SO MOVE." MAYOR RANSONE, "IS THERE ANY FURTHER DISCUSSION? ALL THOSE IN FAVOR OF THIS AS A NON MATERIAL CHANGE." F. Westbrook, "We are going from \$226,000 in revenue and expenses to \$203,689." Mayor Ransone, "We have a motion and we have a second, any other discussion? All those in favor say aye and all those opposed. How many said aye?" So everybody is favor of the motion therefore it passes."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO CONTEMPLATE CHANGES AT THE SECOND READING OF THE BUDGET ORDINANCE ARE NOT MATERIAL CHANGES EITHER INDIVIDUALLY OR AS A GROUP IS APPROVED 6-0

MAYOR RANSONE, "CAN I GET A MOTION TO PASS THE BUDGET?" W. NUNNALLY, "I MOVE THAT WE PASS THE BUDGET."

Mayor Ransone, "After she reads the ordinance." S. Phillips, "ORDINANCE 2019-05.01.uc ORDINANCE ADOPTING A 2019-2020 BUDGET AS AMENDED [Town Code_____]"

W. NUNNALLY, "MOVE WE ADOPT THE ORDINANCE." J. BROWN, "SECOND." MAYOR RANSONE, "WE HAVE A MOTION AND WE HAVE A SECOND, ANY OTHER DISCUSSION THIS IS OFFICIALLY PASSING THIS BUDGET AS IS? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED. SO EVERYBODY IS FAVOR OF THE MOTION AND THERE WERE NO DISSENTING VOTES THEREFORE IT PASSES." N. Keane, "Can we get a copy of the amended attachments to she can have it." F. Westbrook, "Yes we will send it to her tomorrow I just want to make sure what is on there is accurate." N. Keane, "Can you give it to her now, forward it to her using the computer." F. Westbrook, "I think it is okay to wait because we are all tired." K. Schaschek, "Just write the number down." F. Westbrook, "Yes, exactly."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE ORDINANCE 2019-05.01.uc ORDINANCE ADOPTING A 2019-2020 BUDGET AS AMENDED IS APPROVED 6-0

MAYOR RANSONE, "SINCE WE MADE CHANGES TO THE REAL ESTATE TAX RATE ORDINANCE AND SINCE IT IS NOT A MATERIAL CHANGE I NEED A MOTION FOR THAT." W. NUNNALLY, "I SO MOVE." B. SCHASCHEK, "SECOND." MAYOR RANSONE, "WE HAVE A MOTION AND WE HAVE A SECOND, ANY OTHER DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION THE CHANGES MADE TO THE REAL ESTATE TAX RATE ORDINANCE AND SINCE IT IS NOT A MATERIAL CHANGE IS APPROVED 6-0

Mayor Ransone, "Please read the ordinance." S. Phillips, "ORDINANCE 2019-05.02.uc ORDINANCE SETTING REAL ESTATE TAX RATE AS AMENDED [Town Code_____]"

W. NUNNALLY, "I MOVE WE ADOPT THE ORDINANCE." B. SCHASCHEK, "SECOND." MAYOR RANSONE, "WE HAVE A MOTION AND WE HAVE A SECOND, ANY OTHER DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Nay

THE MOTION TO ADOPT ORDINANCE 2019-05.02.uc ORDINANCE SETTING REAL ESTATE TAX RATE AS AMENDED IS APPROVED 5-1

Mayor Ransone, "There were five votes in favor and one opposed, Kathleen Pollard. Okay we got that done. We still have more work to be done." W. Nunnally, "We cannot leave without saying thank you to the budget committee Fran and Bonnie the work you have done is incredible and we appreciate it. I know every citizen in this town would appreciate it if they knew what you did because you have really labored." Mayor Ransone, "Town manager you have a couple of motions to make." R. Kime, "I would like to have motions made regarding some financial matters. In the past we have discussed the budget and appropriations are separate process. You establish the budget and then you appropriate so we can spend it. We need a motion and additionally because we moved as much money as we did into the money market fund we need to move some back into the checking account at the end of May there was \$1,300 in the checking account where we used to have \$100,000. **I NEED A MOTION TO APPROPRIATE ALL EXPENSES FOR THE 2018/2019 BUDGET WHICH HAVE NOT BEEN PREVIOUSLY APPROVED AND AUTHORIZE THE TRANSFER OF THE NECESSARY FUNDS FROM THE MONEY MARKET ACCOUNT TO THE CHECKING ACCOUNT TO MEET THOSE APPROPRIATIONS.**" F. Westbrook, "Do we know what those expenses are?" R. Kime, "It is in accordance with the budget line items and will not exceed the budget." W. NUNNALLY, "SO MOVE." K. POLLARD, "SECOND." MAYOR RANSONE, "WE HAVE A MOTION AND WE HAVE A SECOND, ANY OTHER DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO MOTION TO APPROPRIATE ALL EXPENSES FOR THE 2018/2019 BUDGET WHICH HAVE NOT BEEN PREVIOUSLY APPROVED AND AUTHORIZE THE TRANSFER OF THE NECESSARY FUNDS FROM THE MONEY MARKET ACCOUNT TO THE CHECKING ACCOUNT TO MEET THOSE APPROPRIATIONS. APPROVED 6-0

R. KIME, "I WOULD LIKE TO HAVE A MOTION FOR AN APPROPRIATION FOR THE GENERAL OPERATING BUDGET THAT YOU JUST PASSED 2019/2020 THAT DOES NOT INCLUDE ANY OF THE COMMUNITY SUPPORT AND TOURISM JUST THE GENERAL OPERATING. Traditionally that is what has been done in the past and it would be much cleaner if you do it that way and that way we can spend the necessary funds from the money market to the general operating. The only trouble we have is a cash flow problem. In the summer we get a lot of occupancy tax money and that covers our budget in those months but we don't the other money until January when the real estate comes in." F. Westbrook, "I think there has been some confusion on staffs' part on the money market account. When we were changing those things around we didn't qualify for a SWEEP account which is where we can put money in and out as needed. We added money to the money market account to use as a pseudo SWEEP account which means on a weekly basis we need to look at the general checking account balance and if you need to pay bills you can move money knowing that the general intent is to keep right around \$25,000 at all times in that account so it will have to be monitored weekly. Once we start getting into large revenue when all of the real estate tax comes in and at some times at season it could be occupancy tax but we don't want the checking account to carry more than \$25,000 then it gets transferred back into money market. We can make a weekly transfer with no penalties whatsoever and what that allows to happen is to get the best interest rate possible rather than the bulk of our money sitting on our checking account which is getting nothing." R. Kime, "I just don't want to get in trouble for somebody saying you tapped into the money market account." F. Westbrook, "That is the purpose of it." R. Kime, "That may be the purpose but it has never been explained in front of everybody." F. Westbrook, "We did talk about SWEEP accounts. If it makes you all comfortable to discuss this in front of council I say let's do it." W. NUNNALLY, **"I MOVE THEY BE ABLE TO USE THE MONEY MARKET ACCOUNT AS SET UP AS A SWEEP ACCOUNT."** All talking at once. W. Nunnally, **"I MOVE WE APPROPRIATE THE AMOUNT IN THE GENERAL OPERATING FOR FY19/20."** J. Brown, "How much is that?" Mayor Ransone, "The only thing we are allowing them to do is pay the monthly bills and none of the community support." F. Westbrook, "We can do six transfers a month without incurring a fee." B. Schaschek, "If you are doing them online it doesn't count at all. It only counts if you go into the bank." K. Pollard, "So you can do more than the six?" B. Schaschek, "Yes, if you do it online you can take from one and transfer to the other that is the way it was set up." Mayor Ransone, "Wayne has made a motion. Do we have a second?" **K. POLLARD, "I'LL SECOND." MAYOR RANSONE, "TO APPROPRIATE THE FUNDS FOR THE GENERAL FUNDS. ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED."**

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROPRIATE THE AMOUNT IN THE GENERAL OPERATING FOR FY19/20 is APPROVED 6-0

Discussion of **Letter Agreement LANCOVA Collection Services – F. Westbrook, Councilwoman**

1. Motion to authorize approval of such agreement

F. Westbrook, "Does anyone want to second so we can discuss? We have been doing it both ways all night." Mayor Ransone, "You can make a motion to approve it. We can discuss before, it's up to you." F. Westbrook, "I have general questions. We are not addressing the mailing house fees here at all. The letter went out in our packet, it was the last attachment. I know it is the county that negotiates the fees for the mailing house but ours is less items being mailed so we pay a higher rate. The mailing house that sends out

our tax bills, we pay them separately for the printing and for the postage. They come to us on itemized statements. Does this come to us from the county? Are they the ones that say so? What are the rates." S. Phillips, "The county secures those vendors. I spoke on this a couple of meetings ago. These are the preferred vendors from the county and the reason they are the preferred vendor is because when the county chose to use other vendors received very negative feedback. I you will notice, Business Data of Virginia and BMS Direct of Virginia those two vendors are in the state of Virginia. The county had used vendors that were outside of Virginia and it negatively impacted the collection results. They did not collect as much as well as residents of Lancaster County reacted negatively to receiving a piece of mail from outside of the state. The postage rate paid is less than a standard stamp due to a bulk rate discount. The other item is based off of the number parcels in the land book that are specific to Irvington." F. Westbrook, "That is not a negotiable item." N. Keane, "We are paying them directly." S. Phillips, "We pay those respective vendors directly." N. Keane, "From my recollection of the meeting were we decided that I should draft this letter it should be as minimalistic as possible because we didn't want to impose new requirements or introduce new things and risk having the county say this is too much trouble because we are actually getting a very good deal for this. When you all told me to draft this you really told me to make sure there was a six month out so that we got a notice and also that it included the vehicles because their previous agreement letter but it was just for the real estate tax and now it is for vehicles too so that they both come under the same 10% so that they couldn't go up on the vehicles. We can add any other terms you want." W. Nunnally, "I move we accept the collection service agreement." F. Westbrook, "I have one more please. Should we consider, we state in here that Lancaster will notify Irvington in 180 days but should we consider stating that likewise for us?" Mayor Ransone, "We do this year by year right?" N. Keane, "I don't think you did this last year." S. Phillips, "It was decided not to give it a year end date because of the value of the service." N. Keane, "That is right. We are trying not to add to this. In other words if they do decide to end this we want notice but we don't want to give them any ideas but we could say we would give them 180 day notice." F. Westbrook, "But what if something happened. I don't know what the what if is but what if we needed to get out of it?" N. Keane, "If we decided to start collecting our own taxes tomorrow?" F. Westbrook, "What if we decided to start collecting our own taxes in two years? Is it wise not to have an out for us?" N. Keane, "We can do that if you want. But if you put it in here then you have to give them six month notice whereas now we can get out anytime and do not have to give any notice." Mayor Ransone, "We want to keep doing it as we are because we are getting a really good deal. Are you satisfied?" F. Westbrook, "Yes, thank you." **MAYOR RANSONE, "I NEED A MOTION TO HAVE THE LETTER AGREEMENT APPROVED."** W. NUNNALLY, "SO MOVE." J. BROWN, "SECOND." **MAYOR RANSONE, "WE HAVE A MOTION AND A SECOND. ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED."**

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE LETTER AGREEMENT IS APPROVED 6-0.

L. NEW BUSINESS

1. Report on Lokey-Wiley Trust – *W. Nunnally, Councilman*
Mayor Ransone, "I think we discussed the Wiley thing earlier."
2. Discussion regarding establishment of a committee to study the Municode and its appropriateness for and possible application in the Town of Irvington – *J. Brown, Councilwoman*
Mayor Ransone, "I think we already discussed the MuniCode."

M. ANNOUNCEMENTS

1. July 4 - 20th Annual Irvington 4th of July Parade in honor of Bob Hardesty – town office closed
2. July 5 – town office closed

Mayor Ransone, "July 4th is the 20th annual Irvington 4th of July Parade and the town office is closed. The town office will be closed on July 5th because staff will be cleaning up after the 4th." F. Westbrook, "They worked like a dog on the 4th and then they have to clean up." **MAYOR RANSONE, "WOULD YOU LIKE TO GIVE THEM THE FOLLOWING MONDAY OFF SINCE THEY WORKED BOTH DAYS?"** W. NUNNALLY, "SO MOVE." BOMBAY, "YES." **MAYOR RANSONE, "WE HAVE A MOTION AND A SECOND. IS EVERYBODY IN FAVOR OF THAT?"**

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO GIVE STAFF MONDAY JULY 5 OFF IS APPROVED 6-0.

Mayor Ransone, "Thank you everybody I think staff is very grateful. We do have to go into closed session. I want to thank everybody for coming out tonight and thank council. We still have work to do."

N. ROUNDTABLE DISCUSSION - none

O. CLOSED SESSION

Mayor Ransone, "We need a motion to go into closed session." K. Pollard, "I Kathleen Pollard **MOVE TO GO INTO CLOSED SESSION PURSUANT TO §2.2-3711A.1 OF THE CODE OF VIRGINIA FOR THE DISCUSSION OF AN APPOINTMENT TO AN ADVISORY BOARD.**" W. Nunnally, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO GO INTO CLOSED SESSION PURSUANT TO §2.2-3711A.1 OF THE CODE OF VIRGINIA FOR THE DISCUSSION OF AN APPOINTMENT TO AN ADVISORY BOARD IS APPROVED 6-0.

P. RETURN TO OPEN SESSION

K. Pollard, "Whereas, the Town of Irvington has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law; now there, be it resolved that the Board hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open session requirement by Virginia law were discussed in closed session to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board. Is there any member who believes that there was a departure from the motion to go into a closed session? If so, so state the departure."

I, Kathleen Pollard, so certify.

I, Mike Bombay, so certify.

I, Bonnie Schaschek, so certify.

I, Wayne Nunnally, so certify.

I, Jackie Brown, so certify.

I, Frances Westbrook, so certify.

I, Ralph D. Ransone, so certify.

Mayor Ransone, "We have come out of closed session. Are there any motions that need to be made?" K. POLLARD, "I MAKE A MOTION THAT WE APPOINT LEE HOOD CAPPS AS A MEMBER OF THE PLANNING COMMISSION." W. NUNNALLY, "IT IS MY GREAT PLEASURE TO SECOND THAT MOTION." MAYOR RANSONE, "WE HAVE A MOTION AND A SECOND. ANY DISCUSSION? ALL THOSE IN FAVOR SAY AYE AND ALL THOSE OPPOSED."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPOINT LEE HOOD CAPPS TO THE PLANNING COMMISSION IS APPROVED 6-0.

Q. ADJOURN

K. Pollard, "Motion to adjourn" W. Nunnally, "Second." The meeting ended at 9:35 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

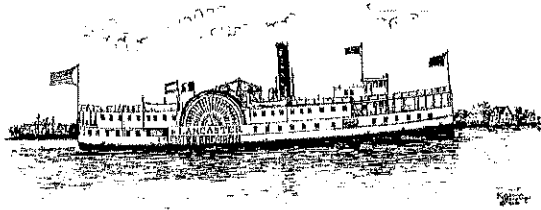


Ralph D. Ransone, Mayor

TOWN OFFICIALS

Ralph D. Ransone
Mayor
Roy C. Kime
Zoning Administrator
Town Manager
Nancyellen Keane, Esq.
Town Attorney
Sharon L. Phillips
Clerk of Council

Town of Irvington



TOWN COUNCIL

Kathleen F. Pollard
Vice Mayor
Michael Bombay
Jackie Brown
Bonnie Schaschek
R. Wayne Nunnally
Frances E. Westbrook

June 13, 2019

Bonnie J. Dickson, MGT
Treasurer of Lancaster County
8311 Mary Ball Road Suite 204
Lancaster, VA 22503

Re: Collection services

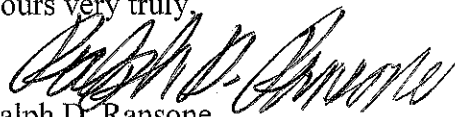
Dear Ms. Dickson:

Consistent with our recent discussion, we request that your office continue providing collection services to Irvington for the Town's real estate tax of \$.03 per \$100 assessed value, as well as the vehicle license tax of \$20 per car, \$12 per motorcycle. Irvington shall continue to pay 10% of total amount of taxes collected on both the real estate tax and the vehicle license taxes.

Lancaster County will notify Irvington at least 180 days before termination or proposed change to this agreement.

If you agree with the foregoing, please sign and return a copy of this letter agreement.

Yours very truly,


Ralph D. Ransone
Mayor

AGREED AND ACCEPTED:
LANCASTER COUNTY VIRGINIA

By: _____,
Bonnie J. Dickson, Treasurer

235 Steamboat Road ☎ Post Office Box 174 Irvington, Virginia 22480
Telephone (804) 438-6230 ☎ Fax (804) 441-9048
sphillips@town.irvington.va.us ☎ rkime@town.irvington.va.us
www.town.irvington.va.us



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR PUBLIC MEETING
THURSDAY, JUNE 13, 2019 6:30 PM**

Sign In Sheet

	Name	Address
1.	Jim McBurn	720 Sadus Lane
2.	Sam M. McBurn	220 Carter LA
3.	Jeremy M. Taylor	60 Westhwa Cir
4.	Klaus D. Schaschel	394 KING CARTER DR.
5.	Julie Harris	1099 King Carter Dr.
6.	William H. Harris	" " " "
7.	MCBrady	991 King Carter
8.	JESE SWARTZ	334 KING CARTER
9.	Summit Cockrell	1 N. Main St. Ktown
10.	Shant Barwise	480 King Carter
11.	Marsha Ayers	62 OMC Rd.
12.	Tom Chapman	62 OMC Rd

Robert Mammis

Jackie Ammons

Lee Ann Gyp

Jane Wells



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR PUBLIC MEETING
THURSDAY, JUNE 13, 2019 6:30 PM**



	Name	Address
1.	<u>MCB</u>	<u>991 King Carter</u>
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

Petition to Irvington Town Council to REVOKE the Property Tax

Whereas: The impetus to enact the imposition of this tax was based on the speculation that The Tides Inn would be closing for an extensive remodel, (which hasn't happened), purportedly depriving some of The Town of Irvington tax revenue;

Whereas: A manufactured 'emergency' was posited that the Town of Irvington's sidewalks were a threat to life and limb, thereby requiring a massive cash influx, which have since been replaced by VDOT;

Whereas: The loudest proponents were offended that not enough 'Irvington-ites' participated in the set-up and break-down of the Farmers Market, thereby proving that they didn't have any "skin in the game", which the vast majority of residents, apparently, have no interest in;

Whereas: The Town of Irvington provides NO tangible, essential benefit to Irvington residents;

We, the undersigned, emphatically request the Town Council to overturn and revoke, in its entirety, the Town of Irvington Property Tax.

DATE	NAME	ADDRESS
6/4	Alexander Fleet	165 The Pony Pasture
6/4	Lee Taylor	4504 Irvington Rd
6/4	Shirley W. McNeal	54 Steamboat Rd.
6/4	Bonnie Pruitt	60 Steamboat
6/4	Catherine Crabill	61 The Pony Pasture
6/5	Cody Crabill	61 The Pony Pasture
6/5	Glenn J. J. J.	60 VA Rd.
6/5	Paula Brown	22 VA Rd.
6/5	Denise L. Heston	26 Lancaster Dce
6.5	Anthony W. Van	31 Rappahannock Rd
6.5	Anthony W. Van	31 Rappahannock Rd
6/5/2019	Barbara	90 The Pony Pasture
6/6/19	Mary Carol Taylor	60 Westham Circle
6/6/19	Kathy D. Schaschke	394 KING CAROL DR
6/6/19	Nancy McNe	220 SANDERS Lr
6/6/19	Jane McNe	" "

(16)

DATE	NAME	ADDRESS
6 June '19	Callan (Kupis)	64 Haydon Hall Ln
6 June	Shope	"
6 June	Julie Harris	1099 King Carter Dr.
6 June	William H Harris	" " " "
6 June	[Signature]	3432 Irving Dr
6 June	Don C. [Signature]	122 Old Will Church
6 June	Saula McHulth	" " " "
June 4	MIC MONTU	2425 [Signature]
June 6	Jay [Signature] (mt)	60 Westham Circle
June 6	Chris [Signature] (etc)	61 The Pung Pasture
June 6	[Signature]	183 [Signature] Carter Dr.
6 JUNE	JACKIE BROWN	26 GALLEY HOOK DR
6 June	Bonnie Schaschuk	394 King Carter Dr
11 June	Randal [Signature]	108 The Pung Pasture
12 June	Jan [Signature]	63 Haydon Hall Lane
12 June	[Signature]	100 Dawson Dr. [Signature]
June 12th	[Signature]	107 Pittmans Dr. Irvington
June 12th	Edward J. Seef	100 DAWSONS DR IRVINGTON
June 12	Reginald [Signature]	4262 IRVINGTON DR.
Jun 12	[Signature]	4499 IRVINGTON
Jun 12	[Signature]	66 Westham Circle
June 12	Frederick W. Sautel	70 Lee Lane

agree
with
all
but
para
3



ORDINANCE 2019-05.01.uc

ORDINANCE ADOPTING A 2019-2020 BUDGET

WHEREAS, the Irvington Town Council ("Council") proposes to adopt a 2019-2020 Budget for Irvington; and

WHEREAS, four workshops open to the public were held April 23, April 29, May 6 and May 10, 2019 during which Council discussed the proposed 2019-2020 Budget and related financial issues; and

WHEREAS, a synopsis of the proposed 2019-2020 Budget and a notice of a public hearing on the Budget were advertised May 30, 2019 pursuant to VA Code Ann. Section 15.2-2506; and

WHEREAS, a public hearing on the proposed 2019-2020 Budget was held on June 6, 2019 and the public also had the opportunity to speak about the 2019-2020 Budget at Council's meetings May 13 and June 13, 2019; and

WHEREAS, this Ordinance was read twice before approval, first at Council's special May meeting on May 13, 2019, and, second, at Council's regular June meeting on June 13, 2019, held after the public hearing.

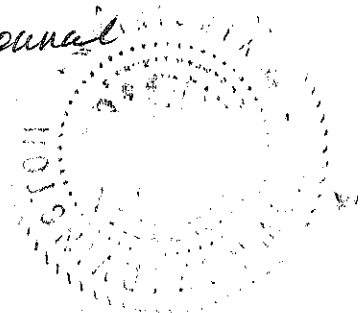
BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

1. Council hereby adopts the 2019-2020 Budget attached hereto and incorporated herein by this reference.
2. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncodified Ordinance, and the attached 2019-2020 Budget, in the Minutes of its June 2019 meeting.

Attachment – 2019-2020 Budget

*This ordinance was adopted by the Irvington town council
on June 13, 2019* *Sharon Leffley, Clerk.*



Cities and Towns Chapter 25 - Budgets, Audits and Reports \$15.2-2504. What Budget to Show						
	Budget Jul 2017 Jun 2018	Actuals Jul 2017 Jun 2018	Budget Jul 2018 Jun 2019	Actuals Jul 2018 - May 2019 + Est Jun 2019	+ / -	Proposed Budget Jul 2019 - Jun 2020
Operating Expenses	\$142,705	\$147,557	\$158,519	\$139,232	\$19,287	\$154,457
Employee Expense	\$78,144	\$60,126	\$64,725	\$61,470	\$3,255	\$64,478
Professional Services	\$11,650	\$9,200	\$12,000	\$11,000	\$1,000	\$15,000
Insurance (Insurance (VML))	\$3,861	\$3,696	\$3,863	\$3,863	\$0	\$4,189
Public Safety & Code Enforcement	\$1,500	\$20,000	\$15,500	\$12,518	\$2,982	\$10,500
Office Expenses	\$6,000	\$8,305	\$13,035	\$11,175	\$1,860	\$12,940
Municipal Expense	\$7,500	\$11,826	\$12,750	\$12,000	\$750	\$13,400
Town Council	\$3,000	\$0	\$3,540	\$1,300	\$2,240	\$3,000
Planning Commission	\$0	\$5,416	\$1,540	\$300	\$1,240	\$1,850
Utilities	\$12,100	\$13,835	\$14,396	\$13,192	\$1,204	\$13,600
Town Maintenance	\$5,900	\$9,973	\$14,950	\$10,839	\$4,111	\$15,500
Comprehensive Plan	\$0	\$15	\$0	\$0	\$0	\$0
Municipal Audit	\$4,000	\$0	\$0	\$0	\$0	\$0
Miscellaneous Expense	\$750	\$287	\$0	\$0	\$0	\$0
Website Tech Support	\$2,000	\$1,692	\$2,220	\$1,575	\$645	\$0
Public Notices	\$0	\$3,186	\$0	\$0	\$0	\$0
Commons Utilities & Maint	\$6,300	\$0	\$0	\$0	\$0	\$0
1 Allocated in Municipal Expense						
2 Allocated in Municipal Expense						
3 No longer a budget line item						
4 Allocated in Office Expense						
5 Allocated in Town Council Expense or Planning Commission Expense						
6 Allocated in Town Maintenance Expense or Town Utilities Expense						

Cities and Towns		Budget Jul 2017 Jun 2018	Actuals Jul 2017 Jun 2018	Budget Jul 2018 Jun 2019	Actuals Jul 2018 - May 2019 + Est Jun 2019	+ / -	Proposed Budget Jul 2019 - Jun 2020
Chapter 25 - Budgets, Audits and Reports §15.2-2504: What Budget to Show							
Community Support and Tourism Promotion		\$17,550	\$21,669	\$34,530	\$25,997	\$8,533	\$26,900
Charitable Donations							
Fire and Rescue		\$2,100	\$2,100	\$2,100	\$2,100	\$0	\$2,500
Steamboat Era Museum						\$0	\$2,500
Lancaster Library		\$1,000	\$1,000	\$1,000	\$1,000	\$0	\$2,000
Other							
Community Events		\$8,800	\$13,241	\$13,830	\$9,206	\$4,624	\$10,000
Flags & Banners		\$2,900	\$104	\$7,900	\$4,500	\$3,400	\$3,200
Irvington Crab Festival		\$1,200	\$1,200	\$6,200	\$6,200	\$0	\$1,200
Wi-Fi		\$600	\$479	\$500	\$479	\$21	\$500
Trolley		\$250	\$250	\$250	\$250	\$0	\$250
Virginia River Realm				\$1,500	\$1,500	\$0	\$2,000
Mayor's Discretionary Fund		\$500	\$2,305	\$1,000	\$260	\$740	\$750
Misc Support		\$200	\$990	\$250	\$502	(\$252)	\$0
Irvington Golf Tournament							\$2,000
§ 15.2-2505: Any locality may include in its budget a reasonable reserve for contingencies and capital improvements.							
Capital Budget Contribution		\$31,613	\$55,392	\$37,191	\$48,715	(\$11,524)	\$22,332
Total Revenue		\$191,868	\$224,618	\$230,240	\$213,944	\$16,296	\$203,689
Total Expenditures		\$191,868	\$224,618	\$230,240	\$213,944	\$16,296	\$203,689
		\$0	\$0	\$0	\$0	\$0	\$0

Town of Irvington

Approved Budget FY 2019/20

Cities and Towns Chapter 25 - Budgets, Audits and Reports \$15.2-2504. What Budget to Show	PRECEDING YEAR		CURRENT YEAR		NEXT YEAR
	Budget Jul 2017 Jun 2018	Actuals Jul 2017 Jun 2018	Budget Jul 2018 Jun 2019	Actuals Jul 2018 - May 2019 + Est Jun 2019	Proposed Budget Jul 2019 - Jun 2020
Revenue	\$191,868	\$224,618	\$230,240	\$213,914	\$16,296
Occupancy Tax	\$68,000	\$72,036	\$80,000	\$59,000	\$21,000
Real Estate Tax (.03)	\$75,000	\$86,095	\$87,000	\$87,793	(\$793)
Local Sales Tax (Sales Tax)	\$26,000	\$28,649	\$26,000	\$27,461	(\$1,461)
PP Tax (Auto/Golf Tags)	\$9,200	\$10,697	\$10,000	\$10,729	(\$729)
Bank Franchise	\$9,072	\$9,871	\$9,888	\$9,888	\$0
Cable TV / Communications	\$2,346	\$2,285	\$2,346	\$2,158	\$188
Town Property Rental	\$1,000	\$1,000	\$1,000	\$1,000	\$0
Permit / Zoning Fees	\$700	\$1,050	\$1,050	\$1,265	(\$215)
Interest Income	\$500	\$2,854	\$2,900	\$4,600	(\$1,700)
ATL Fire Grant	\$0	\$10,000	\$10,000	\$10,000	\$0
Lokey Wiley Fund	\$0	\$0	\$0	\$0	\$0
Misc. Income	\$50	\$81	\$56	\$50	\$6



ORDINANCE 2019-05.02.uc

ORDINANCE SETTING REAL ESTATE TAX RATE

WHEREAS, the Irvington Town Council ("Council") adopted an ordinance authorizing a levy of real estate taxes on March 17, 2016, now codified as Town Code Sections 34.30-34.34; and

WHEREAS, the Town began levying a real estate tax of \$.05 per \$100 assessed value in 2016; and

WHEREAS, Lancaster County performed a re-assessment of real estate in the County in 2018, which re-assessment would result in a levy, for 2019, exceeding 101% of the 2018 levy; and

WHEREAS, the Town intends to re-set the tax rate to comply with VA Code Ann. Section 15.2-2231; and

WHEREAS, a public hearing on the re-set of the real estate tax rate was held on June 6, 2019, and the public also had the opportunity to speak about this tax rate at the May and June meetings; and

WHEREAS, this Ordinance was read twice before approval, first at Council's special May meeting on May 13, 2019, and, second, at Council's regular June meeting on June 13, 2019, held after the public hearing.

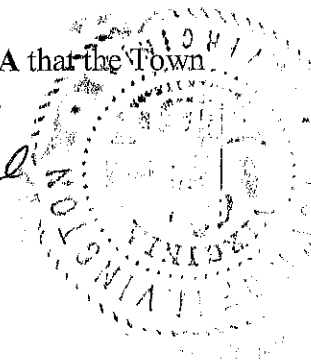
BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

The Council hereby adopts the following:

1. The real estate tax rate in Irvington is set at \$.03 per \$100 assessed value, with effect from January 1, 2019.
2. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncoded Ordinance in the Minutes of its June 2019 meeting.

*This ordinance was adopted by the Irvington town Council
on June 13, 2019* *Shannon Gidley, Clerk*





ORDINANCE 2019-05.03.uc

ORDINANCE SETTING TRANSIENT OCCUPANCY TAX RATE

WHEREAS, the Irvington Town Council ("Council") adopted an ordinance authorizing a levy of taxes for transient occupancy in Irvington, on July 18, 2002, with effect from January 1, 2003 (the 2003 Ordinance"); and

WHEREAS, the 2003 Ordinance was codified in Town Code Section 34.01 *et seq*, effective February 12, 2015; and

WHEREAS, Council intends to annually set or re-adopt this transient occupancy tax rate; and

WHEREAS, a public hearing on the tax rate was held June 6, 2019, and the public also had the opportunity to speak about the rate at its May and June, 2019 meetings; and

WHEREAS, this Ordinance was read twice before approval, first at Council's special May meeting on May 13, 2019, and, second, at Council's regular June meeting on June 13, 2019, held after the public hearing.

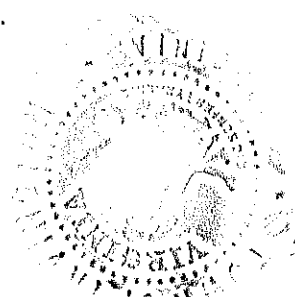
BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

Council hereby adopts the following:

1. The transient occupancy tax rate in Irvington is set at 2% of the charge made for each room rented., with effect from January 1, 2019.
2. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncoded Ordinance in the Minutes of its June 2019 meeting.

*This ordinance was adopted by the Irvington town council
on June 13, 2019*
Sharon G. Gentry, Clerk





ORDINANCE 2019-05.04.uc

ORDINANCE ADOPTING A FEE RATE SCHEDULE

WHEREAS, the Irvington Town Council ("Council") previously adopted ordinances authorizing the levy of certain fees, namely an administrative fee on May 13, 2019, and three zoning- related fees on April 10, 2003, as more particularly described on the attached Fee Rate Schedule, incorporated herein by this reference; and

WHEREAS, the administrative fee was just set in May, 2019, and the three zoning- related fees on the Fee Rate Schedule were included in the Town Code effective February 12, 2015 at Appendix A p, 77; and

WHEREAS, Council intends to annually set or re-adopt such fees; and

WHEREAS, a public hearing on the re-adoption of these fee rates was held on June 6, 2019 and the public also had the opportunity to speak about them at the May 13 and June 13, 2019 meetings; and

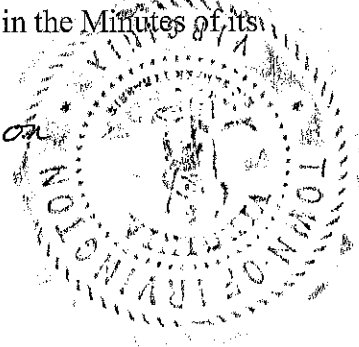
WHEREAS, this Ordinance was read twice before approval, first at Council's special May meeting on May 13, 2019, and, second, at Council's regular June meeting on June 13, 2019, held after the public hearing.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

1. Council hereby re-adopts the fee rates in the Fee Rate Schedule attached hereto and incorporated herein by this reference with effect from January 1, 2019.
2. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncodified Ordinance, and the attached Fee Rate Schedule in the Minutes of its June 2019 meeting.

*This ordinance was adopted by the Irvington town council on
June 13, 2019. Sharon S. Kelly, clerk*



FEE RATE SCHEDULE

ADMINISTRATIVE	FEE
PRECIOUS METALS DEALER REGISTRATION	\$200
ZONING RELATED PERMITS	FEE
SIGN	\$20
SUBDIVISION	\$200+\$30/LOT
ZONING	\$35
<ul style="list-style-type: none">• Anyone who applies for a permit after the fact for zoning related permits will be charged double the original fee.	

**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL PUBLIC HEARINGS
THURSDAY JUNE 6, 2019 6PM**

The Irvington town council held four (4) public hearings on Thursday June 13, 2019 at 6:00 p.m., at the Irvington Baptist Church.

A. CALL TO ORDER

Mayor Ransone called the Irvington town council public hearings to order at 6PM.

B. ROLL CALL

Members of Council present: Mike Bombay
Bonnie Schaschek
Wayne Nunnally
Jackie Brown
Frances Westbrook
Kathleen Pollard

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

A. PUBLIC HEARING Ordinance 2019-05.04.uc Adopting Fee Rate Schedule

Mayor Ransone, "We are going to call the first public hearing tonight on four different things. Sharon will read the first one and we will have public comment. We are trying to do this on a certain time frame and it's going to be on the overhead."

S. Phillips, If you will bear with me I am going to read the proposed ordinance on the fees. ORDINANCE 2019-05.04.uc ORDINANCE ADOPTING A FEE RATE SCHEDULE

WHEREAS, the Irvington Town Council ("Council") previously adopted ordinances authorizing the levy of certain fees, namely an administrative fee on May 13, 2019, and three zoning- related fees on April 10, 2003, as more particularly described on the attached Fee Rate Schedule, incorporated herein by this reference; and

WHEREAS, the administrative fee was just set in May, 2019, and the three zoning- related fees on the Fee Rate Schedule were included in the Town Code effective February 12, 2015 at Appendix A p, 77; and

WHEREAS, Council intends to annually set or re-adopt such fees; and

WHEREAS, a public hearing on the re-adoption of these fee rates was held on June 6, 2019 and the public also had the opportunity to speak about them at the May 13 and June 13, 2019 meetings; and

WHEREAS, this Ordinance was read twice before approval, first at Council's special May meeting on May 13, 2019, and, second, at Council's regular June meeting on June 13, 2019, held after the public hearing.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

1. Council hereby re-adopts the fee rates in the Fee Rate Schedule attached hereto and incorporated herein by this reference with effect from January 1, 2019.
2. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncodified Ordinance, and the attached Fee Rate Schedule in the Minutes of its June 2019 meeting. Mayor Ransone, "Is there any public comment?" Snowy McGeorge, "What did she just say?" S. Phillips, "The fee rate schedule is part of the re-adoption process this year. The precious metals dealer's ordinance has a fee of \$200. The zoning related fees include a sign permit fee of \$20; subdivision fee of \$200 plus \$30 per lot; zoning permit fee is \$35. There are no changes to those fees the town is simply readopting as part of their annual budget process. The only new fee is the \$200 fee for precious metals dealers." Mayor Ransone, "Any other questions?" S. Phillips, "There are no speakers on the sign in sheet." Mayor Ransone, "Any member of council want to say something?" C. Crabill, "Will there be public comment for general issues? A public comment opportunity during this meeting for whatever issues are not on the itinerary?" Mayor Ransone, "No. We have to discuss what is on the itinerary because that is what was published. We are reading each one and will start a new one in a few minutes. There will be public comment after each reading. We can go back if and allow public comment at the conclusion of the fourth public hearing. If there is something else you want to talk about you can come to the next regular monthly meeting which is next week. This is for the public to comment on these four different ordinances." W. Nunnally, "Just so you understand our precious metal ordinance that we are passing. What is happening is that gold dealers can buy anything they don't have to report it so when your house is robbed they can run it to a gold dealer and sell it and there is no record of it. Our precious metals ordinance says if they operate in Irvington they have to report to the police and they have to keep the merchandise for a certain number of days. We are also trying to get that through Kilmarnock and White Stone. It is simply to protect if your house is robbed and your jewelry is taken down the street and sold. How much longer?" Mayor Ransone, "We have to follow the schedule because we set a time frame. We posted these times for each ordinance so there may be a few minutes of down time in between each hearing." K. Schaschek, "Just a comment. Your posting on your website about the time is different than what is in the paper on the website you said six o'clock you would talk about the tax rate so you are already in violation. The newspaper says something different than what is posted on the website. Go there go there now go to the website and calendar and you can see." N. Keane, "The newspaper is what is required and legal." B. Schaschek, "I gave it to Nancyellen." Mayor Ransone, "We had it posted in the post office and in the newspaper. We are going to get to the tax rate and I am trying to follow what was posted in the newspaper." W. Nunnally, "Nancyellen, as our attorney can we speed this up if nobody has signed up do we have to sit here and twiddle our thumbs?" N. Keane, "*You have to go by the schedule that was advertised.*" D. Cheek, "My watch says 6:15." W. Nunnally, "So does mine." Mayor Ransone, "That's good enough for me. Let's move on."

B. PUBLIC HEARING Ordinance 2019-05.03.uc Adopting Transient Occupancy Tax Rate

S. Phillips, "Before I take up the sign in sheet does anyone want to speak on the transient occupancy rate other than the one person who signed up? ORDINANCE 2019-05.03.uc ORDINANCE SETTING TRANSIENT OCCUPANCY TAX RATE

WHEREAS, the Irvington Town Council ("Council") adopted an ordinance authorizing a levy of taxes for transient occupancy in Irvington, on July 18, 2002, with effect from January 1, 2003 (the 2003 Ordinance"); and

WHEREAS, the 2003 Ordinance was codified in Town Code Section 34.01 et seq, effective February 12, 2015; and

WHEREAS, Council intends to annually set or re-adopt this transient occupancy tax rate; and

WHEREAS, a public hearing on the tax rate was held June 6, 2019, and the public also had the opportunity to speak about the rate at its May and June, 2019 meetings; and

WHEREAS, this Ordinance was read twice before approval, first at Council's special May meeting on May 13, 2019, and, second, at Council's regular June meeting on June 13, 2019, held after the public hearing.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

Council hereby adopts the following:

3. The transient occupancy tax rate in Irvington is set at 2% of the charge made for each room rented.,⁴ with effect from January 1, 2019.
4. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncodified Ordinance in the Minutes of its June 2019 meeting.

Mayor Ransone, "David Cheek you wanted to speak?" D. Cheek, "No. Not on this ordinance." Mayor Ransone, "Okay. There is a different sheet for each topic. I have a few minutes and we are going to come up on the budget process in a minute and I know people will want to speak we have allowed for half of an hour and we are going to try to get everybody in but if you don't get in before we have to start the next one please don't worry we will get to you after the last one and you can speak about the budget. We are not trying to keep anybody out of the loop. So, if you don't get a chance in that half hour time frame I am allowing you to speak and I am not giving you a time limit but if I feel like you are running long I will let you know. Most people can get their point across in three to four or five minutes. I have had someone ask for fifteen minutes but I don't want people thinking I am being arbitrary. I want to give everyone a chance and some may speak longer than others. Everybody that signed up to speak will be allowed to speak. After the last ordinance that will be read if there is anybody that wants to speak if you will raise your hand you will be recognized." W. Nunnally, "I have 6:30." Mayor Ransone, "Anybody else have 6:30?" K. Pollard, "No." K. Schaschek, "It is 6:30 somewhere." C. Crabill, "In the meantime if anybody would like to sign my petition to revoke the property tax I am right here. Raise your hand and I will bring it to you." W. Nunnally, "I don't mind signing it. Can a councilman sign it town attorney? Bring it over here I am going to sign it." B. Schaschek, "Why not? You are a resident." T. Chapman, "Is there a way to put items so that we don't have to wait? I assume that there would be a way so that this process is unnecessarily lengthy." Mayor Ransone, "We decided on this schedule as a council." T. Chapman, "But in the future you would not do this again?" Mayor Ransone, "In the future we should not have to have this many public hearings at one time again." T. Chapman, "Even if you had to do it you should not have a specific times."

C. PUBLIC HEARING Ordinance 2019-05.01.uc Adopting A 2019-2020 Budget

S. Phillips, "Does anyone else want to speak before we move on to the budget?"

ORDINANCE 2019-05.01.uc

ORDINANCE ADOPTING A 2019-2020 BUDGET

WHEREAS, the Irvington Town Council ("Council") proposes to adopt a 2019-2020 Budget for Irvington; and

WHEREAS, four workshops open to the public were held April 23, April 29, May 6 and May 10, 2019 during which Council discussed the proposed 2019-2020 Budget and related financial issues; and

WHEREAS, a synopsis of the proposed 2019-2020 Budget and a notice of a public hearing on the Budget were advertised May 23, 2019 and May 30, 2019 pursuant to VA Code Ann. Section 15.2-2506; and

WHEREAS, a public hearing on the proposed 2019-2020 Budget was held on June 6, 2019 and the public also had the opportunity to speak about the 2019-2020 Budget at Council's meetings May 13 and June 13, 2019; and

WHEREAS, this Ordinance was read twice before approval, first at Council's special May meeting on May 13, 2019, and, second, at Council's regular June meeting on June 13, 2019, held after the public hearing.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

1. Council hereby adopts the 2019-2020 Budget attached hereto and incorporated herein by this reference.
2. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncodified Ordinance, and the attached 2019-2020 Budget, in the Minutes of its June 2019 meeting.

Mayor Ransone, "Our budget and finance committee is going to present the proposed budget to the public. Has everybody seen the proposed budget? Who has not seen the budget? Everybody has seen the budget so let's allow them to present the budget and then any comments we can start." F. Westbrook, "Some background information for you all. Four workshops were held over the past few months for the proposed budget. The first workshop is where the budget and finance committee gave the proposed budget figures to town council and then workshops two, three and four are where town council discussed initial figures and adjusted numbers which is what we are looking at now. This tonight is what was determined at the fourth workshop. No vote has been taken by town council. We will have a second reading on June 13 next Thursday and then hopefully at that point we will be able to vote on the proposed budget. Also town council will be addressing a proposed capital improvement budget this summer. We are going to follow the same protocol as we have for the operating budget. We will schedule several workshops followed by the required two reading and a public hearing. The dates when they are determined and we look at the calendar will be posted on the town website as well as in the Rappahannock Record. The capital budget will look at things such as new trees for the Commons we lost during the tornado, possibly a new town office and replacement of playground equipment and probably some other things will come up. You all will have the opportunity to sit in on the workshops and then speak here. Discussion of the proposed budget. Bonnie is going to be on the computer and I got stuck with the speaking part but you want her on the computer and not me so you are stuck with me too. The budget is divide into three sections: 1) revenue 2) operating expenses, and 3) community support and tourism. We will look at this line item by line item and then afterwards we can take questions and comments. Occupancy tax we are budgeting \$70,000 for next year and are showing that our actuals plus our estimation for the next two months we will be at \$69,000. I will tell you that that is going to be different it will probably be around \$58,000 so we are falling a little short this year because we had a bookkeeping error that was discovered during an audit and the rest is for a little bit of down time at the Tides Inn has used they closed a little bit earlier last year and opened a little late this year so we are going to see a little bit of a downfall there. Real estate tax we are looking at this year of budgeting \$87,750. Local sales tax at \$27,000. What we call our personal property tax is actually our auto and golf cart licenses budgeting \$10,000. Bank franchise tax \$10,321 we have not received that as yet Sharon doesn't that come in in June pretty much? Cable TV we are looking at \$2,000 we are pretty much on target there. Town property rental \$1,000. Permit fees we are budgeting \$1,200. Interest income we are budgeting \$6,500 that is up because we used different investments this year that is giving us more interest which we are glad for. Fire grant \$10,000 that is received from the state and then we have a little but plugged in for miscellaneous \$50. The next section is operating expense. Employee expense is going to be budgeted at \$64,478. Professional services at \$24,000. Insurance and this is for employees and overhead and liability, catastrophic that is \$4,189. Public safety and code enforcement is \$11,500. Office expense is \$16,990. Municipal expense \$17,750 that is up because we have an election in May that we have to pay for. Town council expense is \$3,000. Planning commission \$1,850. Utilities \$13,600. Town maintenance at \$15,500 that is up a little bit because we are going to ask for an extra street cleaning this year we usually get three and we are going to ask for four, plus he is going to fertilize at the North Commons and the South Commons, we are going to cut a little more off at the North Commons than we did last year and we are also looking at cutting more along the roadside as you come into Irvington from White Stone because VDOT is not going to do it they only do it twice a year

and it tends to look a little ragged as you approach Irvington and we don't like ragged. The next categories that have zero balances that is because those categories in the past years are now being allocated in other categories. We are trying to make this a little more succinct and easier to understand so we are doing away with those but we have to continue to have them on this projection for three complete years. Some of these will rotate off next year. Looking at the last section. The last section has two categories in it charitable donations these are real charitable donations for the most part 501c3 organizations. Fire and rescue is \$2,500 that is up a little bit because we are going to be including Kilmarnock in our donations now we were just doing White Stone we used to do Kilmarnock but somehow it got off of the screen for us so we are upping that to include Kilmarnock since they do respond for Irvington. Steamboat Era Museum \$5,000. Lancaster Community Library at \$2,000. Other categories are community events which includes \$10,000 for the 4th of July parade and Christmas activities. Flags and banners \$3,200 we are going to be replacing some of the light bulbs for the tree. The Irvington Crab Festival \$1,200. Wifi \$500 that is over at the Commons area and is what the Farmer's Market vendors use to swipe your credit card if you want to buy something and it available for all town residents to use. The Trolley is \$250 which remains the same. Virginia River Realm \$5,000. The mayor's discretionary fund is down \$500 and the mayor said that was fine with him. The Irvington golf tournament is \$5,000. The difference when you see down here at the capital improvement budget those two figures there are simply the difference between the projected revenue and the projected expenses so that would be for the upcoming fiscal year \$18,014 is what we would have to contribute to the capital budget. Comments and questions?" Mayor Ransone, "Klaus wanted to sign up first and I know you asked for fifteen minutes." K. Schaschek, "I will try to speed it up. I am trying to present you an alternative to the currently presented budget. As you just saw we have a paradox here on the one hand we are spending a lot of money on our operating budget as Fran just showed you and on the other hand we have a lot of money in the bank. What is the conclusion? We are paying too many taxes that is the conclusion. The first slide shows five years of actual spending the categories are as Fran showed you and the actuals are from P&L's the rate column is just what Fran said and the other column is the alternative proposal. I don't want to go through all the numbers. I just want mark the changes in orange. The first change I propose is cutting the real estate tax to 2% so you see basically in half. The second change is reducing the interest income by \$500 the reason being is we are probably going to have \$50,000 capital improvement which was not shown in the budget here so there for it needs to be adjusted so that mathematically that is okay. If we go now to the operating expenses first of all I think we should change the professional fees back to \$1,000 a month that they are currently paid. This change of \$12,000 will bring the category back to the current spending. I question the necessity in the increase hours that the town counselor if the council would have exercised proper oversight and set priorities for the counsel and also counsel just gets involved in far too many items. However I recognize she puts in a lot of hours therefore I propose a one-time bonus of \$3,000. The next change I propose is the town maintenance you see we add about 50% and I say a mere 20% should be okay. This should hold true for office expense you see we go from \$17,000 and I propose close to \$14,000. Since we cut the taxes collection fees are going to be reduced because we are paying 10% of our taxes to the county so the county does not get that much money. Let's just go now to the discretionary spending. The Steamboat Era Museum received a one-time donation of \$5,000 last year besides the \$1,200 for the sponsorship. I propose the support this year of \$1,500 the same thing as River Realm as well as I was the one who proposed \$5,000 for the golf tournament but I reduced that to \$1,500. The bottom line the budget is balanced with 2% in taxes. There is one other item: too much money in our bank accounts. If we go to the last slide the left column shows the left column shows how much spendable money we had in the banks plus we expect a net profit of \$24,000 by the end of this month which is the end of the fiscal year now setting aside a contingent fund of \$80,000 so that in case something happens to the Tides Inn we will have enough time to react to that so that means that our capital budget starts with \$245,000 on July 1. What was not presented in the budget is \$50,000 capital outlay for a storage shed. This column should be part of your actual budget but since it wasn't presented I'm not quite sure if you can spend it if nobody does it in the next reading. The remaining years are just perspective in terms of projects that's what Fran said what people have to decide in public hearings if that's they want to do. The only thing I have put down I heard about all of these different items so I put them back into a summary and you see at the end of five years we still have \$100,000 plus \$80,000 and that by the way is 2% tax. If the council would entertain a larger capital project then in the future you should go through the normal process of public hearings and then and only then you might have

to pay more taxes. Other than that 2% should be the tax rate for the future. If anybody wants to have a printout I have them here.” Mayor Ransone, “Thank you Klaus I appreciate that you brought that in but we are discussing this budget right now and you proposed changes and we are going back to what we presented. Buddy Spencer?” Buddy Spencer, “Pass.” Mayor Ransone, “Cay Bradley.” C. Bradley, “I just want to clarify that last year the Steamboat Era Museum asked for a one-time \$5,000 donation to help our operating budget and as I explained last budget season the reason we were asking for that was we were in the midst of the campaign to raise money to bring the pilot house in and when you have a massive campaign like that your annual campaign typically suffers and we were simply coming to try to get some help to cover the difference in the campaign we were anticipating. The Town was kind enough to give us the requested one-time donation. This year we offered an option for the Town which we offered to individuals and businesses alike which is to support new exhibits in the museum. We gave the option to have the town’s name on a plaque for \$5,000. We chose \$5,000 because that is what we did last year and we thought it was a good starting point and to be clear the museum is not asking for the same thing we asked for last year. This year we are offering the Town the same opportunity we are offering you all as citizens and businesses in the area which is to support the new exhibits in the museum. I also want to add the pilot house is in the museum and we are very excited to open June 11 and hope you will come to see the pilot house and the new exhibits. Again, the request was for new exhibits and if anybody wants to see the two prospectus that I gave the town council I have copies here. Thank you.” Mayor Ransone, “Thank you Cay. David Cheek.” David Cheek, “Old Mill Cove Road. I just want to say it is really easy to spend other peoples’ money. This is not just other peoples’ money this is your money it is your money my money your neighbors’ money. This is a big responsibility. We have only had taxes in this town since 2016 so we haven’t really gone down that road and had taxes stick this is all relatively new to us before you started dashing off checks I think it is really important to approach a capital plan. I really think it is important to do that and I think it is your job not to just spend money but to conserve money. I want to give you a motto, Irvington first. I think you should put a percent each year in the reserve fund first and then what is left over prioritize it and then divide up I think that is a much more logical approach. Whatever dollars you spend this year you will spend next year you are setting a precedent it is a baseline that will pop up next year you don’t know how hard it is to bring that down. I think we need a capital plan. We need a vision. We need to know where we are going to be in five years and how are we going to pay for it. Talking specifically about this there is just one thing that jumps out at me and that is professional services and unless the town is being sued or something that I don’t know about I think this item is really high. The only thing I can think of is that the town attorney is spending an enormous amount of time codifying the town regulations and that is a huge task and I think the way to get around this is I have another suggestion I suggest you all look into what Municode is. There are over 4,000 towns, cities and municipalities around the country that use this program it will bring us into the 21st century by putting it online. It is the best thing you could possibly do and I wish you would look into it. I talked to the Town of Kilmarnock they have it. I talked to Marshal Sebra he runs it and it doesn’t take much time at all and he is also the planning and zoning administrator so please look into that it might save the town a lot of money. I want to give you just a thought I stopped in to see Tom Saunders who is the town manager for Kilmarnock for the last ten years he is a great guy and has done a good job and I asked him a question just off the cuff, Tom how much time does your town attorney bill each month and I was shocked to hear he only bills an average of between six and eight hours a month and I think this Municode thing is where to go on that to reduce cost. I know I was a mayor a long time ago but I don’t think things have changed that much and as long as our town council is not arbitrary and capricious and not discriminatory we were not worried about legal jeopardy we ran the town the way we want to and what the residents wanted so just think about that we had autonomy so I just want to say the town attorney does a great job she has special abilities and we may need those abilities sooner than later and just remember my closing remark the attorney advises the client you the town council decides. Thank you.” Mayor Ransone, “Thank you David. Julie Harris is next.” Julie Harris, “King Carter Drive. I would like to thank you all for the work that was done to prepare this budget but I would also like to speak to you in regards to the category of community support and tourism promotion. Most organizations whether government or community have a finite amount of money for community support designation. These organizations then divide that finite amount of money among how many organizations they want to support whether it be two or twenty two. Our concern with the proposed spending in this category is that the town council is just spending available money and the amount of

expenditures is ever increasing. Perhaps it would be better to determine a set amount for this category which is less than the \$35,000 proposed. If the town wishes to support all twelve areas then determine an amount for each within the newly determined finite amount and expend the monies accordingly." Mayor Ransone, "Thank you Julie. Marsha Chapman." Marsha Chapman, "Old Mill Cove Road. I have two brief observations to make on the budget tonight. First, I have attended almost every town council and planning commission meeting over the last two years and I agree with Tom that town government has somehow slipped into a legal dependent way of operating. Everything seems to be either legal opinion or legal research. This has been very onerous for our fine attorney who I know has worked many hours gratuitously this year and it will be very expensive in the future if this continues but more even that that it contributes to a sense that our small town government is becoming urban, administrative and bureaucratic in a way that is at odds with who we are. I believe our Council should reevaluate this way of operating and what it requires in both human and financial capital in the public interest. Secondly, the lack of a far seeing capital plan is glaring. I believe a town hall committee needs to be formed immediately to evaluate potential options and there are many each with different costs for the future. I do not see how a responsible long term capital plan can be created otherwise and without that how can you create a responsible budget with appropriate tax rates and category allocations. As a town you need to know first what we might be looking at with a town hall, what the public will support and plan from there and in the meantime please curb spending. To me that seems a realistic and prudent way to approach the future. Thank you." Mayor Ransone, "Thank you Marsha. Tom is next. I'll call on anybody that want's to speak when everybody is over with and if we run out of time we start the next one at the end of the last one when we have public comment I'll make sure we get you in there." T. Chapman, "I would like to thank all of the town council people who work tirelessly for our town. I would also like to thank the town staff who work tirelessly to support you in your work As the meetings get longer I can't imagine what Sharon has to do to put together the minutes. Speaking of the towns growing expenditures I looked at how much of the town tax you saved the first year you put away 90% the next year you put away 30% but that included \$32,000 in expenditures which would have made it 72% this year you are going to put away about 68% the current budget only puts away 30% which is a pretty clear message you are trying to reduce spending and put away for future capital you are now spending on annual operations and it is not a good fit. Second issue is how the town operates. I made these comments at a recent meeting. You adopted a way of working with your work processes and your use of legal counsel which basically makes them a part of every decision and I can't remember how many times I have heard in a meeting you ask the town attorney could you research that for us. We previously had a model where legal services were advisory board you asked them very specifically to do certain things like to produce an ordinance, David spoke to that earlier and I think you need to rethink it you are going the wrong way. Let me give you a couple of examples. Bank resolutions at the last meeting you read a number of bank resolutions deciding who on town council had authority to sign for and operate certain bank accounts for a couple of banks those things can be done with just a motion in the minutes the secretary signs the minutes and sends it to the bank literally just a letter to file. I talked to the banks to confirm that understanding which is correct. Second of all the last meeting I heard we are going to start producing verbatim minutes and you did produce some and some council members comment that this seems excessively long and we were told certain things were counsels. I think that is one of the examples of bureaucracy I think you need to rethink how you work, you need clear motions, your motions documented because you have some history of not having it done that way but you don't need every word in the town council documented in nineteen pages. So I just ask you to rethink that and you can probably find a more efficient way of working. The other example I wanted to mention is you arranged an agenda in which we literally sat here for ten minutes waiting to get to the next item. That can't be the way to do it. Thank you." Mayor Ransone, "Robert Maninno." Robert Maninno, "I just wanted to comment on town council expenses of \$5,000. I don't think the River Realm does that much and if we look at what is on there for Irvington they say the Trick Dog so who is watching who is looking at the pictures who is contributing? Does the Tides contribute because they are all over it. Hope and Glory is on there do they contribute? I think we are doing too much financially. We could expand it a little but somebody should be monitoring what we put on there." Mayor Ransone, "Thank you. Ian Ormesher." Ian Ormesher, "Two points. Thank you very much because I know the things you do are extremely hard. I am a simple soul and I look at very simple things and one big observation is that in the 2015 to 2016 period when the real estate tax was brought in it wall all about potential issues with the Tides Inn when you look at what the income was somewhere in the region of \$133,800 and

now we are looking at \$226,000 it doesn't take much to figure out we need to look at expenses and trends [inaudible]. So what we seem to have is a set of funds that was brought in with a specific objective to offset loss of income from the Tides and now we have a big pot of money that is not being kept aside for anything it has been spent so to me it says there is an issue and I would appreciate if the town council would give that some thought because quite clearly because when you have a massive change like that something either should be changed because it is not quite right or something is wrong and the feedback we are getting around here is that there are somethings that are slightly wrong. Not such a major point but an important one is about tax and the tax system I quite like it here in America it is where I choose to live and one of the reasons is because of the way we treat people who are taxed in the system which means you basically pay a fairly small amount to your government in tax and you have choices then about how you spend the rest and one of those is you can choose to donate to charity organizations and when you have a situation where a government forcibly takes tax of people and then chooses to give it to a charity in particular when they are a charity that is effective at raising money and charities and organizations like River Realm that are very effective at raising money it slightly seems that money is being given wrongly because I'm sure people around here who have their own priorities as to how they want to spend money which doesn't necessarily effect people sitting around this table. Thank you." Mayor Ransone, "George Kuper." George Kuper, "You guys are good to take what is coming to you tonight because it is not just a budget discussion that we are hearing. We have a governance crisis in this community and you are starting to address it. Somethings are going in the right direction but not far enough fast enough. Ian's question about purpose of money raised, purpose of money spent is an absolutely spectacular one and if you don't ask yourself that question every time you look at an appropriation you are not doing your job. The Chapman's unified position on the need for governance review if only because of our increasing legalization of discussions I think is critical for you to look at, I'm sorry it needs a lot more work but if councilors do not start looking at themselves and saying what are we doing, what is our objective and how are we doing it, it is going to get worse. And the absence of a capital plan is plain embarrassing. Thank you." Mayor Ransone, "I think other people signed up on a different sheet because I think there are going to be more people that want to speak and we have some time so I am going to ask for the hand of anybody that has not spoken, if you would like to speak please raise your hand. I'll go with Dermot and then you." Dermot McNulty, "We have been away for a couple of months so I apologize if I get some of the detail wrong. I'm not struck by the detail but the concept keeps striking me in the face. We have had two major events, the Farmer's Market and the concert. I have been asking a lot of people how they feel about this issue and everyone is saying to me that the tax was instituted for the eventuality of the revenue stream from the Tides Inn drying up but that hasn't happened and the dollars are piling up and I'm struck by the figure of \$53,000 which is going into the reserve fund in this current year alone. So, we have a choice we can either continue to collect money and stack it up, struggle, it seems like, to find ways to spend it, or stop the tax. If we need the tax we can reinstate the tax but the rationale for it no longer exists and it just seems difficult to understand why that one basic principal is getting lost in the detail so thank you for your time." Mayor Ransone, "Catherine Crabill." Catherine Crabill, "Just a few items that I just have to make note of for example the Trolley, I have never seen a single person on the Trolley and I don't understand the point of the Trolley. Why are we subsidizing those who come here to profit at the Farmer's Market? If you need \$600 for Wifi, why wouldn't those fees be assigned to the vendors instead of the tax payers? In the same line of thinking the Irvington CrabFestival we shouldn't have to subsidize something that you charge for, if you have to charge more to offset the \$1,200 that you are assigning to the tax payers then that seems an unreasonable thing to do in my point of view and those are just the glaring things. Thank you for your time." Mayor Ransone, Mrs. McGeorge." June McGeorge, "Our concern is our tax money is going so much for tourism and contributions to public safety. As you know I have been after the traffic for years and last year I asked for money to be put in the budget for off duty cops but the problem has not gotten better in my point of view, I don't know about anyone else in the town but I don't see any more money in the budget for off duty officers I understand there was an issue with contracts and so forth but it is more people, more tourism, more traffic and yet no public safety." Mayor Ransone, "Anyone else?" Buddy Spencer, "I take your point on that and that is one my issues that I wanted to speak on earlier. I don't understand why when the speed limit is set by either a state or a county or in this case Irvington itself why we have to spend additional money for enforcement of that speed limit. I don't understand why we have to pay to have a policeman enforce the law. That is my first point. My second point is, I've been driving around Virginia a lot lately and there are

more and more communities where 25MPH speed limits are being augmented by speed bumps that are soft, large speed bumps that don't hurt boat trailers and I'm just thinking maybe we should start looking at that and putting that in a budget so that the 25MPH can be realistic because at King Carter and Reynolds Landing I'm basically living in a round-a-bout and I have road all around me and I watch these guys speed down that road and it's crazy. We should be getting enforcement paid for by our tax money not by some special account." Mayor Ransone, "Anybody else?" Paula McNulty, "Is the capital plan going to have two scenarios? One for the Tides Inn closing and one for the keep on keeping on as we are?" F. Westbrook, "A capital improvement budget would not have any kind of a scenario like that to it. We would look at what we need for our contingency reserve, for instance if the Tides Inn were to close then we would look at a figure that would help us carry on and we would also look at the actual capital improvement to fund the things we want to do. That would be the reserve account we would set aside if they close down for a period of time. Because we have such a large percentage of our revenue coming to us from one then when we look at risk factors then we have an unusually large risk factor it is not your traditional percentage that is typically assigned so we are going to consider having a larger reserve account if you will to cover that kind of risk that we might perceive. P. McNulty, "Will that be a part of the planning process so that the public will be able to understand the forward part of it." F. Westbrook, "Yes." Catherine Crabill, "Just following up on Fran's explanation, the greater the budget grows income grows the greater the risk factor grows if the Tides Inn is interrupted. So in keeping with everybody's comments that you mitigate the risk by reducing the expenditures." T. Chapman, "Since we have some time. You have put together a budget, held meetings on it, and I am confused about the process. If you look at the budget that is currently up there, can I see a show of hands of members of council that would actually vote for it – this budget as it currently stands given the comments they heard today?" [NO MEMBER OF COUNCIL RAISED THEIR HAND] K. Schaschek, "What happens if this particular budget is not voted in?" Mayor Ransone, "That is why we are having public input tonight. We may have to make changes after tonight. It is a working document right now nothing is written in stone and we may make changes." K. Schaschek, "But there has to be a process." Mayor Ransone, "There will be a process. We will review it at next Thursday's meeting which is a regular meeting where we can take action. Right now we cannot take action we can only take input. The process would be we will have our regular meeting next week where we will vote on the budget and if we want to make changes before we vote on it we can. There will be public comment, I don't think it will be a public meeting but there will be comment at the beginning so if you want to speak on the budget you still can. Basically, this is the time speak." K. Schaschek, "But if it is not approved at the next meeting what is the next step." Mayor Ransone, "Hopefully we will approve something at the next meeting because we need to and we are at a time constraint, we have to have something passed..." K. Schaschek, "You are going to force it?" Mayor Ransone, "No, I'm not saying we are going to force it but we could not pass it, maybe make some changes and we might have to call a special meeting towards the end of the month. I don't know and don't quote me because I will have to find out for sure." F. Westbrook, "We have done that in the past." Mayor Ransone, "Basically we were hoping to – the budget and finance committee set up the schedule and council went along with the it and that's why we have don't it this particular way this year and that's why we were going to try to have the approval at the meeting rather than towards the end of the month like we normally do." K. Schaschek, "Couldn't the budget process start earlier?" Mayor Ransone, "I think we started fairly early." K. Schaschek, "No, not this year. I was at every meeting. You started actually late because the assignments were don't five months late, okay." F. Westbrook, "Actually it was town council that decided on this process not the budget and finance committee." Mayor Ransone, "You all brought it to us and we agreed with you." F. Westbrook, "No we discussed it at the last workshop." Mayor Ransone, "I'm not trying to put anything on you, we just went along with what you wanted to do and I think it was alright. I'm not trying to put the blame on anybody I'm saying we went along with it as a council." F. Westbrook, "We didn't present it to you is what I am saying. This all came about based on the discussion we had at the last workshop. Budget and finance didn't have a meeting on this to present." Mayor Ransone, "I didn't say that. When we discussed it you kind of gave us an outline of what you wanted to do and council went along so we are all in this boat together and nobody is getting thrown out without a life preserver. Okay, we have one more to do. Let's do the tax rate schedule."

D. PUBLIC HEARING Ordinance 2019-05.02.uc Setting Real Estate Tax Rate

S. Phillips, "If there are no additional public comments, I will move forward with the fourth public hearing."

ORDINANCE 2019-05.02.uc

ORDINANCE SETTING REAL ESTATE TAX RATE

WHEREAS, the Irvington Town Council ("Council") adopted an ordinance authorizing a levy of real estate taxes on March 17, 2016, now codified as Town Code Sections 34.30-34.34; and

WHEREAS, the Town began levying a real estate tax of \$.05 per \$100 assessed value in 2016; and

WHEREAS, Lancaster County performed a re-assessment of real estate in the County in 2018, which re-assessment would result in a levy, for 2019, exceeding 101% of the 2018 levy; and

WHEREAS, the Town intends to re-set the tax rate to comply with VA Code Ann. Section 15.2-2231; and

WHEREAS, a public hearing on the re-set of the real estate tax rate was held on June 6, 2019, and the public also had the opportunity to speak about this tax rate at the May and June meetings; and

WHEREAS, this Ordinance was read twice before approval, first at Council's special May meeting on May 13, 2019, and, second, at Council's regular June meeting on June 13, 2019, held after the public hearing.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

The Council hereby adopts the following:

1. The real estate tax rate in Irvington is set at \$.0415 per \$100 assessed value, with effect from January 1, 2019.
2. This Ordinance is effective upon passage.

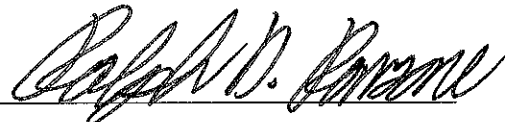
BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncoded Ordinance in the Minutes of its June 2019 meeting.

