



**TOWN OF IRVINGTON, VIRGINIA
CONNEMARA
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, DECEMBER 10, 2020**

AGENDA

A. CALL TO ORDER – Mayor Tripp Bugg

Mayor Bugg, "I would like to go ahead and call this meeting to order. This is the Irvington Town Council special called meeting held at Connemara Corporation, Thursday, December 10, 2020. Notice is hereby given that the Irvington Town Council will hold a special called meeting held immediately following the Planning Commission special called meeting. The purpose of the special called meeting is to conduct monthly business. I've called this meeting to order and we will start with roll call.

B. ROLL CALL – Mayor Bugg

Members of Council Present: Frances Westbrook
Dudley Patteson
Jackie Brown (left meeting at 7:40 p.m.)
Wayne Nunnally
Bonnie Schaschek
Anthony Marchetti

Administrative Staff Present: Nancyellen Keane, Esq., Town Attorney
Lara Brown, Zoning Administrator
Sharon Phillips, Town Clerk, FOIA Officer, Treasurer

Guests: See attached sign in sheet

C. APPROVAL OF MINUTES

Mayor Bugg, "Thank you council and thank you to the public for joining us this evening. We will start with a number of minutes, it looks like two of these are present in your packet." W. Nunnally, "May I ask a question? Did we approve the agenda?" F. Westbrook, "I was going to ask the same thing. That is left off again." Mayor Bugg, "Because this is a special called meeting there is no need to approve the agenda, we are in a different place on a different date." F. Westbrook, "No I don't think so and I beg to differ because we could amend this, depending on vote count, if we had a unanimous vote, this could be amended. So to me, the approved agenda should still be on there" Mayor Bugg, "For today's purposes it is not on there because it still is a special called meeting given the circumstances of COVID-19 and the need to change locations and dates and a meeting was canceled." F. Westbrook, "I'd like to go on the record as objecting to that please." N. Keane, "Do you want to change the agenda?" F. Westbrook, "No but if I did I couldn't even do it because there is no place to do it." N. Keane, "If you were to propose to change the agenda you would just need a unanimous vote after you make a proposal." F. Westbrook, "So it should still be on there so we know that that is always an option. So I will respectfully ask that in the future we always include approving the agenda on the agenda." Mayor Bugg, "Certainly noted for the record. Thank you, Mrs. Westbrook." W. Nunnally, "The reason I pointed it out is because under announcements, it says we are going to meet at Connemara on December the 15th, and I wanted the guests to know that the Irvington Baptist



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Church has spent over \$3,000 on cleaning it, and it would be available tonight if we had wanted to meet there. So I don't see the point at being at Connemara for \$300 bucks when we could be at the church for nothing. And it was locked into that December 15th meeting, so if we could change it back to Irvington Baptist Church and not Connemara." Mayor Bugg, "Thank you Mr. Nunnally for bringing us up to speed on that, and let's certainly follow up with that tomorrow or early next week. So thank you, it's good to hear. Back to the minutes, we will start with the August 13, 2020 meeting minutes, they should be part of your packet. Has everyone had a chance to review those minutes? Is there a motion to approve those minutes?" D. Patteson, "So move." Mayor Bugg, "Second?" A. Marchetti, "Second." Mayor Bugg, "Any discussion? A vote? All in favor and those oppose?"

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Jackie Brown	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye

**THE MOTION TO APPROVE THE AUGUST 13, 2020 MEETING MINUTES IS
APPROVED 6-0**

Mayor Bugg, "The minutes are approved. Looks like September 10, 2020 are tabled. That brings me to the next set of minutes and the only remaining set of minutes that are attached in this packet. The September 10, 2020 regular monthly meeting minutes. Has everyone had a chance to review those?" F. Westbrook, "I do have a question please sir." Mayor Bugg, "Certainly." F. Westbrook, "Who tabled the minutes?" S. Phillips, "I did." F. Westbrook, "Isn't that the function of the council?" S. Phillips, "They're not prepared." F. Westbrook, "Well then they shouldn't even be on the list if that's the case, but the council tables anything that's on the agenda." Mayor Bugg, "I think the purpose given the volume that the staff is dealing with, which is extraordinary right now, Madame Clerk has not yet gotten to those minutes. I want the council to be aware that those minutes are in process, you will be receiving those and that's why they're noted. That is the purpose of it." F. Westbrook, "So why don't we vote to table those? That would be the proper procedure." Mayor Bugg, "That's fine with me." W. Nunnally, "Move that we table those minutes." Mayor Bugg, "Can I get a second?" A. Marchetti, "Second." Mayor Bugg, "Any discussion? All in favor? Oppose? The minutes are tabled."

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Jackie Brown	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye

THE MOTION TO TABLE MINUTES MENTIONED ABOVE IS PASSED 6-0.

Mayor Bugg, "Brining me back to that set of minutes that are present in your packet tonight from September 10, 2020, regular monthly meeting minutes. Has everyone had a chance to review those? Is there a motion to approve?" A. Marchetti, "So moved." Mayor Bugg, "Second?" D.



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Patteson, "Second." Mayor Bugg, "Discussion? All in favor? Oppose? Those minutes are approved."

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Jackie Brown	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye

THE MOTION TO APPROVE THE SEPTEMBER 10, 2020 MINUTES IS PASSED 6-0.

Mayor Bugg, "Is it permissible to approve the minutes in a block or do I have to go through each one?" W. Nunnally, "My motion included them all." Mayor Bugg, "That's your motion? To table those all?" W. Nunnally, "Yes, sir." Mayor Bugg, "Is there a second?" B. Schaschek, "Second." Mayor Bugg, "All in favor? Oppose? The minutes are tabled."

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Jackie Brown	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye

MOTION TO APPROVE MINUTES MENTIONED ABOVE WAS PASSED 6-0

Mayor Bugg, "The last item which is also tabled, the November 2020 Treasurer's Report. Sharon is working on that as well. Is there a motion to table that as well?" F. Westbrook, "So moved." Mayor Bugg, "Second?" A. Marchetti, "Second." Mayor Bugg, "All in favor and opposed?" W. Nunnally, "Let's do a little discussion, I would say this Mr. Mayor, it is sort of frustrating to come to a December meeting and not have at least the October minutes. I just wanted to express my frustration." Mayor Bugg, "Noted. Thank you, Mr. Nunnally. Back to the vote, all in favor of tabling the Treasurer's Report? And those opposed? The Treasurer's report is tabled."

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Jackie Brown	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye

MOTION TO TABLE THE NOVEMBER 2020 TREASURER'S REPORT IS PASSED 6-0

C. PUBLIC COMMENT

Mayor Bugg, "Thank you for joining us tonight, Public, for public comment. We will have a brief public comment period tonight. As many of you already have, please sign in with your name and address. Please do not discuss topics covered in tonight's joint public hearing. Also, if your comments pertain to street signs, traffic, or the North Commons, please hold those for a future meeting. Would anyone from the public like to speak? Yes, sir." K. Schaschek, "My name



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is Klaus Schaschek, 394 King Carter Drive. Mr. Mayor, I would like to read off this here. Mr. Mayor, my capacity as treasurer of Golden Eagle, LLC, I would like to thank the town for the \$2,000 contribution for the rather successful Irvington Mayor's Golf Tournament, honoring former Mayor Rannie Ransone. Thank you very much." Mayor Bugg, "Thank you, I'm glad to hear about the success of that event, and I'm sorry I couldn't make it that day, but it sounds like it was a wonderful event." K. Schaschek, "Next year." Mayor Bugg, "Exactly." K. Schaschek, "Now, as a resident of the Town of Irvington, I would like to express my deep concern about the handling of the town's finances, and it's incorrect reporting, as well as the handling of contracts. Please let me present some of the facts. We have misappropriated funds for the trolley, the one time bonus for the lawyer, and payments to Lillian Merrill. All of these were never appropriated by the council. Also, the town's balance sheet is a total mess since August. The treasurer mixed equity and retained earnings, liabilities were not recorded properly, resulting in a large net income, which should of in actually a loss of over \$11,000. Furthermore, normal operating funds were comingled with COVID funds, which is against any accounting practice. The COVID bank account was never reduced by the actual COVID expenses. So, that means it came out of a regular, operating account that's comingling. Now to the FlackShack contract. The Mayor signed a contract for this service to the company for \$25,000 on October 5th. The council did approve this on the September 10 meeting after Mr. Patteson's recusal by 3-1-1 vote, and only from appropriation of \$3,000. According to our charter, you need 2/3 of the elected council, which means 4 votes. The mayor could not be the 4th one since it was not a tie. This contract should have never been signed, and these funds should not have been appropriated. I believe that this might become a case for the court. The lawyer's contention expressed in the September council meeting, that the application for \$25,000 grant as a contract is absolutely absurd. She should know that any one contract must be executed by the Mayor or Vice-Mayor, and not the Clerk. She should have objected at the time, since she knew about it, or should have known it since she has spent so much time at the town office. Also, her suggestion to use the contingency fund for this project shows that she does not understand budgeting and the reason for the funds. Since the \$80,000 is only a marker to show the minimum cash balance to operate the town in an emergency like a total income loss from the Tides Inn. You might say, 'Klaus, why did you wait until now?' Well, 4 or 5 months ago, some people from the public basically told me to 'Shut up and let the staff do their job' since they were quote 'performing it so ably'. Here are the results. No oversight, and the lawyer did not do her job when it came to the activities which should become now very expensive for the town. Based on all this evidence so far, and the possibility that the town has to obtain money in the future for large projects, I call for a financial audit so we can ensure that our finances are properly managed and reported, and you can show a clear picture to the lender, and have public support and confidence in the current financial report. Also, I will ask the council to curtail the lawyers involvement in town's affairs give her only very specific tasks. This should reduce her time at the office. Thank you." Mayor Bugg, "Thank you, Mr. Schaschek. Mr. Schaschek?" K. Schaschek, "Yes?" Mayor Bugg, "Can I have that for reference, we can discuss it tomorrow if you'd like." K. Schaschek, "I can give you a copy." Mayor Bugg, "Yes, I would like a copy of that." S. Phillips, "Mr. Mayor?" Mayor Bugg, "Yes?" S. Phillips, "I would just like to add just a brief change or correction to Mr. Schaschek's comment. It was not a contribution to the Golden Eagle. It was actually a contract for services."



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Mayor Bugg, "Thank you." K. Schaschek, "Thank you." W. Nunnally, "I would like a copy of it too." K. Schaschek, "I can forward it to the whole town council." Mayor Bugg, "Thank you. Yes, Adrienne?" A. Bugg, "Hi." A. Marchetti, "Let's try to do something happy, Adrienne, shall we?" A. Bugg, "So, I'm Adrienne Bugg. I am a resident of Irvington, and I also just want to say thank you to the town council, the mayor, and the staff, for everything that you do that's in the best interest of the town. We really all appreciate that. I'm here tonight to introduce the IVBA, which is the Irvington, Virginia Business Association. A group of obviously I'm involved because I'm up here talking about it, Gabe is walking around giving information about it that is here as well. Ann Meekins is a part of it, there's some other people that are a part who couldn't be here tonight. We decided it would be a really great thing to have an association to support the businesses in town. You'll see the information on the back here, but this is a few highlights. We started in May. We're a very dynamic and passionate group of people, and we're very invested in the town. We're excited to support and promote the businesses here, and really support the culture of Irvington, and to give the small businesses more of a voice for the direction of growth and the protection of the charming and natural history that we all love here in Irvington. It's funny saying 'here in Irvington' when we're in White Stone, but you know, you get it. So far, we have 22 members, and we're growing. 8 of those sit on the Board of Directors, I am the Vice-Chair, Sam Van Saun." G. Del Rio, "Is quarantining, otherwise she'd be here." A. Bugg, "Exactly. So that's one reason that Gabe and I are here tonight representing. Ann as well." G. Del Rio, "Ann's Secretary, I'm Treasurer." A. Bugg, "Yep. So we are growing, and obviously we invite any of you that have businesses in the town that want to be a part of it to join. We have a website going already, that's a little clip of it here on the back, it's visitirvingtonva.com. It lists the members, there are links to the Town of Irvington website, there are links to the River Realm website, with a new Irvington-focused page coming soon. We also applied for a grant, this is a doosie, you ready? Virginia Tourism Corporation Recovery Marketing Leverage Grant for Tourism Marketing, but we got it. We got it, so what we're going to do with that is we are going to focus that money on digital advertising, and leveraging the River Realm's existing high-ranking website to promote the Town of Irvington. So, we are very excited about that, and also, the council, our bylaws allow for a liaison to participate in our board, and I would really love to have one of you come and do that. So, if you're interested please appoint someone so we can keep a line of communication open. We are definitely interested in collaborating to further efforts in the best interest of the town. So, anything to add?" G. Del Rio, "If anyone has any questions, we'll be happy to answer them." A. Bugg, "Yeah absolutely. So, thank you very much." Mayor Bugg, "Thank you. Exciting stuff. Would anyone else from the public like to speak?" G. Del Rio, "There was a question about memberships joining for a business it's \$100, to be a founding member it's \$500, for non-profits or individuals it is \$50, and all those things are on the website just go to visitirvingtonva.com, go to the about, and you can do it all there." Mayor Bugg, "Thank you. Anyone else from the public like to speak?" W. Nunnally, "Mr. Mayor, I think I'd might like to be on that board, when you consider who you might want to send to them." Mayor Bugg, "Alrighty, good to know. Thank you. If there's no one else from the public that would like to speak that'll move us on to the next item."



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D. REPORT FROM THE ZONING ADMINISTRATOR – L. Brown

Mayor Bugg, "Alright the Report from the Zoning Administrator – Mrs. Brown." L. Brown, "Thank you. I only have one thing to add to my report since I gave this to all of you on Tuesday. This morning I attended my first Wetlands Board hearing at the Courthouse. It was in regard to the Tides Inn project, and I'm not going to go into detail about that since they have a presentation. It was a very informative, educational experience for me to see the hearing process, I will find more out about what happens between the dual jurisdictions with the Wetlands Board and the Town of Irvington. So, thank you." Mayor Bugg, "Thank you."

E. REPORT FROM THE TOWN ATTORNEY – N. Keane

N. Keane, "No, I don't think I have anything."

F. REPORT FROM THE MAYOR – Mayor Bugg

Mayor Bugg, "The first item I have to speak about is research on appointments and reappointments. Several months ago, there was a discussion at the table about whether the town must always place an add to fill an appointment. It was stated that the town always did this. As we discussed at that meeting, there's no legal requirement to advertise for an appointment positions. I have since reviewed the minutes for the last several years. In several cases, a planning commission member whose term ended was reappointed without advertisements. An example of such reappointment without advertisement, would be Mike Mattheisen, Lee Hood Caps, and Chris Braley. I just wanted to clarify for the record that our past practice on advertising appointments has been mixed. With that in mind, we do have a vacancy on the BZA. Robert Fleet's term ended a couple months ago. We don't appoint it to the BZA, we concur with the court on appointment. May I suggest that we recommend that the Circuit Court reappoint Robert Fleet to another term? Council?" W. Nunnally, "I so move." F. Westbrook, "Do we know that he – does he want to do it?" Mayor Bugg, "Yes Sharon." S. Phillips, "Mr. Mayor, I spoke with Mr. Fleet this afternoon, and yes, I suggested that the council members would make a decision this evening as to whether he would be interested in fulfilling a new term, and he was interested." B. Schaschek, "How long is the term?" S. Phillips, "Four years." Mayor Bugg, "Excellent is there a second?" B. Schaschek, "Second." Mayor Bugg, "Discussion? All in favor and oppose? Great, Robert Fleet will be reappointed to the BZA and I will take that off my notes."

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Jackie Brown	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye

THE MOTION TO RECOMMEND THE CIRCUIT COURT TO REAPPOINT ROBERT FLEET TO ANOTHER TERM WAS PASSED 6-0



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Mayor Bugg, "The next item I have to discuss is a council directive to require clarifying ordinance regarding cups for docks. At the April meeting, council directed the town attorney to draft an ordinance that would clarify existing, somewhat conflicting language in the town code when a CUP is required for a dock. The council's direction at that time was to ensure that a CUP is required for all docks built in the town. I have asked the Town Attorney to go ahead and draft the ordinance which was requested by council last April, and I intend to place the topics on the January or February agenda. Separately, I have received questions about the reason for the number of meetings for CUPS. We are using regularly scheduled meetings as much as possible to process CUP's. Most CUP supplied for in Irvington are for pools and docks. All schedules adopted by council for hearing CUP contains sites to the legal requirements. Requirements in the state statutes, and/or the town code include advertising, hearings, and meetings, with specific timing required as an overlay. Failure to follow the legal procedures renders the action taken invalid. As a protection for the town, and the applicants, we must adhere to what the law requires so that the CUP will be valid. The real issue is whether council wants to continue to require CUP's for all docks built in the town. Council apparently did, as recently as able. If council were to eliminate the requirement of a CUP for docks inside the navigation line that would likely reduce the number of CUP's processed by the town. It is worth a public discussion so the council members can go on the record with their definitive positions on this matter. The next item I have to mention is the budget process. We just completed our budget process. I have received some comments about the process, and I have my own additional thoughts. We invested a lot of time in Committee Meetings, at least eight of them over several months, totaling at least 20 hours. The meetings were poorly attended by council and the public. Other than Fran and Anthony, who held the meetings, I think one council member came to one meeting. At the end of this several months' process, at the second reading, we had three council members vote against the budget. Since then, I am now hearing complaints about the budget. I was never informed by any council member of concerns or complaints about the budget, taxes, or fees. I would like to find out why these concerns are not being communicated in real time to me, or to all members of the Budget and Finance Committee. I broke the tie in favor of passing the budget. I should never have to break a tie on a budget because that means we have not done the work necessary as a body to resolve concerns and solve problems ahead of a vote. We were elected, in part, to be problem solvers. This recent experience does not instill confidence in the town. The new budget process will begin in a few months. I am not in favor of handling this process the way it has been handled, and I will be looking to members to provide feedback about how this can be improved. Specifically, what it will take for members to participate well ahead of readings contemplated for passage. Thank you, council I will be reaching out to all of you. Next item I have is appropriating payment to contractors. Also at the last meeting, a debate was undertaken about appropriations, specifically to contractors of the town. Motions seeking certain appropriations for payment were defeated. My observation is that some council members may be using appropriations or defeating appropriations to include paying vendors that have a valid contract with the town. This is not an appropriate purpose. It is misuse of the appropriation vehicle. Appropriations are required as a safeguard for expenditures to make sure they are budgeted, to make sure the amount is correct, and there is no mistake about the amount or timing of those payments. Appropriating should not be used as a sword for the purpose of defeating a vendor, or



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changing the outcome of a budget. Remember that all of our actions are on the record, and building a record, and the liability of the town is potentially increasing when these actions are taken. We do not want these actions to harm the reputation of the town. Lastly, the North Commons, I promised residents that we would try to hold a public hearing specifically about the development of the North Commons. I would like to do this next week on December the 15th. This is stated later in the agenda. Those are all the comments I have in terms of my Mayor's Report."

G. OLD BUSINESS

1. Motion to appropriate FY20/21 general operating funds – F. Westbrook

Mayor Bugg, "The first item would be the motion to appropriate general operating expenses for fiscal year of 2021. To facilitate the smooth operation of the town, I recommend the council adopt this motion. These are all budgeted expenses. With that, I will turn it over to Mrs. Westbrook for that motion." F. Westbrook, "Thank you, I didn't realize you've got me down for a few motions on here which I wasn't aware I was doing so I'm at a little bit of a disadvantage here. However, at the last town council meetings, because of some questions about the financials, you asked that I meet with Bonnie, which I recently have done. I understand her concerns and concur with the majority of it. And because the majority of those concerns do deal with our general operating funds, at this time I'm not going to recommend that we do an appropriation for all general operating funds. I'd like to see us consider appropriating all payments, whether it's general operating, or even the category on a monthly basis. I do agree that we need to get a little tighter control on some of these things, and I think it'll serve us best to appropriate on a monthly basis." S. Phillips, "Mr. Mayor, in a recent meeting with Mrs. Schaschek, as Treasurer we had a meeting, and she and I reviewed those concerns regarding general operating, and they were clarified. There had been a question asked about the difference between the two budgets, and they were discussed. Are there further questions regarding those? I'm prepared to address them, if it will help council come to an appropriation. B. Schaschek, "Are you asking me?" S. Phillips, "If any member of council has questions." B. Schaschek, "At last meeting there was a motion to appropriate those remaining general operating funds that hadn't already been appropriated. And I had requested a list of what hadn't we already appropriated, so I was looking for a list of items." S. Phillips, "Again, so I think that the main difference is in the general operating that has been validly, through a contract, handled would be under operating expenses, would be the Centrix contract for the new printer. That is under just office expenses, but as far as under operating expenses, there was an increase of \$522. I suspect that was a simple round-up to get to a whole number, so there's no specific vendor involved. Under professional services, no contract has been offered or authorized, but the line item last year was \$15,000, and it is currently \$25,000. That is for wealth management, but again there is no contract for that. So, the appropriation wouldn't occur for that until you address it as a contract, and there's none on the table and none to be considered. Under insurance, that was an increase of \$384. Again, I suspect that the council rounded to a whole number, so it was simply a whole number. Under public safety, there was an increase of \$500, I don't believe that there's a vendor involved. Under office expenses, again those increases are related to the Centrix new contract, which has been authorized. Under municipal expenses, there is actually a reduction of \$2,600. Under town council there was a



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reduction of \$1,000. In utilities there was an increase of \$1,400, so I suspect that the vendor associated there would either be Dominion Energy.” F. Westbrook, “I think the items you are reading are things that are on the budget, as opposed to what I was talking about, as general errors that need to be addressed, and rather than spend all this time tonight doing that kind of stuff,” S. Phillips, “I don’t have a list of appropriations, so I’m not sure how we’ll pay bills between now and the next year.” F. Westbrook, “I would suggest that we table this idea of appropriated general funds until next January, or to the next meeting in January.” S. Phillips, “So no bills will be paid?” F. Westbrook, “And we’ll have time to get with you and go down the list.” S. Phillips, “But again, I think that the question that was asked was what was the difference, and I think I addressed that difference.” Mayor Bugg, “I have a specific list if you’d like to hear it.” W. Nunnally, “I’m totally confused, and I’ll just have to say that, but I am concerned. I happen to know that Mr. Schaschek is a brilliant financier, and I happen to know that Bonnie Schaschek has a career in finance, and has done and organized huge businesses. If they’re having questions about our finances, we’ve got to put a spotlight on this stuff. It’s that simple.” F. Westbrook, “My thought is that perhaps since we will meet on the 15th that we convene about 30 minutes earlier so that we can get a little bit of time and zero in on this, and present it back to you at that time. And we’re only looking at 5 days.” W. Nunnally, “And I thought the printer was done with COVID money. Where did that budget go?” S. Phillips, “No, the printer was not done with COVID money, the printer was done through general operating.” F. Westbrook, “So I’d like to move that we table this until the discussion on December the 15th, and that we meet 30 minutes earlier than when we were going to meet, so we can have that discussion.” W. Nunnally, “I second that.” Mayor Bugg, “Any further discussion?” A. Marchetti, “Yes. Where was this discussion three months ago at all of the meetings? I don’t take personal offence to anyone that opposes a line item under the budget, or every line item under the budget. Why are they waiting until now to engage in this conversation?” F. Westbrook, “Well you all asked me to meet with Bonnie at the last meeting. So now I’ve just recently done that.” B. Schaschek, “In August I objected to approving the finances because they were incorrect. They were tabled. Tripp asked me to meet with Fran, and did Fran agree with me? And she did because I had spoken to her. Tripp asked me to meet with Fran. I did, I met with Fran on multiple occasions, discussing these items. So, it is not just coming up now.” S. Phillips, “Was the Budget and Finance Committee aware of this meeting?” W. Nunnally, “Well Fran is the Budget Committee.” S. Phillips, “Is there anyone else here from the Budget and Finance Committee?” A. Marchetti, “I was unaware of any meetings or any talks or any oppositions to any of the line items.” F. Westbrook, “The request of the meeting came from the mayor that I meet with Bonnie, and that’s what we did.” S. Phillips, “Alright so the concern is, that you had multiple meetings regarding those concerns. And again, we want to instill confidence as we shared the other day. Bonnie, you’re 90 days frustrated, and that’s reasonable, but unfortunately the meetings and the conversations that you had did not go anywhere. Anthony is on the Budget and Finance Committee, and the information was not shared. The treasurer is not aware of these concerns.” W. Nunnally, “Well maybe Anthony should be included in this next meeting.” F. Westbrook, “Well that meeting that the mayor asked for, it was not a Budget and Finance meeting, it was just for me to get together with Bonnie, and any two council members can certainly get together.” S. Phillips, “The treasurer has not been made aware of any of Mrs. Schaschek’s concerns.” F. Westbrook, “Okay, so a motion



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is on the floor, please.” Mayor Bugg, “Any further discussion? Vote? All in favor and all opposed?”

Vote:	Frances Westbrook	Aye	
	Dudley Patteson	Aye	
	Jackie Brown	Aye	
	Wayne Nunnally	Aye	
	Bonnie Schaschek	Aye	
	Anthony Marchetti		Nay

**THE MOTION TO TABLE THE GENERAL OPERATING EXPENSES
APPROPRIATION FOR THE FISCAL YEAR OF 2021 WAS PASSED 5-1**

2. Motion to appropriate \$8,334.00 to Flack Shack from CST – F. Westbrook

Motion to appropriate \$8,334.00 to Flack Shack from CST – F. Westbrook Mayor Bugg, “Next item on the agenda is a motion to appropriate an \$8,334 to Flackshack. This is representing three months of payments. I’ve asked the vendor to submit a report of work performed, which it did. You received the report in you packet. I also circulated the report to our partners for feedback on the report. Their responses were very positive. Based on my review of the report, and the positive comments from our partners, I recommend that this appropriation be approved by council. Is there a motion to approve this appropriation?” A. Marchetti, “So moved.” D. Patteson, “Second.” Mayor Bugg, “Discussion?” F. Westbrook, “Yes Mr. Mayor, it looks like I’m on a roll tonight. I feel we do have to pay this because it is a contract, however, I would like to go on the record one more time about how this whole thing has occurred and how it has been handled has not been... We’ve put a lot of stomach with this and there’s still a sour taste in some of our mouths, but given that we signed a contract, I’m in favor of paying it.” Mayor Bugg, “Thank you.” W. Nunnally, “Let me comment on this, I read these minutes, and I started my comments off last time by saying I was confused of what we’re doing. And then in that meeting, the September meeting, there was a \$3,000 motion, and I thought that’s what we were going to spend, and that the mayor was going to design the stuff that needed to be designed. And I don’t think we’ve got a contract, and I would like to humbly submit that we review that and see if we’ve got a contract.” A. Marchetti, “It should probably be in your packet.” F. Westbrook, “I did read the contract and it stipulates we pay them monthly, equal amounts.” W. Nunnally, “Yeah but I’m not sure we’ve got a contract.” F. Westbrook, “Yeah we do, the mayor signed it. We authorized him to sign it. And in addition to that, the unfortunate aspect of this is that by not paying it and paying it in a timely manner, it’s just not us, it’s the other partners in this, which means the Steamboat Era Museum now looks bad, the Tides Inn, and whoever the other partners are, The Hope and Glory. This whole thing has had a series of problems, and I don’t want to see us add to that by withholding payment on a contract that we authorized the mayor to sign on our behalf.” Mayor Bugg “Wayne, I’d be happy to get together with you, and get you up to speed on this as well, I think that would be useful.” W. Nunnally, “I think it would be.” Mayor Bugg, “Alright the motion is on the floor, all those in favor of this appropriation to Flackshack and those opposed?”



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Vote:	Frances Westbrook	Aye	
	Dudley Patteson	Aye	
	Jackie Brown	Aye	
	Wayne Nunnally		Nay
	Bonnie Schaschek		Abstain
	Anthony Marchetti	Aye	

**THE MOTION TO APPROPRIATE AN \$8,334 PAYMENT TO FLACKSHAK WAS
PASSED 4-1-1**

3. Discussion of audio visual proposal from Entertainment Systems

Mayor Bugg, "Next item on the agenda is the discussion of the use of tennis courts to teach tennis. That item is being tabled to a later date. Next, that brings me to Item 4 which is the discussion of audio visual proposal for entertainment systems. We began this discussion, and I think we are going to move forward with this discussion whether to purchase all of the additional equipment and any potential motion we may want to entertain. Bonnie, anything you would like to say in regards to what you reviewed?" B. Schaschek, "I did take a look at the estimate and I did go out to the website and look at all of the pieces. This is a very expensive proposition at \$31,300. The sound system is we've got to do a major installation, and it's about \$10,000 just for that. The good points on it would be that every member and mayor and council person would have their own mic, so we wouldn't be screaming across the floor and everyone could theoretically hear. However, there's an awful lot of cons to it. There was nothing in the estimates for the ongoing support and maintenance required. The setup of the racks and speakers before each meeting would need to be done by somebody. I don't think it's something that the existing staff is going to be able to do. It's very technically complex, and you're going to need somebody to do that. I don't think you could use the COVID funds for ongoing maintenance of it. I did draw out a couple of these things, just flowing through it, if anyone was interested in taking a look at it. I guess I'm curious on what you ultimately wanted to get out of this. There is a whole visual part of it, but then again, now you need to go to live streaming. We don't have the infrastructure in order to do live streaming, you need regular internet, and I'm not sure what they have at the church. So I'm not sure what it is that you are going to get for \$31,000. And then you'd be better off investing in a few microphones around the room than spending on something that you have to do major installation, major setup and takedown, and then continuously pay maintenance on it. That's just my opinion." Mayor Bugg, "I share your opinion. I think it's too expensive. I think we should explore alternatives and move on from this item, so we might lean on you in getting some more info on microphones and things that will be more cost effective. That would move me to the next item, which is New Business."



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H. NEW BUSINESS

1. Tides Inn Presentation on Shoreline Development

Mayor Bugg, "The Tides Inn asked for time on our agenda to discuss its shoreline development project. This project involves several applications before several government agencies, including Irvington. Due to the length of our agenda, we have designated about 15 minutes of tonight's agenda for the Tides Inn to give a high-level summary presentation of this project. Please join me in welcoming the Tides Inn." B. Musinski, "Good evening, thanks everyone for welcoming us, my name is Brian Musinski, I represent the Tang family, and lead all the real-estate for the Enchantment Group. I've been with the company for about two years, and that really has represented a major investment in the Tides Inn, and really our first major investment since 2002. We have our design team, who's going to be walking us through the visual presentation. Waterstreet Studios is a Charlottesville based landscape architecture firm, we have Bay Design, who's based in Urbanna, and we also have Brian Hoffman from Friends of the Rappahannock. This July, the Tides will turn 74 years old, and in addition to our continued investment in the property, we also look at infrastructure, and we're looking at the shoreline. And as we started looking at the future of the Tides Inn, and the future hospitality, we've seen in our other properties, which are sort of high-end experiential resorts that customers are looking for more than just coming to a place, sitting on a beach, and having a drink. While certainly that's something that's important to them, we see the future guests and the current guests wanting to have experiential events and activities with their friends and their family. And the shoreline started as an idea to restore an area of the property that was eroding, and turned into what we see as the future of the Tides Inn, and coincidentally this coincided with something that Lara mentioned at the Wetlands Board hearing is that there's been some changes in regulation that have been encouraging natural shorelines. And what we see in this project is both a tourism draw to the Tides Inn, another one besides just gathering with friends and family, but also an ecological and educational opportunity, which the team's going to talk about here today, and then of course if there are any questions we'd be happy to answer those. Thanks for everyone's time, I am going to introduce Wayne Savage with Bay Design." W. Savage, "Hey everyone, I'm sure you remember me from the other night. I'm Wayne Savage with Bay Design Group. I've been a civil engineer on this project. This is quite the project here, as I'm sure you guys are now seeing. Also you guys have packets here as well that our landscape architects have provided to you guys to get you a good overview of what it looks like and what we're proposing. I just wanted to give you guys an update on where all the permits stand. We've gone through a JPA process, we've been working with VMRC, the Corps of Engineers, local Wetlands Board, along with several other agencies for this project. So everyone's all in on this and trying to get this thing to a point where we can get it permitted. At the local Wetlands Board hearing this morning, they did vote to unanimously approve this project. Based on my conversation this afternoon with the Army Corps of Engineers, there's no objection from them and we should be receiving a permit next week. As far as we know, there has been no further objection or comment from



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VMRC, and we're expecting a favorable action from them within 10 days from today, that's their general timeline for issuing a permit from then. And the only thing that follows from there is we need this town council, obviously, to give us approval of the project. I think from that, I kind of gave us an update on where our permits for that, I'll turn it over to Waterstreet, and I'll be here to sort of help them along and introduce the project." E. Young, "I'm Eugene Young, we're from Waterstreet Studio, we're landscape architects and environmental planners in Charlottesville and Richmond, Virginia. Thank you all for letting us present to you tonight. I've never presented with a mask on and a coat on so this is a little interesting, and you can't see my expressions, so you won't be able to see our enthusiasm for this project, but we have books that we passed out to you if you want to follow along. We'll give you a quick description of what our design implementation is for the Tides Inn, along the shoreline as Brian and Wayne just described. This is the existing site conditions as we know it, this the Inn here, this is the arrival court as you come in for those of you unfamiliar with the Tides Inn. This is the base map that we are going to use to describe all the respective. And please, if you have any questions while I'm doing this just go ahead and ask them. This is the plan, this is our proposed plan, this rendering here. And what you'll notice is this rendered edge, this colorful edge here, it looks really thin, but there's a lot happening here. One is that we plan to renovate the store and protect this eroding slope, in these areas in particular, like here in the winter house, and here by the bluff. Another thing we want to do is renovate and restore this insufficient marsh land that has occurred right here, and what we call the cove. So it's these three areas that are of particular importance, and we plan to do this by implementing the living shoreline, but with that shoreline, we're also proposing a boardwalk on that edge, and what's most beautiful to us is that this is an example of what we call infrastructure and design. So it's not just design for design-sake, it's where you use infrastructure as the basis for design. So form follows function, but it follows it thoughtfully and beautifully, and makes a statement. So by that I mean, when we take this boardwalk, we're actually using it in these two particular areas, where we are going to attach a sill to the boardwalk discreetly, so you don't even see it. And that's what's going to hold the living shoreline in place in these two particular areas. Here, we have the opportunity to do a stone sill, and that's where we'll put the oyster spat on top because we're trying to restore the cove area, which is a bit of a marshland already. One thing to note, if you see in your books there's a dashed line area and that dashed line indicates the approximate shoreline in 1937. That's on the survey page as we know it now. So the actual shoreline, originally, was out here. But now, it's eroding away here. I'll go into these three particular areas, the Winter House section, this Cove section, and the bluff. This is very important, these section drawings here. The before and after pictures are great, they're beautiful and they really tell the picture, but these technical joints here, are very important, because what you notice here is an existing condition of this slope. It's almost 1.5:1, that's like this. And you notice that these buildings are sitting on that slope like this, so they are very close to that slope edge, and we're proposing here, by putting this sill attached to the boardwalk, is going to hold back this living shoreline and allow us to grade the slope into a 2:1 slope, which is in the plan. That's by code you can plan a 2:1 slope without a problem. So you can see the big change between that eroding shoreline and that proposed slope. And here's a before and after. Here's the Winter House, and you can see how close it is to that slope and how we're losing ground here, and here's the proposal for the boardwalk in place, and