Mayor Ransone, "She has read the ordinance. Is there any public comment at this time?" K. Schaschek, "How can you come up with a tax rate if you don't have a budget?" Mayor Ransone, "We have a proposed budget." K. Schaschek, "Just doesn't make sense to me but I have too much German." D. McNulty, "Do you know the practical outcome of this?" Mayor Ransone, "Adoption of the tax rate is what it would be." D. McNulty, "An increase or decrease, I can't follow." Mayor Ransone, "It is a decrease." B. Schaschek, "It is not truly a decrease what it is, is because your property values were reassessed some of you have been assessed higher and some of you have been assessed lower so they are setting a tax rate so that you pay similar to what you paid last year. You can't pay more than 1%. Some of us are going to pay more in taxes where others are going to pay less even with the .41/\$100. It is just a lower rate to offset it." I. Ormesher, "That is the number that is built into the budget we have just been discussing, correct?" Mayor Ransone, "Correct. Anybody else have anything about any of the ordinances?" C. Crabill, "Are you going to have a sign-up sheet for comment on this?" Mayor Ransone, "Nobody signed up but if you want to speak you are more than welcome to." C. Crabill, "I have generated a petition to revoke the property tax and I will read that to you. Whereas the impetus to enact the imposition of this tax was based on the speculation that the Tides Inn would be closing for an extensive remodel which has not happened purportedly depriving some of the Town of Irvington tax revenue. Whereas a manufactured emergency from the initial meetings was posited as the Town of Irvington sidewalks were a threat to life and limb thereby requiring a massive cash influx which have since been replaced by VDOT. Whereas the loudest proponents were offended that not enough Irvingmites participated in the set up and breakdown of the Farmer's Market thereby proving that they did not have any skin in the game which the vast majority of residents apparently have no interest in. Whereas the Town of Irvington provides no tangible essential benefits to Irvington residents we the

undersigned emphatically request the Town Council to overturn and revoke in its entirety the Town of Irvington property tax. I have at this evening 29 signatures but if there is a legal or certain amount required to act on if you will let me know what that amount is I will devote myself to obtaining the balance of the signatures." Mayor Ransone, "We can accept it as it is. I don't know how many you are supposed to have on it. But we can accept it as is and take it under advisement." W. Nunnally, "Why don't you keep circulating it until the meeting next Thursday?" C. Crabill, "Okay, I will do that." Mayor Ransone, Are there any other comments that need to be made at this time? This is my final call, you can speak on any of the four ordinances we have been discussing." B. Spencer, "If the town council goes back and works on the budget and agrees that it needs to change and modifies would that then require some more public hearings?" Mayor Ransone, "No, we are basing what you have told us tonight and basically we would take that under advisement and at the next meeting because we can't do anything tonight – these are public hearings and we can't take action – but this is still a working document and we have not voted on it yet and we can make changes before we vote based on what we have heard tonight. You can comment again at the next Thursday meeting during public comment but there will not be another public hearing." B. Spencer, "If you get stalled, what is the legal deadline for sending this budget to the state inside your boundaries?" Mayor Ransone, "I will have to ask because I'm not sure because we have not had a problem passing a budget but evidently we may have one this year." B. Schaschek, "June 30." Mayor Ransone, "June 30 is the end of our operating year. We do not send anything to the state." B. Spencer, "Thinking outside of the box a little bit, is it possible to pass a bare bones budget and put everything else in contingency and come up with allocations at a later date?" Mayor Ransone, "That is going to be a little bit hard to do. This is going to be the second reading of this particular budget and we have to act on this budget that was proposed at this time with changes if changes are mandated. Basically this is the document we have to deal with that council has proposed. If there is nobody else that wants to comment on any of this at this time we are going to close this public hearing and we appreciate you all coming out and we appreciate all of your comments and we will take all of your comments under advisement and maybe we have more homework to do."

The public hearings were adjourned at approximately 10:30 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

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

Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL PUBLIC HEARING
ORDINANCE 2019-05.02uc
ADOPTING REAL ESTATE TAX RATE
THURSDAY, JUNE 6, 2019 7:30 PM**

Sign In Sheet

	Name	Address
1.	Klean O. Shasled	394 King Carter Dr.
2.	Jim McLean	220 Sander Lane
3.	John McLean	220 Sander Lane
4.	Mary Cary Brady	991 King Carter
5.	Anne Cheek	226 DeWitt Lane
6.	Marsha Chapman	620 MC Rd.
7.	[Signature]	620 MC Rd.
8.	[Signature]	3952 O'Connell Rd.
9.	DeWitt	122 Old North Lane Rd.
10.	[Signature]	242 Sander Lane
11.	Catherine Crabill	61 The Pony Pasture
	Greg Kupar	64 Sander Lane

- | | | |
|-----|----------------|--------------------|
| 13. | Merle Chapin | 62 OMC Rd |
| 14. | W. R. R. R. | 3952 Springton Rd |
| 15. | Jinda Marshall | 57 Westham Cir |
| 16. | Deo A. R. | 172 Old Mill Creek |
| 17. | M. M. R. | 242 S. R. |
| 18. | James Baunger | 122 Wilkins Dr |
| 19. | | |
| 20. | | |
| 21. | | |
| 22. | | |
| 23. | | |
| 24. | | |
| 25. | | |
| 26. | | |
| 27. | | |
| 28. | | |
| 29. | | |
| 30. | | |
| 31. | | |
| 32. | | |
| 33. | | |
| 34. | | |



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL PUBLIC HEARING
ORDINANCE 2019-05.04uc ADOPTING FEE RATE SCHEDULE
THURSDAY, JUNE 6, 2019 6PM**

Sign In Sheet

	Name	Address
1.	Alan D. Schasler	394 KING CARTER DR.
2.	Catherine Cravill	61 The Pony Pasture
3.	Jackie Nunnery	Rappahannock Record
4.	Ing M'Purse	220 Sadler Ln
5.	Ing M'Purse	220 Sadlers VA
6.	Edith Henigang	143 Broadway, Irvington
7.	Doug Henigang	143 Broadway
8.	C. Spruill	33 Reynolds
9.	Mary Ann Brud	991 King Carter
10.	Arne Cheek	226 Old Mill Creek
11.	William H. Harris	1099 King Carter Dr
12.	Tom Chy	62 OMC



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL PUBLIC HEARING
ORDINANCE 2019-05.01uc
ADOPTING A FY19/20 BUDGET
THURSDAY, JUNE 6, 2019 6:30 PM**

Sign In Sheet

	Name	Address
1.	Klaus O. Schaschen	394 KING CARTER DR.
2.	June McHenry	220 Sanders Ln
3.	Gray McHenry	220 SANDERS
4.	Edith Hemmings	143 Broadway
5.	Doug Hemmings	143 Broadway
6.	Mary Campbell	991 KING CARTER
7.	Gene Cheek	226 Old Mill Cove
8.	Mary Chapman	62 OMC
9.	Tom J.	62 OMC
10.	B. B.	3952 J. J. J.
11.	Sandra McHenry	122 Old Mill Cove Rd

35. *Infantry Battalion*

242 Squadron

36. *Squadron*

Hydon Kill

37.

38.

39.

40.

41.

42.

43.

44.

45.

46.

47.

48.

49.

50.

51.

52.

53.

54.

55.



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL PUBLIC HEARING
ORDINANCE 2019-05.03uc
ADOPTING TRANSIENT OCCUPANCY TAX RATE
THURSDAY, JUNE 6, 2019 6:15 PM**

Sign In Sheet

	Name	Address
1.	Klaus S. Shasler	394 KING CARTER DR.
2.	Jim McBurne	220 Sadler Lane
3.	Sammy McRae	220 SPADERS LN.
4.	Editt Hemmings	143 Broadway
5.	Doug Hemmings	143 Broadway
6.	Q. Spencer	33 Reynolds
7.	Wm Cary Brndy	991 King Carter
8.	Auree Cheek	226 ^{old} Nell Cove
9.	Tom C	62 OMC
10.	Wanda Chap	62 OMC
11.	W. Am	3852 Spring Rd

13. Information

242. Stanley

14. _____

15. _____

16. _____

17. _____

18. _____

19. _____

20. _____

21. _____

22. _____

23. _____

24. _____

25. _____

26. _____

27. _____

28. _____

29. _____

30. _____

31. _____

32. _____

33. _____

34. _____



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
THURSDAY, JUNE 6, 2019 6PM**

SPEAKER

**IF YOU ARE GOING TO SPEAK
ON ORDINANCE 2019-05.04 ~~us~~ ADOPTING FEE RATE SCHEDULE
PLEASE SIGN HERE**

	Name	Address
1.	DAVID CREEK	OK.
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		



TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
THURSDAY, JUNE 6, 2019 6:30 PM

SPEAKER

IF YOU ARE GOING TO SPEAK
ON ORDINANCE 2019-05.01 ^{uc}
~~ADOPTING A FY19/20 BUDGET~~
PLEASE SIGN HERE

	Name	Address
1.	Klaus J. Schescher	384 King Carter Dr.
2.	Buddy Spencer	33 Reynolds
3.	Say Bradley	King Carter
4.	DAVID CREEK	OMC Rd.
5.	Julie Harris	1099 King Carter Dr.
6.	Marda Chapman	62 OMC
7.	Doug C.	62 OMC
8.	Robert M. M. M.	3852 Hampton Rd
9.	Tan Orresby	90 The Pony Pasture
10.	George Kuper	67 Harper Hill Ln



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
THURSDAY, JUNE 6, 2019 7:30 PM**

SPEAKER

**IF YOU ARE GOING TO SPEAK
ON ORDINANCE 2019-05.02 ^{uc}
ADOPTING REAL ESTATE TAX RATE
PLEASE SIGN HERE**

	Name	Address
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
THURSDAY, JUNE 6, 2019 6:15 PM**

SPEAKER

**IF YOU ARE GOING TO SPEAK
ON ORDINANCE 2019-05.03 uc**

**~~ADOPTING TRANSIENT OCCUPANCY TAX RATE~~
PLEASE SIGN HERE**

- | | Name | Address |
|-----|-------------|-------------------|
| 1. | David Cheek | 226 Old Mill Cove |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
MONDAY MAY 13, 2019 6PM**

The Irvington town council held a special called meeting on Monday May 13, 2019 at 6:00 p.m., in the town office.

A. CALL TO ORDER

Mayor Ransone called the Irvington town council meeting to order at 6:00 p.m., and noted the regular meeting is usually held on the second Thursday of each month but due to a conflict the May monthly meeting was moved to Monday, May 13. Mayor Ransone welcomed everyone to the meeting and asked for a moment of silence.

B. ROLL CALL

Members of Council present: Mike Bombay
 Bonnie Schaschek
 Wayne Nunnally
 Jackie Brown
 Frances Westbrook
 Kathleen Pollard

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
 Sharon L. Phillips, Clerk, Treasurer
 Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, "Has everyone had a chance to look at the agenda, are there any changes?" K. Pollard, **"I WOULD LIKE TO MAKE A MOTION TO TABLE ITEM 2F AND 3F UNTIL THE JUNE MEETING BECAUSE THE MINUTES ARE INCOMPLETE."** M. Bombay, "Second." Mayor Ransone, Any other discussion? All those in favor say aye and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO TABLE ITEM 2F AND 3F UNTIL THE JUNE MEETING BECAUSE THE MINUTES ARE INCOMPLETE IS APPROVED 6-0.

F. Westbrook, "I have a question which brings to mind the vote we just took. The last special meeting we had we couldn't amend the agenda unless it was unanimous remember that conversation? So I am wondering about calling it a special meeting in my mind this was the regular meeting that was rescheduled for tonight it is still our monthly meeting otherwise it looks like we don't have a May meeting." N. Keane, "Did you get a unanimous vote to change the agenda?" M. Bombay, "There were no dissents." N. Keane, "Then there is not a problem." F. Westbrook, "We did have a called special meeting in which we could not unless it was unanimous we couldn't amend the agenda." N. Keane, "The vote was unanimous."

M. Bombay, "The question is, is this a special meeting or a postponed meeting?" B. Schaschek, "This is our regular council meeting it is not a special meeting." N. Keane, "The regular meetings are set at the beginning of the year and so that is the reason this is a special called meeting." F. Westbrook, "We can change that we can reschedule our monthly meetings we just have to advertise it." M. Bombay, "Which it was advertised." N. Keane, "You didn't advertise this as your next regular meeting it was advertised as a special meeting." F. Westbrook, "It should have been. Can I move that we rename it our regular monthly meeting otherwise it looks like we didn't have a monthly meeting in May." N. Keane, "I'm not sure why it matters? You can conduct business at a special meeting. You set your 12 monthly meetings at the beginning of the year and then decided to change the date of the May meeting a couple of weeks ago due to a conflict and it had to be advertised and it was advertised as a special meeting. I don't think it will matter." M. Bombay, "Will it suffice to put in the minutes that this is just really a rescheduled meeting?" F. Westbrook, "Here is my point if there was something on the agenda we wanted to amend and we all didn't agree we couldn't amend because it is being called a special meeting. I have two other things that we should delete off and that's down under Item L-*J3-5 presented by F. Westbrook, Councilwoman. I don't know what that refers to, I think it is a carryover from a previous and likewise under Item M-*K1-4 presented by F. Westbrook, Councilwoman I think they are carry overs." N. Keane, "They should have been renumbered." M. Bombay, "So it's just the two comment lines?" N. Keane, "All the resolutions that are being read for a second time are being presented by you and that's why it is on the agenda. We just need to amend the information after each asterisk. I think it is referring to the fact that your name is supposed to be after each one of those ordinances. I think it is just a typo." F. Westbrook, "Is that what it is supposed to be? I was confused." Mayor Ransone, "Would you like for there to be something in the minutes to reflect this is a special called meeting but also our regular monthly meeting?" F. Westbrook, "Not since we type the minutes verbatim now it will be mentioned in the minutes and I think that's good." Mayor Ransone, "Any other changes that need to be made? If not, I need a **MOTION TO APPROVE THE AGENDA AS IS.**" W. Nunnally, "So move." K. Pollard, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE AGENDA IS APPROVED 6-0.

D. CLOSED SESSION

Mayor Ransone, "I need a **MOTION FOR NANCYELLEN TO JOIN THE CLOSED SESSION FOR A FEW MINUTES.** I need a motion to include her." W. Nunnally, "So move." M. Bombay, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION FOR NANCYELLEN TO JOIN THE CLOSED SESSION FOR A FEW MINUTES IS APPROVED 6-0.

K. Pollard, "I Kathleen Pollard **MOVE TO GO INTO CLOSED SESSION PURSUANT TO §2.2-3711A.1 OF THE CODE OF VIRGINIA FOR COMPENSATION OF TOWN ATTORNEY.**"

W. Nunnally, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO GO INTO CLOSED SESSION PURSUANT TO §2.2-3711A.1 OF THE CODE OF VIRGINIA FOR COMPENSATION OF TOWN ATTORNEY IS APPROVED 6-0.

E. RETURN TO OPEN SESSION

K. Pollard, "Whereas, the Town of Irvington has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and whereas, Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law; now there, be it resolved that the Board hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open session requirement by Virginia law were discussed in closed session to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Board. Is there any member who believes that there was a departure from the motion to go into a closed session? If so, so state the departure."

I, Kathleen Pollard, so certify.

I, Mike Bombay, so certify.

I, Bonnie Schaschek, so certify.

I, Wayne Nunnally, so certify.

I, Jackie Brown, so certify.

I, Frances Westbrook, so certify.

I, Ralph D. Ransone, so certify.

M. Bombay, "I think this was one of the best closed sessions we have had." K. Pollard, "Closed session over at 7:15 pm.

F. APPROVAL MINUTES AND TREASURER'S REPORTS

Mayor Ransone, "We need to approve the minutes and treasurer's reports." W. Nunnally, "**I MOVE WE APPROVE AS PRESENTED.**" F. Westbrook, "I have one question. Sharon can you brief us on page three of the treasurer's report under street cleaning, street lighting, Christmas, and other the negative." S. Phillips, "Those were the general journal transactions that you helped me with." F. Westbrook, "And that was to take them out of one month and to put them into another month." S. Phillips, "I printed the list of general journal entries for you to review." M. Bombay, "I have one change to the minutes, G2 line 426 where we list the head of the committee, please change that from Mike Bombay to Bonnie Schaschek. I think it was just a carryover from the vision statement where they listed me." K. Pollard, "Do we have to have the minutes verbatim? Like when L. Brown discussed the trash collection for the kids, couldn't it have been shortened?" N. Keane, "You are able to decide and vote that you want certain portions of the minutes reduced but you all made the point before when this was discussed recently was that it is a concern when you try to paraphrase because others want it verbatim." Whether it is public comment or roundtable you can decide by section but the actual meat of the meeting is the problem." K. Pollard, "I understand the Chesapeake Bay Act but when it comes to L. Brown's discussion couldn't the minutes have reflected discussion followed? I've been doing minutes my entire life and I have never done them verbatim."

N. Keane, "Sharon has made an effort to put all of the motions in all caps and bold so that you don't have to read the entirety but it is up to you all if you want to say that you will have certain sections that are one way and others verbatim. The problem is that Sharon doesn't feel comfortable paraphrasing." M. Bombay, "We are slightly ahead of the curve on this because for the past several years the state legislature has been moving toward verbatim minutes." Mayor Ransone, "If Sharon is okay with it and prefers to do it verbatim I don't have a problem with it. Does that take care of everything? We have a motion." M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed say nay."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION, I MOVE WE APPROVE AS PRESENTED IS APPROVED 6-0.

G. PUBLIC COMMENT

Mayor Ransone, "This is the time the public is encouraged to raise your hand and state your name and where you live." A. Cooper, "First of all I'd like to thank the Town of Irvington for your support of the Lancaster Community Library we do appreciate the annual contribution you have been making of \$1,000 per year. As you know we did submit a request for \$2,000 for fiscal year 2020. We respectfully request this increased support to comply with the Code of Virginia where two thirds of a public library's operating budget must come from taxation or endowment and the appropriate code is attached to this document and to the letter I submitted earlier. The library is in violation by \$96,675 and we have five fiscal years to come in compliance with this code. Our increased operating costs were necessitated by the expansion of the library building and the corresponding increase in services. In addition to requesting this year support from localities the library board is committed to five year of annually increasing the endowment draw in fiscal year 2020 thru fiscal year 2014 we are doing our part in satisfying the Virginia requirements and this is an aggressive plan for us as the board has a fiduciary responsibility to protect that endowment for generations to come. However, committing to the five year plan enables the library to continue to receive state aid which comprises 20% of our operating income and next year state aid is projected to be \$115,556 virtually all of the libraries books are purchased with state aid. In the current fiscal year the library receives only 17.6% of its operating budget from taxation all other governments in Virginia fund at least 40% of libraries total budget and in fact of the 94 public libraries in Virginia the Lancaster Community Library is 94th in local government support. State grants and aid to public libraries and this grant is dependent on satisfying the Commonwealth of Virginia's local funding requirement, terminology can be used from maintenance of effort that's a common requirement for state and local government funds because the funding is intended to supplement not replace a recipients existing funding. The appropriate code regarding maintenance of effort, expend annually at least \$3,000 per year in local funds two thirds of which must be from taxation or endowment as you can imagine that's old code but the two thirds / one third rule still stands. We respectfully request that the Town of Irvington increase our allocation to \$2,000 for fiscal year 2020 so that we may continue to receive 20% of our operating income from the state and comply with Code of Virginia requirements. Your allocation along with Kilmarnock, White Stone and Lancaster County and the library endowment will help the Lancaster Community Library to continue its essential services for our citizens of all ages and walks of life. We thank you for your consideration and continued support. That's all of the legal ease now we can get to the fun stuff. This back page has some information that we are sharing with you tonight specifically regarding how the citizens of Irvington use the Lancaster Community Library. As you can see in the top chart is how our population is distributed in Lancaster County but 4% of Lancaster County resides in Irvington. If we look at the number of current registered library patrons 8% of library

patrons are from Irvington so Irvington residents are big library users. A total of 707 with an Irvington mailing address have library cards and this includes 635 adults and 72 children. It is bigger than the Town of Irvington." M. Bombay, "A lot of other areas like RWC have Irvington mailing addresses." A. Cooper, "Yes, I contacted RWC today to find out what the population was there because that number is large. Their population is 250. There are programs for all ages at the library these are overall statistics: July 2018-April 2019 we had 572 children's programs and an attendance of 9,301 and we established our teen center programming this fiscal year for the first time and so far we have had 44 programs for teens with an attendance of 664. For adults we have had 67 programs including technology, Ma-Jong classes, Sunday's at 2 and total attendance has been 1,521 adults. Just by chance, today you can see the photo of Chesapeake Academy first graders visited the Lancaster Community Library today and in addition to visits to the library Ms. Tonya the director of the children's department does visit Chesapeake Academy weekly with story times and educational activities. The last photo is a photo from one of our Sunday's at 2 programs and RWC residents are heavy users of the library and they volunteer and on occasion serve on the library board and they are bussed in for Sunday's at 2. The founder of Sunday's at 2 is a resident of RWC. I really do thank you for this time and do appreciate you allowing me to speak. Do you have any questions? M. Bombay, "What is your actual budget?" A. Cooper, "Our budget this year is \$647,000." M. Bombay, "Irvington is being asked to give money as I guess is Kilmarnock and White Stone, does the county give you money?" A. Cooper, "This year the county has allocated \$112,995 and we are asking them to increase that by \$10,000 per year for the next five years." C. Bradley, "I'm here on behalf of the Steamboat Era Museum and I am looking forward to later in the meeting when you all discuss the request by the museum to use the commons for our annual CrabFest which we are projecting for Saturday, August 10. I do know there have been some challenges around the tent and I've talked to the board about that and we will work with the town and Lloyd B. to try to make sure the tent is up and down in a timely manner. We don't have complete control over that because there is weather as well but we will make sure that we communicate with you as we get closer to the date to make sure that we are not impinging upon grass cutting and to make sure that Lloyd B. understands we want to make sure the tent goes up on a certain day and comes down on a certain day. I hope you all will bear with us as we try to do better with the communication. Secondly, we continue to work to get the pilothouse into the museum. We had discussions with two different crane companies and the man who restored the pilothouse and we have identified an alternative approach for getting the Potomac pilothouse into the museum that does not require access to the commons so we respectfully rescind our request to use the commons. There will be a 155 ton crane brought into the parking lot and the pilothouse will be brought into the parking lot and so everything will happen on our property so we don't need access to town property to do this. There is a chance that King Carter maybe blocked for a couple of minutes while the equipment is coming in our out of our driveway but we will do our best to accommodate any traffic issues. We anticipate moving the Potomac pilothouse into the museum on May 30th and the board will make sure the community is aware that this is happening and we think this is a pretty historic event not to mention all the little kids that love cranes who might appreciate the opportunity to see a 155 ton crane lift a pilothouse and put it into the back of the museum. We wanted to thank you but let you know we have found an alternative solution. B. Schaschek, "How is it getting into the museum?" C. Bradley, "We removed the back wall and the crane will lift the pilothouse over the museum and slide it in through the back wall. The board realized this is a historic event in many ways. The man who restored the pilothouse insisted on painting the underside of the pilothouse because it will be in the air for everyone will see and he refuses to have the underside be bare." The flag that we believe to be the last flag that flew on the Potomac, which you all know is one of the exhibits that we offered to you for consideration for donation, will be installed on May 20th. Again, thank you for your consideration. Related to our budget request, we know that \$1,200 is for the sponsorship for the CrabFest and we gave you some options for the \$5,000 donation that would fund exhibits in the museum and the town would be mentioned on the plaque 1) \$5,000 to support the Potomac flag 2) \$5,000 to support the Captain Bateman interactive exhibit and 3) give generally to support the exhibits." T. Chapman, "I would like to comment on the budget and take the

opportunity to make a few points. The property tax was put in a while ago my understanding of it was that significant portion of it was meant for capital reserves to accumulate money for significant capital improvements like a town hall if I look at the last few years some of it has been spent and you've accumulated a fair amount in reserves but if I look at your proposed budget you are only accumulating \$11,000 so basically and the only capital expenditure in that budget is the \$4,000 for the commons and if we move \$50,000 for the storage shed so basically you've set up a budget that's spending all but \$15,000 of the property tax which says that there isn't any significant money going into capital reserve so you need to review your budget and reduce your expenditures they are growing too quickly. Two areas I suggest are legal fees. You have done a lot of work this year and a lot of work you want to do but I would say you need to prioritize the work you are doing legally and need to examine your work processes to find ways of not acquiring legal services as you have created a great demand for legal services you could probably do it more effectively and not require as much work. The second area is donations. You used to give two or three grand to a number of organizations and this year's budget you have \$10,000. I'm not sure why you want to tax the citizens of the town to distribute money to places that are perfectly capable of donating to themselves if they choose to." K. Schaschek, "Later on you are going to discuss the budget and I would like to try some of the points in hope they flow into your discussion of the budget. By the end of June of this year you will have about \$360,000 in your bank accounts thanks to the \$234,000 in real estate taxes you collected over the last three years no questions the taxes were not needed the statute says any locality may include in its budget a reasonable reserve for contingency and capital improvements. By all measures a spendable surplus of \$330,000 and operating expense of \$142,000 is not reasonable. We are in clear violation of the statute. The only way out of this is to finally create at least an outline of a forward looking financial plan showing us what we are going to do with all these funds. In an email I sent you last week I outlined some of the basic options. We currently have the paradox of on the one hand we are spending far too much on operating budget but on the other hand we have too much money on hand like \$350,000 without even an outline of even a financial plan as was promised three years ago. If all is said and done it comes down to three basic options 1) continue your liberal spending habits and you will have increased your taxes on your future this option will add very little value to our town which is in clear violation of the statute or 2) reduce the tax rate by half and hand a couple of smaller budgets like the shed and plantings on the commons or 3) start curbing your appetite of spending and create an annual surplus of \$30,00 which you have done in the past and invest it in some meaningful projects outlined in the financial plan like a new town hall and obtain public buy in for this process. In closing I would like to urge you to reduce your spending in your operating budget and send to the public an outline of financial plan along with operating budget in the upcoming budget presentation on June 6. Thank you." Mayor Ransone, "Is there anybody else that would like to speak? If not, we will come out of public comment. We appreciate all of your comments."

H. REPORT FROM THE TOWN MANAGER – R. Kime, Manager & Zoning Administrator

R. Kime, "I will be very brief. As I have said in the past I attended planning commission meetings and Jackie will talk about that. Budget and finance committee meeting and Sharon and I helped get numbers together for the meeting and at some point I would like to talk about the difference between a couple of different documents that are around. Technical support, the meeting was not held but Bonnie can talk about what she has been up to. Permits:

2019	19-Apr: 2019-18	Zoning	Connemara Corp	Chesapeake Academy	107 Steamboat Road
2019	16-Apr: 2019-17	Zoning	Pete Thompson	Pete Thompson	45 Lee Lane
2019	9-Apr: 2019-16	Zoning	Scotty Schafer	Scotty Schafer	660 Chesapeake Drive
2019	29-Mar: 2019-15	Zoning	W.J. Haynie	W.J. Haynie	81 Cedardale Lane
2019	20-Mar: 2019-14	Zoning	David Jones/Connemara	New Tides Inn LLC	King Carter Drive

The last time I reported I was reviewing applications for a deck at the Tides Inn, and a swimming pool both at Chesapeake Bay application and after reviewing and discussing with V'Lent and Brian Barnes I was able to grant both permits. I granted a permit to Wayne Henley on the Lane who needed an accessory building. The Tides Inn deck off of the Commodore Grill. Scotty Schaffer wanted a pool on Chesapeake Drive; Lee

Thompson wanted a carport on Lee Lane; Chesapeake Academy wants to have an addition that fills a courtyard of their existing building; McNeeley wanted a demolition permit for the house that was granted and the demolition has started; Chapmans on Old Mill Cove had four dead trees that they want to remove that are in danger of falling on their house three of them are in the RPA and that removal work was okay to be done the fourth tree in the front of the house is not in the RPA. As for contracts during the month, I arranged for yellow line painting under town maintenance you have seen the lines in front of The Office, Hope and Glory, The Vine. At the last meeting there was a discussion had about spending money from this year's budget on doing some tree removal at the North Commons in anticipation of perhaps building a shed even if we don't build a shed there we should clean up those trees because there was a lot of damage so I went out and got two bids to have just the work done on Chesapeake Drive as you go around the corner there to limb out things and take out the damage it would be like Julian did on most of the rest so you can see through it it is a traffic problem but I got a bid from Ransone's Nursery for \$4,200 and one from Magic Tree for \$3,900. This would come out of the capital improvement budget and I would recommend that you appropriate either one of those. We have had a busy activity of just the events on the 16th we had the Bay Act session that had over 40 people attend; April 20th the AWL had the Dog Gone Dog Show on the commons there was the Wine and Oyster Crawl on April 27th that had over 100 participants and on the same weekend we had the kids and other people walking around cleaning up; May 4th was the first Irvington Market, May 9th was Out on a Limb; future events May 18th is AWL car show and May 25th the Army band so we have had a lot of use of the commons it is being utilized. I have arranged to have a visit of a Bugeye from the Chesapeake Maritime Museum on September 9th -12th at the Tides Inn and they are going to have public displays and kids from schools it will be open to residents. A Bugeye has two masts, it looks like a Skipjack, but is about 55' long and is almost 100 years old. It doesn't require the town to do anything it is just another attraction that will get people in." W. Nunnally, "How are we promoting this?" R. Kime, "At this point I haven't done anything. I plan to get something up on our website and tell the schools to get them involved. They called and I said sure. It is going to be at the Tides Inn and they have agreed to have it. We attempted to see if they could be here for the Turkey Shoot Regatta but their schedule is such as they could not but there is another vessel that is coming so there is a lot of water activity. I will get press releases and put in the newspaper to get credit for us. Two things that have occurred that you should be aware of 1) the sheriff's office and the hospital have reached an agreement as to providing deputies for security at the hospital. I asked the sheriff for a copy of the agreement so that we could review it and see if it had similar implications for us and when I talked to the sheriff he said that what they had agreed upon was the deputies would become employees of the hospital and there is a slight difference between us having them as employees and the hospital having them as employees. They would be driving police cars here and making arrests and we would have to make sure our insurance would cover their activities even if we put money in the budget we could discuss how we would implement but it would change the number of employees we had and would it require us to do for the employees, do we have to train them or give them benefits? I'm not saying we can't do it. I am saying it may require more work. As for Fisher's pit the county has contacted the Fisher family and has an agreement to remove the debris behind some of the houses on Route 200 by the school office building. On Friday the county sent a letter to five property owners advising them there is a nuisance dump on their property and that the debris should be removed in 10 days or the county would have it removed at their expense. One of these five properties is located within the corporate limits of Irvington the question is whether the town wants to get involved with this action or leave it to the county. I had a discussion with Paul with the Virginia Department of Mines and was unimpressed with the attention he has been paying attention to this matter. I recommend that we wait to see what the county can get done and if nothing else can get done I think we should contact the EPA and let them know we have a toxic dump site and want it treat it with Superfund legislation. We have been fooling around with this for 30 years and it is time to solve it. I would like the opportunity when we talk about the budget more to describe why there is some slight difference between the material Sharon sent and what Bonnie sent." W. Nunnally, "Roy I thought that site had been declared years ago." R. Kime, "It may

have been declared but nothing has been done." K. Pollard, "Is it blowing out behind Old Mill Cove? Is it from the rain or are they dumping stuff again?" R. Kime, "There is a dam that has washed out and they can't get to it because of all of the junk that has been piled up." F. Westbrook, "Can you tell us where we are on the guy with the construction equipment?" R. Kime, "I drafted a letter and showed it to the mayor who was going to talk to the family. There a lot less there than were there and I don't know if somebody said something to him or if he has a job someplace and intends to bring the equipment back." K. Pollard, "Fred Minton said the equipment is gone during the week but is back on the weekends." R. Kime, "It is still to be resolved. I have tried to do this gently but I think it would best if somebody spoke to him." Mayor Ransone, "Do you all want to make a decision on the bids for the tree removal?" K. Pollard, **"I MAKE A MOTION TO GO WITH THE MAGIC TREE CONTRACT."** B. Schaschek, "Do you have copies of the bids?" R. Kime, "I don't have them for this meeting." W. Nunnally, "I second Kathleen's motion." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed say nay."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION, TO GO WITH THE MAGIC TREE CONTRACT IS APPROVED 6-0.

Mayor Ransone, "Get it done Roy."

I. REPORT FROM THE TOWN ATTORNEY – *Nancyellen Keane, Esq.*

N. Keane, "The regulation of precious metals dealer's ordinance is coming up for a second reading tonight. The four banking resolutions which Fran introduced last time are resolutions required by our banking institutions and they are coming up for a second reading later in the agenda. I worked on and made presentations at the workshops that were held on April 23 and May 10 on legal advice concerning the requirements for meetings to pass the tax, fees and budgets and the legal effect of the real estate reassessment that was conducted by Lancaster county; advice to annually set or readopt certain fees; charitable donations versus contracts for goods and services; and capital budget issues. This month I have worked on the contract for Lancaster County collection services. I have given the draft to Sharon but we can't send it out until after the tax rate is passed so you will see a draft at next month meeting. It will be a letter agreement asking them to give us 180 day notice if they want to terminate. I drafted the indemnity agreement which Wayne requested and also a form for an applicant who wants to have an event on the Town Commons or North Commons to fill out with pertinent information. I've given this to Sharon but she has not had an opportunity to look at it so we will give this to you next month or July. If we are going to have an indemnity agreement requirement for all applicants who want to use the property then you all should decide if there will be a fee associated with this use, if not fine, but we don't have anything that authorizes Roy or Sharon to manage this process and make people comply so it needs to be passed as a resolution and I suggest passing it as an ordinance and put it in the code book under the business ordinances that talks about if you want to use our property you have to fill out this form and sign this indemnity agreement that would also be brought to you in June or July and Wayne thought that would be okay on the timing based on the everything else we are doing." Mayor Ransone, "Any questions?" K. Pollard, "Those forms would be for people like the AWL and the VIA?" N. Keane, "Not an individual resident because as I understand it any resident can use the commons to walk around and enjoy but this is for an event if they want to use the commons exclusively." K. Pollard, "Would it be used for the bands?" N. Keane, "We can consider that in the application form because my guess is you are going to have a different kind of application for different kind of events so you could do all of the markets on one application and you could have concerts on another one because you need to get information on the kinds of equipment and number

of people and other things like that you would expect to have at the event. A wedding, the Turkey Trot, a concert, the Farmer's Market, car shows, they are each a different kind of event. The form will ask them to describe the event, what kind of event, what kind of equipment, etc.

J. REPORT FROM THE PLANNING COMMISSION, *J. Brown, Town Council Liaison*

Jackie Brown, "The planning commission had a relatively short meeting because the chairman was not available this month. We had our elections and M. Mattheisen was reelected to be the chairman, Julie Harris is the co-chair and C. Bradley is the secretary. Al Pollard presented research on parking standards in other communities and we talked about how that may or may not relate to our business ordinances and there was discussion as to whether parking regulations are just in business or in residential or both or separate ordinance category."

K. COMMITTEE REPORTS

1. Budget & Finance Committee – *F. Westbrook, Councilwoman*

F. Westbrook, "I don't really have a report because we will go into the budget stuff a little later in the agenda."

2. Website & Technology Committee – *B. Schaschek, Councilwoman*

B. Schaschek, "At one of the workshops or meetings Kathleen suggested we table some of this until after the budget is done so in the mean time I wanted to present the information on the printers and also in the front of that I have repairs. The printer that you currently have is a pretty good printer I think it needs major servicing. Policing agreements are there and also a recommendations for another printer. Don't read this now. The next packet this is going around is on the PDF OCR software. There are three or four options, Nitro, Adobe, Wondershare Elements those are the ones that we want to use in order to be able to edit the documents and make them editable and make forms. Again if you go over them we will go over them in the future. The last thing is I am waiting on two estimates on the website and as soon as I get that I'll email it out to you."

3. Parade Committee – *R. Kime, Manager*

R. Kime, "The Shriners are coming. I will have more information next week."

4. Infrastructure Committee – *W. Nunnally, Councilman*

W. Nunnally, "The infrastructure committee did not meet this month."

L. OLD BUSINESS

1. 2nd Reading of Ordinance 2019-04.01 - Regulating Dealers of Precious Metals in the Town and Requiring a Permit for Such Dealers - *W. Nunnally, Councilman*

S. Phillips, "ORDINANCE 2019 – 04.01 REGULATING DEALERS OF PRECIOUS METALS IN THE TOWN AND REQUIRING A PERMIT FOR SUCH DEALERS

WHEREAS, The Town Council (the "Council") of Irvington, Virginia (the "Town") desires to adopt legislation in conformity with the applicable provisions of the Code of Virginia 1950, as amended, and contained in Sections 54.1-3100 et seq of the Code of Virginia, regulating dealers of precious metals; and WHEREAS, The County of Lancaster (the "County") adopted a similar ordinance in October 2018 pertaining to regulating dealers of precious metals; and WHEREAS, Council determined that in order to protect the public health, safety and welfare of the citizens of the Town, it is necessary to regulate the sale of coins, gems and precious metals in the Town by requiring dealers in such items to be permitted and regulated, and, to coordinate the enforcement of same with the County; and WHEREAS, having conducted a public hearing, duly advertised, on this Ordinance, the Council hereby ADOPTS, ENACTS AND ORDAINS the following Ordinance for the regulation of Dealers in coin, gems and precious metals in the Town, effective immediately." W. Nunnally, "**I MOVE THAT WE ACCEPT THE ORDINANCE AND**

MAKE IT EFFECTIVE IMMEDIATELY." M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. Is there any discussion? B. Schaschek, "Does the ordinance have to go to the public?" N. Keane, "Some do but for this ordinance we just have to have two readings: The ones on zoning do have to go to a public hearing." Mayor Ransone, "All those in favor say aye and all those opposed say nay."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION THAT WE ACCEPT THE ORDINANCE AND MAKE IT EFFECTIVE IMMEDIATELY IS PASSED 6-0

2. 2nd Reading Resolution 2019-001 Adopting Resolution Required by Chesapeake Bank (attached)

S. Phillips, "RESOLUTION #2019 – 001 ADOPTING RESOLUTION REQUIRED BY CHESAPEAKE BANK

WHEREAS, the Town Council passed a motion, effective March 14, 2019, establishing three new accounts for the Town of Irvington ("Association") at Chesapeake Bank, ("Financial Institution") and authorizing the Mayor, Vice Mayor and Treasurer as signatories on such accounts (each an "Agent"); and WHEREAS, Association currently has and may, from time to time, hold additional accounts at Financial Institution; and WHEREAS, Financial Institution requires the following additional resolution to govern Association's accounts. NOW THEREFORE, the Association adopts Financial Institution's Resolution and RESOLVES that: "(1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution." Mayor Ransone, "I need a motion and a second." M. Bombay, "So move." W. Nunnally, "Second." We have a motion and a second. All those in favor say aye and all those opposed say nay."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO ADOPT RESOLUTION 2019-001 ADOPTING RESOLUTION REQUIRED BY CHESAPEAKE BANK IS PASSED 6-0

3. 2nd Reading Resolution 2019-002 Banking Resolution (attached)

S. Phillips, "RESOLUTION #2019 – 002 BANKING RESOLUTION

WHEREAS, the Irvington Town Council desires to authorize certain individuals to conduct banking business for the Town of Irvington ("Town"); and WHEREAS, financial institutions may require evidence of such authorization. NOW THEREFORE, the Town Council RESOLVES that: (1) The Mayor, Vice Mayor and Treasurer are hereby authorized to conduct banking business for the Town of Irvington as signatories at all depository financial institutions of the Town from time to time ("Signatories").

Mayor Ransone, "I need a motion and a second." W. Nunnally, "So move." M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed say nay." Mayor Ransone, "All those in favor say aye and all those opposed say nay."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO ADOPT RESOLUTION 2019-002 BANKING RESOLUTION IS PASSED 6-0

4. 2nd Reading Resolution 2019-003 Banking Resolution, Town Manager (attached)
S. Phillips, RESOLUTION #2019 – 003 BANKING RESOLUTION TOWN MANAGER

WHEREAS, the Irvington Town Council desires to authorize the Town Manager to conduct specific banking business at financial institutions for the Town of Irvington ("Town") limited to its operating account(s)." Mayor Ransone, "I need a motion and a second." W. Nunnally, "So move." M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed say nay." Mayor Ransone, "All those in favor say aye and all those opposed say nay."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO ADOPT RESOLUTION 2019-003 BANKING RESOLUTION, TOWN MANAGER IS PASSED 6-0

5. 2nd Reading Resolution 2019-004 Banking Resolution, VCB (attached)
S. Phillips, RESOLUTION #2019 – 004 ADOPTING RESOLUTION REQUIRED BY VIRGINIA COMMONWEALTH BANK

WHEREAS, the Town of Irvington ("Corporation") currently has a certificate of deposit XXXXX0901 and may, from time to time, hold additional depository account(s) at Virginia Commonwealth Bank ("Financial Institution"); and WHEREAS, the Town Council hereby authorizes the Mayor (Ralph D. Ransone), Vice Mayor (Kathleen Pollard) and Treasurer (Sharon Phillips) as signatories (each an "Agent") on such account(s) of the Corporation at Financial Institution." Mayor Ransone, "I need a motion and a second." W. Nunnally, "So move." J. Brown, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed say nay."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO ADOPT RESOLUTION 2019-004 BANKING RESOLUTION, VCB IS PASSED 6-0

6. Resignation of Al Pollard Sr., - *Mayor Ransone*

Mayor Ransone, "We do have one more thing in old business, it seems we do have to do Albert Pollard's resignation from the planning commission we have to accept his resignation but his last meeting is June. **I NEED A MOTION TO ACCEPT AL POLLARD'S RESIGNATION FROM THE PLANNING COMMISSION - WITH REGRETS.**" F. Westbrook, "So move." W. Nunnally, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed say nay.

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO ACCEPT AL POLLARD'S RESIGNATION FROM THE PLANNING COMMISSION - WITH REGRETS IS ACCEPTED 6-0.

Mayor Ransone, "Sharon you can go ahead and put the notice out for a new planning commission member. Is there any other old business? There being none we will move on to new business."

M. NEW BUSINESS

1. 1st Reading **Ordinance 2019-05.02.uc Adopting Real Estate Tax Rate**

S. Phillips, "**ORDINANCE 2019-05.02.uc ORDINANCE SETTING REAL ESTATE TAX RATE**

WHEREAS, the Irvington Town Council ("Council") adopted an ordinance authorizing a levy of real estate taxes on March 17, 2016, now codified as Town Code Sections 34.30-34.34; and **WHEREAS**, the Town began levying a real estate tax of \$.05 per \$100 assessed value in 2016; and **WHEREAS**, Lancaster County performed a re-assessment of real estate in the County in 2018, which re-assessment would result in a levy, for 2019, exceeding 101% of the 2018 levy; and **WHEREAS**, the Town intends to re-set the tax rate to comply with VA Code Ann. Section 15.2-2231; and **WHEREAS**, a public hearing on the re-set of the real estate tax rate was held on June 6, 2019, and the public also had the opportunity to speak about this tax rate at the May and June meetings; and **WHEREAS**, this Ordinance was read twice before approval, first at Council's special May meeting on May 13, 2019, and, second, at Council's regular June meeting on June 13, 2019, held after the public hearing. **BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:** 1) The Council hereby adopts the following: 1) The real estate tax rate in Irvington is set at \$.0415 per \$100 assessed value, with effect from January 1, 2019. 2) This Ordinance is effective upon passage." N. Keane, "This is the first reading so there are dates that are in the future. They will be the right dates when we get to the second reading." Mayor Ransone, "Okay that is the first reading. Let's move on to number three." N. Keane, "Did you vote to move to the next reading? Are you happy with the first reading?" F. Westbrook, "Do we have to vote? We didn't vote for the others because they were second readings?" B. Schaschek, "Because they are all second readings. Because that might change too." Mayor Ransone, "Let's have a motion to go to the next reading." W. Nunnally, "**MOVE THAT WE GO TO THE NEXT READING.**" M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed say nay."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION THAT WE GO TO THE NEXT READING is passed 6-0.

2. 1st Reading **Ordinance 2019-05.03.uc Adopting Transient Occupancy Tax Rate** *see attached*
S. Phillips, "**ORDINANCE 2019-05.03.uc ORDINANCE SETTING TRANSIENT OCCUPANCY TAX RATE**

WHEREAS, the Irvington Town Council ("Council") adopted an ordinance authorizing a levy of taxes for transient occupancy in Irvington, on July 18, 2002, with effect from January 1, 2003 (the 2003 Ordinance"); and **WHEREAS**, the 2003 Ordinance was codified in Town Code Section 34.01 *et seq.*, effective February 12, 2015; and **WHEREAS**, Council intends to annually set or re-adopt this transient occupancy tax rate; and **WHEREAS**, a public hearing on the tax rate was held June 6, 2019, and the public also had the opportunity to speak about the rate at its May and June, 2019 meetings; and **WHEREAS**, this Ordinance was read twice before approval, first at Council's special May meeting on May 13, 2019, and, second, at Council's regular June meeting on June 13, 2019, held after the public hearing. **BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:** Council hereby adopts the following: 1) The transient occupancy tax rate in Irvington is set at 2% of the charge made for each room rented., with effect from January 1, 2019. 2) This Ordinance is effective upon passage.

W. Nunnally, "**MOVE THAT WE GO TO THE NEXT READING.**" M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed say nay."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION THAT WE GO TO THE NEXT READING is passed 6-0.

3. 1st Reading **Ordinance 2019-05.04.uc Adopting Fee Rate Schedule**
S. Phillips, "**ORDINANCE 2019-05.04.uc ORDINANCE ADOPTING A FEE RATE SCHEDULE**
WHEREAS, the Irvington Town Council ("Council") previously adopted ordinances authorizing the levy of certain fees, namely an administrative fee on May 13, 2019, and three zoning- related fees on April 10, 2003, as more particularly described on the attached Fee Rate Schedule, incorporated herein by this reference; and **WHEREAS**, the administrative fee was just set in May, 2019, and the three zoning- related fees on the Fee Rate Schedule were included in the Town Code effective February 12, 2015 at Appendix A p, 77; and **WHEREAS**, Council intends to annually set or re-adopt such fees; and **WHEREAS**, a public hearing on the re-adoption of these fee rates was held on June 6, 2019 and the public also had the opportunity to speak about them at the May 13 and June 13, 2019 meetings; and **WHEREAS**, this Ordinance was read twice before approval, first at Council's special May meeting on May 13, 2019, and, second, at Council's regular June meeting on June 13, 2019, held after the public hearing." Mayor Ransone, "**I NEED A MOTION TO GO BACK AND DO THE FIRST ONE.**" W. Nunnally, "So move." M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed say nay."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO GO BACK AND DO THE FIRST ONE is passed 6-0.

S. Phillips, "ORDINANCE 2019-05.01.uc ORDINANCE ADOPTING A 2019-2020 BUDGET

WHEREAS, the Irvington Town Council ("Council") proposes to adopt a 2019-2020 Budget for Irvington; and WHEREAS, four workshops open to the public were held April 23, April 29, May 6 and May 10, 2019 during which Council discussed the proposed 2019-2020 Budget and related financial issues; and WHEREAS, a synopsis of the proposed 2019-2020 Budget and a notice of a public hearing on the Budget were advertised May 30, 2019 pursuant to VA Code Ann. Section 15.2-2506; and WHEREAS, a public hearing on the proposed 2019-2020 Budget was held on June 6, 2019 and the public also had the opportunity to speak about the 2019-2020 Budget at Council's meetings May 13 and June 13, 2019; and WHEREAS, this Ordinance was read twice before approval, first at Council's special May meeting on May 13, 2019, and, second, at Council's regular June meeting on June 13, 2019, held after the public hearing."

N. Keane, "Now they have to do the budget portion because the budget is an attachment to that." Mayor Ransone, "This is where we go through the budget." K. Pollard, "I have the copy of the town budget that was distributed by Sharon and then Bonnie has given us a copy that is different so I am confused as to which one to use and why is there more than one copy, why is one from Bonnie." F. Westbrook, "The copy that you received from Bonnie you received directly from the budget and finance committee who are tasked with coming up with the budget." M. Bombay, "Which one is represented here?" F. Westbrook, "The one that you got in an email this weekend. This represents the budget and finance committee's work." K. Pollard, "I don't understand why it had to come from Bonnie when we got one from Sharon." F. Westbrook, "Because Sharon is not responsible for it we are this is our committees work and this is what we are representing." K. Pollard, "We have always gotten our budgets from the office." F. Westbrook, "That is no true. So moving right along our revenues here the very last column on the right hand side I'll just read these line by line and if you have any questions please speak up. We are projecting occupancy tax of \$70,000. We are projecting real estate tax based on the new rate at \$87,750. Local Sales Tax would be \$27,000. Personal property tax which is basically auto and golf tags is \$10,000. Bank franchise is \$10,321. Cable TV/Communications \$2,200. Town property rental \$1,000. Permit Fees or zoning in general is \$1,200. Interest income earned is \$6,500. Fire Grant we receive is \$10,000. Miscellaneous income from various sources here in the office is \$50 giving us a proposed revenue total of \$226,021." N. Keane, "I understand we are working off of this document but these are \$50,000 different, is there something that is missing from this one that is not in the other one?" R. Kime, "What is missing from the other one the \$50,000 is a contribution from reserves for \$50,000 for a shed if it shouldn't be in there remove it. We agree with those numbers except for the \$50,000. At one point with Jerry someone said that you had to have revenues in the budget that would offset the cost of capital improvement that is why the \$50,000 is in there." F. Westbrook, "That would have more correctly have been a part of a capital budget and we did that then just to show the money and make it balance." K. Pollard, "On the interest income you have \$6,500 where is that from is that the interest from all the CD's? What if you have to pull out any money or cash in a CD, how do you figure out what that is because we are getting interest each month from that and if you pull out some you will lose interest so do you take it by the year?" F. Westbrook, "That is what we have done in the past is to estimate by the year what our interest would be if we left those things alone and there is no other way to do it that I am aware of." N. Keane, "When you call it revenue that suggests when you approve this it can be authorized for appropriations somewhere and you would not be able to appropriate any of those interest funds because they are not realized. Do you footnote that?" F. Westbrook, "That's the same with our real estate tax and we get that monthly for a certain phase of the year or some of the other things I mean they all come in at different times of the year." N. Keane, "You are saying the \$6,500 will come in? It's not being poured back into the CD." B. Schaschek, "No. That's right it does not go back into the CD." F. Westbrook, "You are confusing two things here I think all of these revenue accounts this income comes to us in various forms and we put them into these cubby holes that's on the P&L and what you are talking about the interest does get poured back into a CD that's a balance sheet account and

shouldn't be confused with the P&L they are two different categories. So this happens here and no matter where it comes in we spend it where ever we need it the money is unlimited" N. Keane, "I'm just concerned that if it is money that is going to come in and be realized but if the money goes back into the CD then you can't take that \$6,500 and appropriate it for any expense until you cash in the CD." M. Bombay, "But it would still be an increase to the bottom line." F. Westbrook, "And we account for it." K. Pollard, "Why does this not come out? Here I have the revenue from the town budget." F. Westbrook, "Set the town one aside please and let's just go with this one. I can't answer questions on the town one." K. Pollard, Aren't you following the same kind of format that the town has? Here is ATL fire grant, then bank franchise, occupancy tax." F. Westbrook, "These are in the same order as the P&L. This is the one we have been using at all of our meetings also." K. Pollard, "But this is the one I got a copy of from the town." F. Westbrook, "Kathleen I understand that." B. Schaschek, "This one was in your original notebook from the workshop that you got." F. Westbrook, "Operating expense, our employee expense is projected at \$64,478; professional services \$24,000; insurance \$4,189; public safety and code enforcement \$15,500; office expense \$16,990; municipal expense \$17,750; town council \$3,000; planning commission \$1,850; utilities \$13,600; town maintenance \$15,500 and that comes to a total of \$176,857." W. Nunnally, "Fran, don't we have to spend money on the Rappahannock Record?" F. Westbrook, "That shows up under the town council or planning commission depending on the notice." B. Schaschek, "Remember the detail sheet." N. Keane, "I have a similar question on the same item. Is this the actual format we are going to be passing the budget in? Are you going to pass the detail sheet?" F. Westbrook, "No." N. Keane, "For example, it now says the notices in the Rappahannock Record is now zero but they are actually found in the office expense category." F. Westbrook, "They are now. We have to leave these in for three years." N. Keane, "I understand that but when you pass this and the Rappahannock Record is in that section and then you have a line item that is zero, which is the right line item and how would someone reviewing the budget know this?" F. Westbrook, "It will be zero this year but we have to leave these on until it totally rotates off." M. Bombay, "It might be best identified with a footnote." N. Keane, "Can we put a footnote stating it is another category?" F. Westbrook, "No. If you remember the long form we were using, the P&L, if you look under town council it will have that listed there." N. Keane, "That's not what I am saying." M. Bombay, "Fran that is for us but for the people seeing this during the presentation this is confusing." F. Westbrook, "We can include that if you want as part of the document." N. Keane, "Any of the items that have a zero next to them then this footnote needs to say that some of these things that are zero now are being phased out of this format and put into another category because you don't want to have a fight later as to whether the number is zero or another number." F. Westbrook, "That is a good point so we will need to footnote all those zeros." R. Kime, "Kathleen, if you are interested in the difference between what you were sent and what was sent by the town the only difference was the \$4,000 was added under public safety and code enforcement and that brings the numbers to the \$176,000." F. Westbrook, "The next category is what we refer to as our community support and tourism. Community events \$13,500 this would be things like the parade, Christmas activities, banners, flags, Christmas tree is wired separately from the rest of the town and we get a different bill on that so we put that in this category so that's basically what represents community events. The next is fire and rescue \$2,500; flags and banners \$8,200 this represents cost to replace some aging flags and banners; Lancaster Library \$1,000; Steamboat Era Museum \$6,200; Town wifi \$500; Trolley \$250; Virginia River Realm \$5,000; mayors discretionary fund \$1,000; Irvington open golf tourney \$5,000 and this gives a total for this group of \$43,150." N. Keane, "On Friday two or three members of council were not here so I would like for them to hear what we talked about, on Friday we talked about this category being split into two subcategories potentially it has not been done yet but I wanted to mention here why so you all can decide what you want to do. There are two or three things on this list that are charitable donations which meet the definition in the VA Code §15.2-953. The rest of them are community support and tourism which is what they are calling the category and they would have to be contracts for services. Lumping them together makes it look like they are all tourism or all charitable whereas the library and the fire and rescue and the Steamboat Museum or at least a portion of that is a charitable donation I'm not sure

whether you decided to have it all a charitable donation or whether you are going to split out the sponsorship of \$1,200. If it is going to be split you should put it on there twice. I tend to think you should group your charitable donations. F. Westbrook, "And we will." B. Schaschek; "I don't think so. This is done the way the P&L is." F. Westbrook, "So the fire and rescue, Lancaster Library, Steamboat Era Museum will appear under a subcategory here for charitable donations the rest will appear at a separate category." K. Pollard, "When will we discuss the \$5,000 for the golf tourney?" F. Westbrook, "It is just a place holder for now just like we did for other categories. So that's what through the various workshops we have come up with and we do have some discussions that need to take place." N. Keane, "This is the first reading of the budget so you pretty much have to unless you plan to have another reading of the budget, this is when you need to talk about this." Mayor Ransone, "I think we should start line by line." W. Nunnally, "Are we talking about expenses?" Mayor Ransone, "However you want to do it. I think we are all straight on revenue. Not much you can do about that. We can start with employee expenses and start down the line. If there is anything you want to say about any of them." W. Nunnally, "Mr. Mayor I will just make this statement, we have over \$300,000 in the bank and I am wondering why we have to take the money out of income to make our donations when we could take money out of savings to make donations. If I am running a business and I want to promote it and I know how much income I have, I have some reserves over here, that's where I go to spend my advertising or to buy additional stuff I don't take it out of income. Everything we are spending we are taking out of our income has any though been given to maybe taking some of these donations and going over to where we have our savings account because the way I look at it we have to help the town we have to promote it that's part of our job the Steamboat brings people, the Tides brings people, the restaurants bring people, tourism brings people it is our life blood and we need to spend money to make sure that we continue to function as a viable town. Can we take it out of savings as opposed to income?" M. Bombay, "How would you deal with a balanced budget?" B. Schaschek, "You can't." K. Pollard, "I think we should give an extra \$1,000 to the Library because that is a community library." W. Nunnally, "We have that money in the Wiley grant for the library I don't see why we can't we take that money and give it." F. Westbrook, "You can't. It's restricted use for our library and I've been in conversations with Wil Hubbard and he turned this information over to the Lokey Trust and one of the ladies on the trust called and talked to me and she wanted to know the very information that Wil wanted to know which was when did this begin and what was the original donated amount and we can't document the original amount and they can't document it either so I sent an email yet again probably Monday a week ago asking Wil that status on this and I have not heard back from him the only thing I do know according to Wil is that they did give that money to the town whatever the original amount was and they are the only ones that can release the restriction and I told them the council was looking for possibly releasing the restrictions and some guidance as to how it should be spend or if they want it back my original though was we give them the principal amount back it has been invested all these years and it has been earning all this interest but we don't know what the principal amount is." W. Nunnally, "I know there is a doctrine called *cy-pres* which says basically this: I give money for an orphanage and there are no orphans well, what else can I do? Well, I can have a school for problem children and that doctrine allows for that it is an ancient document. I had to take a case to the supreme court and I know that we have the ability to apply a *cy-pres* doctrine to that money unless there is a reverter clause we may have a problem but if they gave the money for a library and we don't have a library we can exercise the *cy-pres* and give it to Lancaster Library." F. Westbrook, "I think we still need to follow through and come to a conclusion on that conversation otherwise I don't want to risk ticking them off on something like this." W. Nunnally, "I think we should investigate." K. Pollard, "The bank couldn't tell you when it was established?" F. Westbrook, "No. Every time a CD renews a whole different note number is assigned to it and this has probably had fifty different notes and they are only required to keep ten years of back records?" K. Pollard, "And Will and his group drew up the agreement?" B. Schaschek, "It wasn't in a CD when it was first donated it was funds in the operating account and they actually used part for certain things and then it was moved and then it was moved to a money market and the after that there was another donation added to it and that's when it

became a CD." F. Westbrook, "We have no way to document that." K. Pollard, "How much money is in the CD?" B. Schaschek, "About \$27,000." M. Bombay, "It's just sitting there and we can't do anything?" F. Westbrook, "Part of the problem is they only meet every other month." M. Bombay, "Is this the Lokey or the Wiley?" F. Westbrook, "It's the Lokey-Wiley." W. Nunnally, "Any research that was done do any of our minutes reflect the proceedings?"