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the living shoreline, and the destroyed slope edge.” W. Savage, “To add to Eugene’s thing real quick, and I’m not meaning to interrupt, but on those slopes, and specifically where the buildings are at, we have actually had a geotechnical firm and geotechnical professionals come in and conduct borings in those locations, we’ve actually installed some helical piles on those two buildings specifically because of their location to the slope, and with those helical piles, along with the regrading of the slope, we’re creating a stable slope. We’ve gone through a slope stability analysis, and currently, the existing slope is not stable, it’s a danger, and it possibly could let the buildings fall in, so in that particular area, we’re actually saving buildings, and creating a positive slope.” F. Westbrook, “I have a quick question if I may.” W. Savage, “Sure.” F. Westbrook, “Would the living shoreline and the sill and the thing that you are proposing to prepare, by any chance are you working with VIMS on that?” W. Savage, “Yes, VIMS is actually a part of this project. They have actually reviewed, commented, provided us their professional opinion based on their science, and we’ve actually responded to those and implemented what we could to the project and we have heard no further objections. So, they’ve had a site visit with them actually on site as well.” W. Savage, “Along with SEAS as well, SEAS is another nonprofit organization, Mike Vanlandingham, some of you may or may not know him, he is a professional who has worked with living shorelines as long as it’s been around, and he also provided his comments as well, which we did address, so we’ve got multiple different agencies that we’ve been working this angle to make sure that everything is right where it needs to be.” F. Westbrook, “Thank you.” W. Savage, “Yes ma’am.” E. Young, “Here, this is the Cove area that we have been talking about. Here’s what we called, this very little section, it is a very little diminished and impaired marsh area, and so in this, you can see from the section, there’s a lot of invasive species here. We propose that we remove those invasive species, and if here, we put a rock sill with oyster spat, so we’re creating an oyster habitat on top of that rock sill to establish a sill that will create this new extended marsh land here, as you can see in the perspective. And lastly, we have... this is really, this is the bluff. It’s occurring in different places along the tidal creeks, and it’s extreme erosional processes. And so a lot of it is not only eroding away but the trees and stuff fall. So what’s really beautiful about this particular bluff at the Tides Inn, is really interesting, there’s a grove of Chestnut Oaks, which is what you’d typically find in the Piedmont, you don’t typically find it in the Coastal Plain out here. So this is like, it’s a climatic species of tree, very special, but they’re starting to fall into the water. So, here the proposal is to actually put a sill right up on the edge so we get that 2:1 slope here, but what we’re proposing, and thankfully the Tides are actually going to go along with it, it actually putting the living shoreline on the outside of that sill, rather than on the inside which likely on the Winter House, and the Cove. So that’s pretty unique, here’s an after picture.” W. Savage, “The purpose of extending all that out is, like Eugene had mentioned those Chestnut Oaks, we’re trying to preserve as much of the upland vegetation as we can, within reason. There’s certainly going to be some trees removed, and some bank stabilization done, some trees are falling in the water that we have to remove, but ideally, we’re trying to save the majority of that Chestnut Oak, and we’re trying to create a natural environment, especially at the Cove to almost create a nature trail and something that people can enjoy, a different experience there. And we’re planting wetland species, living shoreline species, upland species, such as new trees.” E. Young, “There’s 10,000 plus proposed shoreline plans, and there’s 18,000 square feet of proposed living



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shoreline, where now there's none. So, I think for us, what's most exciting is that obviously, environmentally, we know the benefits of this, but we are thinking about it from a cultural perspective as well, because there's an opportunity here as Brian had alluded to, that this is not a private endeavor. We understand that most of the properties in the estuaries and creeks, out into the river, and even the Bay, 85% are privately owned land. So the opportunity for the public to actually come here, and public outreach. And we were just listening to the Irvington Business Association got that tourism grant, so all of a sudden people are allowed to come here, and the public outreach for schools, clubs, classes, they can come and explore and understand what is happening to this shore, especially in estuaries. It's a very critical, in our universe, landscape pathology that we're losing, it's like an endangered species. And it's very important for us, and hopefully for you, to restore this important environment." B. Muskinski, "We really see this as the future of hospitality, and as Eugene mentioned, that combination of infrastructure and design. And I forgot to mention Jason Trollop, who many of you guys have met, our new managing director at the Tides. Let us mention that education for us is big. We want to have programming, we want to teach people about oysters, we want to teach people about how to grow oysters, how oysters help clean the water. We know that the Rappahannock is an area where you can't come and get oysters because of some of the environmental concerns, and so we're excited to do that. I wanted to introduce Brian Hoffman, from the Friends of the Rappahannock to talk a little bit about natural shorelines." B. Hoffman, "Thank you for having me tonight, Brian Hoffman, Deputy Director with Friends of the Rappahannock. We're a nonprofit organization that works to protect and restore the Rappahannock River from the Blue Ridge Mountains down to the Chesapeake Bay, and in interest of respecting your time I'll be brief. We've invested over \$100,000 in Carter's Creek and this area over the last several years in an effort to clean the creek, increase the water quality and beautify it, to help better grow oysters, to help keep the water clear for Rockfish, Crabs, and other juvenile fish species that we all love. Living shorelines, since 2015, Delegate Hodges pushed through some legislation to make it the preferred alternative for shoreline stabilization throughout the Commonwealth. In 2019, we worked with the Northern Neck and Middle Peninsula planning districts, as well as many other partners across the state, to develop a Watershed Implementation Plan for the entire Chesapeake Bay portion of Virginia. This outlines all of the different types of projects that we have to go through to install by 2025, to meet our water quality goals which are mandated by the federal government and EPA. In the Rappahannock River Basin alone, over 150,000 linear feet of shoreline has to be stabilized using living shorelines. 150 acres of oyster reef has to be restored, and 4.8 million trees need to be planted, among about 80 other practices and projects that have to happen. This project is one of those that will help meet those goals. Here in the Northern Neck and Lancaster County, we installed and monitor many living shorelines throughout the lower Rappahannock River. We partnered with Northern Neck Planning Commission to run a cautionary program for living shorelines, and we continue to write grants to help bring money locally here to put in the hands of contractors like Bay Design and some other people who actually install the projects. We bring students out to these projects beforehand and show them the problem. They actually get their hands in the mud, helping us install the projects, and then they're out there taking water samples and other things. Most recently we've done some work with Chesapeake Academy, building an plant garden on their property. We're real excited about these types of projects. We have a clean



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Carter's Creek initiative where we're going to be offering free trees to anyone who lives in this area, because we value the creek so much. We're doing disaster relief with other landowners in Lancaster County who suffered due to the hurricane and tornado, so we're really excited for this opportunity to be involved in the education and the installation of the project. I can answer any questions now or in the future if anybody has them. Thank you for your time." W. Savage, "Thank you Brian. So, we're asking for your guys help. You helped us last year with the conditional use permit for the floating dock in front of Fishhawk, so we could welcome guests and essentially run a restaurant without a parking lot. We appreciated your guys help last year, and as you know, we're staying open this year for much longer than we have in the past, we're staying open through the end of January, and we have a pretty short window to execute this project. So, we appreciate your help and can answer any questions that you guys have. And I'll just add, Lara has a copy of these in full size, I'm sure you guys won't receive them in full size, so I'm willing to leave these with you, maybe if you want to share them as a council, be able to look at it and then pass them along day by day. I'll leave them up here so if you guys want them, you're more than welcome to have them. Other than that I think we'll take questions if you have any." Mayor Bugg, "Any questions council?" W. Nunnally, "Good luck." Mayor Bugg, "Well thank you. Wonderful presentation, this has been very exciting. Thank you."

Mayor Bugg, "For the record it is 7:40 p.m. Jackie Brown has left the building. I just wanted that to be on the record and now we will proceed with the remaining items."

2. 1st Reading Resolution 2020-14 TC; CUP Application CUP-2020.CUP7_Alga

Mayor Bugg, "Starting with the next item under New Business, we have some first readings, first reading of Resolution 2020-14-TC-CUP Application. CUP 2020, CUP 7_Alga" S. Phillips, "Resolution 202014TC Conditional Use Permit Application – is attached and incorporated within."

**3. 1st Reading Resolution 2020-15 TC; CUP Application CUP-2020.CUP8_Smith -
tabled**

Mayor Bugg, "Next item is a 'Smith' first reading, I believe that has been tabled."

4. 1st Reading Resolution 2020-16 TC; CUP Application CUP-2020.CUP9_Webb

Mayor Bugg, "Item 4 is the reading of Resolution 202016TC. That would be Webb." S. Phillips, "Resolution 2020_16TC Conditional Use Permit Application, build pool inside RPA, R1, Tax Map# 34-21-D, is attached and incorporated within."

**5. 1st Reading Resolution 2020-17 TC Rezoning Application 2020.RZ1_Town of
Irvington**

Mayor Bugg, "Thank you Sharon, the next item will be Item #5, that will be the Town of Irvington." B. Schaschek, "Lara, do you have any extra copies of the DCR and the Land Usage that they handed out on Tuesday?" L. Brown, "Not with me, but I'm happy to email them to anyone who would need them." S. Phillips, "Resolution 202017TC Rezoning Application, rezone parcel from R1 to B1 or B2, Tax Map 33-37-8. Is attached and incorporated within."

6. 1st Reading Ordinance 2020-011_Repeal, Re-enact Town Code §154.106

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Mayor Bugg, "The next item will be item #6, first reading of Ordinance 2020-011_Repeal, Re-enact Town Code §154.106." B. Schaschek, "Are we going to talk about any of these." Mayor Bugg, "These will be talked about at the January meeting." B. Schaschek, "I was just wondering because the last item says rezone from R1 to B1 or B2, when do we discuss whether it is going to be a B1 or B2 because this is very confusing." Mayor Bugg, "Every one is having it's first reading." B. Schaschek, "We're having a first reading of something that hasn't even been passed on to the Town Council yet." S. Phillips, "Ordinance 2020-11: Repeal/Reenact Town Code §154.106, Use regulations in B2 zoning. Whereas the Town Council proposes to repeal and reenact Town Code §154.106 regarding B2 Zoning District regulations. And whereas, this ordinance, 2020-11, will create a new sub-section in K. in Town Code §154.106, allowing Pilates, yoga, music, or art studio in the B2 Zoning District. Whereas a notice of public hearing on this ordinance 2020-11 was advertised on November 25, 2020 and December 3, 2020, pursuant to Virginia Code Annotated Section 15.2-2506. And whereas, a public hearing on Ordinance 2020-11, was held on December 10, 2020, and the public also had the opportunity to speak about the ordinance at its meetings held December 10, 2020 and January 14, 2021. Whereas this ordinance, 2020-11, was read twice before approval at the December 10, 2020 and January 14, 2021 Council meetings. Be it enacted and ordained by the Town of Irvington, Virginia as follows: Council hereby repeals Town Code §154.106: Use regulation. 2. Council hereby reenacts Town Code §154.106: Use regulation as follows §154.106: Use regulation. In limited district B2, structures to be erected not to exceed 1,500 square feet of floor area, first and second floor total, can be used for one or more of the following uses with the Conditional Use Permit: a. Town Office and other similar public uses, b. Bed and Breakfast Establishments, c. Office Buildings, d. Professional Offices, e. Antique Shops and Galleries, f. Catering, g. Bakeries, h. Florist Shops, i. Barber Shops and Beauty Shops, j. Hobby and Craft Shops, k. Pilates, Yoga, Music, and Art Studios. 3. This ordinance is effective upon passage." N. Keane, "You probably want to get Sharon to read the beginning of the other alternate, just so it's clear that we have it." F. Westbrook, "It has just occurred to me, like Bonnie's point a moment ago if we have questions or concerns or issues with any of these that were just read, wouldn't we rather have that happen now as opposed to waiting till January to find out that you may have a bugaboo or something." Mayor Bugg, "Sure, yeah." B. Schaschek, "So let me ask you this. Is the Planning Commission going to meet and discuss these? Or are they just going to meet and just approve it and pass it on?" W. Nunnally, "I told you they were going to discuss it, I asked about that." B. Schaschek, "Oh you did?" T. Chapman, "We proposed to discuss that at our next meeting." F. Westbrook, "When is your next meeting?" L. Brown, "January 12th." B. Schaschek, "Can public come and speak on it as well?" T. Chapman, "Yeah, I don't see why we can't add that on the agenda." L. Brown, "They'll have a discussion before they vote on it." T. Chapman, "I'll make a note that we're going to have public comment on there." B. Schaschek, "And that'll be at 6:30? Usual time?" L. Brown, "Yes, 6:30 on the 12th, not sure where we'll be." W. Nunnally, "We'll be in the safest place around right now, with \$3,300 worth of COVID cleaning." T. Chapman, "I'll make sure that there's a public discussion on there." B. Schaschek, "I don't want it to go to the Planning Commission and come back to the Town Council, thinking that we're going to have a second reading when there's still some issues to talk about." L. Brown, "So Planning Commission will have a discussion, and they'll have a vote, and then they



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have to make the recommendation to the Town Council. And then you'll either accept the recommendation or add conditions."

S. Phillips, "Proposed Ordinance 2020-11, Repeal, Reenact Town Code Section 154086: Use regulations in B1 Zoning District. Whereas the Irvington Town Council proposes to repeal and reenact Town Code Section 154086, regarding B1 zoning district use regulations. And whereas, this Ordinance 2020-11 will create a new subsection B21 in Town Code Section 154086, allowing Pilates, Yoga, Music or Art Studio in the B1 Zoning District. Whereas, a notice of public hearing of this Ordinance 2020-11 was advertised on November 25, 2020 and December 3, 2020 pursuant to Virginia Code Annotated Section 15.2-2506. Whereas, a public hearing on Ordinance 2020-11 was held on December 10, 2020, and the public also had opportunity to speak on the Ordinance at meetings on December 10, 2020 and January 14, 2021. Whereas, this Ordinance 2020-11 was read twice before approval, at the December 10, 2020 and January 14, 2021 Council meetings. Be it enacted and ordained by the Town of Irvington, Virginia as follows: Town Council hereby repeals Town Code 154086: use regulations. Council hereby reenacts Town Code Section 154086: use regulations as follows: 154086: Use Regulations I am not going to read A through..." F. Westbrook, "I think you've read it. We get the idea." S. Phillips, "But I am going to note that item 21 is added: Pilates, Yoga, Music, and Art Studios."

7. 1st Reading Resolution 2020-18 TC; CUP Application 2020-CUP10_Town of Irvington

Mayor Bugg, "Alright, to the last item, 2020-18." S. Phillips, "Resolution 202018TC: Conditional Use Permit Application: Pilates Studio in B1 or B2, R1, Tax Map# 33-37-8. Resolution 2020-18 TC is attached and incorporated within."

8. Motion to approve CUP Schedule – L. Brown

Mayor Bugg, "Excellent, I think those are all of the first readings. Well done. The next item on the agenda is Motion to Approve the CUP schedule. I think this should be placed at the end of the agenda, after Close Session. Anyone have any problem with saving this stuff until the end?" F. Westbrook, "It's basically just adding the one extra, compared to the previous CUP schedule." Mayor Bugg, "Okay yeah we're going to move that to the end."

9. Motion to approve Sign Permit 2020-21_Town of Irvington – L. Brown

Mayor Bugg, "The next item is a motion to approve a sign a sign permit for 2020-2021." W. Nunnally, "So moved." F. Westbrook, "Don't you want to know what it's going to cost?" Mayor Bugg, "Is this for the Town Office?" L. Brown, "It is recommended that the Town Office needs a sign at our temporary location for visitors and residents to be able to find the office. So it's to have Mitchell Signs create something that we can put in the front yard. The proposal is no larger than eight square feet, complying with our sign requirements." W. Nunnally, "How much was it? The cost?" S. Phillips, "So if you flip in your packet, there is an image, and Bill Mitchell generously... this is the image, and you'll notice there is a piece of paper laid on top of this, it says Village. In the bottom left, you will see an illustration of the brick pillar that is at the end of the driveway. The illustration on the left is a one-sided sign that would have low visibility. The cost there is \$250. The image to the right is a two-sided sign that would be on a post, which



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would grant visibility on Route 200 in both directions, and the cost there is \$500. Excuse me, \$550." F. Westbrook, "I move to go with the one that is \$550." B. Schaschek, "I would go with the \$550, but what is this big blank space? Is that where he was zeroing something out?" S. Phillips, "His original illustration said 'Village of Irvington' and it should not reference 'Village of Irvington' because it is actually your local government." B. Schaschek, "Okay so this will just get moved up a little bit?" S. Phillips, "Yes, I suspect that he will respace it appropriately." W. Nunnally, "I second the motion." Mayor Bugg, "Any further discussion? All in favor and oppose?"

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Jackie Brown	Absent

MOTION TO APPROVE SIGN PERMIT 2020-21_TOWN OF IRVINGTON; PICK THE \$550, DOUBLE-SIDED SIGN WAS PASSED 5-0

9. Announcement of Irvington Small Business Grant Winners – Mayor Bugg

Mayor Bugg, "Next item on the agenda is the announcement of Irvington's Small Business Grant Winners. The grant winners are: Lee Taylor of SewLoveLee, Bryan Byrd of Dredge, Michael Knappick, of The Office Bistro, Objects Art and More, Fore and Aft, Sweet Tea Boutique. Staff, and the Council as well, thank you for all your efforts in making this happen. This is a most unique scenario, and I know it took a lot of effort, but we got it done, so thank you to you all.

10. Motion to release CRF funds to Lancaster EDA for Irvington Small Business Grant Winners – Mayor Bugg

Next item on the agenda is the motion to release CRF funds to Lancaster EDA for Small Business Grant Winners. That goes hand in hand with the other grant. Would someone like to make that motion?" D. Patteson, "So moved." W. Nunnally, "Second." Mayor Bugg, "Any discussion? All in favor and oppose?"

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Jackie Brown	Absent

MOTION TO RELEASE CRF FUNDS TO LANCASTER EDA FOR SMALL BUSINESS GRANT WINNERS WAS PASSED 5-0

12. Discuss purchase of tablets and related infrastructure costs using CRF; possible motion to appropriate; F. Westbrook



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Mayor Bugg, "Fran I'm going to turn this one over to you. Item 12, Discuss purchasing tablets and related infrastructure costs using CRF." F. Westbrook, "Yes sir, I requested that it be on the agenda. The intent was to discuss type and cost of tablets for each town council member, and in researching and looking at that, I've come to the conclusion that I need advice from someone like our IT person that we've been using. There's just too many variables to tackle unassisted, but I did want to go into more detail as to why I wanted to get the tablets for us. For our meeting packets, that's the main reason. You all may have noticed that if you printed out your own packet, there's over 100 pages in this meeting packet. Most of us use our personal ink, personal paper. This would have been more if we had printed out all the other minutes that were available. I used a fifth of a ream of paper just getting stuff, and then when I got here, here it is all over again, and it just seems crazy. I think that I'd like to see us start getting all of this information earlier. To receive this, just several days earlier with all this reading, all these documents, they supplement this stuff. I'd like to see us start getting this stuff the Friday, at the very latest, the Friday prior to our upcoming Thursday council meeting. We're all volunteers, it takes up a lot of our time I mean we signed on for it, but some of the town council, I think four of them are working full time, so if we have this on a Friday, we have the weekend to look at it. This would have us better prepared, I think, for our meetings. And it would be able for us to generate any questions and get answers before the meeting happens. So, having said all of that, I would like to make a motion that we start receiving our packets, in its entirety, at the latest on the Fridays prior to our Town Council meetings. And if we're going to continue doing paper copies, then I'd like for those to be printed by the town, at the town's expense, as opposed to ours personally, and have that available at the same time frame, and we can go by the Town Office and pick them up ourselves so that they don't have to be delivered individually, to us necessarily." W. Nunnally, "Second." B. Schaschek, "I'll second." A. Marchetti, "Second." Mayor Bugg, "Okay any further discussion? All in favor and opposed?"

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Jackie Brown	Absent

MOTION FOR COUNCIL MEMBERS TO RECEIVE THEIR MEETING PACKETS, IN THEIR ENTIRETY, ON THE FRIDAY PRIOR TO A REGULAR COUNCIL MEETING AND WE CAN GO BY THE TOWN OFFICE AND PICK THEM UP OURSELVES SO THAT THEY DON'T HAVE TO BE DELIVERED INDIVIDUALLY TO US IS PASSED
5-0

Mayor Bugg, "Just a dovetail on what you said earlier about the tablets, that could be a COVID expenditure. We have a meeting next week and research is just coming in on this, I actually just got an email from the IT guy, so that may be a perfect time to start exploring that concern." S. Phillips, "Just a clarification with the motion that was just passed. Today is Thursday and we potentially will have a meeting next week. Unfortunately, I will not have that information by



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tomorrow." Mayor Bugg, "Okay." S. Phillips, "Or are we just talking our regular council meetings?" S. Phillips, "Nothing is regular right now." W. Nunnally, "Tripp, when is the COVID guy coming? I thought we were going to have somebody knowledgeable to come and tell us how we can spend the money? To really tell us what we can do." Mayor Bugg, "It's the IT guy." F. Westbrook, "We have a nice long report that lists everything that we can spend it on, but that's from several months ago." Mayor Bugg, "We'll do all we can to get it updated before and have that in-hand" N. Keane, "We can spend the money on the tablets and for the service if there is some service associated for a certain amount of time. All of these are COVID related if that is what you are asking." W. Nunnally, "Yes. I just don't want to have to give any of it back." B. Schaschek, "Time is running out on all of this ." N. Keane, "They extended the deadline for final return of monies as long as you spend the money by December 31, they're extending the return of unused money until January 22nd." W. Nunnally, "We can spend through January 22nd?" N. Keane, "No, we can only spend through December 31st as far as I'm aware." W. Nunnally, "Okay thank you." Mayor Bugg, "Thank you, and thank you Mrs. Westbrook."

13. Motion to appropriate annual donation to Steamboat Era Museum; \$2,500

Mayor Bugg, "The next item, Item #13 is the motion to appropriate annual donation to Steamboat Era Museum. That amount is \$2,500." W. Nunnally, "So moved." Mayor Bugg, "Is there a second?" D. Patteson, "Second." Mayor Bugg, "Any discussion? All in favor and opposed?"

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Jackie Brown	Absent

MOTION TO APPROPRIATE ANNUAL DONATION TO STEAMBOAT ERA MUSEUM; \$2,500 WAS PASSED 5-0

**14. Motion to appropriate \$1,193.45 - Sept-Dec CY2020 and Jan-June CY2021
real estate taxes (4203 Irvington Road) using CRF**

Mayor Bugg, "The next item on the agenda is the motion to appropriate \$1,193.45 September-December CY2020 and January-June CY2021 for state taxes 4203 Irvington Road, using CRF Funds." W. Nunnally, "We can do that?" F. Westbrook, "I have a question on clarification on this. Real estate taxes are for a calendar year, not a fiscal year. So, I think my guess is we're paying the calendar year 2020. We're not paying anything in advance on real estate taxes for 2021, because they won't be due until December the following year, and we have no idea what they will be." S. Phillips, "I worked with that vendor, and they have prorated, that is the number from the vendor." F. Westbrook, "So we're paying ahead of time for the COVID aspect of it?" S. Phillips, "Yes, with the COVID money you can prepay your real estate taxes." F. Westbrook, "Excellent. Good. Thank you ma'am." S. Phillips, "And so your operating budget will need to



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include the remainder of that, which will come out of general operating." F. Westbrook, "Okay. But this is coming out of COVID?" Mayor Bugg, "Yes." S. Phillips, "But June through December next year will not." N. Keane, "This dovetails with the lease we signed with them, so they require us to pay their real estate taxes, under the lease." F. Westbrook, "Yeah I've got that but then why, if the second half does not come out of COVID then why are we paying it ahead of time?" S. Phillips, "Because you're spending your CARES money now." N. Keane, "We have to spend whatever we're going to spend by December 30th. So if you want to only pay for calendar year 2020, you would want to pay it by December 30, and if you wanted to prepay taxes through June 30, just like we're prepaying the lease, you would have to pay that by December 30." F. Westbrook, "And we can use COVID for prepaid taxes?" N. Keane, "Yes, because it's required under the lease, so it's considered a lease obligation. We wouldn't pay taxes normally. It's just a requirement under our lease." Mayor Bugg, "Alright is there a motion to appropriate that amount?" B. Schaschek, "Can I ask a question. So, did we prepay the rent for January through June as well?" S. Phillips, "Yes." N. Keane, "I believe you all appropriated that at the last meeting." B. Schaschek, "And that is coming out of COVID funds and it's been verified that we can do that?" N. Keane, "Let me make sure everybody remembers, we had this conversation maybe a couple of months ago, I inquired about prepaying those for the rent. The basic advice that I've gotten through reading the materials and talking to my sources, is that it's probably okay, but the only place that we find that it wouldn't be okay is that if Lancaster County gets audited. With this COVID, they're going to audit the counties at the end again, and if that gets kicked back to us and they say it doesn't qualify, you all made arrangements to cover that in the regular budget. Remember Fran you put the funds in our budget in 2 places in case we had to pay from our bucket back." B. Schaschek, "That was for the rent." S. Phillips, "Correct." N. Keane, "And that rent figure included that, because that was all prorated in the contract for leasing the office." S. Phillips, "No the taxes were not included in the rent." N. Keane, "It's in the lease but not a firm number." F. Westbrook, "We added into it into the rent, in the budget to make sure we had enough if it's not going to work out, paying it ahead of time." W. Nunnally, "That word 'probable' lawyer, always makes my ears tingle." N. Keane, "I made it clear before and I want to make sure you all know that it is possible that we might get a ring-a-ding-ding from Lancaster County telling us that we didn't get away with this but I talked to the County Attorney about it. I talked to the County Attorney, I talked to the accountants, I talked to all my sources, and I think it's probably okay." A. Marchetti, "All you can do is try and if you don't prepay it." W. Nunnally, "I say give it a shot but don't be surprised." F. Westbrook, "You get an automatic no if you don't at least try." Mayor Bugg, "All you can do is try. Would someone like to make that motion?" F. Westbrook, "I thought someone did." Mayor Bugg, "Oh yeah. Did we have a second?" W. Nunnally, "Second." Mayor Bugg, "Any further discussion? All in favor and those opposed?"

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Jackie Brown	Absent



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**MOTION TO APPROPRIATE \$1,193.45 - SEPT-DEC CY2020 AND JAN-JUNE CY2021
REAL ESTATE TAXES (4203 IRVINGTON ROAD) USING CRF IS PASSED 5-0**

15. Motion to appropriate \$300 for use of building to Connemara using CRF

Mayor Bugg, "Item 15, motion to appropriate \$300 for use of this building using CRF. Would anyone like to make that motion?" D. Patteson, "So moved." Mayor Bugg, "Is there a second?" A. Marchetti, "Second." Mayor Bugg, "Any further discussion? All in favor and opposed?"

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Jackie Brown	Absent

**MOTION TO APPROPRIATE \$300 FOR USE OF BUILDING TO CONNEMARA
USING CRF IS PASSED 5-0**

16. Motion to appropriate \$158.83 to Rappahannock Rentals using CRF

Mayor Bugg, "16: The motion to appropriate \$158.83 to Rappahannock Rentals, for these tables and chairs. Would someone like to make that motion?" W. Nunnally, "So moved." Mayor Bugg, "Second?" B. Schaschek, "Second." Mayor Bugg, "All in favor and those opposed?"

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Jackie Brown	Absent

**MOTION TO APPROPRIATE \$158.83 TO RAPPAHANNOCK RENTALS USING CRF
WAS PASSED 5-0**

F. Westbrook, "I just have a comment to make on Items 4,5,6, and 7. I wasn't aware that I was going to speak on any of those, and I wasn't consulted on them so I would just like to ask in the future before anyone puts my name on any of this kind of stuff, I would like to make a motion or whatever, that you contact me first. And also, as part of that, when they mayor and I first spoke about the position of Vice-Mayor, I had a stipulation just to be included on all these staff meetings. To date, that really hasn't happened, I've inserted myself twice on meetings. Other than that, I have not been a part of it. If I had been, I would have been involved in working on this agenda, and I wouldn't be in this position. I will add that the mayor is elected at large, but you guys elected me as vice-mayor, and for that fact, I feel like I represent you all, but I can't represent you all without staff meetings. So, I once again am making a motion that I be included on all meetings with staff, legal and/or the mayor for whatever reason the staff meetings come up." W. Nunnally, "Second." S. Phillips, "Wait a minute, did you say legal? Can you state your



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motion again?" F. Westbrook, "I move that I be included in all meetings with staff, legal and/or mayor, for whatever reason." N. Keane, "That would be every day." F. Westbrook, "Well then I can have the option, but I'm talking about staff meetings." Mayor Bugg, "You want to be included in every staff meeting then, is that what you're asking?" F. Westbrook, "Yep." Mayor Bugg, "Okay, I've discussed that with you today, and I'll put you on notice for when we're having actual full staff meetings. I have no problem with it. Any discussion?" W. Nunnally, "I mean anybody can attend a staff meeting." Mayor Bugg, "It should all be out there." F. Westbrook, "Well we don't know when they are." S. Phillips, "No if you have more than two people it becomes a meeting. You have to be very careful." W. Nunnally, "You mean to tell me that I can't come to a meeting of the staff?" S. Phillips, "If Fran is there, no." F. Westbrook, "Two of us can be there." N. Keane, "It's more than two." Mayor Bugg, "We'll adjust it, we'll have it adjusted so don't cause a public meeting." F. Westbrook, "So two of us could be present?" Mayor Bugg, "No, I mean I have no issue with your request, as I expressed today, present during this staff agenda meeting. I think that's what you're alluding to." N. Keane, "We can rotate, and I think Wayne has attended them before, Fran's attended them before." F. Westbrook, "I've only been to two certainly. Anyway, I have the motion on the floor and a second." Mayor Bugg, "Any further discussion?" A. Marchetti, "Is it open to all Council members? The first two that say they would like to attend? If Wayne want's to attend. If Bonnie wants to attend." Mayor Bugg, "That's fair, certainly. I welcome the input." B. Schaschek, "Well personally, Fran represents us, so I don't see why I need to be there and Fran there. If there's something that we need to know, it should be communicated." Mayor Bugg, "And plus it's also what we can accomplish, we have to be aware of the numbers so that we don't have a meeting." A. Marchetti, "Bonnie I understand why you are frustrated." W. Nunnally, "While we are having this lengthy discussion, transparency is needed in everything that we do, and some of the things I hate getting is when I call to ask a question and I'm told I can't have that knowledge. Or I get a contract that says 'we can't tell you who the buyer or seller is'. Well we know who the seller is, and we all know who the buyer is. Secrecy from the staff sometimes bothers me. And as a public representative, I think I'm entitled to the full complete knowledge of what's going on if I asked the question. So, that's my two cents." Mayor Bugg, "Anyone else?" A. Marchetti, "I'll never argue against transparency." S. Phillips, "But I do think it is relevant to know that there are situations where there is confidentiality, such HR and other certain situations, some things can not be revealed." W. Nunnally, "Madam Treasurer, if you know it then the Councilmen should know it." S. Phillips, "You do know it. Is there an example?" W. Nunnally, "So there is no confidentiality that you have that I don't have." S. Phillips, "So what is your example?" W. Nunnally, "I'm not going to argue with you, okay?" S. Phillips, "Okay." W. Nunnally, "But you know exactly what I'm talking about." S. Phillips, "Actually I asked." W. Nunnally, "You know when I asked you who was it? You said 'I'm not going to tell you.'" S. Phillips, "That was HR. That was an HR situation." W. Nunnally, "Yes, well if you knew it then I should have known it." S. Phillips, "That's an HR situation." F. Westbrook, "I think this is a decision for Town Council and no one else. We're the ones that have the control, and we make all the decisions. A motion is on the floor and seconded." A. Eubank, "Could I request that someone clarify that motion one more time." F. Westbrook, "Would you like me to read it to you again?" A. Eubank, "Yes please, if you don't mind." F. Westbrook, "I moved that Vice-Mayor be included in all staff



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meetings, whether it's just one or two or three of the staff from here on out, whatever the meetings are for." N. Keane, "Wouldn't that be every day?" Mayor Bugg "Let's clarify so you mean the agenda discussions?" F. Westbrook, "No, I mean other meetings too. I think it's important. I agree with what Wayne just said I think transparency there's an awful lot that's decided there and we just get informed. And there are a number of times when decisions are made and we are not informed, and things just change and start happening differently. And we're the governing body, we make those decisions, not staff. We have to make the decisions." A. Marchetti, "They have to do a job. You have to trust them to do their job." F. Westbrook, "But we have to make the decisions Anthony, we can't pass that buck to them. We're the ones that were elected. So I think it's time we started acting like that. And I would like to get these meetings just as the motion said, as vice-mayor. And in addition to me being there, if I am ever going to act in the absence of the mayor, it would be really nice to be totally on board and be aware of what's going on." S. Phillips, "I think there needs to be clarifications about..." F. Westbrook, "Sharon listen this is not about you, it's about..." S. Phillips, "No, but your motion... You said this was for every meeting whether it be one staff member, two staff members or three staff members." F. Westbrook, "Yes." S. Phillips, "How are we supposed to manage that? I think you need to change your expectations. The office is open from 9 to 1." F. Westbrook, "When you all have staff meetings, the motion is that I would be there, or that I have the opportunity to be there." S. Phillips, "So does that mean if the Zoning Administrator, and the Clerk sit down, to go over... Give me an example." F. Westbrook, "I'm not talking about zoning, that's what we have Lara for, and then she informs the Town Council." A. Marchetti, "She is staff." B. Schaschek, "I think she's talking about meetings that they mayor is attending." A. Marchetti, "And that's fine, so specify because to Sharon's point there is the point that staff is always meeting all day every day from 9 to 1. So I think what she's trying to achieve is clarification and specification on what meetings that means, otherwise, it's an open invitation for Fran to be there 9-1, 5 days a week." S. Phillips, "Also, I don't want to disrespect your motion. I'm trying to respect your motion." W. Nunnally, "I think that if the mayor is meeting with someone, in any capacity, that you be informed when that happens, and you can be there." F. Westbrook, "That would work." W. Nunnally, "You want me to try and make that motion?" F. Westbrook, "If you'd like, I'll withdraw mine." W. Nunnally, "Mr. Mayor, I move that whenever you meet with a staff person or a legal representative, that you inform the vice-mayor, and give her the opportunity to attend, if she so desires." S. Phillips, "And is the Mayor the one who is going to extend that invitation? We are a small staff, and multiple times a day we will pick up the phone and make a phone call. Is that a meeting?" W. Nunnally, "If it results in a decision, then she should know about it." S. Phillips, "So, before the mayor and staff discuss anything, the mayor needs to call the vice-mayor to let her know that that phone call is going to occur?" W. Nunnally, "Yes. I think that's reasonable." S. Phillips, "On part-time staff?" Mayor Bugg, "That's very cumbersome." D. Patteson, "I think that is too much on staff." F. Westbrook, "I think so too. I mean calling on the phone, if there's something I need to know then you'll let me know. When it's meetings, sit down meetings, then..." S. Phillips, "How about if we discuss potentially again, managing expectations, because again, we pick up the phone multiple times a day. We often will sit and make a phone call. How about if you offered that relationship between the mayor and the vice-mayor? Then that communication is between the two of you. Otherwise,



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you're setting staff up for failure. Because we're going to be non-compliant." F. Westbrook, "That's fine." Mayor Bugg, "Yeah." F. Westbrook, "As long as its going to happen I don't care who does it, I'd just like to see it done. And you all can figure out how." S. Phillips, "Well, if I might make a suggestion, you might have the mayor and vice-mayor do that." F. Westbrook, "I want to be involved when these meetings are happening between the mayor and staff. And that usually happens, for instance, when you all get together and talk about the upcoming meeting, planning all of that, and making the agenda. That's the example." A. Marchetti, "If Sharon picks up the phone and calls Tripp to ask him a question, is that a meeting?" F. Westbrook, "I don't see that that's a meeting. That's a phone call." Mayor Bugg, "The biggest one is the agenda meeting." A. Marchetti, "This sounds more like a mayor and vice mayor meeting." F. Westbrook, "That's the main one but I don't necessarily want to relegate it to just that because there are times when I hear of other meetings that I'd like to be a part of as vice mayor. And I won't know until those things happen. A simple email when anybody else is noticed, can we meet on this day to discuss this and I can say yea or nay." D. Patteson, "Is your role being there because you are an officer or part of council? And therefore you want to be involved because we are Council members. I heard Bonnie say something that you represent us, but I don't necessarily think that you represent each of us individually, I think that we represent ourselves. And so, my point is, at some point it's just going to get, as it is tonight, a little too confusing as to how this runs out. It would be simpler to just say, you know if there's an agenda to be discussed, by the mayor and staff, you have the right to be invited and to attend. And just leave it at that. Otherwise, I think these two ladies are going to be too overwhelmed with trying to please everybody, and..." F. Westbrook "Let's start with this." A. Marchetti, "I think you don't specify a meeting. Well, to me that was a meeting, but then someone else says 'Oh that wasn't a meeting to me'." F. Westbrook, "That's fine." A. Marchetti, "There's just too much gray area." F. Westbrook, "So let's start with that and see how it goes, and the mayor and I will stay in closer contact." A. Marchetti, "That's a great idea." Mayor Bugg, "Great. We will modify the minutes." F. Westbrook, "So the motion now is that the vice-mayor still be included in staff meetings for purpose of upcoming regular monthly meetings and the agenda." Mayor Bugg, "Second?" B. Schaschek, "Second." Mayor Bugg, "Any further discussion? All in favor and all opposed?"