F. Westbrook, "Not that I am aware of." B. Schaschek, "Yes, in 1996." W. Nunnally, "Does that record show it's just given to the library?" B. Schaschek, "It doesn't have the amount." R. Kime, "Us getting from his estate \$960 but that was added to what was already there but we don't know the original amount." W. Nunnally, "To get the conversation going I will move that we take out the \$5,000 for the Steamboat, we take out the \$5,000 for the golf and we take out the \$5,000 for River Realm and we not give them anything." Mayor Ransone, "He made a motion, is there a second?" K. Pollard, "Is that a joke?" W. Nunnally, "No. Let's take it out and put the \$15,000 in our operating account." M. Bombay, "I'll second the motion just to get the discussion going." Mayor Ransone, "In fairness we are okay with everything here. Let's go down to the other one where he just made the motion." B. Schaschek, "Wait we haven't finished here in public safety and code enforcement is the \$4,000 which we are carrying forward from last year which we had done for public safety." W. Nunnally, "What is that?" R. Kime, "We are not carrying it forward we are adding into the budget again." B. Schaschek, "When you talked to McCranie they told you they would become an employee of the town when they were doing that would they be using the towns car and all that would they be paid from the county or paid from Irvington?" Mayor Ransone, "I think we are going to have to research that for next year I think it is going to be too complicated because at the hospital they will just be walking and patrolling the hospital so they can drive there in their personal car and become the employee whereas here they would have to be in a patrol car and we would have to pay the insurance on that and have to buy something for them to drive?" J. Brown, "Do we pay them directly?" B. Schaschek, "They would be our employee?" M. Bombay, "Do we need to take that out of this budget?" B. Schaschek, "It was the publics request to have some security in town." F. Westbrook, "That's the fire grant at \$10,000 and code enforcement at \$1,500." K. Pollard, "So are we going to put some of that toward the library?" F. Westbrook, "We are trying to come up with \$12,000." B. Schaschek, "We need to get through expenses first." Mayor Ransone, "The next one is office expense." W. Nunnally, "That's too high we should knock it down to \$15,000 we can get by on \$15,000." N. Keane, "That's one of my points from earlier, does the office expense include the Rappahannock Record?" B. Schaschek, "No." F. Westbrook, "The notice get split between town council and planning commission." M. Bombay, "Would the new computer be in that?" B. Schaschek, "Yes." W. Nunnally, "We still only spent \$11,175." F. Westbrook, "No, so far we have spent \$13,500." M. Bombay, "But that's through March and we still have a couple of months." R. Kime, "One of the things that is in there as Bonnie pointed out is all the cost associated with funding the emails and stuff and it hadn't been paid in the past." Mayor Ransone, "Do you feel that \$16,990 is what you need to have in there or do you think you can get by with \$15,000 as Wayne suggested?" F. Westbrook, "You need to address that one to Sharon and Roy." R. Kime, "We were satisfied with \$16,990 was adequate. The only thing in that category that would be reduced was the \$1,000 for janitorial. The processing fees associated with funding the emails and the processing fees were \$3,600 that we didn't have before." W. Nunnally, "So we can cut it to \$15,990?" B. Schaschek, "No, they need to find somebody to come in and vacuum and clean the windows and get rid of the cobwebs at least four times per year. Roy and Sharon should not be vacuuming and cleaning." M. Bombay, "It sounds like we need to keep this amount." W. Nunnally, "I withdraw the question. Go to the next one." Mayor Ransone, "Municipal expenses." W. Nunnally, "What is in that one?" B. Schaschek, "That consists of your personal property tax collection fees that is the 10% as well as 10% of what your real estate is, your codification of ordinances, we had to add this year which we did not have last year is election expenses." W. Nunnally, "What is the \$3,000 for?" F. Westbrook, "That's our Rappahannock Record notices and we built in for two conferences for new town council people that might come on board." B. Schaschek, "That's public notices, conferences and seminars and the exact same thing for the planning commission." Mayor Ransone, "But they only get \$1,850." W. Nunnally, "Utilities

there is nothing we can do about that. Town maintenance." F. Westbrook, "Maintenance this year Rannie has worked really hard on getting all the town maintenance under one contract so that is all the grass cutting that's the sidewalk cleaning." Mayor Ransone, "This is cleaning the sidewalks three or four times per year." F. Westbrook, "All of the street sweeping we went from twice to three times per year." R. Kime, "Keeping the grass cut as you are coming into town." Mayor Ransone, "We try to do it [grass cutting] before the Turkey Trot, July 4th, Memorial Day." W. Nunnally, "The guy does a great job. Okay let's go to the next page." F. Westbrook, "We are back down to the expenses categories. Community events." B. Schaschek, "Community events is Christmas, July 4th parade and other." Mayor Ransone, "That's including the electric bill for the lights?" F. Westbrook, "On the tree which runs us about \$700." M. Bombay, "What about the electricity on the gazebo?" B. Schaschek, "That's in the other one. Let's look at Christmas because we had money in there last year to purchase lights. Have we purchased the lights?" Mayor Ransone, "Not yet but we are going to." B. Schaschek, "Because we are budgeting the exact same amount in Christmas as we did last year." Mayor Ransone, "The money budgeted for the lights this year we have to purchase." F. Westbrook, "Then we need to spend the money before June 30. If we do that then we can take out that money out of Christmas here." S. Phillips, "I thought you were looking at any recurring line item in the current budget to replace not only the lights on the Christmas tree this year but the line item in the proposed budget is to replace the Christmas lanterns." Mayor Ransone, "We may have to put that on hold. Let's get the tree first." W. Nunnally, "So how much do we want to allocate for the lights?" F. Westbrook, "I can't remember the exact breakout." Mayor Ransone, "I think it was \$5,000 for the lights." W. Nunnally, "So we can remove \$5,000." B. Schaschek, "I thought it was \$3,500." F. Westbrook, "I was thinking somewhere in the \$3,000 range." Mayor Ransone, "We were going with the LED lights for the Christmas tree so they were more expensive." W. Nunnally, "Let's take the \$3,500 out of it then." Mayor Ransone, "We will still buy the lights this year because we still have that money." F. Westbrook, "We can take the \$3,500 out and reduce it to \$10,000 for community events. Fire and rescue we have gone from \$2,100 to \$2,500 because we discovered we have not been sending money to Kilmarnock we had in the past but somehow that got dropped. Kilmarnock and White Stone serve the town." Mayor Ransone, "White Stone is first call if it's a structure of any kind like the Tides Inn or Hope & Glory there would be two or three departments responding and Kilmarnock would be the second responders." J. Brown, "What about my house?" Mayor Ransone, "If it a structural fire at your house the county sends dual responders to any structural fires. Kilmarnock would go to Lancaster and White Stone would back up Kilmarnock and Kilmarnock would cover Weems part of the county." F. Westbrook, "So we added \$400 to that category to go to Kilmarnock. Flags and banners \$8,200 now that is replacing some stuff too correct?" B. Schaschek, "There was money in the budget last year to do that as well." Mayor Ransone, "We bought some new brackets." W. Nunnally, "We spent \$7,900 last year and we have to spend \$8,200 this year?" Mayor Ransone, "We don't have to that is just the figure they put in." W. Nunnally, "What do we need to spend?" Mayor Ransone, "We don't want the dilapidated flags up there so we are trying to replace with new ones as we go along. Poles are another items that needs to be replaced." W. Nunnally, "Do we spend the whole \$7,900?" M. Bombay, "Apparently we did." J. Brown, "It is already spent. The actuals are \$8,116." W. Nunnally, "Did we get new flags?" R. Kime, "Are flags and banners included in some of the Christmas money? It included putting them up which as \$3,400 but I think part of that was replacement of some lights." B. Schaschek, "Hardware was \$5,000 for the poles." S. Phillips, "\$5,000 was to begin replacing the Christmas tree lights." W. Nunnally, "If we don't need to spend \$8,200 on flags I don't think it should be there and if \$7,900 replaces them." B. Schaschek, "Well some of that stuff is putting it up and taking it down." Mayor Ransone, "Did you all include that into that \$3,400? The \$3,400 is in with the \$8,200?" B. Schaschek, "And then there is an additional \$5,000 for hardware." R. Kime, "That is to replace the lights and lanterns." W. Nunnally, "But you have already spent that for this year." R. Kime, "No that was for the lights that go on the Christmas tree and it hasn't been spent yet it is anticipated to be spent in this actual budget. This is for the lights on the poles and if we don't need them." K. Pollard, "Don't we need new flag poles?" M. Bombay, "It's already in there." R. Kime, "\$5,000 is to replace the lanterns." W. Nunnally,

"That is my question. Do we need to replace them?" F. Westbrook, "Why don't we take \$2,000 out which will leave us \$3,000 towards lanterns." Mayor Ransone, "You have \$8,200 and if you take \$3,000 out." F. Westbrook, "We know \$3,200 is for putting up and taking down." Mayor Ransone, "So you are saying you want to take \$2,000 out?" F. Westbrook, "Yes and make it \$6,200 and then we can make some of the replacements." Mayor Ransone, "Sooner or later those pole lights if you want to keep that look will have to be replaced." B. Schaschek, "Why don't we just take and move that category into capital improvements?" F. Westbrook, "\$3,200 will have to stay there. And you are saying for \$3,200 just have a category for \$3,200? That's not a bad argument we have more than a one year life out of those things when we buy it." B. Schaschek, "That is actually an asset to the town." F. Westbrook, "That's not a bad suggestion at all so let's make it \$3,200." Mayor Ransone, "If you do flags and banners shouldn't you put lights in with it?" F. Westbrook, "We keep everything associated with Christmas in that category." B. Schaschek, "I am going to move flags and banners to capital improvement, not all of it." J. Brown, "So what are you leaving in the \$3,200." F. Westbrook, "\$3,200 under flags and banners represents the contract to put the flags and banners up and take them down. Lancaster Library we have \$1,000." K. Pollard, "Can we up that to \$2,000 since we pulled out all of this other stuff?" W. Nunnally, "I would really like to see us get the Wiley grant for the library and make a real contribution." F. Westbrook, "That was a suggestion that I made to Will is that if you want to we can put the funds at the Kilmarnock Library and the addition of the library happening at Chesapeake Academy since Chesapeake is in our town. Split it. That was the suggestion I made in the email we are open to suggestions we just need to know what you want us to do with this money." Mayor Ransone, "We need to know what we can do with the money and I know you are trying but it may take a while." F. Westbrook, "It is my understanding they meet every other month so there is two months in between sometimes." B. Schaschek, "Wayne is willing to go and talk to Will and those guys do you want to see what he can do?" F. Westbrook, "Have at it with Will I mean he does represent the trust but he turned everything over he forwarded all of my emails to the foundation." W. Nunnally, "Who heads up the foundation is that Cheek?" F. Westbrook, "No it is a woman and I have her name at home if you don't hear from me tomorrow call me and I will get her name." W. Nunnally, "They are good members of our church." Mayor Ransone, "How are we going to do the others still keep the library at \$1,000 or \$2,000 until we find out differently?" W. Nunnally, "There has been some discussion about if they ask for \$5,000 give them \$2,000 and if they ask for \$2,000 give them \$1,000." W. Nunnally, "They are asking for \$2,000." M. Bombay, "Alice made a good presentation I just don't know how they are going to come up with those numbers if their budget is \$647,000 they have to get 40% of that through contributions or donations that is about \$435,000 and the county is giving them if they want to \$123,000, they asked us for \$2,000 where are they going to get the rest does this include their ticket sales at the end of the year?" F. Westbrook, "It doesn't count towards the government thing because she was talking about it has to come from tax money." N. Keane, "They get money from the state." K. Pollard, "But they have five years to get into compliance but I do think they could use the extra \$1,000 and they may have to take it from the raffle." M. Bombay, "I understand they are asking to double that and they don't understand the number of people in our town because they are giving us 50% more people than we have in the town that are using their library. It is just the zip code." W. Nunnally, "Want to give them \$1,500?" M. Bombay, "What is the consensus?" W. Nunnally, "Let's give them \$1,500." K. Pollard, "We need to give them \$2,000." W. Nunnally, "I think we need to give them another \$1,000." K. Pollard, "I do too." W. Nunnally, "I'm at \$1,000." F. Westbrook, "I will reserve comment until I see what the bottom line is going to be." Mayor Ransone, "Next is the Steamboat. Are we good with that?" W. Nunnally, "We have the \$1,200 that we are going to give them." F. Westbrook, "That is the sponsorship." Mayor Ransone, "Is that going to be separated out now are we going to do that separately?" N. Keane, "The other is a donation." B. Schaschek, "I say we just give them a donation and not a sponsorship." F. Westbrook, "Give them just a donation and keep it clean and simple." W. Nunnally, "If we do that will they put our name on the banner?" B. Schaschek, "They don't do that anyway." Mayor Ransone, "They put our name on the banner for the CrabFest." W. Nunnally, "They now call it the Irvington CrabFest and not the Steamboat CrabFest. So we are getting something. I have had

about six people come up to me and say last year I remember specifically they brought a letter to you and said this is a one-time request for \$5,000 and you all gave it to them so why are they asking for another \$5,000 this year and I haven't gotten an answer to that yet." F. Westbrook, "They sent a letter outlining." R. Kime, "It is a different one-time request." Mayor Ransone, "Is there any public comment? I'd like to recognize C. Bradley for a comment regarding the Steamboat Museum." C. Bradley, "The January 25 letter that was sent made it very clear that the \$1,200 is for the sponsorship just like you always do and we give you the next level up of sponsorship because you fall between sponsorship levels and we give you the gifts for the next level up. The \$5,000 is because we are currently raising money for the new exhibit and so we are giving these options to residents and businesses and we simply made the offer to you all just like we are approaching the banks and other businesses just like the open house gave residents the opportunity to fund one it was simply information that we were trying to raise money for this exhibit. We wanted to make sure you were aware of it and we gave you specific examples that were for the same amount that you kindly made last year for our operating budget and to make sure we were not asking for more money than you had given last year." W. Nunnally, "So this is different." C. Bradley, "It is completely different as it has nothing to do with our operating budget and if you choose for example to fund the flag your name will be added to the people who put money toward the flag exhibit and I gave you the prospectus for both the flag and the Bateman exhibit in the January 25th letter. There is a lot of information in there and if you have any questions Barb will be happy to answer your questions." K. Pollard, "Is the museum open now?" C. Bradley, "The museum is planning to open June 11. We need to get the pilothouse in and we need to make sure it is safe for people to be in the building and there is work that will have to happen on the pilothouse once it is in but once we know that it is safe for people to be in there it will be open." K. Pollard, "You are usually open in March." C. Bradley, "Correct but because we had to take the wall down and everything is stripped down and in order to bring the pilothouse in we couldn't bring the new exhibits in and risk damaging them so we plan to open June 11." W. Nunnally, "What can we buy for \$3,000?" C. Bradley, "You can have your name acknowledging that you are supporting the general cost of the new exhibits which was also stipulated in the letter that anything under \$5,000 would just go toward the exhibits in general." W. Nunnally, "Not anything for \$1,000." C. Bradley, "Again, your name would just be added as somebody who supported. We will be appreciative of anything the town would like to give us and live to the law of our letter." F. Westbrook, "There is the bottom line. You have total revenue at \$226,000 and change and total expenditures of \$207,000 and right now \$18,514." W. Nunnally, "So we have gone from \$6,000 to \$18,000." B. Schaschek, "We are only up to the Steamboat Museum and haven't gone any further than that." Mayor Ransone, "How does everybody feel do you want to stay with the \$6,200? I think they are in this town and you constantly talk about publicity and tourism they are a part of this town I don't have a problem with the \$6,200 if you want to change it out and use \$1,200 for sponsorship and give them \$5,000 for a donation." F. Westbrook, "If we are going to do both we are going to have to split it out on here." N. Keane, "You should." M. Bombay, "It will be cleaner but the total number doesn't change. I'd like to keep the donation at \$5,000." K. Pollard, "They are doing an unbelievable exhibit and they are late opening this year and usually I am totally against some of it but I really think they could use the money this year and it is a local tourist attraction and it is in the Town of Irvington." Mayor Ransone, "Putting back into the town." W. Nunnally, "Okay next item. I'm good with the \$6,200." Mayor Ransone, "It will be \$5,000 in donation and \$1,200 in sponsorship." F. Westbrook, "Wife that is the bill we get and that's the wife that is on the Town Commons and the vendors for the Farmers Markets." B. Schaschek, "Why don't we move that into operating expenses? Why does it stay there?" F. Westbrook, "It is only accessible right there on the commons and it is for the community at large it is not an office expense." Mayor Ransone, "It is available for anybody to use who goes to the commons." B. Schaschek, "Is it free?" M. Bombay, "Yes it is free for anybody and vendors to the Farmers Market." Mayor Ransone, "It is free to use but we are paying to provide the service." B. Schaschek, "Is it secure?" R. Kime, "It is not secure." F. Westbrook, "If that is okay we are going to move to Trolley and we have been giving them \$250 every year. Virginia River Realm we could certainly cut some of that I know the argument on both sides but we have given them

\$1,500 and then jumping to \$5,000 is a hefty jump." M. Bombay, "We are getting good publicity like the Shuckapalooza. I visited their website and it took me about five minutes to find all of these things food trails, Irvington Farmers Market, they cover it all. We would have to pay the LocalScoop \$5,000 to get the same publicity." K. Pollard, "I'm in favor of keeping at \$5,000 this year next year we may have to do something different." K. Pollard, "I would feel better if we would go to \$3,000 this year and maybe \$5,000 next year rather than go from \$1,500 to \$5,000." K. Pollard, "We have another \$5,000 that has a question mark if you want to wait and see what comes with that." F. Westbrook, "I think we should talk about both." W. Nunnally, "We have the same argument with the \$5,000 that we have with the Steamboat museum they both create Irvington and help Irvington we had the three most productive income producers in our town come to us and say we put \$100,000 or more in your kitty last year and we would like to have this \$5,000 because we think they are doing a great job I don't think we can speak out of both sides of our mouth if we are going to give to one producer that brings tourism here I think we have to give it to the other three." J. Brown, "I think we need to ask them to give a link to our website they don't have a link to our website and that would be better for us I also think we need to come up with a plan in terms of how we are spending money on tourism because we don't have any goals set we just keep saying this helps our community well does it is this really where we want to go I think it would be helpful to have defined goals surrounding that concept some people say we are a tourist town we are a resort community are we? That is not why I move here. There are positives and negatives about attracting tourist. I think we need to spend some time looking at where we want to go and have our budget reflect our goals." Mayor Ransone, "Consensus is we want to leave it like it is." W. Nunnally, "Yes." F. Westbrook, "Mayors discretionary is \$1,000." Mayor Ransone, "That could be dropped to \$500." W. Nunnally, "Drop it to \$500." J. Brown, "What do you use that for?" Mayor Ransone, "I use it for anything that comes up like flowers for funerals or illness." J. Brown, "We have an actual of \$2,305 what happened that year?" F. Westbrook, "We used some of the discretionary money for the Hardesty retirement party at the Tides Inn and it was a one-time thing." Mayor Ransone, "Change it to \$500." Mayor Ransone, "The last one is the golf and they submitted a letter." B. Schaschek, "Rannie, In a recent workshop town council has requested further explanation of the town benefits for the \$5,000 town contribution to the Golden Eagle of Irvington for the year 2020. Please inform the council that the below addition to my letter dated 4 April 2019. Besides the overall benefits outlined in my letter date 4.22.2019 the Golden Eagle will provide a free golf tournament in the month of November for the citizens of Irvington with each golfer providing a prize for each other which is at a normal rate of \$69 per player. Also if the council grants the full requested amount of \$5,000 the Golden Eagle will decrease the normal weekend rate Friday, Saturday and Sunday from \$69 by \$5 for all Irvington residents." N. Keane, "Is that for the whole year?" B. Schaschek, "Yes plus the tournament is free to Irvington residents." M. Bombay, "Didn't we used to get a tournament for \$300? F. Westbrook, "That is because the Tides Inn was paying the employees." K. Pollard, "The \$300 was for refreshments and hotdogs. Also Bill Young's first letter said in response to your letter of 10 April 2019. He was not sent a letter so I don't know how got in response to your letter when they were not sent the letter." K. Schaschek, "I did it because you publicly stated you will send it out to everybody and you didn't so therefore I sent it in." K. Pollard, "We only sent three letters and I knew you didn't receive one of the three so to say in response to your letter is out of line. This facility [Golden Eagle of Irvington] is in Lancaster county and I think the tournament should be for all of Lancaster county it is not situated in the Town of Irvington so I think it would be good to go to the board of supervisors and request from them." K. Schaschek, "We will it's on its way." K. Pollard, "I am not in favor of \$5,000. Someone said there are 25 or 30 people in the Town of Irvington that play golf but I think this is out of line to get all of the money from us when you serve the whole community. Did you issue invitations to White Stone? It should be a community thing and not just the Town of Irvington." K. Schaschek, "There are more Irvington residents playing golf than visiting the museum for instance there is no question about that so that's a benefit also you prominently mention the Golden Eagle golf course on your website as an attraction and the other item is the Tides Inn will generate more business because of golf just as an example there was a part of 70 political party who went on a retreat at the Tides Inn and when the golf course was

cancelled they cancelled their contract and they later on found out that the golf course is continuing and at the end of May they will have a tournament so the benefit is to the Tides Inn." W. Nunnally, "I think it is another one of those things that we have to invest into protect ourselves the Golden Eagle used to have not only a local reputation but a national reputation of being one of the nation's best and so did the Tides Inn we worry about the Tides Inn closing and we want to keep them open at any expense we can this group of guys put up some heavy duty money to keep the course open and to keep the town viable and there is no reason in the world that you can justify giving the museum \$5,000 and not give these guys \$5,000 to promote their continued operation of the golf course that golf course probably brings more money here than the museum does these guys spend money they drink at the bar, buy milkshakes at the Local these are not people that just play golf and leave they spend money in this town and we have to do everything we can to save our assets and that was why I was wondering why we can't pull it out of somewhere else other than an operating budget we have to protect our assets." K. Pollard, "Who else is contributing to it are you just sending a letter to the town or are you reaching out to Kilmarnock or Lancaster County? K. Schaschek, "Our members are contributing as well as 30 people who are the guarantor for the Tides Inn so that the Tides Inn will not have a deficit we guarantee the Tides Inn there is a budget that we all agreed upon and if we reach the budget then it is fine if not then the guarantors have to pay for that and there is a substantial amount of money sitting there from private funds who are Irvington residents by the way." W. Nunnally, "It's not much but I've had two or three of what I would consider valuable families say they moved here so that they could play golf and one reason was that golf course and if that golf course shuts down we are going to lose three families that will move to Charleston or somewhere else and that would really hurt us if we can spend \$5,000 to keep those folks alive." K. Pollard, "Roy and I met with the two gentlemen from the Enchantment Group and Ms. Tang and they informed us that golf is going out and the Tides Inn is concentrating on water sports such as kayaks, paddleboards, jet ski, Duffy boats and golf is slowly slipping away and that is exactly what they told us." W. Nunnally, "There was a recent great article in Wall Street Journal on that very thing Kathleen and where it is dying is with young people but it is actually building up with older people the statistic was from 55-70 it is a growing population with the declining population being youth and I am thinking we don't have a youth population." F. Westbrook, "The Tides Inn has committed for three years right?" K. Schaschek, "It is committed for three years with two one year possible extensions so possibly five years. Kathleen you mentioned that you met with the Enchantment Group that was prior to them changing it they have a total marketing team who was at the course and came up with a total campaign for the course on a national basis and they are continuing to work with us and the enhancements to the course." M. Bombay, "How many people in town play there and how often do they play? K. Schaschek, "Over 400 rounds." M. Bombay, "How much time?" K. Schaschek, "Probably compressed of about six months but I didn't take into consideration some of the members like me who constantly play." M. Bombay, "My concern is if the town donates \$5,000 and then the organization says on weekends we will reduce the rate by \$5 for everybody in town that is not the real reason we should be giving money to decrease the amount that people are paying." F. Westbrook, "Town people play during the week but not on weekends." W. Nunnally, "I thought we were buying a golf tournament I didn't think we were making a donation." M. Bombay, "It's using the money for reductions and other things it's just like when they say send us \$25 for ABC Foundation and then we send it to them and get 800 mailings they spent more in postage than we were giving." K. Schaschek, "We don't have to give the discount." M. Bombay, "If we are giving the money don't give the deduction because then we are losing the value of our money if people are going to play they are not to not play there because it is \$5 extra so take the money that the town gives and use it for the benefit." N. Keane, "He was trying to come up with a value because it is not a donation it is in exchange for services." M. Bombay, "It is a service but something else sticks in my craw that if you all don't make the money then the guarantors have to make up the difference." K. Schaschek, "And we can potentially close the doors." M. Bombay, "Then I am seeing our \$5,000 just helping out the guarantors which is fine but how many guarantors are there because they are getting a \$1,000 ride if there were five guarantors and you wanted \$5,000 that's goes on to the bottom line because

this is a for profit." F. Westbrook, "So strike the discount play." K. Schaschek, "The contract as stipulated we don't make any profit it all goes back into the course." B. Schaschek, "They do not make a profit everything goes back into the course and the people remember we saved fifteen jobs." W. Nunnally, "When we think about that \$5,000 investment to save fifteen jobs is amazing." K. Pollard, "What are you going to ask the county for and how much do you need total and what is the budget for this tournament?" K. Schaschek, "Bill is going to ask the supervisors for a little bit more. The whole budget is \$800,000 per year. I don't know what the budget for the golf tournament will be it depends on how many people play." J. Brown, "Are they registered as a nonprofit?" N. Keane, "No." Mayor Ransone, "We had an Irvington tournament but haven't done it for two years it was rained out one year and then Gordon who was the driving force left." M. Bombay, "I think having a golf course here helps us because as people have said people move here to play golf and if I want to sell my house and I can't sell it to a golfer I am reducing my market." Mayor Ransone, "We went from three courses to one in ten years." F. Westbrook, "Do these figures represent what we are going with?" W. Nunnally, "I vote for the \$5,000 for the golf." M. Bombay, "With the \$5,000 you have a surplus of \$19,000." Mayor Ransone, "If we go back to the library, do you want to give them \$2,000 since we have the \$19,000." K. Pollard, "Yes." M. Bombay, "Yes." W. Nunnally, "If Kathleen will go with the \$5,000 I will go for the \$2,000." K. Pollard, "No I will go with \$4,000." W. Nunnally, "I am going to get that money for the library Kathleen." K. Pollard, "That's fine but it may take a year or two but we are talking about right now." Mayor Ransone, "Let's go around the table for the golf and the library." F. Westbrook, "I am fine with the way it is I like that - \$2,000 for the library and \$5,000 for the golf." B. Schaschek, "I am good with \$5,000 and \$2,000." W. Nunnally, "I am good with \$5,000 and \$2,000." K. Pollard, "I am a no for the \$5,000." Mayor Ransone, "So that gives us \$18,000 to the good." F. Westbrook, "Now that we have done this does this constitute as a first reading?" Mayor Ransone, "Yes." N. Keane, "You have agreed to all of this have you gotten to the capital budget? Is any money that you are using to appropriate or take out of income going into the capital budget?" K. Schaschek, "Net profit goes into the capital budget." F. Westbrook, "This is essentially going into the capital budget." N. Keane, "You need for the capital budget to be on the capital budget." F. Westbrook, "We can say donation to capital budget of \$18,014." Mayor Ransone, "Any other comments before we close up?" K. Schaschek, "I would suggest that we go through the capital budget and then revisit this operating because capital budget is largely dependent on what your contributions are because if you don't come up with proper contributions forget about a capital budget." Mayor Ransone, "Would the \$18,000 suffice?" K. Schaschek, "Nope. Well it depends on what you want to do if you want a town hall no." Mayor Ransone, "We might not want it right now but we may want it in five years." K. Schaschek, "That is not enough I can present your whole plan with or without all that stuff but basically you have two alternatives 1) cut the taxes and do whatever you do right now or save more money and come up with a new town hall." F. Westbrook, "Adding the donation to the capital budget that brings us down to a balanced budget." N. Keane, "Are you going to keep your storage shed and other items listed." F. Westbrook, "We don't know." B. Schaschek, "This is part of the long term plan." F. Westbrook, "This is something we are going to cover after the budget." N. Keane, "Are you going to take it off of the budget or are you going to leave it on here and approve it as part of the budget." Mayor Ransone, "You have to leave it on there." F. Westbrook, "No we decided the other night when we were here Friday that we were going to deal with the capital budget later." N. Keane, "You were going to have a detailed one with a capital calendar, CIP." F. Westbrook, "None of that has been done." N. Keane, "Don't you have to give last year's numbers and bring them over to this year." F. Westbrook, "That's not going to be a part, what you are asking me is, is this going to be a part of the public hearing and all of that?" N. Keane, "In other words I would not take away everything you have in here you already have the tennis court repair and other things that are already on here. I'm suggesting you pass it the way that I suggested and next year you refine it with all of the detail it needs." K. Schaschek, "Just show the plan on page four. This is an allocation it doesn't mean that you spend it because this is an allocation and when you do a financial plan you start with an allocation and then every year in itself is your plan every year you add a year to it and the numbers in there can slide for instance the tennis court repair could go a year earlier or

year later but it will show you when you how much money you have left that's the whole idea why you do a capital budget so you see the key is the beginning balance. Capital budget ties into your balance sheet when you go to the beginning balances you have \$281,000 that is your retained earning minus the dedicated CD's when you tie it back to your balance sheet and that's how people see that you have funds which you are going to allocate because otherwise you have \$360,000 constantly." B. Schaschek, "That's" right this is just a plan not an allocation." F. Westbrook, "So we are going to leave this as part of the budget. This can stand as the first reading."

N. Keane, "Yes, but as amended because you have amended a bunch of things, and so Bonnie would need to give us a copy." Mayor Ransone, "Before we quit we need to make a motion to allow Wayne to do the Lokey-Wiley." B. Schaschek, "Don't we have other things on the agenda?"

N. Request from SEM to use Town Commons for 2019 CrabFest

1. Mayor Ransone, "The Steamboat Era Museum has requested use of the Town Commons for the 2019 CrabFest." W. Nunnally, **"I MOVE THAT WE LET THEM DO IT."** J. Brown, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed say nay."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION THAT WE I MOVE THAT WE LET THEM DO IT is passed 6-0.

Mayor Ransone, "I need **A MOTION TO ALLOW WAYNE TO WORK WITH THE LOKEY-WILEY FOUNDATION TO GET THE MONEY DISPERSED INTO UNRESTRICTED FUNDS.**"

F. Westbrook, "Move." W. Nunnally, "Can I have authority to have someone help me" F. Westbrook, "Move." J. Brown, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed say nay. Who would you like to help you?" W. Nunnally, "Kathleen."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO ALLOW WAYNE TO WORK WITH THE LOKEY-WILEY FOUNDATION TO GET THE MONEY DISPERSED INTO UNRESTRICTED FUNDS AND TO HAVE SOMEONE HELP HIM IS APPROVED 6-0

J. Brown, "I have a question about the vision statement I guess it was two meetings ago a formal process to get the planning commission to revise the comprehensive plan can I make a motion that we direct the planning commission to do that." F. Westbrook, "We don't have to do it for another five years." J. Brown, "We want to insert the new vision statement." N. Keane, "I think the previous minutes state the vision statement was to go to the planning commission." J. Brown, "Am I supposed to do that or is that M. Mattheisen?" N. Keane, "That would be M. Mattheisen the planning commission is supposed to recommend that it be the vision statement. You all have already said it is the vision statement." J. Brown, "Well it never came up in the last meeting because he wasn't there." Mayor Ransone, "We certainly passed it on."

O. ANNOUNCEMENTS

Mayor Ransone, "AWL, Memory Lane Car Show Saturday May 16, Irvington Commons

1. USAF Heritage of America Band Jazz Ensemble, 'Rhythm in Blue', will give a free concert on Saturday May 25, 7:00 p.m., Irvington Commons.
2. In observance of Memorial Day the Town Office will closed Monday May 27, 2019


P. ADJOURN

W. Nunnally, "I move we adjourn." K. Pollard, "Second." Mayor Ransone, "All those in favor say aye.

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

The meeting was adjourned at approximately 10:30 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR PUBLIC MEETING
MONDAY MAY 13, 2019 6PM**

Sign In Sheet

Name	Address
1. M.C. Bradley	991 King Carter
2. Tom Chapman	62 Old Mill Cove Rd.
3. Mersha Chapman	" " " " "
4. Aline Cooper	311 Gilbert, Kilmarnock
5. Sue Spence	PO Box 396 Irv
6. Buddy Spence	" "
7. Glenn D. Schasch	394 King Carter Dr.
8.	
9.	
10.	
11.	
12.	

RESOLUTION #2019 – 001

ADOPTING RESOLUTION REQUIRED BY CHESAPEAKE BANK

WHEREAS, the Town Council passed a motion, effective March 14, 2019, establishing three new accounts for the Town of Irvington (“Association”) at Chesapeake Bank, (“Financial Institution”) and authorizing the Mayor, Vice Mayor and Treasurer as signatories on such accounts (each an “Agent”); and

WHEREAS, Association currently has and may, from time to time, hold additional accounts at Financial Institution; and

WHEREAS, Financial Institution requires the following additional resolution to govern Association’s accounts.

NOW THEREFORE, the Association adopts Financial Institution’s Resolution and RESOLVES that:

“(1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.

“(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this Association’s account(s) are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.

“(3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed in writing.”

“(4) All transactions, if any, with respect to deposits, withdrawals, rediscounts, and borrowings by and on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

“(5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.

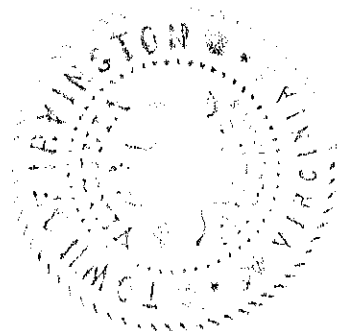
“(6) The Association acknowledges and agrees that the Financial Institution may furnish, at its discretion, automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term “automated access device” includes, but is not limited to, credit cards, automated teller machines (ATM) and debit cards.

“(7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term “alternative signature and verification codes” includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association’s private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.”

(8) This Resolution shall take effect immediately upon passage.

I, Ralph D. Ransone, Mayor of the Town of Irvington, do hereby certify that the above is a true copy of Resolution 2019-001 adopted at a regular meeting of the Town Council of Irvington, Virginia, held on May 13, 2019 at which a quorum was present and voting.

*This resolution was adopted by the Irvington town council
on May 13, 2019 Sharon Shilling, clerk*



RESOLUTION #2019 – 002

BANKING RESOLUTION

WHEREAS, the Irvington Town Council desires to authorize certain individuals to conduct banking business for the Town of Irvington ("Town"); and

WHEREAS, financial institutions may require evidence of such authorization.

NOW THEREFORE, the Town Council RESOLVES that:

(1) The Mayor, Vice Mayor and Treasurer are hereby authorized to conduct banking business for the Town of Irvington as signatories at all depository financial institutions of the Town from time to time ("Signatories").

(2) This authorization includes checking, savings, certificates of deposit and money market accounts.

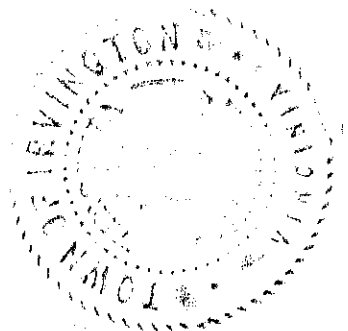
(3) All transactions require two Signatories to conduct business.

(4) Nothing herein authorizes a Signatory to (i) obtain a loan, or to sign, execute, deliver notes or evidence of indebtedness in the name of the Town, (ii) mortgage, transfer, assign, endorse or pledge assets of the Town, or (iii) lease, rent, maintain, access, or terminate a Safety Deposit Box for the Town.

(5) This Resolution shall take effect immediately upon passage.

I, Rannie Ransone, Mayor of the Town of Irvington, do hereby certify that the above is a true copy of Resolution 2019-002 adopted at a regular meeting of the Town Council of Irvington, Virginia, held on May 13, 2019 at which a quorum was present and voting.

*This resolution was adopted by the Irvington town Council
on May 13, 2019 Shannon Phillips, Clerk*



RESOLUTION #2019 – 003

BANKING RESOLUTION TOWN MANAGER

WHEREAS, the Irvington Town Council desires to authorize the Town Manager to conduct specific banking business at financial institutions for the Town of Irvington ("Town") limited to its operating account(s); and

WHEREAS, financial institutions may require evidence of such authorization.

NOW THEREFORE, the Irvington Town Council RESOLVES that:

(1) The Town Manager is hereby authorized to conduct banking business for the Town of Irvington limited to being a signatory on Town checking account(s) which are used as operating account(s) at relevant depository financial institutions of the Town ("Signatory").

(2) This authorization is limited to checking account(s) which are used as Town operating account(s).

(3) All transactions require two signatories to conduct business. Therefore, this Signatory must conduct this authorized banking business for the Town in conjunction with another individual authorized by the Town via a different Resolution.

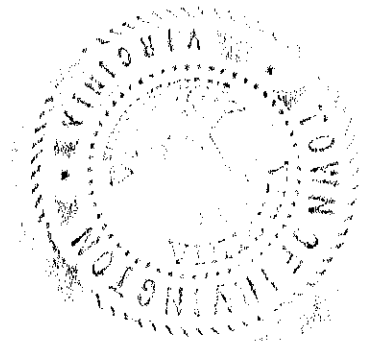
(4) Nothing herein authorizes this Signatory to: (i) obtain a loan, or to sign, execute, deliver notes or evidence of indebtedness in the name of the Town, (ii) mortgage, transfer, assign, endorse or pledge assets of the Town, (iii) lease, rent, maintain, access, or terminate a Safety Deposit Box for the Town, or (iv) conduct banking transactions on any other account(s) of the Town.

(5) This Resolution shall take effect immediately upon passage.

I, Ralph D. Ransone, Mayor of the Town of Irvington, do hereby certify that the above is a true copy of Resolution 2019-003 adopted at a regular meeting of the Town Council of Irvington, Virginia, held on May 13, 2019 at which a quorum was present and voting.

*This resolution was passed by the Irvington
Town Council on May 13, 2019*

Akanna Shelley, clerk



RESOLUTION #2019 – 004

ADOPTING RESOLUTION REQUIRED BY VIRGINIA COMMONWEALTH BANK

WHEREAS, the Town of Irvington (“Corporation”) currently has a certificate of deposit XXXXX0901 and may, from time to time, hold additional depository account(s) at Virginia Commonwealth Bank (“Financial Institution”); and

WHEREAS, the Town Council hereby authorizes the Mayor (Ralph D. Ransone), Vice Mayor (Kathleen Pollard) and Treasurer (Sharon Phillips) as signatories (each an “Agent”) on such account(s) of the Corporation at Financial Institution; and

WHEREAS, Financial Institution requires the following additional resolution to govern Corporation’s account(s).

NOW THEREFORE, the Corporation adopts Financial Institution’s Resolution and RESOLVES that:

“(1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.

“(2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Corporation and certified to the Financial Institution as governing the operation of this Corporation’s account(s) are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.

“(3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed in writing.”

“(4) All transactions, if any, with respect to deposits, withdrawals, rediscounts, and borrowings by and on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

“(5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.

“(6) The Corporation acknowledges and agrees that the Financial Institution may furnish, at its discretion, automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term “automated access device” includes, but is not limited to, credit cards, automated teller machines (ATM) and debit cards.

“(7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term “alternative signature and verification codes” includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation’s private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.”

(8) This Resolution shall take effect immediately upon passage.

I, Ralph D. Ransone, Mayor of the Town of Irvington, do hereby certify that the above is a true copy of Resolution 2019-004 adopted at a regular meeting of the Town Council of Irvington, Virginia, held on May 13, 2019 at which a quorum was present and voting. The vote was as follows:

*This resolution was adopted by the Irvington Town Council
on May 13, 2019 Sharon A. Shelly, clerk*



TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL BUDGET & FINANCE WORKSHOP
FRIDAY MAY 10, 2019 4PM

The Irvington town council budget & finance committee held a workshop on Friday May 10, 2019 at 4PM, in the town office.

A. CALL TO ORDER

Vice Mayor Pollard called the workshop to order at 4PM, and stated Mayor Ransone would join the meeting late and then welcomed everyone. Mayor Ransone arrived at 4:15 p.m.

B. ROLL CALL

Members of Council present: Jackie Brown
Bonnie Schaschek
Frances Westbrook
Kathleen Pollard

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Absent: Wayne Nunnally
Mike Bombay

Guests: see attached sign in sheet.

C. AGENDA

1. FY19-20 Proposed Budget – F. Westbrook, Councilwoman

- a. Revenue
- b. Expense
- c. Capital Budget


Discussion pertaining to the proposed FY19-20 budget.

B. ADJOURN

F. Westbrook, "I move we adjourn." B. Schaschek, "Second." All those in favor say aye.

The workshop was adjourned at approximately 5:10 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL BUDGET & FINANCE WORKSHOP
FRIDAY MAY 10, 2019**

Sign In Sheet

- | | Name | Address |
|-----|----------------------|----------------------|
| 1. | MILT MCINTOSH | 242 STEAMBOAT RD. |
| 2. | MCBRADLEY | 991 KING CARTER |
| 3. | Marsha & Tom Chapman | 62 Old Mill Cove Rd. |
| 4. | WESTWARD SMITHERS | 74 HUNDLEY LN. |
| 5. | Julie & Bill Harris | 1099 King Carter Dr. |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |

TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL BUDGET & FINANCE WORKSHOP
MONDAY MAY 6, 2019 6PM

The Irvington town council budget & finance committee held a workshop on Monday May 6, 2019 at 6PM , in the town office.

A. CALL TO ORDER

Mayor Ransone called the workshop to order at 6:15 p.m., welcomed everyone and reminded this workshop is a continuation of the previous workshop agenda as the council continues to prepare the budget.

B. ROLL CALL

Members of Council present: Mike Bombay
 Bonnie Schaschek
 Wayne Nunnally
 Frances Westbrook
 Kathleen Pollard

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
 Sharon L. Phillips, Clerk, Treasurer

Absent: Jackie Brown
 Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. AGENDA

Mayor Ransone, "The workshop is starting a little late the evening as we had some documents that we needed to print."

D. WORKSHOP

W. Nunnally, "Mr. Mayor I was talking to my colleague and was wondering if we can intelligently do the budget before we get a definite answer from legal counsel on what we can do for certain requests. This little thing [§15.2-2504] that was passed out puts pretty strict requirements on donations to charitable institutions, associations and volunteer non-profit organizations, chambers of commerce, etc. I think we have some ideas in the budget to give money to organizations that do not fit within that and we have to get around that some kind of way. I think I would like Nancyellen to give us a ruling. That's my notification from somebody to somebody." Mayor Ransone, "The point of us meeting tonight was to finalize something to present at the meeting next week because we do need to do something. If it is inaccurate we can take it out if we have to but I think we should try to come to some conclusion because we are supposed to have a pre-meeting with Nancyellen at 6PM." B. Schaschek, "No. That is a closed session." Mayor Ransone, "That's what I said we have a closed session at 6PM." B. Schaschek, "No. She is not part of it." F. Westbrook, "Not if we are going to be talking about her position and her increase." Mayor Ransone, "Does she need to be here at some point for it?" F. Westbrook, "We don't usually have the employees with us when we are talking about their wage increase." M. Bombay, "She could be there for some part of it and then step out." Mayor Ransone, "We called the closed session." M. Bombay, "Technically this does not have to be in closed session." Mayor Ransone, "I know you all have worked hard on getting this stuff straight. Do we have set what we want to do with it, have we put new figures in like we want?" F.

Westbrook, "I think Wayne's point is that when we look under that last category, community support and tourism there are perhaps some entities that might not depending on the interpretation of this document [§15.2-2504] here the Trolley, River Realm, Wi-Fi those things are obviously not non-profit companies. So, I assume Wayne, those are the things we are wondering about now and have that big question mark over those three. So, I think we are right we could leave the dollar amount in there and then after a conversation with Nancyellen if need be we could take them out. That is a simple action of taking it off of the spreadsheet and coming up with new figures. That wouldn't take two minutes to do that part of it." M. Bombay, "Is the Wi-Fi considered a contribution or is that something we are paying somebody for." B. Schaschek, "It is under tourism because it is for the Commons." M. Bombay, "Right but are we paying that? So, that is not a part of the question." F. Westbrook, "We get a bill for that don't we Sharon?" B. Schaschek, "Wi-Fi is a bill." Mayor Ransone, "Pretty much everything is fine we just have issues with these non-profits, is that what I am understanding?" F. Westbrook, "If we are reading this correctly." M. Bombay, "If they are 503-C's then we should not have a problem with paying contributions. So, I would think the Steamboat Era Museum would be a 503-C and we should be able to take care of that. I'm not aware of what the Trolley is, if that is part of an organization." W. Nunnally, "They provide a service." B. Schaschek, "That is a service because it travels through Irvington." F. Westbrook, "We don't get a bill for it." S. Phillips, "The Trolley is an invoice." F. Westbrook, "Yes, but it is based on what we said we would donate." S. Phillips, "The amount of the invoice has been the same since 2013(?)." F. Westbrook, "Based on what we initially said we would contribute in exchange for them coming into Irvington." R. Kime, "Be careful between contribute and donate. You donate to a charity and on your list you have three that have been considered charities, 1) fire and rescue, 2) Steamboat, at least the \$5,000 and, 3) Lancaster Community Library those are all definitely charities. The other ones you are thinking about are what you pay for some services you get in exchange under the community support and tourism and that is the Steamboat Museum where you get some advertising, the Trolley where you get the Trolley driving around and River Realm where you get some advertising and Wi-Fi is a service. Those amounts certainly could vary if you want to keep them in there. Nancyellen is not going to tell you that you can't give to any of those if you are getting something back from them and you have been and are the thing is if there are any other activities that you might want to consider and are you going to get something back for it. If you don't get something back such as advertising then it would have to qualify as a charity and receive a donation." F. Westbrook, "If that is the case then I don't see any problem with any that are listed on here." R. Kime, "I don't think so either. There may be some discussion that there another one that you want to add on there." M. Bombay, "But the ones that are here now we can go forward with the amounts and present them." F. Westbrook, "Alright then this [§15.2-2504] just muddies the waters for us." R. Kime, "Well that [§15.2-2504] is more geared to address any others you may want to consider." F. Westbrook, "Like what." B. Schaschek, "The Golden Eagle." F. Westbrook, "Well we have been having that open golf tourney for years." M. Bombay, "No, that is not the same. They [Golden Eagle] requested \$5,000." W. Nunnally, "Yes, to help them to stay open." Klaus Schaschek, "In exchange for a golf tournament." F. Westbrook, "Yes, in exchange for a golf tournament is what I thought it was." Klaus Schaschek, "In exchange for a golf tournament is what the letter says." W. Nunnally, "To put on a golf tournament for us." B. Schaschek, "For town residents." Klaus Schaschek, "Here is the letter and I underlined it." W. Nunnally, "Again, if we are buying it and getting a service then I think it would come under donations. With that being said, I see River Realm and though we had agreed on \$5,000." M. Bombay, "That is what they asked for." Mayor Ransone, "We had \$15,000." B. Schaschek, "We upped it and that's why it is highlighted in blue." Mayor Ransone, "You are talking about the second page, right?" All at once, "\$1,500." B. Schaschek, "I don't know what you are looking at. The one that we updated last week. I don't know what she printed out for you. We made it \$5,000 last week." S. Phillips, "If you notice on the charitable donations page that \$5,000 would be considered charitable donations and it is on the blue header. The Steamboat Era Museum appears twice on the budget. Once under charitable donations for \$5,000 and then a second time under community support and tourism for \$1,200." F. Westbrook, "I don't think we need to break out the charitable

donations if they are all attributable to the category of community support." S. Phillips, "Apologies, I thought the budget and finance committee was going to present the budget as they did in previous workshops." F. Westbrook, "There is stuff on here I haven't seen." B. Schaschek, "And it doesn't have the changes that we made last week. I sent you the spreadsheet with the changes we made." S. Phillips, "I received two spreadsheets and they did not match so I spent the majority of the day reconciling the documents." B. Schaschek, "I told you that the one that I sent you was the changes that we made on Monday night and it was the latest one." S. Phillips, "Yes ma'am. I received Fran's document first and yours second. B. Schaschek, "But that is what we started to work with." S. Phillips, "I apologize if I made an error and if you would like to point out the mistake I will correct them now." B. Schaschek, "No. I'm not doing anything. I am done." S. Phillips, "On page one you will notice the green represents your general income or revenue. Page two is general operating. Page three is the new page. Page three represents charitable donations and on the table there were copies of §15.2-2504 that offers a definition of a charitable donation. Per the advice of the town attorney, I added a section to the budget to identify those charitable donations and as has been discussed and identified the fire and rescue at \$2,100 whether it is White Stone or other fire or rescue squads that is a charitable donation. The Steamboat Museum, if you are giving them a donation because they are a 501 (c) 3, that \$5,000 would go under charitable donations and then the Lancaster County Community Library is a charitable donation. If you will flip the page, you will see a familiar category which is community support and tourism. Those items should be fairly familiar to you. Again, the Steamboat is in the budget twice, once as a charitable donation and once as a community support and tourism because there is an exchange of services." W. Nunnally, "I think what they are saying Sharon is they have an updated page here that doesn't reflect the updates." F. Westbrook, "I tell you what I am saying and this is not directed at you personally, I would really have appreciated having this discussion with Nancyellen about this whole charitable donations thing prior to all of this. I am sitting here completely in the dark about this and I have no input on that part of it and as part of budget and finance that is responsible for this budget for how many years? Decades." Mayor Ransone, "No. You haven't been responsible for decades." F. Westbrook, "I know but the budget commission has done your budget for how many years?" Mayor Ransone, "Well let's see. Jackie and I did it for a while and then y'all started around 2003 or 2004." F. Westbrook, "Bob did the first one where these spreadsheets were actually used." Mayor Ransone, "Actually, he started using spreadsheets but then Jerry came in." F. Westbrook, "I'm blindsided here." Mayor Ransone, "In her defense she [Nancyellen] has not been here for two weeks." F. Westbrook, "So why weren't we talked to about this? Why weren't we a part of the decision?" Mayor Ransone, "You are a part of the decision right now. You can make changes to anything on this sheet you want to." F. Westbrook, "I mean...who so you want to prepare this budget is my question?" Mayor Ransone, "I don't have a problem with y'all preparing the budget but it has to go to her to be put on file and then y'all can present it back." S. Phillips, "According to the Constitution of Virginia an elected official may not serve in the roll of staff." F. Westbrook, "I think that maybe for counties and not for small town who have mayor form of government. If we have a mayor and town manager form of government I think would come into play?" S. Phillips, "Is this something we need to discuss tonight or can we move on with the budget?" W. Nunnally, "Mr. Mayor I move we adjourn." F. Westbrook, "That's probably a good idea." Mayor Ransone, "We have a motion to adjourn. Now do you want to meet with her prior to next Monday night?" M. Bombay, "Is she available?" S. Phillips, "Nancyellen asked me to let each of you know she is available Friday afternoon." K. Pollard, "I think it is imperative that we meet with her." M. Bombay, "Especially the budget and finance committee." W. Nunnally, "We also need a true copy of Bonnies budget." W. Nunnally, "Is the finance committee available to meet with her Friday?" F. Westbrook, "These are things we have not dealt with before." K. Pollard, "We need to get it clear." M. Bombay, "I don't want to be accused of, well, we've always done it that way." S. Phillips, "Is this a meeting of all of town council?" Mayor Ransone, "No just a meeting between finance and the town lawyer." W. Nunnally, "If Kathleen and I want to come we can correct?" F. Westbrook, "Yes you may. You can be in the audience." Mayor Ransone, "You can't all meet." K. Pollard, "We can't all meet so let's call it a workshop. F. Westbrook,

"We can post for budget and finance, the two of us can post for a meeting, put it on the door here and the post office. Today is Monday and that's Friday that's our three days." B. Schaschek, "You need three days. That's all you need." K. Pollard, "We can participate then?" Mayor Ransone, "So you do want it to be?" B. Schaschek, "All you need to do is take minutes. That's all it means. If there are more than two people you just have to take minutes. Jackie and I had to do that when we met with Wes and what's his name wanted to come so then we had three people and we had to take minutes." F. Westbrook, "You can't vote at a workshop you can just plan to have a meeting." Mayor Ransone, "So you and Kathleen want to be at the meeting?" W. Nunnally, "I am going to try and I know Kathleen want to attend." K. Pollard, "Maybe Jackie will want to attend."

E. ADJOURN

W. Nunnally, "I move we adjourn." K. Pollard, "Second." All those in favor say aye.

The workshop was adjourned at approximately 6:35p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

A handwritten signature in cursive script, reading "Ralph D. Ransone", is written over a horizontal line.

Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL BUDGET & FINANCE WORKSHOP
MONDAY MAY 6, 2019 6PM**

Sign In Sheet

Name	Address
1. Megan Schiffres	15 E Church St, Kilmarnock
2. M.C. Bradley	991 King Carter Dr
3. Alan D. Schaschel	394 King Carter Dr
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL BUDGET & FINANCE WORKSHOP
MONDAY, APRIL 29 2019 6PM

The Irvington town council budget & finance committee held a workshop on Monday, April 29, 2019 at 6PM, in the town office.

A. CALL TO ORDER

Mayor Ransone called the workshop to order at 6PM, welcomed everyone.

B. ROLL CALL

Members of Council present: Mike Bombay
Bonnie Schaschek
Wayne Nunnally
Frances Westbrook
Kathleen Pollard

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer

Absent: Jackie Brown
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. AGENDA

1. FY19-20 Proposed Budget – F. Westbrook, Councilwoman

- a. Revenue
- b. Expense
- c. Capital Budget

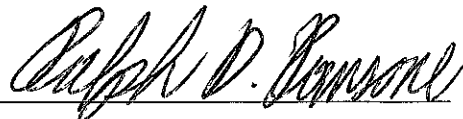
Discussion pertaining to the proposed FY19-20 budget.

B. ADJOURN

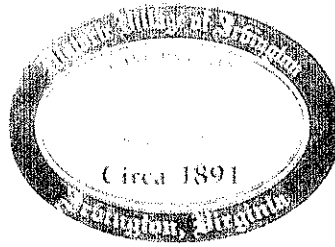
W. Nunnally, "I move we adjourn." K. Pollard, "Second." All those in favor say aye.

The workshop was adjourned at approximately 6:35p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL BUDGET & FINANCE WORKSHOP
MONDAY APRIL 29, 2019 6:00 PM**

Sign In Sheet

	Name	Address
1.	MaryCarm Bradley	991 King Carter
2.	Klaus S.	394 King Carter
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL BUDGET & FINANCE WORKSHOP
TUESDAY APRIL 23, 2019 6PM

The Irvington town council budget & finance committee held a workshop on Tuesday April 23, 2019 at 6PM, in the town office.

A. CALL TO ORDER

Mayor Ransone called the workshop to order at 6PM, welcomed everyone.

B. ROLL CALL

Members of Council present: Mike Bombay
Bonnie Schaschek
Wayne Nunnally
Frances Westbrook
Kathleen Pollard
Jackie Brown

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. AGENDA

Mayor Ransone, "The workshop is to prepare for the FY19/20 budget and we will hold a second workshop on Monday, April 29 at 6PM in the town office if necessary. W. Nunnally, "Mr. Mayor I move to approve the agenda." M. Bombay, "Second." Mayor Ransone, "I was told we should bring this up real quick. I hate to through a loop into things but I think we should discuss this before we approve the agenda. May 9th is our regular monthly meeting and the VIA has scheduled a concert that same night at the town commons at 6:00 p.m. and our regular monthly meeting for May is at 6:30 p.m. and I didn't know how council felt about having it here on the same night. I am thinking about the public not us. We can still have it here on the 9th but because we are having a public hearing on the same night I though the public may want to go to the concert. I discussed this before the meeting with Fran, Sharon, Roy and Nancyellen and wanted to ask how members of council felt about moving the May regular monthly meeting to May 13th. It would be called a special meeting because we are changing our regular monthly meeting but it will still be a regular council meeting. We are thinking about moving the date because of the concert but it is up to council. If council would consider changing the date to the 13th we may need to add it to this agenda. I'm going to go around the table and ask each of you." K. Pollard, "I am fine with the 13th." F. Westbrook, "I am fine." M. Bombay, "If the concert is going on it may limit the number of people who can be here so I think it would be better to have it the following Monday." W. Nunnally, "I am fine with either date." F. Westbrook, "This is the first reading of the budget and this is an important meeting and we wouldn't want to deny them." B. Schaschek, "I'd rather see it changed to the 13th." J. Brown, "I said yes." Mayor Ransone, "We will go ahead and note this on the agenda and change the date to the 13th and call it a special called meeting and there is still enough time to do the notices." S. Phillips, "With your permission I will send out an email, per your request, to change the meeting and post notice in the proper places and the newspaper." F. Westbrook, "I have a question about the agenda. I'm not sure what we are doing with earmarks?" S.

Phillips, "You and I discussed the reason the earmarks are on the agenda is because two CD's, the Lokey and the Bike Path, are earmarked or restricted but there are other accounts and at one point an account that was restricted to the capital improvement fund but when the new accounts were created and accounts were merged somewhere in the minutes it needs to be discussed the values of the assets and the restrictions placed on them." F. Westbrook, "I can't imagine us restricting any of the other accounts. This may be better addressed with the financial policy." S. Phillips, "The financial policy would partner with the minutes but the minutes need to reflect what these accounts are for so that the financial policy applies to them." Mayor Ransone, "This is something we will remove from the agenda, 4D." Mayor Ransone, "We have a motion and a second, all those in favor say aye." All are in favor of approving the agenda.

B. NEW BUSINESS

1. Lancaster County Collection Services Agreement

S. Phillips, "We currently have a collection service agreement letter with Lancaster County that is specific to the real estate. Behind your yellow tab you will see the letter agreement between the Town of Irvington and Lancaster County. This pertains to real estate and vehicle license tax. The terms for this contract are 10% of the gross receipts and on a high level, we refer to this as a turn-key contract because Lancaster provides all the billing, collections, payment transactions, current, real time tax information is available on the Lancaster website which is very useful to Irvington residents and businesses associated with real estate. Lancaster County engages with three other vendors 1) BMS which handles the data processing, letter shop, freight and postage 2) Business Data of Virginia for consulting, real estate rates, they produce the real estate book and reconcile the files and, 3) TASC is the collection agency that is used when properties become 36 month tax delinquent. Lancaster turns 36 month delinquent real estate tax properties over to be collected and ultimately levied. Working with the town attorney, she is preparing that contract and hopes to have draft to you by June." W. Nunnally, "We need a new contract?" N. Keane, "Yes. This is a minimal contract or letter agreement and I don't think there is a proposal to change the terms of the contract in the sense of how much we pay which is 10% but to be more specific about some of the issues that we asked about regarding the tax book which the town office currently receives in a hard copy and would like to receive in an electronic format. Also in conjunction with this contract Lancaster is doing all of the bill collection, payment transaction, receive funds in either cash or check, update their website in real time which is very useful to Irvington because we do not have to take on the responsibility of the data. There is a value associated with that that is unspoken in this agreement." Mayor Ransone, "Are we going to have to do this contract yearly or just one time, how will this work?" N. Keane, "That is up to you all. I think you should give consideration to how long you want the contract to be. The one we have is open ended." Mayor Ransone, "I didn't know if council wanted to leave it open ended or make it good for four or five years?" F. Westbrook, "Well that is if we can get out of the agreement if we needed to. Either one needs to give 90 day notice, or something along that line. There should be substantial notice because if they dumped us and we were left scrambling we would need time to get our act together. It automatically renews of no one says anything." W. Nunnally, "I wouldn't put a time limit on it." N. Keane, "Don't put a time limit on it and say either party can get out of the agreement if sufficient notice is provided." W. Nunnally, "I'm still not clear. Why do we need to change the 2016 letter?" N. Keane, "We don't have to because we are not proposing to pay less or more. In fact we have done enough research to see we are getting a good deal." W. Nunnally, "I'm saying, do we need to wake up the sleeping dog?" Mayor Ransone, "Do we need to add the 90 days though? In case there is a termination?" N. Keane, "Currently we can get out of it anytime." F. Westbrook, "But they could dump us anytime too and that is my biggest concern if they dumped us in July and then what do we do in October?" R. Kime, "Does the letter agreement apply to just the real estate? Should it apply to the vehicle tax, too?" N. Keane, "It should because they are collecting that for us as well." Mayor Ransone, "We are just updating the contract for our records." K. Pollard, "Do they send reports?" S.

Phillips, "The current agreement is very beneficial for the town and we have a high success rate on the first pass. Bonnie Dickson send checks each month for both real estate and vehicle tax and when she generates the checks she will include an updated delinquency list." Mayor Ransone, "So we would incorporate the vehicle tags in with this letter?" N. Keane, "Yes. We would update the letter agreement to include both items and request some things be provided in electronic format." S. Phillips, "You are dealing with both the Lancaster assessor's office and the treasurer's office for both the vehicle and the real estate." W. Nunnally, "Instead of sending them a very detailed contract we should send them an updated letter agreement for both services." N. Keane, "It would make sense to be able to tie this back to the same letter." W. Nunnally, "Do we have to do a motion and a reading?" N. Keane, "Yes. We will take the proper steps once I present council with a draft of the letter agreement. They are giving us a very good rate. If we tried to do this ourselves we would be paying a higher rate. I have seen the contract with their vendor and I can assure we are very lucky." W. Nunnally, "Do we dare change it if we are that lucky? Do we need to go there and open the negotiations?" N. Keane, "We are not going to reopen the negotiations or the fee or the amount we just want to make sure we address the need for proper notice to cancel the service. We want to be in that position and we do need a record of something that substantiates the 10% fee to collect the vehicle license tax, it is not a personal property tax, it is a flat \$20 for vehicles and \$12 for motorcycles."

2. Effect of real estate REASSESSMENT; tax rate lowered to \$.0415/\$100 for 2019

N. Keane, "As we discussed in our small groups we were reassessed last year and the reassessment was some 124 or 125% of our prior year levy and we are only allowed to have a 101% of last year's levy. If you flip to the orange tab you will see the chart identifying the different rates for the proposed real estate tax and behind that chart is the statute that requires our tax rate go down to the default tax reduction. We are going to comply with that and if you look back at the chart, our default rate is going to .0415/\$100 of assessed value which is a reduction from the prior rate of .05/\$100 of assessed value. This will have to be explained to the public during the June public hearing. These pieces of information will be used by you all so that can be put together and explained in that meeting. Sharon would you like to recap Lancaster's plan for next year?" S. Phillips, "Under the orange tab, if you look at the statute and on a high level it is practice that a locality not show a windfall on a year where there has been a reassessment. When I spoke with Marlon Savoy, she said it looks predatory and could compromise the relationship between the vendor performing the assessment and the locality being reassessed for a locality to show a profit during a reassessment year. According to the statute a locality may collect 101% of the prior year's levy but Lancaster county has been doing this for many more years than Irvington so in anticipation of the reassessment they suspect they will lower their tax rate so they don't show a profit and in anticipation of the following year's budget needs they may decide to increase that year's tax rate. Lancaster bases their tax rate on what they need to capture." N. Keane, "You all may have to do the same thing depending on the needs. If you need to increase the tax rate next year they process requires two consecutive weeks of advertising, a public hearing on a separate date from the budget and it is a little more complicated. I wanted you all to be aware of that so that this is not new information next year." F. Westbrook, "They reassess every three years?" S. Phillips, "The county is reassessed every seven years." R. Kime, "You could collect the full amount but it would be much more complicated and not worth doing." N. Keane, "You would be doing something in a different schedule than Lancaster and people in Irvington get their Lancaster bill at the same time as the Irvington bill and it would look unusual for Lancaster to go down on their tax rate and Irvington to go up on their tax rate in the same year."

3. Annual practice of adopting taxes levied and fees imposed by Town

N. Keane, "Moving on to the red tab. We are supposed to be passing on a yearly basis our tax rates and fee rates. Starting this year we will begin that process. The chart behind the red tab gives you some of the taxes and fees that we currently charge for which we can find the back-up meaning either an ordinance was passed or the minutes indicate where a vote was taken to authorize this fee or tax. You will notice on the second page of this tab, the chart that came out of the town code book, and it has a lot of different permits and fee amounts and the reason they did not carry over to our current chart that we will be using with our budget process this year is because we couldn't find the back up for a lot of these permits and fees. We could not substantiate that the town passed an ordinance that authorized a fee be collected. If you look at the first chart the proposed real estate tax rate is .0415/\$100 assessed value and there will be an ordinance drafted that states the town is adopting a .0415 tax rate for real estate and it will reference the ordinance that authorized the real estate tax but it did not include the actual tax rate. This year we will adopt the proposed .0415/\$100 assessed value and that is the lower rate we should use based on the statute. The second category on the cart is other select tax rates and there is only one item which is transient occupancy tax rate 2% of the charge for each room rented. That is found in the town code and was adopted and made effective January 1, 2003. We are going to include that in our annual adoption practice and develop a chart that includes all of our revenues whether it is real estate or transient occupancy. I am calling your attention to this category because it is missing four or five other taxes that we collect because we found something that suggests we don't have the proper information to pass the fee this year. For example the bank stocks tax. There is an ordinance in our town code that calls for bank stocks tax well it is now referred to as bank franchise tax so we are not going to include that in the chart but we are going to continue to collect the tax because we have an ordinance that authorizes the bank stock and we are receiving the money from the banks but we are going to update the code this fall when we do the town code update and we are going to include a bank franchise ordinance that will be put in the town code book and when we get ready to do our taxes and fee rate adoption we will add the bank franchise to that list but if we don't have the appropriate ordinance we can't include on the chart. Same thing goes for cable franchise because that one was modified a few years ago under a contract done by Wes Charlton and I found the contract and there are minutes that say Matt Terry was to draft an ordinance related to the payment of the money to the state and it was never done." F. Westbrook, "Is that a tax that is collected and remitted to us?" S. Phillips, "It comes in as a direct deposit from the Virginia Department of Taxation." N. Keane, "I am trying to make sure that before we pass a rate for anything that we have the underlying authority to collect it in our code book and minutes so that we are not collecting something without authority. You don't adopt the rate before you adopt the underlying authority. The same applies to the local sales tax that we receive from the State and the license tax (auto tags). There is no ordinance for the license tax. There are minutes where it was discussed but it was never voted on. Lancaster does have an ordinance authorizing the levy of a \$20 vehicle and a \$12 motorcycle tax. Irvington uses the same rates but does not have the underlying ordinance so it will not be on the chart. We have to fix that and get an ordinance in place. We did find evidence that in 1957 the town approved a \$2 vehicle tax but in 2013 it was talked about in the minutes but not vote was taken. A couple of other things on the chart, the precious metals dealer fee is the same fee that is authorized by the State and the same \$200 fee that Lancaster is using and I modeled our ordinance after Lancaster's ordinance per Wayne, which is pending and will pass in May so it will go on the chart. The second item is the dog license fee and because you do not have one but you do have an ordinance in the town code for dog licensing but you have never set the fee. You will need to put that in the budget discussion and determine your fee. In the Town Code §90.037 there is a place for council to set from time to time a rate for different classes (neutered vs intact) of dogs." Mayor Ransone, "Do we need to do that?" N.

Keane, "You do not have to set a rate." B. Schaschek, "Is it also in the code that we don't collect it and they direct you to take it to the county? I thought it said that we used the county rate." N. Keane, "Correct but we have to set the rate and they pay it to the county. The county is enforcing our ordinance. There is currently no fence ordinance and there is a \$35 fee on the chart which we removed because there is no fence ordinance. The fence ordinance is on my town code update. There is a fee for raffles and Chesapeake Academy does a raffle but we don't have an underlying ordinance. I need to do more research on raffles because raffles are governed by state law and I don't know if we are supposed to have an ordinance and charge a fee. I'm sure you were at one time." F. Westbrook, "You are supposed to fill out the form for any raffles or gambling, casino type nights." N. Keane, "The code section that is cited on the form is for bingo but I need to do more research. Bottom line, this chart contains only the fees for which we have the authority to collect. We can't do the golf cart. We do have a golf cart ordinance but it does not have authority to charge a fee. This is included in the town code update. When we develop this chart for next year we will add to it the ones we can collect fees for." B. Schaschek, "Are you saying we are not going to be charging a fee this year?" N. Keane, "You can't pass a fee for a golf cart when you don't have authority for the fee. I think the best thing to do for this year is to continue to do what you have done and it will be fixed for next year. I ask that you all review and discuss the proposed fee chart that will be used during this budget cycle because it includes tax rates and fees that we have the authority to collect. You have the ability to increase or decrease the proposed rates and fees." K. Pollard, "What is the \$10 tennis court fee?" B. Schaschek, "There was something in the ordinance that if a family wanted to use the courts it was \$50 fee and then they got rid of that and decided it would be donations in a box but that donation box is gone." F. Westbrook, "It was right around that time frame when council decided not to charge anything because it was a hassle and it wasn't bringing in that much money." N. Keane, "I'm asking if you all want a tennis fee? If not, we will not include an ordinance authorizing a tennis fee?" K. Pollard, "What about a fee to use the Commons? Do we charge a fee to use the Commons?" Mayor Ransone, "No. Historically, the Commons is open to the public and we have never charged a fee but they have to provide a certificate of insurance because it belongs to the town but we don't usually charge non-profits to use the Commons." F. Westbrook, "We do need to keep a calendar." W. Nunnally, "Kathleen has a point. I think we need to consider a fee?" J. Brown, "It should be free to residents and outsiders are charged." N. Keane, "There is a distinction between people who are using it for a business purpose versus a special event such as a wedding." M. Bombay, "We will get more out of that from good will and the VIA Farmers Market draws tourist." Mayor Ransone, "If we charge for one we would have to charge all." F. Westbrook, "We have never been taken advantage of that I am aware of." N. Keane, "That is the presentation on taxes and fees. If you all are not going to change these rates they can be put as they are with the exception of the dog license fee." F. Westbrook, "As it is now they have to go to the county because they have to have a rabies." B. Schaschek, "What happens now is the vet's send it directly to the county." N. Keane, "The County requires the town to have an ordinance." F. Westbrook, "We do if we are going to call the dog warden. We had to have one before they would respond within the town limits." N. Keane, "I suggest you look at §90.037 to see what it says because then you can decide if you don't want to do anything and tell me." B. Schaschek, "You have to have it if you want to call the dog catcher." Mayor Ransone, "We can have the code but we don't have to have a fee." F. Westbrook, "Can't we reference it's in accordance with the county it says there that they pay the county but that we adhere to the county's." N. Keane, "We will come back to you with the town code update to find out if you want to repeal any of this or if you don't want that section. We will take it off of this chart. There will be three different ordinances one for the real estate tax rate, transient occupancy tax and one for the fee rates that we do have that we can substantiate and they will be given to you all for first reading on the May meeting and will be the subject of the public hearings that are scheduled for June 6 and

the second reading which is scheduled for June 13. These are uncodified ordinances and the reason they are called ordinances is because we are having two readings and a public hearing which is required for a real estate tax and an occupancy tax it may not be needed for the fees but there is no point in doing them differently if we do this all together every year. Are there any questions about this? K. Pollard, "What if someone put a sign up in their yard that says posted no trespassing? Mrs. Hall next to Gordon's house has put up two signs that read posted no trespassing." Mayor Ransone, "She has a right to do that. It is her property and it is not against the law to put up no trespassing signs." K. Pollard, "I think it is because she is by herself." Mayor Ransone, "She talked to me one time about people walking their dogs and evidently they came onto her property and one of the dogs was running free and she asked me if we had an ordinance. I told her we have a control your dog ordinance but if you have an issue with the person doing that and he is on your property you can certainly put up no trespassing or call the dog warden or the sheriff." F. Westbrook, "Hanover County requires if you are going to call and report someone as trespassing the first thing they are going to ask you is do you have a no trespassing sign posted? So, you have to have it posted before you can press charges. I don't know if that is the case in Lancaster but I think it is the case in a lot of counties. I know it is true for hunting. No trespassing or no hunting signs in Hanover, you had to have those two things posted before they will do anything." Mayor Ransone, "It's her right as a property owner to post the signs." W. Nunnally, "How about the pallets in the yard as you come into Irvington? They put pallets down where they park in the yard or driveway." F. Westbrook, "The rental property."

4. FY19-20 Proposed Budget – F. Westbrook, Councilwoman

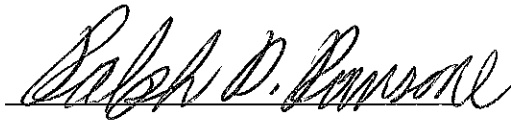
- a. Revenue
- b. Expense
- c. Capital Budget

C. ADJOURN

W. Nunnally, "I move we adjourn." K. Pollard, "Second." All those in favor say aye.

The meeting was adjourned at approximately 6:35p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL BUDGET & FINANCE WORKSHOP
TUESDAY APRIL 23, 2019 6:00 PM**

Sign In Sheet

	Name	Address
1.	Maryann Brady	991 King Carter
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, APRIL 11, 2019 6:30 PM**

The Irvington town council held a regular monthly meeting on Thursday, April 11, 2019 at 6:30 p.m., in the town office.

A. CALL TO ORDER

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

B. ROLL CALL

Members of Council present: Mike Bombay
Bonnie Schaschek
Wayne Nunnally
Jackie Brown
Frances Westbrook
Kathleen Pollard

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, "Everyone has had a chance to review the agenda. Are there any changes or can we approve it as is?" W. Nunnally, "I would like clarification. Sharon has told me the River Realm is under roundtable but I didn't think we had to list items under roundtable for discussion in advance." K. Pollard, "Maybe because it is an outside person and not just us." Mayor Ransone, "We had talked about doing that." S. Phillips, "Susan is here and she is going to speak in public comment and if council decides to talk during roundtable they can." W. Nunnally, "My point, if I want to bring something up, I don't have to put it on the agenda." Mayor Ransone, "Correct. This is a special circumstance. If you want to discuss something in roundtable you certainly can do it. It doesn't have to be on the agenda. If everybody is happy with the agenda? I need a motion to approve the agenda." W. Nunnally, "**I MOVE WE APPROVE THE AGENDA.**" J. Brown, "Second." Mayor Ransone, we have a motion and a second. All those in favor say aye."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE AGENDA IS APPROVED 6-0.

Mayor Ransone, "We have the minutes and treasurer's reports from March 14, 2019. If you want to do both of them at the same time or individually. If there are any changes that need to be made to the minutes now is the time to do it." F. Westbrook, "I have a couple of questions on the minutes. On line 677, there is a

comment that is attributed to me but I don't think I said that. If I did I don't remember, maybe we could double check that. And then on page 21 around line 32. I would ask that we add, 'no action was taken' so that when we go back and look at the minutes we know we didn't take any action at all." S. Phillips, "The very last line states no action was taken." K. Pollard, "Line 480 the vote was 5-1 because I was a nay." W. Nunnally, "Mr. Mayor, the only comment I have is when we do the minutes double spaced my numbering is different than yours. I have horrible vision at my age and require my minutes to be double spaced. I think that when something is said like, the contractor and I met I think the minutes should reflect who the contractor is so that we know the contractor we talked to and I want to write a letter to so and so or talk to a contractor we should indicate who the contractor is or who the property owner is. With that comment **I MOVE THAT WE APPROVE THE MINUTES.**" J. Brown, "Second." Mayor Ransone, "We have a motion to approve the minutes and a second. Is there any further discussion? All those in favor say aye."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE MINUTES IS APPROVED 6-0

Mayor Ransone, "You have the treasurer's report. We are getting close to the end of the year. Everything is moving along pretty good. Any questions or concerns about the treasurers report?" F. Westbrook, "I think the only comment here and this is on Sharon's behalf is that she did not get one of the bank statements until today so there is some interest that does not show up on the report but you will see it next month." Mayor Ransone, "If there are no other comments or concerns I need a motion to pass the treasurers report as is." M. Bombay, "So move." W. Nunnally, "Second." Mayor Ransone, "All those in favor say aye."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE APRIL 2019 TREASURER'S REPORT IS PASSED 6-0

Mayor Ransone, "We now move to public comment. This is the time when the public has a chance to speak on anything about the town. Susan I'll let you go in just a minute. Let's see if anybody else wants to say something first and I'll let you go at the end. M. Chapman, "Anthony Marchetti and Bruce Sanders could not be here tonight. They were partners on the vision statement committee, so I would just like to briefly address the Council how we developed the vision statement. Since many of us on the committee were come here's we started by asking the question why did we come here? What did we like about Irvington? I worked up an initial web identifying various factors from two categories 1) a metaphysical response to Irvington and 2) a natural environments response. Metaphysical response implies an idea about the world and how life should be lived. It reflects big and deep feelings about the important things in life. The web contained more metaphysical factors, twelve (12) of them, than natural environment ones replicating the community survey results regarding Irvington's attraction of 64% for small town atmosphere versus 59% for waterfront location. The 2007 Comprehensive Plan captured this strong emotive pull of our town when it referred to visitors desire to be surrounded by this historic village ambiance and residents treasuring that ambiance. Next, we contributed individual vision statements and extracted the common elements in each. Then we began a draft redraft process in successive meetings and emails to each other combining and improving all of our ideas and language. Throughout this envisioning process we incorporated information

on vision statements presented in the *Planning For Results Guide Book Advice For Building Successful Rural Communities* which was brought to our attention by Cay Bradley. The first and the most important one was *Present Your Image Of How Things Ought To Be In A Way That Captures The Communities Imagination* and the other items words should be brief a paragraph up to a page and the exemplary one was a page long. General, so most citizens can identify with it. Fluid, so it can accommodate change. And positive, focusing on what your community wants not on what it doesn't want. I believe our vision statement meets and exceeds these criteria. It paints a picture of what we love now about Irvington and images what we will love more fully in the future and it welcomes others to love it along with us and that is the key to real and lasting growth. These are the vision statements that are memorable. They inspire and guide harmonious Comprehensive Plans. Our committee followed Council's strict advice to stay close to the principals of the 2007 vision statement and all six of those are included in the vision statement and its instruction that the new vision statement be compatible with 2017 Comprehensive Plans goals, objectives and strategies. I believe it fits seamlessly with the 2017 Comprehensive Plan giving us a document that is internally consistent and satisfying to our community. Thank you for giving us all the opportunity to serve the town in this capacity. M. Bombay, "Mr. Mayor, I would like to thank Marsha Chapman for her time and energy. She did the writing and the rewriting. She put a lot of time and energy into the vision statement and I want to make sure everyone is aware of her efforts. Thank you Marsha. K. Pollard, "Thank you Marsha." Mayor Ransone, "Thank you Marsha." Al Pollard, Sr. "I promised myself sometime ago that I would be off all boards, and so forth when I reached the age of 80 and that's coming in June. So, the end of the June meeting will be my last meeting. I appreciate the opportunity to serve and thought I was going to be able to volunteer for three or four months that was an unexpired term but the unexpired term was for the liaison so, it wasn't available. So, I signed up for a full one and I don't like to feel I am coping out. I hope you understand." Mayor Ransone, "You will be at the June meeting? We will accept your letter after the June planning commission meeting. Thank you for your service Al." Al Pollard, "Thank you for the opportunity." Dudley Patteson, "I am representing three businesses 1) Hope and Glory, 2) Dog and Oyster and 3) I have been asked to stand in for the Tides Inn tonight. We three business represent and contribute substantially to the tourism attraction that we have in this charming little town that we live in. Tourism, we believe, is the economic driver for the Northern Neck and particularly Irvington. People can't find us very easily but tourist come in and look around and decide they want to have second homes here and fortunately many young people are finding out how technology can keep them and their families here. So, tonight for later consideration we have River Realm. River Realm has been a tourism driver that has no real close competitor. It has done things for us, for Irvington, for Lancaster and Middlesex that frankly have not been done before in the past. I have 250 people coming to the vineyard and the Tide Inn has the same 250 coming to their grounds and that is priceless. Most of those people have probably never been here therefore. They are getting exposed to things we need to get out if we are going to continue to modestly grow in the future. We are 100% behind the full funding request by the Virginia River Realm. It is a no brainer for those of us here in the tourism world. We would appreciate the town council considering the full request this year. There are a number of other municipalities that are contributing more dollars than we [Irvington] are being asked to put forth. However, it is a modest and reasonable amount for the Town to consider. Susan Williamson would love to have been here to echo what I am saying but she has the owners and management team tonight. Otherwise she would be standing right here with me. We do have Keith Butler from the Tides Inn and Kilmarnock town council. I think he feels the same way as I do and Susan does. Thank you for allowing me to come and speak on this very important topic." W. Nunnally, "Dudley, these 250 people you referred to, are you contributing that to River Realm? D. Patteson, "Absolutely. 250 people are here because of River Realm. *Shuckapalooza* is their event. It is the first year and it is sold out. These are quality people that we have seen come through the gates of the vineyard tonight. We were taking pre-registration and the event has gotten great coverage from NBC12." K. Butler, "Just to add, we have people staying at the Tides Inn that are involved in this event so it brought room nights which helps with the room tax for Irvington." D. Patteson, "We have *Shuckapalooza* people staying with both the Tides Inn

and the Hope and Glory and both contribute every year a lodging tax which is a material amount of money. The River Realm is a very sound use of tourism dollars from the lodging tax and those in the lodging business would like to see those tax dollars directly put back into tourism uses and River Realm is just one of them. Thank you." Lara Brown, "I am here to volunteer support for our little town and what the county is trying to do for the County Wide Clean Up scheduled for April 27th which was in today's newspaper. We have two small children and lots of friends in the area and in Irvington with small children. We have counted over 30 little ones that now live here and we would like to teach the kids how to give back to the community and support the places we live. I would like to have your support in setting up a Clean Up Day here in Irvington and have the kids run it with parental guidance, of course. The county will provide trash bags and volunteers to collect the filled trash bags. So, on Saturday April 27th we thought we would get the kids out in the neighborhood from 8AM through 12PM to pick up trash. We need to come up with a place to drop the trash bags. I was thinking the Irvington Commons. There is a number to call for trash pickup. I am happy to do that if you agree and coordinate where we can all drop the trash bags off." Mayor Ransone, "I think you can put them by the tennis courts." L. Brown, "That's what I was thinking, right there on the concrete pad." K. Pollard, "And then someone pick them up, not our trash service?" L. Brown, "The ad states trash bags will be provide and for more information contact Bill Lee or a county supervisor so, I will call and get on the list for pick up." K. Pollard, "As long as it doesn't have to be picked up by our vendor, Ambrose Disposal." F. Westbrook, "This is being handled by the county." W. Nunnally, "What is it exactly you want us to do?" L. Brown, "I didn't know if you already had a program in place, if you already had a plan for County Wide Clean Up Day." S. Phillips, "Saturday April 27th is also the Oyster Crawl Fun Run and the rain date for the Animal Welfare League Dog Gone Dog Show." Mayor Ransone, "There shouldn't be a conflict, if they are out collecting trash they can put the bags on the corner of the courts." L. Brown, "We have young families on each end of the village and we thought we would work our way in from each house." Mayor Ransone, "Please make sure they have safety vests since the kids will be close to the road. Otherwise the Town doesn't have a problem." S. Phillips, "I have a statement from Cay Bradley. Cay Bradley was not able to attend this evening and asked me to read a statement in her absence. The museum continues to work to address the questions and requests put forth during the roundtable session in the regular March 2019 Town Council meeting. We continue to consult with Dunton, Simmons & Dunton to understand legal issues. We are making another personal overture to the neighbor to better understand concerns and questions. We intend to keep town council informed of our progress in the upcoming weeks." Susan Cockrell, "I have submitted through Sharon documents that you have in your packet tonight. I just want to say thank you. I was here two years ago just to talk about River Realm and last year I asked the Town to participate financially in the success of what we are doing. You did participate financially and we are appreciative of your support. While I work for the Town of Kilmarnock, I really come on behalf of the partners which are Lancaster and Middlesex Counties and Urbanna. Together, we can do so much more to build this brand. Every dollar makes a difference and every dollar helps to stretch and reach more people. River Realm is a brand designed to bring more people here, to stay longer and to spend more money. Whether they are a guest of the Tides Inn or across the river, folks are paying lodging tax while they are here but they are also contributing as they make purchases at various stores and that money trickles through. Tourism has been an important part for a long time and it still is and we are proud to support you as a town and the businesses in the town in terms of bringing new and recurring guests. I have brought to you a request for \$5,000 for the fiscal year 2020. I wanted to show you the amount of momentum, the sheer amount of people we have been able to reach and the growth since 2017. We have more people coming to the web and they are looking at business locations within the website. More of them are leaving our website and going into those individual businesses and their sites to learn more. We are growing the amount of people that are following us and participating in the email blasts. We send two of those a month. The first one is all about events happening in the region in four to six week outlook. That's all about enticing visitors as to what is going on here, giving them reasons to visit and be a part of what is going on. Our involvement with Virginia Tourism is growing. Virginia Tourism posts every year and we had three specific mentions

this year. We have never had a mention before and those items go to the people and firms they work with in Washington DC, Philadelphia and Charlotte. It's a booklet that can go to the general consumer but it's really targeted to media firms that are outside of our region. Again, it's a way to take our collective strength, utilize the resources in Richmond, reach out a little further and continue to talk about who we are and what we are doing. We talked a little bit about *Shuckapalooza*, if you are not familiar with *Shuckapalooza* it is brand new and is the first program that we developed. *Shuckapalooza* is a private ticketed event that starts on Friday because we want them to spend the night. We want them to spend Thursday night and Friday night and hopefully we can get them to stay Saturday night because we know when they are here, every night they are here they will spend money. They are going to seven locations to get a personalized tour of something unique that they can't see on a day to day basis. They are going into a shucking house. They are going to go inside an oyster nursery. They are going to see what the kids at Christchurch School are doing. Dudley has an amazing East versus West tour of the Chesapeake Bay wine and oyster pairing. One of our partners is Friends of the Rappahannock and they are going to take folks out on their boats to visit the Kellum Reef and they will get to put oyster shells over to rebuild the oyster reef and give folks a really strong ecological understanding of the importance of why that is important to the waterway and the Rappahannock. There are 250 people but we sold that out a month early and these folks are paying very good money for a very high end experience so we are delighted they are here and I'm going to give you a pop out map illustrating the activities and destinations. I just want you to see the kinds of things we do and how we do it and the level of quality we are talking about. This is a pop out map for the event and inside in the middle are the locations but on the backside are all the reasons you want to come back to the region. It's a new festival. And shows ways to get out on the water. It's all kinds of stuff we love and know by heart but maybe you are coming to us from Pennsylvania like this lady I talked to today who is coming from Michigan. 10% of the people coming to *Shuckapalooza* are outside of Virginia. I was pretty surprised by that personally. I thought it would be a little more home grown, a little more regional. We have a lot of folks coming from Fredericksburg and Richmond and Shenandoah Valley and it's all because we are the epicenter of oyster activity. That's one of our claims to fame. It's all about getting out on the water and what we all enjoy and what we talk about is the mission statement, here what's in your comprehensive plan. Most small towns attract. Small towns are one of the major drivers in Virginia Tourism right now. Those are the things we do with your help and support. We do it with the support of businesses. We are happy to do that on behalf of all and to try and raise the water level so that all of the boats associated with tourism and disposable income and folks that are coming from somewhere else can leave some of their dollars in our community. That's what we are doing to support that. You will see some details on page two about who is playing and at what level they are playing. We know that we are already in Urbanna for 2020. They have put that amount in their budget for 2020 and we are there in Kilmarnock. Some people may have questions for Mr. Butler. He sits on our council and has been a part of those decisions. We have a strong relationship with Virginia Tourism that we didn't have two or three years ago that has continued to grow. Yes, I am asking you for the same amount of funding as last year. I truly hope that you will be able to use some of that lodging tax for full funding for 2020. The last page are examples of the kinds of things we do and how Irvington's businesses are highlighted and we have a lot of ways to talk about the amazing things your businesses do and we think that is helpful all around. It is a level of economic development that as a small town we could not do by ourselves but together we are a much bigger entity and we are much stronger and we have some great momentum and we want to continue to do that with your help." W. Nunnally, "What is your budget?" S. Cockerell, "Right now we are working about \$105,000. And you can see who all the players are and what their contribution is for this year and these are the requests for 2020 and what the projections are for next year. If you have any questions, I'm just up the street." Mayor Ransone, "Is there any other public comment at this time? If not, I am going to close public comment and move on to the next thing on the agenda."

D. REPORT FROM THE TOWN MANAGER – R. Kime, Manager & Zoning Administrator

R. Kime, "I will attempt to be brief. I did go to the planning commission meeting and we have something about the vision statement committee and M. Bombay will talk about that. I went to a couple of budget and finance meetings with the committee and we have started to work on the budget for this year and F. Westbrook will talk about that. I went to a website committee meeting and B. Schaschek will talk about that. There have been a lot of committee activity going on. I granted a building permit 2019-15 for the construction of a 280 square foot building Wayne Haynie and his residence on 81 Cedar Dale Lane. It has no Chesapeake Bay Act interaction. I am still reviewing the application for the deck at the Tides Inn and the swimming pool on Chesapeake Drive both of those have some Chesapeake Bay implications and I am going to speak to V'Lent Lassiter when she is here. I think they are both okay but I want to have that confirmed. One of the things we talked about is seeking approval for appropriations that haven't been appropriated other places. We have currently in the budget \$4,500 for the 4th of July Parade and that's half of what we need. I would like to be able to spend that but I don't think we will spend that much but we will have no more than \$3,000 in this fiscal year so we will not have gone over. I would like to have an appropriation for that and we have also discussed appropriations for \$300 for a new air conditioner to replace this one which is noisy and really needs to be redone. I have gotten from VML the insurance contract to look over. And the premium would go from \$4,541 to \$4,867 which is an increase of \$326 this is the same coverage except the cyber security coverage is up and not that I think we need a lot of cyber security coverage but that's what they are paying for. We also should consider renewing the contract with Elborn Electric to install and remove the Christmas lights, flags, banners and poles. That will be \$3,400 up from \$2,900 for the past two years. If Council wants to approve those it would be helpful. In addition to that this coming Tuesday on the 16th we have V'Lent Lassiter from the DEQ coming to give us a quick course on the requirements and limitations of the Bay Act. We have recent complaints of clearing at the end of Chesapeake Drive and right here. Terry Dort and Ian Cheney have reported clearing and when I discussed with them we decided there was a misconception of what the Bay Act said. Terry said that several of her fellow realtors had told prospective clients that was the case so I have asked a realtor here in town for a list of realtors and I would like to invite them to that as well. We have an educational problem that people just don't know that they can't just go in and clear off banks. It's something that's going to take time to straighten out. We have to talk to the contractors too because the land owners say to clear off the bank and the contractors say sure. We are very fortunate to have Ms. Lassiter come out because she can do a fine job and she will be able to talk about it at a high level and it won't look like we are trying to pick on anybody and she can explain how we interact with state level. Another thing that we have been looking at is a shed for storage on the Commons. They Mayor and I walked off some space on the North Commons for a 30'x30' shed with a 10' overhang for a roof/porch to give it some architectural detail. We don't want a square building that looks bad. We do need to clean up the trees in the area to remove the excess tornado damage and provide a better view around the bend on Chesapeake Drive. That should be done anyway. We have about \$10,000 in the budget right now for work on the shed that we could use to do that land clearing that we should do anyway. I think we should appropriate the \$10,000 for the tree removal this year because we've got the money to do it in the budget and I'll get bids on it so that we know what we are doing and at the same time the Council might like to appoint a committee to look at the construction of what we want to build as a shed. I can walk anybody up there and show them the land that we walked off. The Mayor and I stuck flags around so that you can see. It will be toward the front end of the far part of the Commons near the bend so it would be far enough that you get on without interfering with traffic. Moving on, the Chases Cove property that we have talked about for a long time got last night their rip rap permit so that will be in place and they will begin work there. The next thing that I think we will hear from them is they want to demo the old house that is there and build a new one but that is moving along. The owner of the property came in and signed an agreement for planting which I had worked out with V'Lent to take care of the removal of the vegetation that was there. I haven't heard anything more on the Fischer's Pitt property other than we verified the Virginia Department of Mines was shutting the pit down for a while but that doesn't

have anything to do with the dumping in the area but I haven't been able to talk to Brian up at the county on this particular item." W. Nunnally, "What do you mean the pit – the sand pit?" R. Kime, "Yes, the sand pit. The other thing that we talked about last time and I didn't get it done but the commercial vehicles that are parked on land up by as you go around by the Tides Inn there are several neighbors that are upset that we are not enforcing the zoning ordinance. I am willing to craft a letter but I think it would be a lot better if somebody that knows those people talked to them first and I could use some help on that." K. Pollard, "Do you know who it is Rannie?" Mayor Ransone, "Steve Barskdale." K. Pollard, "I have been getting calls too and it looks terrible. It looks awful." B. Schaschek, "They have been sent letters in the past." R. Kime, "At least one letter." Mayor Ransone, "It's the old Hundley property." K. Pollard, "For a while it was gone and now it's more there especially on the weekends it's horrible. It's industrial equipment, tractor trailers, loaders. They are burning after 4PM. It's just an eyesore." R. Kime, "If anybody knows them that would talk to them it would be more effective than writing a nasty letter." F. Westbrook, "It would be a better first step." R. Kime, "That's why I haven't proceeded. On a high note, the light on the flag pole has been repaired." Mayor Ransone, "He asked for a motion to approve the funds for the parade so I think we need a motion to do that." W. Nunnally, "Can I include the air conditioner and the tree removal in the same motion, or do we have to do them separately?" Mayor Ransone, "I think he needs to get some bid in first and then we can make a decision on that." W. Nunnally, **"I MOVE THAT WE APPROPRIATE THE 4TH OF JULY FUNDING TO \$4,500 AND THE AIR CONDITIONER FOR \$300 AND I MOVE THAT THIS IS EFFECTIVE AS OF TONIGHT."** K. Pollard, "Second." Mayor Ransone, "We have a motion and a second. Is there any other discussion? All in favor say aye. All those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROPRIATE THE 4TH OF JULY FUNDING TO \$4,500 AND THE AIR CONDITIONER FOR \$300 AND THAT THIS IS EFFECTIVE AS OF TONIGHT IS PASSED 6-0.

Mayor Ransone, "I think the contract with Paul should be reviewed by the budget and finance committee and we can bring it into the budget as a line item, that's what we normally do." F. Westbrook, "Then we appropriate when we are ready to pay."

E. REPORT FROM THE TOWN ATTORNEY – *Nancyellen Keane, Esq.*,

N. Keane, "1) Regulation of Precious Metals Dealers, I drafted an ordinance that is consistent with the one drafted in October 2018 by Lancaster County and it's going to be introduced for first reading later in the agenda tonight by W. Nunnally.

2) Contract with Lancaster County for tax and fee collection services will be an item on an agenda for the workshop for later this month so I don't have anything to report tonight.

3) Abandoned and blighted properties, I am still working with the town manager and treasurer on collecting information on the properties because all of them have different factual patterns. We will update you at a later meeting.

4) Banking Resolutions, I drafted several banking resolutions that will be introduced later in the meeting by F. Westbrook. Two are required by our depository banks and the others authorize our signatories on certain accounts to take specific actions. The language in these is consistent with what is found on the bank signature cards and protects the town and the individuals acting as signatories.

5) Scheduling workshops and meetings to adopt tax rate, fees and budget, I provided legal advice concerning the requirements for scheduling meetings and hearings to pass taxes, fees and budget. We also discussed the legal effect of the reassessment of real property that was conducted by Lancaster County

which will also be on the agenda for the workshops later this month and that will be discussed substantively at that time.

6) I placed several items on my list to be addressed later this summer. The Town records update; research on zoning legal issues; Chesapeake Bay Preservation Act ordinance, we are going to look at that to see if there are any changes needed. And, the letter of mutual understanding in 1992 with Lancaster County – Roy and I are supposed to be working on that we just don't have anything to report yet." W. Nunnally, "Did you do something with the franchise agreement with Chesapeake Bank?" N. Keane, "We will be looking at drafting the appropriate ordinance when we do the Town Code update but we are not doing it now, we want to do it all at the same time."

F. REPORT FROM THE PLANNING COMMISSION, *M. Mattheisen, Chair Planning Commission*

Mayor Ransone, "Jackie, it is my understanding you were absent from the last meeting so I have asked Mike to come and give the report." M. Mattheisen, "You will remember that late last year you all asked the planning commission to review the business regulations in Irvington and that was substantively interpreted to mean the B1 district business regulations and the CUP regulations. As it happens, A. Pollard, Sr., submitted to the planning commission the proposal to review all of the factors that should go into a review of a CUP with the idea of producing a guideline or a procedural manual for the review of CUP's. He identified fourteen separate factors that should be reviewed. So, we used his proposal as a means of reviewing the business regulations and in the town and then cross referenced his fourteen factors to the zoning ordinance and the Comprehensive Plan so that we could see what was already in those documents guiding those reviews and to see where there might be any holes or deficiencies in the regulations. Subsequent to that there was research done by individual members of the planning commission on other sources of reference material particularly with respect to other local jurisdictions that are similar to ours to see how they were doing things and we could do some comparisons as well. We are particularly indebted to Cay Bradley and Al Pollard Sr., for the research they did. They really dug into this in a number of ways. At the last planning commission meeting we had a very long and in depth discussion of all of those materials and factors. The fourteen factors were consolidated into seventeen groupings and we discussed those in turn. With respect to the more discrete or conventional factors that would be considered in the business regulations for example parking regulations and landscaping regulations our general conclusion was that our regulations are very similar to other similar jurisdictions regulations and there wasn't anything necessarily in particular needed to be addressed with the caveat that Al Pollard Sr., feels that our parking regulations, which are very dimensional because they tell you how many spaces you need and how many big those spaces should be, could be improved by having an operational or functional component to those things that would be more analytical and for every particular situation and he is going to produce an example of such a thing that he thinks will be appropriate for the Town. With respect to the landscaping provisions there wasn't anything in particular. Our landscaping provisions and screening requirements are fairly general. They give the Town a lot of discretion with respect to what to require on a case by case basis. There are reasons why that was chosen to be the process. This is similar to other jurisdictions. It is unlike urbanized jurisdictions where in the screening requirements they will specify not only at 15' setback but encourage seventeen pine trees for every 100' of screening and you have to have eighteen deciduous trees, 6' board on board wooden screening fence, which can be very particular. Ours is more discretionary. Overall, we thought they were adequate as is. There are some examples of other local jurisdictions such as West Point has a fuller description of what the objectives for the screening should be. It is not prescriptive but states generally what the objectives are that are trying to be achieved so that the people reading it can better understand what we might be looking for and we thought that language might be useful to Irvington. There are a category of other factors that we considered that are less discrete and more aspirational. They have to do mainly overall appearance and nature of the town particularly its appearance as a small rural township it often has to do with historic preservation or architectural controls of one kind or another. Those are more difficult to get a handle on. Cay Bradley through her research discovered there was a historic B2

business district in the Town of West Point that is subject to a set of architectural guideline regulations. We reviewed those and they looked somewhat promising. Some parts of it are prescriptive but a lot of it is just permissive and it sets objectives and some general guidelines that may be useful for maintaining a unified architectural appearance that enhances the business district. I agreed to speak with the community director for the Town of West Point to see what I could learn about how these regulations or guidelines are developed and how they have been applied and what the results have been. I have had that meeting and will make my report to the planning commission in June and we can see if this is something that can be applicable here. There other things we are working on and we will come back to you at the appropriate time. With respect to CUP's there was some concern about what the practices are with respect to CUP's monitoring an enforcement. Those are not anywhere in the Code but there is a particular practice that has been used and we decided it might be useful to codify those practices so everybody knows what they are and so that they are applied consistently. I drafted a paragraph and attempted to codify those practices and shared it the town attorney and with the town manager and decided follow up legal research was necessary and once that has been refined we will bring it to your attention.

G. COMMITTEE REPORTS

1. Budget & Finance Committee – F. Westbrook, Councilwoman

F. Westbrook, "We have met several times and made a lot of progress but still have a little bit to go. We meet again Monday the 18th. We have drafted a letter that will be mailed tomorrow to organizations that are requesting any kind of funding from us and we can consider that in the budget process and we are asking for a deadline of April 30th be adhered to so that we get those requests in a timely fashion. That is new for us this year to make it a more level playing field for everyone. We do want to see the request in writing. Additionally, we will be reviewing now on an annual basis from this point forward the tax rates and fees for various situations and we have not done that in the past but feel it is a prudent thing to do. We are recommending that we continue to do that. The financial policy which I had indicated we would probably talk about tonight the changes that budget and finance recommending we consider making is probably going to better served on a workshop level we also have some things that will be decided through the budget process that will need to be included in the financial policy review so we are going to postpone that until after the entire budget process is over. Our Town calendar for the remainder of April and all of May is about as full as any of us can squeeze into our own personal calendar. So we will take this up after the budget process. We will be dealing with the resolutions a little later on the agenda.

2. Website and Technology Committee – B. Schaschek, Councilwoman

B. Schaschek, "Work is continuing on the back-up systems of the application environment and unfortunately we had hoped to have it done this month but there has been a delay due to some naming conventions that we had to work around so we are looking at May 30th if not slightly before then so get all the documentation and everything in place. We are currently waiting on some quotes from several vendors leasing versus purchasing a new printer for the office and those options I'll have that before the next meeting. I'll put a motion in. We are also evaluating some software which will allow us to edit OCR, combining of documents, PDF's creating forms, updating them and keeping them electronically. There are several products we are looking at, again I'll be sending the information out and there will be a motion at the next meeting. The other thing we are looking at, there are several different municipal type, online websites and services that support towns of this size so we are looking at different options as far as putting out our charter and ordinances and being able to link to a governmental type municipality website versus our current website which is more tourist so the link would go from our existing website to a muni website and all of those are maintained there. It is easy to update you can put your minutes financials, everything out there, its searchable. It will link you back if you reference something in the state code it will link you back. There are several out there. One I was looking at recently has about 3,000 municipalities. Hopefully we will get that before the next meeting, if so you will get a motion then. We are going to try to get it all

done within this fiscal year. The last thing we are doing is looking into a notebook for the Town and pending the review on that you may see a motion on that." W. Nunnally, "Did we ever get a safety deposit box?" B. Schaschek, "We are still working on that."

3. Vision Statement Committee – M. Bombay, Councilman

M. Bombay, "Earlier tonight during the public comment we heard Marsha Chapman tell us the process that was used to develop the draft of the Irvington vision statement and I would like to read that to you now so you can hear it for the first time. Looking forward, Irvington will continue to weave together its natural and historic assets, present charm and future growth for the benefit of the town. Irvington began as a steamboat port on Carter's Creek in 1873 and is now a picturesque, historic village known for its strong sense of community, breathtaking scenery, recreational water activities and active, working waterfront. Residents and visitors stroll our Main Street, meet in delightful restaurants and shops, gather on the Commons for Farmers Markets and concerts and take pride in our traditional July 4th parade. In all this, they experience a peaceful, connected and deeply satisfying way of life. On the water, the renowned Tides Inn lends grace and serenity to Irvington while close by busy marinas, boatyards, a yacht club and water activities of all kinds flourish on the Creek. We are stewards of all this beauty and bounty and we envision Irvington growing and evolving in ways that enhance our community life. In our residential areas we encourage open green space, limited density and compatible architecture to maintain our cherished rural village character. Recognizing our attraction for retirement and resort living as well as our appeal to young families seeking a close-knit community, we support local small businesses as they anticipate emerging town and visitor needs and the continuing success of the Tides Inn. Our water is our jewel and we will continue to protect Carter's Creek and the Chesapeake Bay watershed environment for future generations to enjoy. We also support redevelopment of a working waterfront and innovative efforts to expand public access to the water. Envisioning the future in these ways respects Irvington's identity while encouraging its recognized entrepreneurial spirit and potential. It also continues the town's long tradition of actively shaping its own destiny since incorporation in 1955. Preserving our community through purposeful changes assures all of us that Irvington will be as exceptional tomorrow as it is today." Mr. Mayor I don't know if this is the time but we had a motion that we wanted to present for the vision statement." Mayor Ransone, "If everybody is happy with the statement. I didn't know if anybody wanted to reflect on it or say anything at this time or wait thirty days and make the motion at that time, give everybody time to look at it, it's up to Council." W. Nunnally, "Mr. Mayor, I'd like to say this is very effective statement and certainly the result of a lot of hard work and I would support making a motion tonight." Mayor Ransone, "Anybody else have anything they want to say?" F. Westbrook, "It's very well written. I love the picture it paints however, I do think it would be prudent to wait thirty days." K. Pollard, "Where does it go? Where do we use it?" M. Bombay, "If we accept this we will pass it to the planning commission for their review because they will need to approve it to get it as part of the Comprehensive Plan." W. Nunnally, "Is that the protocol? If we approve it why do they need to approve it?" Mayor Ransone, "We are only accepting it as a vision statement for the Town they would still have to incorporate it into the Comprehensive Plan when they review the Comprehensive Plan starting.." B. Schaschek, "No, starting as soon as they are waiting for this and then we had made a motion a couple of meetings ago to remove that one section so they will get this and put it in the Comprehensive Plan and remove the other piece and then we will have a public hearing to approve the Comprehensive Plan." K. Pollard, "Does it go on our webpage? Where do we use it?" F. Westbrook, "Anywhere you want to use it." B. Schaschek, "You normally use it in front of the Comprehensive Plan. That's where it would go again. If you want to put it on your webpage you can." K. Pollard, "I've just never seen one this long, it's usually just a couple of paragraphs. It's beautifully written and it certainly paints a picture of our town but I'm thinking if you are going to be using where else can we put it? We should probably do a brochure the one we did is almost ten years old." B. Schaschek, "It's very well written and I don't really have any changes." J. Brown, "I think it would be appropriate to put it on the website as well as in the Comprehensive Plan." W. Nunnally, "We could put it on the bulletin board at the

post office." B. Schaschek, "We have a new bulletin board at the post office." Mayor Ransone, "That's fine I think we are all on board if anybody wanted to take thirty days to review and then make the motion." N. Keane, "Are we passing it as a ..." Mayor Ransone, "We are accepting it as our vision statement." N. Keane, "Are we passing it as a motion, resolution or ordinance?" Mayor Ransone, "It is a committee that has presented this." N. Keane, "But you have to take action either by motion, resolution or ordinance." B. Schaschek, "Wouldn't it be a motion so then it goes on to the planning commission to get it into the Comprehensive Plan?" N. Keane, "You can do it that way if you want. If it is a resolution or an ordinance you will have to have public input." W. Nunnally, "So Mike, we would simply refer it to the planning commission?" M. Bombay, "Yes." B. Schaschek, "And what is the motion you were making?" M. Bombay, "The one that I had said, **DELIVERING TO THE TOWN COUNCIL THE STATEMENT THAT THEY UNANIMOUSLY RECOMMEND AS THE VISION STATEMENT FOR THE TOWN OF IRVINGTON VIRGINIA AND REQUEST THAT THE TOWN COUNCIL REVIEW AND TAKE FURTHER ACTION AS THEY DETERMINE.** Which can be to pass it on to the Planning commission." W. Nunnally, "I second that." Mayor Ransone, "We have a motion and a second is there any other discussion?" M. Chapman, "I just had one thing to say. I know that compared to the prior vision statement which was one sentence long in the 2017 Comprehensive Plan and got us into a lot of trouble this one is longer but the exemplary statement that they do in the handbook we were talking about is 361 words long and ours is only 300 and Matthews is 317 and Fredericksburg's is 546 so it seems a little long only in reference to that incredibly short thing that did not paint a complete picture of the town and left all sorts of loop holes." W. Nunnally, "Call the question." Mayor Ransone, "Any other comments? Back to Mike's motion, there was a motion and a second, all those in favor say aye and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION DELIVERING TO THE TOWN COUNCIL THE STATEMENT THAT THEY UNANIMOUSLY RECOMMEND AS THE VISION STATEMENT FOR THE TOWN OF IRVINGTON VIRGINIA AND REQUEST THAT THE TOWN COUNCIL REVIEW AND TAKE FURTHER ACTION AS THEY DETERMINE, WHICH CAN BE TO PASS IT ON TO THE PLANNING COMMISSION IS PASSED 6-0.

Mayor Ransone, "We are going to pass this on the planning commission at this time so they can review it and do what they have to do."

4. Parade Committee – R. Kime Town Manager

R. Kime, "We haven't done anything. We need to gear up and start." Mayor Ransone, "I thought maybe would ask the parade committee to dedicate this year's parade to Bob Hardesty and I think that would be a fine thing to do as long as he did the parade for us and of course Jackie Burrell did it for a long time too but Bob did a lot of it so we thought this year we would dedicate this parade to him and maybe have his kids as the grand marshals. If you want to do it in the form of a motion." W. Nunnally, "**I MOVE THAT WE DEDICATE THIS 4TH OF JULY PARADE [2019] TO BOB HARDESTY.**" M. Bombay, "I'll second that." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION THAT WE DEDICATE THIS 4TH OF JULY PARADE [2019] TO BOB HARDESTY IS APPROVED 6-0.

Mayor Ransone, "Any other committee reports at this time? I talked to Paul and the flags should be going up shortly. I think we have gotten that all straight." R. Kime, "We have in the past put the flags up on Memorial Day and take them down and then we put them back up before the 4th of July. We got a complaint last year that we didn't have any flags for Flag Day which is right in the middle. Do we just want to put them up and then up or?" W. Nunnally, "It would save money." Mayor Ransone, "Flag Day is June 14th." R. Kime, "It's just a question of whether we want to put them up and then take them back down." B. Schaschek, "You can leave them up but the problem is that if you have a bad storm where you run into an issue." F. Westbrook, "Can you and Roy talk about it and come to a consensus." Mayor Ransone, "I'll talk to Paul and get with Roy." B. Schaschek, "The problem is if you know there is a hurricane that's when you lose your flags." Mayor Ransone, "The only thing you have that time of year is a thunderstorm. We have left them up for an extended period of time but it's hard when you get heavy rains and storms."

H. NEW BUSINESS

1. 1st Reading of Ordinance 2019-04.01 - Regulating Dealers of Precious Metals in the Town and Requiring a Permit for Such Dealers - *W. Nunnally, Councilman* (see attached)

W. Nunnally, "Do we have to read the whole thing?" N. Keane, "She just has to read the name and first few lines." S. Phillips, "First reading of Ordinance 2019-04.01 – Regulating Dealers of Precious Metals in the Town and Requiring a Permit for Such Dealers.

WHEREAS, The Town Council (the "Council") of Irvington, Virginia (the "Town") desires to adopt legislation in conformity with the applicable provisions of the Code of Virginia 1950, as amended, and contained in Sections 54.1-3100 et seq of the Code of Virginia, regulating dealers of precious metals; and

WHEREAS, The County of Lancaster (the "County") adopted a similar ordinance in October 2018 pertaining to regulating dealers of precious metals; and

WHEREAS, Council determined that in order to protect the public health, safety and welfare of the citizens of the Town, it is necessary to regulate the sale of coins, gems and precious metals in the Town by requiring dealers in such items to be permitted and regulated, and, to coordinate the enforcement of same with the County; and

WHEREAS, having conducted a public hearing, duly advertised, on this Ordinance, the Council hereby **ADOPTS, ENACTS AND ORDAINS** the following Ordinance for the regulation of Dealers in coin, gems and precious metals in the Town, effective immediately
Mayor Ransone, "So that's the official first reading and we have to have a second reading at the next meeting. Wayne are you okay with all of this?"

2. Golf Cart License Display Ad and Form – *S. Phillips, Clerk*

Mayor Ransone, "Sharon has given us a form. Is this Urbanna's?" S. Phillips, "At the last town council meeting you asked me to reference the form used by Urbanna and I am looking for advice as to where to go from there." F. Westbrook, "I did bring the one we used a few years ago but we really weren't prepared to address it at the time. I'll hand this to Nancyellen if you want to take a look but that was just a compilation of three localities and may be worth something." Mayor Ransone, "I like the form." F. Westbrook, "Do you all want this? I brought copies." N. Keane, "The issue we have right now is that the fee was never authorized in our ordinance so there is the issue that the charges for the fee. We can require the application and the insurance to register the golf carts. When we update the code we can add the requirement for the fee." W. Nunnally, "We will do that when we do the update." N. Keane, "Yes." W. Nunnally, "I still think we are putting too much of a burden on the guy to bring his insurance in. DMV only requires that you sign to say you got it [auto insurance] and if you lie you are guilty of

perjury and to me that's a deterrent." F. Westbrook, "I think we should give a little card like you get for your car and require they have it on the cart." W. Nunnally, "I think a sworn statement that I got it [auto insurance] should be enough." N. Keane, "When we do the code update we can look, I haven't done any research on it because it was passed before my time, but the reason the proof of insurance was required, I'm not sure whether that's required otherwise." Mayor Ransone, "If you operate on a state highway it has to have insurance." W. Nunnally, "At DMV I only have to check a box that certifies I have insurance." B. Schaschek, "But you should have to have a card in your golf cart." W. Nunnally, "I think that they do require your registration to be in your car but not proof of insurance." Mayor Ransone, "You should put the card you get from your insurance company in each of your cars." W. Nunnally, "I don't think that's law." B. Schaschek, "If they stop you they ask for your license and insurance." W. Nunnally, "They ask you for our license and registration." Mayor Ransone, "It's not a law but I keep an insurance card in each vehicle in case I'm in an accident so I will have proof of insurance. The thing we need to do for Sharon is get with her and try to figure this out and let her make up one for us. Is that okay with you, Sharon? Just make up something and bring it to the next meeting so we can look at it." S. Phillips, "Yes."

3. Motion to discuss - Long Range Infrastructure – *W. Nunnally, Councilman*

W. Nunnally, "I think the reason this is on the agenda is at the last meeting I mentioned something about we should be looking at our infrastructure. We need to think about water. We need to think about sewer and maybe putting the utility poles underground. These are the things that need to be discussed and do we need to have a committee to start looking into that and what the cost would be? I would love to do that." Mayor Ransone, "We have water. I think you want sewer and these underground poles are going to be expensive." W. Nunnally, "Nobody knows the cost. Everybody says it's going to be expensive, it's outrageous. But I'd like to know." B. Schaschek, "I thought Dominion had, wasn't there something in the paper recently where they were looking at putting them underground?" F. Westbrook, "They did some up there, paralleling the river, the big place that Roger Mudd lived in, Pop Castle. All down through there they have put them underground." M. Bombay, "I think some roads in Irvington are already underground maybe half of Old Mill Cove." Mayor Ransone, "I think Wayne is talking about the main transmission lines because I have underground at my house." W. Nunnally, "I have underground at my house." B. Schaschek, "I have underground at my house but there is pole at the end of the street. The problem is even if they want to what are you going to do with Atlantic because broadband is attached to the telephone poles." Mayor Ransone, "They would have to incorporate that." F. Westbrook, "We can't even get them to make a switch so we can get the dead telephone poles the double poles at that end of town because we are waiting on them." Mayor Ransone, "Wayne has volunteered to be on this committee and we would like to have somebody else with him." M. Bombay, "I would like to be." Mayor Ransone, "Mike and Wayne. We need a motion to make it official." B. Schaschek, **"I MAKE A MOTION THAT WE HAVE AN INFRASTRUCTURE COMMITTEE CONSISTING OF WAYNE NUNNALLY AND MIKE BOMBAY."** K. Pollard, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION THAT WE HAVE AN INFRASTRUCTURE COMMITTEE CONSISTING OF WAYNE NUNNALLY AND MIKE BOMBAY IS PASSED 6-0

Mayor Ransone, "I'm just trying to make this official so that we have endorsed them."

I. NEW BUSINESS

1. 1st Reading Resolution 2019-001 Adopting Resolution Required by Chesapeake Bank

S. Phillips, "RESOLUTION #2019 – 001 (attached)"

ADOPTING RESOLUTION REQUIRED BY CHESAPEAKE BANK

WHEREAS, the Town Council passed a motion, effective March 14, 2019, establishing three new accounts for the Town of Irvington ("Association") at Chesapeake Bank, ("Financial Institution") and authorizing the Mayor, Vice Mayor and Treasurer as signatories on such accounts (each an "Agent"); and

WHEREAS, Association currently has and may, from time to time, hold additional accounts at Financial Institution; and

WHEREAS, Financial Institution requires the following additional resolution to govern Association's accounts.

NOW THEREFORE, the Association adopts Financial Institution's Resolution and RESOLVES that: "(1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.

2. 1st Reading Resolution 2019-002 Banking Resolution (attached)

S. Phillips, "RESOLUTION #2019 – 002 BANKING RESOLUTION"

WHEREAS, the Irvington Town Council desires to authorize certain individuals to conduct banking business for the Town of Irvington ("Town"); and

WHEREAS, financial institutions may require evidence of such authorization.

NOW THEREFORE, the Town Council RESOLVES that:

(1) The Mayor, Vice Mayor and Treasurer are hereby authorized to conduct banking business for the Town of Irvington as signatories at all depository financial institutions of the Town from time to time ("Signatories").

(2) This authorization includes checking, savings, certificates of deposit and money market accounts.

(3) All transactions require two Signatories to conduct business.

(4) Nothing herein authorizes a Signatory to (i) obtain a loan, or to sign, execute, deliver notes or evidence of indebtedness in the name of the Town, (ii) mortgage, transfer, assign, or pledge assets of the Town, or (iii) lease, rent, maintain, access, or terminate a Safety Deposit Box for the Town.

3. 1st Reading Resolution 2019-003 Banking Resolution, Town Manager (attached)

S. Phillips, "RESOLUTION #2019 – 003 BANKING RESOLUTION TOWN MANAGER"

WHEREAS, the Irvington Town Council desires to authorize the Town Manager to conduct specific banking business at financial institutions for the Town of Irvington ("Town") limited to its operating account(s); and

4. 1st Reading Resolution 2019-004 Banking Resolution, VCB (attached)

S. Phillips, "RESOLUTION #2019 – 004 ADOPTING RESOLUTION REQUIRED BY VIRGINIA COMMONWEALTH BANK"

WHEREAS, the Town of Irvington ("Corporation") currently has a certificate of deposit account number XXXXX0901 and may, from time to time, hold additional depository account(s) at Virginia Commonwealth Bank ("Financial Institution"); and

WHEREAS, the Town Council hereby authorizes the Mayor Ralph D. Ransone, Vice Mayor Kathleen Pollard and Treasurer Sharon Phillips as signatories (each an "Agent") on such account(s) of the Corporation at Financial Institution; and"

F. Westbrook, "Is this just the checking account or is this the CD we have there?" S. Phillips, "VCB is just a CD." F. Westbrook, "You all it a checking account." N. Keane, "That is a typo and it is the same resolution as the other bank." F. Westbrook, "On the others we just name the town's positions and not the specific name." N. Keane, "That's because the bank filled it out. Each bank had a different way of handling the resolution." Mayor Ransone, "It will change with the change of personnel." F. Westbrook, "We have to have a new resolution with each change of staff." Mayor Ransone, "You just change the names and titles." N. Keane, "VCB uses both name and title." Mayor Ransone, "It will change with who ever takes over as mayor and vice mayor and clerk." Mayor Ransone, "Fran are you good with that?" F. Westbrook, "Yep."

5. Consideration of a motion to direct Town Staff (attached)

Fran Westbrook, "You got this a few days ago and I hope you have had the chance to check the dates with your personal calendars. I will read the motion and when we get a second we can discuss dates. Motion, effective upon passage, to direct that the Town staff: 1) Schedule workshop(s) for the purpose of discussing a proposed budget on April 22 (and if necessary on April 29) with agenda per the attached; and 2) Draft proposed ordinances/resolutions for introduction (first reading) intended on May 9, 2019 of (a) the Budget, (b) the real estate tax rate, (c) other tax and fees; and 3) Schedule public hearings on June 6, 2019, for consideration of the Budget, establishment of the real estate tax rate, and consideration of the occupancy tax rate and other rates of fees. 4) Place the ordinances/resolutions on agenda for 2nd reading June 13, 2019." Keane, "I want to clarify item one should say budget and other related issues because when you read number one we had only talked about it being the budget and it is more than that and I just wanted to call that to your attention." F. Westbrook, "For the purposes of discussing the proposed budget and other financial issues. And before we second that I would like to bring to your attention on the agenda it says it is at the Irvington Baptist Church but the workshop will be here in the town office. That motion is on the table." Mayor Ransone, "How do those dates sound to everybody?" J. Brown, "I can't make them. I am moving my father on the 22nd and then I have to clean out his apartment and Monday is my only day off and I have to go to Baltimore to do that." N. Keane, "What about the regular meeting of council?" J. Brown, "Thursdays are fine it's Monday that is the problem. It's the only two days in a row that I get off and so until this process is over I just can't commit to Monday's." F. Westbrook, "The workshops." J. Brown, "Yes." W. Nunnally, "Can we do them on Tuesday the 23rd and the 30th?" J. Brown, "I'll be back on Tuesday it's Monday that is the problem for me because I have to go there." F. Westbrook, "If we were to consider the 23rd and the other one leave on Monday if we have to have it." B. Schaschek, "Most of it will get done on the 23rd." N. Keane, "The first one is not on the budget." S. Phillips, "We need to discuss the priority of the workshop. The legal issues were going to be discussed in the first workshop." N. Keane, "I will not be here for the subsequent workshops because I am leaving to go out of the country." F. Westbrook, "If we can address your [legal] items on the 23rd first and then go right into the budget." N. Keane, "They are in order on the agenda as the ones I need to present." F. Westbrook, "The budget is fairly clear cut and there is nothing unusual. We will have a couple of issues to discuss but other than that it is going to be pretty rote so I don't think we will have a big issue." Mayor Ransone, "Is everybody okay with the 23rd so Jackie can be here?" K. Pollard, "I also mention it is no public comment at the workshop." F. Westbrook, "We requested that on the workshops knowing the public will have the opportunity to speak at other meetings so we can get our work done." K. Pollard, "They can come and observe." F. Westbrook, "Budget and finance requested no public comment." B. Schaschek, "They can talk at other meetings." Mayor Ransone, "We will do Tuesday April 23rd and have the other dates tentatively set." F. Westbrook, "The motion is still on the table." K. Pollard, "Second." Mayor Ransone, "We have a motion and a second. Is there any other discussion? All those in favor say aye and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION, EFFECTIVE UPON PASSAGE, TO DIRECT THAT THE TOWN STAFF:1) SCHEDULE WORKSHOP(S) FOR THE PURPOSE OF DISCUSSING A PROPOSED BUDGET AND OTHER RELATED ISSUES ON APRIL 23 (AND IF NECESSARY ON APRIL 29) WITH AGENDA PER THE ATTACHED; AND 2) DRAFT PROPOSED ORDINANCES/RESOLUTIONS FOR INTRODUCTION (FIRST READING) INTENDED ON MAY 9, 2019 OF (A) THE BUDGET, (B) THE REAL ESTATE TAX RATE, (C) OTHER TAX AND FEES; AND 3) SCHEDULE PUBLIC HEARINGS ON JUNE 6, 2019, FOR CONSIDERATION OF THE BUDGET, ESTABLISHMENT OF THE REAL ESTATE TAX RATE, AND CONSIDERATION OF THE OCCUPANCY TAX RATE AND OTHER RATES OF FEES. 4) PLACE THE ORDINANCES/RESOLUTIONS ON AGENDA FOR 2ND READING JUNE 13, 2019 IS PASSED 6-0.

K. Pollard, "Will we all come to the table with what we want on the budget or should we give that to you ahead of time?" F. Westbrook, "We will probably give that to you ahead of time so you will at least have something to look at and you can formulate questions and if it is just housekeeping questions they can be made ahead of time and that will save time at the workshop." W. Nunnally, "Did we say what time?" F. Westbrook, "6PM."

J. Consideration of a request from the VIA to use the Commons on the following dates:

Mayor Ransone, "We have a citizen request to use the Commons on the following date and we can approve this unless there are questions. They want 1) Farmer's Market Days and 2) Thursday, May 9 6-8 PM "Out on a Limb" free concert and 3) Saturday, May 25 7PM USAF Heritage of America Band Jazz Group "Rhythm in Blue" and 4) Saturday, August 31 9AM - 1PM Boot Sale and 5) Thursday, October 31 6-7PM Halloween Parade and 6) Thursday, November 28 9-11AM Thanksgiving Turkey Trot. I think we need a motion to approve the Commons for those dates." F. Westbrook, "Do we keep a book of those dates so that we don't double book?" S. Phillips, "This may not be the appropriate time but I would like to see a form crafted because we only use an online calendar and we did have a mix up last year but fortunately both organizations were able to resolve the mix up amicably. There does need to be some kind of form." F. Westbrook, "I agree." Mayor Ransone, "I need a motion to approve these functions for the VIA for the coming year." F. Westbrook, "I make the motion." B. Schaschek, "Second." Mayor Ransone, "All those in favor say aye."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO ALLOW THE VIA TO USE THE TOWN COMMONS OF THE AFORE MENTIONED DATES IS PASSED 6-0

K. Consideration of a motion to discuss Indemnity Agreements – W. Nunnally, Councilman

W. Nunnally, "I've set here for two years or more and anybody wants to use the Commons we say do they have insurance? Do they give us an insurance form? I asked Sharon to give me the insurance form and this

is what it says, this insurance certificate is a matter of information only and incurs no rights and does not affirmatively or negatively extend all the coverage afforded to the policies. By them giving us this insurance form we have nothing. I think we need an indemnity agreement." F. Westbrook, "That is standard protocol but if we need more we need to talk about it." W. Nunnally, "I'd like to move that we let Nancyellen draw up a standard indemnity hold harmless agreement so that when people use our facilities they have to provide that they have insurance and sign the agreement." F. Westbrook, "So you want both? If it were a workman's comp claim it would come back on the town." W. Nunnally, "We don't know if this covers them off their own premise. This just says hey we have insurance." F. Westbrook, "That's what you usually get when somebody is working on the building or the VIA's certificate is a little different but it covers them for all the events they do but there is a little bit of variation between the organization and the workman or the event." W. Nunnally, "I move our town attorney draw up an indemnity hold harmless agreement that people using our facilities must sign." M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. It seems pretty straight forward do you have what you would need to do that? Do you need specifics?" N. Keane, "It's not complicated but the question is also about what Sharon is saying about the form, people would have to apply to use the town assets, apply to use the Commons and it would be attached to that [certificate of insurance] it's more like you are registering or applying there doesn't have to be a fee associated with it but there is a requirement to fill this form out and sign this thing. Perhaps this will end up going into the Town Code book not as an ordinance but as a requirement that people come to you to use our Commons. Otherwise you will have some that will do it and some that won't. If it is an invitee no this is not about an individual that is walking on the Commons, this is for an event." F. Westbrook, "Exclusive use." W. Nunnally, "Call the question." B. Schaschek, "We had to do those for Lights on the Creek when it became the golf cart parade with the Tides Inn and they had to be signed as well." Mayor Ransone, "We have a motion and a second. All those in favor say aye."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO HAVE THE TOWN ATTORNEY DRAW UP AN INDEMNITY HOLD HARMLESS AGREEMENT THAT PEOPLE USING OUR FACILITIES MUST SIGN IS PASSED 6-0

L. ANNOUNCEMENTS

1. Mayor Ransone, "We have some announcements. Don't forget about V'Lent Lassiter on the 16th at 10AM at the Irvington Baptist Church and 2) the Town Office will be closed Monday, April 22 in observance of the Easter Holiday 3) Town Council Workshop April 23rd 2019 and 4) Town Council Workshop April 29, 2019

M. ROUNDTABLE DISCUSSION

Mayor Ransone, "Anybody have anything they want to bring up while we are here?" W. Nunnally, "I would like to add that my committee also be responsible for looking at traffic conditions to the town." B. Schaschek, "You can look at anything you want related to infrastructure." W. Nunnally, "Thank you." Mayor Ransone, "If anything else comes up just let us know." Mayor Ransone, "Any other roundtable?" K. Pollard, "We have an update on HR because we had a request to have employees update their job descriptions and the new contracts with their new hours and rate and we will have that at the May meeting." Mayor Ransone, "You will also have to give that to the budget and finance committee." K. Pollard, "We need to consider Nancyellen's hours because initially we told her we would pay her five hours a month and there is no way she is doing what she is doing for five hours a month. We will be presenting

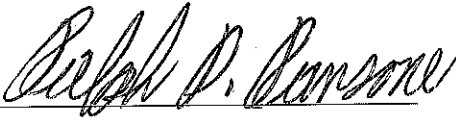
those reports in May." N. Keane, "You all asked me to do some legal research at the last meeting in the closed session and I will be sending you an email about my research." Mayor Ransone, "Do we want to talk about Virginia Realm or hold off until the workshop?" F. Westbrook, "I think it will be fine at the workshop that's where I think it is most appropriate." W. Nunnally, "I don't know how good it is but when you have our biggest contributors to our budget stand up and say they want it I don't know how we can turn them down." F. Westbrook, "You can say that again at the workshop."

N. ADJOURN

W. Nunnally, "I move we adjourn." K. Pollard, "Second." All those in favor say aye.

The meeting was adjourned at approximately 8:20 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

A handwritten signature in cursive script, reading "Ralph D. Ransone", written over a horizontal line.

Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY APRIL 11, 2019 6:30 PM**

Sign In Sheet

	Name	Address
1.	Marsha Chapman	62 Old Mill Court
2.	Susan Cockrell ToBK	579 Rowes Landing Rd Hville
3.	Dudley Patterson	65 Tavern Rd
4.	Klaus D. Schaschel	394 Kings Carter Dr.
5.	Julie Harris	1099 King Carter Dr.
6.	Jackie Simmons	
7.	Lara Brown	77 Mad Calf Ln.
8.	Terri & John Palk	1172 King Carter Dr
9.		
10.		
11.		
12.		

TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, MARCH 14, 2019 6:30 PM

sp

The Irvington town council held a regular monthly meeting on Thursday, March 14, 2019 at 6:30 p.m., in the town office. sp

A. CALL TO ORDER

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

B. ROLL CALL

Members of Council present: Mike Bombay
Bonnie Schaschek
Wayne Nunnally
Jackie Brown
Frances Westbrook
Kathleen Pollard

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, "Everyone has had a chance to review the agenda and if there are any changes this is the time to do it." B. Schaschek, "Yes, under old business, the motion for banking and the new motion for banking, I think they need to be taken off the agenda and moved to at least the next meeting because the new motion for the banking is not in compliance with the existing financial policy and we have updates to the financial policy which we will be discussing at the next meeting but the signatures on the new motion are in direct conflict with the existing financial policy." Mayor Ransone, "You say we have an existing financial policy?" B. Schaschek, "Yes." Mayor Ransone, "Does everybody have a copy of the existing financial policy?" B. Schaschek, "It was approved at the June 2018 Town Council meeting so, yes everybody has a copy." Mayor Ransone, "When did they get the copies of the policy?" B. Schaschek, "Before June because you all approved it." Mayor Ransone, "We had a draft before June but the approved copy is what is being questioned. I don't have a copy of the approved policy." N. Keane, "The approved financial policy is not attached to the June 2018 minutes." B. Schaschek, "I can't help you with that." Mayor Ransone, "We have not had this document. Not all of us have the document you say was approved." K. Pollard, "I only have the draft policy dated March 2018." F. Westbrook, "I do have one." M. Bombay, "I have the one that was sent out in this month's email. I just got it." Mayor Ransone, "So, you did not have it before this email." M. Bombay, "No, I did not have it before tonight. The last one I remember seeing is the draft." Mayor Ransone, "I am not trying to argue. I just want to make sure we all have the same document." B. Schaschek, "Roy has a copy in his files." Mayor Ransone, "Roy how long have you had that file?" R. Kime, "I received this when Sharon sent the files for this meeting and as everybody else has stated, I too have a copy of the draft policy from March 2018." F. Westbrook, "I did not realize the office did not have a copy of the policy." Mayor Ransone, "Do you have a copy now Sharon?" S. Phillips, "The document that the office has is marked draft and dated March 2018. The

document that is being discussed was not read into the minutes nor was it attached to the minutes so there is no source document." N. Keane, "The current situation, as I understand it, Chesapeake Bank gave an extension until March 27, 2019 for us to file the documents for these accounts." S. Phillips, "I spoke with Chesapeake Bank and because the Town does not have proper documentation that supports the signature cards that were presented for the new accounts so the bank granted an extension to the Town Council to provide the necessary motion and correlating documents for signature cards." Mayor Ransone, "We need to make that motion tonight." F. Westbrook, "Our supporting documentation was the fact we had approved the financial policy, that's the supporting documentation for the signature cards." K. Pollard, "Which account are you referring to? The financial policy that was distributed for tonight only references the general operating account. It doesn't reference the new accounts." B. Schaschek, "Yes it does." K. Pollard, "No, it only references the general operating account that was mentioned in the June draft. Nothing else was mentioned." F. Westbrook, "How does this new motion address the general operating account?" N. Keane, "It doesn't. It only addresses the three new accounts that were opened, the two CD's and the money market. Those are the accounts that the bank is looking for before March 27th." K. Pollard, "The financial policy does not reference any signatures for any other accounts so how can we pass something without it being in the financial policy. So can't we get an extension from the bank?" F. Westbrook, "They won't allow that." N. Keane, "You could pass a motion to deal with these three new accounts and then deal with the financial policy later." Mayor Ransone, "I did get the financial policy last week on my email and that's the first time that I had read it over thoroughly but I did have the draft back in June. Historically, we have had the mayor and the vice mayor and the clerk/treasurer on accounts and I think we can abide by that right now, make the motion and go with that and then if we need to change things in the future we can." F. Westbrook, "If we leave this on the agenda we will discuss it at the time it comes up on the agenda." K. Pollard, "So we don't need to change the agenda." F. Westbrook, "We can talk about it in detail when we get to it." Mayor Ransone, "It is still on the agenda it is just that Bonnie wanted to table it until the next meeting but I think we need to get this thing finalized and done by going from the historical aspect of how we have done things traditionally." B. Schaschek, "Actually Kathleen made the motion to approve the policy not me. I withdraw my motion." W. Nunnally, "I move we approve the agenda." K. Pollard, "Second." Mayor Ransone, "All in favor say aye. All those opposed?"

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

The motion to approve the agenda is approved 6-0.

D. APPROVAL MINUTES AND TREASURER'S REPORTS

Mayor Ransone, "I would like to vote on these individually. I am going to start with the February 14, 2019 special called meeting that was about the Chesapeake Bay Act. You all have had a chance to look at these minutes and read them does anybody have any changes they want to make? F. Westbrook, "I have two: 1) line 186, complaint should be compliant; and 2) line 192 at the end of the sentence, "around 11:00 am the work had been halted," and what I had said, "that no permits had been issued," I have no idea if any work had been halted but I do know that I was told that no permits of any type had been issued." K. Pollard, "You do realize that the recorder had cut off at that point during the meeting and the clerk was taking hand notes." F. Westbrook, "No one has ever said anything to me about work being halted. I ask that you remove work has been halted and add no permits of any type had been issued by 11:00 am when I spoke with Brian." R. Kime, "On page 4, I would like to note that Jane Wells statement is incomplete because the recorder cut off. Jane's statement continues and it is not captured in the minutes and I would like for all of the written statements to be included in the minutes." S. Phillips, "There were three written

statements received by the town office and they will be attached to the minutes." Mayor Ransone, "Are there any other changes? If not, I would like to **SEE THE MINUTES APPROVED AS AMENDED AND THE ATTACHMENTS MADE A PART OF THE MINUTES.**" K. Pollard, "So move." J. Brown, "Second." Mayor Ransone, "All those in favor say aye. All those opposed?"

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE FEBRUARY 14, 2019 SPECIAL CALLED MEETING MINUTES AS AMENDED AND THE ATTACHMENTS MADE A PART OF THE MINUTES IS APPROVED 6-0.

Mayor Ransone, "Next is the February 14, 2019 public hearing minutes where we removed the comprehensive plan from the town code. Are there any questions or changes, is everything in place?" Mayor Ransone, "I need a **MOTION TO APPROVE THE FEBRUARY 14, 2019 PUBLIC HEARING MINUTES.**" F. Westbrook, "So move." W. Nunnally, "Second." Mayor Ransone, "All those in favor say aye. All those opposed?"

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE FEBRUARY 14, 2019 PUBLIC HEARING MINUTES IS APPROVED 6-0.

Mayor Ransone, "Next is the February 14, 2019 regular monthly meeting minutes." W. Nunnally, "I was going to wait until roundtable Mr. Mayor but I would like to see the minutes double spaced and a bigger font." Mayor Ransone, "I guess everyone has had a chance to read through these minutes. I read through them and didn't see any errors other than a misspelled word." F. Westbrook, "I think technically you don't approve treasurer's reports they are just filed. It is just a technicality but for protocol you just file treasurer's reports as opposed to approving. You do approve minutes. I know it's how we have always done it that way but we are getting really technical with all our stuff." Mayor Ransone, "I'm not against change but I think it's important the council see the figures and the reports." F. Westbrook, "Absolutely. But what I am saying is you don't typically file financial reports because they are a moving document and stuff is always coming in." Mayor Ransone, "If we are going to look at it during the meeting it would be prudent to approve them." F. Westbrook, "I'm just saying it's the wording." Mayor Ransone, "Are there any other remarks? If not, I would like a **MOTION TO APPROVE THE FEBRUARY 14, 2019 REGULAR MONTHLY MEETING MINUTES PRESENTED.**" W. Nunnally, "So move." J. Brown, "Second." Mayor Ransone, "All those in favor say aye. All those opposed?"

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE THE FEBRUARY 14, 2019 REGULAR MONTHLY MEETING MINUTES IS APPROVED 6-0.

Mayor Ransone, "Next are the balance sheet and the profit and loss report. Any questions?" K. Pollard, "What is the \$1 under miscellaneous income? Why did we receive \$1?" F. Westbrook, "There is a total of \$8 for the year." S. Phillips, "The town attorney wrote a check to the town office for the use of the printer. She came into the office one day and printed something." K. Pollard, "So we charged her \$1 for a photocopy? How did the fee come up?" N. Keane, "I just wrote a check to the town because I don't want anybody to question why I would use the printer for myself." K. Pollard, "We don't charge residents if they come in and ask for a copy?" S. Phillips, "There is no policy in place to charge a resident or the town attorney to use the copier." K. Pollard, "Okay, we have never done that before and I don't think we should charge the town attorney." S. Phillips, "So, in the future there is no need to charge for the use of the printer as long as it is reasonable?" K. Pollard, "If someone comes in with something large send them to Barbour Printing but if they need a copy of a tax form we should not charge them. Does everyone agree with that?" M. Bombay, "I agree." F. Westbrook, "I don't have problem with that. Not only is she the town attorney but she is a resident. I think there is one correction that needs to be made. The Lokey CD, you have a date of 2-26-2019 and it should be 3-26-19. We just renewed it for thirty days until we heard back from the foundation and we are supposed to have a meeting around the end of March and we can continue to renew the CD for thirty days until we get that settled." Mayor Ransone, "If everybody is okay with the treasurer's report **I WOULD LIKE A MOTION TO APPROVE?**" K. Pollard, "So move." M. Bombay, "Second." Mayor Ransone, "All those in favor say aye. All those opposed. If in the future you decide you don't want to do it like that you can decide but I'm going to keep it like that for now until we make the change." F. Westbrook, "Fair enough."

E. PUBLIC COMMENT

Mayor Ransone, "This is the portion of the meeting where guests are invited to speak and tell us what you like or what you don't like. Klaus, you are first."

K. Schaschek, "Two small things. The Bike Path CD needs a new maturity date. And just for your information, you are going to be about \$10,000 short on the income for occupancy tax." W. Nunnally, "Why are we short?" K. Schaschek, "You don't have all the income from the Tides Inn. The projection was \$80,000 and right now it is \$54,000 but when you project what you are going to get in I used the same amounts as of last year and it come up to \$69,000 which makes you about \$10,000 short." Mayor Ransone, "The Tides Inn should be opening March 22 so that income will start back." B. Schaschek, "The Tides Inn will close before Thanksgiving this year so we need to address that in the proposed budget for next year."

C. Bradley, "I am here on behalf of the Steamboat Era Museum and I just want to make sure you all saw the letters that we put in your mailboxes requesting access to the Commons, when it is dry, to facilitate moving the pilot house into the museum. Mr. Mayor, I have answers for the questions you asked me. The pilot house is 27' long and weighs about 5 tons and the distance from the back wall of the museum to our property line is 12'." B. Schaschek, "How are you going to get that across the Commons?" C. Bradley, "We intend to wait until the Commons is dry to move forward. If you would like to have a meeting with other members of the board and the executive director, we are happy to meet with you and listen to your questions and address your concerns." K. Pollard, "How are you going to get it in the museum? Mayor Ransone, "We can discuss that during roundtable. Are there any other comments from the public at this time? If not, I will close public comment." Thank you everybody for coming and you are welcome to stay for the rest of the public meeting."

F. REPORT FROM THE TOWN MANAGER – R. Kime, Manager & Zoning Administrator

R. Kime, "I attended a planning commission meeting on March 5. Councilwoman Brown will discuss that meeting later. I attended a vision statement committee meeting on February 25 and March 7 and Councilman Bombay will discuss that meeting later. The budget and finance committee did not meet this month due to schedule conflicts, but Councilwoman Westbrook will discuss committee actions later. I attended a technical support and website development committee meeting on March 13 and Councilwoman Schaschek will discuss that later.

PERMITS:

2019-11 - Permit for the construction of a garage/storage building at 380 Steamboat Road.

Tax Map 33 Parcel 358 granted to Connemara for Chris Walmsley. This is the former Ennols Stephens property.

2019-13 – Permit for the construction of an addition to a residence at 74 Hunley Lane. Tax Map 33 Parcel 240A granted to J. C. Stanley for Smithers/Keane.

Dudley Patteson has requested permission for a Fun Run on Saturday, April 27, 2019 starting at 9AM. The event will start at the Dog & Oyster, cross Irvington Road, down the west side of Irvington Road to Chesapeake Road to Tavern Road and then left to King Carter, then left again and up the west side of Irvington Road then cross Route 200 back to the Vineyard. It will be in conjunction with the Chamber of Commerce at the same time as the Oyster Crawl. They are not asking the Town to endorse or sponsor the activity they are just asking for approval." Mayor Ransone, "If they are going to be running on the state road do they need to check with the Sheriff?" R. Kime, "They are not planning to run on the road so they don't have to shut the roads down like we do for the parade." F. Westbrook, "When we approve the Turkey Trot we are on Rt. 200 for a short moment and we do have deputies but I don't know if it is required." R. Kime, "We will definitely have deputies. I will check with the Sheriff to see if we have to close the roads but if we do it won't be for very long." **W. NUNNALLY, "I MOVE THAT WE GRANT PERMISSION TO ALLOW THE FUN RUN."** K. Pollard, "Second." Mayor Ransone, "All those in favor say aye. All those opposed.

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO GRANT PERMISSION TO ALLOW THE FUN RUN ON SATURDAY, APRIL 27, 2019 WAS APPROVED 6-0.