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Jackie Brown	Absent

MOTION FOR THE VICE-MAYOR BE INCLUDED IN STAFF MEETINGS FOR THE PURPOSE OF UPCOMING REGULAR MONTHLY MEETINGS AND THE AGENDA WAS PASSED 5-0

17. Discuss American Legal Publishing; possible motion to appropriate

Mayor Bugg, "Next item was discussion of American Legal Publishing proposal using COVID funds of approximately \$1,000 to replace a current version of our code and charter online. I asked for this proposal. We have been looking for ways to limit in-person meetings and



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discussions in the office during COVID. We want to post forms on our website, and offer a current and searchable version of our charter and code to make our administrative work easier and avoid some face to face time. This is our current vendor for our code books, the online version would be the same format and numbering, which is what we want. I request that you agree that we spend these COVID funds to purchase this service." B. Schaschek, "I have something to say about this. This really annoys the hell out of me, because for a year and a half, we were pushing to get this done, and we were using MuniCode. We looked at American Legal, we looked at MuniCode. We went through, we had several seminars, not only the lawyer, but the clerk also said 'no, we're not publishing, we're not going to do this'. We had multiple webinars, which part of the Council attended. I think the lawyer also attended one of them. MuniCode and there's over 135 municipalities, towns, and counties using MuniCode. American Legal, there's 6 in the State of Virginia. So, I'm kind of curious as to how this came back around after all the work that had been done, and all the pricing that had been gotten, and now all of a sudden we're coming back to American Legal." F. Westbrook, "Do we know what the Town of Kilmarnock uses?" N. Keane, "Kilmarnock has MuniCode but it's the basic version." W. Nunnally, "Because of the outlier, I so move that we table this." Mayor Bugg, "We can discuss this on the 15th since it mentions COVID funds." B. Schaschek, "And if you go through all the minutes from the last year or so, you're going to see all of the information that was there." Mayor Bugg, "Let's table it to the 15th?" L. Brown, "Okay if you're going to table it, I think we need to think about... The way I understand it is that if we use something other than American Legal, who, this is the company that did our book. All of our numbers will change, so that will also have to be changed, all of our town documents." B. Schaschek, "I don't think so." Mayor Bugg, "Do you want to table this till next week?" W. Nunnally, "That's part of the research for the next meeting. That was my motion. Because we don't have enough information to hack it out." Mayor Bugg, "Any further comments? Second?" D. Patteson, "Second." Mayor Bugg, "Any further discussion? All those in favor of tabling this until December 15th? And those opposed?"

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Jackie Brown	Absent

MOTION TO TABLE THIS ISSUE UNTIL DECEMBER 15 WAS PASSED 5-0

J. ANNOUNCEMENTS

Mayor Bugg, "Next we have the announcements. In observance of the Christmas and New Years holidays, the Town Office will close on December 23rd, and reopen on January 2, 2021. As we already know, the Town Council special called meeting and public hearing to discuss the development of the North Commons, and other related COVID expenditures on December 15, 2020 at 6:30." N. Keane, "The thing you should probably highlight is the location. The Governor put out a notice today that they are going to reduce places and limit groups to 10 people and I'm not sure we can use this place, I will have to double check, so we might need to find a place where we can have a group of more than 10 people." W. Nunnally, "The church is available. It is



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CONNEMARA
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, DECEMBER 10, 2020**

the safest place in town. I can't believe it we paid \$3,000 to have it cleaned." Mayor Bugg, "Last announcement, Dominion Energy will be in town February 1, 2021 to trim Crepe Myrtles." B. Schaschek, "I have already trimmed the ones on my property. Do not have them stop at my property. I will call the police." S. Phillips, "Wait, please, Mr. Mayor, I cannot prevent them from coming on property. They are a contractor on their own easement and she does not want them on her property or she will call the law. It is their easement." Mayor Bugg, "They are coming to town and they are a private contractor so we have some time." S. Phillips, "I had a conversation with Anita Powell and the purpose of Dominion Energy trimming the crepe myrtles is to keep the lights on. They trim on a two year cycle and they will trim them so that they will not need to be trimmed for another two years." F. Westbrook, "That is not right. When they came and talked to town council they told us a five year cycle and they were going to get in touch with us before they came here to do it again. It has not been five years since they trimmed them last." S. Phillips, "They will be here February 1 and they have the right to trim the trees." F. Westbrook, "We have time to deal with it." Mayor Bugg, "The purpose of this announcement is to let you know when they will be here." Last item for announcement, the December financials will be distributed for the December 15th meeting.

I. CLOSED SESSION

F. Westbrook, "I Frances Westbrook move to go into closed session pursuant to §2.2-3711A7 of the Code of Virginia for consultation with legal counsel for actual or probable litigation and Pursuant to §2.2-3711A3 of the Code of Virginia for real estate matters where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Town and pursuant to §2.2-3711A8 of the Code of Virginia for consultation with legal counsel employed or retained by the Board regarding specific legal matters requiring the provision of legal advice of such counsel." W. Nunnally, "Second." Mayor Bugg, "We have a motion and a second. All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Jackie Brown	Absent

THE MOTION TO GO INTO CLOSED SESSION IS PASSED 5-0

J. RETURN TO OPEN SESSION

F. Westbrook, "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 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 to the best of each members



**TOWN OF IRVINGTON, VIRGINIA
CONNEMARA
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, DECEMBER 10, 2020**

knowledge, that one 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 two, 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, state the departure. There being no statements we take a vote."

I, Frances Westbrook, so certify.
I, Bonnie Schaschek, so certify.
I, Anthony Marchetti, so certify.
I, Dudley Patteson, so certify.
I, Wayne Nunnally, so certify.
I, Tripp Bugg, so certify.

Mayor Bugg, "We are back in open session and the first motion would be a motion to authorize the mayor to initial changes to the contract addendum reducing the sales price to \$90,000 cash. Would someone like to make that motion?" F. Westbrook, "So move." B. Schaschek, "Second." Mayor Bugg, "Any further discussion? All those in favor."

Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Absent

MOTION TO AUTHORIZE AND INITIAL CHANGES TO THE CONTRACT

ADDENDUM REDUCING THE SALES PRICE TO \$90,000 CASH IS PASSED 5-0

Mayor Bugg, "Motion to authorize the proceeds to be deposited in a separate earmarked account labeled, "For Use of New Town Office" at a bank of council's choosing." S. Phillips, "I would like a recommendation from the budget and finance committee, would you prefer for the money to be in an account at Chesapeake Bank or VCB?" F. Westbrook, "Let's keep it a Chesapeake because that is the bank that pays us funds. I say deposit it there. Do you want a whole separate account? Is that what you are saying?" S. Phillips, "The treasurer would recommend that the monies be deposited into a standalone account and not merged into an existing account. I suspect you want this in a CD?" F. Westbrook, "What do you think Anthony?" A. Marchetti, "That makes sense." B. Schaschek, "You don't want to take a CD for a couple of years right now." F. Westbrook, "Nothing is getting." S. Phillips, "Do you want a six month CD at Chesapeake Bank?" B. Schaschek, "It is either six or seven months." Mayor Bugg, "Would someone like to make that motion?" W. Nunnally, "So move." Mayor Bugg, "Motion passes."

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**TOWN OF IRVINGTON, VIRGINIA
CONNEMARA
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, DECEMBER 10, 2020**

Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Absent

THE MOTION TO AUTHORIZE THE PROCEEDS OF THE SALE OF 235 STEAMBOAT ROAD TO BE DEPOSITED IN A SEPARATE EARMARKED ACCOUNT LABELED "FOR USE OF NEW TOWN OFFICE" INTO A SIX OR SEVEN MONTH CD AT CHESAPEAKE BANK IS PASSED 5-0.

Mayor Bugg, "Next is the first reading of Resolution 2021-01 TC Authorizing Execution of Deed and Closing Documents." S. Phillips, "Resolution 2021-01 TC Authorizing Execution of Deed and Closing Documents to effect transfer of 235 Steamboat Road; Tax Map 33 378 a whereas the Irvington Town Council entered into a contract for the sale of 235 Steamboat Road; Tax Map 33 378; to 235 Steamboat LLC and whereas the council authorized the preparation of documents required for closing of the transaction which is to take place on or before January 29, 2021 whereas as of January 14, 2021 all condition have been met now therefore be it resolved that the Irvington Town council authorizes the mayor to execute the deed and closing documents to effect the transfer.

Mayor Bugg, "Next if the motion to adopt a schedule for New Tides LLC, for exemption and CUP." L. Brown, "There is a reason for the CUP schedule for the Tides Inn. One thing they forgot or they didn't address in their project. The time line for planting the living shore line is critical that they do it at the exact right time and the Tides Inn is asking town council to try to start this CUP process as soon as possible and to end it as soon as possible. They would like to start this construction in January so they can get done the shore line part so they can start their plantings in the March/April timeframe. Because of that you are going to see this extra date in here on the proposed CUP schedule of January 7, it is just one extra meeting." F. Westbrook, "We are moving it up by a week." L. Brown, "The joint public hearing would be on January 7 and immediately following would be the planning commission first reading and immediately following would be the town council first reading; January 12 is the planning commission regular meeting and your second would be on January 14." N. Keane, "You are going to send them materials to read over the holiday." L. Brown, "There is a lot of information on this project and I am going to try to have as much of the staff report and it is all in this binder and you are all able to look at it but I will try to condense it because it is complicated. We have to do a multi-step process to approve the different components for what they are proposing. We need a CUP for the wrap around board walk or wrap around pier and that one CUP will have 18 different units on it. That one CUP will encompass 1, 305 linear feet of wrap around dock. It will have several viewing platforms and finger piers and two upland connector trails that will require an exemption through our planning commission. Just like what happened the other night with educating everyone with how someone can build a pool inside the RPA that scenario is permitted by right redevelopment project. These connector trails that are within the RPA that will be



**TOWN OF IRVINGTON, VIRGINIA
CONNEMARA
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, DECEMBER 10, 2020**

connecting to this wrap around boardwalk is considered an exempted activity not an exception not to be confused with an exception that made the news last summer through a board of supervisors thing this is an exemption. It is considered a passive recreation trail to connect from the upland to the water dependent use this wrap around walk it is also being proposed to meet the ADA requirements for their guests to access the water features and this project down below. I have consulted with our compliance office at DEQ and she confirms this is an exempted activity and that is why we have the schedule for the exemption activity for those two passive recreation trails. It is a big project and we are trying to wrap it into one schedule." N. Keane, "Explain to them that the exemption is not something that they hear it goes to the planning commission." L. Brown, "When the planning commission hears the exemption for the passive recreation trails they hear that it does not get recommended to the town council. It is just formality. It is how it is in our code." F. Westbrook, "This sounds like a lot." L. Brown, "The schedule that starts. I want to run the CUP that was tabled for Mr. Smith, I would like to add that to this schedule. We may as well add them together." W. Nunnally, "Can I just make a motion to approve the existing schedules." Mayor Bugg, "Yes." W. Nunnally, "Mr. Mayor I move we accept these two schedule." Mayor Bugg, "We have a second. All those in favor." N. Keane, "For purposes of identification, these are the schedules that end on January 14, 2021." Mayor Bugg, "Anthony needs to read his recusal. Mayor Bugg, "So noted." N. Keane, "Did Wayne leave or is he just in the men's room? We will need to get his vote when he returns because we don't have enough votes." L. Brown, "We have to set a location for these meetings because they have to be noticed by Monday." B. Schaschek, "I think you have to wait for Wayne because only three of us can vote for the Tides." N. Keane, "Correct. There were not enough votes until Wayne comes back." L. Brown, "We just have to make sure that on January 7 we can have the joint public hearing at the church because I have put the ad in the Rappahannock Record by Monday."

Vote:	Frances Westbrook	Aye	
	Bonnie Schaschek	Aye	
	Anthony Marchetti		Abstain
	Dudley Patteson	Aye	
	Wayne Nunnally	Aye	
	Jackie Brown		Absent

THE MOTION TO ADOPT A SCHEDULE FOR NEW TIDES LLC, FOR EXEMPTION AND CUP IS PASSED 4-1.

Mayor Bugg, "I need a motion to adopt the CUP schedule for Smith." W. Nunnally, "So move." D. Patteson, "Second." Mayor Bugg, "All those in favor."

Vote:	Frances Westbrook	Aye	
	Bonnie Schaschek	Aye	
	Anthony Marchetti	Aye	
	Dudley Patteson	Aye	
	Wayne Nunnally	Aye	
	Jackie Brown		Absent



**TOWN OF IRVINGTON, VIRGINIA
CONNEMARA
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, DECEMBER 10, 2020**

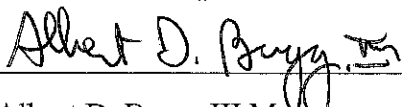
THE MOTION TO ADOPT THE CUP SCHEDULE FOR SMITH IS PASSED 5-0

Mayor Bugg, "Motion to adjourn." W. Nunnally, "It is my great pleasure Mr. Mayor to make the motion to adjourn."

Vote:	Frances Westbrook	Aye	
	Bonnie Schaschek	Aye	
	Anthony Marchetti	Aye	
	Dudley Patteson	Aye	
	Wayne Nunnally	Aye	
	Jackie Brown		Absent

THE MOTION TO ADJOURN IS PASSED 5-0

Respectfully submitted,
Sharon L. Phillips, Clerk



Albert D. Bugg, III Mayor

Town of Irvington, Virginia
A/P Aging Summary
As of November 11, 2020

A/P Summary

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Barbour Printing Services Inc.	262.00					0.00
BMS Direct	347.70					262.00
ESC	500.00					347.70
Flackshack	5,556.00					800.00
Golden Eagle of Irvington LLC	2,000.00					5,556.00
Mosca Design	5,000.00					2,000.00
Mitchell Signs	320.00					5,000.00
River Glass & Tint LLC	305.37					320.00
TOTAL	14,291.07				0.00	305.37
						14,291.07



10:29 AM
11/11/20

Town of Irvington, Virginia
A/P Aging Summary

As of November 11, 2020
31 - 60

Current

1 - 30

61 - 90

> 90

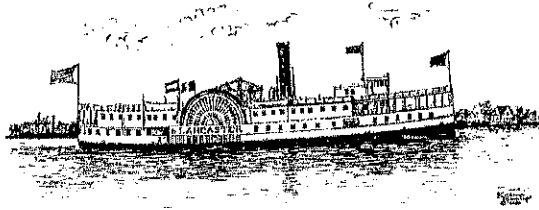
TOTAL

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Mitchell Signs	320.00				5,000.00
River Glass & Tint LLC	305.37				320.00
TOTAL	14,291.07			0.00	305.37
					14,291.07

TOWN OFFICIALS
Albert D. "Tripp" Bugg, III
Mayor
Nancyellen Keane, Esq.
Town Attorney
Lara M. Brown
Zoning Administrator
Sharon L. Phillips
Town Clerk
FOIA Officer

Town of Irvington



TOWN COUNCIL
Frances Westbrook
Vice Mayor
Jackie Brown
Bonnie Schaschek
R. Wayne Nunnally
Anthony Marchetti
Dudley Patteson

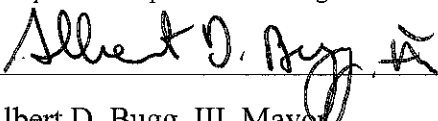
MOTION

Motion to authorize and initial changes to the contract addendum reducing the sales price to \$90,000 cash

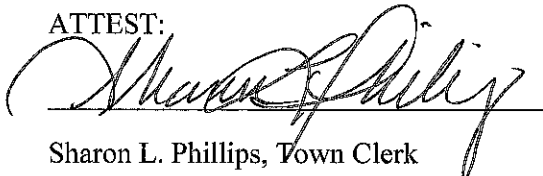
Vote:	Frances Westbrook	Aye	
	Bonnie Schaschek	Aye	
	Anthony Marchetti	Aye	
	Dudley Patteson	Aye	
	Wayne Nunnally	Aye	
	Jackie Brown		Absent

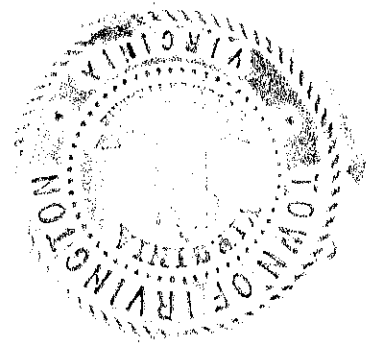
CERTIFICATION

I, Albert D. Bugg, III, Mayor, do hereby certify that the above is a true copy of the motion that was passed at a meeting of the Irvington Town Council held on December 10, 2020, at which a quorum was present and voting.


Albert D. Bugg, III, Mayor

ATTEST:


Sharon L. Phillips, Town Clerk





**TOWN OF IRVINGTON, VIRGINIA
CONNEMARA CORPORATION
18700 MARY BALL ROAD, WHITE STONE, VIRGINIA 22578
TOWN COUNCIL SPECIAL CALLED MEETING
to be held as a Joint Public Hearing
THURSDAY, DECEMBER 10, 2020 5:30 PM**

A. Call to Order - Mayor Bugg 5:30 PM

B. Roll Call - Town Council

Bugg - Present
Westbrook - Present
Nunnally - Present
Marchetti - Present
Schaschek - Present
Patteson - Present
Brown - Present

Planning Commission -

Harris - Absent
Chapman - Present
Kimmeth - Present
Capps - Present
Robinson - Present
Braly - Present
Forrester - Present

Staff Present: Nancyellen Keane, Esq., Town Attorney
Lara Brown, Zoning Administrator
Sharon Phillips, Town Clerk, FOIA Officer

Guests: See attached sign in sheet

C. Public Hearing - Mayor Bugg gave an overview of the town hall building including condition, etc., then asked for public comments.

Public Comments -

George Kuper [address not stated] - submitted e-mail letter to the town office previously, spoke against overall change from R-1 to B-1 or B-2.

Ian Cheyne 63 Hayden Hall Lane - spoke in general about Steamboat Road being a dead end street with no appropriate turn around, parking issues, more traffic, etc.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL PUBLIC HEARING
IRVINGTON BAPTIST CHURCH
TUESDAY, MARCH 9, 2021 6:00 PM**

June McGeorge: May I...

Mayor Bugg: Yes.

June McGeorge: This is an attorney matter which is we have been advised we have a boundary line that states the 60' fairway so to me this is an attorney matter. I don't see how the town can be involved giving permits when there is an infringement. So, like I say our attorney has advised us to object.

Mayor Bugg: Council. Mrs. Brown anything?

Jackie Brown: No.

D. ADJOURN

Mayor Bugg: Thank you. With that, that covers all the items that we want to discuss at the public hearing. Is there a motion to adjourn?

Wayne Nunnally: Motion to adjourn yeah.

Mayor Bugg: Is there a second?

Anthony Marchetti: Second.

Mayor Bugg: All in favor?

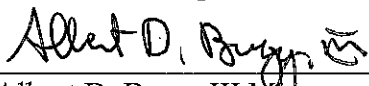
Group: Aye.

Mayor Bugg: Opposed. We are adjourned.

Wayne Nunnally: Before you do that, I would like to comment on one of our members T-Shirts. I think it is so appropriate.

Mayor Bugg: What's up Doc. Thank you.

Respectfully submitted,
Sharon L. Phillips, Clerk



Albert D. Bugg, III Mayor



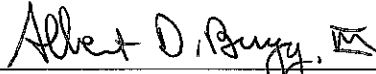
**TOWN OF IRVINGTON, VIRGINIA
CONNEMARA CORPORATION
18700 MARY BALL ROAD, WHITE STONE, VIRGINIA 22578
TOWN COUNCIL SPECIAL CALLED MEETING
to be held as a Joint Public Hearing
THURSDAY, DECEMBER 10, 2020 5:30 PM**

Mary Cay Bradley 991 King Carter Drive - spoke in favor of the change but acknowledged possible traffic issues, etc.

Zoning Administrator - Lara Brown received and read aloud approximately 25 emails pertaining to the issue.

With no other persons to speak, Mayor Bugg declared the meeting adjourned at 6:00 pm.

Respectfully submitted,
Sharon L. Phillips, Clerk



Albert D. Bugg, III Mayor



**TOWN OF IRVINGTON, VIRGINIA
CONNEMARA CORPORATION
18700 MARY BALL ROAD, WHITE STONE, VA 22578
TOWN COUNCIL SPECIAL CALLED MEETING
& PLANNING COMMISSION SPECIAL CALLED MEETING
to be held as a Joint Public Hearing
TUESDAY, DECEMBER 08, 2020 5:30 PM**

A. Call to Order - Mayor Bugg 5:30 pm

B. Roll Call - Town Council:

Bugg - Present
Westbrook - Present
Schaschek - Present
Brown - Present
Patteson - Present
Marchetti - Present
Nunnally - Present

Planning Commission:

Harris - Present
Chapman - Present
Kimmeth - Present
Capps - Present
Robinson - Present
Braly - Present
Forrester - Present

Staff Present: Nancyellen Keane, Esq., Town Attorney
Lara Brown, Zoning Administrator
Sharon Phillips, Town Clerk, FOIA Officer

Guests: See attached sign in sheet

C. Public Hearing

1. Resolution 2020 - Alga; Conditional Use Permit for replace and extend existing pier, R-1 Tax Map 34F 13

No Public Comment.

2. Resolution 2020 - Smith R-1, Tax Map 27 22A [THIS RESOLUTION TABLED]

3. Resolution 2020 - Webb; Conditional Use Permit for new pool, inside the RPA, redevelopment, no further encroachment and no increase in impervious cover R-1, Tax Map 34 21D

Public Comment - Wayne Savage from Bay Engineering gave a presentation on this CUP.



**TOWN OF IRVINGTON, VIRGINIA
CONNEMARA CORPORATION
18700 MARY BALL ROAD, WHITE STONE, VA 22578
TOWN COUNCIL SPECIAL CALLED MEETING
& PLANNING COMMISSION SPECIAL CALLED MEETING
to be held as a Joint Public Hearing
TUESDAY, DECEMBER 08, 2020 5:30 PM**

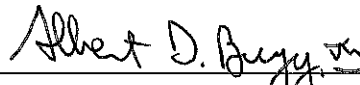
Mr. Ian Cheyne [inaudible on name and address] - spoke in objection about CUP in general, particularly about a swimming pool that could be in the RPA.

Commissioner Robinson inquired about the pool being built in the existing pool and patio area. Mr. Savage from Bay Engineering gave information about the pool and patio area [existing] pertaining to the redevelopment. He also offered information to the citizen comments.

Vice Mayor Westbrook inquired about grandfathering restraints, etc. to which Mr. Savage responded that this particular site does meet Chesapeake Bay Act requirements, etc.

No further public comment - Mayor Bugg adjourned the meeting at 5:42 pm.

Respectfully submitted,
Sharon L. Phillips, Clerk



Albert D. Bugg, III Mayor



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, DECEMBER 17, 2020 6:30PM
IRVINGTON BAPTIST CHURCH**

NOTICE: Notice is hereby given that the Irvington Town Council will hold a special called meeting on Thursday, December 17, 2020 6:30 PM; Irvington Baptist Church.

AGENDA

A. CALL TO ORDER – Mayor Bugg

Mayor Bugg: First and foremost, I would like to wish the public, counsel and staff a very Merry Christmas and a Happy New Year. I'd like to thank staff for all their outstanding work. I'd like to thank the counsel for all their outstanding work. This has been the most unique year, none of us could have predicted this, but we are doing the work of the town and I truly appreciate all of your efforts. With that said, notice is hereby given that the Irvington Town Council will hold a special called meeting on Thursday, December 17, 2020 6:30 PM; Irvington Baptist Church.

B. ROLL CALL – Mayor Bugg

Members of Council present:

Dudley Patteson here.
Wayne Nunnally here.
Bonnie Schaschek here.
Jackie Brown here.
Frances Westbrook here.

Staff Present:

Nancyellen Keane, Esq., Town Attorney
Lara Brown, Zoning Administrator
Sharon Phillips, Town Clerk, FOIA Officer, Treasurer

Guests:

See attached sign in sheet

C. PUBLIC COMMENT

Mayor Bugg: I see we have a number of speakers here tonight, we do have some time for you to speak tonight, if you can limit those comments to a couple minutes and not repeat statements that may have already been stated by other members of the public. With that could I get a show of hands who would like to speak. Yes. I'll start with Madam Clerk did you have something.

S. Phillips: From Julie Harris Planning Commission Chair, Since the town is currently receiving several incoming grants and CARES monies perhaps this would be an appropriate time to have an independent audit of accounts. Thank you, Julie Harris, Planning Commission Chair. From the Tides Inn, Good evening Irvington Town Council and Mayor. Based on the statements made during the December 10th meeting we are asking the Town of Irvington to have an independent investigation of the town's finances. An independent audit will help either prove these allegations to be true or false, but we feel it is the only fair way to move forward. Thank you for your time and continued dedication to the well-being of the Town, Susan Williamson, Director of Rooms.

Mayor Bugg: Thank you Madam Clerk, now public, yes Cay.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, DECEMBER 17, 2020 6:30PM
IRVINGTON BAPTIST CHURCH**

C. Bradley: Cay Bradley, President of the Steamboat Era Museum. I would just like to thank Town Council for the action you took last week, and to offer or to appropriate \$2,500 to the museum as a donation as a part of our annual appeal. As you all know we were unable to open because of COVID and the restrictions that were put on us and so, we really greatly appreciate that donation from the town to support the museum in this weird year. So, thank you.

Mayor Bugg; Thank you, thank you and when you speak, just please state your name and address, who wants to speak next? Yes Ann.

A. Meekins: Ann Meekins, 69 Chennis Lane. I want to thank each and every one of you for all of the work and the contributions that you do for the Town of Irvington. After the last town council meeting when there were some discussions about the financial state, I would like to recommend on by myself and on behalf of the IVBA that we pursue an independent audit. It was disconcerting and so, would just strongly like to recommend that we proceed in that direction.

Mayor Bugg; Thank you, anyone else who would like to speak from the public during the public comments sessions? Yes sir. Mr. Kuper.

G. Kuper: George Kuper. Mayor, Council, I'm confused as to the agenda, I thought this was an information session due to the development and plans for North Commons.

Mayor Bugg; We do not typically engage the public during this section. That is next. Anyone else from the public?

D. PUBLIC HEARING

1. Development of the North Commons

Mayor Bugg; With that we will now move to Item D which is the public hearing, Development of North Commons. I promise to hold a meeting to allow the public to comment on development of the North Commons. At a prior meeting council voted to proceed with the North Commons as a site for the new office. Staff has looked at various expenses that could be incurred in preparation for this development using COVID CARES funds. That is the purpose of this meeting. The zoning administrator will report on this later in the agenda. How many speakers do we have? Two. Okay. Not a high number but please just limit your comments to this topic, that would be appreciated, so who would like to start? You just spoke we'll give it to you.

G. Kuper: To the point of order, I don't know what I'm gonna ask until I hear the plans. George Kuper, Haydon Hall.

Mayor Bugg, Thank you.

W. Nunnally: I think we'd all like to hear the plans.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, DECEMBER 17, 2020 6:30PM
IRVINGTON BAPTIST CHURCH**

C. Braly: Chris Braly, 298 Chesapeake Drive. First I'd like to say that I am in favor and agreement with the Town pursuing options to get a new town hall. The existing town hall is not adequate in my opinion for what the town needs, so I applaud the town for moving in that direction. Specifically, regarding the development of North Commons as a bordering adjacent property owner I have a vested interest in the development of the North Commons, and I am in, I have no objections whatsoever of the town developing that area for an office. It makes sense location wise being in the center of town next to the commons, so from the location standpoint it makes perfect sense. What I am concerned about is what happens to event parking of the town develops that lot for the town hall. It is currently used for Farmers Market parking, the 4th of July concert parking, the 4th of July parade parking, etc., and if the town develops that lot and puts a building on it, I just want to make sure that no one forgets about event parking. One day we will have events again and if that lot is taken up with a septic drain field and a building and some parking for those who need to go to the town hall, I'm afraid that event parking will be sacrificed and they'll end up parking on Chesapeake Drive which is difficult to navigate when there is no one on the side of the street but, so as the planning goes on, please think of event parking while you are considering options and making your decisions.

Mayor Bugg: Thank you. Yes, Ms. Bradley.

C. Bradley: Mary Cay Bradley, President of Steamboat Era Museum, again, I am speaking on behalf of the museum. We had a board meeting last night and I was able to raise this with the board very quickly because of course as Mr. Kuper said we don't really know ya'll are planning, but I just want to let you know that the Steamboat Era Museum Board of Directors is in full support of the town developing the North Commons in whatever way is necessary to keep the needs of the town. We are not as direct a neighbor as Mr. Braly, but we are still in the same vicinity, so we just want you all to know that we do support the town making sure that we have the facilities that we need to do the business of the town. Thank you.

Mayor Bugg: Anyone else from the public? Yes Mr. Schaschek

K. Schaschek: Basically I am favor to have come in the town office at the North Commons, however before any decisions are made, we need formal information to be presented to the public, the people showing up today should not be the arbiter since the attendance is largely amplified COVID. I suggest you prepare a presentation of all different options with some basic plans, cost benefits, financing, and impact our local taxes, etc. This presentation should be announced well beyond the current ways of communication and help to the end of the pandemic and its regulations. After all what's incorporated in the plans have a copy to find out everything. Thank you.

Mayor Bugg: Thank you. Anyone else from the public? In taking a look at the agenda, I think it would make sense to consider a motion to move my Mayor report to after the report of the zoning administration since your topics pertain to this, so if you are okay with that, I'd like to have someone make that motion.

D. Patteson: So moved.



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F. Westbrook: Second.

Mayor Bugg: Any discussion. All in favor, all opposed.

Vote:	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye

**THE MOTION TO MOVE MY MAYOR REPORT TO AFTER THE REPORT OF THE
ZONING ADMINISTRATION IS PASSED 5-0**

Mayor Bugg: Excellent, I will move this to after Mrs. Brown's zoning report. Thank you.

E. REPORT FROM THE ZONING ADMINISTRATOR – L. Brown

L. Brown: Just a reminder On October 15, 2020, a motion was passed designating town staff to research some figures relating to the development of North Commons, the future town office building. I just want to give a brief overview of the former town office, where we are currently, and where we may go in the future. Just a little background information, the former town office which is now under contract was 520 square feet. It was not ADA Compliant; the septic had a limited rating. The possibility of adding on was considered and determined not viable. It does not meet the social distancing guidelines currently for COVID and a motion was passed on 10/15 to list the town office for sale. Presently the town office is located at 4203 Irvington Road, we moved in October 1st, 2020. The Town entered a 2-year rental agreement with an option to renew for 1 year. Our 2-year rental period expires October 2022, if we opt for a third year that will expire October 2023. Our monthly rent is \$1,500 with annual increases. The current space meets the needs of the zoning and land use department and the town clerk and treasurer. The current space is suitable to receive residents. The current space is suitable for our committee meetings and staff meetings as needed. However, the space is not suitable for meetings like this. What is the future of our town hall or office building/community hall, whatever we decide to call it. We have 23 to 25 months to decide on the next steps. The North Commons was purchased on October 28th, 2009. The North Commons is comprised of two parcels totaling 3.2 acres. Our current comprehensive plan mentions discussions of a better situation for a town hall, but no definite plans were mentioned or are they in place. A new town hall has been in the last two budgets. A motion was passed on October 15th, designating North Commons as the location for our new town office. The following figures are estimates from various vendors and their necessary scopes of work in order to get to the process of putting in a new town hall on those parcels. Surveying and engineering services at approximately \$31,000. A master site plan of approximately \$12,500. Septic installation \$25,000 to \$32,000. And then we looked at two options for the actual building: a factory-built building or a stick-built building. Same square footage on both, roughly 2,700 square feet, that would comprise office space as well as a space similar to this room to have our town meetings. So roughly 2,700 square feet of factory-built office would run approximately \$435,000 and a stick-built office would run approximately \$586,000. Then you need to have a parking lot as Mr. Braly mentioned. You need some lighting in the parking lot and some landscaping, \$95,000 to \$120,000 depending on how wild and crazy you would like to get with lighting and landscaping, hardscaping, gravel versus asphalt and so forth.

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Then technology and AV needs within the building. Again, depending on how crazy you get with outfitting the building with technology needs an estimate of approximately \$35,000 was used. I do not have designs to show you, I do know have blueprints, we are not at that point yet, but these are just some basic figures so you know as far as budgeting purposes for the future what all a project like this would cost. Any questions.

Mayor Bugg: Council any questions? Thank you, thank you for putting all of this together and all of your work in regards to all of this. That will bring me to my Mayor's report.

F. REPORT FROM THE MAYOR – Mayor Bugg

Mayor Bugg: Regarding the allegations made by Klaus Schaschek at the last meeting I asked the town attorney to review these serious allegations of misappropriation of checks and several other financial and contract issues. I have seen nothing to date that supports the statements made on December 10th. Based on what I have seen these allegations are unfounded and close to reckless against the town and its officers. We must obtain an independent financial audit to address this. No action should be taken tonight except to authorize an independent audit. Now I will read a statement from Anthony Marchetti who could not be here tonight. 'My fellow council members, I apologize for not being able to attend tonight's meeting. I have a lot to say and I'm sorry I won't have the chance to voice my thoughts in person at this meeting. However, I will make sure my voice is heard through all means possible until the next meeting. I was upset at the accusations and allegations brought forth by a resident at the December 10th meeting. The statement made some bold claims that challenged the professional integrity of both the town and its staff. His implications will have an impact whether they are true or not and have already proven costly to the town. As of today, December 17th I have yet to see any supporting documentation or evidence to support any of the resident's claims. I have only seen evidence to refute them. I encourage citizens and council members to speak freely and demand transparency, however it seems reckless to bring forth such claims without evidence to substantiate them. Decisions should be made on facts not hearsay. There is a process in place for a reason so that both sides have the opportunity to present and defend their case. Let the facts speak and the actions determine then and only then. I support as I have abdicated for previously, an independent, neutral third-party audit by a licensed CPA with municipal audit experience so that the facts are revealed, and the town can be confident in making the future decisions based on the audited financials. I am frustrated and disappointed at the continued lack of communication by members on the council and the unwillingness to address the problems and find solutions through the proper channels. Our Vice Mayor makes a motion at the last meeting to be included in meetings and communications yet has not extended the same courtesy to me. There has been an incredible lack of communication regarding the budget and finance issues and now this personnel issue. Practice what you preach otherwise the request for transparency and communication always seems to be somewhat self-serving. I have emailed and called my fellow council members asking for transparency and communication to no avail. I see the four signatures requesting a closed session meeting regarding personnel matters. You of course have the right to call a meeting anytime you so choose. However, if you truly had the Town of Irvington's best interest at hand you would first, talk with the head of HR Committee, Dudley Patteson, and request a discussion and meeting through the proper channels and B, provide some context to the nature of the request so that fellow council members could prepare for the discussion. Yet the head of the HR



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Committee and myself still have no idea as to the reason behind the meeting. In addition to not following protocol, it is outright disrespectful to suggest alternative motives. You clearly have no interest in working together as is evident by the lack of communication and veil of secrecy behind which you operate. My personal opinion is that the personnel issue is not a performance issue at all as would be suggested by the fact no formal or written performance issue has been reported about any current staff. I have prophesized that the underlying issue is that the personnel is actually doing the job they were hired to do and protecting the integrity of the Town. Personally, I am grateful for such checks and balances otherwise things like a short-term rental ordinance would have moved forward without the input or knowledge of those tasked to prep it. Mr. Mayor I would like to encourage during the discussion of any motion tonight, that each of the council member explain how the motion and their vote to support or reject it has the Town of Irvington's best interest behind it. We were all elected to serve the town, so I think it is only fair to the residents for their council to go on record and explain how their vote serves the town best. Casting a vote is easy, but it comes with accountability. Anthony Marchetti, December 17, 2020'. I will now allow Dudley Patteson to make a statement during this time.

D. Patteson: Mr. Mayor, members of council, all those in attendance, I am addressing you as Chair of the Human Resources Committee of the Town Council and as a council order as well. We were elected to represent the residents of our town and to work together to accomplish goals and objectives that make this town better. This is not being done. We are not a team, in fact a group of four council members are continually doing everything possible to prevent council from doing its job. Three of us consider that they are wasting our time when we have so much more, we can be doing to improve the Town of Irvington. What I'm about to say is addressed to those that live in our town and it's all about the four members of council I call the group of four. Let me begin by saying that I truly regret speaking out about my fellow council members. However, events have taken place that are clearly unacceptable, and I cannot be quiet any longer. Back in the spring of this year I announced that I was interested in serving on town council. The Town was not pursuing the mandates of its comprehensive plan and the group of council members have an anti-tourism agenda in which I did not approve, and the business of the town was conducted in the most unorthodox way that I felt changes were needed. An election was held, it was clear by the votes for me, Mr. Marchetti and Mayor Bugg that the residents wanted change as well. Tonight, I'm sorry to report certain members of town council did not get that message and shenanigans continued. I have four examples of what I consider improper behavior on the part of these four. Example number one, I serve as chair of a two-member human resource committee along with Mayor Bugg. I pass on to you for you to read, right here somewhere, right in front of me, I pass on to you a notice to town council, Chris would you pass these out, this is what you will see what was released from our members of council. It was a notice for an agenda item to be added to a closed session at the end of tonight's meeting involving an HR matter. It was signed by these four members of town council. Not one of them followed proper protocol to notify the Human Resources Committee. We still do not know the nature of this agenda. As I do now and many times, I ask you, are they acting in the best interest of the town? Example number two, at a town council meeting earlier this year I asked the members of Council and the public to bring all HR matters to me as chair of human resources and that matters regarding staff should not be addressed in public. Last Thursday a resident made outrageous allegations about our staff and our town, last Thursday's diatribe was an embarrassment, this is the most common word used by the public to describe his undocumented claims of misappropriation and other matters. The representations of our staff were impugned by him. Can you imagine how they feel? These claims



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were delivered but I suspect very clearly that others in this room were also aware that he was going to speak and were aware of the nature of his comments. Back to the HR issue. There is not one written complaint in the files of these folks on our staff that anyone has brought anything but praise about them. In fact, HR considers their performance to be excellent. They are dedicated to this town. Dedicated to this town and put more hours in that are called for. To call for this tonight, a closed session on a personnel matter cannot be on performance as it was said. Example three, I wish to point out the failure of the chair of the budget and finance committee to include other members of it many budget and finance discussions. Anthony Marchetti was elected to be your voice in town matters and a town council member chooses to exclude him and emails and request to meet. Is this behavior in the best interest of the town? Example number four, STR, Short Term Rental Committee, a member of council was appointed to head it. As a citizen I volunteered to serve because I was not opposed to STRs, but the Tides and the Hope and Glory are historically the two contributors of the lodging tax wanted to make sure that there was a level playing field for all. It's not that we were against it, we just wanted to participate and make it fair. All of us were asked with tasks of making contact with a number of municipalities of similar size to determine their requirements and regulations. My research included Chincoteague, Hancock, Cape Charles, all of us provided this information to the committee chair and we never saw the research again. In fact, there was no subsequent meeting and I heard that this council member and another had then crafted a proposal set of regulations on their own. We have yet to see their product or weigh in on it. Again, are they acting in the best interest of our town? In sum, these four members have chosen to ignore process, proper procedure and challenge and the result is our town is not better for it. They methods have been divisive and disrespectful to our staff, members of council and more important to those who live here. Our town deserves better. The town has so much potential, we need to come together and I ask that all of us in the future be transparent, work together. The citizens of Irvington need to make their elected accountable. Thank you very much.