Cardinal Waste was our vendor for waste collection and they have four cans at the Commons and one here at the town office. They have sold their book of business to Ambrose Disposal. The previous bill for weekly trash pick-up was \$48/month and Ambrose is currently charging \$95/month for weekly trash pick-up. We will attempt to get other vendors but will have a month or so before we can look at other vendors. A few months ago we talked about the activity at Fischer's Pit. It has been rumored that Virginia DEQ has been looking at Fischer's Pit and has issued a cease and desist order for mining operations because of the dump conditions because of the dump conditions as opposed to a pit where you can take sand out. Over the years someone allowed people to dump without regulation. DEQ is very upset. I am trying to substantiate the rumor and I have been assisting Brian Barnes to determine the ownership of the pit and the land across the street right next to the school board office. The pit is both in Irvington and Lancaster County so both localities have an interest in the area. The county is interested in the land by the school board. I will be working with the county and state to seek remedies regarding the dumping situation and it may involve litigation so I will be talking with the town attorney. We have had a complaint by a citizen that commercial

construction vehicles are being parked on R-1 residential property. We have an ordinance that states if you have an inoperable or unlicensed vehicle the Town can remove the vehicle at the owner's expense. I don't know that the vehicles in question are inoperable. Hardesty wrote those same property owners a letter advising them they couldn't do that anymore and for a while they refrained from storing the vehicles in R-1. **The uses you can have in M-1 industrial are if a contractor equipment storage yard or plants or rental equipment commonly used by contractors.** Those types of storage yards should be in M-1 not R-1. I am requesting permission to write the property owner a letter citing the provisions allowed in M-1 vs R-1. I don't want to send this letter if the town council is aware of other pieces of property that are being used similarly. Some property owners park their boats on their property during the winter but our ordinance doesn't say you can't park your boat on your property." F. Westbrook, "Are you saying that if it has a current license that it is okay or are you saying that if it is M-1 use it can't happen in R-1?" Mayor Ransone, "This about trucks, tractors, bull dozers, loaders, commercial construction equipment, not just a truck. If people park their boats in their yards and they are on licensed trailers and the boats are registered and that is allowed. What you are saying is that the property owner has construction equipment in an R-1 when it is supposed to be in an M-1. If you write the property owner a letter stating that and send it certified mail." R. Kime, "The Tides Inn has requested an application for a zoning permit for a deck that would be added on to an existing building that is clearly within the RPA, the deck would allow them to have four tables and walk out to the beach. I have spoken to V'Lent Lassister and I can grant the Tides Inn an administrative variance if there is no disturbance of any vegetation and there is no vegetation, it's all sand. I am going to continue to work with V'Lent and the applicant." F. Westbrook, "This is at Commodore's?" Mayor Ransone, "Yes, they are remodeling." W. Nunnally, "Do we have to pass a motion?" R. Kime, "Not at this time. I just want you to know what is going on." Mayor Ransone, "Town Council would still have to grant the variance, right?" R. Kime, "No. I can grant the variance administratively. I have to get a water assessment plan from the contractor and there is a process I have to go through." All talking at once, "Should this go through the planning commission?" R. Kime, "If the building were built after 1990 when the Bay Act came in to effect the application would have to go before the planning commission but if it was built prior to 1990 and it is just an addition to the existing building the permit can be handled using an administrative variance. I have learned a lot about the Bay Act and it is very complicated and I am moving forward with V'Lent's assistance. I am not going to grant this permit until I have more information. My last update is regarding Chases Cove. Lancaster County has been holding up a rip rap program for the shoreline until DEQ is satisfied with the replanting schedule for the area where the tornado damage occurred. I have been working with the DEQ because I don't have any experience with replanting schedules. The property owner is also interested in applying for a demolition permit to take down the existing structure which will be subsequently burned. The contractor checked with the county to make sure that his land disturbance which was obtained belatedly will cover the demolition. He will apply for the demolition permit when we resolve issues related to the replanting. The contractor was told by the county that he should make sure there is no asbestos in the building so the county building inspector and I visited the site and confirmed there is no asbestos to be removed. When that permit is submitted and other issues have been resolved I will probably be granting the demolition permit. Today, I received an email from V'Lent stating I had recommended a proposal for replanting and the contractor and the owner, and if we had planted 15 large trees and 15 small trees and 20 bushes, in addition to what was in the rip rap program that would satisfy DEQ on the Chesapeake Bay Act. I forwarded the communication to the contractor and property owner. The contractor communicated that the owner would comply. Brian is ready to put the rip rap on the Wetland Board schedule. The problem is the rip rap. It is a 5' cliff and it is in everyone's best interest to move forward." M. Bombay, "A question about the Tides Inn deck. The items you presented sites a proposed 10' x 32' deck but later it sites a 12' x 18' egress deck. Why do they have differences in size?" R. Kime, "I am not far enough along in that discussion but I will get clarification." Mayor Ransone, "Thank you Roy, you are doing a great job."

G. REPORT FROM THE TOWN ATTORNEY – *Nancyellen Keane, Esq.*

- N. Keane, “1) The Charter Amendments legislation was passed and will be effective July 1, 2019.
2) Regulation of precious metals dealers - I am working on the draft ordinance and I will circulate for the April meeting.
3) Contract with Lancaster County for tax and fee collection services - I am working with the town manager and treasurer on this matter. We don’t have a draft to review.
4) Abandoned or blighted properties - I am working with the town manager and treasurer regarding the approximately seven abandoned or blighted properties in Irvington. There were eight but one was removed from the list. I will get back to you with an update on this next month.
5) Town Code update – we continue to work on this but will probably not spend any real time until after the budget is done and will come back to you all in July with the suggested changes because we have multiple projects that take priority.
6) Zoning Legal Issues – I have six legal questions that were raised during the November 2018 meeting about the B-1 Prohibition Ordinance that were questions presented during public comment. I will present them at a future meeting.
7) For purposes of today, I have worked on the banking motions for Councilwoman Westbrook.
Mayor Ransone, “Are there any questions for the town attorney at this time? If not, we will move on to the planning commission.

H. REPORT FROM THE PLANNING COMMISSION, *J. Brown, Liaison*

J Brown, “Last week the planning commission discussed a proposal by A. Pollard to develop guidelines for conditional use permits. We are doing that as part of looking at the B-1 and B-2 ordinances. It was agreed that the commission should focus its attention on several areas: architecture, apparent scale of the buildings, pedestrian, bicycle, and golf cart friendly development, setback, off street parking requirements, more detailed landscaping requirements, and preservation of historical buildings. In the past, CUP’s have been handled in various ways and we need to have a consistent method. So, we are working on that. Last, Cay Bradley requested that the town council confirm that the planning commission should be working to review the CUP process. I don’t really see a problem with it since the CUP’s are right in the middle of the B-1 and B-2 ordinances but she made a point of asking that. So, is everybody on board with them looking at the CUP process? She just wants confirmation that town council wants them to look at it?” K. Pollard, “Well is this something that they should be doing?” B. Schaschek, “I thought that they had been commissioned to do this a while ago.” J. Brown, “I thought so too but this is something that keeps coming up.” S. Phillips, “The minutes reflect that town council was going to review the CUP process and it had not been tasked to the planning commission.” J. Brown, “They were tasked with looking at the B-1 and B-2 ordinances and the CUP ordinances are right in the middle and are a part of it.” B. Schaschek, “The town council should not be looking at this the planning commission should and we had talked about that.” F. Westbrook, “But they would bring it back to us, they have to.” Mayor Ransone, “The process is the planning commission gets the CUP and they review it and have a public hearing and then they pass it on to us with their approval or without their approval either way we still get it and then we have to review it and have a public hearing from their we either approve or deny.” R. Kime, “It’s not so much the process of who gets it first. It’s what goes into the CUP application. That’s what they are looking at.” N. Keane, “When you all passed the resolution authorizing the planning commission, one of the items is that you are to task them with certain projects and so they are just asking to be tasked with the project so they know they are supposed to be working on it rather than be working on something and find out later they had not been tasked to work on the project.” F. Westbrook, “Is that right, Cay?” C. Bradley, “Yes.” B. Schaschek, “They were tasked before Cay even came on the planning commission.” J. Brown, “They were tasked with looking at the B-1 and B-2 ordinances and the CUP as part of that.” B. Schaschek, “They were tasked with that when I was on the planning commission because what was being submitted was not completely filled out.” F. Westbrook, “Can we re-task them so that it is in the minutes?” Mayor Ransone, “If you want a motion?”

W. Nunnally, **"I MOVE THAT WE TASK THE PLANNING COMMISSION WITH LOOKING AT THE CUP'S AS WELL AS THE B-1 AND B-1 ORDINANCES."** M. Bombay, "Second." Mayor Ransone, "Motion and a second. All those in favor say aye.

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

The motion **THAT WE TASK THE PLANNING COMMISSION WITH LOOKING AT THE CUP'S AS WELL AS THE B-1 AND B-1 ORDINANCES** is passed 6-0.

Mayor Ransone, "Anything else? Anybody have any questions of Jackie? If not we will move onto committee reports.

I. COMMITTEE REPORTS

1. Budget & Finance Committee – F. Westbrook, Councilwoman

F. Westbrook, "It was brought to my attention that we don't have recorded in the minutes that K. Schaschek was appointed as a resident representative for this audit committee so that gave us four people which we needed because we were working in teams of two for different parts of the audit. **I AM MAKING A MOTION TO APPOINT K. SCHASCHEK AS A PART OF THE AUDIT COMMITTEE TO BE RETROACTIVE.**" W. Nunnally, "Second." Mayor Ransone, "He is going to be an advisor?" F. Westbrook, "He participated in the audit and this motion is to make it retroactive so that it is recorded in the minutes properly. It is a housekeeping item." Mayor Ransone, "We have a motion and a second. Any discussion?" N. Keane, "When is it retroactive to?" F. Westbrook, "We started this audit in August so I guess July 2018." K. Pollard, "I don't want to step on toes but I am not in favor of a husband and wife together on a committee. Is it possible to pick another citizen? Is this a conflict of interest?" F. Westbrook, "When we divide into our two groups Bonnie and I were on one and Klaus and Mike were on the other." K. Pollard, "Klaus is signing off on the audit." F. Westbrook, "Yes, because he participated in the audit." K. Pollard, "That's just my concern. It has never happened before and I am not comfortable with it." M. Bombay, "Kathleen, if two of them were doing it just by themselves I too would have a concern but because Fran and I were there at the same time nothing was done in a vacuum, we were all sitting around the table at the same time." F. Westbrook, "I understand what you are saying." K. Pollard, "They both have access to all the figures." F. Westbrook, "Can we discuss that aspect after the motion? Because as I said this motion is more of a housekeeping and it's retroactive so if we can get that out of the way then we can go right into the document." N. Keane, "Do you have to have four people on the audit committee? You had three, right?" F. Westbrook, "You tag team each other so two of us handle one part of the audit and the other handle another part so you don't usually have someone by themselves working on an aspect of an audit." Mayor Ransone, "I think we all agree that Klaus has very good intentions and is very capable of doing this." W. Nunnally, "I want the minutes to reflect that I don't have any problems with it whatsoever and as long as I have been on this council, as a citizen, Klaus has been a very valuable asset to this group and a lot of his effort is showing up now and we are benefitting fruit by it and there is no way that Bonnie and Klaus can steal money, they are not writing checks." K. Pollard, "I'm not saying they are doing anything wrong. I am concerned because they are husband and wife. There are some things that he shouldn't be privy to." Mayor Ransone, "All of your financial records are public. He is not seeing anything that we as a council have not seen and the public hasn't seen." R. Kime, "Is this for the audit committee or for the audit subcommittee of the budget and finance committee?" F. Westbrook, "The audit committee is a subcommittee of the budget and finance committee. When this task is done that committee no longer exists and we are back to the standing committee." R. Kime, "He is not on the standing

committee?" F. Westbrook, "No. He is only on the audit committee." Mayor Ransone, "There is a motion and a second, all those in favor say aye. All those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Opposed

The MOTION TO APPOINT K. SCHASCHEK AS A PART OF THE AUDIT COMMITTEE TO BE RETROACTIVE TO JUNE 2018 was passed 5-1.

F. Westbrook, "You all have in front of you a copy of the audit report. The first page is a summary statement. The second page gives the documentation of the Chesapeake Bank general operating account. The third page is a list of general recommendations to either correct or clarify items of note in that list. Are there any questions or discussion?" B. Schaschek, "This is an in house audit before the actual auditors come and so that if we found anything we could get it corrected before." W. Nunnally, "The only question I have Mr. Mayor is regarding the outstanding deposit, has that been made?" F. Westbrook, "It was a duplicate. It had been entered twice. It wasn't that it hadn't been made. It was made once as a single item deposit and then days later that same figure was entered again in a multiple item deposit. The single item remained outstanding until we did the audit. So, yes it has been taken care of." W. Nunnally, "So, it wasn't outstanding it was a missed deposit." B. Schaschek, "It wasn't a missed deposit. It was a duplicate deposit." F. Westbrook, "We had to include it in this because it overstated revenue for that time frame." Mayor Ransone, "Any more questions?" K. Pollard, "Multiple, duplicate check numbers?" F. Westbrook, "Quickbooks automatically adds the next check number and if that number had been used previously and you just have to be vigilant to catch it." K. Pollard, "So two checks would have the same number?" B. Schaschek, "It usually happens with a check and an EFT or direct deposit." F. Westbrook, "Sometimes it will give a check number when it was actually a debit card transaction. It is just one of those things with Quickbooks but it does happen." Mayor Ransone, "Okay, do we want to make the audit a part of the minutes? Do we need to approve it?" F. Westbrook, "Since I am submitting the audit please let somebody else make the motion." K. Pollard, "What is the date of the audit?" F. Westbrook, "As far as the all the other bank stuff such as verifying accounts and numbers so we will sign this and date it with today's date after it is approved?" K. Pollard, "Is it through a current date?" B. Schaschek, "It was for last year." Mayor Ransone, "I need **A MOTION TO APPROVE THE IN HOUSE AUDIT BY THE SUBCOMMITTEE OF THE BUDGET AND FINANCE COMMITTEE.**" W. Nunnally, "So moved." J. Brown, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

The MOTION TO APPROVE THE IN HOUSE AUDIT BY THE SUBCOMMITTEE OF THE BUDGET AND FINANCE COMMITTEE is approved 6-0

F. Westbrook, "Klaus before you leave can we get your signature on the audit and then we will give the original document to Sharon. I want to draw your attention that we have already received proposed amendments to the current financial policy and we will be talking about that at the next meeting so you will have time to formulate questions and if there are questions we can address ahead of time that will cut down our discussion time in April." Mayor Ransone, "Are you looking to approve this in April or would May be

better?" F. Westbrook "That will be up to council when we talk about it and if someone wants to make a motion they certainly can." S. Phillips, "Should you schedule a workshop?" B. Schaschek, "No." F. Westbrook, "The budget and finance is getting ready to start the budget process and people or organizations that we donate funds to like the Library, the Turkey Trot, Steamboat Era Museum, etc. We required of the Steamboat Era Museum they send in writing to us and we do ask for financial documents from them so the question is in keeping everything fair across the board, are we also going to require the same of other organizations that we donate funds to?" W. Nunnally, "Don't we get a letter requesting a donation?" B. Schaschek, "No." F. Westbrook, "Sometimes we just a phone call or they just show up at a meeting and make a verbal request. I think it needs to be fair. If we are going to require it of the Steamboat Era Museum we need to use the same protocol of others." N. Keane, "The reason to ask is if you are going to give monies you want to know if you are donating to a 501C3, they have to make some representation to you about what they are and if they are not a charity and you are giving money to some other organization you need to know it is not a charity." F. Westbrook, "The reason we are asking is because we need to get some letters out to those that we donate funds to and give them a respond by date and they will come into Sharon and she can just hang on to them. So will we require any type of financial documentation and if so what? We asked the Museum for an annual report." C. Bradley, "The Museum gave you our 2017 profit and loss because we didn't have an annual report at the time." N. Keane, "Some charities file 990's." B. Schaschek, "We are not asking this of the fire department because they service us but definitely the Library, River Realm. If you ask for one you have to ask for all. You can't be selective." W. Nunnally, "Why do we need a financial statement?" F. Westbrook, "We asked it of the Museum." W. Nunnally, "But why do we ask for it?" F. Westbrook, "I think it goes back to when they were first organized and the Town was giving pretty substantial monies and in return they were giving us financial statements." W. Nunnally, "The museum is one of the biggest assets we have in this Town and so we put a burden on them that we don't put on out of town'ers. I will say that I don't think we need financial statements from anybody. We just need to know the organization." B. Schaschek, "A letter requesting it." N. Keane, "You need some sort of documentation that they are a charity." W. Nunnally, "To require them to submit an audit to us before we give them any money is totally unfair. **I WOULD MOVE THAT WE DON'T HAVE TO DO THAT WITH THE STEAMBOAT ERA MUSUEM.**" F. Westbrook, "So we will drop the financial statement requirement and just ask they submit a letter requesting funds." Mayor Ransone, "Wait. Wayne made a motion and we need a second." B. Schaschek, "Second." Mayor Ransone, "We have a motion and a second. Is there any other discussion? All those in favor say aye. All those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Opposed

K. Pollard, "I want to see financial statements from these organizations"

The motion **THAT WE DON'T HAVE TO DO THAT WITH THE STEAMBOAT ERA MUSUEM** is approved 5-1.

R. Kime, "Fran when we considered an audit from an outside source we said we should have our financial policy in effect for one year so the auditor had something to reference to see if we were following. Does a proposed financial policy modification will that throw off the audit?" B. Schaschek, "No. The first one said you can amend each year as you see fit." F. Westbrook, "We didn't have anything at all." B. Schaschek, "Prior to that they didn't have anything at all. I think Wes helped you guys put that together." F. Westbrook, "I went back and forth between the CPA several times and he made changes and recommendations and we incorporated all of that in the original." Mayor Ransone, "Any other questions of Fran? If not, we will move on."

2. Vision Statement Committee – *M. Bombay, Councilman*

M. Bombay, "The vision committee has met twice to discuss the vision statement. We have put together the first draft which is being reviewed and we are meeting again on March 27th to determine what if anything needs to be adjusted. We will hopefully have it for this committee at the next meeting." W. Nunnally, "Will we get it prior to the meeting?" M. Bombay, "You can count on that."

3. Parade Committee – *R. Kime Town Manager*

R. Kime, "We are going to start having committee meetings. We have a few people who have volunteered and we are looking for more. I don't know if it is appropriate to ask at this time to approve or make an authorization for the full amount of the budget numbers that we pay out for the annual parade. We have discussed before anything that was not contained in the general operating budget had to be specifically authorized. S. Phillips, "The budget number is right at \$10,000." R. Kime, "So that when we are moving along we can spend money." B. Schaschek, "You had \$10,000 last year and you only spent \$5,000 so, that's all that is on the P&L." F. Westbrook, "It splits over two years. They do some spending in June and then the end of the fiscal year and then they have other spending that comes in July which is the new budget year." B. Schaschek, "That is a new budget year." Mayor Ransone, "We do it on the previous budget." B. Schaschek, "No you don't." F. Westbrook, "It does get split. It goes in the budget as one figure but when you look at what was spent last year you have to look at what went out in June and what went out in July under the new fiscal year." R. Kime, "If you prefer you can drop my request and I'll put numbers together for the next meeting." B. Schaschek, "That would be good." Mayor Ransone, "When we pass the budget for the 4th of July which fall in the new year most of the monies are paid after but there are some payments that are made in May and June. That budget is good through June 30 and he has money to spend before the parade as well as money is incorporated in the new budget and it always straddles the fiscal year." M. Bombay, "What we can technically see now is if it cost \$10,000 we pay half before and half after we should see on the budget a line item for \$10,000 and in this year's budget we spent \$5,000 and another \$5,000 it totals up to \$10,000." F. Westbrook, "\$10,000 is what Hardesty would spend and I do think they came in under \$10,000. K. Schaschek, "It was a little over \$7,000." F. Westbrook, "If you look at just like last fiscal year it looks like \$10,000 because you have the previous part." Mayor Ransone, "Just let the budget and finance committee know your figures and they can do their thing. The parade is going to be on the 4th right? R. Kime, "Yes, the parade will be on the 4th of July."

J. OLD BUSINESS

1. Chesapeake Bay Preservation Act - *F. Westbrook, Councilwoman*

F. Westbrook, "Roy and I had a very long conversation which I very much appreciated. Roy was able to find this letter that you all have but they were not able to find at the county. This is a memorandum of agreement, am I saying that right Nancyellen?" N. Keane, "Yes, and it covers more than just the Chesapeake Bay Preservation Act. In fact, Roy is going to talk to the county about anything else that was passed since 1992 needs to be added to the letter. We may need a new letter." R. Kime, "There is no reference in this letter to the erosion or the wetlands board." F. Westbrook, "So Roy and Nancyellen will get that squared away with Brian. This would give Roy a nice tool to get some of these questionable stuff done. You all heard him say in his report this CBA is very difficult, long, detailed, and it can be vague and hard to follow. So that will be one thing that we are doing towards that. Roy and I talked about some training and he was able to get that lined up for us and I think we are going to do the town council and the planning commission. Roy were you able to include others?" R. Kime, "I invited the town managers from White Stone and Kilmarnock, and Brian Barnes from Lancaster." W. Nunnally, "Who is going to do the training?" R. Kime, "V'Lent Lassiter from DEQ and the education seminar is scheduled for Tuesday, April 16th at 10AM and should last approximately 2 hours." K. Pollard, "Is the public invited?" R. Kime, "Do we want to include the public? I don't have any trouble inviting the public. Most people/land owners think the CBA says you can't cut down a tree that is bigger than 5" in the 100' RPA. That is about the limit of

what people know. So it might be good for land owners who live along the water to come, it may be too detailed. We might also have contractors attend. Is this a public meeting and as such and it would require public notice?" W. Nunnally, "We are all going to be there." F. Westbrook, "It is not a meeting." B. Schaschek, "It is not a public meeting." N. Keane, "We are not going to be conducting the meeting and as long as V'Lent is conducting the meeting." B. Schaschek, "You could put it on the town calendar and on the inside of the post office on the bulletin board and if people see it they can come." F. Westbrook, "I would not call it a meeting." B. Schaschek, "I would just say it is a seminar." F. Westbrook, "The church can handle the numbers." S. Phillips, "Is the public welcome to attend but not speak." N. Keane, "It's not our meeting so that's up to V'Lent." B. Schaschek, "It's a seminar on the Chesapeake Bay, that's it." R. Kime, "We are not going to be discussing town business." B. Schaschek, "People may have questions." F. Westbrook, "I would like for people to ask questions and become more educated so maybe we wouldn't have as many of these situations." Mayor Ransone, "She may have a question and answer session after her presentation." M. Bombay, "Would it be useful to ask for pre-registration so that V'Lent knows how many copies to bring?" K. Pollard, "Let's run it by V'Lent first and let her decide." Mayor Ransone, "She might want to count on 100 copies and have some for the office and she can take the rest back." R. Kime, "She said she would come up with a new pamphlet." F. Westbrook, "I think if you do a good job advertising it, a couple of good hits in the Rappahannock Record, you will be fine." S. Phillips, "Are you asking that I post the notice in the newspaper?" F. Westbrook, "Not an official notice because this is not an official meeting." S. Phillips, "But you just said a couple of hits in the newspaper." F. Westbrook, "Yes, we can write an article and send it in or we can take out a display ad saying the Town of Irvington is sponsoring." All at once, "No, you can't say that." F. Westbrook, "We can come up with the proper wording." B. Schaschek, "It should just go on the calendar and in the post office. If they choose to do advertising at the county level let them do that." S. Phillips, "If you want an official communication please craft it now." F. Westbrook, "We just decided to leave that alone." B. Schaschek, "We are only going to put it on the calendar and the notice in the newspaper that we are doing a seminar." S. Phillips, "What is the newspaper notice going to say?" B. Schaschek, "Not the newspaper but the post office and the county will do whatever they do." R. Kime, "I'll see what her typical advertising or announcement usually is." Mayor Ransone, "She may already have something that she normally uses." R. Kime, "It is her meeting and not ours and anybody can attend." Mayor Ransone, "It is a DEQ seminar and everybody is invited." B. Schaschek, "Can we go back to this letter from Bruce? And he happens to be here so that is good. Is there some history on why the town wanted to take on the management of the CBA in Irvington itself rather than relying on the experts at the county? Mayor Ransone, "In 1992?" B. Sanders, "That was after my time as mayor, I was out of there in 1986." B. Schaschek, "It's addressed to you." B. Sanders, "I was zoning administrator not mayor." N. Keane, "The law requires us to have our own ordinance." B. Schaschek, "But that's an ordinance not necessarily the management of it." N. Keane, "Based on how things work in Virginia in regards to how town's within a county, if there is an ordinance on a subject in a town the county is not going to enforce it unless there is a mutual aid agreement, they will stay out of the town and let the town enforce their own ordinance. The state law requires each town to have an ordinance if they are in the Chesapeake Bay Overlay District. If you visit the DEQ website you will see all of the locations both counties, cities and towns that have CBA requirements, and we are one of them. You can click on each localities ordinance and see everybody's ordinance except Irvington's and maybe White Stone, you have to mail to receive a copy, you can't just link on the website. The law requires each locality to have it." B. Sanders, "After I left being mayor I was asked to continue as the zoning administrator since I was the zoning administrator on a volunteer basis when I was mayor. I was the zoning administrator for a number of years after that. My recollection is that the town wanted to be able to be able to administer this on behalf of itself and its citizens and if it needed help it could go outside and look." W. Nunnally, "That's how we want to keep it." N. Keane, "I think you have to." B. Schaschek, "Why would you want to? W. Nunnally, "We don't want somebody from the outside telling us what to do." F. Westbrook, "But it is so complex." B. Schaschek, "I'm not quite sure about that." Mayor Ransone, "I think we have somewhat addressed that,

if Roy has an issue he is going to call Brian.” F. Westbrook, “What are your thoughts Roy?” R. Kime, “We rely on the county to do the soil and the wetlands stuff. We don’t have our own rip rap laws but we are not required to but we are required to have the Bay Act.” N. Keane, “You are not required to have anything about erosion or wetlands, only the Bay Act.” R. Kime, “It’s a little bit difficult.” Mayor Ransone, “It is required and if Roy needs help he will ask Brian. If it is anything inside of the RPA and he has any sort of questions he will contact Brian and we can also write a letter to the county requesting additional help if we need it and I don’t think they have a problem helping us. We have done this once before. They are not saying they won’t help us they just ask that we ask for help before they step in to help.” F. Westbrook, “The county has a full time person to deal with this. We have a part time. And it is hard to keep up with it. Roy and I also talked about our own zoning permit process and was wondering if we could tweak that a little bit. If the resident comes here to talk to Roy and Roy would actually write down all the items that need to be answered by the county and perhaps that resident would go up there and get that squared away and bring it back to Roy and now Roy is satisfied that the resident knows exactly what the county requires and there is none of this falling in the cracks so to speak. That was just another option we talked about. Just trying to find ways to tweak this process so that we are assured that the I’s are dotted and the T’s are crossed.” N. Keane, “As part of the town code update we would be looking at the town code section on the Chesapeake Bay Overlay District, that’s why that’s listed as one of the items we might use in our tool chest. Roy is limited by our own code on the Chesapeake Bay Overlay District by what he can do in terms of requirements when somebody does not have a zoning permit like in the situation we dealt with where there was not construction going on and in order to make any changes or to do anything else or to grant Roy the authority to do anything else we need to update our own code section. That should be looked at as far as the code update and we will bring that to you but we have listed it here as one of the items we will be working with the zoning committee to come up with any kind of town code updates that pertain to zoning. We will talk to the finance committee to see if there are any updates to the code they may need. We will work individual members of council or committees as it pertains to the subject matter.” R. Kime, “This is important to the town because there are about 500 parcels in the town and about 200 are within the RPA, so about 40% of the property in Irvington is waterfront property. We certainly should be staying on top of such a significant matter. I can indicate on the top of each permit if the RPA is involved and if so what additional things should be involved.” F. Westbrook, “It is a work in progress.” B. Schaschek, “You issue the permit first and then you send them to the county?” R. Kime, “Yes. But that is what I do for a regular zoning permit if you are building a house because that is the way it is set up as of now.” Mayor Ransone, “Are there any other questions or concerns?” W. Nunnally, “I am a little confused by what is meant when we say zoning permits. We already have zoning, right?” So, what we are really doing is getting a permit to do something in that zoning.” R. Kime, “We are telling the applicant that he does have the right to do what.” N. Keane, “That item maybe should just say permits because in this recent situation Roy issued a tree removal permit it wasn’t a zoning permit and it wasn’t a building permit. There are all sorts of permits that might impact those in waterfront areas.”

2. Motion to establish three new accounts *F. Westbrook, Councilwoman*

Mayor Ransone, “I think we were all a little tired as this was about the third hour of the meeting maybe even the fourth hour when this all came up. In reading the minutes and the motion only stated we do it. The motion needs to be clarified to make sure we are moving the funds we are supposed to be moving to the proper places, it needs to be in the minutes. This is the reason I have held this up, just to make sure we are doing it the right way. At this time if someone would make the motion.” W. Nunnally, **“I MAKE THE MOTION THAT WE ACCEPT WHAT IS WRITTEN OUT THERE AS THE MOTION.”** N. Keane, “There are two motions and it will require two votes, so maybe you could read each of them.” Mayor Ransone, “You have to make a motion to withdraw the prior motion first.” F. Westbrook, “Then that’s a third motion.” Mayor Ransone, “No, the first motion is rescinding the motion that was made last month.” W. Nunnally, “Tell me why we are doing that one more time please.” N. Keane, “A motion was

made last month to do something and it's not clear what the motion was for." W. Nunnally, "You don't think that motion was clear?" N. Keane, "No, I don't think the motion was clear." W. Nunnally, "On legal counsel's advice **I MOVE THAT WE WITHDRAW THE PRIOR MOTION THAT WAS APPROVED IN WHATEVER MEETING THAT WAS.**" J. Brown, "Second." S. Phillips, "May I get the effective passage date." N. Keane, "Just read the two lines out loud." B. Schaschek, "What was I not clear about?" Mayor Ransone, "A, **MOTION TO BE EFFECTIVE THE DATE OF PASSAGE, TO WITHDRAW THE PRIOR MOTION PASSED AT THE FEBRUARY 14, 2019 REGULAR MEETING CONCERNING BANKING.**" W. Nunnally, "So move." Mayor Ransone, "Is there a second?" J. Brown, "Second." Mayor Ransone, "We have a motion and a second. Is there any other discussion? All those in favor say aye. All those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

The **MOTION TO BE EFFECTIVE THE DATE OF PASSAGE, TO WITHDRAW THE PRIOR MOTION PASSED AT THE FEBRUARY 14, 2019 REGULAR MEETING CONCERNING BANKING** is passed 6-0.

Mayor Ransone, "The next motion, is a **MOTION, TO BE EFFECTIVE THE DATE OF PASSAGE, AUTHORIZING ESTABLISHMENT OF THREE NEW ACCOUNTS IN THE NAME OF THE TOWN OF IRVINGTON AT CHESAPEAKE BANK ("CB"), AS FOLLOWS: (I) MONEY MARKET ACCOUNT NUMBER X771, INITIAL DEPOSIT \$101,173.97 (FROM CB CHECKING ACCOUNTS, CAPITAL IMPROVEMENTS AND GENERAL OPERATING), AUTHORIZED SIGNATORIES MAYOR, VICE MAYOR, TREASURER. CB'S TERMS ARE 2.0% PER ANNUM, INCLUDING 6 PENALTY-FREE TRANSACTIONS PER MONTH; (II) CD NUMBER X2216 (13 MONTHS), INITIAL DEPOSIT \$110,000 (FROM VCB COMMUNITY PARTNERSHIP CD), TERMS 2.75%, AUTHORIZED SIGNATORIES MAYOR, VICE MAYOR, TREASURER; (III) CD NUMBER X1368(13 MONTHS), INITIAL DEPOSIT \$100,000 (FROM CB CHECKING ACCOUNT, GENERAL OPERATING), TERMS 2.75%, AUTHORIZED SIGNATORIES MAYOR, VICE MAYOR, TREASURER.** W. Nunnally, "So move." M. Bombay, "Second." Mayor Ransone, "There is a motion and a second. Is there any further discussion? There being none I will call for a vote. All those in favor say aye and all those opposed say nay."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

B. Schaschek, "I thought we were going to discuss this because this is not in the financial policy." Mayor Ransone, "I asked for discussion Bonnie after the motion. I wasn't trying to rail road it but I did ask for discussion and you didn't say anything? The motion has been passed but I will allow discussion. The motion was passed unless you want to rescind this one and start all over again." K. Pollard, "I have some discussion." B. Schaschek, "You got the yea's but you didn't get the no's. I didn't answer and I don't think Fran did either so it isn't passed yet." W. Nunnally, "It was passed he called for the yea's and the nay's." W. Nunnally, "As I understand it, our legal counsel has told us we need to do this, I may disagree with that, but if that's the law we need to take our town lawyers advice." B. Schaschek, "What is the law on this?" N. Keane, "Which piece? Withdrawing the first motion or?" B. Schaschek, "What wasn't clear about the first motion that you are taking that off the board and putting the same thing back on and changing the people?" N. Keane, "In the minutes that you all passed earlier is about six words and it

doesn't tell you what bank the money is going to, how much money is going to, what accounts, who the signatories are." F. Westbrook, "It did but I just reworded it here so that it was easier to read." B. Schaschek, "Yes it did." N. Keane, "Take a look at the minutes you passed and the motion is only one line." W. Nunnally, "It was my motion and I know I didn't do anything like that." F. Westbrook, "All of that is a mote point." W. Nunnally, "I think you all did a fabulous job in designating this money. It is wonderful what you did." Mayor Ransone, "I just want to make sure we get the motion right and are clear in the minutes." N. Keane, "The motion that was passed in the last meeting isn't effective until Saturday." B. Schaschek, "What do you mean it isn't effective until Saturday?" F. Westbrook, "We didn't declare an effective date." N. Keane, "If you don't include an effective date in a motion it is not good for thirty days, so the motion isn't even effective right now. We are withdrawing it before it becomes effective." S. Phillips, "According to the minutes starting at line 679." B. Schaschek, "You have to back before that." S. Phillips, "That is called a compelling story. The only thing that is legal are the words after, and so my motion is. Councilwoman Schaschek states, so I would like to make a motion and move forward and open the CD's and open the money markets and move the funds to get this." F. Westbrook, "Which is what we did." N. Keane, "It doesn't have a name of where it is going." B. Schaschek, "It's all above it." N. Keane, "Everything above it doesn't count." Mayor Ransone, "Everything above it was your report not the motion." K. Pollard, "You gave us this five minutes before we were supposed to talk about it. We didn't even have it before the meeting so that we could review it. I couldn't make sense of it." N. Keane, "The motion itself is not adequate to describe where the money is going. The actual motion didn't have the effective date so it's not effective anyway. My recommendation is that you withdraw the prior motion because it is not clear and pass the motion that has all of these elements that describe where it came from, account number, signatory because what we are also going to ask you to agree to is to allow Sharon to take this document after you pass this and sign in along with the town seal indicating it is officially passed at the meeting on March 14 and give this to the bank tomorrow or next week because the deadline for these accounts is March 27th. The problem is you wouldn't be approving these minutes tonight until April and we don't have enough time to give the bank a copy of the minutes from tonight so we are going to have to actually take this document. You need a third vote to allow her to do that because you normally wouldn't be allowed to take a motion out of your minutes until you have approved the minutes next time. Sorry for all this but I think we need to be careful." K. Pollard, "We live in a small town and a small area and there are two distinct banks and what I would have done, and maybe I should have said this that night, banks don't want money taken from them and if you had gone to one of the establishments and said this is what this one has can you do better? Because a representative from the bank attended that meeting and they went to their supervisor to increase that one CD to a higher interest rate. I called Fran the next morning because we all received that email." B. Schaschek, "I know what you are talking about but that is a 37 month CD. It is not a 12 month CD." K. Pollard, "It was to mature in 2022 but at .25% higher, which I know you say we get interest on funds deposited to Chesapeake Bank but .25% on a substantial amount of money is more." B. Schaschek, "You know if it was just 12 months I would agree but." K. Pollard, "You still have one penalty free withdrawal per year. All I am saying is this is a small town." B. Schaschek, "We left money there." K. Pollard, "But you took a lot out that you could have gotten a higher interest rate than where you went. All I am asking is that you call them and ask for a comparison, because they would have." F. Westbrook, "The other piece of the puzzle is, and I didn't think about this until Bonnie pointed it out, we get franchise tax from Chesapeake Bank based on the deposits so if we have more money there we will get a bigger piece of that pie coming back to us?" K. Pollard, "Is that just deposits from residents and businesses in the town or is it?" F. Westbrook, "Yes, at that branch." K. Pollard, "Does anybody know what percentage that is, what they pay us or what they pay us." B. Schaschek, "It is a percentage that is set by the town council based upon an ordinance." Mayor Ransone, **"I AM GOING TO DO THE SECOND MOTION AGAIN AND I WANT PEOPLE TO RAISE THEIR HANDS THIS TIME WHEN WE VOTE. ALL THOSE IN FAVOR PLEASE RAISE YOUR RIGHT HAND AND ALL THOSE OPPOSED. ALL RAISED THEIR RIGHT HAND AND ALL ARE IN AGREEMENT."** M. Bombay, "So, it is unanimous?" Mayor Ransone, "Yes." N. Keane, "Can you ask for a motion to allow Sharon to take this document to the bank?" W. Nunnally, **"I MOVE THAT WE LET SHARON TAKE THIS DOCUMENT TO THE BANK WITH THE TOWN SEAL."** M. Bombay, "Second." Mayor Ransone,

"All those in favor say aye and all those opposed. Is there any other discussion? If not, all those in favor raise your right hand and all those opposed? All raised their right hand and all are in agreement." The motion **THAT WE LET SHARON TAKE THIS DOCUMENT TO THE BANK WITH THE TOWN SEAL** is approved 6-0.

K. NEW BUSINESS

1. 2019 Golf Cart Display Ad – S. Phillips, Clerk

Mayor Ransone, "Sharon sent the draft of the display ad to everyone. Has everyone had a chance to review it?" S. Phillips, "Are there any questions?" F. Westbrook, "Doesn't our ordinance also require that whoever is driving these golf carts be a registered driver, so should that be part of the display?" S. Phillips, "The golf cart ordinance has several parts but I capture the minimum of what you have to have to be issued a decal which is the certificate of insurance and the part of the ordinance that allow the town to collect the fee. This is an example of what I would put in the newspaper. I would make the entire ordinance available when residents come into the town office." F. Westbrook, "Where I am going with this is that are a lot of teenagers that drive the golf carts and if we include this in the paper then all of the parents will see it." B. Schaschek, "Here's the problem, you have this ordinance and how is it getting enforced?" Mayor Ransone, "When they come in to get a permit or a tag and I think you should have a copy of this each time somebody comes in and show them these things that way we are covered." F. Westbrook, "Do they have to sign any kind of form?" Mayor Ransone, "We don't have a town constable so how are we going to enforce it? I would have to stop them when I see a violation. We have to rely on Lancaster and the State Police." S. Phillips, "I mirrored this ad from the ad that White Stone is running for the sale of their auto tags and their ad does not reference that you have to be sixteen and hold a valid driver's license. It is just about the town's ability to levy the fee." W. Nunnally, "I would like for us to consider that the former town clerk was a stickler that when a resident came in to get a permit you also had to have a copy of your insurance policy. I think that is ridiculous. DMV just has you sign a statement saying you have insurance and if you don't have it then you are in trouble. If I want to purchase my permits tonight because I just found out they are due again I have to go home and get my insurance policy. You won't take my statement that says I have insurance." F. Westbrook, "Maybe you come up with a form that they sign attesting that they have insurance just like we do at DMV." N. Keane, "Then you have to change your ordinance because your ordinance says you have to provide proof." W. Nunnally, "Isn't your sworn statement proof?" B. Schaschek, "No." W. Nunnally, "I think this is one reason we don't get the money." F. Westbrook, "The money is not that big of a deal but I don't think that's why." B. Schaschek, "I think it's because there is no enforcement." Mayor Ransone, "The vehicles are on state property so they need to be insured and be driven by someone that is sixteen years or older." W. Nunnally, "The state just requires that you have insurance." S. Phillips, "How would you like for me to put that form in place and have you approved that form and take monies immediately?" There is no form in place." F. Westbrook, "I think Urbanna has a golf cart form online." S. Phillips, "So is this on hold until April?" Mayor Ransone, "I think we need to do some investigating. You can investigate or Roy can. We will all try to work together to work this out." N. Keane, "It has to be consistent with our ordinances. Or you can change the ordinance." Mayor Ransone, "This okay with me but you can't run the ad yet hopefully we can have it done by April or May. I think the reason we started this was so that we would know how many carts were in the town. This is tabled until the April meeting."

L. ANNOUNCEMENTS

W. Nunnally, "I have been told that there is a tentative car show that will be on July 4th sponsored by other people here in town."

M. ROUNDTABLE DISCUSSION

Mayor Ransone, "We were going to discuss the Steamboat Era Museum." B. Schaschek, "I have two things. We met with the tech team and as you know you had approved the purchase of external drives for the purpose of backup's and that process was put in place and we have a schedule where we want to start sending them off site, one stays here while one is off site. If something happens to this building at least we have a backup. The town had a safety deposit box." Mayor Ransone, "Do we still have that?" B. Schaschek, "You still have it and you are the only one with a key though, at least that is what I was told." Mayor Ransone, "I think I was the last one that went in with Mandy?" K. Pollard, "Are you the only one authorized to go in it?" B. Schaschek, "I don't know what town documents you have in there and since this will be going on a weekly basis perhaps we want to take out a small one where only Roy and Sharon have access to it so that whatever you have in your town safety deposit box we don't interfere with. Mayor Ransone, "I think it would be good that two people go." W. Nunnally, "Do we need a motion?" K. Pollard, "What are these things?" B. Schaschek, "They are external drives that backs up the entire system." K. Pollard, "Why would you have to go every week, why can't you go once a month?" M. Bombay, "To minimize your loss." Mayor Ransone, "If we have a fire and it gets burned up then we don't have another one?" K. Pollard, "So this information is not backed up anywhere else? It is only backed up to those boxes?" M. Bombay, "So if we backed it up on Friday and we had a fire on Tuesday we would only lose two days of data but if you only back up once a month you could lose an entire month." S. Phillips, "All of the data is backed up to the Cloud and this is an extra layer of physical protection." B. Schaschek, "This is if you lose your building and you are having to work out of a basement or rent a place and you don't have internet right away so to get back up and running until you have wifi in the interim you can access your information using the backups." K. Pollard, "But you could access the Cloud." B. Schaschek, "Not if this building burns down." F. Westbrook, "This is a redundant backup." K. Pollard, "That's what I thought. My point is I just don't see doing this every week. I don't have a problem doing the backup." F. Westbrook, "That's fairly common protocol. On Friday's I would back up and take one home with me and on then on the next Friday I would back up the second tape and switch them out. We did that for years. The question for you is, do we know perhaps if this stops backing up do we know if?" B. Schaschek, "You will get an error message." F. Westbrook, "We didn't realize until we had a crash that we hadn't really been backing up for over a year." B. Schaschek, "That's a cumulative." K. Pollard, "So you are going to send someone every week? You aren't going to just send one person with the data are you?" So every Friday both Roy and Sharon have to go to the bank together?" Mayor Ransone, "It is just like we are doing with the CD's. If Roy or Sharon can't go, I can go or you could go." K. Pollard, "I just think it should be less frequent like maybe two weeks." N. Keane, "Does the bank have some sort of rating on their safe deposit boxes? One hour or two, ten hours?" K. Pollard, "If you put it in the safe deposit box you have to go into the bank each time." N. Keane, "If the bank burns down what is rating on their place?" B. Schaschek, "It's a big place so maybe like 14 hours. The bank must be built really well because when the tornado came it just spun around the bank and nothing other than a few bushes and mud on the front door that's all that happened to it. It was amazing." Mayor Ransone, "If you want to do the extra back up I think that's a good idea. You just have to decide when to go, when you leave?" B. Schaschek, "I recommend that they go when they get off of work." F. Westbrook, "It doesn't have to be Friday." R. Kime, "If you are going to have a separate box with nothing else in it, it can be one person." B. Schaschek, "That's why I am saying make it a separate box that you don't have any town business in." K. Pollard, "Suppose one forgets to go and it's in his car, it's like two people need to sign checks. You are talking about the town's information." B. Schaschek, "The suggestion of a new safe deposit box, does there need to be a motion identifying the cost and access? I think there needs to be a little more discovery into the policy of transporting the data. If we are going to make a motion that this happen on a specific date and time, who does this, authentication?" W. Nunnally, "I move we table this." K. Pollard, "I do too because it's asking a lot for them to do this once a week, it should be less frequent."

W. Nunnally, "I withdraw my motion to withdraw. **I MOVE THAT WE AUTHORIZE SHARON AND ROY TO BUY A SAFE DEPOSIT BOX IN A BANK OF THEIR DISCRETION TO PUT THE**

BACKUP MATERIAL IN WEEKLY WITH THE MAYOR AS A BACKUP. K. Pollard, "Then both of them have to sign it." Mayor Ransone, "I can be a backup." S. Phillips, "It should mirror your financial transactions so it should be the mayor, vice mayor and clerk." W. Nunnally, "Call the question, please." Mayor Ransone, "We have a motion. Do we have a second?" M. Bombay, "Second." Mayor Ransone, "Is there any further discussion? If there is no further discussion all those in favor raise your right hand and all those opposed.

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Opposed

The motion **THAT WE AUTHORIZE SHARON AND ROY TO BUY A SAFE DEPOSIT BOX IN A BANK OF THEIR DISCRETION TO PUT THE BACKUP MATERIAL IN WEEKLY WITH THE MAYOR AS A BACKUP** is passed is passed 5-1.

Mayor Ransone, "Sharon we will get straight on this next week." S. Phillips, "Minutes are not effective for 30 days." Mayor Ransone, "So we have to wait thirty days?" N. Keane, "Unless you want to make it effective today." F. Westbrook, "Amend the motion to make it effective today." W. Nunnally, "**I INCLUDE THAT WE MAKE IT EFFECTIVE TODAY.**" S. Phillips, "If you want me to be able to move forward with it prior to the minutes being passed I will have to draft something that I sign just like we did earlier tonight." Mayor Ransone, "That's fine." B. Schaschek, "As you know I have been doing a lot of scanning of town documents and I don't mind but the town does need their own scanner to scan old documents. We have looked at several ones. We do have money in the budget. We have \$500 for a scanner in this fiscal year. We have come up with one that is stand alone and is wireless it does not touch their PC so it won't interfere with their work." Mayor Ransone, "This is not a copier?" Because if you have a little extra money left over I think we should get a copier also." B. Schaschek, "It is a Brother wireless high speed desktop document scanner and I found it for a decent price, I think they should spend between \$350 and \$400." W. Nunnally, "In the motion do we have to say all that?" B. Schaschek, "I would like to make this effective as of this meeting. I didn't know we had to put an effective date." F. Westbrook, "We just started doing that. We are learning all sorts of new stuff." W. Nunnally, "**I MOVE THAT WE AUTHORIZE ROY TO PURCHASE A SCANNER FOR THE TOWN UNDER THE DESCRIPTION THAT WAS JUST READ INTO THE MINUTES BY BONNIE, EFFECTIVE TONIGHT, NOT TO EXCEED \$500.**" Mayor Ransone, "We have a motion. Is there a second." F. Westbrook, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

The motion **THAT WE AUTHORIZE ROY TO PURCHASE A SCANNER FOR THE TOWN UNDER THE DESCRIPTION THAT WAS JUST READ INTO THE MINUTES BY BONNIE, EFFECTIVE TONIGHT, NOT TO EXCEED \$500** is passed 6-0.

Mayor Ransone, "I think we have a couple of other topics to discuss in round table, the Steamboat issue. The request is to be allowed to have a truck with a trailer with the pilot house on it and a crane that might possible be on the town property for approximately 2-3 days. The truck may get there before the crane so it may be there until they open the building to get it in." F. Westbrook, "Can we stipulate the condition of the

field?" B. Schaschek, "Right now you couldn't do it." Mayor Ransone, "I think we all know it is too wet to do anything." F. Westbrook, "Could it be something as simple as you and Roy go over there and pass judgement on the field before they drive on it? I think they have insurance too." Mayor Ransone, "Counsel may want us to have an indemnity clause stating they will assume liability for any damage done to any drain or grade, septic. Their septic is right there but the issue is the other side of the fence." F. Westbrook, "Would you draw up the indemnity thing, is that a function you do?" N. Keane, "Yes, I will draw up something. I think there should be a letter. There should be a certificate of insurance too. Is there a contractor? Whoever is doing the work would need to provide a certificate of insurance." R. Kime, "Are we going to talk about how the pilot house is going to get into the building?" N. Keane, "I remember hearing that it is 27' long and it is only 12' to the back property line." Phil Williams, "I have been involved with this project for 15 years and we are very excited to getting close to it coming into the Museum as I hope you are as well. We originally thought we would go in through the back wall. The back wall is not a load bearing wall so we are able to remove it completely. Originally we thought we would do this by backing the trailer across a neighbor's property to the back of our building and then rolling it off of the trailer and into the Museum but instead we are going to use a crane which will make it easier to get it into the Museum and in no way cause any damage to the neighbor's property. W. Nunnally, "Are you taking the roof off?" Phil Williams, "No, the back wall. It will be swung around and will be pushed into the Museum." R. Kime, "Has the neighbor agreed to let you cross their air space?" Phil Williams, "We haven't talked to the neighbors since we were not using her yard." Mayor Ransone, "If that boom, you say it is 27', if that egresses on her property by at least 15' and you are going to have to have guide lines and people to guide it so people will have to be standing on her property to do that and she has No Trespassing signs on her property. How will you address that issue?" Phil Williams, "I have not been involved with any discussions with the neighbor I believe there have been some discussion with the executive director and I am not aware of the status of those conversations." W. Nunnally, "I know she has a lawyer." K. Pollard, "Can it fit on the roof?" Phil Williams, "We didn't think we would have to consider that option." Mayor Ransone, "I hate to say it but you may have to consider an alternative option. I don't have a problem with using the Commons as long as it is good and dry but we don't want any repercussions from the neighbor because we have dealt with her before and we don't want to have to go through that again. I don't want it to come back on the town at all. If you think you can figure out something let us know." C. Bradley, "May I clarify? It sound like you would like for the Museum to give you something that states we have worked out the air rights issue with the neighbor, and standing on her property, insurance from the Museum, the truck company, the crane company, we will work with Nancyellen to get an indemnification clause." N. Keane, "An indemnity clause from each company, not just the Museum. The concern is if there is any litigation from the land owner they would go after everybody." Mayor Ransone, "I want to assure you that everybody here is okay with the Museum using the Commons under the conditions that we get all of this other stuff done. If you want to come back with the right information we can take a vote and pass it officially. Is that okay with you?" C. Bradley, "That seems reasonable to me. Phil and I need to talk to the rest of the museum people but it seems reasonable. Just to be clear - the town council does not want to be involved in the negotiations between the Museum and the neighbor because it is between two property owners, correct. I just want to make sure everybody knows what we can and cannot do." Mayor Ransone, "That is correct. I just don't feel like if we are involved it will help your situation." C. Bradley, "It also help us if she tries to come this way that you will stay out of it." K. Pollard, "Is there a plan B? You could always put it on your parking lot and enclose it in plexi-glass." Phil Williams, "This is our plan B." C. Bradley, "We don't have a plan C." Mayor Ransone, "If things don't work out you could remove the roof and drop it right in." Phil William, "It has been discussed." Mayor Ransone, "The town is willing to go the mile for you on the grounds but we just can't deal with the neighbor." W. Nunnally, "I think you should put it on top of the building and add a staircase and then you have a real Steamboat Museum." C. Bradley, "Thank you for considering our request." N. Keane, "Do I need a motion to work with the Museum?" F. Westbrook, "I think we wait until they come back." Mayor Ransone, "Consensus is you

can work with them but if we need to we can do it post. I don't think anything will happen before the next meeting." W. Nunnally, "I think the minutes need to be printed bigger and double spaced so if we want to write in it. A lot of the organizations I belong to do that. And the second thing is are we ever going to talk about sewer and infrastructure? I know we have this money coming in now and a lot of people would like to see the telephone poles gone, water and sewer. What are we doing for anything like that, is there a committee for long range planning for infrastructure? F. Westbrook, "I think that is going to be a part of the budget process this year for the first time with capital improvements." Mayor Ransone, "You would have to do a sewer and water authority first unless you are going to piggy back off of a neighboring town." B. Schaschek, "Not Kilmarnock. White Stone is half way up Irvington Road now." Mayor Ransone, "I know we have had a tough year when it comes to septic systems. The drain fields are at capacity." W. Nunnally, "Should we have a committee for long range infrastructure planning?" K. Pollard, "Let's do that next month when we do the financial planning rather than now." Mayor Ransone, "Sharon can you remember to put that on the agenda for next month?" B. Schaschek, "I have a question because council had approved getting a thing at the post office where you could put your notices outside and you had gotten approval for it, are you moving forward with it?" W. Nunnally, "We got approval. I thought all we had to do was put the board up." Mayor Ransone, "Roy did you look into it?" R. Kime, "It was approved but it fell off." B. Schaschek, "The shed. Anytime you are available to meet let us know so we can get moving on that." Mayor Ransone, "I let that slip but I will get over there. Anymore roundtable discussion?" I think we have a couple of closed sessions. We will have to go into one and then come out and go back in. Do we want our employees to stay for this? I think our town attorney should at least stay. So Roy and Sharon you will have to leave at this time, please." S. Phillips, "I request to be able to stay." N. Keane, "This is the legal." Mayor Ransone, "We have a request from the employees to stay." K. Pollard, "How do we work that?" Mayor Ransone, "We can make a motion to allow them to stay in the closed session at this time." S. Phillips, "Roy and I have also attended other closed sessions." F. Westbrook, "I don't feel like it is necessary. It is not personal stuff. I just don't feel like it is necessary." N. Keane, "There are two sessions, one is legal and the personnel is the second." Mayor Ransone, "They can't be here for the second one." N. Keane, "They want to be here for the legal." F. Westbrook, "I don't have a problem with that." J. Brown, "I just want to know what the reasons are." S. Phillips, "The legal matters pertain to the events over the past two months that staff has been closely involved with." F. Westbrook, "The first one is because Nancyellen asked for it." Mayor Ransone, "No, I asked for the first closed session. So, do we have a consensus that Roy and Sharon can stay for this closed session?" K. Pollard, "I KATHLEEN POLLARD MOVE TO GO INTO CLOSED SESSION PURSUANT TO 2.2-37A8 OF THE CODE OF VIRGINIA FOR CONSULTATION WITH THE TOWN ATTORNEY REGARDING SPECIFIC PROVISIONS OF LEGAL ADVICE WITH THE TOWN ATTORNEY REGARDING AUTHORITY OF COUNCIL OR COUNCIL COMMITTEES MEMBERS." W. Nunnally, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

The **MOTION TO GO INTO CLOSED SESSION** is passed 6-0.

Return to public meeting 10:30 PM

"I, Kathleen Pollard certify to the best of each members knowledge 1) only business matters lawfully exempt from open session required by Virginia law were discussed in closed session to which this certification resolution applies and 2) only such public business matters as were identified in the motion to

convene a closed session were heard, discussed or considered by the board. Is there any member who believes this is a departure from the motion to go into closed session? If so, please state your departure."

There is no comment.

"I, Kathleen Pollard, so certify."

"I, Frances Westbrook, so certify."

"I, Michael Bombay, so certify."

"I, Wayne Nunnally, so certify."

"I, Bonnie Schaschek, so certify."

"I, Jackie Brown, so certify."

"I, Ralph Ransone, so certify."

No action taken.

W. Nunnally, "I move we go into closed session." M. Bombay, "Second." K. Pollard, "I Kathleen Pollard **MOVE TO INTO CLOSED SESSION PURSUANT TO §2.23711(A)1 OF THE CODE OF VIRGINIA FOR 1) DISCUSSION, CONSIDERATION AND ASSIGNMENT OF JOB TITLE AND JOB DESCRIPTION INVOLVING THE TOWN MANAGER, ZONING ADMINISTRATOR 2) EMPLOYEE PERFORMANCE REVIEW PROCESS OF A COMMITTEE AS IT PERTAINS TO TOWN MANAGER, ZONING ADMINISTRATOR, CLERK/TREASURER.**" Mayor Ransone, "All those in favor say aye, all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

The **MOTION TO GO INTO CLOSED SESSION** is passed 6-0.

Return to public meeting.

K. Pollard, "Certification of closed session whereas the Town of Irvington has convened a closed session pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act and whereas §2.23712 of the Code of Virginia requires a certification of the board where a closed session was conducted in conformity of Virginia law now therefore be it resolved that the board hereby certified that to the best of each members knowledge 1) only public business matters exempt from open session requirement by Virginia law were discussed in closed session into which this certification resolution applies and 2) only such public business matters as were identified in the motion to convene the closed session were heard, discussed or considered by the board. Is there any member who believes there was a departure from that motion?" There is no comment.

"I Kathleen Pollard, so certify."

"I, Frances Westbrook, so certify."

"I, Michael Bombay, so certify."

"I, Wayne Nunnally, so certify."

"I, Bonnie Schaschek, so certify."

"I, Jackie Brown, so certify."

"I, Ralph Ransone, so certify."

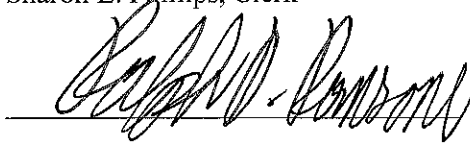
W. Nunnally, "Move to adjourn." K. Pollard, "Second." Mayor Ransone, "All in favor say aye." All were in favor. No action taken.

N. ADJOURN

W. Nunnally, "I move we adjourn." M. Bombay, "Second."

The meeting was adjourned at approximately 11:05 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

A handwritten signature in cursive script, appearing to read "Ralph D. Ransone", is written over a horizontal line.

Ralph D. Ransone, Mayor

Town of Irvington performed August/September 2018

**AUDIT OF CHECKING ACCOUNT BALANCE SHEET
CHESAPEAKE BANK
July 1, 2017 through June 30, 2018**

BALANCE ON HAND 07/01/2017	\$128,204.57
INCOME 07/01/2017 thru 06/30/2018	\$234,161.28
DISBURSEMENTS 07/01/2017 thru 06/30/2018	\$242,012.46
BALANCE ON HAND 06/30/2018	\$120,453.19*
BANK STATEMENT ENDING BALANCE 06/30/2018	\$120,493.70
DEPOSITS OUTSTANDING (+)	\$ 8,618.70
CHECKS OUTSTANDING (-)	\$ 1,706.68
BALANCE IN CHECKING ACCOUNT 06/30/2018 *	\$120,493.70*

* These lines must match. Two June 2018 transactions were posted with a July 2018 date which accounts for the \$40.51 discrepancy (interest earned and a debit card credit transaction).


Frances E. Westbrook, Committee Chair


Bonita Schaschek, Committee Member


Michael Bombay, Committee Member


Klaus Schaschek, Citizen Member

February 28, 2019

To: Town Council, Irvington, Virginia
From: Budget and Finance Committee
Re: Internal Review/Audit of Financial Procedures July 2017 – June 2018

We have reviewed the financial statements and related statements of operations for the Town of Irvington for fiscal year July 1, 2017 through June 30, 2018. We also have verified investment instruments on hand and verified signatories on accounts held at Chesapeake Bank and Virginia Commonwealth Bank.

Our review included examination of the balance sheet, statements of revenue and disbursements, bank statements, investment account statements, general journal entries, bank deposits, checks written, accounts payable, federal and state payroll tax reports and related payments, and wages paid.

Additionally, we looked at the daily division of duties as practiced by the town clerk and the town manager versus those as outlined in the town's financial policy.

We did not undertake to review or verify real estate, personal property, or fixed assets held by the town. We did not review or verify insurance coverage or policies. Nor did we undertake to verify the collected revenue from occupancy and real estate taxes.

The town maintains its system of bookkeeping and accounting via a double entry system as provided by Quick Books software. All financial reporting is on a cash basis and is governed by generally accepted accounting principles as required by the Auditor of Public Accounts for the Commonwealth of Virginia. The Town of Irvington, having a population less of 3,500, is exempt from using the uniform system of bookkeeping and accounting required of all state, counties, cities, and towns.

Based on our reviews, there was one bookkeeping error that materially affected the year-end financial statement which resulted in an \$8,618.70 overstatement of revenue. This and other minor findings and recommendations are outlined on the attached report. Otherwise, we find the financial records of the Town of Irvington to be financially accurate.

It is further recommended that the town's Financial Policy be reviewed in consideration of these findings.

Respectfully submitted,
Budget & Finance Audit Committee


Frances E. Westbrook, Committee Chair


Bonita Schaschek, Committee Member


Michael Bombay, Committee Member


Klaus Schaschek, Citizen Member

Town of Irvington performed August/September 2018

The following is a list of recommendations to correct or clarify certain items of note:

Reconciliation of accounts

1. Date on bank reconciliation reports should reflect month end.
2. Reconcilement reports and financial reports should reflect the month end date. The reports should not include any prior or post month transactions.
3. Document the reconciliation process, i.e., print the Quick Books reconciliation reports and attach to the bank statements of the account being reconciled.
4. Voided checks should be included in the monthly reconciliation process.
5. Outstanding bank statement items should be monitored and documented on a monthly basis (\$8,618.70 deposit outstanding for year+).
6. Cancelled checks should be printed along with the bank statement when downloading from the bank website.
7. Multiple duplicate check numbers were found.

Daily bookkeeping

8. General Journal entries should not be used.
9. Adjusting Entries should be documented with an explanation.
10. Voided checks should be included in the check register.
11. Entry date of funds transfers should match the actual date of transfer.
12. All debits and credits must be entered. (ex: A debit card purchase was returned. Even though the two transactions equal a sum of zero, each transaction should be recorded.)
13. Check numbers or transaction types should always be entered.

Financial Reports

14. Reports should include all accounting transaction types.
15. The checking account balance as shown in Quick Books and the Chesapeake Bank statement balance and the monthly Balance Sheet report should all be in agreement.

Other

16. Maintain separate paper files for each bank account and each certificate of deposit.
17. File cabinet drawers should be labeled appropriately

Date Audit completed: _____

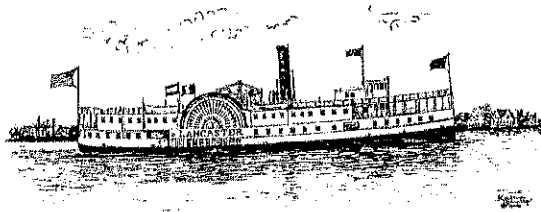
Auditor's Signature: _____

Michael Bombay
Alvin D. Schaschek
Donita J. Schaschek
James E. Westwood

TOWN OFFICIALS

Ralph D. Ransone
Mayor
Roy C. Kime
Zoning Administrator
Town Manager
Nancyellen Keane, Esq.
Town Attorney
Sharon L. Phillips
Clerk of Council

Town of Irvington



TOWN COUNCIL

Kathleen F. Pollard
Vice Mayor
Michael Bombay
Jackie Brown
Bonnie Schaschek
R. Wayne Nunnally
Frances E. Westbrook

March 14, 2019

Town of Irvington Regular Public Meeting

Motion, to be effective the date of passage, to withdraw the prior motion passed at the February 14, 2019 regular meeting concerning banking.

Motion, to be effective the date of passage, authorizing establishment of three new accounts in the name of the Town of Irvington at Chesapeake Bank ("CB"), as follows: (i) money market account number x771, initial deposit \$101,173.97 (from CB checking accounts, capital improvements and general operating), authorized signatories Mayor, Vice Mayor, Treasurer. CB's terms are 2.0% per annum, including 6 penalty-free transactions per month; (ii) CD number x2216 (13 months), initial deposit \$110,000 (from VCB community partnership CD), terms 2.75%, authorized signatories Mayor, Vice Mayor, Treasurer; (iii) CD number x1368(13 months), initial deposit \$100,000 (from CB checking account, general operating), terms 2.75%, authorized signatories Mayor, Vice Mayor, Treasurer.

Motion to be effective the date of passage, authorizing the Sharon L. Phillips Clerk to take this document to Chesapeake Bank.

Adopted by the Irvington Town Council March 14, 2019

- 1) Ralph D. Ransone, Mayor*
- 2) Kathleen F. Pollard, Vice Mayor*
- 3) Sharon L. Phillips, Clerk & Treasurer*

Sharon Phillips, Clerk



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY MARCH 14, 2019 6:30 PM**

Sign In Sheet

	Name	Address
1.	Mary Cary Bradley	991 King Carter Dr
2.	Bill & Julie Harris	1099 King Carter Dr.
3.	Phillip Wilkin	359 Steamboat Road
4.	Bruce SANDERS	70 Rapp. Rd
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, FEBRUARY 14, 2019 6:30 PM**

The Irvington town council held a regular monthly meeting on Thursday, February 14, 2019 at 6:30 p.m. in the town office.

A. CALL TO ORDER

Mayor Ransone called the meeting to order at 6:30 p.m. and wished everyone a happy Valentine's Day asked for a moment of silence.

B. ROLL CALL

Members of Council present: Mike Bombay
Bonnie Schaschek
Wayne Nunnally
Jackie Brown
Frances Westbrook
Kathleen Pollard

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, "Are there any changes to the agenda?" B. Schaschek, "Yes, I would like to add the communication that we received from Ian Ormesher regarding the Comprehensive Plan back onto the agenda under Old Business." Mayor Ransone, "We had planned to address Mr. Ormesher, it was an oversight, we certainly don't want to leave Ian out. After looking everything over, is it ok?" J. Brown, "Under New Business, Item 2, I would like to return the wording to the wording I submitted. The motion to form a committee to write a community supported vision statement, please. The wording I submitted was the motion to form a committee to write a community supported vision statement." Mayor Ransone, "You don't want special advisory committee on here." J. Brown, "No, I want a committee to write a community supported vision statement." Mayor Ransone, "So just take out the first two words." F. Westbrook, "And add community supported." J. Brown, "And get rid of the rest of it where it says comprised of the following individuals who will meet in public at the town office and report back." N. Keane, "The motion needs to include the people." S. Phillips, "The motion needs to include, at the town office." Mayor Ransone, "Why do you want all of that deleted?" J. Brown, "I want it to be the motion I submitted. This has been rewritten." Mayor Ransone, "No motion has been submitted. In the workshop, and I was late, there were names discussed and a consensus that we were going to create a committee but you can't have an action in a workshop but we aren't making the motion yet because we haven't even gotten to it." F. Westbrook, "Was this your motion?" J. Brown, "They are listed as motions." Mayor Ransone, "They are listed as motions but when you get to that part of the meeting you make the motion, in other words, there would be a motion made at that time." F. Westbrook, "So, say it anyway you want to at that time." Mayor Ransone, "Anything else? I need a motion to approve the agenda." W. Nunnally, "So move." M. Bombay, "Second."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

The agenda is approved 6-0.