Mayor Bugg: Thank you Mr. Patteson. Next, we'll move on to old business.

G. OLD BUSINESS

1. Motion to appropriate FY20/21 general operating funds – F. Westbrook

Mayor Bugg: First item on the agenda is to appropriate FY20/21 general operating funds. Mrs. Westbrook, I believe you had something to say about this.

F. Westbrook: Yes I just ask that we table that until after our closed session discussion please.

Mayor Bugg: Any cons about that council? Would someone like to make a motion in that regard.

W. Nunnally: I'll move to table it until after the meeting.

D. Patteson: Second.

Mayor Bugg: Any further discussion. All in favor and all opposed.

Vote:	Dudley Patteson	Aye
	Wayne Nunnally	Aye

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Bonnie Schaschek Aye
Jackie Brown Aye
Frances Westbrook Aye

THE MOTION TO TABLE THE MOTION TO APPROPRIATE FY20/21 GENERAL OPERATING FUNDS UNTIL AFTER THE CLOSED SESSION IS PASSED 5-0

Mayor Bugg: We will move that until after closed session. Next item again to you Mrs. Westbrook will be discussion on the purchase of tablets and related infrastructure costs using CRF and a possible motion to appropriate in regard to that.

2. Discuss purchase of tablets and related infrastructure costs using CRF; possible motion to appropriate; F. Westbrook

F. Westbrook: You've got some documents in front of you which I think we've all seen, at least the one from Mill Creek Geek form the first time so, I guess we don't know what we are going to do with the, there's a lot of money here. We are looking at the purchase of tablets that are roughly \$400 each, we are looking at setup, if we are looking at 15 tablets that's \$284 each, and then for support we are looking at \$680 each and that is based on 15 tablets, so I guess the bottom line question is do we want to spend \$1,300/\$1,400 each just for tablets and we would use these tablets in lieu of the reams of paper we get for meetings.

Mayor Bugg: Yeah, this evening doesn't look so bad but for those who could make it to the last meeting it was about a ream that we each had so a bunch a trees went down for that.

B. Schaschek: I have a question, how would we do this, would we turn the laptops or the tablets in after every meeting would it be downloaded, would it be our responsibility to download it, how exactly do you envision this working.

Mayor Bugg: We'll take comments from staff, yes.

S. Phillips: The proposal that our IT provider has presented to you is a breakdown of the purchase of tablets not only for six members of council, one mayor, but including seven members of the planning commission. That tablet depending on the device you choose obviously your town based Gmail account, town-based email account, that's how you would receive your documents. You would always access them through your email account, and you could be able to open any documents from email.

B. Schaschek: So you wouldn't be downloading them, you'd be.

S. Phillips: You'd access it through your email and so you would, you can download it, it has memory. Correct. You would be able to conduct, you would be able to have a camera, it would have audio. So should someone need to attend remotely that would be an option. Council had asked for solutions to in person meetings. Council had asked for solutions to be more environmentally friendly. To be cost effective. Again, this was provided in response to the request from Council. You will also see two separate proposals, one for the purchase of the physical tablets and the second proposal is a proposal



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for his services. I believe he suggests about 5 hours per tablet to set them up, once those tablets are set up obviously each member of council depending on their technology ability would have to be trained. So, it's not a definitive price, it just depends on again the user's ability, the end user's ability and I did hear a question earlier in the meeting as to why there was an end date on this. The end date is June 30th for the services provided, not necessarily for the physical structure itself but for the services provided because this would be using CARES Relief Funds and those have to, they can only go through June 30th.

F. Westbrook: So is the end date 2020 or 2021.

S. Phillips: 2020.

F. Westbrook: That's already happened.

S. Phillips: 2021.

B. Schaschek: So have they extended the use of the COVID funds for.

S. Phillips: We would have to appropriate this now.

B. Schaschek: We would have to appropriate now.

S. Phillips: Yes, to pay him now, that is why the proposal for services provided was a challenge because obviously there is no way to know, again the installation and the setup is fairly cut and dry, but it is the services to each end user where there may be some variable.

F. Westbrook: Then the figure for \$10,300 is for support and town council staff that goes through June 30th.

S. Phillips, Correct.

F. Westbrook: Alright, so then that's just 6 months, so then for the following year, are we going to be looking at double that money just for our support.

S. Phillips: I would suspect, no I would not think it would be a double figure because by that time you will have, you will not incur the setup fee.

F. Westbrook: The \$10,00 is not for setup, it's for support, ongoing support is what it looks like, onsite and remote and.

S. Phillips: I think the figure is a bit high, again it's all based on an estimate depending on end user availability, depending on connectivity, making sure that the end user has connectivity wherever the end user is. If they are in their office, if they are in their home, depending on the type of internet that



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end user may have. Again, I think there is quite a bit of variable in this proposal because Council would have to determine if this purchase is for council only or planning commission. So again, it is a scale, the decision is councils to make.

F. Westbrook: Do you know if any of us had an issue would we call Mill Creek Geek directly ourself or would we go through the town office.

S. Phillips: I think that, so in fairness I think that this, there is quite a bit to be decided. This proposal is for the purchase of the product and the delivery of the service. I think that in the interim council would have to establish policies and procedures because you must also account for transition of council and commission. So, I suspect that there would be transitional fees there when you have a change of council or commission.

F. Westbrook: Gotcha, thank you.

Mayor Bugg: Anyone else?

D. Patteson, Is this COVID, only for the COVID period or are we going to use this in the future, or.

F. Westbrook: I think it is ongoing, yeah.

Dudley Patteson: Okay.

S. Phillips: You would use the CARES Funds, but you would have these indefinitely. Now the budget and finance committee will have to, when the budget and finance committee takes into consideration the proposed budget starting July 1, that proposed budget would have to have a cost not covered by CARES for the maintenance of the product, of the tablets. Now council would need to understand that you would use your tablet for your meetings and so staff would not print that ream of paper.

F. Westbrook: Which is the big point of all this.

Mayor Bugg, Yeah, I mean that's.

W. Nunnally: That's a lot of paper for \$16,000.

Mayor Bugg: True.

F. Westbrook: Yeah, but it's my money when I'm printing.

Mayor Bugg: Bonnie.

B. Schaschek: I'm struggling here, and the reason I'm struggling is that this is a tablet. The amount of data that we are downloading from Google for these meetings is horrendous so depending upon, and I



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even have a problem with my Windows 10, I can't, I have a tablet right now, but I have to take it, break it up into pieces in order to take and put it on there so I'm a little concerned about the size of it because we have one giant PDF, I'm concerned about the downloading. Today even going into Windows 10 I don't know how long it takes you, but it takes a good half an hour to get all that stuff down and the size of it going to a tablet I'm a little concerned with unless we can sort of break it up into pieces. Those are huge files.

F. Westbrook: What we used to get.

Bonnie Schaschek: I have a Windows Surface of Microsoft which is the top of the line and I have to break it up in order to take and send the files to that in order to take and use it, so that's why I'm just struggling here with the size of these files and on a tablet. I don't know if anyone else has tried doing it with their current tablets. You use your regular.

D. Patteson: I use the regular.

B. Schaschek: I use the regular too, and then then break it into pieces to my tablet, so that's why I'm struggling. Those are huge files.

F. Westbrook: I have a desktop also and I would say that I do have issues with downloading one big continuous file as opposed to you know four or five smaller ones that we used to get. Maybe that would be part of the solution if we went to tablets.

W. Nunnally: Has this been committee discussed at all. This is the first time I'm hearing about this. Was it discussed anywhere else?

Mayor Bugg: We mentioned it at the last meeting that we were going to roll our sleeves up kinda the first time to see what we want to do.

S. Phillips: I think it has been discussed in workshops:

Mayor Bugg, Yeah, proposals though, fairly new.

F. Westbrook: At the last meeting if you remember I was talking about some of the packets we were getting.

W. Nunnally: I didn't see any proposals. Is this the only one we've had?

Mayor Bugg: I believe it is, is the first one.

S. Phillips: So it is one proposal, but you will see three different tiers. Fran, you said you were going to get a proposal, did you.



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F. Westbrook: No. Do you remember at the last meeting I said there were so many variables to consider that I was not able to really in that short amount of time that I spoke to you about before the meeting to get this kind of information together, with any real confidence, so.

Mayor Bugg: Is this something we want?

J. Brown: Is the main purpose to have zoom meetings or to hold the data in one place, what is the main purpose?

Mayor Bugg,: Multiple, multiple purposes.

S. Phillips: Given the concerns from council which were voiced fairly consistently the purpose of the proposal that is sitting in front of you is A, to have zoom meetings, or whatever interface, but also to alleviate printed materials.

J. Brown: To alleviate what?

S. Phillips: Printed materials.

Mayor Bugg: Printed materials.

F. Westbrook: So we would be able to conduct zoom meetings with this, if we had.

S. Phillips: It would have a camera and it would have audio.

B. Schaschek, Depending upon which option we choose, or do they all have it.

S. Phillips: I made it clear to them that the purpose was to conduct online zoom or other online meeting platform.

Mayor Bugg: This takes care of the paper and the paper issue.

W. Nunnally: I'm not sure it would be prudent, that's the first thing I have to say about it, and the second thing I have to say about it is I would like to at least see these bids and proposals before giving it to council in the spirit of cooperation. So, if that's where we are at, I'm against the purchase. I will vote no.

Mayor Bugg,: Understood. Anyone else anything further to say.

F. Westbrook: I do hate making a decision in a hurry and I know that it is off of COVID funds and what have you, I think it is an excellent idea to do this, I'm just not so sure that this is the deal we should do.



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W. Nunnally: I agree, excuse me Fran, I just think there are other reasons, and other options, technology, we should be able to do that at less cost.

Mayor Bugg: Well will there be a motion to table this or.

W. Nunnally: I want to table it until we get all the information we need to vote intelligently.

Mayor Bugg: Any further discussion. All in favor.

B. Schaschek: Yes, I am sorry.

Mayor Bugg: Speak up.

B. Schaschek: I understand we are tabling and it is a fairly good idea and I think it is good that we table it and do a little bit of research. Is it possible that we could, I don't know how to say this, get a sample, and see what the downloads are, the times and what the equipment will and will not do. If we have a couple of different options here. Because I haven't used any of these tablets, so I'd just like to see it in action to see what kind of delay we have as well as how long is it going to take to download, are we going to be able to open the files. Because I can tell you right now on certain tablets you can't open them right now. So, I'd like to see it functional, just the download. I mean if Chris has one of these tablets, he could show us a download would work, I think that would be a good idea.

Mayor Bugg: Alright, thank you. Vote all in favor of tabling. Opposed. Mayor Bugg, Opposed. Tablets are tabled.

Vote:	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye

THE MOTION TO TABLE THE TABLET PURCHASE IS PASSED 5-0.

3. Discuss American Legal Publishing; possible motion to appropriate; L. Brown.

Mayor Bugg: Next item on the agenda would be discussion of American Legal Publishing; possible motion to appropriate. Mrs. Brown, I have you down as saying something about this.

L. Brown: Well I'm not in a position to discuss how we move forward with this project at this time. The last meeting was only this past Thursday, you know there was, Bonnie brought up the other company that I wasn't here on staff when you all saw that research and reviewed that, so. I'm not prepared to discuss one over the other, so, I suggest to table.

Mayor Bugg: Yeah, I agree to table as well, time is not on our side, we met just one week ago, anyone want to entertain that motion.

W. Nunnally: I'll move.



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B. Schaschek: Second

Mayor Bugg: Any further discussion. All in favor of tabling, all opposed. Great.

Vote:	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye

THE MOTION TO TABLE THE DISCUSSION AMERICAN LEGAL PUBLISHING IS PASSED 5-0.

H. NEW BUSINESS

- 1. Motion to appropriate \$600 to Irvington Baptist Church as prepayment for the use of the Memorial Hall for the purpose of town council and planning commission meetings. (JAN-JUN 2021) from CRF – A. Marchetti**

Mayor Bugg: New business, we have the first item the motion to appropriate \$600 to Irvington Baptist Church as prepayment for the use of the Memorial Hall for the purpose of town council and planning commission meetings. Mr. Marchetti is not here I will ask someone else to make that motion.

W. Nunnally: I would like to make a statement.

Mayor Bugg: I was about to turn it over to you sir.

W. Nunnally, I tried without fail to reach the gentleman who was to make this motion, but I never got him to return the call. The church will not rent this facility. The church will allow you to be here with open arms, and we had this discussion at least 6 months ago. The church is not in the business to rent. They would gladly accept a donation, but we don't want to be in the business of renting because it would jeopardize our status as a charitable organization, so, please don't make a motion to pay rent.

F. Westbrook: So we may make a motion to donate.

N. Keane: We cannot donate to a church.

Mayor Bugg: Yeah church and state.

W. Nunnally: Certainly don't mind using it. There are probably 10 other organizations that meet here, we don't judge anybody either.

F. Westbrook,: Nancyellen, can we just term it a motion to appropriate \$600 to Irvington Baptist Church for the use of the hall and not say one way or the other.

N. Keane: It's not a donation so.



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W. Nunnally: There will be no, we went through this. We don't need, the church does not need the money for ya'll to use this, or us to use this building, in fact we built this to be the community hall in town which it usually is. We have weddings and everything else here.

F. Westbrook: Well I guess we screwed up the last umpteen dozen years we have been giving you guys money as a donation for using this place so, now I understand where you are coming from and I understand where ya'll are coming from so we are at a quander as to how to term it or even do it.

J. Brown: How about if we make an improvement for the Irvington Baptist Church in the COVID money and get them the microphones I keep asking for.

S. Phillips: That proposal was submitted. That proposal was distributed at a prior meeting amongst yourselves you decided not to go forward with it.

F. Westbrook: We decided not to move forward with the whole big project and then we started talking about just microphones, is that what you're speaking of?

N. Keane: You can purchase microphones and just decide to leave them here I guess.

F. Westbrook: Can we just leave \$600 on the table.

W. Nunnally: Make George do it. Let's move on.

Mayor Bugg, Yeah, thanks for the good will, please pass that along, I appreciate it and it is nice to be back here so. We'll move on.

2. Motion to appropriate \$3,070 to Elbourn Electric from CST – A. Marchetti

Mayor Bugg, Motion to appropriate \$3,070 to Elbourn Electric from CST. Mrs. Clerk, Madam Clerk, anything to add?

S. Phillips: Does Council have any questions?

W. Nunnally: What is this for again?

S. Phillips: \$3,000, excuse me \$2,400 was for the billing of the regular contract for the flags and banners decorations, \$190 was to unload the new decorations for the town to purchase 10 new lanterns and they had to be assembled, they arrived via freight and had to be delivered by pallet and unboxed and assembled and then there was an additional charge of \$480 for one man at 3 hours and they used a bucket truck to take down the old fixtures and install new ones.

W. Nunnally: Did the finance committee approve all of this?



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B. Schaschek: Some of that is in the capital plan, not in the general. Their yearly contract is in the general, but the others should go to capital.

S. Phillips: It really is in the community sport and tourism.

Mayor Bugg: Would someone like to make that motion.

F. Westbrook: So moved.

Mayor Bugg, Second.

D. Patteson: Second.

Mayor Bugg: Any further discussion. All in favor, all opposed. The motion passes.

Vote:	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye

THE MOTION TO APPROPRIATE \$3,070 TO ELBOURN ELECTRIC FROM CST IS PASSED 5-0.

3. Motion to appropriate \$727.65 to Elbourn Electric from Capital Expense – A. Marchetti

Mayor Bugg: Next item is to appropriate \$727.65 to Elbourn Electric from Capital Expense. I suspect that's related.

S. Phillips: It is related to the installation of the Christmas lights and also has to do with the utility poles and so that's why you will see that that is appropriated from capital expense. It was categorized to the electrical renovation I believe is the line item on the budget.

F. Westbrook: They had to bring the telephone poles up to code or plug ins up to code.

S. Phillips: No, it is not.

F. Westbrook: Who do we pay for that?

S. Phillips: This was simply moving some of the brackets from the old post to the new post, but this has nothing to do with bringing anything up to current standards.

B. Schaschek: I thought Roy had hired somebody?

S. Phillips: I'm not apprised, I could not speak to that. The dual utility poles is something that I'm not familiar with.



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Mayor Bugg: A motion to appropriate that amount.

F. Westbrook: So moved.

Mayor Bugg: Second.

D. Patteson: Second.

Mayor Bugg: Further discussion. All in favor, all opposed. Motion passes.

Vote:	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye

THE MOTION TO APPROPRIATE \$727.00 TO ELBOURN ELECTRIC IS PASSED 6-0.

Dudley Patteson: Mr. Mayor.

Mayor Bugg: Yes.

Dudley Patteson: Is it appropriate for me to bring up a motion at this time?

Mayor Bugg: You can or we can take care of this last bill.

Dudley Patteson: Sorry.

Mayor Bugg: No problem at all.

4. Motion to appropriate \$465.00 to Mosca Design from CST - A. Marchetti

Mayor Bugg: Motion to appropriate \$465.00 to Mosca Design.

S. Phillips: That was just the shipping.

Mayor Bugg: That's what I thought.

S. Phillips: The lanterns were \$500 a piece for 10.

Mayor Bugg: Speaking of the lanterns, any further questions, or discussion. A motion to appropriate that amount for \$465.00.

F. Westbrook: So moved.

Mayor Bugg: Is there a second.



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W. Nunnally: Second.

Mayor Bugg: Any discussion. All in favor, opposed. Motion passes.

Vote:	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye

**THE MOTION TO APPROPRIATE \$465 TO MOSCA DESIGN FROM CST IS
PASSED 5-0.**

Mayor Bugg: Yes Mr. Patteson.

D. Patteson: Based upon what I've heard tonight I would like to follow-up on Mr. Schaschek's recommendation that we call for an audit and I'd like to propose one issue to ask the budget and finance committee to retain the services of an outside, totally independent auditor to address the comments by our resident to review the financials and the town's financial practices and provide a report of its findings to budget and finance committee and ultimately to council. That's a motion.

F. Westbrook: Mr. Mayor, this is a special called meeting and that's not on our agenda, so we can't do this.

S. Phillips: It was allowed twice last week at a special called meeting.

F. Westbrook: It is not on this one. Have to take a vote and it would have to be unanimous.

Mayor Bugg: I'll note that for the record that you mentioned that.

W. Nunnally: We have been told that by our legal counsel, I tried to do it several times. We've got to play by some sort of rules.

S. Phillips, As clerk, I'd just like to remind council that Councilwoman Westbrook made two motions last week that were not on the agenda.

Frances Westbrook: They were within the items that we were discussing.

S. Phillips: HR was not on the agenda.

F. Westbrook: Neither was the discussion.



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Mayor Bugg: Well I think the public wants this, I think council wants this.

Wayne Nunnally: We definitely want it.

Mayor Bugg: We already know that it is not on the agenda and but I highly recommend that we vote on this and I recommend that we approve it.

F. Westbrook: Are we in the discussion part of this, is that what we are doing now.

Mayor Bugg: Yeah, I mean.

F. Westbrook: I think it is a good idea too and I highly recommend it, however, I would think that we would want to postpone on voting on that until after closed session.

W. Nunnally, Be too late after closed session.

A. Gardner: Could I ask that to be clarified, could you repeat the motion that you suggested.

D. Patteson: What.

A. Gardner: I'm sorry, if you don't mind could you just repeat what you had asked to motion.

D. Patteson: Yes the motion was to ask the budget and finance committee to retain the services of an outside totally independent auditor to address the allegations by a resident, review the financials and the town's financial practices and provide a report of its findings to the budget and finance committee and ultimately relayed to council.

A. Gardner: Thank you.

Mayor Bugg: Mrs. Westbrook did you then have a follow motion in regards to table that at the time.

F. Westbrook, Well my motion would be that we would hold voting on that until after.

Mayor Bugg: Okay.

F. Westbrook: I can't make a motion on top of your motion, you can rescind your motion technically.

Wayne Nunnally: I don't think there is a member here who doesn't want an audit. I know Mr. Schaschek and I know him to be a good financier, and if he thinks we have a problem we need to investigate it. It's that simple. I am all in favor of an audit independently. So, if we could just get to it, I will second Dudley's motion which I consider to be out of order, but.

Mayor Bugg: We noted that, if we can get on with it.



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J. Brown: Since we are all in agreement can't we make the motion to amend the agenda and hear Dudley's motion?

Mayor Bugg: We can do that as well.

J. Brown: Since this is a special called meeting.

Mayor Bugg: Yes?

Wayne Nunnally, As long as we've been contacted to do this from the beginning.

Mayor Bugg: We are working on that.

J. Brown: I'd like to make the motion to change the agenda to include a motion for audit by an outside auditor.

W. Nunnally: Second.

Mayor Bugg: All in favor, and all opposed. It is unanimous, the motion passes.

Vote:	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye

THE MOTION TO CHANGE THE AGENDA TO INCLDUE A MOTION TO ASK THE BUDGET AND FINANCE COMMITTEE TO RETAIN THE SERVICES OF AN OUTSIDE TOTALLY INDEPENDENT AUDITOR TO ADDRESS THE ALLEGATIONS BY A RESIDENT, REVIEW THE FINANCIALS AND THE TOWN'S FINANCIAL PRACTICES AND PROVIDE A REPORT OF ITS FINDINGS TO THE BUDGET AND FINANCE COMMITTEE AND ULTIMATELY RELAYED TO COUNCIL IS PASSED 5-0.

N. Keane: Well wait a minute, you changed the agenda so now you are going to have to do the motion.

Mayor Bugg: We're getting it.

D. Patteson: I would like to make a motion to ask the budget and finance committee to retain the services of an outside totally independent auditor to address the allegations by a resident to review the financials and the town's financial practices and a report of its findings to the budget and finance committee and ultimately to council.

W. Nunnally: Second

Mayor Bugg: Thank you, any further discussion. All in favor, all opposed.

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Vote:	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye

Wayne Nunnally: I'd like to make one quick statement, since four of us have been maligned by two of us, I shocked quite frankly. If you would look at my phone, I've called you 15 times and never got a return phone call. I've called Anthony and he has not returned my phone call.

D. Patteson: That's not true.

Mayor Bugg: Hey, let's talk about this in closed session, we are about to go into that.

F. Westbrook: I think that's a good idea.

Mayor Bugg: Anyone opposed of having an investigative private audit. Thank you for that motion. The motion passes. We are now hiring a private independent auditor to conduct an audit. With that we will move to closed session.

THE MOTION TO ASK THE BUDGET AND FINANCE COMMITTEE TO RETAIN THE SERVICES OF AN OUTSIDE TOTALLY INDEPENDENT AUDITOR TO ADDRESS THE ALLEGATIONS BY A RESIDENT TO REVIEW THE FINANCIALS AND THE TOWN'S FINANCIAL PRACTICES AND A REPORT OF ITS FINDINGS TO THE BUDGET AND FINANCE COMMITTEE AND ULTIMATELY TO COUNCIL IS PASSED 5-0.

S. Phillips: Mr. Mayor, may I?

Mayor Bugg: Yes.

S. Phillips: Mayor Bugg and members of council I'd like to express my gratitude to Mayor Bugg and members of the town council and the commission and to the residents of the Town of Irvington for providing me the opportunity to serve as the counterpart for the officer of the Treasurer for the Town of Irvington since June of 2017. It has been my sincere pleasure serving and the comments made by Klaus Schaschek last week were intended to compromise the reputation of the town and to erode public confidence in the treasurer. Therefore, as your treasurer I do fully support the demand for an audit of the town finances by an independent third party CPA specializing in municipal finance. The reputation of the town must be defended, and public confidence must be restored. Unfortunately, this is not the first time Mr. Schaschek has attacked me professionally. Even going so far as to threaten my job if I didn't satisfy his demands. Vice Mayor Westbrook who also serves as the chair for budget and finance committee has called for a closed session tonight for discussion of personnel performance where the attendance of staff is not desired. Rather than to call for a budget and finance committee meeting to refute and defend the reputation of the town because Mayor Bugg and the human resource committee were not included in the call for this closed session where I undoubtedly will be given a performance



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review without the benefit of the human resource committee. I respectfully resign my position as the treasurer of the Town of Irvington effective immediately. Thank you Mr. Mayor.
Mayor Bugg: Thank you. With that we will move into closed session.

I. CLOSED SESSION

F. Westbrook: I move that we go into closed session 1) pursuant to §2.2-3711A7 of the Code of Virginia for consultation with legal counsel for actual or probable litigation and 2) pursuant to §2.2-3711A3 of the Code of Virginia for real estate matters where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Town and 3) pursuant to 2.2-3711(A)(1) for personnel matters where discussion of personnel performance is deemed necessary.

Mayor Bugg: Before that motion I got ahead of myself Madam Clerk, thank you for all of your efforts as treasurer.

S. Phillips: Thank you.

Mayor Bugg: Motion to move into closed session.

Wayne Nunnally: So moved.

Mayor Bugg: Second. Any discussion. All in favor, all opposed.

Vote:	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye

S. Phillips, Mr. Mayor, my motion was effective immediately if I could grab some signatures.

THE MOTION TO GO INTO CLOSED SESSION IS PASSED 5-0.

J. RETURN TO OPEN SESSION

1. Mayor Bugg, We are coming out of closed session now into open session.

F. Westbrook: A motion 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 were identified in the motion convening the closed session were heard, discussed or considered by the Board. Is there a departure from Purpose? 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 statements Mr. Mayor.

Mayor Bugg: Excellent.



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Vote taken on certification

Present:	Vote:
Bonnie Schaschek	So certify.
Jackie Brown	So certify.
Tripp Bugg	So certify.
Dudley Patteson	So certify.
Wayne Nunnally	So certify.
Frances Westbrook	So certify.

Mayor Bugg: So the first motion will be for the Mayor to accept the proposal from Bay Design for survey and engineering Services for the North Commons using COVID CARES Funds, maximum not to exceed \$35,000 and sign that contract with Bay Design. Would someone like to.

Wayne Nunnally: So moved.

Mayor Bugg: Is there a second?

D. Patteson: Second.

Mayor Bugg: Any further discussion. All in favor, all opposed. Opposed. Motion passes.

Vote:	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye

D. Patteson: That was \$35,000.

Mayor Bugg: Did I say \$3,500?

D. Patteson: You said \$3,500.

Mayor Bugg: I meant \$35,000, not to exceed \$35,000. Motion stands. Motion carries as approved. Next up will be.

THE MOTION TO ACCEPT THE PROPOSAL FROM BAY DESIGN FOR SURVEY AND ENGINEERING SERVICES FOR THE NORTH COMMONS USING COVID CARES FUNDS NOT TO EXCEED \$35,000 IS PASSED 5-0.

F. Westbrook: Mr. Mayor I'd like to move that we appropriate utilities and salaries for the remainder of fiscal 2021 out of general operating funds. The remainder of invoices due, bills paid will continue on a month-to-month basis until further notice.



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Wayne Nunnally: Second.

Mayor Bugg: Any further discussion. All in favor, all opposed. Motion passes.

**THE MOTION THAT WE APPROPRIATE UTILITIES AND SALARIES FOR THE
REMAINDER OF FISCAL 2021 OUT OF GENERAL OPERATING FUNDS. THE
REMAINDER OF INVOICES DUE, BILLS PAID WILL CONTINUE ON A MONTH-TO-
MONTH BASIS UNTIL FURTHER NOTICE IS PASSED 5-0.**

K. ADJOURN

Mayor Bugg: Motion to adjourn.

Wayne Nunnally: Moved to adjourn.

D. Patteson: Second.

Mayor Bugg: Meeting is adjourned. Thank you.

THE MOTION TO ADJOURN IS PASSED 5-0.

Respectfully submitted,
Sharon L. Phillips, Clerk

Albert D. Bugg, III Mayor



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Sign In Sheet

	Name	Address
1.	Chris Baly	298 Chesapeake Dr.
2.	Ann Jenkins	69 Chinnis Lane
3.	Ben Burton	Bay Design Group Warrenton VA
4.	Klaar T. Shashul	394 KING CARTER DR.
5.	Sam Van Sam	146 Virginia Rd
6.	Mary Burger	22 VARD
7.	Mamcam Brady	991 King Carter Rd
8.	Wendell Smither	741 Hurdley Ln.
9.	Cynthia Miller	242 Steam boat Rd.
10.		
11.		
12.		
13.		

10:29 AM
11/11/20

Town of Irvington, Virginia
A/P Aging Summary
As of November 11, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Barbour Printing Services Inc.	262.00					262.00
BMS Direct	347.70					347.70
Flackshack	5,556.00					5,556.00
Golden Eagle of Irvington LLC	2,000.00					2,000.00
Mosca Design	5,000.00					5,000.00
River Glass & Tint LLC	305.37					305.37
TOTAL	13,471.07				0.00	13,471.07

A/P Summary





**TOWN OF IRVINGTON, VIRGINIA
TOWN COMMONS
SPECIAL CALLED MEETING OF THE TOWN COUNCIL
AND PUBLIC HEARING
WEDNESDAY, NOVEMBER 18, 2020 at 2PM**

A. CALL TO ORDER – Mayor Bugg

Mayor Bugg: Notice is hereby given that the Irvington Town Council will hold a special called meeting and public hearing on Wednesday, November 18, 2020; 2pm at the Irvington Town Commons. The purpose of the special called meeting and public hearing is to allow the public to comment on the sale of 235 Steamboat Road, Irvington, VA 22480 and for Council to potentially take action on such sale. The first item, I believe you all have seen the agenda, is there any comment about the agenda.

Sharon Phillips: Do you want to do a roll vote.

F. Westbrook: Mr. Mayor, I'd like to make a motion to amend the agenda in such to reflect Flack Shack. Alright amend the agenda to include the discussion of Flack Shack and the payment of two invoices.

Mayor Bugg: Okay.

F. Westbrook: And we can do that after the public hearing, I think that would be fine. If that suits you.

Mayor Bugg: That does suit me.

N. Keane: Need to roll call.

B. ROLL CALL – Mayor Bugg

Mayor Bugg: Before we address that motion for amendment to the agenda, let's do a roll call. We will do that by name. How about we start.

Bonnie Schaschek	present
Frances Westbrook	present
Anthony Marchetti	present
Wayne Nunnally	present
Jackie Brown	(via telephone)
Dudley Patteson	(via telephone)
Mayor Bugg	present.

Mayor Bugg: We'd like to make a unanimous decision to amend the agenda at this time or.

F. Westbrook: You can do it now or you can do it later. You have to do it.

Mayor Bugg: Yeah, Fran thank you for presenting that motion. Would anyone like to make that motion to amend the agenda to include discussion about Flack Shack and payment of their invoices.

F. Westbrook: I will make the motion mayor.

Mayor Bugg: Okay, could I get a second.

A. Marchetti: Second.

Mayor Bugg: Any further discussion.



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W. Nunnally: I'm opposed to it just for the fact that I'm not prepared for it. I'm prepared to do what the agenda said. So, I object to the motion.

Mayor Bugg: Moving on.

N. Keane: The motion did not pass.

Mayor Bugg: **THE MOTION DID NOT PASS.** This will now take us to the public hearing aspect of this meeting and the sale of 235 Steamboat Road. Would anyone like to comment from the public.

C. PUBLIC HEARING

- Sale of 235 Steamboat Road

Mayor Bugg: Yes. Please state your name and your address.

George Kuper: George Kuper, Haydon Hall, I'd like to comment on this particular agenda item which is larger than just the sale of the town hall because it speaks to the purpose of the town and the town's government. First off, my appreciation to the council and staff, there is a lot of work going on. This is the most labor-intensive government for a small community that I've ever heard of and we should really be asking ourselves what do the citizens of Irvington want from their government a little bit more often. I have three points to make about the town hall. It is a charming town hall. Visitors to Irvington that came to see us were amused and commented on our Steamboat Town Hall, the reflection of the laid-back community we have come to love. As a town less than 500 residents, does not need a building for town offices. Maybe it could benefit from a community center, but I haven't heard that being discussed. I'm concerned that rushing to spend free dollars is never a good idea. What does the planning commission think for instance? What do the citizens think. I'm concerned that this sale is being rushed into in the pursuit of free money which I think is never a good idea so I really submit that council would be benefit from asking more broadly, what the community thinks of this whole agenda. I would add to it two other points that the closed meetings associated with this agenda are totally inappropriate. As I read our ordinances meetings are open to the public except "when the public welfare requires executive meetings". I'm unaware that this agenda requires executive meeting agenda. My third point is I would like to see an agenda item raised by council having to do with the quantity of rain the community has received over the last few months and the resulting odors in town from our current sewer systems and instead of hiring a town hall or selling our old town hall and building a new one, let's think about how we spend money dealing with what is going to be a future event given climate change. Thank you.

Mayor Bugg: Thank you. Would anyone else like to comment from the public. Yes, yes sir.

Tom Chapman: Tom Chapman, 62 Old Cove Road. I agree with a number of things George said, but more importantly is the question is what are the alternatives to a new town hall, selling the old one. There hasn't been any discussion on that that I've heard. I don't know whether you have done it in the numerous closed sessions you've had, but I'd say if we are going to get a new town hall, there ought to be some discussion as to what the alternatives are and get public input on that and I don't see that you've done that. Thank you.

Mayor Bugg: Anyone else from the public. If no one else is here to speak from the public we will move to the next item. Before doing that, would anyone else from council like to mention anything related to this. Alright well then we will move into new business. Let me take off my mask, so everyone can hear me.



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AND PUBLIC HEARING
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D. NEW BUSINESS

- **Action to be determined regarding sale of 235 Steamboat Road**

Mayor Bugg: I have a series of motions to present, I will go ahead and read them out one-by-one and if someone could actually make the motion in favor of it, I would appreciate that. The first motion would be a motion to accept the real estate contract presented by Ann Meekins for the sale of 235 Steamboat Road for \$100,000 with a few word changes to the addendum. Such changes to be agreed to by the mayor. Would someone like to make that motion.

F. Westbrook: So moved.

Mayor Bugg: Is there a second.

A. Marchetti: Second.

Mayor Bugg: Discussion. If no discussion, we will move to a vote. All those in favor.

Sharon Phillips: Roll call.

Mayor Bugg: Oh, roll call. Roll call vote.

B. Schaschek: What are we voting on.

J. Brown: Sharon what was the motion.

S. Phillips: Let me, Mr. Mayor Bugg, would you read the motion.

Mayor Bugg: Motion to accept the real estate contract presented by Ann Meekins for the sale of 235 Steamboat Road for \$100,000 with a couple of word changes to the addendum, such changes should be agreed on by the mayor.

J. Brown: And who made the motion.

S. Phillips: Fran.

Mayor Bugg: Fran made the motion.

J. Brown: Do we know what the changes are.

N. Keane: Those are the two changes that I mentioned to you yesterday. They were word changes that needed to be added to make it more clear.

J. Brown: Okay.

N. Keane: About the things on the addendum.

Mayor Bugg: I believe that goes in line with what Mr. Nunnally mentioned as well.



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Bonnie Schaschek yes.
Frances Westbrook yes.
Anthony Marchetti yes.

W. Nunnally: I will say this that I am torn between a yes and a no. I realize that the building is in need of much repair. That we have had the mold problem, that we've had no handicap access that really cannot be done. The bathroom is inadequate for even us who have no disabilities although some may disagree with that. Me having a disability. But I think the opportunity to reap such a windfall of money for the building is an opportunity that we have to have. So my vote is yes.

S. Phillips: Jackie would you like to vote.

J. Brown: Well, what was Wayne's vote, he said yes.

S. Phillips: Wayne said yes, Bonnie said yes. Fran said yes.

J. Brown: I sort of agree with Mr. Kuper in terms of that the town really needs to have a lot more time to do this but, in view of the contract and in view of the amount of money that's involved I think we should go ahead and do it.

N. Keane: So your vote is?

S. Phillips: So your vote is.

J. Brown: Yes.

S. Phillips: Okay, Dudley.

D. Patteson: Yes.

Mayor Bugg: The motion passes.

THE MOTION TO ACCEPT THE REAL ESTATE CONTRACT PRESENTED BY ANN MEEKINS FOR THE SALE OF 235 STEAMBOAT ROAD FOR \$100,000 WITH A FEW WORD CHANGES TO THE ADDENDUM. SUCH CHANGES TO BE AGREED TO BY THE MAYOR IS PASSED 6-0

The next motion will be to authorize the mayor to execute that contract. Would someone like to make that motion.

F. Westbrook: So moved.

A. Marchetti: So moved.

F. Westbrook: You can have it.

B. Schaschek: I'll second.

Mayor Bugg: Roll call, oh any discussion. Roll call vote.



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Bonnie Schaschek yes.
Frances Westbrook yes.
Anthony Marchetti yes.
Wayne Nunnally yes.
Jackie Brown (via telephone) This is for the mayor to execute the contract, did I hear that right.
Jackie Brown: Okay, Yes.
Dudley Patteson (via telephone) yes.

Mayor Bugg: Thank you, the motion passes.

THE MOTION WILL BE TO AUTHORIZE THE MAYOR TO EXECUTE THAT CONTRACT IS PASSED 6-0.

The next motion will be motion to authorize the mayor and the town attorney to prepare the necessary documents for closing including modifying or terminating any existing contract for 235 Steamboat Road. Would someone like to make that motion.

B. Schaschek: So moved.

Mayor Bugg: Is there a second.

F. Westbrook: Second.

Mayor Bugg: Any discussion.

B. Schaschek: What kind of contracts do we have on that building.

F. Westbrook: Garbage, stuff.

S. Phillips: Yes, so what has been canceled already is waste service, is Atlantic Broadband. What remains and would just be switched into the purchaser's name are the utilities, Dominion Energy, Aqua, we do need to cancel Terminix. We need to modify the lawncare contract and we need to cancel the cleaning services.

B. Schaschek: What about the planters.

S. Phillips: That's a very fair question, I'm sorry that the VIA has not shared with you. I reached out to Julie as president of the VIA and asked about those because they belong to the VIA. The VIA has communicated through Julie that the VIA gave those planters to the town, therefore they should go with the town, so when we have the final movers come along they will move the boxes, but it has been suggested that we should wait for the ferns to die because that is going to triple the weight.

F. Westbrook: Are you sure they're going to die.

Bonnie Schaschek: Only because you want them to, they won't.

Sharon Phillips: So I'm going to let the movers move them unless the VIA, I keep asking the VIA to move them, they are the VIAs stuff.



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B. Schaschek: I put them there and I'm not moving them so, you can have the movers move them.

S. Phillips: So, we will cancel Terminix, the cleaners, modify the lawncare contract to no longer include that property. Fortunately, we are in the off season now anyway but those are the types of things when you sell a property that you would end. Quarles.

F. Westbrook: Okay.

B. Schaschek: So if you get someone in between rains, if you have a week where it hasn't rained and nobody has watered them, they will not be that heavy.

S. Phillips: To Mr. Kuper's point.

F. Westbrook: Have we paid Quarles, is it a full tank over there.

S. Phillips: They just topped it off. I just have a bill for \$137.00 now. So we'll turn the heat back to the 50s to keep the things from freezing or whatever degree you guys want. So we will have to continue to pay that because I can't turn the heat off right.

Mayor Bugg: Roll call vote.

Bonnie Schaschek yes.

Frances Westbrook yes.

Anthony Marchetti yes.

Wayne Nunnally Yes.

Jackie Brown here via telephone – I didn't hear what we were voting on. Changing, terminating the contracts is that what we are voting on.

S. Phillips: The motion is to authorize the mayor and the town attorney to prepare the necessary documents for closing including modifying or terminating any existing contracts and that's where the conversation about Terminex and the utilities.

Jackie Brown: Okay, okay, I'm fine with that.

Dudley Patteson present via telephone yes.

Sharon Phillips: Jackie would you say yes.

Jackie Phillips: I did yes.

Sharon Phillips: Thank you.

Mayor Bugg: The motion passes.

THE MOTION TO AUTHORIZE THE MAYOR AND THE TOWN ATTORNEY TO PREPARE THE NECESSARY DOCUMENTS FOR CLOSING INCLUDING MODIFYING OR TERMINATING ANY EXISTING CONTRACT FOR 235 STEAMBOAT ROAD IS PASSED 6-0.

Mayor Bugg: The next item will be to authorize the treasurer to deposit proceeds of sale into our account. We have left this blank.



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S. Phillips: Waiting for a recommendation from the budget and finance committee as to where you would like the proceeds to go. Do you want them to go into a CD, do you want them to drop into the money market.

F. Westbrook: Anthony what do you think. The proceeds should we drop that into maybe a 30 or 60 day CD of some sort. They're not getting that much right now or just put it in our checking for a 7 month....

A. Marchetti: Can there be discussion about it.

F. Westbrook: That's what we are doing now.

A. Marchetti: The decision has to be made right now.

S. Phillips: No, you can tell me to drop it in a general operating and into the money market and then you can move it later.

F. Westbrook: Okay, let's do that and then you and I can get together.

A. Marchetti: I mean we should do something with it, but I don't know that I can give you the answer right now.

F. Westbrook: Let's table that if we may and then we will get together before the December meeting.

A. Marchetti: Sure.

F. Westbrook: Can we do that. Alright.

Mayor Bugg: Alright the motion to authorize the treasurer to deposit the proceeds into a certain account has been tabled.

S. Phillips: So, Jackie just to keep you up to date, the portion of that motion was to allow the proceeds to be put into a specific account. They tabled that portion of the motion.

F. Westbrook: There is nothing else in that motion.

S. Phillips: So that motion entirely is tabled.

J. Brown: Okay, thank you.

Mayor Bugg: The next motion is motion to authorize the mayor to engage and vendor to perform final cleanup of 235 Steamboat Road for an amount not to exceed \$2,000. Would someone like to make that motion.

F. Westbrook: What are they going to do for \$2,000.

S. Phillips: Make a motion and second it and we'll discuss it.

F. Westbrook: Oh I'm sorry.

S. Phillips: I need a motion.



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F. Westbrook: I'll move.

S. Phillips: A second for discussion.

B. Schaschek: Okay.

S. Phillips: So I have a second. Motion was Westbrook, second was Schaschek, discussion is we have been working with Bay Restoration to do the mold mediation downstairs. This conversation is specific to cleaning up downstairs.

B. Schaschek: Okay.

S. Phillips: And Bay Restoration is 2 to 3 months out so I'm going to have to go with a different vendor but we have to get the property cleaned out.

J. Brown: Okay.

B. Schaschek: And what are you cleaning out down there.

J. Brown: Not to exceed \$2,000 is that correct.

S. Phillips: Yes ma'am. What we are cleaning out down there is what goes to trash and what has to be wiped down.

J. Brown: Okay.

B. Schaschek: All the books and all that kind of stuff.

S. Phillips: The parade stuff.

B. Schaschek: All that has to be wiped down because of where it was stored.

S. Phillips: Yes. So I'm assuming it is not going to exceed \$2,000. We didn't pay, I think we paid \$700 for them to move upstairs.

B. Schaschek: Right.

S. Phillips: So I'm assuming we're going to have to add a little bit more for the mold but I'm thinking it is not going to exceed \$2,000.

B. Schaschek: Okay so this is for the remediation of the mold as well as cleaning.

S. Phillips: And the final broom sweep, yes.

B. Schaschek: Okay.

W. Nunnally: Mr. Mayor.



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Mayor Bugg: I was promised by the town clerk that this meeting was only going to be 5 minutes.

Bonnie Schaschek yes.
Frances Westbrook yes
Anthony Marchetti yes.
Wayne Nunnally yes.
Jackie Brown here via telephone yes.
Dudley Patteson present via telephone Yes.

Mayor Bugg: Excellent. Motion passes.

THE MOTION IS MOTION TO AUTHORIZE THE MAYOR TO ENGAGE AND VENDOR TO PERFORM FINAL CLEANUP OF 235 STEAMBOAT ROAD FOR AN AMOUNT NOT TO EXCEED \$2,000 IS PASSED 6-0.

Mayor Bugg: The next motion will be motion to authorize the town attorney to draft a new ordinance to add a use to the B2 zoning district. Would someone like to make that motion.

A. Marchetti: So moved.

Mayor Bugg: Is there a second.

F. Westbrook: Let one of them make a motion or second.

S. Phillips: They can't hear.

Mayor Bugg: Dudley did. We have a second is there any discussion. With that we will move to roll call vote.

B. Schaschek: We are just drafting this and then we are going to get a chance to talk about it.

N. Keane: It will be presented in December at the December meeting.

B. Schaschek: Alright.

N. Keane: It's basically to add the uses to the B2 district.

B. Schaschek: And this is going to go to the planning commission as well.

N. Keane: Oh sure.

Bonnie Schaschek yes.
Frances Westbrook yes
Anthony Marchetti yes.
Wayne Nunnally yes.
Jackie Brown here via telephone yes.
Dudley Patteson present via telephone yes.



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Mayor Bugg: Excellent. Motion passes.

THE MOTION TO AUTHORIZE THE TOWN ATTORNEY TO DRAFT A NEW ORDINANCE TO ADD A USE TO THE B2 ZONING DISTRICT IS PASSED 6-0.

Mayor Bugg: The next motion is to adopt a rezoning schedule for 235 Steamboat Road. Would someone like to make that motion.

N. Keane: Sharon you have the schedule for the handout.

B. Schaschek: Did they change from yesterday.

S. Phillips: No, they are the same do you need them.

Mayor Bugg: Would someone like to make that motion.

B. Schaschek: So moved.

Mayor Bugg: Is there a second.

F. Westbrook: Second.

Mayor Bugg: Any further discussion. Roll call vote.

Bonnie Schaschek yes.
Frances Westbrook yes
Anthony Marchetti yes.
Wayne Nunnally yes.
Jackie Brown here via telephone yes.
Dudley Patteson present via telephone Yes.

Mayor Bugg: Excellent.

THE MOTION IS TO ADOPT A REZONING SCHEDULE FOR 235 STEAMBOAT ROAD IS PASSED 6-0.

J. Brown: I'd like to make a motion for us to buy some microphones for the town meetings.

Mayor Bugg: I think all would agree.

J. Brown: This is ridiculous.

Mayor Bugg: This is the last item, the CUP schedule.

S. Phillips: Okay.

Mayor Bugg: The last motion will be to adopt the CUP schedule for 235 Steamboat Road. Would someone like to make that motion.



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B. Schaschek: So moved.

Mayor Bugg: Second.

A. Marchetti: Second.

Mayor Bugg: Any discussion. Roll call vote.

Bonnie Schaschek yes.
Frances Westbrook yes
Anthony Marchetti yes.
Wayne Nunnally yes.
Jackie Brown here via telephone yes.
Dudley Patteson present via telephone Yes.

Mayor Bugg: Motion passes.

THE MOTION WILL BE TO ADOPT THE CUP SCHEDULE FOR 235 STEAMBOAT ROAD IS PASSED 6-0.

Mayor Bugg: That concludes all the motions.

E. ADJOURN

W. Nunnally: May I move we adjourn.

Mayor Bugg: Thank you Mr. Nunnally. This will conclude town council winter games.

F. Westbrook: Jackie was serious.

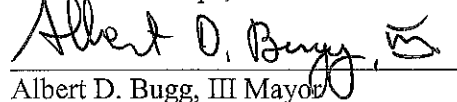
Mayor Bugg: What did she say.

S. Phillips: Jackie the microphones will be discussed at another time. They can't discuss them today.

J. Brown: I was just kidding but not really. We really need one for each councilman and one for the public.

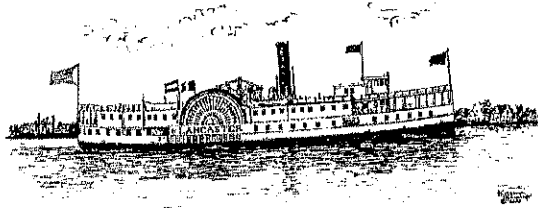
Mayor Bugg: We are adjourned.

Respectfully submitted,
Sharon L. Phillips, Clerk


Albert D. Bugg, III Mayor

TOWN OFFICIALS
Albert D. "Tripp" Bugg, III
Mayor
Nancyellen Keane, Esq.
Town Attorney
Lara M. Brown
Zoning Administrator
Sharon L. Phillips
Town Clerk
FOIA Officer

Town of Irvington



TOWN COUNCIL
Frances Westbrook
Vice Mayor
Jackie Brown
Bonnie Schaschek
R. Wayne Nunnally
Anthony Marchetti
Dudley Patteson

MOTIONS

Motion to accept the real estate contract presented by Ann Meekins for the sale of 235 Steamboat Road for \$100,000 with a few word changes to the addendum and such changes to be agreed to by the Mayor

Roll Call Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Dudley Patteson (via phone)	Aye
	Wayne Nunnally	Aye
	Jackie Brown (via phone)	Aye

Motion to authorize the Mayor to execute the contract

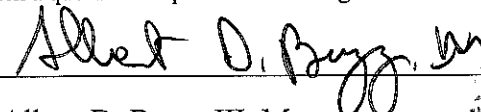
Roll Call Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Dudley Patteson (via phone)	Aye
	Wayne Nunnally	Aye
	Jackie Brown (via phone)	Aye

Motion to authorize the Mayor and town attorney to prepare the necessary documents for closing including modifying or terminating any existing contracts for 235 Steamboat Road

Roll Call Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Dudley Patteson (via phone)	Aye
	Wayne Nunnally	Aye
	Jackie Brown (via phone)	Aye

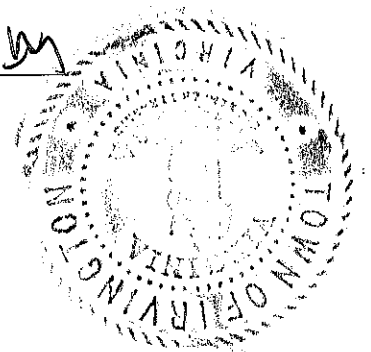
CERTIFICATION

I, Albert D. Bugg, III, Mayor, do hereby certify that the above is a true copy of the motions that was passed at a meeting of the Irvington Town Council held on November 18, 2020, at which a quorum was present and voting.


Albert D. Bugg, III, Mayor

ATTEST


Sharon L. Phillips, Town Clerk





**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON TOWN COMMONS
TOWN COUNCIL PUBLIC HEARING
WEDNESDAY, NOVEMBER 18, 2020; 2PM**

Sign In Sheet

	Name	Address
1.	GEORGE KUPER	Maydon Hall
2.	Ann Poelias	69 Chinn's Lane
3.	Tom Chapman	62 Old mill cove Rd
4.		
5.		
6.		
7.		
8.		
9.		
10.		
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12.		
13.		
14.		



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON TOWN COMMONS
TOWN COUNCIL SPECIAL CALLED MEETING
TUESDAY, NOVEMBER 17, 2020 2:00 PM**

Mayor Bugg, "This is a Town Council special called meeting on Tuesday, November 17, 2020 at 2:00 p.m. in the Irvington Commons. Notice is hereby given that the Irvington Town Council will hold a special called meeting on Tuesday, November 17, 2020, 2:00 p.m. in the Irvington Town Commons. The purpose of the special called meeting is to conduct monthly business. There is a rain date scheduled for tomorrow that is not used, not being used, we do have another meeting tomorrow as everyone knows at 2:00 p.m. I am calling this meeting to order."

A. CALL TO ORDER – Mayor Bugg

Mayor Bugg, "I am calling this meeting to order. Roll call we can start with Mr. Nunnally."

B. ROLL CALL –

Members of Council present: Wayne Nunnally
Dudley Patteson
Bonnie Schaschek
Frances Westbrook
Mayor Bugg
Jackie Brown (via telephone)
Anthony Marchetti (arrived 2:03 p.m.)

Staff Present Nancyellen Keane, Esq., Town Attorney
Lara Brown, Zoning Administrator
Sharon Phillips, Town Clerk, FOIA Officer, Treasurer

Guests Present: See attached sign in sheet

Mayor Bugg, "The next item on the agenda will be the report for the budget and the Finance Committee."

C. BUDGET REPORT/FINANCE COMMITTEE

F. Westbrook, "Alright you should have in your packet the Cares Small Business Grant, so unless you have any specific questions, anyone? Jackie, do you have any questions?" J. Brown, "I do not." F. Westbrook, "Okay thank you." J. Brown, "It looks pretty much like the Kilmarnock grant." F. Westbrook, "Good, good, good. Alright if there are no questions then, The Budget and Finance recommends that we go with this application and the dates that are included in there in order to go forth with and accept applications and pay the monies out." Mayor Bugg, "Thank you for all your work on this, so the motion to approve materials and authorize release of Irvington Cares Small Business Grant Program, that's the first matter in terms of motions. Does anyone have any questions or concerns about any of that?" S. Phillips, "Mr. Mayor would you please let the record show that Anthony Marchetti arrived." Mayor Bugg, "I would like the record to show that Anthony Marchetti is also present. Thank you for all of your efforts The Budget and Finance Committee especially with the Cares Act and getting that going as well. I know the community will truly appreciate that so would anyone like to make that motion." F. Westbrook, "So moved." Mayor Bugg, "Can I get a second." B. Schaschek, "Second." Mayor Bugg, "Any discussion. All in favor and all those opposed." N. Keane, "Can we get a roll call because Jackie is on the phone."



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Roll Call Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Jackie Brown (via phone)	Aye

**MAYOR BUGG, "MOTION TO APPROVE MATERIALS AND AUTHORIZE RELEASE OF
IRVINGTON CARES SMALL BUSINESS GRANT PROGRAM IS PASSED 6-0.**

D. OLD BUSINESS

1. Second Reading Ordinance 2020-07.uc Adopting Fee Rate Schedule

S. Phillips, "Second Reading Ordinance 2020-07.uc Adopting 2020-21 Fee Rate Schedule; Amending Town Code and Establishing Certain New Fees. Whereas, the Irvington Town Council previously adopted ordinances authorizing the levy of certain fees, namely an administrative fee on May 13, 2019, and three zoning-related fees, (sign, subdivision and zoning permit fees) on April 10, 2003, as more particularly described on the attached Fee Rate Schedule." Mayor Bugg, "Can I get a motion?" W. Nunnally, "So move." F. Westbrook, "Second." Mayor Bugg, "Any other discussion? All those in favor and all those opposed?"

Roll Call Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Jackie Brown (via phone)	Aye

MAYOR BUGG, "MOTION TO APPROVE ORDINANCE 2020-07.UC IS PASSED 6-0.

2. Second Reading Ordinance 2020-08.uc Adopting Transient Occupancy Tax Rate

S. Phillips, "Ordinance 2020-08.uc Adopting Transient Occupancy Tax Rate. I only need to read the title." Mayor Bugg, "Can I get a motion and a second?" W. Nunnally, "So move." D. Patteson, "Second." Mayor Bugg, "Is there any discussion? B. Schaschek, "Is this something that we really want to do? I agree that we need to up it because we have been undercharging. Most towns are doing anywhere between 6% and 8% we are just upping it to 4% but with the second outbreak of COVID and the potential shut downs again is this something that we want to do to our businesses?" F. Westbrook, "I think since it is just a pass through we are not adding anything onerous on any specific business." S. Phillips, "You would have to amend the budget." F. Westbrook, "And that is another thing, we would have to amend the budget because this has already had its first reading." D. Patteson, "As far as the Hope & Glory and the Tides are concerned we are in agreement on 4%. We would probably have heartburn if it were more and we will probably have a significant health event coming. Should we need to address it later we can." F. Westbrook, "We will be doing the new budget here really really soon." Mayor Bugg, "Any further discussion? With that can I get a vote? All those in favor and all those opposed?"

Roll Call Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Jackie Brown (via phone)	Aye



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MAYOR BUGG, "MOTION TO APPROVE ORDINANCE 2020-08.UC IS PASSED 6-0.

3. Second Reading Ordinance 2020-09.uc Adopting Real Estate Tax Rate

S. Phillips, "Ordinance 2020-09.uc Adopting Real Estate Tax Rate." Mayor Bugg, "Can I get a motion to adopt this?" B. Schaschek, "So move." D. Patteson, "Second." Mayor Bugg, "Any discussion? All those in favor and those opposed."

Roll Call Vote:	Frances Westbrook	Aye	
	Bonnie Schaschek	Aye	
	Anthony Marchetti	Aye	
	Dudley Patteson	Aye	
	Wayne Nunnally		No
	Jackie Brown (via phone)	Aye	

MAYOR BUGG, "MOTION TO APPROVE ORDINANCE 2020-09.UC IS PASSED 5-1.

4. Second Reading Ordinance 2020-10.uc Adopting an Amended FY20/21 Budget

S. Phillips, "Ordinance 2020-10.uc Adopting an Amended FY20/21 Budget." Mayor Bugg, "Can I get a motion?" F. Westbrook, "So move." A. Marchetti, "Second." Mayor Bugg, "Discussion? Roll call vote." F. Westbrook, "Westbrook yes." B. Schaschek, "Schaschek no. First I want to thank the finance team but I also want to explain why I am not agreeing." Mayor Bugg, "Is that a tie break?" F. Westbrook, "There are 3 yes and 3 no." Mayor Bugg, "Mayor Bugg yes." B. Schaschek, "Can the mayor vote on the budget?" N. Keane, "Yes. He can break the tie on the budget but he can't break a tie on a tax." Mayor Bugg, "Motion passes." B. Schaschek, "We are going to court with this." S. Phillips, "I'm sorry?" B. Schaschek, "I'm talking to myself."

Roll Call Vote:	Frances Westbrook	Aye	
	Bonnie Schaschek		No
	Anthony Marchetti	Aye	
	Dudley Patteson	Aye	
	Wayne Nunnally		No
	Jackie Brown (via phone)		No
	Mayor Bugg	Aye	

MAYOR BUGG, "MOTION TO APPROVE ORDINANCE 2020-10.UC IS PASSED 4-3.

E. NEW BUSINESS

1. Motion to adopt CUP schedule – L. Brown, Zoning Administrator

Mayor Bugg, "We have the Cup Schedule." S. Phillips, "Alright members of Council I am going to pass out the, unless, it's for your convenience I'm passing out the proposed CUP schedule." Mayor Bugg, "Sharon I hate to cut you off, but before we get ahead, so we are all on the record, I just want to find out why you voted against the budget." Mayor Bugg, "I'm just inquiring while we're still kind of close to the budget why those members voted no to adopt that. I'm just curious." B. Schaschek, "There's a couple of reasons, number one is, I have a problem with the wealth management piece of it right now." Male, "Can't hear you." B. Schaschek, "I'm sorry, I have a problem with the wealth management piece of it right now. We never had the chance to discuss it in full, we don't know what it is that are going. There were several different proposals. We never determined which way we wanted to go. I think it is imperative that you know the Town does an audit of its own books and makes a decision on which way it should go. Which projects it wants before it starts bringing in somebody to arbitrarily decide what we should and shouldn't be doing and where the funds are coming from and reading some of that stuff they wanted to float bonds. We are not in



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a position to float any bonds. That was the number one problem I had. The second problem I have is with the VCT Tourist Grant. I'm not going to go into the history of it, but the whole thing changed from when the initial application was put in. Now all of a sudden instead of the town being on the hook for \$10,000 it is now on the hook for \$25,000. We have never, we have asked at the last three meetings for an explanation on what it is that these people are going to be doing and how it's going to be done and how is it going to benefit the Town. To date we have gotten no information. Now we've spent money, but I would rather cut the losses now than to continue going forward, because we still don't know what they are giving us, and I see that there is an appropriation for Flackshack again and this is now going to be the fourth time we request information. I just think it is unconscionable that this is going forward, and we have no answers." Mayor Bugg, "And much of that would have been addressed last Thursday, they were going to be present with a fairly, really extensive PowerPoints but obviously that's going to have to wait so." B. Schaschek, "And one last issue I have with it is on the CARES Fund, had we gone ahead and done this budget and had all the special meetings we would not have been putting the CARES funds in the budget. Those CARES funds are not really operating costs of the Town. That is to cover any expenses that we had as a result of COVID-19. Not to aid in the budgeting and I don't think it should be used, I think we are moving too fast on using it for things like the new town hall and stuff like that without further investigating it, so. I have a problem with the COVID funds being there." Mayor Bugg, "That's why I asked, yes." F. Westbrook, "If I might, just a couple of statements, in regard to the Wealth Management Funds, or whatever you care to call it, just because it's in the budget does not mean that it, that we will spend it. It's there if we decide to go ahead with it, we have not had a vote, we have not had a discussion, but should we decide to go ahead, if it is not in the budget then we have no means of funding that project. So yes, we still will have that discussion. The other part, what was your last." F. Westbrook, "I had the VCT Grant." F. Westbrook, "Okay, I have no comment, I guess it was just the first thing. We will be discussing the, not the VTC Grant but the second thing that you spoke of." B. Schaschek, "Isn't that the VCT Grant." F. Westbrook, "We talked about three different things." N. Keane, "First was Wealth Management, I think second was VCT and third was Cares Fund." F. Westbrook, "CARES fund, thank you, thank you, and yes, we will be, well the packet you got with the application form pretty much tells us all that we need to know and doesn't need to come back to the Town Council for individual votes on the applicants because of the way the application is set up." B. Schaschek, "Which one are you talking about now?" F. Westbrook, "I'm talking about the CARES fund stuff. B. Schaschek, "I'm talking about the Virginia Tourists." F. Westbrook, "But you also mentioned the CARES fund." B. Schaschek, "I'm talking about the COVID-19 the \$70,000 that is sitting in the budget." F. Westbrook, "Yes, that's the CARES Fund, the COVID CARES Act money and when it comes to, other than the funds that we have allocated to the application for resident businesses the rest will be decided upon on, on vote. We have not had the opportunity to vote or discuss that either, that would have been on our agenda last Thursday, so we will be talking and voting on that Thursday, so we will be talking and voting on that." Mayor Bugg, "Anything else to add." W. Nunnally, "I agree with everything everybody said but in addition I, the main thing is the real estate taxes are too high and it should not be that much." Mayor Bugg, "Thank you Mr. Nunnally." W. Nunnally, "Your welcome." Mayor Bugg, "Your words caused a commotion." W. Nunnally, "Not unusual." Mayor Bugg, "Anyone else. Alright Sharon I want to take this back to where we were which was new business. L. Brown, "Do you all have the proposed Cup Schedule in your packet." S. Phillips, "What's the question." L. Brown, "I was just asking if they all had." S. Phillips, "They do, they do." L. Brown, "On your proposed CUP Schedule there are three applications in the pipeline right now. Have you had a chance to look at the schedule? The first is CUP 7-Alga, Replace and Extend Existing Pier. The second CUP is CUP 8-Smith, build new pool at residence outside the RPA, the third is CUP9- Webb, build new pool at residence inside the RPA Redevelopment, no further encroachment and no increase in impervious cover. Propose that the schedule is adopted today ending on January 14th. No additional meetings are on this proposed schedule. Mayor Bugg, "Thank you. Is there a motion to adopt this schedule? Would anyone like to make that motion?" A. Marchetti, "So moved." Mayor Bugg, "Could I get a second?" B. Schaschek, "Second." Mayor Bugg, Roll call vote."



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Roll Call Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Jackie Brown (via phone)	Aye

MAYOR BUGG, "MOTION TO APPROVE CUP SCHEDULE (7, 8, 9) IS PASSED 6-0.

2. Motion to appropriate FY20/21 general operating funds – F. Westbrook

Mayor Bugg, "Item #2 under new business is Motion to Appropriate 2020/2021 General Operating Funds." S. Phillips, "For the budget that was just passed." Mayor Bugg, "For the budget that was just passed." F. Westbrook, "Okay that was going to be my question because we did pass the amended budget, so now we are going back to the regular allocation of funds." S. Phillips, "General operating." F. Westbrook, "General operating only is what we are looking at." S. Phillips, "No community support and tourism and no capital." F. Westbrook, "As we typically would be doing." S. Phillips, "On an annual basis." F. Westbrook, "Okay. I make the motion that we appropriate the general operating funds through the end of this fiscal year, June 2021." Mayor Bugg, "Thank you, can I get a second." A. Marchetti, "Second." Mayor Bugg, "Any discussion." B. Schaschek, "What general operating funds in addition to what we already appropriated, authorize without appropriation are you adding?" F. Westbrook, "Whatever is on the amended budget for general operating. Just like we normally would do. We ceased doing that because we readopted the previous year's budget and this was how we were trying to keep a little bit of spending control because we didn't know what the COVID was going to bring for us and we said we would continue doing that until we did an amended budget." B. Schaschek, "But we already approved a lot of the buckets that, that's what I'm asking." S. Phillips, "There's very little, just a clean motion for the new operating." B. Schaschek, "I'm going to say no until I find out what it is." B. Schaschek, "No." F. Westbrook, "We are not voting yet, we are waiting for a second." A. Marchetti, "Second, Anthony seconded it." Mayor Bugg, "Can I get a vote, a roll call vote. "

Roll Call Vote:	Frances Westbrook	Aye	
	Bonnie Schaschek		No
	Anthony Marchetti	Aye	
	Dudley Patteson	Aye	
	Wayne Nunnally		No
	Jackie Brown (via phone)		No

Mayor Bugg, "Can I break this tie? Mayor Bugg yes."

**THE MOTION TO APPROPRIATE 2020/2021 GENERAL OPERATING FUNDS IS DEFEATED.
3-3.**

Mayor Bugg, "The next item on the agenda would be a motion to appropriate funds, actually, excuse me, I got ahead of myself." W. Nunnally, "If this is the appropriation of funds, as I read our charter." N. Keane, "Oh wait a minute this is appropriation, okay, yeah, you can't do that. That's true." Mayor Bugg, "Okay." F. Westbrook, "Do you retract." Mayor Bugg, "I will retract my vote. We have a tie." N. Keane, "Okay so the motion doesn't pass." Mayor Bugg, "Okay, so the motion does not pass."



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PASS. 3-3.**

B. Schaschek, "But that's not to say that at the next meeting we will review what has already been authorized and in addition that can't be voted in." Mayor Bugg, "Does this lock up payroll, doesn't pay our bills." N. Keane, "Well there's another motion here to do what you've been doing for the last however many months. You're just appropriating..." B. Schaschek, "Month by month." N. Keane, "October, the October one is next. Two down. That's just the way you've been doing it before." Mayor Bugg, "Oh, okay." N. Keane, "So I think you can continue doing that."

3. Motion to appropriate prepayment (December 2020 – June 2021) of Rent – F. Westbrook

Mayor Bugg, "Okay. Next item would be motion to appropriate prepayment of December 2020 through June 2021 of rent, Fran, that one is yours." F. Westbrook, "This is prepayment of the rest of the fiscal year's rent payments that is coming out of the COVID funds, is that correct. So, I make that motion." B. Schaschek, "Okay, I will second." Mayor Bugg, "Any discussion." B. Schaschek, "Yes." Mayor Bugg, "Yes." B. Schaschek, "Sorry, you have this going out to June 21, have we been guaranteed that we can use those funds?" N. Keane, "No and I can explain this in its, and I don't remember which one it was. It is not a foregone conclusion that the audit that is done on the County will allow us to prepay out the rent. Rent is a qualified expense under COVID Cares, and prepayment is usually okay for an item or to buy something or whatever, so the question it is not 100% clear with accountants or the lawyers involved in interpreting this. We did make some provisions when you all were working on your budget that if you had to bring that, if you had to make a book entry to pay it back in a way, it would be like \$8 or \$9,000 or something like that." S. Phillips, "Line item." N. Keane, "It's a line item that's in the budget in case. Yeah." Mayor Bugg, "Any further discussion. Roll call vote."

Roll Call Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Jackie Brown (via phone)	Aye

**THE MOTION TO APPROPRIATE PRE PAYMENT DECEMBER 2020 THROUGH JUNE 2021
OF RENT IS PASSED. 6-0.**

**4. Motion to appropriate funds from community support and tourism to purchase
Christmas Lanterns - F. Westbrook**

Mayor Bugg, "The next item would be the motion to appropriate funds for community support and tourism to purchase Christmas lanterns. Again, Mrs. Westbrook, I will turn that one over to you." F. Westbrook, "We are going to have to start spreading this around. So, this is a motion to buy Christmas lanterns. We are going to buy how many again." S. Phillips, "10 lanterns." J. Brown, "Are you going to skip motion #4." F. Westbrook, "This is motion #4." J. Brown, "He said Christmas lanterns are #5." F. Westbrook, "You are on a different agenda Jackie." J. Brown, "Okay, alright". F. Westbrook, "Okay so this is Christmas lanterns and we are going to purchase 10 of them, so that is the motion." W. Nunnally, "How much are they going to cost?" F. Westbrook, "They are \$500 a piece, there's \$5,000 in the budget." F. Westbrook, "They are identical to the ones we already have, that's the good part." W. Nunnally, "Can this come out of COVID?" Mayor Bugg, "Can I get a second." W. Nunnally, "Second." Mayor Bugg, "Any further discussion?" B. Schaschek, "Yes, is this strictly only for the lanterns?" Mayor Bugg, "My understanding



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yes." B. Schaschek, "Okay so it's not for all the items that are on this AP list right here." F. Westbrook, "What else is on there that might be? This is just for the lanterns. B. Schaschek, "Well, the lanterns are also on this, isn't that Mosca Design, so that is part of the whole list that we just got." F. Westbrook, "Okay strike that off the list." B. Schaschek, "This is a new list that we got today. Do you mind if I just ask Sharon something?" F. Westbrook, "No go ahead." B. Schaschek, "On this list. This total does not add up." W. Nunnally, "We are transparent here. " B. Schaschek, "Huh?" W. Nunnally, "Speak up, we are transparent here." B. Schaschek, "I said the math doesn't add up." F. Westbrook, "Well we'll get to that in a few minutes." B. Schaschek, "Okay so it is not for the AP Aging Summary, all we are doing right now is authorizing the \$5,000 which is in the Capital current budget for the lanterns." F. Westbrook, "That's my understanding, yes correct." B. Schaschek, "I'm good thanks." Mayor Bugg, "Any further discussion. If not, we'll do a roll call vote."

Roll Call Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye "With the stipulation that it is specifically for the lanterns."
	Jackie Brown (via phone)	Aye

Mayor Bugg, "Motion passes. Thank you."

THE MOTION TO APPROPRIATE FUNDS FOR COMMUNITY SUPPORT AND TOURISM TO PURCHASE CHRISTMAS LANTERNS IS PASSED. 6-0.