D. APPROVAL MINUTES AND TREASURER'S REPORTS

Mayor Ransone, "Has everybody had time to look at the minutes and treasurers reports? We can approve them all at once or if there are things you want to change we can work on it." F. Westbrook, "Are you doing both sets?" Mayor Ransone, "Or you can do them individually however you want to do it." F. Westbrook, "In looking at the workshop minutes I would ask that we strike special called and just call it a workshop meeting because that's what it is it wasn't a special meeting." B. Schaschek, "I wasn't supposed to have been." F. Westbrook, "It was advertised for two weeks and it wasn't called it was a workshop meeting so if we can change that in both the title and the first line." Mayor Ransone, "It was a workshop meeting." W. Nunnally, "Aren't there just three types of meetings, 1) regular, 2) special and 3) emergency?" N. Keane, "Yes." F. Westbrook, "Well, emergency is a type of special meeting." N. Keane, "No, it's not. There are three types of meetings 1) regular, 2) special and 3) emergency. They have two different notice requirements for emergency and special so they are different but a workshop is not a word of art so you can use workshop but a workshop is a special meeting." F. Westbrook, "That's not how it was described or explained to me by Ms. Gowdy." N. Keane, "I spoke with her as well and asked her the same questions that you had and she told me that they are the same thing." F. Westbrook, "Good, that's what I am saying." N. Keane, "Special meeting and workshop are the same thing, it doesn't matter what word you use." B. Schaschek, "Wait a minute, it does matter because a workshop according to the definition according to when we were speaking to her does not have time limits on a discussion. A workshop is something that you are supposed to have in a relaxed environment and discuss it there are no time limits on it rather than discussing it at the regular meeting so that is a workshop." N. Keane, "But a workshop has no specific rules, it's whatever you set up as the rules to begin with. For example, if you set up your workshop where the public doesn't speak at it you don't advertise that and you can put other parameters to it like you are saying if you want it to be relaxed you can advertise that and make your rules when you send out your notice." F. Westbrook, "My understanding too while we are on the topic is that one of the things that make it special is if you cannot fulfil the three day which means that now you are looking at either an emergency or a time constraint or some sort." B. Schaschek, "That's correct. That was the other thing. That's correct." Mayor Ransone, "Most of the time when we do our workshops we give plenty of time." W. Nunnally, "Is this much to do about nothing?" All, "Yes." B. Schaschek, "THIS JUST GOES BACK TO THE PERSONNEL ISSUE." Mayor Ransone, "Ok, let's get back to approving them but I don't want to rush anybody." F. Westbrook, "That's the only issue I can see." Mayor Ransone, "How about the regular minutes and the regular meeting, is everybody ok with that? Do you want to do those two and then do the treasurer's report or do the treasurer's report along with it? I'll be glad to do it anyway you want. We can knock out all three." W. Nunnally, "I MOVE THAT WE APPROVE ALL THREE REPORTS AT ONCE." M. Bombay, "Second." Mayor Ransone, "Is there any discussion in looking at anything before I call for a vote? We have a motion and a second, all those in favor say aye."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MINUTES AND TREASURER'S REPORT ARE APPROVED 6-0.

E. PUBLIC COMMENT

Mayor Ransone, "At this time we open the meeting to the public for them to speak." C. Bradley, "I'm here to speak on behalf of the Steamboat Era Museum which I serve as the vice president for currently. I just wanted to make sure that everybody on the town council realized there was a letter put in your box. We know you are getting ready to have budget discussions and so we provided some materials and again I want to reiterate that we appreciate the support you gave the SEM last year. If you have any questions about the proposals we put in your box please reach out to either myself or Barbara Brecher. K. Pollard, "I think when we gave you the money last year that we appropriated, we asked for quarterly reports and I don't think we have gotten any report with your magazine that you sent out so is it time for another quarterly report?" C. Bradley, "My understanding is that a stipulation was never actually told to the museum and no stipulation was put on the money. I am happy to get you a report if you would like one but we have not been submitting them because had not been officially been told to submit them." K. Pollard, "You were told the night you were at our meeting when we were doing the budget that I wanted it paid quarterly but it was paid all at one time and I said I would like to get the quarterly reports." C. Bradley, "I know that was discussed at a workshop that I attended because I was not able to attend the meeting." K. Pollard, "It wasn't a workshop it was a meeting where we went over every single budget item." C. Bradley, "I apologize and I will rectify that as quickly as I can. I would however encourage town council to be very specific with people if you have expectations or conditions for the money that you are giving them." K. Pollard, "I assure I will be very specific this year and make sure it is in there with the motion." W. Nunnally, "Point of order Mr. Mayor, can one council person order a constituency to deliver her something directly? Don't we need to make a motion on your request?" K. Pollard, "I didn't ask for it directly. I wanted it for the town. I was going to wait for the appropriations to come up this year and then to make my motion. So let me just ask, could you possibly send us quarterly reports." C. Bradley, "I will be happy to provide financial statements as I said it was not communicated to the museum officially which is why they have not been sent. I would also encourage you all to think about funding out of fairness and request that you make those conditions formal in the future and if they should be asked of everybody who receives money, not just of one entity. I will get financial reports as quickly as possible and put in each of your boxes." K. Schaschek, "The Golden Eagle Golf Course and Grille is staying open. This was accomplished through the leadership of Doug Monroe and Bill Young and a group of dedicated volunteers in cooperation with the Enchantment Group thus saving eleven (11) jobs. In order to make this work we will need support from the community either through membership, playing golf, or eating at the Grille. In the future in the budget process I will probably ask for some financial support. Thank you." M. Chapman, "I respectfully request that the town council reconsider the workshop consensus to keep the entire comprehensive plan intact until 2022 and consider removing the PUD ordinance language now. From the first notice of a PUD ordinance in the Rappahannock Record to the post office and town business had bill postings to the town wide petition drive to the innumerable letters to the editor, council, commission members, to the unprecedented planning commission public hearing which 130 town residents attended, to the extraordinary intervention to stop work on the proposed ordinance through all of this PUD's and the urban village concept they represent have been repeatedly rejected by Irvington residents for their town yet the language enabling them remains in the comprehensive plan in direct contradiction to the Virginia

Code's instruction that it represent the localities long range recommendation for the general development for its territory. Mayor Ransone has summed up the town's opinion on different occasions that PUD is a four letter word here and he is correct for a very deep reason. PUD's here symbolically represent a breach of trust between the people and their town government. They symbolize not listening to the people and not respecting their opinions about how life should be lived here. The disharmony reaped upon our town family has been grievous and this disharmony has affected the peaceful small and neighborly place we all cherish to call home. That place needs to be restored for all of us. For these reasons I believe that it would be prudent that the town council to consider eliminating this irritant from the body politic before 2022 when the rest of the comprehensive plan is projected to be revised. Practical considerations have been deduced for the delay but in some cases the prudential trumps the practical and I believe this is one of those cases. It would be an act of kindness to the town to be done with it. With the PUD language gone from the comprehensive plan future development can revert to careful zoning regulation and resident input to the planning commission and town council just as it did before and in the future if the town wants higher density and new urbanism type transformation it will tell you it should not be the other way around as it was here. Thank you for considering this matter of importance to the town." I. Ormesher," I do have concerns with whether or not the comprehensive plan is decodified from the ordinance and one concern is this continued existence of goals and strategies for a PUD. I'm not concerned about those for a downtown development I believe they can be perfectly adequately addressed through the good work that has been done on ordinances. I'm really talking about the PUD development and how it applied to the residential areas. As of the 14th of January at the workshop C. Bradley did an excellent job of clearly and emphatically demonstrating that the survey that informed the comprehensive plan is flawed, seriously flawed and the results didn't support the objectives that are down there in that plan. The 2018 attempted implementation of an ordinance, probably the less said about that the better, and it met the overwhelming public opposition. As the facts now stand we as a town have that intention of developing a PUD ordinance codified in the ordinances and hopefully we are addressing that in the action you have taken and I think that's great. However, even when that's done, even as it stands right now, the stated intention of this Town of Irvington is to develop PUD's it's still in the 2017 comprehensive plan adopted by the town unless that language is changed. Marsha mentioned the statute and it does quite clearly describe the purpose of a plan and the purpose of the plan is to accomplish coordinated, adjusted and harmonious development of the territory, doesn't exactly fit with what went on in 2018 that's for sure. And the comprehensive plan with accompanying maps, plats, charts and descriptive matter should show the localities long term long range recommendations for the development of the territory. Show the localities long term recommendations for the development of the territory. So, ladies and gentlemen for the moment the town of Irvington's intention is evident, it is: develop one or more planned unit development ordinances that allow for mixed use and higher density while requiring unifiedThat's clearly stated for every single resident, every developer, every legislator, and it's there for the lifetime of this plan. The intention is to develop PUD's. It's stated. Now, you the town council and the planning commission, made some representations that you don't intend to do so but actions speak louder and more clearly than words. And the actions are at the moment that the town council underpins PUD's and supports PUD's. As a resident I believe it's time that action is taken to remove the PUD language from the plan. Or alternatively, members of the town council that support the PUD development please stand up and say so and describe why so that residents can be clear that the goal of the town council is to develop some kind of PUD something like a Northern Virginia look-a-like in this little town. Thank you." B. Sanders, "At the risk of repeating myself, as I made many of these comments last week at the planning commission meeting but I feel like it's important so I thought it was worth repeating. I know the town is instructing the planning commission to look at the business ordinances and I just wanted to make sure that the town and the planning commission fully appreciate the contribution that business has made to the town over the years. First of all, I would like to say that I agree with the recent changes to the business zone because I don't think anyone and certainly me are in favor of franchised type businesses in the town but what I don't want to see is a negative signal that is sent to the business

community that the town is not supportive of business. I have been here forty-seven years, lived and worked, owned property here in the town and in looking back over those forty-seven years there's quite a bit that businesses have done. Namely three people, of which I'm one, have contributed to it. In thinking back, there was the King Carter Inn which is now the Hope & Glory Inn. It was failing because it had no septic system. Bill Westbrook bought the property and pretty much made it what it is today. Right across the street, Randall Kipps office was an abandoned general store that now has a restaurant and an apartment above and Randall's office. The Trick Dog shops, there were old houses there that nobody lived in because they were falling down. They were bought and reconstructed and made into viable business. The dental office across the street. And the old building where the barber shop was across from the post office has been redone. On the old waterfront I took the old Virginia Seafood plant and made it into the boat yard that it is today that Custom Yacht Service owns. I deconstructed the old Gulf Oil bulk plant and took all of those old tanks down, purchased Irvington Marina and tore down all of the eye sore. All of these things have been done by business and it has not cost the town a penny. All we needed was the support to get the permits and the direction as to what the town wanted to see along the way. I would like to see that type of cooperation happen in the future. I particularly believe the only way we can sustain the town since the population is declining in the town and the county is to promote tourism in the town. We are not going to be able to do that without the Tides Inn. The Tides and the little community of businesses in the center of town interact with one another. People come to the Tides and want to go out to restaurants and shops and have a place to go other than the Tides. The Tides is not going to be able to be sustained without the town and the town is not be sustained without the Tides. I think the town needs to send a signal to the business in some way that they are supportive of business, the right kind of business, done the correct way, and using the CUP to make sure the business are what the town would like to see. I love Irvington and love it pretty much the way it is but we do have to have some growth along the way in order to sustain it.

Anybody have any questions?" W. Nunnally, "Bruce, I think everything you said is absolutely correct, but how do you suggest we do it, how do we send that signal?" B. Sanders, "It's certainly important not to change the ordinances to the degree that it is so restrict that no one can do anything here. I think it is important in the comprehensive plan and in the vision statement to have some recognition of businesses in those plans. I also think it would be a good idea if the town could interact with the Tides to let them know that we are supportive of them, if in fact you are. They are trying to find out what they want to do." A. Marchetti, "My wife and family live behind the Hope & Glory. I am probably going to over extend my welcome tonight and be a bit long winded. I'll preface this with stating I don't know exactly what is going on here so any comments I make are simply out of not knowing. I look forward to getting involved and continuing to be involved. I do think that what I have witnessed in the thirty minutes I have been here there is a lot of passion in the room. While we all have different visions or thought as to what Irvington should be, could be, used to be, at least for me it shows we all have passion. I'd rather argue with someone with a different view who is passionate rather than the opposite which is indifference. I assume that everyone that is here is because they do care and I certainly appreciate that. I do think transparency and candidness is a great way to show and earn respect. I am an open book and will speak my mind and listen when others share what's on theirs. I was born and raised in Richmond so I guess I am a 'come here' and not 'a from here.' My great grandmother was born on Townley Farm in Dymer Creek, her maiden name was Chase so we certainly have some family ties to the area. We are lucky to be back here after hundreds of years. My wife and I moved to The Northern Neck when we were twenty-five. Not many people come here when that are that age much less stay here. So hopefully my story is one that can be duplicated. We have lots of friends that would like to move here it's just hard to find something for them to do employment wise. For ten years I was the COO for Rappahannock Oyster Company. When I started with that business my office was in a single wide trailer and I was one of one employee. This last year I switched over and am with Dock of the Bay full time now. Also last year my wife and I purchased The Local coffee shop here in town and so now we are fortunate that we live in Irvington, raise our kids in Irvington and own a business in Irvington. Although my perspective is pretty unique as I'm both a resident and a business owner and I

want what's best for my kids. We moved here for the same reasons everybody in this room moved here: Irvington is great and the quality of life and what it has to offer. The reason we wanted to buy The Local, community being the number one thing. We thought a coffee shop is central to a small town and it should be a place where everybody goes to find out what is going on and should be a focal point of the community. We saw the opportunity as it was with some untapped potential and after talking for months decided to be the change we wanted to see. Another reason we wanted to buy The Local was as our kids grow up it would be a great way for them to be engaged in the community and learn work ethic. We live across the street from The Local so it was a great chance for me, after working for the oyster company for ten years where my life and business and clients was across the river and what I did was much broader than The Northern Neck. Personally I was excited to become engaged with the community in Irvington where we live. The stability and longevity of Irvington and the speculation of the direction of the way Irvington was going or thought it could go. If we thought the business had already hit its ceiling would have made us less interested. We are all going to have different visions of what Irvington could or should be but our vision -when we thought Irvington was growing and what could mean more business for me is probably more residents. It doesn't have to be higher density but it does mean more people coming to my shop. Otherwise we are only ever going to do this much business. Some of our interest was with what we had been told of Julien Patterson and his wife and what they were starting to do in town. I'm sure everybody has their own opinion on their aesthetics and their style. Please don't assume that their taste is my taste but I do think they are an asset to the town by fixing up derelict properties, they are pro jobs and pro-business. I'm young and if I want to stay here I have to think about my kids and what will they do when they grow up. I don't want Irvington to look like Highway 17 in Gloucester but I do think there is opportunity for growth, choosing the right businesses and the right growth will lead to more and younger residents. Demographic millennials are not going to come here if there isn't something to do. There is a thing that is too much. But you can have balance. Now that I own a business in town I would like to see that developed. Like Bruce said, you have to have growth. If you are not growing then you are going backwards and I will go out of business and have to move out of town and that's an apocalyptic view but it's possible. In general Julien and Terry seem to be pro-business and pro-growth. In a recent conversation we were discussing great coastal towns that we have visited such as Beaufort, Charleston, St. Michaels, etc., each a water centric town with a vibrant center to them. The key is controlling the growth and not squashing growth. We can shape the growth. I think Irvington has the potential to be one of those great coastal towns. The rising tide floats all boats and with that being said I do align with them and their outlook on making Irvington better. As long as the CUP exists how can somebody come in and do something that is distasteful and I would ask that everyone be open to exploring, again I don't want Highway 17 running through Irvington but I think it's worth considering what new business and what new developments would enhance Irvington, I don't want Irvington to change either but I think there can be controlled growth that doesn't change the inherent charm of the town. As a business owner, I have a few observations after owning The Local for nine months: we need the Tides Inn to be open 2) The Tides Inn needs to be embraced by the town 3) I see a lot of their bikes in front of my shop, they create a lot of jobs and like Bruce said we need them and they need us. It would be a huge loss to the town if The Tides was not there. I think it's important to support them if it makes sense. The Hope & Glory is an equally great neighbor and supporter of ours. I just want it to be known that my business and my family we support the tourism industry here in Irvington and in greater including the River Realm and the surrounding areas but it doesn't have to turn into the negative side of tourism. I think tourism and the existing quality of life and charm can coexist in Irvington. Everyone that owns a home in Irvington now bought their house knowing those businesses were already here, there was industrial, the hospitality sector was here so I would like to think everybody would embrace those and to let you know those existing businesses are very important to my business. They are an asset to the town - even if I didn't own my business. My business wouldn't survive without the continued operation of the hospitality sectors and the seasonal influx of visitors and vacationers. Ultimately there has to be growth and forward progress and it can happen without changing

the core identity of Irvington. I am excited about being a part of change, being a part of what it looks like today and tomorrow and most importantly what it will look like for my kids. From what I read about in the newspaper Irvington is mostly about what you can't do and I would like to see more of what you can do and let's try to attract some business and the overall message to be we are pro-business and pro-growth and pro-family and pro happiness. Some of that is simply flipping the wording and how we have these conversations. Another important factor to Irvington's future is water access. All those great towns I mentioned earlier are all on the water and I could get my boat and go to those towns. From a business perspective it would be a huge advantage to be able to get from the water to the business community. As a resident who doesn't live on the water it would be great to have access to the water. Water access would be a game changer for the town. Last summer I took my family and rode across the river by boat and visited Urbanna. We spent our money because we could. There is a place to tie your boat and then access the town. We also went to Mirror because it is on the water and they have a place to tie up. So many people are here because of that asset and I think there is a lot of opportunity or untapped potential to take advantage of the reason most people are here and that's the water. I would like to see that pursued and I think it would be great for the business community. It could be done in a controlled way that would make Irvington a destination. Out of own curiosity, how many members of council or commission are current business owners in Irvington?" F. Westbrook, "We just retired." J. Brown, "I own but not in Irvington." A. Marchetti, "I was just curious as to how the business community was represented by the elected officials. It sounds like there is a long term master plan that currently exists or is being worked and I am certainly interested in learning more about it. One of my interests is should we form an Irvington business association where all business owners in town have a voice." F. Westbrook, "There used to be one and I will send you everything I have on it." A. Marchetti, "Maybe there are only a few unique business owners so it's not quantity but quality. Just to reiterate my interest in Irvington where my wife and I raise our family, own a business and want our kids to have a future. I look forward to learning more and working with everybody. Thank you." M. Bombay, "You have a lot of passion. You brought up a number of items that we have discussed over a long time and if you ever have the opportunity I think we can get together and discuss them, I'll buy you a cup of coffee." W. Nunnally, "I would like to suggest that you sponsor a morning with your councilman." B. Schaschek, "You could take a corporate sponsorship with the Golden Eagle." Mayor Ransone, "Thank you, your comments were refreshing." C. Crabill, "I agree with Anthony and Bruce that we need to embrace capitalism in Irvington and let it help carry the weight and that all the improvements that were done here were done without taxing Irvington residents which I obviously in the past have made known how much I resent adding to my personal property tax burden and I appreciate that is what business does it lifts the burden off of the individual. Also when you can presume upon the tax base that you don't have to be as accommodating to business as you normally would for your budget. I avoid these meetings like the plague and I know you appreciate that and I was shocked to discover that the PUD is still hanging over our heads because one of the first meeting that I went to at the church I personally called for a show of hands and over one hundred people with the sole exception of the developer was against the PUD so I'm astounded that it's still in the plan and due this ongoing thread that you are not doing anything with it now it could happen. It could happen. And I am tired of thinking about it. I want to go home as I'm sure you do too so can you just put a stake in it and kill it once and for all. Thank you for your time." F. Westbrook, "We are always glad to see you." Mayor Ransone, "Everybody has the right to speak. Are there any other comments from the public at this time? If not, I'm going to close public comment and move on."

F. REPORT FROM THE TOWN MANAGER – Roy Kime, Manager & Zoning Administrator

I have one financial matter that requires your advice. Staff was told they had the authority to approve and pay all invoices that were contained in the general operating budget but they should seek approval for any item in the budget that was not in the current operating section. That would be capital expenses and community support. We have an invoice for \$125 from the Lancaster By the Bay Chamber of Commerce, this is not specifically in the budget this year, it was last year and it would fit within community support

budget and there is enough monies to pay. I would like a motion and a vote for this invoice if the town is interested and regardless of the motion and vote how would you like to address this in the future? Should they be in the town manager's report or should there be a separate appropriation?" Mayor Ransone, "Fran you are Budget and Finance, what do you think? Haven't we always joined in the past?" All at once, "Yes." F. Westbrook, "We have not been appropriating the general operating stuff but I do know that occasionally stuff will come to us to be appropriated big monies as they come do so I think that's exactly right." Mayor Ransone, "Do we owe them for this year?" B. Schaschek, "Yes." R. Kime, "We are not in arrears." Mayor Ransone, "So generally we have done that in the past." W. Nunnally, "I MOVE THAT WE JOIN THE CHAMBER OF COMMERCE AND PAY THE \$125 OUT OF THE COMMUNITY SUPPORT AND TOURISM BUDGET." K. Pollard, "Second." Mayor Ransone, "We have a motion and a second. Is there any discussion? I will say this to the budget committee, maybe we need to put that in the budget somewhere, should it fall under something?" F. Westbrook, "It should be in the financial plan and that's our next meeting to make sure it's spelled out really clear." R. Kime, "You don't want to have a special budget item or special agenda item for each do you? Is it ok if I bring it up at each meeting?" F. Westbrook, "Yes, why don't you just do it unless you do some sort of special financial report with appropriations. I think it would be fine." Mayor Ransone, "If you need to bring it up to the council then just do it and if something that you can discuss with the budget and finance committee that's fine too." W. Nunnally, "Call the question please." Mayor Ransone, "All those in favor say aye. All those opposed? All were in favor so it has been approved."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO PAY \$125 TO LANCASTER CHAMBER BY THE BAY FROM THE COMMUNITY SUPPORT AND TOURISM ACCOUNT IS APPROVED 6-0.

R. Kime, "Continuing with my report. I attended the town council workshop on January 14 related to the town vision statement and I attended the planning commission meeting on February 5 which J. Brown will discuss later. I attended the budget and finance committee meeting on the 21st at which time we discussed the results of the internal audit and I'm scheduled to attend another meeting on the 18th. I only indicate that to let you know these two committees are having monthly meetings and are very active. Sharon and I had a meeting with the Lancaster County Commissioner of Revenue on February 11 to formalize our tax collection agreement and just by way of information the collection rate for real estate tax on our first pass is 97.7. Our delinquency rate over a three year period is about 1% or \$3,000, we don't have a lot of monies that are past due. We were told the final numbers for the revaluation won't be done until September so they won't be available for our upcoming budget cycle. There was an overall county increase of 0% meaning that some went up and some went down. The technology committee, again a group that is meeting on a regular basis, I shared with Bonnie the work I was doing on an inventory of hardware and software, the status of the contract for computer back up and security and discussed the web site revamp. On January 16th Sharon and I met with K. Pollard and M. Bombay for our performance review. We were both given exemplary ratings and a small raise and we both thank the council for our raise. We were told the committee members conferred with other members. F. Westbrook, "Were you aware of that?" R. Kime, "As to VDOT projects, we emailed Robert Harper about the storm water runoff and Steamboat and Seafood Lane. Harper stopped by the office to discuss VDOT's limited ability to remedy these situations because most of the problems were on private land and they can't work on private land. We also reported the street light outages to Dominion Energy but they have not been taken care of yet."

Approved Permits:

2019-003 Al Pollard Sr. 24 Pine Circle for a deck

2019 004 Tom Chapman requested a permit for Rappahannock Yacht Club dock replacement

2019- 005, 006, 007, 008 Bruce Sanders renewed existing permits prior to expiration – they expire every 2 years

2019-009 Magic Tree requested a tree removal permit not involving land disturbance at 729 Chesapeake

2019-010 Susan Miller requested a sign permit for the Needle Point Shop which is relocating to Fore & Aft building because the Needle Point Building has been sold.

I advised that I would not allow two pool permits because they were in riparian zones. One was from Bay Zoning who stated those had been accepted in the past if best practices were followed and another from a realtor who stated Lancaster County would have allowed the permit if it had been within 5' of the main house. I found the difference between our zoning ordinances and theirs and based on my findings I did not grant either of those applications. J. Brown inquired as to the status of the CUP permits for The Office, Dredge, and The Vine, all three restaurants. My research revealed The Office had a town council and planning commission public hearing in June of 2018 and the owners obtained a CUP permit. As to The Dredge, when Bill Westbrook was the owner he applied for and received a CUP for a restaurant, coffee shop, clothing/apparel store in December 1999 and all subsequent operators of businesses who are like those that I mentioned have operated under that CUP – no new CUP's have been applied for because they were doing the same thing and past administrations had said that was appropriate. I could only find one full CUP in the minutes that was for the convenience store at the gas station and one of the provisions stated the restrictions applied to current operator and any subsequent owner. Historically, we have given the CUP to the owner of the building who then may find a tenant or operates the business himself and if there is a subsequent operator that is doing the same thing then the prior administrations had said that was fine and they don't need a new CUP. That's similar to what happened with The Vine which opened when Hardesty was still the Zoning Administrator. I don't find an application for a CUP but Bonnie said in an email that at one planning commission meeting Hardesty stated no new CUP would be needed because a restaurant or sandwich shop had been there previously and all seemed to agree." F. Westbrook, "There was something there between." B. Schaschek, "There was a lot between." Mayor Ransone, "I have been here since '96 and before Duncan and Drake there was a Calico House and it was an eatery that served lunch. They tried serving dinner but I don't think they were in business very long, maybe a year at best." R. Kime, "Traditionally, we have said if you have had something there that was like before we will let it stay. Perhaps the planning commission could review the issuance and duration of these things. As they are now, they are good forever but that's something that the planning commission could review." F. Westbrook, "We might consider if it had been a restaurant and then to retail and then twenty years later it goes back there may be septic issues that we might want to address." B. Schaschek, "And parking and all that stuff." F. Westbrook, "One of the reasons Calico House had a problem I think is they were only allowed so many people/tables because of their septic but that may have been fixed." Mayor Ransone, "They have a new type of engineered drain field in the back." B. Schaschek, "That was the delay." Mayor Ransone, "If somebody new comes in like you say it was the Calico House and then it goes to retail and comes back to restaurant at least the planning commission should review it and if you want to reissue a CUP I would agree with that." B. Schaschek, "I agree with that." F. Westbrook, "It wouldn't hurt." R. Kime, "I would like to say that is a good idea going forward." Mayor Ransone, "Yes, going forward. Something new we may want to do. Do we have to have any ordinances for that? F. Westbrook, "To require a new CUP or at least the possibility to review." N. Keane, "The ordinance that was passed in December 2018, the B1 prohibition had a sentence in it, I believe it was §154.085 that said if anyone expanded an existing use or asked for a new use it required a new one you would have to go and look at the exact wording. If the gas station wanted to become a hot dog stand on the inside they may have to get a new permit to add a restaurant or carry out." B. Schaschek, "What about the other ones that came in like Sewlovelee, right here on Irvington Road?" F. Westbrook, "Is that the one you said just sold?" All together, "No." Mayor Ransone, "It was the old Baptist parsonage and it had some sort of brokering or accounting." B. Schaschek, "Watermen was there." J. Brown, "Well now it is a quilt shop." B. Schaschek,

"Now it is a fabric and quilt shop." R. Kime, "Maybe we better get them to have a CUP." B. Schaschek, "So what would be the problem if say the Trick Dog is closed now and The Dredge is going to move in there why can't they come and get a business license or a business permit. You don't have to charge a lot of money for it just make sure they come in so we know that they are there and what they are going to be doing because we have had a couple of people come in that we didn't." Mayor Ransone, "We really don't have a business permit but maybe it's something we could look into." B. Schaschek, "I know, that's what I'm saying." Mayor Ransone, "Or we could issue or reapply for and pay for a new CUP under the same conditions." F. Westbrook, "But that means we would have to be really vigilant about who is coming into town." Mayor Ransone, "That would let you know who is coming into town." W. Nunnally, "This is exactly what the young business man and Bruce are talking about, sending messages. If we get into this thing where we have to issue business permits and investigate you that sends the wrong message to anybody that wants to come here and I think we need to tread very carefully because we don't want to send the wrong message." Mayor Ransone, "I agree but maybe reissue a new CUP to that new owner under that new name. It would be a reissue. I would not have to come before the planning commission as long as it is under the same guidelines as the other one, am I right in assuming that?" N. Keane, "I think that The Dredge comes under the previous use which goes with the land owner not necessarily the business owner. Julien has owned the building since the Trick Dog so he would not have to." R. Kime, "It's something we should look at." W. Nunnally, "I think the biggest problem the council has Roy is not knowing what's coming. It's a notification thing. If a constituent says Wayne what is happening down on the corner and we have never even heard about it then it's embarrassing." R. Kime, "I will make every attempt to keep you apprised of new businesses in town." B. Schaschek, "Do the realtors come to you when businesses move in?" R. Kime, "No but I could go and talk to them." Mayor Ransone, "When you see a for sale sign in the front of a business then you should contact that person and ask them to let us know." F. Westbrook, "In keeping with Robert that chastised us for not welcoming him to town it guess it wouldn't hurt us to make the first move." R. Kime, "An update one 167 Chases Cove. The Chesapeake Bay Act and the Lancaster Erosion and as previously reported I issued a permit for storm damage in late September which I could do under our ordinances and I issued it apparently the work was done in a slightly more aggressive fashion that I anticipated and the county determined an erosion permit was required and it had to be issued by Lancaster County because they enforce the erosion control activities. I discussed this matter with the County in December and after some delay a permit for that has been issued by the County, very recently, and a plan of remediation is to be developed and implemented. I have asked for a copy of that plan and when that plan arrives I will take it to V'Lent Lassiter with DEQ. In my conversations with her I have learned a lot about the Bay Act and remedies available under the Bay Act are limited to restoration or replantings. There are no fines or punishments under the Bay Act. She stated this was a relatively common occurrence and you only have a problem if live growth was taken out but if it was all storm related you didn't have any problem under the Bay Act. She said the proper way to proceed in this matter was for the County to enforce the erosion ordinance and I need not do anything if the contractor is willing to apply for an erosion permit and submits a plan of remediation. Once I get that plan of remediation I will get a copy of that to her and she will review it and make sure it complies with the Bay Act provisions. It is moving but real fast. In my defense, when I came here I didn't claim to be a Bay Act expert and when I was hired I had a very limited transition time with Hardesty to learn the job. I can only do what is in the code/ordinance book. I have no authority to go beyond it and we have seen that are some problems with it and that's why we are working to fix the problem. We are working on it. Thank you." Mayor Ransone, "Any questions of Roy?" F. Westbrook, "No." Mayor Ransone, "When Roy came here like he said he had a short time with Hardesty and I think we need to have Roy go to seminars to learn more and I think we gave him the go ahead but we didn't give him the tools. He needs tools and he didn't have them. Despite not having tools and until he can get to a seminar, I think you need to include that in your budget this year and I think until he is more firm he should contact Lancaster and get Brian to come down and go over these things with you that way we don't have things like tonight." F. Westbrook, "I think that's great. Give us

some numbers.” Mayor Ransone, “I can’t speak about 167 Chases Cove but I can speak about that when we hired these folks and they have been here about 18 months they came in under fire, we didn’t have anybody, we had been through one clerk and I think we are still learning about each other and we need to be patient with each other and we need to communicate more. I am just a bad, I don’t get my emails like I should but I’m getting that remedied.” F. Westbrook, “I hope so. Theresa I know you are trying.” Mayor Ransone, “Theresa is dragging me kicking and screaming. We need to send him to some seminars. Sharon has places to go and learn about being a clerk. But we didn’t give Roy anything we just said have at it and I think we all have learned a lesson. He is figuring it out and I think if you have an issue that is beyond your scope call him. M. Bombay, “I had a teachable moment this week. When we posted the notice for the special meeting it originally done for Wednesday and then it changed to Thursday so I asked Sharon why did you make the change and she said she had talked to Fran and we didn’t have enough time” F. Westbrook, “We needed three days.” M. Bombay, “I went to the ordinance prior to talking with Sharon and it says for a special meeting you need 24 hours so this is a problem that we have with our ordinances and we need to get them corrected and anybody that looks at them even somebody that comes in to visit the office they are getting bad information and we can only use what is there.” Mayor Ransone, “I think if the public can be patient with us. We have new people on here and we have been through a lot in the past few years but I think we have to communicate better with each other. If somebody has an issue with an employee they need to come to HR and address their concern. Use the committees that’s why we have them. If we don’t use them there is no reason to have them.” W. Nunnally, “I would like for the minutes to say this, this is my third lawyer since I have been on this council and this is the first one that has ever been able to quote an ordinance number and this is the first one that has ever been able to say what’s in our code and this is the one that found out that we put the comprehensive plan in our ordinance which was a huge mistake. This new staff are amazing. We may have some issues but the overall job that Roy and Nancyellen and Sharon do are phenomenal.” Mayor Ransone, “I’ve depended on Nancyellen a lot here lately because she has found a lot of this stuff. She is new and she is trying to figure this out. She doesn’t know everybody at this table and she wants to work with everybody. We have to give them a chance and maybe a little air and space and not looking over their shoulder all the time. I know people want things done and maybe they aren’t done on time but if they are given more direction maybe they will work towards that direction.” K. Pollard, “The main thing is any concerns need to come to HR.” Mayor, Ransone, “If you have a problem with anything for which there is a committee, say I have a problem then I am going to go to the budget committee and if I have a problem with the zoning ordinances then I am going to use the committee.” K. Pollard, “Isn’t that why we have the committees?” Mayor Ransone, “Like I said, we have the committees and we need to use them. We need to act and not react. We need to hear and then come together whether it is a meeting or a workshop or in a closed session. I have been on here for a long time and I have always tried to be fair with everybody and I want them to have an opportunity to speak I want the public to speak when they have that opportunity. Maybe this was the opportunity I have been looking for to make a few statements.”

G. REPORT FROM THE TOWN ATTORNEY – *Nancyellen Keane, Esq.*,

N. Keane, “We expect the Charter amendments to be voted on by the full general assembly tomorrow and what is left after that is the governor’s approval. Today, the public hearing was held at 6:15 p.m. to obtain any comments from the public on Ordinance 2019-01.01 for the repeal of Town Code §151.01 later on this agenda will be a second reading and a vote on the ordinance and it will be brought forward by J. Brown. A written statement came in from Ian Ormesher dated January 19 and a second written statement came in from Information Irvington, Report from January 19. I want to touch on the legal issues of those statements only. The letter from Ian requests council to develop a course of action consistent with current knowledge about the comprehensive plan and an outcome consistent with views of residents. As discussed in the workshop on January 14 there are a number of options should council decide to act. Two actions have been set in motion are 1) repeal of the town code section I just mentioned and 2) consideration of a

motion to appoint a committee on the vision statement that Jackie was talking about earlier. In addition to that council discussed in the workshop 1) taking no action until 2021 when a new comprehensive plan would be developed 2) amend the comprehensive plan to remove unwanted sections or 3) amend the comprehensive plan in some other way or 4) withdraw the comprehensive plan or 5) create a new comprehensive plan now. These were the choices that were brought up. From a legal perspective the ideal result would be one that does not include an amendment to the current comprehensive plan. Taking no further action or withdrawing the plan would be preferable legally. We have a mountain of public comment and council meeting minutes on the subject of the PUD and this comprehensive plan which would be impacted if the comprehensive plan were to be amended. Amending the comprehensive plan would require council to reapprove which means voting to reapprove the amended comprehensive plan and its supporting data. That's my legal recommendation for the comprehensive plan discussion that you will have. The second written statement that came in was the Information Irvington report this report comment section refers to "surgical excision of the PUD language" and removing "jettisoning it now" for the reason stated in my discussion a minute ago regarding the Ormesher letter the ideal legal result would not include amending the current plan and excising the PUD. It would be to either rewrite it or leave it alone or withdraw it.

The next item is the regulation of Precious Metal Dealers." W. Nunnally, "I brought that up. A police officer, a detective in the Sheriff's office came to me and said he would like for us to present this to Lancaster County which we did and they have approved it and now he wants each locality to pass the ordinance locally. Basically this is if you are a gold dealer buying and selling gold in a town you don't have to tell anybody what you do. You can buy all the diamond rings and all the gold rings you want. And they immediately melt the metals. There is no waiting period. I would strongly suggest we do something in conformity with Lancaster one that has been passed and now there is a waiting period and the police are involved. This is close to my heart because as most of you know were burglarized and a lot of my wife's antique jewelry was melted and we lost it all because it went to the metal dealer that didn't have to report anything. I would urge that we do this and would ask Nancyellen how do we move forward?" N. Keane, "I can draft an ordinance for the council to consider that would be very similar to Lancaster but the one thing that I wanted to mention before it is done so you can let me know how to proceed. According to the report I read from Lancaster there is no metals dealer in Lancaster but they passed the ordinance anyway. There is one in Kilmarnock. We don't have one that I know of. And I am not aware of a metals dealer in White Stone. So what is very interesting about this is it requires very heavy involvement of the chief law enforcement of the applicable locality that passes one of these ordinances to manage it. We don't have any dealers to register so we may only get one ever but if you are involved in this network this police office that you were talking about wanted all the towns to pass the same ordinance so that he could have a mutual agreement. We do have a mutual aid agreement with Lancaster and White Stone already." Mayor Ransone, "And Kilmarnock, I think we went with all three because we did not have police so we were going to have an agreement so that if Lancaster can't get here Kilmarnock could assist or White Stone could assist." N. Keane, "Ok, I will check on Kilmarnock. Whatever we pass means somebody else has to manage it so we would need some sort of staff relationship. Roy may have speak with the other localities to see how it will operate. I thought you should be aware it requires something we do not currently have, a chief law enforcement officer." Mayor Ransone, "I agree with what you have said but how would we know if someone is in town and doing this especially if it is being done in his house?" W. Nunnally, "I don't think that's a problem. I think you would find out quickly by the people that are coming to the house." B. Schaschek, "It could be mailed to them." Mayor Ransone, "I think this is a good idea." W. Nunnally, "I MOVE THAT WE EMPOWER OUR TOWN ATTORNEY TO DRAFT THIS ORDINANCE." MAYOR RANSONE, "SOMETHING SIMILAR TO WHAT THE COUNTY HAS. Is there a second? B. Schaschek, "Second." Mayor Ransone, "Any other discussion? All those in favor say aye. All those opposed. All were in favor so it has been approved."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO HAVE THE TOWN ATTORNEY DRAFT A PRECIOUS METALS ORDINANCE SIMILAR TO LANCASTER COUNTY WAS PASSED 6-0.

Abandoned or blighted properties. We have identified approximately eight blighted properties in Irvington. Roy and Sharon have taken on tracking down the information on them tax wise and so forth and once we have more information we will bring it to the next meeting or the one after. There are two properties that are three years tax delinquent and abandoned.

Legal questions. Mayor Ransone asked me to contact Michelle Gowdy, Executive Director of the Virginia Municipal League on February 13 to confirm answers to a number of legal questions posed to her by members of council who visited her in the last week. The first question we talked about earlier in this meeting. But there were a list of questions that pertained to the Freedom of Information Act and other related things. I obtained answers to those questions and to be transparent that's why he asked me to do this and report back to council. How would you like for me to report back?" Mayor Ransone, "It came to my attention that somebody said we were having these meetings and the meetings were wrong and I wanted to confirm whether we doing the right or wrong thing." F. Westbrook, "No one said they were wrong. We just asked a question on how and if and should we should be doing that." Mayor Ransone, "Or if we are in violation." N. Keane, "The one that I want to mention and go over is the one that has come up numerous time and that is, 'are pre meetings to upcoming town council permissible with town attorney and office staff so that attorney can disseminate/collect information from town council members individually or to collect council members thoughts and opinions?' and the answer that I received was yes, nothing prohibits most councils do it and staff is exempt from the definition of a meeting under Virginia Code §2.2-3701. No pre meeting has ever been conducted while I have been the town attorney where more than two members of a public body. But there are other questions along the same lines and I will make them available if you want me to." F. Westbrook, "I would like to but at some other time to sit down and talk because I have a very different take on that." Mayor Ransone, "Good, get clarification. Any further question of our counsel?"

H. REPORT FROM THE PLANNING COMMISSION, Jackie Brown, Liaison

Mayor Ransone, "I know there is going to be a discussion about the PUD but I would like to do that in round table. Is that ok with everybody? W. Nunnally, "Can we make a motion about withdrawing this comprehensive plan?" Mayor Ransone, "Let's do that in round table. I've got PUD discussion down here and I figured that would be a good time to do it if that would be alright with everybody." J. Brown, "We had some speakers at the planning commission and Bruce Sanders basically made the same presentation he made here. Gary Hooper commented that in his many years of commercial redevelopment and service on several planning commissions he has never seen a rezoning being granted without complete plans and he thinks that sets an unfortunate precedent and he feels that we missed the value of the B2 buffer zone by doing that. Al Pollard introduced a document detailing three approaches to the review process for making rezoning and land use decisions and we might want to look at in terms of if we want to have a legislative approach or an administrative approach something is one way and something is the other way. Mike Mattheisen gave an overview of 2018 Weldon Cooper demographic and economic trends in Virginia and the possible implications for Lancaster and Irvington. I think it would be instructive to ask him to give that overview to the council because I think it has some valuable information in it. The planning commission

continues to look at business ordinances in other localities and to see how other people are doing things before they start working on ours." Mayor Ransone, "Any questions of Jackie?"

I. COMMITTEE REPORTS

1. Budget & Finance Committee – *Fran Westbrook, Councilwoman*

F. Westbrook, "My part is that we are just about wrapped up the whole audit thing and the things we have left to do are to verify the CD's and all the signatories at both banks and that would be Chesapeake Bank and VCB. The other thing is that I've been in contact with Will Hubbard about the Lokey -Wiley Foundation which are the people that gave us one of the CD's that they gave us a library and what we can do with that since we don't have a library. Will has indeed inherited the trusteeship of that and he wasn't sure if they meet the end of February or March but I'm to prepare in some sort of writing what it is we are asking them for so that he can discuss it with them. The request. So, if you like I'll prepare that and then bring it to you all to look at before I send it to them and then we will send it right on to Will and he can take it to the meeting." Mayor Ransone, "When is the meeting?" F. Westbrook, "He said maybe the end of February but certainly by the end of March. He is supposed to check on the exact date." Mayor Ransone, "Just bring it to the next meeting and we can look at it. I think it's just a formality." F. Westbrook "It is just a formality so he can take to the meeting." W. Nunnally, "You will have to invoke the doctrine of cy-près – it's a charitable doctrine." F. Westbrook, "Are you impressed Nancyellen?" N. Keane, "That was my case at Sweetbriar." F. Westbrook, "Oh wow! And then Bonnie has a little bit to add." B. Schaschek, "I had the pleasure of meeting with the banks and going through a couple of things so I'll pass this out so you can have a copy at it. At Chesapeake Bank as of 1/31/19 we had \$206,075 in our operating account and \$41,149 in our capital budget. Looking at the budget, the remaining expenses from February through June are \$99,680. We have \$37,160 budgeted in the for capital improvements for a total of \$136,000. So the budgeted income for February through June is an additional \$58,000 which gives us \$168,676 anticipated net cash balance at the end of the fiscal year. I'm just giving you this so that you know where my other numbers come from. We've been saying for a long time that we want to look at SWEEP accounts, we want to look at ZBA accounts, cash management accounts so we did talk about it, there are \$100,000 minimum for those accounts that SWEEP in and out however it's only giving you a .75% interest on it and it's an investment account so they are investing it in stocks and muni's so that means it's not FDIC insured so that is obviously not the way we want to go." Mayor Ransone, "I don't think we want to do that." B. Schaschek, "No. However there are some special products out right now. Chesapeake has a 13 month CD at 2.75% interest. They have a commercial money market at 2% interest with six transactions per statement period which is wonderful. So, my recommendation would be to close the Capital Budget account. We can always track the capital budget in QuickBooks with a sub-ledger so that's not a big deal. Put \$100,000 into a 13 month CD at 2.75%. Put approximately \$40,000 into a commercial money market at 2% and leave \$28,000 in the checking account. I also went and checked on the VCB CD, we currently have a value of \$113,148 which expires 7/22/20 and right now it's getting a rate of 1.75%. Went out and checked on the descriptions, we're allowed to take a one annual penalty free withdrawal from that so I'm suggesting that we withdraw \$110,000 from that and put it into a second CD at Chesapeake Bank getting 2.75% and this gives us flexibility with additional income. You will probably see an additional \$4,000 on interest income but the other thing is Chesapeake Bank pays a bank franchise income to the town of Irvington VCB does not so moving the funds back to Chesapeake also will increase your income from them. SO, I WOULD LIKE TO MAKE A MOTION THAT WE MOVE FORWARD AND OPEN THE CD'S AND MONEY MARKETS AND MOVE THE FUNDS TO GET THIS. W. Nunnally, "Second." S. Phillips, "May I interrupt?" Mayor Ransone, "Yes." S. Phillips, "I'm sorry but I need clarification on something. It has been made clear, please give me just a minute here, you are a legislative body you govern how you choose. The office represents the administrative side of things. It has been a point of contention across multiple meetings that documents that are going to be distributed need to come to the office by a certain time. In the past members of council have abstained from votes because supporting documents have not been submitted in a timely fashion. I just need clarification. Not only do I

not have this document but you are now going to make a motion and vote on it. No one had time to consider it." F. Westbrook, "Well it is a committee report." B. Schaschek, "It's a committee report." S. Phillips, "I don't have it." F. Westbrook, "We don't usually give you committee reports." S. Phillips, "However you choose to move forward, I need you guys to establish a policy so that as the town clerk, I don't think the decisions you are making are equal. I don't intend to interrupt. You are a town council. You can vote how you choose. As the clerk I have been instructed by a member of council to meet a certain timeline and a certain set of requirements for documents that are to be distributed. Again, just for clarification." W. Nunnally, "Well I would like clarification. One council member can't tell you what to do." F. Westbrook, "Well, we voted on it at a meeting because I fussed about not having documents. Documents were dispersed the morning of a town council meeting." S. Phillips, "No vote was taken. This is once again a situation where documents have not been distributed." F. Westbrook, "This was a committee report." K. Pollard, "Still we didn't have the information." M. Bombay, "It is requiring us to make a decision right now." F. Westbrook, "Are we saying that we need to submit all our committee reports first here." M. Bombay, "If we need to vote on something it would be nice, common courtesy to have the time to review it." K. Pollard, "To look at it." Mayor Ransone, "I understand where Bonnie is coming from and brought this in, I understand." F. Westbrook, "When did you have this conversation?" B. Schaschek, "Tuesday and Wednesday. I didn't get the financials until Monday to look at this and go to the bank. I talked Tuesday and Wednesday to them." F. Westbrook, "I don't think it has to be done right this minute, I don't have a problem with it but I do think we need to talk about what we are going to with our committee reports and things in the future." M. Bombay, "I propose we just make it consistent." F. Westbrook, "So that we know too." W. Nunnally, "Is this what we are saying, if we want to make a motion on that gold ordinance then I should have put that in writing and given it to Sharon?" F. Westbrook, "I guess so." Mayor Ransone, "What I'm saying is that she is going to do something, going to write it up and give it to her and publish it and send it to you all." B. Schaschek, "But that's an ordinance." F. Westbrook, "Budget and fiancé has brought reports to you all with a motion that was dealt with that was obviously monetary in nature so we have done that in the past on a couple of occasions." K. Pollard, "But we haven't done anything that shows the distribution and all of this. It would have been nice to be able to review this rather than sitting here at the table after two or three hours." N. Keane, "To your point Wayne, if you and I had talked about the gold ordinance last week, we could have put on this new business at the bottom, motion to have town attorney draft ordinance for gold. And in my report I would have said, later in the agenda Councilman Nunnally is going to make this motion. Sharon would have known what the motion was supposed to say and would have put it on here. It would already be there for you and it makes things more organized." W. Nunnally, "Do we want to set a policy that if we are going to make a motion on an item that it should be in writing and given to Sharon to disseminate in the next meeting so that we have it?" Mayor Ransone, "She tries to get stuff to us before the meeting so that way you have a chance to look at it and if it's in here then Bonnie can still do the report and explain it but you would have time to look at it. I don't know if that such a bad idea." W. Nunnally, "I think human resources should take this." N. Keane, "If you did that but you still came to a situation where you had to make a motion without having met that deadline there would always be the ability to amend the agenda at the beginning of the meeting. Hopefully it wouldn't happen all the time but it would be a way for somebody to do it. You could vote on it at the beginning of the meeting." S. Phillips, "This is just a conversation between the town council and my role. I will do as you ask. This is not about opposition. This is about trying to meet your needs. When the agenda is created and a timeline had been suggested. I encourage you to not make a decision on this tonight. I'm not asking for you to make a decision tonight rather I'm asking for you to have a collaborative conversation that includes me because I work with the timing of things and when they come in and how they apply to certain things. It applies to public comment and how we want to address public comment. The sequence of events regarding the agenda. The distribution of documents. Again, I apologize for interrupting. I just ask that you talk about this in more detail as a group." W. Nunnally, "I defer this matter to the human resource committee and ask that they give us a report." F. Westbrook, "Let me suggest, one

of these CD's expires the end of this month." W. Nunnally, "Point of order, there is a motion on the floor and a second. This discussion that we are having now is about protocol. I'll call the question about the motion and then we can discuss the protocol." Mayor Ransone, "There is a motion and a second. All those in favor say aye. And all those opposed?"

All were in favor. 6 in favor 0 opposed.

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION THAT WE MOVE FORWARD AND OPEN THE CD'S AND MONEY MARKETS AND MOVE THE FUNDS TO GET THIS IS PASSED 6-0.

W. Nunnally, "Ok Bonnie make the transfer." Mayor Ransone, "All committees, if you are going to have a document make sure you get it to Sharon so she can bring it to us and we have it in our packet even if we don't know what's it's about, when you explain it, we will have it in front of us."

J. OLD BUSINESS

1. **Second Reading – Ordinance 2019-01.01** *An Ordinance Repealing Town Code 151.01, which incorporated the Comprehensive Plan by Reference into the Town Code* **S. Phillips, Clerk**

M. Bombay, "If we are going to bring a motion in new business and we decided to withdraw the comprehensive plan which I think was counsels recommendation do we need to go through the second reading?" B. Schaschek, "Yes." N. Keane, "It was actually passed by resolution but what would have to happen is two readings of a resolution and then there would have to be a public hearing so it will take a month or two." Mayor Ransone, "We can discuss that in the PUD discussion in the round table." M. Bombay, "If we didn't need to do these two steps we could go right on to the PUD discussion and the withdrawal." B. Schaschek, "That's a big deal." M. Bombay, "I withdraw the question." F. Westbrook, "Do you feel sufficiently attacked?" M. Bombay, "No, educated. But that's not what they were looking for." Mayor Ransone, "This is a whole different situation." F. Westbrook "They like this." Mayor Ransone, "We are going to have PUD discussion in round table." B. Schaschek, "In roundtable are we going to be able to make a motion?" Mayor Ransone, "Yes, it is still in the meeting. You can make a motion just about anytime you want." B. Schaschek, "Ok, but I won't take notes and write it out the night before though. I'll just rattle it off." Mayor Ransone, "We are having the second reading of Ordinance 2019.01.01. An Ordinance Repealing Town Code 151.01, which incorporated the Comprehensive Plan by Reference into the Town Code." S. Phillips, "

ORDINANCE 2019-01.01

An Ordinance Repealing Town Code §151.01, which incorporated the Comprehensive Plan by reference into the Town Code

WHEREAS, the Irvington Town Council desires to repeal Town Code §151.01, which was enacted November 29, 2006 and re-enacted on February 12, 2015 as part of the publication of the 2015 Town Code ("Repeal"); and

WHEREAS, the Irvington Town Council considers the Comprehensive Plan to be a non-binding guidance document and not a legal requirement; and

WHEREAS, consistent with the foregoing, the Repeal hereby eliminates legal status previously accorded to the Comprehensive Plan; and

WHEREAS, this change to the Zoning Chapter of the Town Code was recommended to Council by the Irvington Planning Commission; and

WHEREAS, this change was discussed in a public hearing held on February 14, 2019, pursuant to VA Code Ann. § 15.2- 2204; and

WHEREAS, this Ordinance was read twice before enactment.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

1. This Ordinance is adopted pursuant to VA Code Ann. §15.2-2204 and the authority granted to localities by VA Code Ann, §15.2-2280.
2. Town Code §151.01, adopted November 29, 2006 and re-enacted February 12, 2015 is repealed.
3. This Ordinance is effective upon passage.

2. Consideration of a motion to approve Ordinance 2019-01.01 *An Ordinance Repealing Town Code 151.01, which incorporated the Comprehensive Plan by Reference into the Town Code – J. Brown, Councilwoman*

J. Brown, "I'D LIKE TO MAKE A MOTION TO APPROVE ORDINANCE 2019.01.01." W. Nunnally, "Second." Mayor Ransone, "We have a motion and we have a second. Is there any discussion?" F. Westbrook, "No." Mayor Ransone, "All those in favor say aye. All those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE ORDINANCE 2019.01.01 IS PASSED 6-0.

F. Westbrook, "So we are through with this right?" N. Keane, "In the town code you are." Mayor Ransone, "It is officially out of the code." N. Keane, "And then when we update the code it will be taken out of the book, right now it is still in the book." Mayor Ransone, "It is still in the book physically but the book is out of the code. Is there any other old business?" F. Westbrook, "We still have three." B. Schaschek, "We have number three."

3. Consideration of a motion to discuss letter from Ian Ormesher – B. Schaschek, Councilwoman

Mayor Ransone, "Does anybody have anything they would like to say about Ian?"

F. Westbrook, "I thought it was well written personally and it did call us to task on some things and we needed to hear it. My only regret is that although I had already responded to him was that we were asked not to respond to a constituents' letter that had been addressed to each of us. I just, as an elected person then I should be able to and want to be able to respond to anyone who says anything to me of course I would like to think that I am careful in saying I am only one and that this is my opinion and I think we should be able to do that at will." Mayor Ransone, "Ok. Anybody else?" B. Schaschek, "I am in complete agreements with that I was a little bit shocked that somebody was going to respond and put words in my mouth and I just took, I didn't appreciate the email." Mayor Ransone, "Here we go with another disconnect. My thing was as a council we did not say anything to Ian when we decided we were going to

discuss it at the next meeting. Nothing was said to Ian at all from me or from anybody except you did talk to him and that's fine." F. Westbrook, "I talked to him that night after the council meeting." Mayor Ransone, "He talked to me after the meeting. My thing is we have so many regulations of being town council and I want to make sure we are all kind of on the same page when we do have somebody. Everybody has a little difference of opinion but I still say we need to be kind of or at least know what we are going to say to this. He directed it to all of us and we are responding to it as a group we should respond to it because he is tasking all of us." F. Westbrook, "I think that's an option. He did send it to all of us but he also sent it to us individually." Mayor Ransone, "I know that. I don't know what the policy is, it's not a policy but I guess if you want to do it you can do it but I just think that we should try and don't call me a control freak because I'm not but I just want to make sure we are on the same page because if you say something it may be different than say Mike would want to say." F. Westbrook, "That's why we have to be careful how we word it." Mayor Ransone, "That's what I was implying. I wasn't trying to curtail anybody and if I did I am sorry but I just want to make sure that we know because there were some tough things he tasked us about and I agree." F. Westbrook, "Well it was tough hearing some of it too. Especially that night." Mayor Ransone, "I have always been a fair person and I want everybody heard. I'm not trying to squelch anything. I just think we can maybe if you have something you want to say maybe email it into Sharon and she can email it to all of us so we can get somewhat of a group thing because even though he asked us individually he asked us as a group too." M. Bombay, "I don't know if it is a better answer but maybe slightly different answer. If the town wants to put together a common response to something then we get a chance to review it and if we have a real problem with something then we should be able to verbalize that individually. If we don't have a problem with it we put it out under the banner of the town." F. Westbrook, "Well there is that but I still feel pretty strongly that we do what you said I think it's important to come forward as one but." B. Schaschek, "But shouldn't we have that conversation to come forward as one? We would have to meet and discuss it long before it got sent to anyone." M. Bombay, "That's what I am saying, if we got the document before it got sent out and we had a problem with it we could." B. Schaschek, "We had no input to it." S. Phillips, "There was no document sent out." M. Bombay, "There wasn't anything sent." Mayor Ransone, "If you feel you want to go talk to this person and respond to him I have no problem with that it is your call everybody here is a grown up." F. Westbrook, "I think it is part of the whole democratic process." N. Keane, "Legally you all can all respond if you want to. I think the only thing that I heard when I talked to Rannie about it was that there is that side of wanting to be a united front on certain things and to speak in unison if possible on some things it might make sense to and I think that is what he was trying to get across and that's why you put it on the agenda immediately for the meeting and unfortunately it got left off." Mayor Ransone, "I am not that good with words. I am not trying to quell anybody. It doesn't have to be this particular letter. If we get some letters in here I think we need to not react but let's just act and try to have a conversation. Even if we just email or talk to Sharon, she could call around to everyone and say this is what we've got and maybe Nancyellen could write it up and bring it around." F. Westbrook, "That's what happened with Julie Harris and that's how we got started on that when I asked her to please send a letter in. But one other thing about Ian's letter it simply so that speaking for me it a pleasure to hear from our citizens especially as well thought out and well written as that was and I certainly don't want to discourage." Mayor Ransone, "If we want to have a response that's fine and even after the response if your still not satisfied and you want to speak I'm not going to stop you. It's not up to me to stop you from doing that because they stop me and ask me questions when I'm walking the dog." W. Nunnally, "So the answer is simply is if we respond we say I am responding personally to your comments and not speaking on behalf of the council. So we start all communication with that verbiage." F. Westbrook, "I think that's right." Mayor Ransone, "I think that's good. Because if you say something the person can come back and say well this is what the council is going to do and you have to be careful not to send mixed messages." F. Westbrook, "Well that's what happened earlier tonight." N. Keane, "You might respond to someone personally and say I am doing this on my own but there might be some reason why there should be something from the town but not on this particular letter. So it's

important for everybody to know what everybody is doing because if the council had to send a letter on stationary that said X and two or three council members had said something on their own and I'm responding as a citizen not as a council member and they had a different answer it looks like they are not in sync and that's fine. Ultimately you can do what you want but those are the kind of practical things people need to think about before they do anything." Mayor Ransone, "Everybody ok with that. Anybody have anything they want to say to Ian. Thank you for the letter Ian." J. Brown, "Thank you Ian."

K. NEW BUSINESS

1. Motion to concur in the recommendation of the Lancaster County Treasurer that, as part of its collection efforts for Irvington, Lancaster publish in the Rappahannock Record delinquent Irvington real estate taxes (those delinquent 3 years or more), same as is done for delinquent Lancaster taxes.

W. Nunnally, "So move." Mayor Ransone, "We have a motion." M. Bombay, "Second." Mayor Ransone, "We have a second. Is there any discussion?" B. Schaschek, "Sort of." F. Westbrook, "Yes." B. Schaschek, "First of all we don't know how these people are contacted or how they are contacted has anybody tried contacting them are they sit in trusts? S. Phillips, "Roy and I had a meeting with Bonnie Dickson and Marlon Savoy with Lancaster County treasurers department and we addressed a couple of your concerns. Yes they have been contacted and I have examples of the correspondence. There is a time frame. The original real estate tax bills are sent out in October and then in February Lancaster and Irvington residents will receive a delinquency notice. I am going to use the years that we are referencing as the example. In October of 2016 the original real estate tax bill went out and in February of 2017 those that not paid, and again we are dealing with 1% of the initial tax bills, receive a delinquent notice. In October of 2017 property owners receive a current bill and a notice of the delinquency and then in February of 2018 they receive a delinquency notice for 2016 and 2017. In October of 2018 they received their current real estate tax bill and in February of 2019 they receive a tax bill for 2016, 2017 and 2018." B. Schaschek, "So how do we know? You keep sending it to the same place and the same place and nobody is responding." Mayor Ransone, "Is it certified letter, do you know?" S. Phillips, "Lancaster County uses a company called TACS and again this a part of the original agreement that was sent and they use the latest address of record." B. Schaschek, "On file." S. Phillips, "Once it is sent to a collection agency Lancaster County no longer handles it. It is all sent to a collection agency and they have their own processes and that is an existing contract with Lancaster County." N. Keane, "These people that are delinquent to us, they have to be delinquent to Lancaster as well." B. Schaschek, "They are." R. Kime, "That was in the paper and of our five people who are delinquent for three years four of them are delinquent to Lancaster County as well so one person is not but what we would be doing is publishing something that looks like what Lancaster already publishes." F. Westbrook, "I don't even know personally if it is worth it. You said earlier a couple of these are blighted." Mayor Ransone, "Some of them have five or ten different owners. It is like the Sanders property where we had to get the heirs together so we could buy that property but it was in so many different names." W. Nunnally, "I think it is a service to the property owner. Let's say he is not getting the bill well now he has a notice in the paper that he can read so I think it's a safety gap for the property owner. It is not something that is ugly it just says hey you haven't paid your property taxes." F. Westbrook, "Is there a legality involved when it comes to maybe the County trying to collect that first it has to appear in the paper where it shows they tried to collect?" N. Keane, "Yes, they have a process." S. Phillips, "Yes, to answer some of your concerns regarding is this an incentive or a shame to have the name in the paper, Bonnie Dickson shared with Roy and I that the majority of collections on those that are delinquent come in the hours before the newspaper publishes. People want to avoid being in the paper. So they, the county, see it as somewhat of an incentive. Once those properties hit three years there is then a process where those properties become eligible for sale so again Irvington would want to become a part of the publishing because Irvington will recuperate all of the fees associated with being delinquent." N. Keane, "But the decision to sell is going to be with Lancaster because they are going to have a bigger bill."

S. Phillips, "This is not the final conversation on this topic. This is only a very high level conversation if the council makes choice or a vote to proceed it only allows Bonnie Dickson, because Lancaster County board of supervisors directs the treasurer of Lancaster County to publish three year tax delinquent real estate tax records on an annual basis, this is the first time Irvington has hit the bench mark of being thirty six months tax delinquent and it was not part of the original agreement. Irvington did not come up proactively address that." B. Schaschek, "So we need to come up with." N. Keane, "Was this printed today? And we missed this so we have to print a standalone ad but you can charge the tax payer back for the cost of the notice." S. Phillips, "Bonnie actually made that statement. Dependent on the number of tax payers that are published in the notice, she then takes the cost of the ad and distributes it equally. So to your point, the cost of the ad will be distributed across the five that are specific to Irvington." B. Schaschek, "Are we putting it in for three years or just one year that is delinquent for three years, are you putting one thousand or three thousand because the other two aren't three years yet." S. Phillips, "Correct. Only RE2016 would be published." B. Schaschek, "These are questions that she failed to answer when we got the call." S. Phillips, "Again this is a very high level conversation and I am very happy to share the conversation Roy and I had with the budget and finance committee or any member of council." R. Kime, "The total amount of tax due from these five people and fifteen properties is \$522." J. Brown, "Why don't we just put it on the post office door? We had a big turn out tonight because of that." W. Nunnally, "Call the question Mr. Mayor." Mayor Ransone, "You have heard Sharon and Roy's description. Do you want to do this? It is going to be published anyway because Lancaster County already published. We have missed this one but do we want it for future reference?" B. Schaschek, "In the future that's what we need to decide and if it's going to be policy. I wouldn't go back and republish." W. Nunnally, "I made a motion and it had a second." M. Bombay, "I seconded." Mayor Ransone, "We have a motion and a second. Any discussion?" B. Schaschek, "I am satisfied." F. Westbrook, "I am satisfied." Mayor Ransone, "Jackie?" B. Schaschek, "But are we going to put this in writing somewhere so that?" S. Phillips, "I will take the motion that is on your agenda and send it to the treasurer of Lancaster County along with your vote and that will suffice." F. Westbrook, "Does this need to be codified along with our real estate ordinances? B. Schaschek, "We probably need a resolution." N. Keane, "I think I would be more interested in passing with a vote is the actual agreement with Lancaster County to do the collection." W. Nunnally, "We have already have done that." Mayor Ransone, "Do we need to redo that?" B. Schaschek, "We need a contract and that's separate and that would be a line item in the contract." Mayor Ransone, "We just did a letter we have not done an official contract but it might be a good idea." B. Schaschek, "Our fees are going up based upon mail houses and everything else." N. Keane, "She still just wants to know do you all agree that these can be advertised in the future? And then she will be able to tell the collector that you all are ok with it so that it gets in their processes and they can just do it in the future as well." S. Phillips, "Again just for clarification, the motion is specific to the next publication of the Rappahannock Record or the subsequent edition the motion." Everyone talking at once. B. Schaschek, "No." F. Westbrook, "We decided just to do it for this year." Mayor Ransone, "Hold on everybody. Sharon are they going to publish another one, how many times are they going to do this?" S. Phillips, "They just publish once. I strongly encourage the town council to do so when comes to levying those tax delinquent properties." N. Keane, "It might not be a bad idea that we have done it and it will be paid by the delinquent tax payers." W. Nunnally, "The next time it's published." S. Phillips, "You need to set the precedent." All talking at once. B. Schaschek, "She wants to publish it now." N. Keane, "She want us to be able to show that we advertised it this year because when they attempt to sell the property there are certain processes you have to go through and show you have done." B. Schaschek, "I don't see why we need to." S. Phillips, "Again, and I am really sorry, you must understand the process that Lancaster County goes through and if you are not consistent, if you choose to not do this this year but you do it next year, first of all you will want to make sure you are consistent in setting the correct precedent. Why would you publish some delinquent tax payers and not others?" F. Westbrook, "We can pick up or precedent next year." W. Nunnally, "I think we are making a mountain out of a mole hill." Mayor Ransone, "Let's do this. Let's go with your motion to do this for this year for the

next publication." W. Nunnally, "For the next publication, not this year." All talking at once. "F. Westbrook, "Not this year. This year is done. Wayne's motion is to" All talking at once. B. Schaschek, "That is not what Sharon is saying." W. Nunnally, "I know but that is what I am saying." F. Westbrook, "Wayne is saying something different." Mayor Ransone, "Do you want to withdraw your motion?" W. Nunnally, "No, I don't think we need to." Mayor Ransone, "We have changed and we need to do a contract. So you need to make a motion to authorize Nancyellen to draw up a contract with the County." F. Westbrook, "But that is a separate motion." Mayor Ransone, "We are going to do that separately? Ok." W. Nunnally, "I think we just pass this real quick and then the motion for her to do the contract." B. Schaschek, "I have such a headache." W. Nunnally, "MY MOTION IS THAT WE PUBLISH THE DELINQUENT REAL ESTATE TAX IN THE RAPPAHANNOCK RECORD UNDER THE AUSPICES OF THE LANCASTER TAXING BOARD." S. Phillips, "Three year." W. Nunnally, "We missed it this year because we didn't know about it." R. Kime, "No." All talking at once. R. Kime, "No it will be printed next week." F. Westbrook, "We are going to do it by ourselves and not with Lancaster." All talking at once. W. Nunnally, "I will redo the motion that we put an in the paper and then turn it over." All talking at once. M. Bombay, "I'll vote for the 12th iteration." Mayor Ransone, "Whatever she said. Ok we have a motion and a second any other discussion? All those in favor. All those opposed.

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE PUBLISH THE DELINQUENT REAL ESTATE TAX IN THE RAPPAHANNOCK RECORD UNDER THE AUSPICES OF THE LANCASTER TAXING BOARD IS PASSED 6-0.