5. Motion to appropriate October general operating expenses not previously appropriated - F. Westbrook

Mayor Bugg, "The next item is the motion to appropriate October general operating expenses not previously appropriated." F. Westbrook, "Per Bonnie's notations the list that we'll be addressing are those items that were removed from the list such as Mosca, everything else has been appropriated. Mosca should be deleted from the list and everything else is appropriated." Mayor Bugg, "Thank you, would someone like to make that motion?" F. Westbrook, "So moved." Mayor Bugg, "Can I get a second." S. Phillips, "Thought we had a second" D. Patteson, "Second." Mayor Bugg, "Any further discussion?" B. Schaschek, "Yes, sorry." Mayor Bugg, "That's why we're here." B. Schaschek, "You have Flackshack for \$5,556. We just last month allocated \$3,000 an appropriation for \$3,000 for them, and again I know you said you thought they were going to come in this month and talk to us about it. I can't agree to spending any more money with them until we find out what it is that they are doing for the Town." S. Phillips, "The terms of the contract is the invoice due payable prior to the month the work is done, so one month is already behind whereas the other invoice would be for the month of December. I'm just trying to meet the terms of their contract." F. Westbrook, "So, if its payable the month before the work has been done, is that what you're saying." S. Phillips, "The terms of the contract are that the invoice is due a month, so December work they needed to." N. Keane, "The contract, didn't the Council authorized they mayor to sign the contract last month? Did you sign the contract?" Mayor Bugg, "Yeah, that was back." N. Keane, "Didn't we sign the contract?" Mayor Bugg, "Yeah, yeah." N. Keane, "So we have a contract with them." S. Phillips, "We are just meeting the terms of the contract." J. Brown, "I can't hear." S. Phillips, "We are just meeting the terms of the contract." F. Westbrook, "Okay you know I'm inclined to agree with Bonnie in that we anticipated they were going to come to us and answer some questions. I think what we're saying is that the contract stipulates payment in



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advance of work. The next round of work is to be done in December, if that work is not done until January, we wouldn't owe it until a little bit later, so I would be inclined to agree with Bonnie and let's have them come in and at least talk to us as they were scheduled. We can get them rescheduled I think that would be a good idea." S. Phillips, "But the terms of their contract are, we are going to break the terms of the contract." F. Westbrook, "It says prior to the work being done is what I understand the lawyer, or legal saying." N. Keane, "I don't remember, I just want to make sure everybody realized this is a binding contract we've already signed." F. Westbrook, "Well then we are going to meet again tomorrow, can we find out about that and postpone this vote." S. Phillips, "No, because it's a public hearing." F. Westbrook, "Pardon." N. Keane, "It's not on the agenda." S. Phillips, "Tomorrow is just a public hearing, no action taken." F. Westbrook, "I still think that we need to hear from them. There are some questions out there and I understand about the contract but at this point we are not very clear on exactly when the payments are scheduled. To me, if it's not payable until before the work, if it's payable before the work is done, if the work hasn't been done yet then it is not payable. So, if the work is put off until January we still would be within the terms of the contract. That's all I'm saying." W. Nunnally, "Are we going to delete that and vote on the rest." S. Phillips, "Why wouldn't you at least give them one month." F. Westbrook, "We haven't had them come and give us their presentation." F. Westbrook, "We already gave them \$3,000. I think we gave them that first day, the first amount". S. Phillips, "Which was already behind." N. Keane, "I don't know what the schedule is." S. Phillips, "That's bad business." N. Keane, "I don't know what the schedule is." S. Phillips, "It's the grant." N. Keane, "Did you pay them according to the schedule and the contract." Male, [inaudible, wind]. Mayor Bugg, "Adhere to the contract, do they intend to return in December." S. Phillips, "Yes, the only reason, they didn't fail the terms of their end of the contract, we canceled the meeting. So, because we're going to cancel the meeting, we're going to delay their payment by over 30 days, during COVID-19." B. Schaschek, "It doesn't sound like they did any work, paying them in advance of the work. They haven't done the work yet." S. Phillips, "They've been working since like." W. Nunnally, "We gave them \$3 grand." Mayor Bugg, "Yeah, they've been working on it." F. Westbrook, "Alright we've paid them \$3 grand and they did \$3 grand worth of work, now we're going to pay them \$6, so they can do \$6 grand worth of work." S. Phillips, "So the invoices that were submitted were for the month of November and we're currently on the 18th of November so that invoice is technically 18 days behind." F. Westbrook, "So, but they are not doing the work before they are prepaid are they?" B. Schaschek, "We didn't even approve that until last month so, that was for the \$3,000, so how are we 2 months behind in an invoice." S. Phillips, "Because the terms of the contract are that the invoices are due payable 30 days, so the December invoice is due December 1." F. Westbrook, "And how much is the invoice." S. Phillips, "\$2,700 and." F. Westbrook, "So that's part of that \$3,000 correct." S. Phillips, "Which was the first one which was for what September, but we didn't cut the check until the end of September." B. Schaschek, "We didn't appropriate it until October." S. Phillips, "Right." F. Westbrook, "So this would have been". S. Phillips, "So we've been remiss in the terms of the contract consistently." W. Nunnally, "We only authorized \$3,000." S. Phillips, "To come out of contingency." Mayor Bugg, "Yeah." F. Westbrook, "The first one you're right, came out of that contingency. That was the \$3,000." S. Phillips, "And you just passed your budget." F. Westbrook, "Right." S. Phillips, "And this would." D. Patteson, "Pay it deliverable of a presentation." S. Phillips, "Because that won't be until December and then there is 60 days into their work." W. Nunnally, "We need the lawyers." F. Westbrook, "We are not even sure right now, I would just say..." S. Phillips, "All of you, it's the grant." B. Schaschek, "At the last meeting we authorized..." D. Patteson, "\$3,000..." S. Phillips, "Out of contingency. That \$3,000 came out of contingency and this has a line item in this amended budget." B. Schaschek, "That's not the point. That's not the point at all. In that contingency account it doesn't really exist." N. Keane, "They just want to know when it is due." Mayor Bugg, "Yeah." S. Phillips, "It's due, so the work for November, the invoice for November was due November 1st, it is now November the 17th." B. Schaschek, "So what was the \$3,000 that we authorized in



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October." S. Phillips, "The work for the previous month." N. Keane, "September." Mayor Bugg, "If we would have had the presentation, we would have seen all that work where we haven't been able to see that yet because of what happened." S. Phillips, "Through no fault of the vendors. Through no fault of the vendors they, I have their PowerPoint presentation that they were ready to share with Town Council. We had the office, the church set up for that which is another item on your item list. I just." B. Schaschek, "\$500." S. Phillips, "I just think that this contractor has met the terms of the agreement and we as a jurisdiction we've not met our terms." W. Nunnally, "May I ask a question Mr. Mayor." B. Schaschek, "I would like you to send me a copy of that." S. Phillips, "The grant, it's the grant." F. Westbrook, "No the contract, the grant is not the contract." S. Phillips, "Are you speaking of something else." B. Schaschek, "Flackshack." Mayor Bugg, "Flackshack." S. Phillips, "Okay." F. Westbrook, "I mean that's what all this is about right, Flackshack." W. Nunnally, "Right." Mayor Bugg, "Right." W. Nunnally, "And it's about \$5,500. We just defeated a motion to appropriate the budget, expenses so if this was in that then that was defeated. It didn't get appropriated." S. Phillips, "Agreed." W. Nunnally, "So." F. Westbrook, "But it is on this list and so, I think that the suggestion might be to reduce the two invoices down to the November invoice. Otherwise, you are looking at December before this vendor would have the opportunity." F. Westbrook, "It would be pushed back a month all the way down the line, so November would now be December, December would then be January and right on down the line." S. Phillips, "What if the vendor drops us, what if we are not meeting their terms." N. Keane, "I mean, I just, I'm wondering if you can just appropriate whatever the contract, whatever the schedule is in the contract, that's what we have to adhere to, we just don't have a contract in our hands right here. That's the problem." F. Westbrook, "Why are we paying for work before it has even been done. That's highly unusual." S. Phillips, "That's the contract. So, we have Atlantic Broadband. You pay for services a month ahead of time." F. Westbrook, "Well that's a subscription." S. Phillips, "I think that our trash service is done the same way." F. Westbrook, "Well that may be but this is work we've contracted for to do something specific and typically you know you are paying as you go along, once work, a certain phase of work has been done then they bill you for that, then go onto the next phase, that's the way you build a house, that's the way you do a number of things. So, I don't understand why it's such a big deal if they haven't done the work yet if it is just postponed until we get a chance to hear from them and we know exactly what they've already done that we paid for." S. Phillips, "Actually what I hear is that it's going to be subjective, that you're not going to release that payment unless you approve the work they do." W. Nunnally, "I'm not going to continue to sit out here in the cold and argue this point, the \$5,500 should not be here because it hasn't been appropriated and it should come out of there as well as the \$5,000. That's \$10,500 out of the \$14 that we have, so we are down to about \$4,000 is what I move to approve. I agree with you Fran, I'm glad I can do that. I move that we delete the Flackshack \$5,556 appropriation and the Mosca Design \$5,000 appropriation from the list and approve the rest of the items." Mayor Bugg, "Is there a second." F. Westbrook, "Second." Mayor Bugg, "Any further discussion." F. Westbrook, "I would like to add that if we can find a place to meet inside that maybe they can come and do their presentation and not wait until the December meeting and." Mayor Bugg, "I agree with that. I totally, that seems to be the rub, no one has seen any of this yet." F. Westbrook, "That's exactly right." Mayor Bugg, "No one has seen the presentation because it got canceled last Thursday of no fault of the vendor." F. Westbrook, "Or ours." Mayor Bugg, "Or ours. I think if we can find a way to try and make that work, I'm all-in favor of that. Any further discussion." D. Patteson, "Can we make that part of the motion." Mayor Bugg, "Yeah if you'd like to add that to it." D. Patteson, "I'd like to add that statement as part of the motion that we call a special meeting for learning or viewing the Flackshack presentation for the Town." F. Westbrook, "Sooner rather than later." F. Westbrook, "Sooner rather than later." W. Nunnally, "I accept the amendment." Mayor Bugg, "Excellent. Can I get a roll call vote?"



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Roll Call Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Jackie Brown (via phone)	Aye

Mayor Bugg, "Motion passes. Thank you."

Mayor Bugg, "The amended motion passed." J. Brown, "The library meeting room." F. Westbrook, "That's possible." Mayor Bugg, "Certainly possible. We'll explore that." J. Brown, "Thank you." Mayor Bugg, "Thank you."

THE MOTION TO APPROPRIATE OCTOBER GENERAL OPERATING EXPENSES NOT PREVIOUSLY APPROPRIATED IS PASSED WITH THE AMENDMENT THAT A SPECIAL MEETING IS CALLED FOR A PRESENTATION FROM FLACK SHACK. 6-0.

F. ANNOUNCEMENTS

Mayor Bugg, "The next item will be announcements. In observance of the Thanksgiving holiday the Town office will be closed November 26th and 27th. Lighting of the Christmas trees has been moved to Saturday, November 28, 2020, Sharon do you have any further details about that." B. Schaschek, "Is that this Saturday?" S. Phillips, "Paul Elbourn called this morning and he'd like to light the tree this weekend. He says it would be a missed opportunity." B. Schaschek, "With weather." S. Phillips, "With weather." F. Westbrook, "It was supposed to be gorgeous next week." S. Phillips, "You make the decision, this weekend or next." Mayor Bugg, "28th yeah that's next." B. Schaschek, "How many trees are we lighting, just..." F. Westbrook, "They are talking about decorating. You are talking about this weekend the 21st is that what you're saying." Mayor Bugg, "I prefer to have it next weekend." F. Westbrook, "Oh, I thought you were saying this weekend. She is saying that." B. Schaschek, "Alright can I make a suggestion, because of the weather he wants to put it up now so he can get the lights up, and the lights on the tree. We don't need to plug it in officially until the following weekend. Is that okay." Mayor Bugg, "That's great. Alright then we'll keep it on the 28th as planned." F. Westbrook, "No that's not what she's saying." B. Schaschek, "We need to have him do the work this weekend." Mayor Bugg, "The work this weekend and then the plug when we deem appropriate. Likely the following Saturday. Santa is coming to town that's Friday, December 11th, that begins at 7:00 p.m. Sharon if you could share a few details about that." S. Phillips, "Members of Council in your packet that was distributed for last Thursday one of the attachments was a presentation from Kilmarnock the Town of Kilmarnock. Ashley their Community Support and Tourism Director had a brilliant and wonderful idea to have an event called Santa is Coming to Towns and they will have Santa drive through Kilmarnock, Irvington and the Town of White Stone. Santa will be escorted by a parade of first responders. They will simply leave Kilmarnock, come down Route 200, at a very slow roll, they will come through the business district on Route 200, turn left, and go into Whitestone and then they will head back to Kilmarnock. They will slow down in each respective town to allow the children to see Santa. Nothing will be thrown from the vehicles." F. Westbrook, "No candy. S. Phillips, "I think the concern is no one wants to create an opportunity where children can cluster, as well as given the time you would absolutely, I think the..." B. Schaschek, "It's pitch black at 7:00 p.m." S. Phillips, "The concern was the safety of children and all of those emergency vehicles." B. Schaschek, "They are just going to come down 200 they are not going to come down." S. Phillips, "Straight down 200." F. Westbrook, "It ought to be pretty." B. Schaschek, "That's when?"



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Mayor Bugg, "The 11th of December. That's a Friday, 7:00 p.m. Thank you, it looks like we moving to close session. Fran if you could take care of the reading."

G. CLOSED SESSION

F. Westbrook, Let me get my hands on it. I, Frances Westbrook move to go into closed session pursuant to Section 2.2-3711A3 of the Code of Virginia for Real Estate matters where discussion and an open meeting would adversely affect the bargaining position or negotiating strategy of the Town and pursuant to Section 2.2-3711A8 of the Code of Virginia for consultation with legal counsel employed or retained by the Council regarding specific legal matters requiring their provisions of legal advice by such counsel involving real estate." Mayor Bugg, "Now a motion. Can I get a motion to move into closed session?" B. Schaschek, "So moved." W. Nunnally, "Second." Mayor Bugg, "All in favor." "I". Mayor Bugg, "Motion passes."

Roll Call Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Wayne Nunnally	Aye
	Jackie Brown (via phone)	Aye

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

H. RETURN TO OPEN SESSION

F. Westbrook, "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 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 to the best of each members knowledge, that one 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 two, 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, state the departure. There being no statements we take a vote."

I, Frances Westbrook, so certify.
I, Bonnie Schaschek, so certify.
I, Anthony Marchetti, so certify.
I, Dudley Patteson, so certify.
I, Tripp Bugg, so certify.
I, Jackie Brown, so certify.

Note Wayne Nunnally left the closed session.

Mayor Bugg, "Out of closed session." S. Phillips, "Thank you, Jackie, sorry." Mayor Bugg, "That will leave us with the motion to adjourn." B. Schaschek, "So moved." Mayor Bugg, "Second." A. Marchetti, "Second." Mayor Bugg, "All in favor." Mayor Bugg, "Thank you everyone."

Roll Call Vote:	Frances Westbrook	Aye
	Bonnie Schaschek	Aye

TOI_TC_SCM_11.17.2020



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON TOWN COMMONS
TOWN COUNCIL SPECIAL CALLED MEETING
TUESDAY, NOVEMBER 17, 2020 2:00 PM**

Anthony Marchetti	Aye	
Dudley Patteson	Aye	
Wayne Nunnally		Mr. Nunnally left the closed session
Jackie Brown (via phone)	Aye	

THE MOTION TO ADJOURN IS PASSED 5-0.

Respectfully submitted,
Sharon L. Phillips, Clerk

Albert D. Bugg, III Mayor

ORDINANCE 2020-07. uc

**ADOPTING 2020-21 FEE RATE SCHEDULE; AMENDING
TOWN CODE AND ESTABLISHING CERTAIN NEW FEES**

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 (sign, subdivision and zoning permit 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 set in May 2019, and the three above-referenced zoning-related fees were codified February 12, 2015 at Appendix A p. 77; and

WHEREAS, the Council desires to adopt two new fees for zoning, namely for a Conditional Use Permit ("CUP") under Code §154.017 and for an Appeal to the Board of Zoning Appeals ("BZA") under Code §154.234 (B); and

WHEREAS; the Council desires to adopt a new fee for golf cart registration under Code §75.15 *et seq*; and

WHEREAS, this ordinance was considered at an October 8, 2020 public hearing, and two readings by Council on October 8, 2020 and November 16, 2020.

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

1. Council hereby repeals Ordinance 2020-02.uc Adopting a Fee Rate Schedule, passed June 11, 2020.
2. Council hereby adopts the attached FY 2020/21 Fee Rate Schedule, incorporated herein by this reference, with effect from passage.
3. Council hereby amends Town Code §154.017 Conditional Use Permit by adding a new subsection (L) as follows:

“(L) Council may assess an application fee for this permit in an amount to be established by Council from time to time.”
4. Council hereby amends Town Code §75.15 *et seq* Operation of Golf Carts and Utility Vehicles on Public Highways by adding a new section 75.100 as follows:

“75.100. LICENSE FEE. Council may assess a license fee for golf carts and utility vehicles in an amount to be established by Council from time to time.”
5. 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 November 16, 2020 meeting.

Attachment – Fee Rate Schedule

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that Ordinance 2020-07.uc was adopted at its November ~~12~~, 2020 Meeting, at which a quorum was present and voting. The Vote was:

17 (sp)

IN FAVOR 6

OPPOSED 0

Jackie Brown

Aye

Anthony Marchetti

Aye

R. Wayne Nunnally

Aye

Dudley M. Patteson

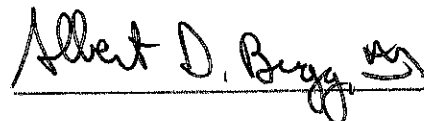
Aye

Bonnie Schaschek

Aye

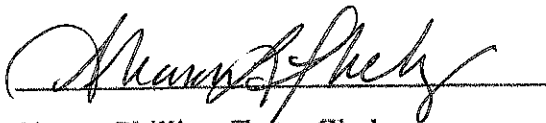
Fran Westbrook

Aye



Albert D. Bugg, III, Mayor

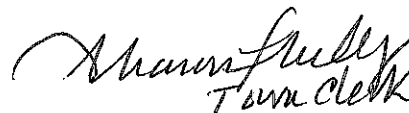
ATTEST:

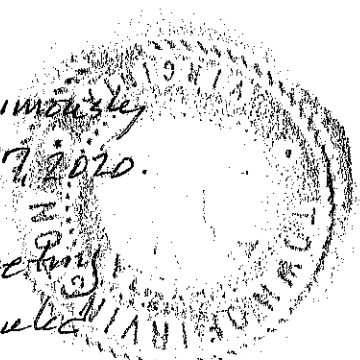


Sharon Phillips, Town Clerk

Ordinance 2020-07uc was passed unanimously by the Irvington town council on November 17, 2020.

The November 12, 2020 town council meeting was canceled due to COVID-19 and rescheduled for November 17, 2020.


Town Clerk



FY20/21 FEE RATE SCHEDULE(Amended)	
ADMINISTRATIVE	FEE
PRECIOUS METALS DEALER REGISTRATION	\$200
ZONING RELATED PERMITS	FEE
SIGN	\$20
SUBDIVISION	\$200 + \$30/LOT
ZONING	\$100
Board of Zoning Appeals	\$300
ADD ORDINANCE	FEE
Golf Cart	Fee
Individual	\$25
Commercial	\$200
Conditional Use Permit	\$200
• Anyone who applies for a permit after the fact for zoning related permits will be charged double the original fee.	

Maureen Kelly
Town Clerk

ORDINANCE 2020-08. uc

ADOPTING 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 increase the transient occupancy tax rate from 2% to 4%; and

WHEREAS, notice of the increase in transient occupancy tax rate was advertised in the Rappahannock Record on October 1 and 8, 2020; and

WHEREAS, the public had the opportunity to comment on the tax increase on September 23, October 8, and November ~~12~~¹⁷, 2020; and

WHEREAS, this ordinance was considered at a October 8, 2020 public hearing, and two readings by Council on October 8 and November 12, 2020.

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

Council hereby adopts the following:

1. Ordinance 2020-03.,kl uc Adopting Transient Occupancy Tax Rate passed June 11, 2020, is repealed.
2. This Ordinance 2020-08.uc Adopting Transient Occupancy Tax Rate of 4% of the charge made for each room rented, with effect from date of passage.
3. 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 November ~~12~~¹⁷, 2020 meeting. (sp)

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that Ordinance 2020-08.uc was adopted at its November ~~12~~¹⁷, 2020 Meeting, at which a quorum was present and voting. The Vote was:

(16p)

IN FAVOR

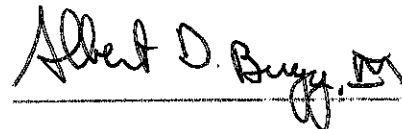
6

OPPOSED

0

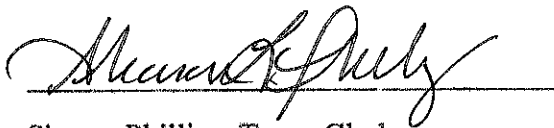
Shannon Kelly
Town Clerk

Jackie Brown Aye
R. Wayne Nunnally Aye
Anthony Marchetti Aye
Dudley M. Patteson Aye
Bonnie Schaschek Aye
Frances Westbrook Aye



Albert D. Bugg, III, Mayor

ATTEST:

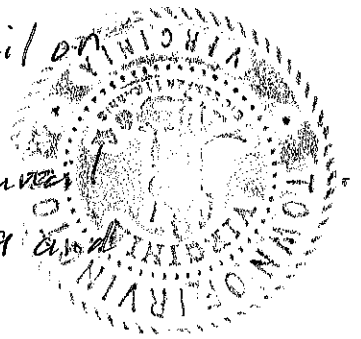


Sharon Phillips, Town Clerk

Ordinance 2020-08.06 was passed
unanimously by the Irvington town council on
November 17, 2020.

The November 12, 2020 town council
meeting was canceled due to COVID-19 and
rescheduled for November 17, 2020





ORDINANCE 2020-09. uc

ADOPTING 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 Council desires to adopt the real estate tax rate with effect from January 1, 2020; and

WHEREAS, this ordinance was considered at a October 8, 2020 public hearing, and two readings by Council on October 8 and November ~~12~~ 17, 2020.

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

Council hereby adopts the following:

1. The real estate tax rate in Irvington set at \$.03 per \$100 assessed value, with effect from January 1, 2020, is re-adopted..
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 in the Minutes of its November ~~12~~ 17, 2020 meeting.

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that Ordinance 2020-09.uc was adopted at its November ~~12~~ 17, 2020 Meeting, at which a quorum was present and voting. The Vote was:

	IN FAVOR	OPPOSED
Jackie Brown	Aye	NO
R. Wayne Nunnally		
Anthony Marchetti	Aye	
Dudley M. Patteson	Aye	
Bonnie Schaschek	Aye	
Frances Westbrook	Aye	



Albert D. Bugg, III

Albert D. Bugg, III, Mayor

Atest:

Sharon Spauldy
Town Clerk

ORDINANCE 2020-10. uc
ADOPTING AN AMENDED 2020-21 BUDGET

WHEREAS, the Irvington Town Council ("Council") proposes to adopt an Amended 2020-21 Budget for Irvington; and

WHEREAS, a synopsis of the proposed Amended 2020-21 Budget and a notice of a public hearing on the Amended Budget were advertised October 1, and October 8, 2020 pursuant to VA Code Ann. Section 15.2-2506; and

WHEREAS, a public hearing on the proposed Amended 2020-21 Budget was held on October 8, 2020 and the public also had the opportunity to speak about the Amended 2020-21 Budget at Council's workshop held on September 23, 2020 and meetings held on October 8 and November 17, 2020; and
17 (sp)

WHEREAS, this Ordinance was read twice before approval, at the October 8, 2020 and November 17, 2020 Council meetings.
17 (sp)

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

1. Council hereby repeals Ordinance 2020-04.uc Adopting Budget 2020-21 on June 11, 2020.
2. Council hereby adopts as its replacement this Ordinance 2020-10.uc Adopting Amended 2020-21 Budget, attached hereto and incorporated herein by this reference.
3. 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 2020-21 Budget, in the Minutes of its November 17, 2020 meeting.
17 (sp)

Attachment -- Amended 2020-21 Budget

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that Ordinance 2020-10.06 was adopted at the November 17, 2020 meeting at which a quorum was present and voting. The Vote was:
(1769)

	IN FAVOR 4	OPPOSED 3
Jackie Brown		NO
R. Wayne Nunnally		NO
Anthony Marchetti	Yes	
Dudley M. Patteson	Yes	
Bonnie Schaschek		NO
Frances Westbrook	Yes	
Mayor Bugg	Yes	

Albert D. Bugg, III
Albert D. Bugg, III, Mayor

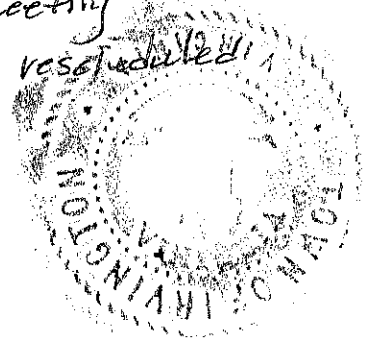
ATTEST:

Sharon Phillips
Sharon Phillips, Town Clerk

Ordinance 2020-10.06 was passed 4-3
by the Irvington town council on November 17th, 2020.

Sharon Phillips
Town Clerk

The November 12, 2020 town council meeting
was canceled due to COVID-19 and rescheduled
for November 17, 2020.



Town of Irvington

Proposed Amended Budget FY 2020/21

	FY 2018/19		FY 2019/2020		FY 2020/21		FY 2020/21
	Budget Jul 2018 Jun 2019	Actuals Jul 2018 Jun 2019	Budget Jul 2019 Jun 2020	Actuals Jul 2019 Jun 2020	Budget Jul 2020 Jun 2021	Actuals Jul 2020 Jun 2021	Proposed Amended Budget Jul 2020 - Jun 2021
Cities and Towns Chapter 25 - Budgets, Audits and Reports \$15.2-2504. What Budget to Show							
Occupancy Tax	\$80,000	\$60,829	\$70,000	59,464	\$70,000	\$31,892	\$98,000
Real Estate Tax	\$87,000	\$88,215	\$64,239	62,615	\$64,239	\$115	\$63,000
Local Sales Tax (Sales Tax)	\$26,000	\$27,532	\$27,000	29,068	\$27,000	\$9,678	\$25,000
PP Tax (Auto/Golf Tags)	\$10,000	\$10,556	\$10,000	10,256	\$10,000	\$130	\$10,000
Bank Franchise	\$9,888	\$10,321	\$10,000	11,455	\$10,000		\$12,000
Cable TV / Communications	\$2,346	\$2,129	\$2,200	2,052	\$2,200	\$497	\$2,000
Town Property Rental	\$1,000	\$1,500	\$1,000	500	\$1,000	\$500	\$1,000
Permit / Zoning Fees	\$1,050	\$1,195	\$1,200	760	\$1,200	\$330	\$2,500
Interest Income	\$2,900	\$4,957	\$6,000	5,522	\$6,000	\$381	\$1,500
ATL Fire Grant	\$10,000	\$10,000	\$10,000	10,000	\$10,000		\$10,000
Lokey Wiley Fund	\$0	\$0	\$2,000		\$2,000		\$2,000
Misc. Income	\$56	\$18	\$50		\$50		\$50
VA Tourism Grant							\$15,250
COVID-19 Cares Act						\$35,245	\$70,490

Cities and Towns Chapter 25 - Budgets, Audits and Reports \$15.2-2504. What Budget to Show		Budget Jul 2018 Jun 2019	Actuals Jul 2018 Jun 2019	Budget Jul 2019 Jun 2020	Actuals Jul 2019 Jun 2020	Budget Jul 2020 Jun 2021	Actuals Jul 2020 Jun 2021	Proposed Amended Budget Jul 2020 - Jun 2021
Operating Expenses		\$156,299	\$187,441	\$157,457	\$154,935	\$154,457	\$142,088	\$256,952
Employee Expense		\$64,725	\$61,471	\$64,478	\$63,019	\$64,478	\$14,170	\$65,000
Professional Services		\$12,000	\$12,000	\$15,000	\$15,000	\$15,000	\$5,000	\$25,000
Insurance (Insurance (VML))		\$3,863	\$3,863	\$4,189	\$4,189	\$4,189	\$4,884	\$4,500
Public Safety & Code Enforcement		\$15,500	\$12,120	\$10,500	\$10,000	\$10,500	\$7,517	\$11,000
Office Expenses		\$13,035	\$12,704	\$12,940	\$10,416	\$12,940		\$15,500
Municipal Expense		\$12,750	\$11,379	\$13,400	\$8,744	\$13,400	\$2,602	\$11,000
Town Council		\$3,540	\$1,388	\$3,000	\$865	\$3,000	\$981	\$2,000
Planning Commission		\$1,540	\$468	\$1,850	\$507	\$1,850	\$283	\$1,850
Utilities		\$14,396	\$13,523	\$13,600	\$12,447	\$13,600	\$3,169	\$15,000
Town Maintenance		\$14,950	\$8,525	\$15,500	\$9,768	\$15,500	\$2,619	\$15,500
Comprehensive Plan		\$0	\$0					\$0
Municipal Audit		\$0	\$0					\$0
Miscellaneous Expense		\$0	\$0					\$0
Website Tech Support		\$0	\$0					\$0
Public Notices		\$0	\$0					\$0
Commons Utilities & Maint		\$0	\$0					\$0
Mayor's Discretionary Fund		\$1,000	\$256	\$750	\$726	\$750	\$73	\$2,000
COVID-19 Cares Act							\$790	\$70,490
Town Office Rent								\$8,112
Reimburse Contingency Fund								\$10,000
1.2 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								
7 Moved from Community Support								

Cities and Towns Chapter 25 - Budgets, Audits and Reports \$15.2-2504. What Budget to Show		Budget Jul 2018 Jun 2019	Actuals Jul 2018 Jun 2019	Budget Jul 2019 Jun 2020	Actuals Jul 2019 Jun 2020	Budget Jul 2020 Jun 2021	Actuals Jul 2020 Jun 2021	Proposed Amended Budget Jul 2020 - Jun 2021
Community Support and Tourism Promotion		\$34,530	\$29,641	\$26,900	\$21,695	\$26,900	\$3,200	\$48,400
Charitable Donations								
Fire and Rescue		\$2,100	\$2,100	\$2,500	\$2,100	\$2,500		\$2,500
Steamboat Era Museum				\$2,500	\$2,500	\$2,500		\$2,500
Lancaster Library		\$1,000	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Other								
Community Events		\$13,830	\$10,292	\$10,000	\$4,489	\$10,000		\$10,000
Flags & Banners		\$7,900	\$7,949	\$3,200	\$4,190	\$3,200		\$4,200
Irvington Crab Festival		\$6,200	\$6,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Wi-Fi		\$500	\$479	\$500	\$240	\$500		\$0
Trolley		\$250	\$250	\$250	\$250	\$250		\$0
Virginia River Realm		\$1,500	\$1,500	\$2,000	\$2,000	\$2,000		\$2,000
VA Tourism Grant Expenses								\$22,000
Mayor's Discretionary Fund ¹		\$1,000	\$256	\$750	\$726	\$750		\$0
Misc Support		\$250	(\$385)					
Irvington Golf Tournament				\$2,000	\$2,000	\$2,000		\$2,000
¹ Moved to General Operating Budget								
Capital Budget Contribution		\$39,411	\$50,170	\$22,332	\$35,042	\$22,332	\$33,480	\$7,138
Total Revenue		\$230,240	\$217,252	\$203,689	\$191,692	\$203,689	\$78,768	\$312,790
Total Expenditures		\$230,240	\$217,252	\$203,689	\$191,692	\$203,689	\$78,768	\$312,790
		\$0	\$0	\$0	\$0	\$0	\$0	\$0

Contingency/Reserves and Capital Improvements Funds	§ 15.2-2505. Any locality may include in its budget a reasonable reserve for contingencies and capital improvements.				
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Balance forwarded previous year					
Cash Assets On Hand 07/01/2020	382,228	124,195	(52,165)	(77,165)	(82,165)
Year End Contributions (Net Income)	7,438				
Restricted Funds	(5,761)				
Contingency Fund Balance	(58,640)	(80,000)			
Sale of Town Hall	85,000				
COVID-19 Cares Act Fund	4,755				
Total Funds Available	415,020	44,195	(52,165)	(77,165)	(82,165)
Contingency Fund Reimbursement					
Storage Shed	10,000	11,360			
Stump Removal	5,000				
Concrete Slab		10,000			
Building		40,000			
The Commons					
Tennis Court Repair	8,825				
Playground					
Landscaping					
Christmas Lights & Decorations					
Lighted Lanterns	5,000	5,000	5,000	5,000	5,000
Electrical Renovation					
Flags and Banners					
Town Hall Renovations & Repairs	12,000				
New Town Office	250,000	30,000	20,000		
Total Capital Improvements	290,825	96,360	25,000	5,000	5,000
Ending balance per year	124,195	(52,165)	(77,165)	(82,165)	(87,165)

10:29 AM
11/11/20

Town of Irvington, Virginia
A/P Aging Summary
As of November 11, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Barbour Printing Services Inc.	262.00					262.00
BMS Direct	347.70					347.70
Flackshack	5,556.00					5,556.00
Golden Eagle of Irvington LLC	2,000.00					2,000.00
Mosca Design	5,000.00					5,000.00
River Glass & Tint LLC	305.37					305.37
TOTAL	13,471.07				0.00	13,471.07

A/P Summary



8:44 AM
11/08/20

Town of Irvington, Virginia
Balance Sheet
As of October 31, 2020

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
CARES Fund Grant	70,490.42
Chesapeake Bank Money M...	87,411.79
Chesapeake Bank G/O Acco...	26,279.30
Chesapeake Bank - CDs	
CD2712 09/25/20	26,415.76
CD1368 03/21/21	103,248.22
CD2216 03/21/2021	113,573.04
Bike Path_CD7725 12/27/...	5,772.85
Total Chesapeake Bank - CDs	249,009.87
VCB - CD	4,425.65
Total Checking/Savings	437,617.03
Total Current Assets	437,617.03
Fixed Assets	
Buildings/Land	
North Commons	411,200.00
Main Commons	407,900.00
Town Office	85,200.00
Total Buildings/Land	904,300.00
Total Fixed Assets	904,300.00
TOTAL ASSETS	<u>1,341,917.03</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,480.57
Total Other Current Liabilities	1,480.57
Total Current Liabilities	1,480.57
Total Liabilities	1,480.57
Equity	
Opening Balance Equity	373,800.00
Retained Earnings	910,875.37
Net Income	55,761.09
Total Equity	1,340,436.46
TOTAL LIABILITIES & EQUITY	<u>1,341,917.03</u>

8:46 AM
11/08/20

Town of Irvington, Virginia
Profit & Loss Monthly/YTD
October 2020

	Oct 20	Jul - Oct 20
Income		
CARES Fund Grant - Income	35,245.21	70,490.42
Cont_Cap_Finan_Plan		
Fire Grant/State		
Bank Franchise Income		
Cable TV/Comm Income	161.55	658.16
Interest Income	97.67	478.80
Permit Fees	175.00	505.00
Property Rental Fees		500.00
Real Estate Tax - Revenue		
RE Tax - Collection Fees		
Real Estate Tax - Revenue - Other		115.32
Total Real Estate Tax - Revenue		115.32
Auto/Golf Tags - Revenue		
Auto/Golf Tags - Collection Fee		
Auto/Golf Tags - Revenue - Other		130.00
Total Auto/Golf Tags - Revenue		130.00
Occupancy Tax	11,572.41	43,464.85
Local Sales & Use Tax	3,122.48	12,800.92
Lokey Funding		
Miscellaneous Income		
Total Income	50,374.32	129,143.47
Cost of Goods Sold		
Cost of Goods Sold		
Total COGS		
Gross Profit	50,374.32	129,143.47
Expense		
CARES Fund Grant - Expenses	1,300.00	2,089.97
COVID- CARES FUND Grant	1,352.00	1,352.00
Employee Expenses		
Employee Conference/Sem/Wkshp		
Other		
Employee Bonding		178.00
Employer Payroll Taxes	313.80	1,593.20
Wages/Salaries	4,070.83	16,283.32
Workers Compensation Insurance		500.00
Employee Expenses - Other		
Total Employee Expenses	4,384.63	18,554.52
Professional Services		
Accounting		

	Oct 20	Jul - Oct 20
Legal		
One Time Bonus		3,000.00
Legal - Other	1,000.00	3,000.00
Total Legal	1,000.00	6,000.00
Professional Services - Other		
Total Professional Services	1,000.00	6,000.00
Insurance		
Building/Property Insurance		1,433.00
General Liability Insurance		3,451.00
Insurance - Other		
Total Insurance		4,884.00
Public Safety		
Traffic Control/LCSD		
ATL Fire Grant		
Code Enforcement		
Disaster Preparedness		
Public Safety - Other		
Total Public Safety		
Office Expense		
Other		
Dues & Subscriptions	250.00	683.00
Mileage & Travel		
Banking Fees	30.00	30.00
Equipment	255.99	1,155.99
Repairs & Maintenance	353.00	3,251.69
Janitorial	200.00	450.00
Computer		
Processing Fees	283.20	1,291.08
Maintenance/Repairs	735.00	1,470.00
Hardware		
Software		
Computer - Other		
Total Computer	1,018.20	2,761.08
Postage		
Supplies	213.22	1,505.86
Website Maintenance		
Office Expense - Other		
Total Office Expense	2,320.41	9,837.62

	Oct 20	Jul - Oct 20 #
Municipal Expenses		
PP - Collection Fee		12.00
RE Tax Collection Fee	225.53	237.06
Codification of Ordinances		
Comprehensive Plan		
Election Expenses		2,578.29
Municipal Audit		
Municipal Expenses - Other		
Total Municipal Expenses	225.53	2,827.35
Town Council Expenses		
Public Notices		772.80
Conferences/Seminars/Workshops		208.00
Town Council Expenses - Other		
Total Town Council Expenses		980.80
Planning Commission Expenses		
Public Notices	90.38	226.88
Conferences/Seminars/Workshops		146.00
Planning Commission Expenses - Other		
Total Planning Commission Expenses	90.38	372.88
Utilities		
Heating Fuel	134.72	134.72
Electricity		
Street Lights	766.89	3,080.22
Town Office	53.71	125.44
Electricity - Other		
Total Electricity	820.60	3,205.66
Internet	91.10	363.54
Telephone	96.24	381.51
Water	19.93	77.36
Utilities- Recreation	30.09	198.39
Utilities - Other		
Total Utilities	1,192.68	4,361.18

	Oct 20	Jul - Oct 20
Town Maintenance		
Refuse & Debris Removal	78.00	311.70
Grounds/Landscape		2,385.00
Sidewalks		
Street Cleaning		
Street Lighting		
Town Maintenance - Other		
Total Town Maintenance	78.00	2,696.70
Community Support /Tourism		
Charitable Donations		
Steamboat Era Museum (501c3)		
Lancaster Community Library		
Fire & Rescue		
Charitable Donations - Other		
Total Charitable Donations		
Community Events		
Christmas		
Irvington Golf Tourney		
July 4th Parade/Concert		
Community Events - Other		
Total Community Events		
Town Commons/Tennis Cts/Gazebo		
Flags/Banners		
Maintenance & Repair		
Hardware		
Flags/Banners - Other		
Total Flags/Banners		
Steamboat Era Museum		1,200.00
Town WiFi		
Trolley, Town of Kilmarnock		2,000.00
Virginia River Realm		
Mayor's Discretionary Fund		72.86
Misc Community Support & Touris		
Community Support /Tourism - Other		
Total Community Support /Tourism		3,272.86
Miscellaneous Expense		
Reconciliation Discrepancies		

	Oct 20	Jul - Oct 20
Capital Expenses		
CONTINGENCY FUND	16,152.50	16,152.50
STORAGE SHED		
Building		
Concrete Slab		
Stump Removal		
THE COMMONS		
Common Landscaping		
Playground		
Tennis Court Repair		
CHRISTMAS LIGHTS & DECORATIONS		
FLAGS AND BANNERS		
Electrical Renovation		
TOWN HALL RENOVATIONS		
TECHNOLOGY		
Hardware/Software		
Municipal Information		
Website Design		
INFRASTRUCTURE		
LARGE PROJECT FINANCING 600k		
Planning/Downpayment		
15 Year Mortgage 400k		
Capital Expenses - Other		
Total Capital Expenses	16,152.50	16,152.50
Total Expense	28,096.13	73,382.38
Net Income	22,278.19	55,761.09

8:44 AM
11/08/20

Town of Irvington, Virginia
Profit & Loss Budget Performance

October 2020

	Oct 20	Budget	Jul - Oct 20	YTD Budget	Annual Budget
Income					
CARES Fund Grant - Income	35,245.21		70,480.42		
Fire Grant/State					10,000.00
Bank Franchise Income					10,000.00
Cable TV/Comm Income	161.55	174.13	658.16	685.80	2,200.00
Interest Income	97.67	560.78	478.80	2,384.60	6,000.00
Permit Fees	175.00	100.00	505.00	400.00	1,200.00
Property Rental Fees			500.00		1,000.00
Real Estate Tax - Revenue		765.49	115.32	893.97	64,239.00
Auto/Golf Tags - Revenue					
Auto/Golf Tags - Collection Fee			130.00	460.00	10,000.00
Auto/Golf Tags - Revenue - Other					
Total Auto/Golf Tags - Revenue			130.00	460.00	10,000.00
Occupancy Tax	11,572.41	8,909.35	43,464.85	43,668.36	70,000.00
Local Sales & Use Tax	3,122.48	2,546.77	12,800.92	10,354.94	27,000.00
Lokey Funding					2,000.00
Miscellaneous Income					50.00
Total Income	50,374.32	13,056.52	129,143.47	58,847.77	203,689.00
Gross Profit	50,374.32	13,056.52	129,143.47	58,847.77	203,689.00
Expense					
CARES Fund Grant - Expenses	1,300.00		2,089.97		
COVID- CARES FUND Grant	1,352.00		1,352.00		
Employee Expenses				425.00	1,300.00
Employee Conference/Sem/Wkshp				178.00	178.00
Employee Bonding			178.00		
Employer Payroll Taxes	313.80	358.27	1,593.20	1,432.98	4,500.00
Wages/Salaries	4,070.83	4,683.33	16,283.32	18,733.32	58,000.00
Workers Compensation Insurance			500.00	500.00	500.00
Total Employee Expenses	4,384.63	5,041.60	18,554.52	21,269.30	64,478.00
Professional Services					
Legal					
One Time Bonus			3,000.00	3,000.00	3,000.00
Legal - Other	1,000.00	1,000.00	3,000.00	4,000.00	12,000.00
Total Legal	1,000.00	1,000.00	6,000.00	7,000.00	15,000.00
Total Professional Services	1,000.00	1,000.00	6,000.00	7,000.00	15,000.00
Insurance					
Building/Property Insurance			1,433.00	1,474.00	1,474.00
General Liability Insurance			3,451.00	2,715.00	2,715.00
Total Insurance			4,884.00	4,189.00	4,189.00
Public Safety					
Traffic Control/LCSD					
ATL Fire Grant					10,000.00
Code Enforcement					500.00
Total Public Safety					10,500.00
Office Expense					
Other					
Dues & Subscriptions	250.00		683.00	1,019.00	1,200.00
Banking Fees	30.00	30.00	30.00	30.00	30.00
Equipment	255.99		1,155.99		1,500.00
Repairs & Maintenance	353.00		3,251.89	323.00	2,000.00
Janitorial	200.00		450.00	250.00	1,000.00
Computer					
Processing Fees	283.20	444.25	1,291.08	1,255.45	3,160.00
Maintenance/Replars	735.00		1,470.00	100.00	1,000.00
Hardware				250.00	500.00
Software		125.00		125.00	250.00
Total Computer	1,018.20	569.25	2,761.08	1,730.45	4,910.00
Postage					500.00
Supplies	213.22	159.19	1,505.86	453.58	1,800.00
Website Maintenance					
Office Expense - Other					
Total Office Expense	2,320.41	758.44	9,837.62	3,806.03	12,940.00
Municipal Expenses					
PP - Collection Fee			12.00	46.00	1,000.00
RE Tax Collection Fee	225.53	347.05	237.06	359.90	6,900.00
Codification of Ordinances					1,000.00
Comprehensive Plan					1,000.00
Election Expenses			2,578.29		3,500.00
Total Municipal Expenses	225.53	347.05	2,827.35	405.90	13,400.00

	Oct 20	Budget	Jul - Oct 20	YTD Budget	Annual Budget
Town Council Expenses					
Public Notices		100.00	772.80	600.00	2,000.00
Conferences/Seminars/Workshops			208.00	300.00	1,000.00
Total Town Council Expenses		100.00	980.80	900.00	3,000.00
Planning Commission Expenses					
Public Notices	90.38	100.00	226.88	400.00	1,100.00
Conferences/Seminars/Workshops			146.00	250.00	750.00
Total Planning Commission Expenses	90.38	100.00	372.88	650.00	1,850.00
Utilities					
Heating Fuel	134.72		134.72		800.00
Electricity					
Street Lights	766.89	775.00	3,080.22	3,100.00	9,100.00
Town Office	53.71	40.00	125.44	190.00	600.00
Total Electricity	820.60	815.00	3,205.66	3,290.00	9,700.00
Internet	91.10	90.25	363.54	361.00	1,100.00
Telephone	96.24	100.00	381.51	400.00	1,200.00
Water	19.93	30.00	77.36	120.00	300.00
Utilities- Recreation	30.09	41.67	198.39	166.68	500.00
Total Utilities	1,192.68	1,076.92	4,361.18	4,337.68	13,600.00
Town Maintenance					
Refuse & Debris Removal	78.00	125.00	311.70	500.00	1,500.00
Grounds/Landscape		1,555.56	2,385.00	6,222.24	14,000.00
Street Cleaning					
Street Lighting					
Total Town Maintenance	78.00	1,680.56	2,696.70	6,722.24	15,500.00
Community Support /Tourism					
Charitable Donations					
Steamboat Era Museum (501c3)					2,500.00
Lancaster Community Library					2,000.00
Fire & Rescue					2,500.00
Total Charitable Donations					7,000.00
Community Events					
Christmas					
Irvington Golf Tourney					2,000.00
July 4th Parade/Concert				3,951.98	10,000.00
Community Events - Other					
Total Community Events				3,951.98	12,000.00
Town Commons/Tennis Cts/Gazebo					
Flags/Banners					
Maintenance & Repair					
Hardware					
Flags/Banners - Other					3,200.00
Total Flags/Banners					3,200.00
Steamboat Era Museum			1,200.00	1,200.00	1,200.00
Town WIFI				250.00	500.00
Trolley, Town of Kilmarnock			2,000.00	250.00	250.00
Virginia River Realm				2,000.00	2,000.00
Mayor's Discretionary Fund			72.86	250.00	750.00
Misc Community Support & Touris					
Total Community Support /Tourism			3,272.86	7,901.98	26,900.00
Reconciliation Discrepancies					
Capital Expenses					
CONTINGENCY FUND	16,152.50		16,152.50		80,000.00
STORAGE SHED					
Stump Removal					5,000.00
Common Landscaping					5,000.00
CHRISTMAS LIGHTS & DECORATI...					5,000.00
FLAGS AND BANNERS		500.00		500.00	1,000.00
Electrical Renovation					5,000.00
TOWN HALL RENOVATIONS		500.00		500.00	1,000.00
Hardware/Software					1,000.00
Municipal Information					5,000.00
Website Design		1,500.00		1,500.00	3,000.00
INFRASTRUCTURE					5,000.00
Planning/Downpayment					10,000.00
15 Year Mortgage 400k					
Total Capital Expenses	16,152.50	2,500.00	16,152.50	2,500.00	126,000.00
Total Expense	28,096.13	12,604.57	73,382.38	59,882.13	307,357.00
Net Income	22,278.19	451.95	55,761.09	-834.36	-103,688.00

2:53 PM
11/09/20

Town of Irvington, Virginia
Check Detail
October 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	DC	10/14/2020	Local Government Att...		Chesapeake Bank G/O ...		-250.00
				Dues & Subscriptions		-250.00	250.00
TOTAL						-250.00	250.00
Check	DC	10/28/2020	Amazon		Chesapeake Bank G/O ...		-117.22
				Supplies		-117.22	117.22
TOTAL						-117.22	117.22
Check	DC	10/28/2020	Postmaster		Chesapeake Bank G/O ...		-7.50
				Public Notices		-7.50	7.50
TOTAL						-7.50	7.50
Check	EFT	10/01/2020	Google		Chesapeake Bank G/O ...		-283.20
				Processing Fees		-283.20	283.20
TOTAL						-283.20	283.20
Check	EFT	10/09/2020	Chesapeake Bank		Chesapeake Bank G/O ...		-30.00
				Banking Fees		-30.00	30.00
TOTAL						-30.00	30.00
Liability Check	EFT	10/13/2020	United States Treasury		Chesapeake Bank G/O ...		-1,004.84
				Payroll Liabilities		-382.00	382.00
				Payroll Liabilities		-59.02	59.02
				Payroll Liabilities		-59.02	59.02
				Payroll Liabilities		-252.40	252.40
				Payroll Liabilities		-252.40	252.40
TOTAL						-1,004.84	1,004.84
Liability Check	EFT	10/20/2020	Virginia Dept. of Taxati...		Chesapeake Bank G/O ...		-477.00
				Payroll Liabilities		-477.00	477.00
TOTAL						-477.00	477.00
Liability Check	EFT	10/20/2020	Virginia Employment C...		Chesapeake Bank G/O ...		-11.00
				Payroll Liabilities		-11.00	11.00
TOTAL						-11.00	11.00
Check	13847	10/01/2020	ICN Enterprises LLC (c)		Chesapeake Bank G/O ...		-2,600.00
				CONTINGENCY FUND		-2,600.00	2,600.00
TOTAL						-2,600.00	2,600.00
Check	13848	10/01/2020	ICN Enterprises LLC (c)		Chesapeake Bank G/O ...		-1,352.00
				COVID- CARES FUND ...		-1,352.00	1,352.00
TOTAL						-1,352.00	1,352.00
Bill Pmt -Check	13849	10/01/2020	Foster & Three Sons		Chesapeake Bank G/O ...		-200.00
Bill	October...	10/01/2020		Janitorial		-200.00	200.00
TOTAL						-200.00	200.00

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Town of Irvington, Virginia
Check Detail
October 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
I Pmt -Check	13850	10/09/2020	Ambrose Disposal Ser...		Chesapeake Bank G/O ...		-78.00
Bill	*246-0...	10/01/2020		Refuse & Debris Removal		-58.50	58.50
Bill	*275-0...	10/01/2020		Refuse & Debris Removal		-19.50	19.50
TOTAL						-78.00	78.00
Bill Pmt -Check	13851	10/09/2020	Barbour Printing Servi...		Chesapeake Bank G/O ...		-96.00
Bill	1409-20	09/11/2020		Supplies		-96.00	96.00
TOTAL						-96.00	96.00
Bill Pmt -Check	13852	10/09/2020	Dominion Virginia Pow...		Chesapeake Bank G/O ...		-766.89
Bill	3404 St...	10/01/2020		Street Lights		-766.89	766.89
TOTAL						-766.89	766.89
Bill Pmt -Check	13853	10/09/2020	Flackshack		Chesapeake Bank G/O ...		-2,817.50
Bill	1339	10/01/2020		CONTINGENCY FUND		-2,817.50	2,817.50
TOTAL						-2,817.50	2,817.50
Bill Pmt -Check	13854	10/09/2020	Lara Brown (e)		Chesapeake Bank G/O ...		-255.99
Bill	Office ...	10/01/2020		Equipment		-255.99	255.99
TOTAL						-255.99	255.99
Bill Pmt -Check	13855	10/09/2020	Quarles Energy Services		Chesapeake Bank G/O ...		-134.72
Bill	47712	09/09/2020		Heating Fuel		-134.72	134.72
TOTAL						-134.72	134.72
Bill Pmt -Check	13856	10/09/2020	Rappahannock Record		Chesapeake Bank G/O ...		-82.88
Bill	5292	10/01/2020		Public Notices		-82.88	82.88
TOTAL						-82.88	82.88
Bill Pmt -Check	13857	10/09/2020	BMS Direct		Chesapeake Bank G/O ...		-225.53
Bill	147346...	10/08/2020		RE Tax Collection Fee		-225.53	225.53
TOTAL						-225.53	225.53
Bill Pmt -Check	13858	10/14/2020	Aqua Virginia		Chesapeake Bank G/O ...		-33.59
Bill	0247-2...	10/01/2020		Water		-19.93	19.93
Bill	1979-T...	10/01/2020		Utilities- Recreation		-13.66	13.66
TOTAL						-33.59	33.59
Bill Pmt -Check	13859	10/14/2020	Atlantic Broadband		Chesapeake Bank G/O ...		-187.34
Bill	2828	10/01/2020		Internet		-91.10	91.10
				Telephone		-96.24	96.24
TOTAL						-187.34	187.34
Bill Pmt -Check	13860	10/14/2020	Dominion Virginia Pow...		Chesapeake Bank G/O ...		-70.14
Bill	7507 23...	10/01/2020		Town Office		-53.71	53.71
Bill	5000 R...	10/01/2020		Utilities- Recreation		-7.20	7.20
Bill	7505 X...	10/01/2020		Utilities- Recreation		-9.23	9.23
TOTAL						-70.14	70.14

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11/09/20

Town of Irvington, Virginia
Check Detail
October 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
I Pmt -Check	13861	10/14/2020	Keane Law PLLC		Chesapeake Bank G/O ...		-1,000.00
Bill	Septem...	10/01/2020		Legal		-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Bill Pmt -Check	13862	10/14/2020	Mill Creek Geek		Chesapeake Bank G/O ...		-735.00
Bill	ITH200...	10/12/2020		Maintenance/Repairs		-735.00	735.00
TOTAL						-735.00	735.00
Bill Pmt -Check	13863	10/26/2020	B&B Construction (e)		Chesapeake Bank G/O ...		-11,088.00
Bill	Basem...	10/01/2020		Repairs & Maintenance		-353.00	353.00
Bill	235 Fo...	10/08/2020		CONTINGENCY FUND		-9,535.00	9,535.00
				CONTINGENCY FUND		-1,200.00	1,200.00
TOTAL						-11,088.00	11,088.00
Bill Pmt -Check	13864	10/26/2020	ICN Enterprises LLC (c)		Chesapeake Bank G/O ...		-1,300.00
Bill	Novem...	10/01/2020		CARES Fund Grant - Ex...		-1,300.00	1,300.00
TOTAL						-1,300.00	1,300.00
Paycheck	13865	10/30/2020	Brown, Lara M.		Chesapeake Bank G/O ...		-1,459.08
				Wages/Salaries		-1,833.33	1,833.33
				Payroll Liabilities		169.00	-169.00
				Employer Payroll Taxes		-113.67	113.67
				Payroll Liabilities		113.67	-113.67
				Payroll Liabilities		113.67	-113.67
				Employer Payroll Taxes		-26.58	26.58
				Payroll Liabilities		26.58	-26.58
				Payroll Liabilities		26.58	-26.58
				Payroll Liabilities		65.00	-65.00
				Employer Payroll Taxes		-2.38	2.38
				Payroll Liabilities		2.38	-2.38
TOTAL						-1,459.08	1,459.08
Paycheck	13866	10/30/2020	Phillips, Sharon L.		Chesapeake Bank G/O ...		-1,759.33
				Wages/Salaries		-2,237.50	2,237.50
				Payroll Liabilities		213.00	-213.00
				Employer Payroll Taxes		-138.73	138.73
				Payroll Liabilities		138.73	-138.73
				Payroll Liabilities		138.73	-138.73
				Employer Payroll Taxes		-32.44	32.44
				Payroll Liabilities		32.44	-32.44
				Payroll Liabilities		32.44	-32.44
				Payroll Liabilities		94.00	-94.00
TOTAL						-1,759.33	1,759.33



Town of Irvington
Zoning Administrator Report for Town Council
Prepared For: November 12, 2020, Town Council Meeting
Staff Contact: Lara M. Brown, Zoning Administrator

Zoning Permits

Three zoning permits
Two CUPs (Schedule to be Proposed at Meeting)
2 JPAs (Joint Permit Applications)

Site Visits

ZA conducted 4 site visits for shoreline erosion, pool location, tree in the RPA, and dock replacement.

North Commons

At the 10/15/2020 Special Called TC Meeting, two motions were passed **“FOR THE DESIGNATION OF THE NORTH COMMONS AS THE LOCATION FOR THE NEW TOWN OFFICE and “THE MOTION TO AUTHORIZE TOWN STAFF TO PROCEED WITH GETTING PROPOSALS RELATED TO ITEMS DISCUSSED CONCERNING A NEW TOWN OFFICE SUCH AS A PROPOSAL FROM CHESAPEAKE HOMES OR A SIMILAR CONTRACTOR; A PROPOSAL FOR A SURVEY; A PROPOSAL FOR A SITE PLAN FROM BAY DESIGN OR SIMILAR CONTRACTOR.”** At their request, the ZA requested pricing/estimate for the construction of a Town Office and Meeting Hall from a local vendor. Estimates have been received for a Master Site Plan and a Land Development & Engineering Plan that would involve the necessary infrastructure to develop the North Commons.

In addition to this proposal, the ZA received a proposal from a second vendor to include designing a building with construction documents including main building, meeting room building, parking, landscaping, lighting, and walk paths.

Zoning Department Housekeeping Items

The Conditional Use Permit application has been updated, reviewed by legal and will take effect immediately.

The Subdivision Application was not in compliance with the most current Town Code. A revised subdivision application has been updated, reviewed by legal and will take effect immediately.

The Joint Permit Application Process has been reviewed by the ZA in partnership with VMRC and Lancaster County. During the review, it is clear that the Town of Irvington has shared responsibility with Lancaster County Wetlands Board when waterfront property owners are proposing work within the CBPA. The Town of Irvington has jurisdiction over the Bay Act and when the County receives future JPAs, they will begin forwarding the applications to Irvington. The ZA has worked closely with the County and appreciates the time and effort shown from County staff.



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, OCTOBER 15, 2020; 5PM**

AGENDA

A. CALL TO ORDER – Mayor Bugg

Mayor Bugg: Wayne can you hear us.

W. Nunnally: Yes sir.

Mayor Bugg: Excellent. Go ahead and call this meeting to order. This is the Irvington Town Council special called meeting on Thursday, October 15, 2020 at 5:00 p.m. Again, we are at the Irvington Baptist Church. Notice is hereby given that Irvington Town Council will hold a special called meeting on Thursday, October 15, 2020 at 5:00 p.m.. I have called this meeting to order with roll call.

B. ROLL CALL – Mayor Bugg

Members of Council Present: Frances Westbrook
Anthony Marchetti
Jackie Brown
Bonnie Schaschek
Wayne Nunnally (via telephone)

Absent: Dudley Patteson

Administrative Staff Present Nancyellen Keane, Esq., Town Attorney
Lara Brown, Zoning Administrator
Sharon Phillips, Clerk, FOIA Officer

Guests: See attached sign in sheet

C. CLOSED SESSION

F. Westbrook: I, Frances Westbrook move to go into closed session pursuant to §2.2-3711A3 of the Code of Virginia for commercial issues regarding possible temporary or replacement of town office for discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Town.

B. Schaschek: Second.

Mayor Bugg: All in favor. Opposed.

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Wayne Nunnally	Aye
	Bonnie Schaschek	Aye
	Anthony Marchetti	Aye

THE MOTION TO GO INTO CLOSED SESSION IS PASSED 5-0.

D. RETURN TO OPEN SESSION

F. Westbrook: 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;

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**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, OCTOBER 15, 2020; 5PM**

and whereas §2.2-3711 A(3) for real estate matters 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 please state the departure. There is no response.

I, Frances Westbrook, so certify
I, Jackie Brown, so certify
I, Bonnie Schaschek, so certify
I, Anthony Marchetti, so certify
I, Wayne Nunnally, so certify
I, Tripp Bugg, so certify

Mayor Bugg: Excellent. We will now move to vote on the various items. The first is the motion to select Ann Meekins as the listing agent for 235 Steamboat Road and to authorize the mayor to sign the listing agreement with Ann Meekins. Would anybody like to make that motion?

B. Schaschek: So move.

J. Brown: Second.

Mayor Bugg: Any discussion? All those in favor and all those opposed? The motion passes.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye

THE MOTION TO SELECT ANN MEEKINS AS THE LISTING AGENT FOR 235 STEAMBOAT ROAD AND TO AUTHORIZE THE MAYOR TO SIGN THE LISTING AGREEMENT WITH ANN MEEKINS IS PASSED 5-0.

Mayor Bugg: Second item would be a motion for the designation of the North Commons as the location for the new town office. Obviously we are just getting this going so we are not putting any details in this motion. Would anybody like to make that motion?

F. Westbrook: I so move.

B. Schaschek: Second.

Mayor Bugg: Any discussion? All those in favor and all those opposed? The motion passes.



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Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Opposed
	Jackie Brown	Aye

THE MOTION FOR THE DESIGNATION OF THE NORTH COMMONS AS THE LOCATION FOR THE NEW TOWN OFFICE IS PASSED 4-1.

Mayor Bugg: The third item would be a motion to authorize town staff to proceed with getting proposals related to items discussed concerning a new town office such as a proposal from Chesapeake Homes or a similar contractor; a proposal for a survey; a proposal for a site plan from Bay Design or similar contractor. Can I get that motion?

W. Nunnally: We are just getting figures, is that correct?

B. Schaschek: Yes.

F. Westbrook: Move.

A. Marchetti: Second.

Mayor Bugg: Any discussion? All those in favor and all those opposed? The motion passes.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye

THE MOTION TO AUTHORIZE TOWN STAFF TO PROCEED WITH GETTING PROPOSALS RELATED TO ITEMS DISCUSSED CONCERNING A NEW TOWN OFFICE SUCH AS A PROPOSAL FROM CHESAPEAKE HOMES OR A SIMILAR CONTRACTOR; A PROPOSAL FOR A SURVEY; A PROPOSAL FOR A SITE PLAN FROM BAY DESIGN OR SIMILAR CONTRACTOR IS PASSED 5-0.

Mayor Bugg: The last item would be a motion to authorize the town attorney to proceed with research concerning Irvington's position in regards to land disturbance and issuing a new ordinance that would give us more of a role in that process. Is there anything else we need to say regarding this?

F. Westbrook: That is the JPA?

N. Keane: Yes. For reference, it is related to section §154.157B(2) of the Town Code.

B. Schaschek: That is the State Code?

N. Keane: No, it's the Town Code.

Mayor Bugg: Would anyone like to make that motion?



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B. Schaschek: So moved.

J. Brown: Second.

Mayor Bugg: Any discussion? All those in favor and all those opposed. The motion passes.

Vote:	Bonnie Schaschek	Aye	
	Frances Westbrook	Aye	
	Anthony Marchetti	Aye	
	Wayne Nunnally		Opposed
	Jackie Brown	Aye	

THE MOTION TO AUTHORIZE THE TOWN ATTORNEY TO PROCEED WITH RESEARCH CONCERNING IRVINGTON'S POSITION IN REGARDS TO LAND DISTURBANCE AND ISSUING A NEW ORDINANCE THAT WOULD GIVE US MORE OF A ROLE IN THAT PROCESS IS PASSED 4-1.

E. ADJOURN

Mayor Bugg: Can I get a motion to adjourn?"

W. Nunnally: I move we adjourn.

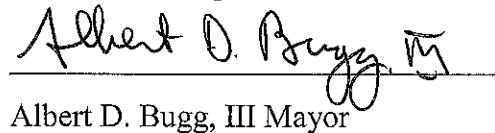
A. Marchetti: Second:

Mayor Bugg: All those in favor and all those opposed. We are adjourned.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye

THE MOTION TO ADJOURN IS PASSED 5-0

Respectfully submitted,
Sharon L. Phillips, Clerk


Albert D. Bugg, III Mayor



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Sign In Sheet

Name

Address

1.	
2.	No Public Attended
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AGENDA

A. CALL TO ORDER – Mayor Bugg

Mayor Bugg: Go ahead and call this meeting to order. This is the Town Council special meeting at the Irvington Baptist Church on Thursday, October 8, 2020. This is immediately following the public hearings. Notice is hereby given that the Irvington Town Council will hold a special called meeting on Thursday, October 8th, 2020, immediately following the public hearings. The purpose of the special called meeting is to conduct monthly business. Call to order.

B. ROLL CALL – Mayor Bugg

Members of Council present:

Bonnie Schaschek
Frances Westbrook
Anthony Marchetti
Wayne Nunnally
Jackie Brown
Dudley Patteson

Staff Present

Nancyellen Keane, Esq., Town Attorney
Lara Brown, Zoning Administrator
Sharon Phillips, Town Clerk, FOIA Officer, Treasurer

Guests:

See attached sign in sheet

Mayor Bugg: To clarify the record that was actually the roll call.

C. APPROVAL OF MINUTES AND ACCEPTANCE OF TRESURER'S REPORTS

Mayor Bugg: The first item we have is Item C approval of minutes and acceptance of treasurer's report. We have a number of minutes here as you can see on the agenda, four of them actually. They have all been tabled to be formally drafted. If all of you have had a chance to review the agenda, I think we can move onto Item #5 which would be the Treasurer's Report. Madam Clerk."

1. August 13, 2020 Meeting Minutes - *tabled*
2. September 10, 2020 Workshop Minutes - *tabled*
3. September 10, 2020 Regular Monthly Meeting Minutes - *tabled*
4. September 23, 2020 Workshop Minutes - *tabled*
5. September 2020 Treasurer's Reports (4)

S. Phillips: Just a motion to accept.

Mayor Bugg: Could I get a motion to accept those minutes as tabled.

S. Phillips: No, number 5.

Mayor Bugg: Number 5. Have all of you had a chance to review the Treasurer's Report. Any questions.



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B. Schaschek: There's a number of items that I think are questionable and I think we should table it until Fran has a chance to look at it.

Mayor Bugg: Okay. Fran are you okay with that?

Frances Westbrook: I am, thank you.

Mayor Bugg: Okay. Is there a motion to table that?

W. Nunnally: So moved.

J. Brown: Second.

Mayor Bugg: Discussion. All in favor. Opposed.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Dudley Patteson	Aye

THE MOTION TO TABLE THE SEPTEMBER 2020 TREASURER'S REPORTS IS PASSED 6-0.

D. PUBLIC COMMENT

Mayor Bugg: Excellent the next item on the agenda is public comment. I would like to limit this to items outside of what we just discussed concerning budget and finance that was at the public hearing at 5:00, thank you for all of your comments then, but if anyone has anything else to add other than what was just discussed, please raise your hand and you will be called upon. Yes, Ms. Harris.

Julie Harris: Hi, Julie Harris, 1099 King Carter Drive, President of the Village Improvement Association, we would like to thank council for allowing us to explore further the possibility of having the Turkey Trot, but after further exploration the membership has decided to cancel the Turkey Trot for this year, and we would just like to advise council and again thank them for their suggestion.

Mayor Bugg: Certainly, and thank you for all of your efforts. I know a lot of effort was put into that and it is a difficult decision to make and I think it was the right one so. Thank you for being here tonight to announce that as well. Any other public comment. Yes.

Cay Bradley: Cay Bradley here, President of Steamboat Era Museum, we would like to thank town council for allowing us to hold our annual membership meeting in September on the town commons. Believe it or not we made quorum, and so we have a new board that has been instated and new officers and that would not have been possible without being able to use the town commons, so thank you all very much for letting us take care of business.

Mayor Bugg: Thank you. That's great to hear. Anyone else for public comments. Yes sir.

J. Crowley: I'm here, J. Crowley from the Tides Inn, I'm here just to speak on behalf of the Virginia Tourism Grant. You can kind of guess which way I'm going to go with this I think, but we are very much in favor of the town council passing this including all of your discussion that we had earlier today. Really appreciate that. We think it is a great investment in the long term plans for the town and I'm not just speaking on behalf of the Tides Inn, I think it is something for the entire town that as the grant as I understand it, is related to improving the tourism in the shoulder season, basically the winter months or the spring and late fall type of time frame. As I mentioned before at the Tides



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Inn at least half of our business comes in during the summertime which leaves 9 months only for the rest of our business and there is a lot of room available at the Tides Inn during those times and part of this we are also at the Tides Inn looking to increase the number of days that the Inn is open including this upcoming year. We are looking at being open through January of 2021 and closing for a short period of time and reopening much earlier than we did this year here in 2020. We really feel that the grant that is being presented would be very, very beneficial, not just for the Tide's Inn but for the entire town. One other point that I'll bring up sort of on behalf of the Tide's Inn, a little bit more personal is, there has been a lot of money and most of you have probably heard, there was a lot of money invested over the past few months at the Inn and a lot of improvements have been made over the last 6 or 8 months and we have seen some really great positive results so far since we have been open. What I think is really neat is we've actually reduced the number of rooms at the resort which actually in its own way reduces the amount of traffic that comes through the town, but what's funny is we are able to charge, we are getting better rates now because of the improved product at the property which in turn generates much more taxes which we would then turn over to the town. So, it is kind of a win-win situation in that it is actually reducing traffic, but the town is getting additional tax revenue at least from the Tide's Inn and I think that as well all saw in the report that Mrs. Westbrook presented a little earlier, the occupancy tax is a huge number part of all of this of your annual budget and with what we're projecting and Mr. Barwise former general manager had given some projections and as I looked at the numbers I actually think in upcoming years those numbers will be very, very achievable and my guess would be we would be exceeding those numbers if not in 2021 then certainly in 2022 as we look to potentially be open year round.

Mayor Bugg: Thank you.

F. Westbrook: Cool.

Mayor Bugg: Excellent thank you. Any further public comment. Thank you again.

E. REPORT FROM THE ZONING ADMINISTRATOR – L. Brown

Mayor Bugg: The next item on the agenda is from the zoning administrator Mrs. Brown.

L. Brown: Thank you Mayor. The planning commission and I just want to let everybody know that this coming meeting on Tuesday has been canceled as we do not have assigned tasks right now we are working on. On my report I've included some site visits that I made during the last month but also would like to put a notice in the Rappahannock Record and the next paper regarding notice to residents of the fire protection and prevention since we have the season coming up where we burn leaves and just want to make sure that residents are aware of what our town ordinance says and that is on the report that was distributed to you.

Mayor Bugg: Has everyone had a chance to review that report.

W. Nunnally: I haven't. I don't have it.

L. Brown: I think it was the third page here.

W. Nunnally: Third.

L. Brown: Right after the financials. It is where the financial started. Do you have any questions.

Mayor Bugg: Anything further. No further questions, we can move onto the next item. Thank you, Mrs. Brown.

F. REPORT FROM THE TOWN ATTORNEY – Nancy Ellen Keane, Esq.

Mayor Bugg: Report from the town attorney. Mrs. Keane.



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N. Keane: No report.

Mayor Bugg: Excellent thank you, that would bring me to the next item which is the mayor's report.

G. REPORT FROM THE MAYOR – Mayor Bugg

Mayor Bugg: The first item I have to report on is the through truck restriction. At the September 10 meeting we outlined the chronology of actions taken by Irvington between May and August 2020 to adopt a resolution seeking a through truck restriction on Route 200. We also heard from the public, namely there were some speakers and some 65 letters and emails from the Golden Eagle and Westminster Canterbury against the through truck restriction which designates Old Salem Road as the alternate route. Finally VDOT explained why it recommended Old Salem Road as the alternate route. VDOT asserts that this alternate route would be the most likely to be approved at the end of the full process by the Commonwealth Transportation Board. VDOT bases this on its evaluation of Harris and Old Salem Roads. According to VDOT these are similar roads in terms of their use. 1900 versus 1600 vehicles per day and design, similar width, lines, sites, etc. VDOT warned that choosing Harris instead of Old Salem would result in making exceptions to the normal practices of VDOT and the Commonwealth Transportation Board thus making the choice of Harris less likely to be approved. Even if one of the localities wants Harris Road as the alternate. Just to remind you in June Irvingtonians turned out in force to express their total support for the passage of the resolution adopting Old Salem Road as a through truck restriction on Route 200. All communications from Irvington residents and business plus one Weems business were in support of our resolution designating Old Salem Road as the alternate route. Based on this and the fact this council unanimously adopted resolutions using Old Salem Road as the alternate under VDOT recommendations the staff and I will be moving forward in the process to the appropriate next step by sending our resolution and supporting materials to the County of Lancaster and asking the county to place this matter on the county's agenda for public hearing. The next item I have to comment on is the September 10, 2020 vote to authorize the mayor as voting member execute vendor contract and appropriate \$3,000 to contractor Flack Shack as part of the VTC grant. I know we just talked a lot about this, but I have some additional details to clarify for the record as well. It was brought to my attention that the vote taken on this motion did not have enough votes cast in favor of the \$3,000 appropriation. You will recall that appropriations required affirmative vote of a majority of all members elected to council. That's article 3 Section 12 of our charter. I reviewed the portion of the September 10 meeting. This was stated as a combination motion. There was only one vote taken instead of three votes. The vote was three in favor, one opposed, one abstained and one recused. Technically the first two parts authorized me to be the point person and authorizing me to execute the contract passed. Later on in the agenda under old business I would like to take a separate vote on the appropriation tonight. The discussion at the last meeting focused on whether the grants had been approved. The grant is a contract, there are five parties to the contract. Irvington is one of the parties, it became a party when it electronically submitted the application. Last month you voted to authorize me to be the point person and to execute the contract. However, we need four votes to appropriate the \$3,000. Everyone at the table agreed the first check to come from was to come from the contingency fund. I agreed that the application process last year was confusing and not how I would have liked to manage these things going forward. However, this has been a learning experience for all of us. We need to move forward with this and get this done. I believe we accomplished a lot of this during our last meeting as well at the 5:00 public hearing, so thank you. That is all I have to say in terms of the mayor's report. That would bring me to old business.

OLD BUSINESS

1. Virginia Tourism Grant Discussion

a. Motion to appropriate \$3,000 to Flack Shack

D. Patteson: I have a couple of disclosures to make that should go on the record. This one I've had before with a little slight change. Before we get into, the council gets into the discussion of the Virginia Tourism Grant. I have



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two businesses the Hope and Glory Inn at 65 Tavern Road, Irvington and The Dog and Oyster Vineyard at 170 White Fences Drive, in Irvington and they are partners in this grant. This grant was applied for in December 2019 and awarded in February 2020 both of that prior to my taking office. My businesses are not beneficiaries of any monies from the grant. My council term began July 1st, 2020. I looked into the COIA which is a conflict-of-interest act question that might arise and the answer is my businesses may remain partners in the grant. However, I will not be voting or discussing at the council table any matter pertaining to the grant by itself. I am disclosing this under Virginia §2.2-311. 3115F respectfully submitted and with that I come to join the people.

Mayor Bugg: Thank you Mr. Patteson. Naturally as you can see that brings me to Item 1, the Virginia tourism grant discussion. Is there any discussion about the grant in this aspect of it? Great.

Bonnie Schaschek: I do have a question, please.

Mayor Bugg: Yes.

Bonnie Schaschek: Is Flack Shack going to come and show us what they are going to do, there was a suggestion from Lisa Hull that they were going to show up and explain to us how this all works and everything.

Mayor Bugg: Madam Clerk.

Sharon Phillips: Would you like for them to attend the November.

Bonnie Schaschek: Yes.

Mayor Bugg: Any further discussion?

W. Nunnally: Are we going to table this.

Sharon Phillips: No.

Mayor Bugg: That's the thing, motion to appropriate \$3,000 to Flack Shack, would someone like to make that motion.

A. Marchetti: I'll make a motion to appropriate \$3,000 to Flack Shack.

Mayor Bugg: Could I get a second.