F. Westbrook, "This is like pulling teeth." W. Nunnally, "I MOVE THAT WE AUTHORIZE THE TOWN ATTORNEY TO DRAW UP A CONTRACT WITH THE LANCASTER COUNTY COLLECTING THE TAXES." S. Phillips, "Thank you Wayne. Roy and I did talk to Bonnie about the contract and there is a time frame. She needs to have this information in place prior to July because it has to go through legal review on both sides." All talking at once. F. Westbrook, "I don't think that will be a problem we should have this by next month." S. Phillips, "It has to go through legal review so Nancyellen will draft it, town council will review it and then it has to be submitted to Lancaster County for them to review and potentially adopt a contract." Mayor Ransone, "We can pass it here and send it on to them and then I just have to sign it." F. Westbrook, "They just have to sign it after we have our March meeting." S. Phillips, "Did we get a vote?" All talking at once. B. Schaschek, "Did we get a motion on the vote for the contract?" Mayor Ransone, "Let's have a vote. Was there a second? B. Schaschek, "I seconded." Mayor Ransone, "All those in favor say aye. All those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO AUTHORIZE THE TOWN ATTORNEY TO DRAW UP A CONTRACT WITH THE LANCASTER COUNTY COLLECTING THE TAXES IS PASSED 6-0.

B. Schaschek, "I just want to make sure the contract has everything in it."

2. Motion to appoint a Special Advisory Committee for a Town Vision Statement comprised of the following individuals listed below who will meet in public at the Town Office and report back recommendations to Council.

Mayor Ransone, "I am going to ask for a little favor. I was late getting the last meeting and I know you had put some people on this committee but I've been thinking about this over the month and I think we should have a couple of business people on this too along with the group we have. I would like Bruce and Anthony Marchetti to be added to this list. Anthony, you gave a hell of a dissertation and I think we need to round it out and have business and business people on it. I will say this and if anybody has heartburn on this, I talked to Bruce yesterday and he is moving to Weems so he will not be a current resident here but he does own a business here." B. Schaschek, "And that's fine." Mayor Ransone, "Jackie are you ok with that? Another reason I have and I told Sharon to put that. I feel like with what happened in past history with meetings at homes and how people said there were secret meetings I think it would be advisable to have the meetings here and that way if Roy or one of us can be here, you tell us when you want to do it and we will get here, if the public wants to get here they can if not they don't have to but it is transparency and you may not agree with me and if you have heart burn." J. Brown, "The only reason that I suggested we have the meeting at my house was because I had a personal emergency that was unforeseen and I had to be there and we would have to reschedule the whole meeting and maybe do it a month later." Mayor Ransone, "I understand and things happen. I just think that if you want to meet you should try to set your dates and meet here. You can meet once a month or twice a month however you want. I am not putting restrictions on you but I think it should be here in the public town office." M. Bombay, "And you have to give notice." F. Westbrook, "Who is on the committee from here?" M. Bombay, "Jackie is on it, I'm on it, Mike Mattheisen is on it, Marsha is on it and we we've included." All talking at once. Mayor Ransone, "And now we've added Bruce." F. Westbrook, "So there are six people on it." M. Bombay, "We don't have to advertise it." Mayor Ransone, "You don't have to advertise it - wait - we do have to advertise it?" S. Phillips, "If I understood correctly, you have three, Mike Bombay, Jackie Brown, and Mike Mattheisen." All at once, "He isn't on council." N. Keane, "Technically this is a public meeting of a public body even if it is just on the website and on the windows. If you are appointed to an organization whether you call it a committee or commission." B. Schaschek, "The not elected." All at once. Mayor Ransone, "So we do need to advertise it." B. Schaschek, "Does it have to be in the paper or can it just be on the website." J. Brown, "Why don't you just put it on the post office door." F. Westbrook, "It doesn't have to be in the paper." N. Keane, "It doesn't have to be in the paper whatever our normal places are." Mayor Ransone, "Whoever is in charge of doing the meetings just call Sharon so she can post it in the proper places and I appreciate the accommodation. We need a motion. Wayne you make the motion because Jackie is on the committee, "MR. MAYOR I HUMBLY MOVE THAT WE ESTABLISH A CITIZENS COMMITTEE TO HELP US AND ADVISE US ON THE CORRECT FORMATION OF A VISION STATEMENT FOR OUR LITTLE TOWN." Mayor Ransone, "And those members are? Is there a second?" F. Westbrook, "Second." Mayor Ransone, "Is there any other discussion? All those in favor say aye and all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO ESTABLISH A CITIZENS COMMITTEE TO HELP US AND ADVISE US ON THE CORRECT FORMATION OF A VISION STATEMENT FOR OUR LITTLE TOWN IS APPROVED 6-0.

3. Motion to approve request from AWL to use the Town Commons and the North Commons on April 20th with a rain date of April 27th

W. Nunnally, "I MOVE THAT WE APPROVE NUMBER THREE ON THE AGENDA." M. Bombay, "Second." Mayor Ransone, "Any discussion?" All those in favor say aye."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

THE MOTION TO APPROVE NUMBER THREE ON THE AGENDA IS PASSED 6-0.

L. ANNOUNCEMENTS

S. Phillips, "Monday is President's Day and the office is closed. F. Westbrook, "That is when budget and finance is scheduled to meet." B. Schaschek, "We can still meet." F. Westbrook "What do y'all want to do?" R. Kime, "We will come in and meet with you." F. Westbrook, "One o'clock then."

M. ROUNDTABLE DISCUSSION

Mayor Ransone, "Let's go into roundtable and PUD discussion." W. Nunnally, "Mr. Mayor I move that we withdraw the comprehensive plan and get rid of it." Mayor Ransone, "All together?" W. Nunnally, "Isn't that what you said to do?" B. Schaschek, "No, we can't do that." Mayor Ransone, "We had three options." N. Keane, "That's what I think is the best idea. Now whether you want to withdraw it and not replace it with anything else that you had in the past like your old one or withdraw it and say that you have appointed a committee to do a new vision and that's part of that motion that might not be a bad idea." J. Brown, "The 2007 comprehensive plan" B. Schaschek, "Did you check with Michelle when you were talking to her that we could withdraw the comprehensive plan in totality and just have a vision statement." M. Bombay, "Until we come up with the next one." N. Keane, "No, I wouldn't, you would just have a vision statement for a while." F. Westbrook, "So we wouldn't have any comprehensive plan?" B. Schaschek, "We would have no comprehensive plan?" All talking at once. N. Keane, "You can readopt the old one but since we are going to go through the process of a resolution and readings and all that you should put it all in one document. You are going to withdraw. Readopt something else. Instruct the committee to do a vision statement so that you have it all in one document." Mayor Ransone, "The vision statement will be in the new comprehensive plan when we do a new one but we will be without a comprehensive plan if we do this all together." B. Schaschek, "I don't think that is ok." J. Brown, "Why can't we adopt the 2007 plan?" K. Pollard, "The whole plan or just the vision statement?" All talking at once. N. Keane, "Just while you are writing a new vision statement until you get a new plan, that's what they are trying to do." All talking at once. Mayor Ransone, "Stop. Everybody stop." N. Keane, "The reason you can't do that, I'm sorry." Mayor Ransone, "Wait a second. Let's go around the table. Mike do you have anything you want to say?" M. Bombay, "No." Mayor Ransone, "Bonnie?" B. Schaschek, "Yes, I do. I have a lot to say. Not the entire comprehensive plan is bad you don't want to take and throw the entire thing out there are certain pieces that need to be changed. I WOULD RECOMMEND THAT WE GO AHEAD AND CHANGE THE VISION STATEMENT IN THE 2017 COMPREHENSIVE PLAN AND I WOULD LIKE TO MAKE A MOTION THAT WE REMOVE STRATEGY THREE STRATEGY TWO AND GOAL B STARTING ON PAGE THIRTY SIX OF THE EXISTING ONE THEN WE PRESENT THAT BACK FOR APPROVAL TO THE COUNCIL AND THE PUBLIC WHAT HAPPENS THEN IS THE DATE CHANGES ON THAT IT IS NO LONGER TWO YEARS BEFORE WE ARE DOING A PLAN AGAIN IT IS FIVE YEARS BECAUSE WE ARE ACCEPTING IT IS NOT AN AMENDMENT BECAUSE WE ARE ACCEPTING THIS AS A NEW COMPREHENSIVE PLAN STARTING FROM THAT POINT AND WE GET RID OF THE VERBIAGE ON THE PUD BUT YOU STILL HAVE YOUR GROWTH IN THERE YOU STILL HAVE WISH LIST ITEMS LIKE WATER ACCESS AND ALL OF THE OTHER STUFF STAYS THERE." Mayor Ransone, "I have a pretty good idea. I have always said it is just an idea but if it is giving some people some heartburn I don't have a

problem and I think that's a good idea because we still have a comprehensive plan and we have taken out the PUD and put the vision statement in there and it may take a couple of months to do this because we have to get them to get the vision statement but at least we are working in the right direction. Do we need to have any resolutions or anything?" N. Keane, "You all do realize that if you amend the comprehensive plan you have to reapprove it with all these supporting data below it that we have already talked about." W. Nunnally, "As being wrong and that's my concern." N. Keane, "Legally, if we are going to have to support something and we get challenged how are we going to explain that?" B. Schaschek, "But we are taking out the pieces that was not supported." Mayor Ransone, "How about the survey? Is that included in your motion?" B. Schaschek, "The portion that creates the PUD and urban development is." N. Keane, "For example, Wayne voted not accept the comprehensive plan the first time so now he is looking at approving the amended plan with the same underlying data." Mayor Ransone, "One of our planning commission members has raised her hand and would like to say something." C. Bradley, "I want to be very clear and at the workshop I made this point as well. There is a sentence in the comprehensive plan on page thirty two or thirty three which says akin to items with high response rates that were supported by the planning commission were further developed in this comprehensive plan so when people say the survey doesn't support the plan, that sentence means that you don't have to go with the majority of the responses in the survey which I know is what most people are very unhappy about so I want you all to be very careful particularly about how you credit what I said at the workshop because it is not that the survey, I had problems with the survey format and I shared all of that with you but the way that they document how they wrote the comprehensive plan they used the survey data properly whether or not we agree with how it was used." W. Nunnally, "I withdraw the thing." Mayor Ransone, "With that being said." W. Nunnally, "My motion is still on the floor, was it seconded?" Mayor Ransone, "I don't think so." W. Nunnally, "I withdraw it." Mayor Ransone, "It dies anyway if there is no second." M. Bombay, "Please give me a chance. I said I wanted it withdrawn." Mayor Ransone, "Does anybody else have any ideas about how we want to do this? It's tricky that's why I said it is going to be a lot of work." W. Nunnally, "We have a very competent lawyer who suggested this is the easiest way and that's why we have her." Mayor Ransone, "We had three. What were the three?" N. Keane, "Well, you can sit and do nothing to it which people don't feel good about. You could amend it in two different ways by taking things out of it and not manipulating anything or by doing what Bonnie is talking about which is a little more rewriting of things or you could withdraw it you could withdraw it and replace it with nothing or withdraw it and like Jackie said replace it with the old one while you are writing your vision statement and getting ready to do your next comprehensive plan whenever that is or you could take money out of the CD that Bonnie is talking about and write a new comprehensive plan now but nobody wants to spend the money on it now." W. Nunnally, "Let me ask a question. You said we could take stuff out of it." N. Keane, "Then it's amended and you have to reapprove it." W. Nunnally, "Do we have to go through all the public?" F. Westbrook, "We have to go through that no matter what." W. Nunnally, "Even if we withdraw it." N. Keane, "Yes. Because it would say, the comprehensive plan dated is hereby withdrawn and it would go through two readings and have public comment." W. Nunnally, "Bonnie's concept is the notice would say we are going to modify and take this out of it. I withdraw my motion. And I will support Bonnie's motion." Mayor Ransone, "Is it ok to do it that way?" N. Keane, "You all have to make your decisions." Mayor Ransone, "I understand I just want to know the legalities. We still have to go through a process like we just did with the ordinances." B. Schaschek, "I will tell you that if you withdraw this whole one you have to have a comprehensive plan the state is not going to be happy without one. If you want to reinstate the 2007 you are going to have to change the dates and go through the entire process." W. Nunnally, "Mr. Mayor I seconded Bonnie's motion." B. Schaschek, "It does reset the clock, I confirmed it." Mayor Ransone, "You are making a motion and I'm not going through all that again but we are putting the new visionary statement in it." W. Nunnally, "We just need to wait for the visionary statement." F. Westbrook, "It will be ready by the time we go to the public meetings on this anyway." K. Pollard, "I want to know what is being pulled out." W. Nunnally, "The PUD." B. Schaschek, "You all have copies." K. Pollard, "I don't have

any copies." N. Keane, "If they replace the vision statement in there is that going to have any effect on the data that was collected." C. Bradley, "The survey data did not inform the vision statement. So developing a new vision statement is problematic however If you change the vision statement and the goals and objectives you might have a problem from an internal controls position If you change the vision statement and it no longer aligns with the goals and objectives you then have a document that is not internally inconsistent." J. Brown, "Does your motion include the new wording about the urban?" B. Schaschek, "It doesn't. Our vision statement doesn't follow along with what is in there anyway." Mayor Ransone, "It is something the committee can look into and we keep it kind of consistent. Alright is everybody alright with this. We have a motion and a second. Are there any more comments?" J. Brown, "My only comment is that if we are going to change this goal in 2017 should we also look at the other goals that are in there?" Because I only know of one of the goals that is popular supported and that's the one about getting the broad band and all that stuff." F. Westbrook, "I don't think so because we will be doing the who thing again in the very near future." Mayor Ransone, "Broadband is basically on what we can get when we can get it. If they bring it in." J. Brown, "I'm saying the other goals are not supported." F. Westbrook, "This gets the thorn out of the side of us and the towns' people." Mayor Ransone, "If we can get through this and have it and make it so that we can review it and have our planning commission start the process. Now does this change the timeline?" F. Westbrook, "This will go a long way in healing." Mayor Ransone, "I know that and if it will make people feel better about or council then I'm all for it. All those in favor say aye all those opposed."

Vote:	Mike Bombay	Aye
	Bonnie Schaschek	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Kathleen Pollard	Aye

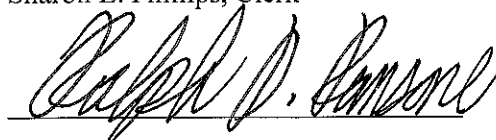
THE MOTION THAT WE REMOVE STRATEGY THREE STRATEGY TWO AND GOAL B STARTING ON PAGE THIRTY SIX OF THE EXISTING ONE THEN WE PRESENT THAT BACK FOR APPROVAL TO THE COUNCIL AND THE PUBLIC WHAT HAPPENS THEN IS THE DATE CHANGES ON THAT IT IS NO LONGER TWO YEARS BEFORE WE ARE DOING A PLAN AGAIN IT IS FIVE YEARS BECAUSE WE ARE ACCEPTING IT IS NOT AN AMENDMENT BECAUSE WE ARE ACCEPTING THIS AS A NEW COMPREHENSIVE PLAN STARTING FROM THAT POINT AND WE GET RID OF THE VERBIAGE ON THE PUD BUT YOU STILL HAVE YOUR GROWTH IN THERE YOU STILL HAVE WISH LIST ITEMS LIKE WATER ACCESS AND ALL OF THE OTHER STUFF STAYS THERE ON THE AGENDA IS PASSED 6-0.

N. ADJOURN

W. Nunnally, "I move we adjourn." M. Bombay, "Second."

The meeting was adjourned at approximately 9:00 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone, Mayor

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL PUBLIC HEARING
THURSDAY, FEBRUARY 14, 2019 6:15 PM**

The Irvington Town Council held a public hearing on Thursday, February 14, 2019 at 6:15 p.m. in the Town Office.

A. CALL TO ORDER

Mayor Ransone called the public hearing to order at 6:15 p.m.

B. ROLL CALL

Members of Council present: Kathleen Pollard
Frances Westbrook
Jackie Brown
Wayne Nunnally
Bonnie Schaschek
Michael Bombay

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Wayne Nunnally made a motion to approve the agenda which was seconded by M. Bombay. All in favor.

Vote:	Kathleen Pollard	Aye
	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Wayne Nunnally	Aye
	Michael Bombay	Aye

D. PUBLIC COMMENT

1. **ORDINANCE 2019-01.01** *An Ordinance Repealing Town Code §151.01, which incorporated the Comprehensive Plan by reference into the Town Code*

Mayor Ransone opened public comment.

Marsha Chapman, "I would like to thank the Council and the Town Attorney for their alertness in locating the Comprehensive Plan in the Town Code and devising this ordinance to remove it and change its status from a legal instrument in the Town Code to a guidance document for consultation. It was inappropriate that it be in the Town Code at all and since it contains very controversial PUD language and recommendations it is wise to remove it from the Code. I thank you for your alertness.

Ian Ormesher, "I'm also supportive of removal of the Comprehensive Plan from the town ordinance. As a general comment, a Comprehensive Plan I believe is quite generic and giving broad direction about the

future of the Town whereas an ordinance is quite restrictive and I don't believe the two mix and I believe it is entirely appropriate.

Catherine Crabill, "I agree with my neighbors."

Mayor Ransone asked if there were any additional comments from the public or members of council. W. Nunnally, "I would like to thank the staff for finding it. I don't think any of us knew it, so thank you." F. Westbrook, "I think we were floored." Mayor Ransone, "I was flabbergasted. I can't figure out how or why it was done like that." B. Schaschek, "It happened before 2007." Mayor Ransone, "If there is no more public comment we will come out of public comment."

E. ROUNDTABLE – none

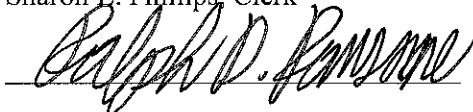
F. ADJOURN

W. Nunnally made a motion to adjourn which was seconded by M. Bombay. All in favor.

Vote:	Kathleen Pollard	Aye
	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Wayne Nunnally	Aye
	Michael Bombay	Aye

The meeting was adjourned at approximately 6:25 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk


Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
IRVINGTON TOWN COUNCIL PUBLIC HEARING
THURSDAY, FEBRUARY 14, 2019 6:15 PM**

Sign In Sheet

	Name	Address
1.	Manjany Bradley	991 King Carter
2.	Klaus D. SCHATSCHER	304 KING CARTER
3.	Marska Chapman	62 OMC Rd.
4.	Jon Ormaly	90 The Pony Pasture
5.	Catherine Chabul	61 The Pony Pasture
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, FEBRUARY 14, 2019 5:30 PM**

The Irvington Town Council held a special called meeting on Thursday, February 14, 2019 at 5:30 p.m. in the Town Office.

A. CALL TO ORDER

Mayor Ransone called the special called meeting to order at 5:30 p.m.

B. ROLL CALL

Members of Council present: Kathleen Pollard
Frances Westbrook
Jackie Brown
Wayne Nunnally
Bonnie Schaschek
Michael Bombay

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, "We have the agenda in front of us. Is everybody okay with the agenda? Are there any changes that need to be made?" F. Westbrook, "We might need to consider that the Chases Cove Lane now perhaps needs to be in closed session since there has been attorney privilege with the client or not even with the client this doesn't have anything to do with Ransone's at this point but since that has happened I think maybe this should be a closed session." N. Keane, "What is the attorney privilege?" F. Westbrook, "Just the fact that Drew has decided to evidently he has engaged Tripp [Bugg] which could be even a conflict of interest since Tripp serves on the planning commission. But now that we have gotten some legalities involved where there were none before I'm moving that we place this under closed session." N. Keane, "I don't think there is a basis for it. Is there an exception under FOIA that applies?" F. Westbrook, "Under possible litigation there certainly is." N. Keane, "Are you aware of some possible litigation?" F. Westbrook, "Well now that we have Drew's letter and he said that.." N. Keane, "I don't think I have Drew's letter." W. Nunnally, "I don't have it." F. Westbrook, "He sent this." N. Keane, "I don't have that." M. Bombay, "It came as an email." N. Keane, "When did it come?" M. Bombay and F. Westbrook, "Yesterday or the day before, the 12th." W. Nunnally, "I haven't seen that letter." K. Pollard, "It was sent to you, you were in the list." W. Nunnally, "I'm having trouble Kathleen I didn't get my memo from Fran either." K. Pollard, "I haven't gotten any memos from Fran either so what's this about?" N. Keane, "Is everybody in the audience with Drew? Or are there other people for other purposes? I'm just trying to think if it's the same people that would be in the closed session I'm just trying to figure out who the people are." F. Westbrook, "They wouldn't be in the closed session." N. Keane, "Unless you had to have ..." From the audience, "I'm here to support the McNeely's" Audience and Council speaking at the same time. "N. Keane, "They are all here for Chases Cove." F. Westbrook, "There is certainly public comment on the

TOI TC SCM_February 14, 2019

agenda if they want to say something, I think that would be fair." N. Keane, "But you were talking about changing and putting a business item in closed." F. Westbrook, "I hadn't intended to but now that this happened that maybe it would be better be closed." N. Keane, "You all will have to vote if you want to put this item in closed session." Mayor Ransone, "We don't have to go into closed session right now, we just have to vote if we are going to do it." F. Westbrook, "Exactly. So my motion is that we move the discussion on the Chases Cove Lane property into the first item for closed session." M. Bombay, "Is there a basis for this?" N. Keane, "She says they have threatened litigation." Mayor Ransone, "But there is public comment so that people can speak, right? W. Nunnally, "I won't vote for it if they can't talk." Mayor Ransone, "Fran made the motion, is there a second?" B. Schaschek, "Second." Mayor Ransone, "All those in favor say aye." F. Westbrook, "Aye." J. Brown, "Aye." B. Schaschek, "Aye." Mayor Ransone, "All those opposed?" W. Nunnally, "Aye." M. Bombay, "Aye." K. Pollard, "Aye." Mayor Ransone, "Three to three." N. Keane, "I think you have to recuse yourself." Mayor Ransone, "I can't vote. I have to recuse myself." B. Schaschek, "Did you vote to go into closed session?" Mayor Ransone, "Let me call for the vote again." F. Westbrook, "We want closed session is the motion." Mayor Ransone, "The motion is to go into closed session to discuss it but after public comment. People can speak and are able to speak but after they speak, the motion is to go into closed session to discuss it ourselves because of possible litigation." W. Nunnally, "Why don't we table it? Why do we need to go into closed session at this point?" F. Westbrook, "Because of the possible litigation. We discussed possible litigation against the Town in closed sessions and until we know what we are going to do." W. Nunnally, "I got the motion Mr. Mayor." Mayor Ransone, "The motion is to go into closed session right after public comment on Chases Cove. In other words the public will be able to speak and then if there is possible litigation, Sharon you will need to prepare the statement for closed session for possible litigation." W. Nunnally, "Let me get this straight. We have a closed session, Item F, so are we saying we want to take Item E and include it under Item F?" N. Keane, "No. They are two different votes." Mayor Ransone, "You are going to come out of one closed session and then go back into another one, you can't do them at the same time. One is for the Chases Cove possible litigation and the other one is for personnel. Okay? I'm going to call for the vote again. All those in favor of the motion signify by saying, aye." F. Westbrook, "Aye." B. Schaschek, "Aye." J. Brown, "Aye." Mayor Ransone, "All those opposed?" M. Bombay, "Aye." K. Pollard, "Aye." Mayor Ransone, "We have ..." W. Nunnally, "I haven't given mine yet. I am going to vote to go into the session." Mayor Ransone, "That is four. As it stands we are changing the agenda. The public will be able to speak in just a second and then after that we will have to go into a closed session for the council to discuss it." N. Keane, "If the public is going to speak on this issue then you need to make your statement." Mayor Ransone, "I am going to make my statement in just a second. I need a motion to approve the agenda as amended." J. Brown, "I make that motion." B. Schaschek, "I second." Mayor Ransone, "All those in favor say aye." W. Nunnally, "Aye." B. Schaschek, "Aye." J. Brown, "Aye." F. Westbrook, "Aye." K. Pollard, "Aye." M. Bombay, "Aye." Mayor Ransone, "I am recusing myself from this one item on the agenda called, '167 Chases Cove Lane Chesapeake Bay Act Violation' my recusal is under Virginia Code §2.2-3112 prohibiting conduct pertaining to personal interest in a transaction. I am an employee of Ransone's Nursery which is a contractor that work on 167 Chases Cove project. I am not an officer or owner of Ransone's Nursery and I did not perform any worked on that project. I also was on leave of absence for personal reasons during the time which the permits were issued on September 24th. I will resume chairing the meeting following the agenda item and ask that Vice Mayor Pollard now take over the chair." Mayor Ransone left his seat at the board table and took a seat in the audience. M. Bombay, "Can I make a comment first?" K. Pollard, "Sure." M. Bombay, "As of yet I have not seen any paperwork that says there is a Chesapeake Bay Act violation. When Brian Barnes was contacted he said that he is not aware of any violation, so why are we even discussing this? F. Westbrook, "That's not what he told me." M. Bombay, "That's what he told staff." F. Westbrook, "Well, in the letter that came to us and it's not about a violation a possible violation." M. Bombay, "That's how it is listed. So we are judging before anything can happen."

F. Westbrook, "In the letter that he sent out under the section that says Chesapeake Bay Preservation Act and he puts that squarely back on our shoulders. We are the ones responsible for it. This council has been called to task with this before several times regarding the Chesapeake Bay. M. Bombay, "But there is nothing in here that says it is a violation." F. Westbrook, "That's not the purpose of this meeting." B. Schaschek, "That wasn't the purpose of this meeting." M. Bombay, "That's how it was announced." F. Westbrook, "The purpose was for us to discuss what the remedies would be so that it would not be a Chesapeake Bay Violation. It had nothing to do necessarily with the property owners or certainly not Ransone's and this all got way out of proportion really quick. So the purpose of this from day one with me was to discuss this part of Brian Barnes' letter that was sent to this town, copied on it, actually send to the previous property owner and he had to do that because that was the owner registered at the County so when he did that he copied Roy and I believe Ransone's because they were the ones that the property owner contracted with so right now all that I am concerned with is what's going to make that right so that we are not dealing with a Chesapeake Bay violation as I have said we have been there before." M. Bombay, "I'm more concerned with the way that it was posted because it seemed like these people were being judged even before they had a chance, it says 'Chesapeake Bay Act Violation'." F. Westbrook, "I didn't post it. Then you need to speak with who posted it." N. Keane, "It's in quotation marks and it came off of your email." F. Westbrook, "It may have come off of my email because I needed for them to know what I was talking about but I'm not responsible for posting nor the wording of the posting. If that is something that was chosen to be done from this office that's the way they chose to do it. It's unfortunate it was put right on the front door at the post office which is not how we post any notices to the town at all over there. It was unfortunate that Drew saw that and jumped guns and made a lot of assumptions and sent us his. It was unfortunate that when the new property owner arrived here that he came to our office and our staff told him to round up all the neighbors and they better get here fast and be here for this meeting. That's a lot of the unfortunate part. It's gotten way out of hand way fast." B. Schaschek, "I don't think we want the newspaper here right now." M. Bombay, "Why not?"

D. PUBLIC COMMENT

S. Phillips, "Ladies and gentlemen I apologize for interrupting but there is only one recorder this evening. If you raise your hand, Vice Mayor Pollard will call on you." K. Pollard, "Please identify yourself and where you live."

W. McNeeley, "My name is Will McNeeley and my wife Christine and I am really upset about this and I appreciate the neighbors support and I appreciate Drew's support. I just feel like something was posted about my property and nobody has said anything to me and I'm just disgusted. I love this area. There is a lot of fun people and to be treated this way is unacceptable. I am a nice guy. I told them I didn't want to hire an attorney. If I had to go there I would but I would rather try to resolve it. I am doing the right thing. Let me tell you this destruction and debris is so horrible out there I'm going to share pictures and if anybody will go out there and see how bad the property is, I'm a tree hugger, I'm a green guy, I love the Earth and it just pisses me off that some of the things saying in in violation of that Act is really. I've lost a lot of sleep the last three nights about this and I'm incensed about this and I'm asking you guys to remedy the situation or I am going to have to do something else because I am not going to take any more of this. If I have done something that is a violation or that is wrong I would want to be punished I would say please let me pay but Drew has been wonderful. I have worked with him over the years. I'm sorry to be so emotional but it just really hurts when it is done this way. That's all I have to say. Thank you all for coming."

D. Ransone, "My name is Drew Ransone and I am the contractor on the job. I don't live in Irvington but I have worked a lot in Irvington over the years. I guess this all started, I sent an email with my timeline of what happened but Roy and I met on the 24th and we toured the property extensively and looked at the damage and really this is because the tornado tore through there and the previous owner didn't want to

incur the price to clean it up so Will bought the property. Will and I started talking in September about what he wanted to do and I said we need to get the Town out here and on board so we talked to Roy and went to the site and toured it we got a permit issued for damaged and diseased trees and you will see in the pictures the damage that occurred it wasn't small stuff it was tall pine trees and large taken out by the tornado so we commenced to working and got it all cleaned up and we left what we could there is plenty of stuff still there. We had Bartlett come out and tag stuff that he thought was dead or would die he also painted lines around root structures that we were not to get near because we didn't want to damage the existing stuff. Currently we have a permit going through with the County to rip rap which will include remediation from the rip rap which will include plantings within the RPA. I don't know of any violation from the County I have talked to Brian Barnes also and he told me we are fine so I don't see a violation. I don't have a violation from you guys. So, when I walked up to the post office and saw 167 Chases Cove in violation of the Chesapeake Bay Act I have to say I was taken aback. That's basically what happened."

J. Carter, "Jamie Carter 157 Chases Cove Lane. This all kind of new to me so please bare with me. My first question is I don't understand if we are talking remedies when we don't have a violation. It seems to me you have to have a violation of some sort before you can have a remedy. So, my first question is why are we all here talking assuming that for some reason that's legit to do that. My second question is, when you look at that lot and the damage that was done to it I don't think there is anybody in this room that cannot say it is in much better condition now than it was before."

J. Wells, "Jane Wells. I live at Quails Trail so we are sort of neighbors as the crow flies and we are real familiar with this property that the McNeeley's bought so I wrote this letter but I won't read all of it. First of all the McNeeley's are terrific, friendly, community minded, precisely the kind of people Irvington should welcome. When they learned that in the past we walked our dog on their newly purchased property they invited us to continue and actually cut a trail for us through the hedgerow to make our walk easier. When they purchased this property and we know this because we walked on it for years with our dogs it had been hit hard by several storms including the tornado two years ago and several wind storms and also by general disuse. It was a complete mess. The trees were twisted off half way up and uprooted, hanging on or leaning on each other and if want to see what it looked like you can come to the Chinnis woods, it was a mess. So our point is we think we are lucky to have the McNeeley's who are ready and able to take on this huge task. Also, on an additional note, when I had questions about the disposal of the debris I called the Town Office but I also walked over to talk to the McNeeley's which is actually a good thing. Direct conversation with your neighbors. We were worried about being blanketed with smoke since we live so close but we were assured the fire department was involved and the permits were in place. We felt very comfortable after our conversation that the McNeeley's wanted to be good neighbors and were concerned that everything go smoothly, as it did.

At 20 minutes and 22 seconds into the meeting (approximately 5:50 p.m.) the audio recorder cut off so there is no audio of the remainder of the special called meeting. The following are talking points recorded by hand from the Town Clerk

- Christine McNeeley introduced herself and stated they are ready and willing to be complaint. They have worked with Drew to pick out the correct plants to be complaint with the next phase of planting
- Drew Ransone stated the bank has been seeded and straw put down. They are waiting to go before the Wetland Board
- F Westbrook stated she was not aware the permit had been issued and as of her last conversation with Brian Barnes on Monday morning around 11:00 a.m. the work had been halted.

- Drew Ransone stated he went to the County Monday afternoon and paid \$50 for an erosion and sediment control permit. The necessary documents have been submitted to the Wetlands Board
- Ron Capalaces asked how this all started. F. Westbrook stated the town received a letter from a resident.
- Wayne apologized to the homeowner and told him he was just the type of person Irvington wanted.
- Members of council discussed a meeting date for the continued items but no date was determined

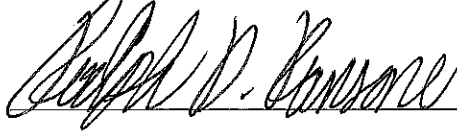
E. ADJOURN

K. Pollard stated the time was 6:10 p.m. and a public hearing is scheduled for 6:15 p.m. therefore there is not enough time to continue the discussion. She encouraged the public to return for the public hearing.

K. Pollard made a motion to adjourn which was seconded by M. Bombay. All were in favor.

The meeting was adjourned at approximately 6:13 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

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

Ralph D. Ransone, Mayor



Sharon Phillips <sphillips@town.irvington.va.us>

McNeilly Property on Chases Cove Lane

1 message

stuart dubbs <stuardubbs@gmail.com>

Wed, Feb 13, 2019 at 7:49 PM

To: sphillips@town.irvington.va.us

Dear Sharon and Roy:

I am writing on behalf of Will McNeilly who owns the property at the end of Chases Cove Lane. It is my understanding that there is concern over the "clean up" of his property as a result of the storm of April, 2017. My property is located at the end of Chases Cove Lane as well and I suffered considerable damage from that storm. My boat house was damaged beyond repair and I lost a large number of trees which had to be cut up and removed.

From my dock and point looking over Chases Cove, the damage to the McNeilly property was considerable with many trees down. The neighbors on Chases Cove have endured looking at my damaged boathouse as well as the trees destroyed by the storm on the McNeilly property.

I support the McNeilly project to clean up the damage of fallen trees to restore the property environmentally as well as visually. I trust they will proceed in a manor that follows all of the protocol of Lancaster County, Town of Irvington and Chesapeake Bay Act.

Sent from my iPad

To the Members of the Irvington Town Council:

I am writing on behalf of Will and Chrissy McNeely and their contractor who has been cleaning up property at the end of Chase's Cove Rd. My husband and I are close neighbors at the end of Quails Trail and are very familiar with the property.

We have met the McNeelys on several occasions and find them to be a wonderful young couple, friendly, generous and community-minded, and precisely the kind of people Irvington should welcome. When they learned that we had in the past walked our dog on their newly purchased property, Will invited us to continue and actually cut a trail through the hedgerow to make our path easier.

When the McNeelys purchased the Overton property, it had been adversely affected by years of disuse. It also had been hit by several storms, including the tornado two years ago and several wind storms. It was a complete mess. Lots of trees were twisted off halfway up or uprooted or were hanging in deep woods propped up against each other. If you want to get an idea of what it looked like you can walk to the end of Quails Trail and take a look at the Chinnis woods which were also in the path of the tornado. We are lucky the McNeelys were ready and able to take on this huge clean-up task.

An additional note: when I had questions about the disposal of the piles of debris, I called the town office. But I also walked over to talk to the McNeelys. There is nothing that beats actually having a conversation with a neighbor, old fashioned communication. We were worried about being blanketed with smoke since we live very close but were assured that the fire department was involved and that permits were in hand. We felt very comfortable after our conversation that the McNeelys wanted to be good neighbors and were concerned that everything go smoothly as it did. When I called Roy Kime to explain that I no longer had any concerns, he was completely on top of the situation and had monitored it daily.

We should hope that all Irvington residents and their contractors would be as mindful about property stewardship as the McNeelys.

Sincerely, Jane and Harry Wells



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
IRVINGTON TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, FEBRUARY 14, 2019 5:30 PM**

Sign In Sheet

	Name	Address
1.	Maryann Brady	991 King Carter
2.	Tripp Buggy	992 King Carter
3.	Ron Benson	109 Whynot ^{Wrens} Cove Ln
4.	CJ Carter	157 Chases Cove
5.	Jamie Carter	157 Chases Cove
6.	Christine McCreely	915 King Carter
7.	Will McCreely	915 King Carter
8.	Janet Hamy Wells	358 Quail Trail
9.	Phillip LeWilliams	359 Steamboat Rd
10.	Ron Capaces	1131 King Carter Dr.
11.	Alexa Chapin	62 OMC Rd.
12.	Thomas Chapin	62 OMC Rd.



ORDINANCE 2019-01.01

An Ordinance Repealing Town Code §151.01, which incorporated the Comprehensive Plan by reference into the Town Code

WHEREAS, the Irvington Town Council desires to repeal Town Code §151.01, which was enacted November 29, 2006 and re-enacted on February 12, 2015 as part of the publication of the 2015 Town Code ("Repeal"); and

WHEREAS, the Irvington Town Council considers the Comprehensive Plan to be a non-binding guidance document and not a legal requirement; and

WHEREAS, consistent with the foregoing, the Repeal hereby eliminates legal status previously accorded to the Comprehensive Plan; and

WHEREAS, this change to the Zoning Chapter of the Town Code was recommended to Council by the Irvington Planning Commission; and

WHEREAS, this change was discussed in a public hearing held on February 14, 2019, pursuant to VA Code Ann. § 15.2- 2204; and

WHEREAS, this Ordinance was read twice before enactment.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

1. This Ordinance is adopted pursuant to VA Code Ann. §15.2-2204 and the authority granted to localities by VA Code Ann. §15.2-2280.
2. Town Code §151.01, adopted November 29, 2006 and re-enacted February 12, 2015^{4s} repealed.
3. This Ordinance is effective upon passage.

*This ordinance was adopted by the Irvington Town Council
on February 14, 2019* *Shawn Fluby, Clerk*

8/6/2019 9:46 AM

TOI_ORD_2019.1.1_An Ordinance Repealing Town Code 151.01 which incorporated the CP by reference into the

TC

ORDINANCE 2019 – 04.01

**REGULATING DEALERS OF PRECIOUS METALS IN THE TOWN AND
REQUIRING A PERMIT FOR SUCH DEALERS**

WHEREAS, The Town Council (the “Council”) of Irvington, Virginia (the “Town”) desires to adopt legislation in conformity with the applicable provisions of the Code of Virginia 1950, as amended, and contained in Sections 54.1-3100 et seq of the Code of Virginia, regulating dealers of precious metals; and

WHEREAS, The County of Lancaster (the “County”) adopted a similar ordinance in October 2018 pertaining to regulating dealers of precious metals; and

WHEREAS, Council determined that in order to protect the public health, safety and welfare of the citizens of the Town, it is necessary to regulate the sale of coins, gems and precious metals in the Town by requiring dealers in such items to be permitted and regulated, and, to coordinate the enforcement of same with the County; and

WHEREAS, having conducted a public hearing, duly advertised, on this Ordinance, the Council hereby **ADOPTS, ENACTS AND ORDAINS** the following Ordinance for the regulation of Dealers in coin, gems and precious metals in the Town, effective immediately

**REGULATING DEALERS OF PRECIOUS METALS IN THE TOWN AND
REQUIRING A PERMIT FOR SUCH BUSINESSES.**

Definitions:

For the purposes of this ordinance, the following words shall have the following meanings:

"Coin" means any piece of gold, silver or other metal fashioned into a prescribed shape, weight and degree of fineness, stamped by authority of a government with certain marks and devices, and having a certain fixed value as money.

"Dealer" means any person, firm, partnership, or corporation engaged in the business of (i) purchasing secondhand precious metals or gems; (ii) removing in any manner precious metals or gems from manufactured articles not then owned by the person, firm, partnership, or corporation; or (iii) buying, acquiring, or selling precious metals or gems removed from manufactured articles. "Dealer" includes all employers and principals on whose behalf a purchase is made, and any employee or agent who makes any purchase for or on behalf of his employer or principal.

The definition of "dealer" shall not include persons engaged in the following:

1. Purchases of precious metals or gems directly from other dealers, manufacturers, or wholesalers for retail or wholesale inventories, provided that the selling dealer has complied with the provisions of this ordinance.

2. Purchases of precious metals or gems from a qualified fiduciary who is disposing of the assets of an estate being administered by the fiduciary.

3. Acceptance by a retail merchant of trade-in merchandise previously sold by the retail merchant to the person presenting that merchandise for trade-in.

4. Repairing, restoring or designing jewelry by a retail merchant, if such activities are within his normal course of business.

5. Purchases of precious metals or gems by industrial refiners and manufacturers, insofar as such purchases are made directly from retail merchants, wholesalers, dealers, or by mail originating outside the Commonwealth.

6. Persons regularly engaged in the business of purchasing and processing nonprecious scrap metals which incidentally may contain traces of precious metals recoverable as a by-product.

"Gems" means any item containing precious or semiprecious stones customarily used in jewelry.

"Precious metals" means any item except coins composed in whole or in part of gold, silver, platinum, or platinum alloys.

"Sheriff" means the Sheriff of Lancaster County, Virginia, his deputy or his designee.

Permit—Required.

No dealer shall purchase precious metals or gems or make loans for which precious metals or gems are received and held as security without first obtaining a permit from the Sheriff as provided herein and without complying with all other provisions of this article. Possession of a permit issued in another locality shall not relieve a dealer of the obligation to obtain a permit from the Town via the Sheriff.

Same—Method of obtaining.

a) The permit required by this article shall be issued by the Sheriff upon payment of a fee of \$200.00 and satisfaction of the requirements of this article. This fee, and the additional costs charged by the Virginia State Police to conduct the background investigation described herein, shall be paid to the treasurer of the Town when the application is filed. The applicant will provide written authorization to conduct a background investigation, including fingerprints and personal descriptive information for the purpose of obtaining criminal history record information, the costs of which shall be borne by the applicant. The fingerprints shall be forwarded to Virginia State Police for processing through the Central Criminal Records Exchange to the Federal Bureau of Investigation as authorized by Code of Virginia, § 15.2-1503.1. A permit will not be issued if the applicant has been convicted within the last ten years from the date of the application of a felony or any other crime materially affecting the applicant's ability to conduct the permitted activity including a crime of moral turpitude, or if the applicant has been denied a permit or has had a permit revoked under any statute or

ordinance similar in substance to the provisions of this article. Information required on the application shall include, but not be limited to, the applicant's full name, aliases, address, age, sex, race, Social Security Number, date of birth; the name, address and telephone number of the applicant's employer, if any; and the location of the place of business of the dealer. The applicant shall date and sign the application and certify that the information contained in the application is true and correct. Before a permit is issued, the dealer must have all weighing devices used in his business inspected and approved by local or state weights and measures officials and present written evidence of such approval to the Sheriff.

b) No license shall be valid for more than 12 months from the date of issuance. Any license may be renewed in the same manner as the initial license is obtained. The renewal application fee shall be \$200.00.

c) If the dealer does not operate continuously at the same location after the date when he obtains the permit, he shall notify the chief of police when he ceases or renews business or upon change of his location. Failure to operate on weekends or holidays shall not be construed as ceasing or discontinuing operation. The dealer shall conduct his business only from the fixed and permanent location specified in the dealer's application for a permit.

- **Same—Nontransferable and to be displayed.**

The permit shall be a personal privilege and shall not be transferable. There shall not be any reduction in the fee for the permit because the dealer exercises the privilege of the permit for a period of time less than that for which it was granted. The dealer shall at all times prominently display the permit on his business premises.

- **Same—Revocation.**

a) The Sheriff may revoke a dealer's permit if such dealer violates any reporting or recordkeeping requirements of this article or if such dealer is convicted by any court for violating any provision of this article or if such dealer is convicted of a felony or Class 1 Misdemeanor.

b) Any false statement made on the application form voids the permit as if it had never been issued.

- **Information from sellers or borrowers.**

a) Every dealer shall keep at his place of business an accurate and legible record of each purchase of precious metals or gems. The record of each purchase shall be retained by the dealer for at least 24 months and shall set forth the following:

1. A complete description of all precious metals or gems purchased from each seller. The description shall include all names, initials, serial numbers, or other identifying marks or

monograms on each item purchased, the true weight or carat of any gem, and the price paid for each item;

2. The date, time, and place of receiving the items purchased;

3. The full name, residence address, work place, home and work telephone numbers, date of birth, sex, race, height, weight, hair and eye color, and other identifying marks of the person selling the precious metals or gems;

4. Verification of the identification by the exhibition of a government-issued identification card bearing a photograph of the person selling the precious metals or gems, such as a driver's license or military identification card. The record shall contain the type of identification exhibited, the issuing agency, and the number thereon;

5. A statement of ownership from the seller; and

6. A digital image of the form of identification used by the person involved in the transaction.

b) The information required by subdivisions A 1 through A 3 shall appear on each bill of sale for all precious metals and gems purchased by a dealer, and a copy shall be mailed or delivered within 24 hours of the time of purchase to the Sheriff.

- **Records, copies of bills of sale required; right of entry of law-enforcement officials.**

a) Every dealer shall maintain adequate records to reflect the information listed below which shall appear on bills of sale. The form of the bill of sale shall be provided by the Sheriff. One copy of the bill of sale shall be retained by the dealer for not less than 24 months, one copy shall be delivered during regular Town work hours to the Sheriff at his office within 24 hours of the sale and one copy shall be delivered to the seller of such precious metals or gems or borrower whose loan is secured by precious metals or gems. If the purchase or loan occurs during a weekend then the delivery to the Sheriff shall be made no later than 10:00 a.m. of the next regular Town work day. Every dealer shall furnish the information required by this section in a manner prescribed by the Sheriff, which may include electronic format. The required information is as follows:

1) The name of the dealer and his employer or principal, if any.

2) A complete description of each item, including weight, and all names, initials, serial numbers or other identifying marks or monograms appearing on the items and the price paid for each item.

3) The date, time and place of receiving the items.

4) The name, residence address and phone number, work address and telephone number, age, sex, race, height, weight, hair and eye color, other identifying marks, date of birth, driver's license number or other identification number and signature of the seller or borrower.

5) Verification of the identification of the seller or borrower by the exhibition of a government-issued identification bearing a photograph of the person selling the precious metals or gems, including the type of identification exhibited, the issuing agency and the number thereon.

6) A statement of ownership from the seller or borrower.

7) A digital image of the form of identification used by the person involved in the transaction.

b) In addition to the information required to be maintained in subsection (a), every dealer shall also maintain within its records a photograph of each item received.

c) Every dealer or his employee shall admit to his place of business during regular business hours the Sheriff, his sworn deputy or designee or any law-enforcement officer of the state or federal government. The dealer or his employee shall permit the officer to (i) examine all records required by this chapter and any article listed in a record which is believed by the officer to be missing or stolen and (ii) search for and take into possession any article known to him to be missing, or known or believed by him to have been stolen.

Prohibited purchases.

No dealer shall purchase from or make a loan secured by precious metals or gems to any person who is under the age of 18. No dealer shall purchase from or make a loan secured by precious metals or gems to anyone whom the dealer believes or has reason to believe is not the owner of such precious metals or gems, unless the seller or borrower has written, signed and authenticated authorization from the owner permitting and directing such sale.

- **Dealer to retain purchases.**

a) The dealer shall retain all precious metals or gems purchased or given as security for a loan for a minimum of 15 calendar days from the time of filing the bill of sale with the Sheriff. During such period of time the dealer shall not sell, alter or dispose of any item containing precious metals or gems, in whole or in part, or remove such items from the Town.

b) Each dealer shall keep and maintain for at least 24 months after the waiting period required by subsection (a), an accurate and legible record of the name and address of the person to whom he sells any precious metal or gem in its original form. This record shall also show the name and address of the seller or borrower from whom the dealer obtained such item, including the information required above.

- **Dealer's bond; availability of bond proceeds.**

a) Prior to submitting his application, every dealer shall obtain and deliver to the Town a bond secured by corporate surety authorized to do business in this commonwealth. The bond shall be payable to the Town in the penal sum of \$10,000.00 and conditioned upon due observance of the terms of this article.

b) Any person who suffers a loss due to the dealer violating the provisions of this article and who recovers a final judgment against the dealer for such loss may maintain an action in his own name upon the bond or surety.

Exemptions:

a) The Sheriff may waive by written notice implementation of any one or more of the provisions of this ordinance, except the provisions for prohibited purchases, for particular numismatic, gem, or antique exhibitions or craft shows sponsored by nonprofit organizations, provided that the purpose of the exhibitions is nonprofit in nature, notwithstanding the fact that there may be casual purchases and trades made at such exhibitions.

b) This ordinance shall not apply to the sale or purchase of coins.

c) This ordinance shall not apply to any bank, branch thereof, trust company or bank holding company, or any wholly owned subsidiary thereof, engaged in buying and selling gold and silver bullion.

Penalty:

a) Any person convicted of violating any of the provisions of this chapter shall be guilty of a Class 2 misdemeanor for the first offense. Upon conviction of any subsequent offense he shall be guilty of a Class 1 misdemeanor.

b) Upon the first conviction of a dealer for violation of any provision of this chapter, the Sheriff may revoke the dealer's permit for one full year from the date the conviction becomes final. Such revocation shall be mandatory for two full years from the date the conviction becomes final upon a second conviction.

*This ordinance was adopted by the Livingston
Town Council on May 13, 2019*

Thomas F. Phillips, Clerk

TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
WORKSHOP
MONDAY, JANUARY 14, 2019 5-7PM

The Irvington Town Council held a workshop on January 14, 2019 at 5:00 p.m., in the Town Office.

A. CALL TO ORDER

Vice mayor Kathleen Pollard called the workshop to order at 5:00 p.m. K. Pollard, "Mayor Ransone is on his way he has had issues with weather and trying to keep our streets clear, he will be here. This is a workshop where council members and staff will discuss issues related to the agenda. The mayor has asked that staff, Cay Bradley, and Mike Mattheisen sit with us at the table since they participated with the preparation of this meeting. They may participate in the meeting discussion. The agenda identifies this meeting as one for discussion only and no action will be taken. The public is invited to watch and encouraged to submit concerns during the next town council regular public meeting scheduled for February 14, 2019 or submit concerns in writing to the town office prior to the meeting. After roll call, I will turn the meeting over to the town manager Roy Kime until mayor Ransone arrives."

B. ROLL CALL

Members of Council present: Kathleen Pollard
Frances Westbrook
Bonnie Schaschek
Jackie Brown
Michael Bombay
Wayne Nunnally

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney
Michael Mattheisen
Cay Bradley

Guests: see attached sign in sheet.

C. APPROVE AGENDA

R. Kime, "The agenda for a special meeting has to be submitted within 24 hours of the meeting, as of 5PM yesterday. If anyone wants to amend the agenda they can make a motion and it has to be voted on unanimously by the council otherwise we will take a motion to approve the agenda as set forth. F. Westbrook, "I would like to ask a question. All town council members received an email asking for the possibility of some comment before we even get started. Is that something we want to entertain doing and if so do we set a time limit and then when they have said whatever they want to then we proceed? M. Bombay, "I would disagree with that, I think we should just go with the agenda. They have had opportunities to speak and they will have other opportunities to speak. Let's not drag this out any longer than we need to." K. Pollard, "This is a meeting of the town council and not so much the public they have their chance to respond at our public meetings and public hearings but when we have a town council meeting, special, it just us that are authorized to speak." F. Westbrook, "No, nothing precludes any kind of meeting whether it be a workshop, except for closed, to disallow them from speaking. That is something that we set." K. Pollard, "When did we set that?" F. Westbrook, "No, I'm saying that's something we determine, we set that based on what we want to do, is the only point I'm making." K. Pollard, "The point I'm making is this is a special meeting of our town council members and public comment is not allowed. They are here to see."

F. Westbrook, "That's not true. There is no statute that says they cannot, that's entirely up to the town council as to whether we allow input." K. Pollard, "It is true." W. Nunnally, "I would like to back you up on this. I think transparency is an issue that should always be forefront in our meetings and if people have taken the time to come here and want to say something I think we should hear them. I think that's our duty. So, I would certainly agree with you Fran, if anybody wants to say anything they certainly should be allowed to say it." F. Westbrook, "I know we can't vote. We are not going to vote on anything. So, they will have another opportunity but if there is something they want to say that might influence how we address any of this I just as soon hear it now rather than later and then have to re-do or re-think or re-discuss something we have already been through." R. Kime, "We have a motion to allow public comment made by W. Nunnally and seconded by J. Brown; all in favor. The vote is four (4) in favor and two (2) opposed – the motion dies because the vote has to be unanimous."

Vote:	Kathleen Pollard	Opposed
	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Michael Bombay	Opposed
	Wayne Nunnally	Aye

R. Kime, "A motion to approve the agenda as is by M. Bombay, is there a second? Without a second we cannot go on with the meeting." W. Nunnally, "I move the meeting be adjourned." K. Pollard, "I think we should wait for the Mayor." F. Westbrook, "Should we pause the recorders as we wait for the Mayor?" S. Phillips, "No, the workshop is not adjourned." F. Westbrook, "Maybe there is no one that wants to say anything, should we ask them if there is anyone that is going to speak, if not, all this is moot." M. Bombay, "We received an email saying somebody wanted to speak." R. Kime, "We have been asked to canvas the audience. Is there someone that would like to say something [members of the audience raised their hands], that's fine, we just wanted to make sure there were folks that wanted to speak." K. Pollard, "We have never had anyone from the public speak before." J. Brown, "We have had them speak at planning commission workshops." F. Westbrook, "They allow it at county workshops depending on the topic." J. Brown, "The board of supervisors, too." W. Nunnally, "I don't know how we can do anything if we don't get public input. We are here to devise statements about what the public wants the town to be we certainly should hear the public at a workshop." J. Brown, "I agree." K. Pollard, "The idea is to find out what we would like to see." W. Nunnally, "No, we are their representatives." K. Pollard, "I know that but this is a workshop for us only. We could say it's closed but at least we have people that come and listen to us." J. Brown, "Why does the vote have to be unanimous?" N. Keane, "Because the town code says so to change the agenda." F. Westbrook, "The second motion failed because there wasn't a second. Why didn't you [KP] second it?" K. Pollard, "Because I don't want it to be any public comment." R. Kime, "No, you were going to second his [MB] motion to carry on with the agenda as is which we can do after a vote. If you second the motion to carry on I expect the vote will be 4-2 and the vote doesn't have to be unanimous if you don't amend the agenda." N. Keane, "You don't need a unanimous vote to approve it as is because you gave the notice. The only unanimous vote you need is to change the agenda." F. Westbrook, "The motion I made was seconded but it didn't have unanimous vote to carry it so now M. Bombay has made a motion to accept the agenda as presented and it failed because no one seconded the motion." R. Kime, "So, if you second the motion to accept the agenda as is then we can proceed." N. Keane, "And it does not have to be unanimous because notice was given of the agenda." M. Bombay, "I reaffirm my motion." K. Pollard, "I second." R. Kime, "Discussion? Vote? Those in favor of accepting the agenda as presented? Ayes, two (2) [Pollard, Bombay] Nay's, four (4) [Nunnally, Westbrook, Brown, Schaschek] the nay's have the vote so, we are still stuck." K. Pollard, "The paper says there is no public comment." F. Westbrook, "I know that, now we are trying to amend it to allow public comment and there has to be a unanimous vote." R. Kime, "On occasion, people have said they wanted public comment at the end, how about if we allow public comment at the end?" N. Keane, "You would still have to have a unanimous vote." M. Bombay, "I think we should stick to the rules." F. Westbrook, "That's just it, there is no rule, it's something we have always done and we got the email today"

and there is nothing that says we can't have it." K. Pollard, "Except that we put it in the paper that there is no public comment and we have never done it in the past, I have been on since 2001." F. Westbrook, "We are trying to get with the regulations and things, trying to get things updated." W. Nunnally, "I just don't understand why you don't want to hear from the public." K. Pollard, "Because it is our meeting, I don't understand what you don't understand. It's a special meeting, not a public hearing or a public meeting. W. Nunnally, "It's loose, not the same thing as a formal town council meeting this is a workshop where we are supposed to gather information, come together, find a consensus. I want to hear from anybody that has anything to say especially if they have come out on a cold winter's night to be here." R. Kime, "The reason everybody is here is we have heard public comment and they don't like what had been done." M. Mattheisen, "Minor technical piece of information, the advertisement that went out for this meeting said the public can attend but that they could not speak which means that other people who may have intended to come and speak may not have come because they understood they wouldn't have the chance. The implication being they can't speak." N. Keane, "It didn't say they couldn't speak, we didn't want it to sound negative, it said they were invited to observe. F. Westbrook, "That's a very good point." F. Westbrook, "I think we should wait for the Mayor, I think he is deserving of that." M. Bombay, "I think Mike has a good point, I wouldn't come out if I realized I couldn't speak and then found out had I been there I could have spoken because others were allowed, I would be upset." N. Keane, "Does that change anybody's position on the motions?" J. Brown, "Wasting all this time is changing my thinking, let's get on with it, a lot of time and effort went into this workshop. I don't like my time wasted and I'm sure they don't like their time wasted." F. Westbrook, "Mike Mattheisen's point is very valid, I think it's not fair to those who decided not to come because they wouldn't be able to speak." R. Kime, "We have a motion and a second, I call for another vote, all those in favor of accepting the agenda as is, M. Bombay, "Aye" J. Brown, "Aye" F. Westbrook, "Aye" K. Pollard, "Aye;" W. Nunnally, "Nay" B. Schaschek, "Nay"

Vote:	Kathleen Pollard	Aye
	Frances Westbrook	Aye
	Bonnie Schaschek	Opposed
	Jackie Brown	Aye
	Michael Bombay	Aye
	Wayne Nunnally	Opposed

The motion carries 4 in favor 2 opposed

D. OPENING REMARKS

R. Kime, "We are having this special meeting to discuss items on the agenda: vision statement, comprehensive plan, and codification of Town Code. We will start off with remarks from town attorney Nancyellen Keane." N. Keane, "I want to make sure Councilman Nunnally is aware staff has put together a book that can be used during the workshop. Much of it has already been seen before such as the vision statement, the comprehensive plan which is available on the town website, copies of our old ordinances to be used as a tool, it is not something that you will have to have read." R. Kime, "In the material you will see the vision statement that is currently in place. The town council has had one reading to take a provision out of the town code which said the comprehensive plan was given the status of law; town council at the last meeting indicated they and the planning commission recommended it be removed so at the next town council meeting there will be a second reading and a vote removing that provision. Work is underway to remove the provision saying the comprehensive plan has the force of law so that will no longer be the case. That being said, some have thought to have a vision statement as to what Irvington's present and future is and to have it articulated so that could be used to guide any subsequent comprehensive plan and ordinances. That's why this discussion of why the vision statement is included. In tab 1, there is the language in the current comprehensive plan that talks about building on Irvington's historic charm, our vision is to maintain and enhance Irvington as a premier Chesapeake Bay community celebrate special place to visit and an exceptional place to live for many years. Some members of council have indicated this was not a very strong vision statement. The discussion now should be, do we need a new vision statement? On the next tab you will see

the vision statement that was used in the 2007 comprehensive plan and then vision statements used in other comprehensive plans. Fifteen minutes have been allotted for this portion of the meeting.

E. DISCUSSION - VISION STATEMENT

R Kime "Do we need a new vision statement? If so, how should it be developed? Who should develop it? What is the next step?" F. Westbrook, "I'll throw something out on the table just to get the conversation started, as opposed to spending a lot of time with each of us trying to give input into a vision statement I think the more beneficial time was for two or three of us and whomever else we decide get together and work out a vision statement of some sort and then bring it back to council as a whole and take it from there. At least then we will have something to work with as opposed to working from scratch with all these different opinions." K. Pollard, "I like all the different mission statements. Middleburg is my favorite. I think it should be short and to the point. These were good examples. Some had too much." M. Bombay, "I liked that they were all different." F. Westbrook, "Be careful because a mission statement is different than a vision statement and we are doing a vision statement." M. Bombay, "What I found confusing in our vision statement was just two words, we want to maintain and the other one is to enhance so, I think that needs a little adjustment because if we are going to maintain something or if we enhance it we are really not maintaining." J. Brown, "The current vision statement has a lot of words that can mean a lot of things to a lot of people and is way open to interpretation and I think our vision statement needs to reflect what our residents want for their community as is said in the surveys and premier has never been part of that, it sounds like a golf course community." B. Schaschek, "The vision statement from the 2007 comprehensive plan is very good and incorporates a lot about being rural. I like the one from 2007 and I don't know why it was changed. It has all the elements we are looking for." J. Brown, "Like provide a framework for orderly growth in the community and that's a lot different than what was proposed." F. Westbrook, "What I thought was interesting about that was nowhere is there any mention of business there was commercial but there isn't anything at all about our view towards business and I think however we go with it we need to include some reference we need to remain business friendly but we need to include that somewhere in the vision statement." B. Schaschek, "I think we can just add the word business right in there." F. Westbrook, "I do too." R. Kime, "Fran your recommendation would be to put together a group to come back with a vision statement to the council based in large measure on the 2007 vision statement?" J. Brown, "Also on the survey results, a lot of people wrote some really nice letters and had some good input we should go back and look at the surveys from the comprehensive plan." F. Westbrook, "Well a vision statement, by the nature of it, is a fairly short succinct piece of work." R. Kime, "We are just creating the framework of something that could be done for the next council meeting but I think a number of people could get together and work on it before the next meeting but the council can take no formal action tonight." N. Keane, "If it's two people from the council or less unless you won't to have a public meeting." F. Westbrook, "So maybe two from the council and two from planning." R. Kime, "You could even include citizens." F. Westbrook, "I think that a good idea, that would give us five people to hammer this out. Will that be too many?" N. Keane, "Why don't you try to identify who they are so we can have motions ready." M. Bombay, "While we are thinking about that, what do you think the difference is between commercial and business? Why did you want to have that?" F. Westbrook, "Commercial is more like the marinas whereas business could be professional or retail and I don't see professional or retail being captured in commercial." B. Schaschek, "They are also zoned differently." N. Keane, "They [marinas] are zoned industrial." R. Kime, "Who would you like to have in this group?" F. Westbrook, "Jackie said she wanted to be in?" F. Westbrook, "Mike will you have time before you leave?" M. Bombay, "Yes but will that get us into always having to have a public meeting and advertise the meetings?" F. Westbrook, "I would very much like to but my Mondays, Tuesdays and Thursdays for the next few months are all used up." R. Kime, "Jackie and Mike from the council." M. Mattheisen, "I have a question for the town attorney, Jackie is a member of the council and the commission so we would only be able to have one additional representative." B. Schaschek, "I thought in the by-laws that the liaison wasn't on any committees, so if this is a committee?" N. Keane, "They are still a member. They are a member of the public body so they are still on the commission even though they are an ex officio they are still a member." R. Kime, "This isn't a committee of the planning commission it's an ad hoc committee of the town council. No, you can't have three." N. Keane,

"Jackie fills two spots." R. Kime, "We need a citizen." J. Brown, "How about Marsha?" B. Schaschek, "Marsha agreed." R. Kime, "In a very informal way this group, Jackie, Mike Mattheisen, Mike Bombay, and Marsha will get together and work on a vision statement based largely on the 2007 with some modifications and be prepared at the next council meeting to come up with a recommendation." M. Bombay, "Also including information from the survey." B. Schaschek, "And the letters from the residents, there's copies of them here in town." J. Brown, "They were part of the survey." R. Kime, "It should be the PUD letters too because they were different than the survey letters." J. Brown, "PUD letters were mostly angry." R. Kime, "Based on that I think we have something to move forward with on the vision statement."

R. DISCUSSION - COMPREHENSIVE PLAN

Mayor Ransone joined the workshop. Mayor Ransone, "Sorry I am late but I had to work." N. Keane, "I have some stuff to present and it's mainly for Wayne's benefit because he hasn't heard any of this. In preparation for this meeting we looked at the information regarding the comprehensive plan, how it was put together, how it was contracted, for the surveys, all aspects of it from what we could tell from the files and from the published statements and so forth. We, the staff, also talked to the town council members, Mike Mattheisen, Cay Bradley and others to give us input and feedback about how certain things regarding the comprehensive plan were done back in 2016 and 2017. We found a number of things. By all means, this is not a complete list, just the highlights of the things we found, and it's worth hearing so you can determine whether there is any weight that should be given to this or not in determining what to do with the comprehensive plan going forward. The contract that we looked at had no scope of work. It required interviews with key stake holders as part of the contracted work that was to be done. We were unable to find any notes of these interviews. We were told anecdotally that four members of the planning commission, two developers, and a representative of one Irvington business were interviewed as the key stake holders for the town in terms of the comprehensive plan. The next item found in looking at this material was that the response rate was low, the universe and sampling frame is unknown and the management of the process regarding sending the surveys out and getting them back in was chaotic. I'm not sure it can be described accurately, but that's the best word I can come up with based on what I have heard from various people. There is much confusion about the mailings of the surveys. Different people told us different things about the mailings, the contract and the documentation indicated two mailings that were paid; apparently one or two were cancelled. Errors occurred with the mailings including the number of mailings, how many surveys were mailed, who received mailings, and the instructions in one mailing were wrong. The comprehensive plan says there were 235 responses yet we have 249 completed surveys. Anecdotal information suggests that no surveys were sent to trusts or LLC's, none to businesses, that one mailing may have gone to all of zip code 22480, and that upwards of 1300 surveys were sent thus yielding less than an 18% return which is not high enough normally to get accurate information. The raw data was reviewed, Cay is going to talk about that, she analyzed the survey and reentered the data and was able to generally replicate the percentages stated in the comprehensive plan however, in doing so, she noticed question formation and presentation that resulted in bad data including questions 10 – 12 and 13. She will later talk about those specific questions. It appears there was no data cleaning, response demographics do not add to 100% and she will provide those details in a minute. The plan was written to lead with the responses that fit their narrative. For example, a paragraph in the comprehensive plan analysis appendix on recreational facilities led with the statistic that 40% agreed to wanting more recreational facilities when 45% did not want anymore, so, instead of leading with the 45% don't want any more recreational facilities, when they wrote this, they led with the lower number. They did that all the way through so you are getting the impression there are all these people that want these things and actually more people didn't want them than did. The goals and objectives related to the survey and Section 3.1 on page 32 of the plans say, "Ideas with a greater response rate and those deemed significant by the Planning Commission were given further attention and development by the comprehensive plan." This is an important statement in evaluation of the plan overall. Goals and objectives are not driven by a majority of survey responses. In a September 6, 2016 planning commission meeting the consultant said that 58% want no change but we need to create a plan for the town. There is a good amount of public and published information to support that the town does not want to include a PUD in its comprehensive plan. The town council voted 5-1 to approve the current comprehensive plan and thereafter voted 4-3 to end further

discussion of a PUD. So, those are the last actions taken with regard to this comprehensive plan. Currently, there is an ordinance which would remove the comprehensive plan from town code that's pending. In addition, there are a range of options for the comprehensive plan, the purpose of this meeting is partly to discuss what council wants to do with it, any change, amendment or withdrawal of the plan will require two readings, a public hearing and a vote of council on the amended, withdrawn or new plan. The options include, 1) do nothing now and update the plan in 2021 which is the next regular time we would update, 2) amend now by removing a section or sections of the comprehensive plan which are not liked, 3) amend now by rewriting the comprehensive plan using existing data, 4) withdraw or cancel the comprehensive plan, or 5) prepare a whole new plan now." W. Nunnally, "That 5-1 vote, I believe I was the one that voted against it." N. Keane, "I would like to turn the meeting over to Cay who has a few items she would like to talk to you about on what she did to try to recreate the raw data from the comprehensive plan." C. Bradley, "I did some work at the request of Nancyellen. There are two questions that I went about this work with the first question is can we replicate the data presented in Appendix B the paper surveys the office had and the second question is about the development and administration of the survey. Please turn to the tab, research on the 2016 comprehensive plan survey. I received 247 paper surveys from the town office, two of the surveys noted at the top that the survey represented two different people which is how we get to a response rate of 249 respondents. I entered all of those responses into Excel so that I could do calculations. Those of you on town council have seen my resume so you know that I do research for a living. Those of you in the audience many of you have heard me speak so you know that as well. One of the important things about the survey is there is no technical appendix to the comprehensive plan that explains how they managed the survey data. There is nothing telling me whether or not they did any data cleaning, nothing telling me whether they excluded anybody from the denominator when they were calculating the percentages." J. Brown, "Can you tell what data cleaning is?" C. Bradley, "Data cleaning is a process by which you look at the logic of somebody's responses and if something doesn't make sense you will have a rule that will tell you whether or not you do something. For example, if you look at the survey which is in Appendix A of the comprehensive plan item 10 says town services and statement A says, "I would like to have more public services such as water, sewer, etc., and then we have the response options: agree, strongly agree, strongly disagree, and no opinion and you were supposed to select from one of those. Statement 10B says, "If you would like to have more public services, what specifically would you like to have? Circle the appropriate number: 1) water, 2) sewer, 3) trash recycling and collection, 4) police and 5) other. One option for data cleaning, for example, is if somebody says they disagree that we need any more town services then any answers they put for statement B would be excluded. The other rule that you could make is regardless of what they said for statement A if they selected something in statement B you had them indicating they wanted town services. Does that help? J. Brown, "I just wanted to make sure everyone understood." C. Bradley, "For the most part I am able to generate numbers close to Appendix B using the full number of respondents in the denominator and not doing any data cleaning what so ever so that first question about whether or not Appendix B results can be replicated, they can be replicated, it is a little bit off but that's probably because they had 235 and I had 249. Any questions from town council? Moving on to the development and administration of the survey, which Nancyellen eluded to, I haven't heard a lot of people around town talk about concerns about this but I have had concerns about this from the beginning and looking at the surveys and doing the data entry actually helped me untangle what my concerns were. So, we have all heard it's not clear who received surveys or how many surveys were sent. If there were 327 mailings each with two surveys and there were two of those mailings then 1308 surveys went out which gets us to a response rate of 17.9% if you use the 235." J. Brown, "The first survey, lots of people didn't receive the survey at all." C. Bradley, "Right, what I'm saying is we don't know how many went out. I can tell you that when I was working with the surveys, I had paper surveys with the URL on them and I had paper surveys that didn't have the URL on them. My understanding is the URL was on the first mailing and not on the second mailing, so my working with the data suggested there are people who received the first mailing and did respond to it. As somebody who does research for a living when there is no clear documentation as to who receive surveys is problematic." B. Schaschek, "Is there a number on the survey at the bottom for the documentation to identify it?" C. Bradley, "No. The survey also didn't include definitions for terms leading the respondent to define the term themselves. For example, you were asked if

you were a weekend resident, a seasonal resident, or if you lived in Irvington but there was no definition for the difference between weekend and seasonal and what do you have to do in order to live in Irvington. That's problematic because Bonnie and I could have come up with very different definitions so the data is probably not consistent. The survey also had limited instructions and had no skip patterns. Skip pattern, is where for example, if I had said I disagreed that we need town services I would never have been asked to respond to part B, I would never have had the opportunity to indicate I wanted a sewer. Again, there is no documentation of what they did if they did anything for data cleaning. I want to point out question 13 which is particularly problematic. This is the item about housing. Statements A-F say there should be more apartments to meet housing needs there should be more single family homes, there should be more townhomes and duplexes, there should be more mobile homes, there should be more affordable housing for the elderly there should be more affordable housing for low and moderate income households. For all of those statements the responder indicated whether you strongly agree, agreed, disagreed, strongly disagreed, or had no opinion. If you agree with those statements your indicating that you think we should have more of that type of housing. Statement G in that same item reads, there should not be any new housing and has the same response options. The problem is, if I don't think there should be any new housing I should be disagreeing with A-F and I should be agreeing with letter G. On the back of your page you will see that some people were able to follow that. The first one somebody indicated that they strongly disagree with options A-F and that they strongly agree there should be no housing. That is a logical response. In Figure 3 however, the responder circled disagree all the way down including option G which means that they disagree that we need apartments and affordable housing for low and moderate income households and then they also disagree with the statement that there should not be any new housing. But if you disagree with that statement it means you agree that there should be new housing. So that person's responses are illogical for me when I look at them from a data perspective. Now it's entirely possible that the person really felt that way but from a data perspective it doesn't make sense. N. Keane, "Approximately how many did you find that had the illogical response pattern?" C. Bradley, "I did not calculate that number. So, 86 of my 249 respondents or 34% indicated that they agreed or strongly agreed that there should not be any new housing. So they are saying no new housing. 99 of the 249 or 39.76% indicated that they disagreed or strongly disagreed with that statement which meant that there should be housing. 12.5% said they had no opinion and just over 13% didn't respond to that item. That is looking at it as they responded to it. Because I had seen this pattern where people were strongly and there were people that strongly disagreed all the way down and then strongly disagreed with the no new housing statement I decided to go back and look at just their responses to just A-F and code them as either supporting housing which means the majority of their responses A-F suggested that they were supportive of new housing – half and half which meant I really couldn't decide what they were doing because they supported some types but not other types. When I do that, nearly 50% of the variable that I created looking at A-F doesn't match what they indicated in 13G. I actually get 35 or 14% indicated support for new housing. 167 or 67% indicated no support for new housing. 21 or 8.5% ended up in the half and half which means I couldn't really tell which way they were leaning. And 15 or 6% didn't respond. That item has very significant concerns and suggests there is reason to believe there may be other problems with the survey data because people may not have fully understood what they were doing on the survey. The instructions were not clear. M. Bombay, "I would like to ask for clarification for something Nancyellen said, these surveys were not sent out to LLC's or trusts because my property is part of a trust and I did receive a survey but then you also said this was mass mailed to the 22480 so how do we eliminate those who are part of that zip code, for example Hills Quarter but they don't live in Irvington." N. Keane, "We were told they cancelled that [22480] mailing and we were under the impression that all of those, the first mailing, were cancelled. But Cay has said that surveys from the first mailing made its way into the file as the final survey." C. Bradley, "I don't know when the URL was removed from the survey." N. Keane, "Anecdotally, Mike said he did get a survey but my property in Irvington is not in a trust and I didn't get a survey." F. Westbrook, "The 22480 mailing came to me very early by a planning commission member so I felt like that is an accurate statement." R. Kime, "That would include Hills Quarter and RWC." Mayor Ransone, "You still have a lot of town people that get mail in Irvington. If they just send it to 22480 that could include Weems, White Stone and people that just use our post office." C. Bradley, "Does anybody on council have questions about the work or the

data?" N. Keane, "So, that leaves council to decide how to proceed." F. Westbrook, "Thank you Cay for doing this work. It presents a whole different idea." Mayor Ransone, "We have heard from Nancyellen and from Cay so I am going to go around the room and open the discussion as to what we want to do how we want to address this. We are starting to address it by taking it out of code." M. Bombay, "I would like to see a new survey. One that we have more control over based on zip code, make sure that all of the residents in town receive it or where ever their mailing address is if they are not permanent residents because I just don't know if we can work with these statistics." B. Schaschek, "I'm going to actually agree with Mike on this. Initially, I was opposed to having another survey because I felt between this survey and the CDC survey that was sent out we would have had enough information but based on hearing some of these results and the interpretations that were made I knew that in the comprehensive plan they did take liberties on some of the decisions that they were making but I think at this point I would rather see a new survey and the survey going to the tax payer. That we can control. The property owner where ever the property owners address because they may not be getting a bill here in Irvington so going to 22480 is not the way to go I would go with the property owner tax bill. If they pay taxes in Irvington. I'm going to rescind my no need for another survey based upon some of this because it might behoove us to send a survey out a little bit more clearly this time." C. Bradley, "In response to the statement about the commons development survey I would urge you to be very cautious about using surveys for purposes for which they were not developed and it was developed for a very different purpose and the respondents for were not the same." W. Nunnally, "The more current information we have the better we will be and I think this tax roll, I pushed for that last time and didn't get it but I am certainly in favor of it as I was in the past but what this is leading to is we have to redraw this whole thing and I think that's the real discussion and the comprehensive plan has to be redrawn." M. Bombay, "The more important thing is that we work with current data." J. Brown, "I've always been in favor of a new survey and I am still in favor of a new survey. I don't feel like we should scrap the whole comprehensive plan but I think we should start with the visions and go towards the goals and rework those things because all the maps and all that other stuff is fine. Maybe it would wise in view of the amount of time this is going to take to go back and readopt the 2007 plan so we have a plan until we get this done because it's not going to happen next week." B. Schaschek, "If we take the current one out of code and it's only on the shelf as a reference point then we don't need to go and adopt the 2007 because the state requires every five years so as long as we get it out of code and it's just a reference manual for anybody that want's to look at it but as long as it's not the law of the land I think we can move forward." J. Brown, "I think if we are going to leave it on the shelf we need to remove the PUD language and the language about development because clearly that's not in the vision of the residents." F. Westbrook, "I am taking a little bit different tact here, I think the most important thing for us right now is to get that PUD out of there so I would like to excise and reference to a PUD from the existing comprehensive plan. In the meantime we are working on a vision statement in the background which will bring a new comprehensive plan and ordinances also to echo that new vision statement. We are going to have to be addressing this comprehensive plan in 24 months anyway so rather than jumping into that right now which as Jackie has said that is going to be a lot of work and once we excise those parts out of there that we feel we want out then we can start working on in 12 to 18 months from now on the new plan and with that that's when we would hopefully do a new survey with everything else we have on the table now specifically my part of the town council will be the new budget process coming up we will be jumping in on that pretty hard and heavy here soon I think excising and then let the rest of it exist and start working on in 18 months doing a whole new comprehensive plan." W. Nunnally, "So you are saying to hold off on a new survey?" F. Westbrook, "Until we get closer to the 18 months and that will give us time to actually come up with and perfect a really good survey because we are going to have to do it then anyway because right now we have six more months of this budget cycle and we have absolutely no money set aside in the current budget and we know how expensive they can be and give what we have in front of us I would be amenable to paying a really good company to help us out of this mess we are in but it's not going to come cheap." K. Pollard, "I don't know about doing a survey again. What if we do a survey again and it comes back about the way it is now because people here don't want much of anything, change or new so if you go through all that and send out another survey and the results come back like what we are looking at now I just don't know if it will come out the same again." F. Westbrook, "At least we would be assured that it was a good true survey." M. Bombay,

“Let me ask, if we are looking at a good true survey if someone owns five parcels of property in town would they able to vote five times or should they just vote once and how do we control that?” C. Bradley, “For the commons development survey we sent one envelope to every land record and every land owner in the land book regardless of the number of parcels they owned. I have neighbors for example who own a number of parcels and they received one envelope just like I did. That was a decision that the commons development committee made because it enables you not to have somebody who owns a lot of property to sway the survey results and that was important to the committee. Those are the types of conversations that I think need to happen during the course of the development of the survey and everybody needs to understand that it’s called the sampling frame where is the sampling frame coming from, who is being sent a survey?” M. Bombay, “I had individuals come up to me with five or six surveys stapled together asking why they were getting multiple surveys and I told them it was because they owned those parcels.” F. Westbrook, “We worked through all of that with the commons development survey and we also sent that database to Sharon, Sharon has the land book on the computer and then Cay went through and collated everything so that if you owned four properties you only got one survey so we have that database also down to size.” C. Bradley, “That database won’t be current when you do a new survey, you wouldn’t want to use the 2017 land book.” F. Westbrook, “It should be fairly close fairly similar to the surveys we would be sending out for a comprehensive plan survey so it can be done.” W. Nunnally, “The point Fran is making is excellent about removing the PUD language from the plan how do we do that, do we do it by motion?” N. Keane, “It has to be done the same way the comprehensive plan was passed. There would have to be two readings a public hearing and a vote.” F. Westbrook, “Nothing hardly was done by resolution.” B. Schaschek, “No it wasn’t done by resolution.” N. Keane, “A motion and a resolution but it was read twice and there was a public hearing and there was a vote.” Mayor Ransone, “There were two public hearings, the planning commission had one and we had one.” N. Keane, “You can combine them, you don’t have to have two separate public hearings.” B. Schaschek, “Wait, the planning commission had two public hearings and then the council had two public hearings.” M. Bombay, “Public hearings or readings?” F. Westbrook, “Once it came to us and was recommended then the town council had to do its thing.” N. Keane, “Right, two readings, a public hearing and then a vote.” Mayor Ransone, “The same scenario works for the planning commission as it does for the council. The planning commission does it and when they get what they want whether it’s an ordinance or the comprehensive plan they get input and if they want to pass it on to us like it is or if they want to change it from input then they can change it come back and pass it on to us with the changes and then we have to go through the same process.” W. Nunnally, “That still didn’t answer my question. Theoretically, if I make a motion at the next meeting and put it on the agenda that we want to remove from the comprehensive plan these items and somebody seconds it and the council passes it then what do we have to do?” B. Schaschek, “Do we send it back to the planning commission or does the council take care of this?” N. Keane, “I don’t think you need to send it back when you are trying to amend the plan.” W. Nunnally, “So can we do it by council vote.” N. Keane, “Yes, it is council vote but you have to have a public hearing and two readings.” Mayor Ransone, “We are going to take the comprehensive plan out of the ordinances it is going to be a guideline I know the PUD is a four letter word but I think with what has gone on in the past and the changes that have taken place I don’t think anybody is going to try to put a PUD in at all in the next two years. Let it sit on the shelf and the following year when we get the budget straight and let Mike and the planning commission which Cay will be on and she has some information for the property owners let them work up a survey and revise the comprehensive plan and we will adopt a new one. It’s a book. It’s just an outline. There is nothing written in stone. I keep telling everybody that. Now, being in the ordinances made a difference but we are taking it out of the ordinances so it’s going to be sitting on that shelf and it’s only going to be a piece of paper and it’s only going to be words we don’t have to abide by it, it’s just a guideline.” N. Keane, “To add to what you said, the last action taken by council was a vote to stop further conversation regarding the PUD so that’s also public information that adds to that understanding of what the guidance is.” B. Schaschek, “I agree 100%. The other thing is the ordinance for the PUD did not pass so we do not have a PUD ordinance so even if somebody wanted to come back they would have to come back to a plan and it would have to go to the planning commission to create the ordinance the comprehensive plan mentions it as a type of cluster housing possibility in the large parcels but it in no way says that’s a given.” F. Westbrook, “My concern is the fact

that if it's left in there that some out of state developer could waltz into town buy up the few remaining large pieces of property and say you know it is mentioned in here so tell me why I can't." J. Brown, "It's also mentioned as the preferred development." Mayor Ransone, "Because it's not an ordinance. He would have to come to us to Roy first then he would have to present to the planning commission then it would have to come to us." F. Westbrook, "I understand all of that but as of right now I think it's Stafford County there is a legal suit going on because something is mentioned because their comprehensive plan and they denied it to the gentleman and he now has that municipality in court." M. Bombay, "Could we not refer to our minutes where we discuss this?" F. Westbrook, "I don't know. I'm saying there could be some other caveats there that I am not aware of it's just a concern I have with leaving the PUD in there it would be a simple matter just to excise it." N. Keane, "The Stafford issue you are talking about is a cluster residence case which Irvington is exempt from so it doesn't apply exactly it was used as an example to us when we got a letter from a resident. I tend to agree with the Mayor about the whole issue about what would happen and the reality if somebody came forward and wanted to do a PUD now. I think there is a lot of public record against doing a PUD here and I don't think they would be able to just say they have some right to do it. The one thing I would mention to you all is that any action you take on the comprehensive plan has to go through two readings and a public hearing and another vote which means if you take sections of it out you are then again reapproving it without those sections so you just have to keep in mind that if you are doing that you have to be confident in the balance of the data that is underlying the comprehensive plan." F. Westbrook, "Which we will be doing in 24 months anyway. Perhaps I have misstated my concern. It is not so much they could hold us to task it's the fact that if we say no for whatever reason it may be and they still pursue it with a legal suit now we are going to have to spend money defending it and that's the rub for me it could be serious money just trying to defend what we are saying no to whereas if we just take it out of there it's done." M. Bombay, "But if we were to remove it and didn't have anything in that comprehensive plan that said they could not do it wouldn't we be in the same position? They could come in and say I want to do this and you have nothing in there that says I can't." B. Schaschek, "Be careful because you did pass an ordinance for the Meadows Landing back in 2008 where they were going to do the 35 houses along the perimeter. That was approved." F. Westbrook, "That was approved by town code as it existed at the time with the proper acreage and all of that and it still stands. Somebody could come in right now and do that and there's not really much we can say or do and that's my fear." B. Schaschek, "Unless they come in and say specifically they want to do a PUD and then come in with a plan for it you don't have an ordinance that says they can build it. It was something that was thought as cluster housing but it's not a definitive saying that the town is allowing it." Mayor Ransone, "I will allow more time because we need to decide what we want to do. I still say this, if you want to go through the process we can do it but if we do what we are going to do next month and take it out of the ordinances it is only a piece of paper and it's just there and somebody can say you have PUD written, yes but we stopped it we are not interested. It's something that if somebody wanted to try, just like if you wanted to do a different development and the town rose up and said we don't want it we would stop that just like we stopped the PUD." F. Westbrook, "Are we okay legally?" N. Keane, "You've got all the minutes from this meeting where everybody has explained their position and there are other meetings, there is intent, you've had public hearings where the public stated they don't want the PUD. It's pretty clear you, you have taken action not against the PUD itself but against further discussion of the PUD." J. Brown, "Does the state have mandates about comprehensive plans that say how they are supposed to be regarded?" N. Keane, "Yes, there is a statute that I mentioned before, §15.2-2284 and it says that your comprehensive plan is supposed to inform your ordinances and that's the whole point of what you are trying to decide here is a vision statement first and then have that inform your plan and you look at your ordinances after you have done your vision statement and then the comprehensive plan and you are supposed to have your ordinances be consistent so that the documents are consistent. It doesn't give it legal status but it is supposed to inform your ordinances." J. Brown, "Does it describe it as a guidance document or an action piece?" N. Keane, "I doesn't use that language at all but I will see if I can find it while we are sitting here." Mayor Ransone, "If we do it like this with what we have in place I don't think you will see anybody do anything like that and in a year the planning commission will start reviewing the comprehensive plan and they can take out whatever they want to take out and get the survey straight and then they can get a better idea of what they want to put back in you are going

to have to keep the diagrams. State statute is we have to review it every five years, we can change what we want but as much as we spent last time which was a lot I think this time we can review it at a lot less cost and get the survey and work it from the planning commission. Let the planning commission work with Nancyellen if there is a code or law issue." N. Keane, "It says zoning ordinances shall be drawn and applied with reasonable consideration for the existing use and character of property, the comprehensive plan the suitability of property for various uses, the trends of growth or change, the current or future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements of airports..it goes on so you can see you are supposed to draw your zoning ordinances and districts with consideration for these items. It doesn't say action. It doesn't say requirement. It doesn't say law. The comprehensive plan is one of the things that is supposed to be considered when you draw your ordinances." J. Brown, "Do you agree we should go ahead and get the vision statement in place." N. Keane, "Yes." M. Mattheisen, "I'm trying to think what the legal posture of somebody would be of somebody that wanted to come in and do a PUD under these circumstances in this town. First of all, I think development is driven by markets and I don't believe for a moment there is a market for a PUD at this location at this time or will be in the foreseeable future so to me there is a very small risk. If somebody did want to bring action, come in here and get a PUD under these circumstances they would have two hurdles. First they would have to establish standing to sue, you can't just come in and file a lawsuit you have to have an interest that means they would have to acquire a property interest before they could bring a lawsuit. Who is going to acquire a property interest to build a PUD in a town that doesn't have PUD ordinance and has a substantial public record against PUD's that would be a long risk for any investor to take. If they overcame that hurdle then they would have to bring a lawsuit not to get a PUD but to force the town to write a PUD ordinance so that the town could give a PUD. If the court decided in the businessman's favor the posture of the town would be having to write an ordinance and the town could write the ordinance any way it wanted. There are several PUD's in the area, Kilmarnock has two maybe three which are not mixed use developments they are conventional subdivisions with one and two acre lots which is just what's out there now anyway so if your legal counsel for a developer who wants to build in this location your risks are high here and your results are uncertain and it's going to take more than two years to bring that legal action to a conclusion so I'm just suggesting those might be additional considerations with respect to the Mayor's position." Mayor Ransone, "We will take it out of the ordinances and leave it as it is and starting the following year the planning commission can start addressing and start looking at it by taking out some things and getting the survey straight and keep what we need and change what we want to change." F. Westbrook, "So you're taking the position of do nothing with the existing comprehensive plan other than removing it from the ordinances." B. Schaschek, "So are we still working on a vision plan." Mayor Ransone, "Yes, the vision statement still has to be done that will give the planning commission a better understanding of which direction they want to go too. If the council gives them a vision statement they will know what they need to go by." B. Schaschek, "I'm okay with the vision statement and I understand what Mike is saying, I agree 100% with that decision and I'm okay with that but if we are going to be changing the comprehensive plan because of the vision statement and we have to have two readings eliminating 2.6.3 I don't see why that would be a big deal. The only reason I say that is because I don't like the fact that it says the preservation of the existing character or creation of an urban village. We are not urban we are rural and having urban in the comprehensive plan give me the willies." Mayor Ransone, "That can be changed the next time we do it, it can be changed to a residential community or small village or however you want to word it. That is something that the planning commission and the town council can look through, everybody has a different concept of a word, so we can change those things. I am not saying we are going to just to take the PUD out they are going to have to overview the whole thing, we will keep the graphs and the maps, we may have a new census by then." B. Schaschek, "When we go to update this for the vision we also update just eliminating the 2.6.3." Mayor Ransone, "In other words you want to eliminate that now?" B. Schaschek, "Yes, since we have to have a reading for the vision." Mayor Ransone, "We don't have to have a reading for the vision statement." B. Schaschek, "I thought we did because we were changing the comprehensive plan." N. Keane, "You don't have to put it [vision statement] in the comprehensive plan, you can come up with a new vision statement. If you put it in ordinances then you would have to do that but that is something very

different.” Mayor Ransone, “A vision statement that is agreed on by the council can be used to guide the planning commission in the future when they redo the comprehensive plan.” It doesn’t have to be an ordinance it’s just a vision statement and like the comprehensive plan it’s an outline of what we want for the town.” B. Schaschek, “I thought we were going to be changing the vision statement of the comprehensive plan, I misunderstood.” J. Brown, “Are you going to incorporate it [vision statement] into the town code?” N. Keane, “That’s up to town council.” Mayor Ransone, “I don’t know that you need to do that. I think if it’s there and we know what it is, it’s a statement.” B. Schaschek, “Where are we going to put it so if somebody comes into the office and says I am moving into town I want to see your [indistinct chatter]..” Mayor Ransone, “It could be on the town website and the office will have hard copies and when the new comprehensive plan is done the vision statement will be in the very front.” B. Schaschek, “I thought we were changing the vision statement in the comprehensive plan I thought that was the purpose of this meeting.” Mayor Ransone, “I just don’t think that you need to do that we still have to have a new comprehensive plan which will have to go through the readings, hearings and a vote.” B. Schaschek, “Okay, I’m fine.” M. Bombay, “I’m okay with this.” W. Nunnally, “I’m fine.” J. Brown, “I’m fine.” F. Westbrook, “I’m good.” K. Pollard, “I’m fine.” Mayor Ransone, “As of right now we are going to get a vision statement and the comprehensive plan will be taken out of the town code. Let’s move on to the next thing.”

S. DISCUSSION – TOWN CODE UPDATE

R. Kime, “I am going to talk about recodification of ordinances. The last one we had done was February 15, 2015, prior to that a recodification occurred in 1961, and since the 2015 codification there have been at least four ordinances that have been passed that have not been entered into any sort of codification: 1) the Tides Inn condo’s, 2) real estate tax ordinance, 3) town charter amendments that were just passed and, 4) the big box prohibition in B-1. All of which were passed after 2015 and will be included in any new recodification. Also included in that recodification would be the removal of town code §151.01 which is the comprehensive plan. Contained in the 2015 recodification was town code §10.10 and it stated that what is in the 2015 recodification counts and all prior ordinances pertaining to subjects treated by this code shall be deemed repealed from and after the effective date of this code. So, anything that wasn’t in that book was deemed to no longer exist. Since I began work here 18 months ago I have heard comments that there were ordinances that were left out of the codification. Some people alleged there was a sloppy job by the company that did the work. I have looked into all the old town council meeting minutes and it’s impossible to find why things were left out or changed. I have gone through some things that I have heard people state that should be in the town code but are not. They are not in there so they don’t exist. In the old ordinances there were regulations on fences in residential areas – those don’t exist in this codification. There is no historic district. I looked very hard to find how the historic district was eliminated but there is no trail. I am sure there are reasons but there is no paper trail that I can follow. There was an ordinance about dogs running at large, whether they had to be on a leash – that’s not in here. There are also concerns about firearms and hunting – those are not in this codification. There is also a provision in the sign ordinance that talks about flags and the way it is written now, you can’t have these flags like the ones used at car lots, you are not supposed to have them in anything but B-1 or B-2. Some people say where did the B-1/B-2 exemption come from? Because they thought they weren’t supposed to have them at all but that is not what it says and that’s all I can go by. There are a number of those that I think the council might want to direct the planning commission to revisit. If they want them in there you will have to go through the entire process, the planning commission will craft and have public hearings, and recommend to town council which will have two readings and a vote. As it stands right now, they are not in there. Are there any you want added? There has been some discussion about a poop scooper law. There is also a concern about building heights and currently you can’t build higher than 35’ or 45’ but it doesn’t say where you start from and if you are talking about existing grade and then you add another 15’ of fill do you count from the bottom or do you count from the added 15’. So there are things like that that council might think are worthwhile and want to have the planning commission look at. The background information for each of these is presented in the binder staff prepared for council. The ones that I have talked about are from the old book [1961] they are not in the new book [2015]. Mayor Ransone, “Does the new book include all of the old book?” R. Kime, “No. They were not included in the new book.” N. Keane, “The

dates of their passage are on the sheet, it shows that two of them were passed in 2005, 2011 and two were passed in 2014." Mayor Ransone, "I have been here for over 20 years and I know we had a recodification of the ordinances back in 2015 but we always had a fence ordinance, no fence could be over 5' tall unless there was a duress. Like when there were two neighbors on The Lane that needed a 12' fence because their houses looked directly into the other's bedroom. We allowed the fence to go the length of the house and stop and the rest of the fence stayed 5'. We can do that. My question is how did that get out of the town code, why is it not in the new ordinances?" F. Westbrook, "The dogs running at large. The rental property behind you had issues with the dog there and when they called the county's dog warden the didn't respond to the issue the dog warden said if it's not in your ordinances I can't come in your jurisdiction and do what I need to do as a dog warden." Mayor Ransone, "My understanding was we had a control your dog, it was the closest thing we had to a leash law that we could have. Even if the dog was walking with you, you had to have control. Running at large, we really didn't say a lot. Now we do have a couple that get out and run at large but they go back home. It is the responsibility of the pet owner and most of the people in this town are very responsible pet owners. How those did not get put back into that book, I don't understand." R. Kime, "I don't understand either. There is a requirement for no higher than 5' fences in the commercial district but in the residential district which as always been 4' it just doesn't exist and when I looked back in the minutes it says somebody reviewed the ordinances before this was put together and they were okay with them." F. Westbrook, "As far as I know, I was always under the impression that state code mandated fencing around swimming pools so that's something we can't decide." R. Kime, "Swimming pools are different." F. Westbrook, "I know that but you say the fence ordinances are gone are you telling me there is a fence ordinance about pools that still resides?" R. Kime, "There is state code." C. Bradley, "There is county pool fence ordinance which supersedes ours." F. Westbrook, "We used to have a fence ordinance are you saying there is no reference to that at all?" K. Pollard, "Are the books just old?" Mayor Ransone, "He's looked back in the minutes and has not been able to find anything either." R. Kime, "There was nothing that I was able to find in the minutes that said those things were revoked and usually there is some reference. You don't pass one thing that says everything that isn't here is repealed. I think you might consider directing the planning commission to review those." J. Brown, "I think the planning commission has plenty on their plate right now and to go back and review ordinances at this point I think is a waste of their time." F. Westbrook, "I thought they were still waiting for direction from us, that's one of the things we keep hearing." Mayor Ransone, "Roy you have a list, why don't you get with Mike and look through them and pick some that we really think should be reinstated fairly quickly, not all of them but maybe the fence and the control your dog should be reinstated fairly quickly. We can look at the rest of them and go from there but we would have to let the planning commission look at them have the public hearing and then passed on to us and then we have go through the process to reapprove them." R. Kime, "You can do a bunch of them at one time." Mayor Ransone, "I think we need to do a little more investigation and not act quickly like we did last time." B. Schaschek, "Roy, does the old book come apart, can you take those ordinances out? Why don't I get with you and let's see if we can scan them and put that one and the other one in a database and compare them with the numbers and see what's missing." R. Kime, "The only reason I bring this up and it doesn't have to be done right now but if we are going to recodify to include recent things we may as well do it right." B. Schaschek, "If these things have been passed by town council why can't we just do this at the council level because the planning commission has a lot on their plate right now. To go back and review ordinances from the past is a waste of their time." N. Keane, "I have looked at a couple of these and I don't recommend you pass them as the current because the fence one probably was a fence one that pertained to swimming pools but it's not written right." F. Westbrook, "Same thing with the historic district. I would not recommend the way that thing is written either." N. Keane, "The ones that are more recent like the discharge of firearms, hunting, and dog." R. Kime, "There was a historic district the 1990 town zoning laws and it indicated the historic district was along Steamboat Road and The Hope & Glory. In 2000 the national historic register came along and enlarged the district to all the way down King Carter. The comprehensive plan of 2001 talked about the historic district. There was a discussion of whether the historic district in the ordinances covered the old limited district that included just the Hope & Glory. The town council at the time said no, if it wasn't in the new national register group, the comprehensive plan of 2007 mentioned the historic district and the review board, in the

recodification of 2015 the historic district was completely gone. Somebody may know where it went but it didn't make it into the codification, and the 2017 comprehensive plan made no reference to the historic district other than that it showed the boundaries and the map. It was considered at some point and then it went away entirely. The historic district is more complicated and requires a lot more consideration and will come from the vision statement as well, whereas the other ones are less complicated." Mayor Ransone, "So you think we should hold off until we get the vision statement straight?" R. Kime, "Yes, hold off on the historic district but the other ones we can move forward." K. Pollard, "On the leash law – I remember when Francis Chase Simmons dog bit another dog it was said that she needed to have the dog on a leash. That didn't go anywhere because they said we had to call animal control and they don't work weekends." F. Westbrook, "The game warden will not even come here if we don't have it on the books." K. Pollard, "Right, you can't even enforce it." Mayor Ransone, "When we write it we will have to give it some teeth." F. Westbrook, "There kids that ride bikes and dogs have charged at them and that needs to be taken care of." J. Brown, "I think we have more important things that need to be done for the future of our town and not going back and dealing with all this mismanagement of the code I agree it is important at some level but you just told the planning commission to review the business ordinances done and then you said you wanted the residential ordinances and now we are supposed to go back and recreate. F. Westbrook, "Who said residential? I thought we just said B-1 and B-2." J. Brown, "It's in the notes somewhere." Mayor Ransone, "I will ask Roy and Nancyellen to look at these ordinances that need to be updated and then you present them to the planning commission. You do the leg work and let them review them. How is that Jackie?" J. Brown, "That's much improved but I think if we are going to do a good job with the business ordinances it's going to take a lot of time and we don't have a lot of time." Mayor Ransone, "Okay, everybody is good with that. Moving on to next steps."

F. NEXT STEPS

R. Kime, "You did them as you were going along" Mayor Ransone, "Does anybody have anything else they want to say at this workshop? Does everybody understand what we are doing and what the next steps are?"

F. Westbrook, "I'm impressed, we did a lot of work tonight. It was nice to have all of this in front of us and it represents a lot of time and effort."

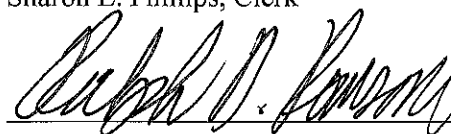
G. ADJOURNMENT

W. Nunnally made a motion to adjourn which was seconded by F. Westbrook

Vote:	Kathleen Pollard	Aye
	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Michael Bombay	Aye
	Wayne Nunnally	Aye

The special called meeting, workshop was adjourned at approximately 8:05 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
WORKSHOP
MONDAY, JANUARY 14, 2019 5-7PM**

Sign In Sheet

	Name	Address
1.	Marsha Chapman	62 Old Mill Cove Rd.
2.	Julie & Bill Harris	1099 King Carter Dr.
3.	Cary Schneider	303 Quail's Trs.
4.	Garry Hooper	656 Glebe Rd.
5.	George Harper	Hayden Hall
6.	Jan Orrin	90 The Pine Pasture
7.	John Brabrand	NEW KENT, VA
8.	Klaus D. Schoschel	
9.		
10.		
11.		
12.		

**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
REGULAR MONTHLY MEETING
THURSDAY, JANUARY 10, 2019; 6:30 PM**

The Irvington Town Council held a regular monthly meeting on January 10, 2019 at 6:30 p.m., in the Town Office.

A. CALL TO ORDER

Mayor Ransone called the meeting to order at 6:34 p.m., and asked for a moment of silence.

B. ROLL CALL

Members of Council present: Kathleen Pollard
Frances Westbrook
Bonnie Schaschek
Jackie Brown
Michael Bombay

Absent: Wayne Nunnally

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

F. Westbrook made a motion to approve the agenda which was seconded by M. Bombay.

Vote:	Kathleen Pollard	Aye
	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Michael Bombay	Aye

D. APPROVAL OF MINUTES AND TREASURER'S REPORTS

F Westbrook stated, "On the public hearing minutes, I bet Sharon has already caught it but, but on page 3 at top there is a typo, yown vs town. That's the only thing I have on that one." B. Schaschek, "I make a motion to approve both the [minutes] public hearing and the special called meeting." M. Bombay, "I will second."

Vote:	Kathleen Pollard	Aye
	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Michael Bombay	Aye

F Westbrook stated, "I do have a question, at the end of last month's town council meeting where we came out of open session, it just says that we returned to open session but it doesn't describe what action we took when we came out of that session and I think we are make some mention even if it was a decision not to take any action but I think we are supposed to say on here what the result of the closed session was." Mayor Ransone, "It says only public business was identified in the motion to convene the closed session was discussed or considered." F. Westbrook, "Yes, that's just our vote but I do think we are supposed to say on

there what we did after we came back into an open session.” Mayor Ransone, “Like no action was taken?” F. Westbrook, “Yes”. Mayor Ransone, “Can we add that to the minutes, please?” F. Westbrook, “Otherwise it’s just open ended.” B. Schaschek, “I have a question on those minutes as well, right before the report from the town attorney, third to last sentence of that long paragraph, after the permit stuff, it says the new zoning map is in house and it shows the difference between B-1 and B-1 and needs to be filed with the county, and I’m just a little confused on what the difference between B-1 and B-1, should that be B-1 and B-2. And there is another one, on page 15 before announcements, it should say, what came out of the comprehensive plan, in that same line could you also say, the community wanted, if we take it, take a couple of extra words out?” S. Phillips, “It reads, “What came out of the comprehensive plan didn’t appropriately reflect what the community wanted so if we take it, it wasn’t that the questions were bad all the information is there it’s just that it’s not interpreted accurately.” B. Schaschek, “Right, but if we take, “we take it” out – that shouldn’t be in there.” F. Westbrook, “Isn’t it verbatim?” S. Phillips, “Yes.” F. Westbrook, “Then we need to leave that in there.” B. Schaschek, “Ok.” Mayor Ransone, “Anybody else have issues, everything else ok, how about the treasurer’s report?” F. Westbrook, “The property rental fee, is that from the bank, \$1,000? And \$738 under codification of ordinances, what did we do, do you remember?” S. Phillips, “The check to Summit Design for the map.” R. Kime, “I told her to put that under codification because we are required to have it.” F. Westbrook, “The only other question is, we didn’t have a water bill this month?” S. Phillips, “That bill [water] is cyclic and for clarification to your question on codification, that was actually two expenses, Summit Design and Charlie Pruett submitted an invoice for his services.” Mayor Ransone, “If everybody else is okay with what changes will be made and alright with the treasurer’s report then I would like a motion to accept both.” B. Schaschek made the motion which was seconded by M. Bombay.

Vote:	Kathleen Pollard	Aye
	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Michael Bombay	Aye

F. PUBLIC COMMENT

John Friday, “I operate Custom Yacht Boat Yard at the end of Seafood Lane and an issue has developed with water drainage coming down the street. I did put together photographs to help illustrate the problem. May I pass them out? The first photograph I took an overhead shot of Seafood Lane. Seafood Lane drops down probably an elevation of 15 feet and the problem we are experiencing at the bottom of the hill is the driveway of my boat yard starts in the upper center of the picture where I have marked water source there has begun the flow of some kind of upwelling of water right in front of Mike Christopher’s building at 37 Seafood Lane. We don’t seem to know where the water is coming from. Roy has looked at it. I had a gentlemen from Aqua Virginia come look at it and he claims it is not Town water he suspects it is ground water and it has been flowing from that source really non-stop since about October. You can see in the darkened area along the asphalt road the water comes down on the one side and reaches a flat spot and then floods the road and then comes down on both sides of the road and then it passes in front of the middle building which is the old Quarles building and then passes on to the driveway of the boat yard and aside from not knowing, not being able to identify the source of the water to figure out how we can stem it, the problem in that location, is that the water is not draining off the road surface and into the ditches on either side properly to get into the culvert that eventually dumps into the creek. I have spoken to Robert Harper of VDOT and Mr. Harper said he was shy on staff and didn’t know when he might have the opportunity to clear those ditches. It’s as I see it, it’s not just a matter of clearing the ditches but the ditches on either side need to be redesigned so the water has an opportunity to actually get into the ditch from the roadway. I did have one of my employees hand dig a couple of run offs so standing water could get off but that’s a temporary measure, really. I would like to ask the town council to maybe contact VDOT and see if they can put some pressure on them to get this thing resolved. The problem really is not that water gets onto the driveway but it gets to be an icy issue when we get freezing temperatures and equally important, when there is standing water on the driveway which is gravel potholes continually develop and have to be filled on a regular basis and I don’t think that should be my

responsibility." Mayor Ransone, "Everything up to that sign, End of State Maintenance, should come under VDOT." F. Westbrook, "Is the culvert working properly, is it draining?" J. Friday, "That's the second issue. On the first picture I marked culvert inlet and culvert outlet. The culvert does start on this side of the road and oddly enough the culvert goes under the roadway and underneath the cement block building and exits on the other side of the cement block building, it's not the Quarles office but the lean-to that's attached to the building. The second set of pictures show the [top picture] inlet and [bottom picture] outlet. The problem here is that periodically silt and sediment that naturally washes down the hill fills up this culvert that runs beneath the buildings and to an equal extent the open ditch downstream of the outflow and in the past R. Harper has sent his crew down here not only to clean out that ditch but also to clear the culvert. I spoke to him about this same opportunity that I had to speak to him about the ditches and the comment he made this time was that the state is no longer going to be clearing out that culvert nor the ditch on the other side." F. Westbrook, "Did he say why?" F. Friday, "Since it's not adjoining a public road or state owned road he is not obligated to keep it clear. He told me that in the past he had done it because he enough crew and manpower to do the job but he said he is down from 23 employees to 7 or 8 and he said, I'm sorry but I just can't do that anymore because I don't have the manpower and I don't know whose responsibility it is. I can tell you that the culvert that goes underneath the road and underneath the Quarles building is not on my property, it's part of Quarles property but when the culvert fills up and the ditch fills in, here again, we have a heavy rain storm, the culvert can't handle all of the water and it starts overflowing on the road and we've got the same situation with the potholes." Mayor Ransone, "You are at the lowest point. That was something that was done a long time ago." J. Brown, "When you were talking about Aqua Virginia you said they said it wasn't their problem, do you know where the pipes are?" J. Friday, "The guy who is my contact, Slim, he as I understood it, did some test drilling around this area in front of Mike's building and said we've got some pipes there but none of those pipes seem to be leaking." F. Westbrook, "He did that recently?" J. Friday, "Yes, within the last two months." J. Brown, "I had a situation with Aqua Virginia with Railway Road and water was draining onto my property to the point where you could walk across the sod and there were waves. Aqua Virginia was called repeatedly by me and they came and said it was not their responsibility. As it turns out there was a pipe leaking under the road and finally it eroded the road to the point that a geyser erupted that was about six months of leaking but they allowed that situation to go on for six months and it killed a couple of trees on my property and it was a real mess. I would question them again because they swore the pipes weren't leaking and there wasn't a problem and it turns out it was all going underground onto my property." Mayor Ransone, "Is anybody living in the house up here beside Yellow Duck Cottage? Because I'm wondering if maybe a pipe is broke there and it's leaking down through, that's something that we might look into, if we know the homeowner contact them and find out where a lot of that water is coming from. Now granted we have had a tremendous amount of rain this year and it could be drainage from anywhere coming down there but it looks like it's got some pressure to it, like it's flowing, bubbling." J. Friday, "I haven't seen a car there for a while and I haven't seen any bubbles but you can definitely see a flow." F. Westbrook, "The GIS will tell us who owns the property and a good address." Mayor Ransone, "It may be that particular house, it comes down and around, there is a ditch right on the other side of that house that comes down and around." J. Friday, "I would think that the guys at Aqua Virginia could certainly check everybody's water meter." Mayor Ransone, "Slim will do that if you ask him or we will ask Roy to contact Slim and ask him to do that." J. Friday, "Now since I put this all together, which was a week ago, just below where it says culvert inlet on that first page, if you happen to go down there you will see a series of boat trailers and another water source has developed over there. It's along the hillside and that's probably a separate issue. I don't know whether it's a situation where the Town or Aqua Virginia has a leaky pipe? Does anybody have any questions?" Mayor Ransone, "We can talk to Robert Harper and he may be able to talk to somebody a little higher, he is kind of limited, he has to deal with Haynesville which is the Northern Neck District Residency, so maybe we can talk to him to do something to alleviate at least some of it, maybe he can do the ditches at least to the state part now if he can't do the other part and that's Quarles property, you may have to contact Quarles." F. Friday, "I'm sure they [Quarles] are not concerned with it because nothing is going to happen until the thing plugs up completely." Mayor Ransone, "The only thing is that we as a Town can't go on their property to do anything, even if we wanted to, we would have to get permission before we could do anything." J. Friday, "The Town must have

an easement to have that culvert run under the road." Mayor Ransone, "The state would own the easement, it would not be a town easement. When the state did these roads, and don't take me verbatim, all these drainage ditches there are right of ways by the state, they don't own it but they own the right of way. In other words, they were allowed to put the ditch in to allow the water to drain off of the roads into the ditches and completely drain out, which most drain to the creek but I don't know how far their right of ways go, there is a certain amount, it may be 50' in one place and 75' in another but it's touchy." J. Friday, "Is this a question for the town attorney, to determine whether or not, who is obligated to keep the easement clear?" Mayor Ransone, "It may be. That's been there for years and like you said Robert had been taking care of it when he had enough man power. If he can't do it now we would have to contact any private property owner to be able to do something, we would have to deal with Quarles." J. Friday, "Is that something that is my obligation to do?" F. Westbrook, "If it's private property I would think so." Mayor Ransone, "If it's between two land owners, unless it's proven to be a right of way owned by the town. I don't even know where to start to see who owns the right of way. Somewhere along the way somebody granted that ditch through there, Mike Christopher might know because he owned the property. I don't know how that ditch got there. It might have been Frank McGinnis when he owned Virginia Seafood." J. Friday, "If it's a state easement is the state required to clean it?" Mayor Ransone, "If it's a state easement you can ask the state to clean it if it's not a state easement they will only clean so far." J. Friday, "If it's an easement is it recorded in the courthouse?" Mayor Ransone, "Not necessarily, Robert would probably have to go to Northern Neck District Residency in Haynesville, it may be recorded at the courthouse but I would ask Robert." R. Kime, "How far down is the end of state maintenance?" J. Friday, "The state maintenance sign ends where the culvert ends and it's a little misleading because the asphalt continues another 20 or 30 feet past that." R. Kime, "In the past when they cleaned the culvert, what did they do?" J. Friday, "Yes, and the ditch behind the Aqua well house was cleaned out with a backhoe. I usually call them in the spring to let them know the boats are out of the way now and you can come." Mayor Ransone, "And they are not going to do that for you this year?" J. Friday, "That's what he indicated." Mayor Ransone, "I will talk with Roy and we will see if we can talk to the state. I would talk to Mike who is a neighbor and he might be able to give you a better idea of how that ditch came about. It may have been an agreement between Christopher and Treacle about that ditch and culvert." Gary Luckham, "I too have a water problem. Next to me is Chase's Cove Lane and the Tides Inn property cuts in. I'm contiguous with that on two sides. Water has been building up there since October, I know this has been the second rainiest year but this has been going on for quite a while and it's gotten so that it's just to a tipping point, it's flooding my septic field and draining back into my tank. I've had to have it pumped four times since June. I called the Tides Inn to see if we couldn't work something out and they sent the maintenance guy who didn't think it was their problem. But now the water is encroaching on me, it is coming on to my property. I was wondering if the town could find some way to help me out. Since the town already has an ordinance about keeping grass cut for aesthetic and health reasons, I would imagine standing water is going to be a health problem when mosquitos start hatching this spring." Mayor Ransone, "We will put you on the list with John. I will get with Roy. I don't know if it's a right of way down there that the state can clean out?" G. Luckham, "Who owns Chase's Cove Lane? It's not a state maintained road." Mayor Ransone, "It's not a state maintained road so it's a private road so it would be the property owners down there plus the Tides Inn, the Tides Inn paved the road to the right, is there a pipe that runs under the road?" G. Luckham, "When Randy Stevens put his house back there he put a driveway in but didn't put a culvert in so basically they just built a dam and since that time in 1994 it's gotten worse and worse. King Carter Drive is about a foot taller than the back part of that lot so all of the water drains to the low point and ponds up." Mayor Ransone, "We can look at it and try to help as best we can, it might be an issue between you and the Tides Inn." G. Luckham, "That's what I was hoping the town could do, if we could get everybody together and talk to everyone to come to some reconciliation." With no further comments from the public, Mayor Ransone closed public comment.

G. REPORT FROM THE TOWN MANAGER – Roy C. Kime, Manager & Zoning Administrator

R. Kime reported, "Sharon and I have worked a great deal with the town council, the town attorney for the information she needs to research her assignments. We have been working with the land files by tax map and

number rather than by owner listing. For other things, I attended the planning commission meeting Tuesday of this week, January 8, Jackie Brown will talk more about that. There is going to be a budget and finance committee meeting on Monday, January 21 and we are in relatively good shape in my estimation as opposed to where we said we would be on the budget and I will discuss that with the finance committee. Technology committee had a meeting on Wednesday, January 9 and we discussed with Bonnie and Mike Bombay the need for inventory of technology hardware and software. Bonnie is interested in the IT policy, or the lack of an IT policy and we also discussed website modifications to include a residents tab and potentially a years' worth of minutes and financial information perhaps an audio of town council meetings. Town council would need to think about putting audio on the website. We also attended an IT meeting on the same day at 4:30 pm with Bonnie, Klaus and Chris Henley to discuss the detail of a proposed contract for a disaster recovery plan and documentation. Bonnie will provide more details in her committee report. PERMITS: Sign permit requested by Bryan Byrd, Dredge; tree removal and house demolition requested by ICN, 4283 Irvington Road; Dock restoration requested by Ed Fedderman; and a permit to construct a garage requested by Matthew Harding, Pittman Drive. I'm going a bit out of order but thinking about VDOT and their lack of money to clean out the drains on Seafood Lane or cut the grass as you come into the Town we have had a complaint from CJ Carter on Chases Cove Lane regarding potholes because it is not a state road the residents have to take care of the potholes. She also expressed concerns about water puddling, as we just heard from G. Luckham. This [complaints about standing water] will lead to mosquitos and we should consider what we will tell residents. Bonnie suggested the county extension service. If anyone has additional information, we are looking suggestions as to how to address anticipated concerns. F. Westbrook, "Does the town have anything about mosquitos especially since we have the really bad ones that can make you sick? I mean in our legal ordinances to require property owners to abate standing water?" R. Kime, "We have nuisance laws that might be extended to that but it would require further research. On my projects, as we have heard from our guests it has been the second wettest year on record. I would like to thank whoever put the flag down to half-staff in honor of former president George H.W. Bush. We still have lights to be installed at the flag pole so that we are not flying the flag at night, which we are not supposed to do, but that has been delayed due to bad weather. Neighbors complained about fallen bushes blocking traffic on The Lane so I wrote a letter to the property owner who resolved the problem. The Town Hall had a leaking toilet which was running constantly. When we were looking at the problem on Seafood Lane, I tracked the town office water consumption and it was way up. Prior to the toilet repair we turned the water valve off to that we were not adding to the problem. Turner Plumbing repaired the leaking toilet for \$100.00. Boyd's Septic inspected and failed the septic system for the rental property next to the town office. The septic system will be replaced but that is not what is causing the problem on Seafood Lane. I contacted Slim with Aqua and asked him to check for leaks. The ground is very soggy even by former Sherri Crockett's house. It doesn't appear to be coming over the road. The Town Office is not contributing to the problem on Seafood Lane. Slim was not aware of any leaks. I was concerned that when we removed the abandoned sidewalk on former Sheriff Crockett's property last spring the underground pipe may have been damaged. Slim researched the situation and determined the pipe is three and a half feet underground so that is not a concern. I will continue to research the situation. F. Westbrook, "the town wells that are there, they are capped off and no longer work and none of that plays into this?" R. Kime, "Correct it should not. The water is coming down the hill and rests at the low point. We have been working since last spring to hire sheriffs' deputies to patrol more and it has been put in the budge, the town attorney has worked on this and we have not been able to get much of a resolution. I drafted an agreement indicating the town would pay the deputies directly because that's what we wanted, Sheriff McCranie wanted and the Lancaster County Administrator wanted. The county reviewed my draft and said that deputies working may violate overtime laws. It is at a stopping point because it is unclear who pays the overtime. The county administrator is not interested in us paying the county and then the county paying the deputies. This determination also affects the hospital because they want to hire part-time deputies and they had planned to pay the deputies directly but one part of the county says you pay the county and another part of the county says you can't pay the county. I am not sure what the next step is because we have had the town attorney look into this, I have looked into this and we are not making any progress. At a recent planning commission meeting, Buddy Spencer complained about speeders in town and suggested a speed sign, or plantings on

either sides of the road to provide peripheral vision or installing speed bumps.” Mayor Ransone, “If you travel to Port Royal there is a sign that lights up and tells you your speed, it is a built in speed sign. I do not know what that would cost or if the state put it there or if Port Royal put the sign there but it is really effective. In the past, we have talked about a portable speed sign but this is permanent. Roy you may want to call them and ask how they did it.” R. Kime, “I will call them and look into it. One last thing, I granted a permit on September 24 to remove trees, as authorized by the Bay Act, to 167 Chases Cove, the work was done which was followed by a citizens complaint about bank erosion. I spoke to the contractor and the county erosion official about the Bay Act, town ordinances, and my limited further authority. Under the Bay Act and town ordinances, I can grant a tree removal permit. If the tree removal is more extreme than just removing damaged trees it is up to the county erosion official to deal with through a land disturbance permit. I was informed that a rip rap permit will be applied for to prevent the bank from further eroding and part of that permit will be remediation for bare land. The will not grant the rip rap permit until the remediation is complete. I was told there are no other remedies short of going to court and that would require county involvement. Under town ordinances I do not have the authority to do anything more than the initial permit. If they do go to court, replanting is the remedy. J. Brown, “When you do the inquiry about the sign for speeding could you also consider whether we can get no thru truck signs?” Mayor Ransone, “No, because we have already been through that process and we do not have a by-pass, we do not meet the requirements. We tried to have signs installed in White Stone directing trucks to Harris Road. Trucks go through Kilmarnock all the time but a truck can legally come through town if they have to make a stop in that town, if he stops at McDonalds he is legal to go through town. The problem is trucks that go straight through and don’t stop.”

H. REPORT FROM THE TOWN ATTORNEY – *Nancyellen Keane, Esq.*

N. Keane reported, “First item: Charter amendments were introduced in the 2019 General Assembly session as Senate Bill 1350 and House Bill 1895. I will update you as it proceeds. Second item: business district uses, council passed a motion in December at the last meeting authorizing additional research on those issues I had elaborated on and the research is on-going. I don’t have anything to report tonight because I am still working on it. Third item: Repeal Town Code §151.01; council authorized the necessary work to repeal the zoning chapter section which incorporated by reference the comprehensive plan into the town code. Ordinance 2019-01.01, to repeal this code section was drafted and is being considered for its first reading later on this agenda. Fourth item: Town council workshop, council authorized a special meeting to be held January 14 as a workshop to enable the council to discuss three main issues: 1) whether to develop a new vision statement for the town 2) whether to take action regarding the comprehensive plan, and 3) what should be included in the next update of the town code volume scheduled for update either later this year or early next year. Notice of the special meeting workshop to be held Monday was published in the Rappahannock Record last week. To prepare for the workshop we looked at the comprehensive plan that we currently have, the contract file, and other file contents including the surveys that we have in the town file. I have asked some other people to help me with this project and we have worked on a recalculation of the raw data pertaining to the survey in order to be able to better advise council about these issues from a legal perspective. Also, staff held individual information meetings in January with myself, the mayor, council members, and two members of the planning commission to give them insight into our research about the comprehensive plan and its supporting data, the options going forward and to learn facts and to gain feedback to enable us to adequately prepare the agenda for the meeting on Monday. Fifth item we collected the ordinances passed by Council since the last code cut-off date in September 2014 and have located several repealed ordinances identified by councilmembers as being suggested for inclusion in a Town Code update. All of these things we have pulled together we will have available for the workshop.

New legal issues: 1) regulation of precious metals dealers is being reported on next month when Wayne returns 2) abandoned or blighted properties, we have several of these identified and are staff are working on researching these and the various facts related to the particular to the properties so that we can report back to you options, hopefully at the next meeting and finally, 3) Chesapeake Bay Preservation Act. I was copied on an email dated December 12 from a resident asking whether Irvington has any ordinances in place to address erosion caused when land is cleared to require compliance with Chesapeake Bay Act and whether Irvington

can expedite a correction to such a problem. This is the same thing that Roy just talked about the Chases Cove Lane matter. I am just talking about it from a perspective of legal issues because the inquiry asked about what the Town's ordinance were. The Chesapeake Bay Preservation Act requires counties, cities and towns in Tidewater Virginia to incorporate water quality protection measures into their comprehensive plans, zoning ordinances, and subdivisions ordinances governing Chesapeake Bay Preservation Areas. All waterfront property in the Town of Irvington is within the Chesapeake Bay Preservation Area. Each locality has flexibility to determine the measures to be implemented within the Chesapeake Bay Preservation Area and they have similar flexibility in designing their own method of administering the Act. Irvington has enacted an ordinance in its zoning chapter of the Town Code, §154.155-158 and this is called, the Chesapeake Bay Preservation Area Overlay District to address compliance with the Chesapeake Bay Preservation Act. The town is able to enforce these sections as part of its zoning permit process however if no zoning permit is being sought there is not any other enforcement mechanism like a penalty or a fine. Like Roy said if somebody is coming for a permit from the county either for the land disturbance permit or for construction and they need a zoning permit from Roy and it would involve removing trees or removing things that are in this district he could put specific requirements in that permit when the owner asks for the permit but in this particular case there was not a permit that dealt with that, §154.155-158 doesn't contain enforcement." F. Westbrook, "So we don't have anything in place that says before we can issue a permit for something that they should have in place they should show us permits that have already been issued by the county so we know that they have that in order?" N. Keane, "In this particular case using what Roy was talking about as being a permit he granted for removal of trees back in September then later they had to get a land disturbance permit from the county for other work. That doesn't relate necessarily to Roy's permit. I would have to look at the actual permits that are granted by the county and under what citation and code section that they are issuing them under to figure out if there is any way to link them but I have not been asked to do that. That is the only other way I can think of to do that. Now if they come back to Roy and ask for a permit for something else on that property he can make sure if the county hasn't already done so which it sounds like they are going to when they do the rip rap permit, VMRC will be responsible for the rip rap permit and make sure they comply." F. Westbrook, "My biggest concern on this that may crop up is that we almost got into some trouble with the property down there below you [Galley Hook], the right hand didn't know what the left hand was doing there and we weren't necessarily asking the right questions, we didn't know to and the state level ended up calling some of the shots down there and we could have been in some trouble as a town so I just don't want us to be in that position we need to have safety measures or safety guards in place." N. Keane, "The state has the right to make sure counties, cities, and towns are compliant with the Chesapeake Bay Act and they require that each one of them have listed on their website of the states DEQ their ordinances they passed for this purpose and ours are listed as being available by hard copy please write to Irvington for a hard copy. We have done what we are required to do by the Chesapeake Bay Preservation Act by having the ordinance but the ordinance doesn't have an enforcement section per se other than the fact that if Irvington issues a permit we can write in conditions that would be required in a particular situation to get that permit but there are no fines or penalties written in the ordinance." R. Kime, "If this had been done in conjunction with the request to demolition the house and build a new house – if this had been done and it is not the case – if that had been done in conjunction with clearing the land I could have put in restrictions and then enforce them. There was no construction going on at the same time, I don't think they thought to do this in stages to avoid the process. The Bay Act is very complicated and can be difficult to navigate." Mayor Ransone, "Has the county been cooperative with you? Have they come down here and looked?" R. Kime, "Brian Barnes was very helpful." Mayor Ransone, "We had a meeting with him four or five years ago and we also talked to Don Gill. They felt like they couldn't come in here and we decided that we wanted them to come down here anytime to help us. We made it explicitly clear that if the town manager or the zoning manager needs help we want them to come in and help us." R. Kime, "They made it clear that they will not grant a building permit unless they see the zoning permit from Irvington first."

I. REPORT FROM THE PLANNING COMMISSION – Jackie Brown, Liaison

J Brown reported, "The planning commission unanimously recommended passing an ordinance repealing Town Code §151.01, which incorporated the comprehensive plan into the town code and began doing research work on the B-1 ordinances.

J. COMMITTEE REPORTS

1. Technical Support & Website Development, B. Schaschek, Council Member

B. Schaschek, "As Roy reported we did have several IT meetings this week and over the next several weeks the staff is going to be doing inventories on a spreadsheet of the hardware and software. Once it's completed we will be able to make our recommendations. I have spoken to the website developer and will be coordinating a meeting within the next two weeks in order to get the minutes and financials out on the website for the current year and then monthly after that. It was determined in our discussions that we need to update our anti-virus software. The product of choice is Norton, three PC licenses, two years, for less than \$110. The updates will be automatically pushed out so you don't need to know when it's happening and you can set up a lot of parameters. We did meet with the town's IT contractor to go over the back up and disaster recovery options and off site storage. The software of choice is AOMEI, a quick and effective back up service that can create system backups, disk backups, partition backups, file backups, it will create a full, incrementals, differentials, you can do them automatically or manually. It was also recommended that we purchase 2 1 terabyte portable disks for offsite storage at the town safety deposit box, they can be swapped out daily, weekly or a schedule to be determined. The contractor did supply a proposal for the work to install the software, setting the software up, and documenting and testing and recovery. That was for 30 hours. In order to keep the hours to a minimum we would want to install AnyDisk on the town PC. This would allow remote access which would be encrypted and password protected, it does use a banking standard 1.23 technology, so that you know your PC is going to be protected and it uses the RSA2048 encryption, it will verify every connection that comes into that PC because you don't physically have to be here which is nice because he can work at night when no one is here in the off hours because he has a full time job too. You don't have to have people here. As soon as he's done there is a disconnect and it keeps an audit trail. Our recommendation would be to definitely allow it, we do have a total cost for the whole project of, \$2,500 that includes the disks and the software installation. If we move forward with this he can have everything in place by at least April 1, 2019. K. Pollard, "Do we need to get another bid from someone else to compare or do you feel real comfortable?" B. Schaschek, "No, I feel very comfortable with this." K. Pollard, "Is this Chris Henley?" B. Schaschek, "Yes." F. Westbrook, "And this is well within your budget? I move that we accept her proposal. M. Bombay, "I second."

F. Westbrook made a motion which was seconded by M. Bombay to accept the proposal.

Vote: Kathleen Pollard	Aye
Frances Westbrook	Aye
Bonnie Schaschek	Aye
Jackie Brown	Aye
Michael Bombay	Aye

2. Budget and Finance – Fran Westbrook, Council Member

F Westbrook, "I just want to say on budget and finance at our January 21 date at 4PM we will be initially lining up this year's agenda and itinerary and our goal is to start the budget process earlier. Any dollar figures or requests that will need to be considered this year please start forwarding those into Sharon. We will have other issues to discuss too.

3. Flags and Lights – Mayor Ransone

Mayor Ransone, "I want to thank everybody for helping put the lights up and for helping take them down. Everything looked good this year. We had one issue during the snow storm where a truck pulled some strands down but we had Paul out to fix the problem. There is one lantern down in a front yard. I think Paul will take down the remaining lanterns/decorations this weekend if the weather allows. We did not buy the new lights. Sharon and I are going to get together and get the order together and the funds

appropriated. I would like for the council to entertain having the tree trimmed. We had it trimmed a couple of years ago but it really needs to be shaped. I would like to have permission to get a couple of estimates to have the tree trimmed and shaped so that it's symmetrical and easier to get the lights to the top of the tree. It is not on town property. It is on church property. Roy will draft a letter to IMC granting the town permission to trim/shape the tree. If that is okay with everybody, I would like to proceed. The work needs to be done in February or March that way the tree has time to fill back out. One more thing, if we get the new lights, we are going to save some of the old lights for Paul to use to fix the pole decorations but I would like for Sharon to contact Lively to see if they want or need the equipment we don't use. Also, we have been talking about a building to house all of our decorations and I think a building 30'x30' - but it will also need some height - will meet our needs. Of course, it will need to be moveable. If you go with a 30'x40' building with an open area so you can use a vehicle to load and unload. I factored the hanging decorations, shelves for flags and banners, and parade equipment. We just need to decide if we want to continue hanging the pole decorations. Al Pollard said in a previous meeting that a movable building is preferred." B. Schaschek, "If we put the building on the far back corner, there is no reason to move it again." F. Westbrook, "Putting in a concrete pad means we can drive cars/trucks for loading and unloading." Mayor Ransone, "I think the building committee should meet and figure out where we want to put the building." F. Westbrook, "Bonnie and I are on that committee so why don't we meet over there when the weather gets a little better. We still don't know what the Tides Inn is going to do." R. Kime, "I think the building should have some architecture and the plans I've looked at are not that much more money. With everybody saying we don't want to do anything, I have been reluctant to move forward and be too far out ahead of the rest of the town." F. Westbrook, "I don't think we want it to look like a pole barn because there is a neighborhood back behind there." Mayor Ransone, "They are calling for us to get some bad weather and that means I have to work so if the weather is bad I will not be here for the workshop. Start the workshop without me, I don't have to be here to have the workshop."

K. OLD BUSINESS – none

L. NEW BUSINESS

1. **First Reading of Ordinance 2019-01.01** – *An Ordinance Repealing Town Code §151.01, which incorporated the Comprehensive Plan by reference into the Town Code* – **S. Phillips, Clerk**

ORDINANCE 2019-01.01

An Ordinance Repealing Town Code §151.01, which incorporated the Comprehensive Plan by reference into the Town Code

WHEREAS, the Irvington Town Council desires to repeal Town Code §151.01, which was enacted November 29, 2006 and re-enacted on February 12, 2015 as part of the publication of the 2015 Town Code ("Repeal"); and

WHEREAS, the Irvington Town Council considers the Comprehensive Plan to be a non-binding guidance document and not a legal requirement; and

WHEREAS, consistent with the foregoing, the Repeal hereby eliminates legal status previously accorded to the Comprehensive Plan; and

WHEREAS, this change to the Zoning Chapter of the Town Code was recommended to Council by the Irvington Planning Commission; and

WHEREAS, this change was discussed in a public hearing held on February 14, 2019, pursuant to VA Code Ann. § 15.2- 2204; and

WHEREAS, this Ordinance was read twice before enactment.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

1. This Ordinance is adopted pursuant to VA Code Ann. §15.2-2204 and the authority granted to localities by VA Code Ann. §15.2-2280.
2. Town Code §151.01, adopted November 29, 2006 and re-enacted February 12, 2015 is repealed.
3. This Ordinance is effective upon passage.

N Keane, "This is the Ordinance as it will read at the end of the two readings. That's why it has the past tense dates and it is February 14 and not February 15. So this will go to a second reading with that date changed." S. Phillips, "To clarify, this is the first reading and a public hearing has been scheduled for February 14 at 6:15 p.m. which is prior to the regular monthly meeting which is scheduled for 6:30 p.m. I do not expect opposition from the public but it is a public hearing to allow the public to speak."

2. Motion Authorizing the Replacement of R. Kime and S. Phillips with STAFF as members of council committees

F Westbrook made a motion to authorize the replacement of R. Kime and S. Phillips with STAFF as members of council committees which was seconded by B. Schaschek.

Vote:	Kathleen Pollard	Aye
	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Michael Bombay	Aye

3. Motion Authorizing the Planning Commission to Review Ordinances Passed and/or Omitted After February 12, 2015 otherwise referred to as, 'recodification.'

N Keane, "Was this supposed to be on the agenda for tonight? This is going to end up being a result from the workshop so maybe we should hold off on this." J. Brown, "Why would we have the planning commission review ordinances that are already passed?" N. Keane, "Because they have been repealed and in order to have them passed over again they must start with the planning commission and then come back to the town council." F. Westbrook, "That is part of the reason we are having the workshop, so maybe it is premature." Mayor Ransone, "So we want to table this item." B. Schaschek, "Wait a minute, I thought the workshop had to do with the surveys and the comprehensive plan and creating a vision." N. Keane, "The workshop agenda includes the vision statement, the comprehensive plan and the update to the town code. And that's what this has to do with. The point was to give you all a packet of old ordinances that were taken out of Town Code by mistake or however and let you decide which ones needed to go back in and if you do want them to go back in then they do need to go to the planning commission if for no other reason than to have the planning commission recommend them." Mayor Ransone, "They would still have to have a public hearing and then pass them on to us and then we have to pass them." The topic was tabled.

M. ANNOUNCEMENTS

1. Town Council Workshop scheduled for Monday, January 14, 2019, 5PM, town office
2. Services for Bob Hardesty have been scheduled for Sunday, January 27, 2019, 2PM IMC

N. ROUNDTABLE – none

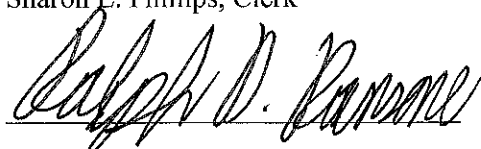
O. ADJOURNMENT

M. Bombay made a motion to adjourn which was seconded by K. Pollard.

Vote:	Kathleen Pollard	Aye
	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Michael Bombay	Aye

The meeting was adjourned at approximately 8:05 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

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

Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR PUBLIC MEETING
THURSDAY, JANUARY 10, 2019 6:30 PM**

Sign In Sheet

	Name	Address
1.	Marsha Chapman	62 OMC Rd
2.	John F. Finner	84 EDGEWOOD LANE
3.	Mary Cary Bradley	991 KING CARTER DR.
4.	GARRY LUCKHAM	317 KING CARTER
5.	Kleon D. Schasler	
6.		
7.		
8.		
9.		
10.		
11.		
12.		