F. Westbrook: Second.

Mayor Bugg: Any discussion. All in favor.

Sharon Phillips: You going to do a roll call.

Mayor Bugg: I'll do a roll call vote. We will take it from Schaschek.

Bonnie Schaschek: As roll call what do you have to say.

Mayor Bugg: Your name and how you vote.



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Vote:

Bonnie Schaschek Yes
Frances Westbrook Yes
Anthony Marchetti Yes
Wayne Nunnally Yes
Jackie Brown Yes

Dudley Patteson Abstain

THE MOTION TO APPROPRIATE \$3,000 TO FLACK SHACK IS PASSED 5-0

2. Village Improvement Association – G. Kirkbride, Market Manager

a. Motion to authorize use of Town Commons for Farmers Market under existing contract; November 2020.

G. Kirkbride: Good evening Mr. Mayor and council. My final request for the year for the Irvington Farmer's Market for the first Saturday in November is what I'm submitting.

W. Nunnally: Move that we authorize the VIA to use the town's commons in October.

J. Brown: Second.

Mayor Bugg: All in favor. Mayor Bugg: Opposed.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Dudley Patteson	Aye

Mayor Bugg: Motion passes. Thank you for all of your efforts.

THE MOTION TO AUTHORIZE USE OF THE TOWN COMMONS FOR FARMERS MARKET UNDER EXISTING CONTRACT; NOVEMBER 2020 IS PASSED 6-0

B. Schaschek: How was the last market.

G. Kirkbride: We didn't have as many people I think because of the holiday. I think we had good vendor turnout.

F. Westbrook: Good.

N. Keane: Are we using it in November or October. I think somebody said October and it says November here.

W. Nunnally: Whatever is there.

B. Schaschek: It is for November.

N. Keane: I know but just for the minutes I was going to say, somebody said October.

W. Nunnally: Amend that motion it is November.

Mayor Bugg: Do we need to take a vote on this amendment. Just do it over Wayne.



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W. Nunally: Move that we authorize VIA to use the town council, town commons in November for a farmer's market under present conditions.

Mayor Bugg: Second.

B. Schaschek: Second.

Mayor Bugg: Any discussion. All in favor.

Mayor Bugg: Opposed. Motion passes. Thank you again.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Dudley Patteson	Aye

THE MOTION TO AUTHORIZE USE OF THE TOWN COMMONS FOR FARMERS MARKET UNDER EXISTING CONTRACT; NOVEMBER 2020 IS PASSED 6-0

3. Centric Business Solutions Discussion

a. Motion to authorize Mayor Bugg to execute lease on printer

Mayor Bugg: The next item on the agenda is the Centric Business Solutions Discussion and Madam Clerk could you give us some.

S. Phillips: Bonnie asked that Centric provide different lease options so that's, you will see a single page and that simply identifies if you drop, if you go for a 36 month versus a 48 versus a 63.

Group: Talkover.

B. Schaschek: You are pushing this particular printer because it does 11 x 17 and Lara needs to do a lot of 11 x 17 printing, is that.

Sharon Phillips: So, yes this would assist the zoning department.

B. Schaschek: Okay. If it was just 8½ x 11, your standard envelopes and your labels and all of that, for the amount of printing that we do of 11 x 17, can we do that with a printing place over here in Kilmarnock where you just give them the USB drive.

F. Westbrook: I'll give you a good example. We just had a new survey done and the plat when we sent to the town office as part of the contact list, but the plats are 11 x 17. So when they received that through an email, they need the capability and that puts down a lot more paperwork to be sent to them in that manner if they can print on the larger paper.

B. Schaschek: Is this the only ones that you looked at.

S. Phillips: This was an unsolicited proposal. This gentleman just called, the background was the amount of money that was the office supply budget line item which was roughly \$400 a month in toner cartridge. That was the main, was looking to offset toner cartridge prices and to have a more versatile printer that would be able to make the zoning department a little easier.

B. Schaschek: Now with this would you also retain the existing printer.



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S. Phillips: We would, well that's up to council. If council can decide what to do with that piece of equipment, there is nothing wrong with that piece of equipment. There's nothing wrong with it.

B. Schaschek: There's nothing wrong with it. It's just not cost effective.

S. Phillips: So the concern that council should be looking at is finding the most cost effective solution for a small town office that probably to produce this meeting which is three reams of paper, again \$400 a month in toner cartridge. With the zoning department coming online I see that particular printer just being worked harder.

F. Westbrook: So would you want to keep it as a backup or...

Sharon Phillips: Yes, I think it would be a functional piece of equipment for the office, again we have a bigger office now, there is one room in the new town office that we refer to as the printer/copier room. Everything is wireless so we would just be able to interface that way.

W. Nunnally: Sharon the \$400 a month we are spending in cartridges.

Sharon Phillips: Just on toner cartridges.

W. Nunnally: Alright, I just did a real quick 36 month lease would give us \$436 a month but how much would that cost us with cartridges in it. Do we know.

Sharon Phillips: I'm sorry what was the comparison.

W. Nunnally: The \$400 we know with owning the computer, if we rent this one it is going to cost us \$436, we have to operate it with toner.

Sharon Phillips: No they provide the toner.

W. Nunnally: They provide it.

Sharon Phillips: That's the bells and whistles. For that \$436 you get.

A. Marchetti: Service and maintenance.

W. Nunnally: Service and maintenance.

F. Westbrook: Now that's up to so many copies a month correct. It has a meter on it and it tells you how many copies, so if you go over that then there could be some.

S. Phillips: I'm not sure if you attended the meeting where the original Centric proposal, I'll give you that where it talked about how many pieces of paper, color versus black and white. We are a small office and it is certainly not, but the main point of that was for that monthly value that's what we are spending in toner cartridges anyway.

W. Nunnally: Let me ask this question, if it goes down will they provide us with a new machine right away.

S. Phillips: Oh absolutely.

W. Nunnally: So within 24 hours.

S. Phillips: They do have service yes and they have and I asked this particular vendor if they had any contracts in the Northern Neck area and they were looking to sign a contract with the Sheriff's Department in Lancaster County and they also have I believe it was a contract over in Northumberland. So they do have technicians in this area and they do have a response time.



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W. Nunnally: Just, I don't want you down, depending on somebody else when you're down if you can't get it fixed right away.

F. Westbrook: But we'll have a backup so.

B. Schaschek: With the service they are providing within 24 hours.

J. Brown: Do we still pay for the paper.

S. Phillips: Yes ma'am.

A. Marchetti: How much is the paper.

B. Schaschek: I guess it comes down to whether you want to do a 5 year where technology changes so much or do you want to come down to a 3 year.

S. Phillips: Correct. And so you asked how many reams of paper. I can tell you I probably go through a case of 10 ream case a month.

F. Westbrook: That doesn't count all the paper that we use at home.

S. Phillips: That's one of the reasons, more members of council, as you will notice your agendas are very weighty, they are very.

A. Marchetti: Kind of where I was going with the COVID funds like if there were 6 or 7 how many of them need to be services like Bonnie has and instead of me every week getting 70 pages printed out we all just scroll through on a tablet.

F. Westbrook: On a tablet.

A. Marchetti: Yeah.

W. Nunnally: COVID would pay for it either way.

A. Marchetti: COVID would pay for it and how much money would that save between printing and paper over time. I mean I guess if you want to print it, you print it at home and take the hard copy, but I much prefer to scroll through on a screen like Bonnie is doing, it is simply more efficient.

W. Nunnally: I'd rather have a piece of paper myself.

A. Marchetti: And I understand that, that's why I said.

F. Westbrook: I straddle that fence. I'm trying to make myself be more like that.

W. Nunnally: I'd throw the computer away if I had a chance.

F. Westbrook: I've considered that too at times.

A. Marchetti: You need a printer regardless, it was just the thought that...

B. Schaschek: They obviously have to print so you need to consider now if you do a 3 year it is going to be \$16,000.

W. Nunnally: Yeah \$15.....



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B. Schaschek: If you do a 39 that's \$16,500.

W. Nunnally: Bonnie, I thought you had an excellent point, the technology. It seems like it changes daily.

B. Schaschek: It does.

W. Nunnally: I think 36 months would be the most we should go out.

B. Schaschek: Yeah.

W. Nunnally: In fact, I'll move that we authorize the mayor to do the contract for the 36-month lease.

B. Schaschek: With the provision of a 24-hour replacement.

W. Nunnally: With the provision that they have 24-hour replacement if it goes down.

Mayor Bugg: Is there a second.

B. Schaschek: Second.

Mayor Bugg: Any further discussion. All in favor. Opposed. Let's keep that copy of that provision.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Dudley Patteson	Aye

THE MOTION TO AUTHORIZE MAYOR BUGG TO EXECUTE 36-MONTH LEASE ON PRINTER WITH THE PROVISION OF A 24-HOUR REPLACEMENT IS PASSED 6-0.

4. Reynolds Tennis Court Repairs Discussion - S. Phillips, Town Clerk

a. Motion to authorize Option 1 from contract dated August 19.

S. Phillips: Again thank you Jackie Brown she noticed at the last meeting the conversation was the distinction between option 1 on your tennis court and option 2 and I reached out to Ben Rennolds who created the proposal for us and option 2 does not include option 1 and I think that the motion last month read that we would go with option 2 only if it included option 1, so that is why I'm bringing this back to the table to make a clear motion if you want to go with option 1 only. Otherwise, it would be a combined cost of the \$5,675 and \$8,845. The motion, the scope of work that was done approximately 4 years ago, 3½ 4 years ago was option 1 and that generally has about a 2½ to 3-year shelf life so again when it comes to your capital budget about every 3 years under capital budget you need to put option 1 until you totally redo your court.

A. Marchetti: How many years do you get if you do option 1 and 2.

S. Phillips: I don't know the answer to that.

A. Marchetti: Does it buy you more time.

S. Phillips: No because.

A. Marchetti: I know option 2 had the warranty.



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S. Phillips: So each of those things comes with their own warranty. I don't know if I can clearly answer your question to option 2.

F. Westbrook: So option 1 they clean out the new cracks but option 2 they don't clean out the new cracks.

S. Phillips: Option 2 is on top of option 1. You have to start with option 1, that's your minimum.

A. Marchetti : Gotcha. Can't just choose option 2.

S. Phillips: Correct.

F. Westbrook: So option 2 would include option.

S. Phillips : No, no. Charges.

A. Marchetti: No, you can't.

B. Schaschek: You can't do option 2 if you don't do option 1. Switch.

A. Marchetti: So option 2 does include...

Mayor Bugg: Thank you Jackie.

A. Marchetti: Nice catch.

F. Westbrook: So it is not \$5,000 versus \$8,000, it's \$5,000 versus \$12,000.

W. Nunnally: \$13,000.

B. Schaschek: \$13,000 and change yeah.

A. Marchetti: You basically have no choice but to do option 1.

F. Westbrook: I think until we realize what the capital budget, all that kind of stuff, where all that is going.

S. Phillips: When Mr. Rennolds came over and assessed the tennis courts, your tennis courts are actually in very good condition. At some point in time if you chose to go with option 2 which is purely cosmetic, that's an option in your future. But right now, for safety reasons, option 1 is your consideration.

A. Marchetti: So option 2 could be done next year.

S. Phillips: Absolutely.

B. Schaschek: Can be done anytime, it is just a surface.

A. Marchetti: It doesn't have to be.

B. Schaschek: And if you limit pickle ball on it, that would save some of the damage.

J. Brown: Is this the only company that does this work, should we have another estimate.

S. Phillips: There are, so the concern is the safety of those courts. During COVID there was a high demand. We had weeds going up through them. The tape that they apply to mend the cracks is in the alleys. If you choose to put this back out to bid you need decide to close your courts.

J. Brown: Say that again.



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S. Phillips: If you chose to put this back out to bid you may have to revisit closing your tennis courts.

B. Schaschek: They are the ones that have been maintaining it for the past couple of years.

F. Westbrook: They have and when we have had repairs done to this several years ago we did look at different people and they were the ones we went with, plus they are in Tappahannock and this is their work.

S. Phillips: The work that is on the tennis courts, the work that is on the tennis courts right now is their work.

F. Westbrook: So I mean we chose them over one or two others the last time that it was done. That's not to say that they are probably the best price now but we did consider others the last time.

W. Nunnally: How much did we put in the projected budget, We put the \$56 in the budget.

F. Westbrook: No we put the \$88 in the budget.

B. Schaschek: It will have to be revised.

W. Nunnally: Mr. Mayor I move that we authorize option 1 for the tennis court.

D. Patteson: Second.

Mayor Bugg: Any further discussion. All those in favor. Opposed. Motion passes.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Dudley Patteson	Aye

THE MOTION TO AUTHORIZE OPTION 1 FROM CONTRACT DATED AUGUST 19 IS PASSED 6-0.

H. NEW BUSINESS

D. Patteson: Another disclosure. This is regarding transactions regarding the transient occupancy tax and the budget. I am making this disclosure on Virginia Code 2.2-3112H, that I have a personal interest in transactions which appear on the agenda under new business. Mainly the transient occupancy tax and the amended budget because I own the Hope and Glory Inn which is a remitter of the transient occupancy tax and a partner in the VTC grant. These personal interests are permitted because I am a member of a business profession, occupation or group for members which are affected by these transactions under Virginia Code 2.2-3112B1 and I'm able to participate in these transactions fairly, objectively and in the public interest. I will be able to participate in the discussion and the vote on the transient occupancy tax ordinance and the amended budget for this. The amended budget ordinance will include the line items for the grant in the context of the overall budget, therefore I am able to vote on the amended budget ordinance. And I get to stay at the table.

F. Westbrook: We are not voting on tonight.

Mayor Bugg: No, no.

D. Patteson: It's just to make everyone aware since we are discussing the budget.

F. Westbrook: Okay, I was getting ready to say.



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B. Schaschek: Do we have to do that at the second reading and then vote as well.

D. Patteson: Probably.

Mayor Bugg: Keep me busy.

F. Westbrook: You're getting older by the minute.

Mayor Bugg: Thank you Mr. Patteson. We will move onto Items 1 through 4 which are first reading. I would like to note to the council that if you have any additional changes to make those statements now so that the changes can be made on the table. We cannot make any material changes on the second reading, so I'm just letting you all know about that. I think we conquered most of this if not all in our previous meeting, but just letting you know about that, so thank you.

B. Schaschek: What do you mean?

S. Phillips: So I think Mr. Mayor the material change is the 1% rule and the changes that were identified were \$3,000 which would go down, so we are not going up in any expenses. We didn't identify anything that would increase expenses. The \$3,000 that was identified decreased your expenses and increased what you put to your capital budget and the other, that's was the \$3,000 from the tourism grant which impacted the contribution to the capital improvement budget and so I don't think we have any material changes to make.

B. Schaschek: Or any changes to the tennis courts.

B. Schaschek: Again, that's a positive that doesn't necessarily impact the 1%, so it doesn't make a material change. Mr. Mayor, may I read.

Mayor Bugg: You may read.

1. First Reading Ordinance 2020-07.uc Adopting Fee Rate Schedule

S. Phillips: Ordinance 2020-07.uc Adopting fiscal year 2021 fee rate schedule.

Ordinance 2020.07.uc is attached and incorporated within.

Mayor Bugg: Thank you.

2. First Reading Ordinance 2020-08.uc Adopting Transient Occupancy Tax Rate

S. Phillips: Ordinance 2020-08.uc. Adopting transient occupancy tax rate.

Ordinance 2020-08.uc is attached and incorporated within.

3. First Reading Ordinance 2020-09.uc Adopting Real Estate Tax Rate

S. Phillips: First Reading Ordinance 2020-09.uc Adopting Real Estate Tax Rate

S. Phillips: Ordinance 2020-09.uc is attached and incorporated within.

4. First Reading Ordinance 2020-10.uc Adopting an Amended FY20/21 Budget

S. Phillips: Ordinance 2020-10.uc Adopting an Amended FY20/21 Budget

Ordinance 2020-10.uc is attached and incorporated within.



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5. First Reading Resolution 2020-13 (Emergency) Approving The Agreement For The Use of Federal Cares Coronavirus Relief Funds.

S. Phillips: Resolution 2020-13 (Emergency) is attached and incorporated within.

Mayor Bugg: Have we gotten the second \$35,000 check?

S. Phillips: That is what this is for. This will facilitate the deposit.

N. Keane: We don't get it until....

S. Phillips: When you pass this the county will give it to us and Mr. Mayor, this isn't a second reading, it is a one reading.

Mayor Bugg: It's a one reading. Do we need to vote on this.

B. Schaschek: Can I ask.

Mayor Bugg: Certainly.

B. Schaschek: Because they already issued \$35,000 should this say \$35,000 or.

N. Keane: It's the total.

S. Phillips: The other monies will just go into the existing...

B. Schaschek: Okay.

W. Nunnally: Do we need a motion to accept it.

Mayor Bugg: Yes.

W. Nunnally: So moved.

F. Westbrook: Alright do you have to sign something for any of this and do we need to authorize that.

S. Phillips: He just signs the resolution.

F. Westbrook: He doesn't have to sign the agreement with the county.

N. Keane: It's right here.

F. Westbrook: Alright so we need to authorize, as part of the resolution.

W. Nunnally: Call the question.

F. Westbrook: Second.

Mayor Bugg: Any further discussion. All in favor. Opposed. Thank you.



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Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Dudley Patteson	Aye

THE MOTION TO APPROVE RESOLUTION 2020-13 (EMERGENCY) APPROVING THE AGREEMENT FOR THE USE OF FEDERAL CARES CORONAVIRUS RELIEF FUNDS IS APPROVED 6-0.

6. Financial Assessment - update

Mayor Bugg: The next item is Item #6 which is the financial assessment. I just wanted to update everyone on that. We circulated materials from Davenport and VML and VACO please review these documents. I have asked the budget and finance committee to make a recommendation to the council on this at our next meeting, so thank you for taking a look at all those now and then. Mr. Patteson will move this along. The next item is Dominion Energy. Item #7.

S. Phillips: Do we need a motion authorizing the budget finance committee just tasking them with the financial assessment, do we need a motion?

F. Westbrook: We don't usually get for the other.

S. Phillips: We generally task the committee.

F. Westbrook: I don't think it is necessary. It's part of our function.

7. Dominion Energy – dual utility poles

Mayor Bugg: We have it under control. Dominion Energy I believe we need to table that.

S. Phillips: The information did not come in.

8. Discussion of use of tennis courts to teach tennis - Frédéric Cabocel

Mayor Bugg: Correct. Item #8 would be discussion of use of tennis courts to teach tennis.

W. Nunnally: Is that by the Chesapeake Academy?

Mayor Bugg: This is actually Mr., Coach Cabocel, I'm not sure how to pronounce your last name.

Frederic Cabocel: Frederic Cabocel.

Mayor Bugg: Yes. Thank you for being here tonight, anything that you have to say.

Frederic Cabocel: Sure. Mr. Mayor, Councilmembers, and the Town of Irvington, thank you for the meeting and introduce myself. My name is Frederic Cabocel, my family and I have recently relocated from Arlington,



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Virginia to White Stone, Virginia. I am a PTR and USTA certified tennis coach and have coached for Arlington County and Arlington Public Schools. Feel free to take a look at my resume. I have brought some copies for you as well as the copy of my liability insurance. My goal in the community is to teach tennis and not only to local but as well as school, the tourist and throughout the Northern Neck area. I am currently seeking a partnership with the Town of Irvington for the use of your two tennis courts and I will be happy to meet anyone to discuss in more detail the potential partnership. Thank you.

Mayor Bugg: Great to meet you thank you.

A. Marchetti: A good place to be.

Frederic Cabocel: Yeah we love it.

Mayor Bugg: Welcome.

Frederic Cabocel: It's a beautiful place.

W. Nunnally: Thank you for coming.

Frederic Cabocel: I can leave that with you if you want.

Mayor Bugg: Yeah, that works.

Frederic Cabocel: Thank you.

W. Nunnally: Why don't you give it to Sharon and let her make copies.

Mayor Bugg: As we pass this around I will ask the town attorney to brief us at the next town meeting about the issues related to this request and review the agreement that we already have with Chesapeake Academy for the use of these courts, moving forward with that. Thank you again. Do we take that motion now.

N. Keane: It's up to you all, if you need a motion for me to do any work on this.

F. Westbrook: I think we need to discuss this before we move on anything.

Mayor Bugg: You said Chesapeake Academy has a contract with the town.

N. Keane: Yes there is a license agreement with between the Town and Chesapeake Academy from 3 or 4 years ago and there are some terms in there that Chesapeake Academy has to comply with. You know we would just have to make sure that if we had a contract with someone else there would be a process in place for making sure the courts are available to whomever whether its residents or Chesapeake Academy. So there are just some issues about that that we need to, we all should be aware of. I haven't looked at the agreement other than to put it in a file folder and say hey we need to look at this.

Mayor Bugg: Everyone okay with beginning to look into this. Okay, let's do that then and we can deal with it all next meeting. Take a look at everything. Thank you.

9. Discussion of use of Town Commons for performance by Lancaster Players – Jackie Allen

Mayor Bugg: Next item is item 9, Discussion of use of Town Commons for performance by the Lancaster Players, I have Jackie Allen as the representative.



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S. Phillips: Is Jackie here tonight. Julie do you have anything. She mentioned she was going to partner with the VIA on this.

J. Harris: The only thing I can say is that she came to VIA meeting after the September 3rd concert at the Commons and apparently this was the 50th year of the Lancaster Players so they have all kinds of exciting things planned which they did not get to do. She wanted to have a performance on the commons with an oral reading of several of the members and we informed her that it was a great idea but not sure that there was enough turnaround time between now and when she could do it and we just suggested that she contact council and make a presentation but Corona....

S. Phillips: I received a phone call from Jackie Allen initially and she mentioned the conversation with the VIA. She asked to be on the agenda. She sent a follow-up email last week reminding me to put it on the agenda. She would like to do a small presentation of our town on the town commons just to give people something to do during COVID. We talked about equipment. We talked about what impact it might have on the town commons. She felt confident that it would not exceed 250 according to the governor's including the Lancaster Players including the staff that they might have to have. It would not exceed 250 but without her here to present her own plan, she didn't even share a date as to, I don't know that.

W. Nunnally: I move that we table this request.

J. Harris: She shared with us was late October.

F. Westbrook: It would be helpful if she would be present. So we'll table it, is that what you're saying.

W. Nunnally: I moved to table it.

Mayor Bugg: Can I get a second.

F. Westbrook: Second.

Mayor Bugg: Any further discussion.

W. Nunnally: To table it right.

Mayor Bugg: Table it right. All in favor. All opposed. Thank you.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Dudley Patteson	Aye

THE MOTION TO TABLE THE DISCUSSION OF USE OF TOWN COMMONS FOR PERFORMANCE BY LANCASTER PLAYERS IS PASSED 6-0.



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10. Discussion of mold remediation proposal for 235 Steamboat Road - Bay Restoration

a. Motion to authorize mayor to execute contract

Mayor Bugg: Next item of discussion is mold remediation proposal for 235 Steamboat Road. That's the Bay Restoration proposal. Should be in your packet.

S. Phillips: That is the motion that is going to be not to exceed.

Mayor Bugg: Okay.

S. Phillips: So members of council, this particular is to have the carpet removed in the basement of 235 Steamboat and it will also include a proposal to remediate the mold from the surface of certain items that would fall under record retention or are related to the parade things that would have to move with the town office. There will be some things that will be thrown away, things that have no purpose or out of date but the things that do have to move with the town office this proposal which did not, they did come and do an assessment, they just did not have time to send the proposal. Mr. Mayor do you want to suggest a motion.

Mayor Bugg: Yeah the motion is not stated on there, but it would be motion to authorize mayor to execute a contract not to exceed \$2,500 that's the missing language.

W. Nunnally: So moved.

D. Patteson: Second.

Mayor Bugg: Any further discussion.

F. Westbrook: Quick question, who will make the decision on what to throw away and what to keep.

S. Phillips: Record retention.

F. Westbrook: Could there be historical stuff that....

S. Phillips: Those things are being kept. So the items that are being considered to be discarded Acts of Assembly.

B. Schaschek: Okay, which are mostly out of line these days.

A. Marchetti: Does any of this fall under COVID insurance claim.

S. Phillips: We do not qualify for the insurance claim. There was a particular storm, we didn't meet the insurance requirements.

W. Nunnally: But it does come under COVID.

S. Phillips: No sir.

W. Nunnally: It doesn't come under COVID.

S. Phillips: No this was water damage from hurricane Isaias.



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F. Westbrook: So it was \$2,000 is the, \$2,500.

S. Phillips: Insurance doesn't cover it. The deductible was very high and our initial thus far, the damage that occurred from that storm, the only invoice that has been paid out was under \$700 and that was for them to come in and get the water out of the basement and run the dehumidifier and dry out.

B. Schaschek: What happens if you add all this stuff because we also had to redirect.

S. Phillips: So the foundation work does not qualify.

W. Nunnally: What is our deductible.

S. Phillips: On that particular item it was several thousand dollars because it was, it could not be clearly attributed to the storm.

Mayor Bugg: Time to vote them. All in favor. Opposed. Motion carries. Again not to exceed \$2,500.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Dudley Patteson	Aye

THE MOTION TO AUTHORIZE THE MAYOR TO EXECUTE BAY RESTORATION CONTRACT NOT TO EXCEED \$2,500 IS PASSED 6-0.

11. Discussion of audio visual proposal from Entertainment Systems

Mayor Bugg: Item 11 discussion of audiovisual proposal entertainment systems. Discussion on whether to purchase audiovisual equipment. I open that to the council whereas discussion as previous meetings and Ms. Schaschek I know that is one of your areas of expertise as well so.

W. Nunnally: Do I need to do a disclosure since I'm a member and dues paying member of Irvington Baptist Church and on the board. I see that is mentioned in B, that you have to negotiate with the church. So I so disclose.

Mayor Bugg: Excellent. We will open the topic Madam Clerk if you want to bring everyone up to speed.

S. Phillips: In your proposal or in your meeting packet you will see a proposal on entertainment systems. I have met with them two or three times here at the church. I did ask for a bells and whistles bid. There were two primary concerns that council communicated. The first concern was the ability to hear, given the distance from the public, given the distance between yourselves, everyone is wearing a mask. It is very difficult to hear, so you will see that a large portion of this proposal has to do with speakers and microphones. The second concern that council communicated was the ability whether you use a tablet or whether you have a camera installed in here and people from at home would simply click on a link where people would be able to watch the town council meeting from home, from wherever they choose. The concern is that given the price of this proposal that equipment would not live in a town owned facility. So the town attorney is being asked to work to identify this contract would require holes to be drilled, I need a technical term, a jack, a panel, it would involve electricity, it



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would involve the church's part. So I think that a prudent thing to do at this point is for every, if council is concerned as to the dollar value of this, there are alternative ways to meet the ability to hear for probably under \$500 we can come up with a different solution but the only initial component might be to address differently something that council could consider is that this purchase does qualify with our CARES money so this could come out of the \$70,000 for the CARES money. Do you want to purchase this and hold onto it until the new town office is ready, audiovisual equipment updates very quickly. Faster than a printer. So is this something that you would want to hold, is it something that you would want to install here and work on a relationship with the church as to how to handle that or would you like for staff to bring alternative solutions to the table. I truly think that we should rely on Bonnie to identify where we might be able to streamline this proposal or just alternative solutions to those two critical needs.

W. Nunnally: We are between the devil and the deep blue sea.

B. Schaschek: Exactly.

W. Nunnally: I mean we've got this money available and we have to spend it by December and we don't know when we are going to have the new town office, if we have a new town office.

B. Schaschek: I'd like to take and look at all of the components of this and what exactly we are trying to accomplish, there are other ways of doing it. This is very high. We can also talk to the church because without the church buy in and allowing to do an installation it is a mute point.

W. Nunnally: Just to throw it out there, the church will participate. They could use it too.

B. Schaschek: That's what I shared earlier.

W. Nunnally: It may be a win-win situation.

B. Schaschek: That's what I had said earlier so that is something that we should look at. I don't think we can make any decision now based on this right now.

W. Nunnally: I think we need to table this discussion until after Bonnie reviews it.

Mayor Bugg: Thank you for your help Bonnie.

S. Phillips: Do you want to authorize the town attorney to do research or is it...

F. Westbrook: Do what research.

S. Phillips: With the church.

F. Westbrook: I think we ought to wait and see what Bonnie comes back with because it would give her recommendations on which way we might go.

S. Phillips: That puts you at November.

F. Westbrook: I understand the availability of the funds, I'm concerned with spending \$32,000...



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S. Phillips: Oh no, I just said research.

F. Westbrook: Yes.

B. Schaschek: You can spend a lot less and have the same effect and still put it in the church. There has been something similar done over at Grace and it is a shareable product.

F. Westbrook: Shareable with the community you mean.

B. Schaschek: Yeah, well not with COVID but we used to use the equipment that was installed so.

W. Nunnally: It could be a win-win situation so, for us all.

F. Westbrook: Well it is going to be November before Bonnie gets you know before we have another meeting to hear what Bonnie would suggest.

B. Schaschek: I don't think we have enough information to vote on it now anyway.

F. Westbrook: I would not vote on it tonight. Alright, so are we tabling this then to allow Bonnie time to look at it.

W. Nunnally: That's my motion.

Mayor Bugg: Alright, second.

B. Schaschek: Do we want the lawyer to at least talk to the church or do you want to take care of it.

W. Nunnally: I'll take care of that.

Mayor Bugg: Do I have a second.

A. Marchetti: You did.

Mayor Bugg: Any further discussion. Vote. All in favor. Opposed. Matter is tabled to November the AV equipment and again thank you Bonnie and Wayne.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Dudley Patteson	Aye

THE MOTION TO TABLE THE AUDIO VISUAL PROPOSAL UNTIL NOVEMBER IS PASSED 6-0.

F. Westbrook: They will have to get the town attorney involved when we get ready to do, actually deal with.

Mayor Bugg: Yeah.



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A. Marchetti: The equipment will have to have a permanent installation.

12. Motion to appropriate October general operating expenses not previously appropriated

Mayor Bugg: Item #12 motion to appropriate October general operating expenses not previously appropriated.

F. Westbrook: Actually these are September invoices that are due in October, the same thing happened last month so these are September expenses.

Mayor Bugg: Okay.

S. Phillips: I do have one update of course just an update from your meeting packets. You will see there is one for the security deposit for the town office and during the chaos if you will, of moving the town office, the zoning department purchased a desk and that, I have a receipt and a request for reimbursement there and Barbour printing, I believe that was for the map that was used for VDOT, just an invoice and they did they fuel tank at 235 Steamboat.

B. Schaschek: What is BMS direct postage.

S. Phillips: That's the one that came in. So BMS Direct, Lancaster County has submitted the tax invoices to the printer and that is the postage deposit and that has to be paid very quickly, it could not wait until November.

F. Westbrook: We do that every year don't we.

B. Schaschek: And you have Aqua Virginia here but no dollar amount.

S. Phillips: There is a pending credit. It just populates due to a credit.

F. Westbrook: Oh okay so that is zero.

F. Westbrook: There is nobody owed there.

F. Westbrook: I move that we appropriate these funds as presented.

Mayor Bugg: That would be September correct as you said.

F. Westbrook: Yeah, we don't pay in advance. These were incurred September and are coming due in October.

Mayor Bugg: Great. Is there a second.

A. Marchetti: Second.

Mayor Bugg: Any further discussion. All in favor. Opposed. Motion carries.

Vote: Bonnie Schaschek Aye



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL SPECIAL CALLED MEETING
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Frances Westbrook	Aye
Anthony Marchetti	Aye
Wayne Nunnally	Aye
Jackie Brown	Aye
Dudley Patteson	Aye

THE MOTION TO APPROPRIATE THE SEPTEMBER GENERAL OPERATING EXPENSES IS PASSED 6-0.

13. Motion to reappoint C. Braly to the Planning Commission for a term expire of June 30, 2024

Mayor Bugg: The next item on the agenda Item 13 motion to reappoint Chris Braly to the planning commission for a term expiring on June 30, 2024, would someone like to make that motion.

J. Brown: How can we appoint him, we already appointed him.

A. Marchetti: He was filling in for finishing for....

Mayor Bugg: Me.

W. Nunnally: I thought that we had to do everytime they expired. We had to readvertise for the job to see if anybody else wanted to do it. That's what we have done in the past. I don't know of anytime we have just reappointed.

F. Westbrook: Advertising is something that came up when Bob was on and he was the one that first asked to start doing that. We don't have to advertise. But we have been doing that for the past 8 or 10 years maybe.

N. Keane: I was just going to mention that he has only been on for a month or month and a half because Mayor Bugg's term on the planning commission ended October 31st in, sort of in the middle of the year.

W. Nunnally: I think he is a wonderful fella but I know our tradition is that we've always when a term ended we readvertised and the fella has always reapplied and the point was that if anybody else ever wanted to do it they had an opportunity to be at least considered because it is a vacancy. It is not, it is not a continuing job. It is a vacancy.

A. Marchetti: How did we chose whether Chris or Brian was filling Tripp's role.

N. Keane: It was the first one that was voted on. Whoever was in the motion first got voted.

A. Marchetti: Circumstantial.

N. Keane: It was circumstantial.

F. Westbrook: You know, I admit, well assumptions are never a good thing, but I did think that we were appointing him for that one year one month vacancy understanding that we would appoint him for the next term.



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W. Nunnally: I don't think we can do that. I think we have to advertise for the term.

F. Westbrook: There is nothing that says we can't.

Male: Let's advertise.

N. Keane: There is no requirement.

F. Westbrook: There is no requirement and I personally think it is kind of a slap in the face to him.

W. Nunnally: We don't have to advertise it to the public.

F. Westbrook: We do not have to do that.

W. Nunnally: But we've only done it for 100 years.

F. Westbrook: No we have not, we have only done it for the past 8 to 10 years.

Mayor Bugg: Madam Clerk.

S. Phillips: You have a current member of the planning commission that was reappointed without readvertisement. Planning Commissioner Capps.

Mayor Bugg: Okay.

W. Nunnally: He reapplied.

B. Schaschek: He reapplied.

W. Nunnally: He reapplied.

J. Brown: Who are you talking about.

W. Nunnally: Capps.

A. Marchetti: Chris probably just applied.

W. Nunnally: I think we should follow the tradition. I mean when we start breaking these rules that we have forever and ever then we are on a slippery slope.

B. Schaschek, Do you want to authorize an ad to be put in the paper then. We don't have to advertise it two times, we can just advertise it, is it advertised two times or once.

W. Nunnally: If we don't have to advertise at all, we can just do it once.

F. Westbrook: Why don't we take a vote on how we'd like to handle it.



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Mayor Bugg: Let's do that.

W. Nunnally: I move that we follow the traditional appointment and assign the positions or committees and that the whatever position is vacated then it is vacated and finish anybody can then run if they want to do that or apply for that vacancy. If we start appointing then who is to say that we won't disappoint the whole commission forever. That is just not what it was meant to do. We were supposed to have new blood coming in and new ideas and I think it is a slippery slope once you stop doing things like you normally do. I don't know of any statute requirement but I know that what we have done since I have been on council and what I have been told before by council what the procedures were. I think that the general public knows what they are. Supposedly X wants to run for vacancy or would like to apply for the vacancy and you say no, we just appointed somebody and it just would not be fair. When a vacancy appears and other people didn't have the right to run, to apply for the vacancy. That's all.

J. Brown: I think consistency is important.

B. Schaschek: I absolutely agree. I agree. I think we put it in the paper, we put a deadline date, all he needs to do is resubmit the same application he had before and we vote on it next month. There is not a meeting this month anyway so.

W. Nunnally: I think I voted for him.

B. Schaschek: I voted for him as well.

W. Nunnally: It's not the man by any means. It's the protocol.

F. Westbrook: I do agree with Wayne that yeah we always need new blood to come in there and this is exactly what this really is. I don't think anybody would apply knowing that they were going to only have one month and then turn around and have to reapply for it.

W. Nunnally: It's done all the time.

F. Westbrook: And he has applied a couple of times on some things, we've, we now have the ability to get him on board and I personally think it would be a slap in the face to tell him sorry you have to reapply again. One month, I mean I can understand if it was 6 months but 1 month really.

A. Marchetti: When everybody voted last month, the month prior, were you planning on voting for just month.

W. Nunnally: Sure. It said the term expired it was expired.

A. Marchetti: How did you know Chris was the first and not Brian. Obviously neither did Chris or neither did Brian.

F. Westbrook: I think it is terribly unfair to him.

A. Marchetti: I agree with you in the setting the precedence, but I would think if there was circumstances were explained it is, we're not just voting.



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W. Nunnally: Oh....I mean it is not that we wouldn't want to do it, he is going to have the votes but if we break protocol in this thing what are we going to break next.

A. Marchetti: To be fair to Chris or to Brian or whoever name got raised first probably should have been explained to him.

F. Westbrook: I agree with that too. He should have known going into it this is what was going to happen and I can guarantee you that neither....

W. Nunnally: Monday morning quarterbacks are real good.

A. Marchetti: I don't disagree with you, I'm just saying look at it from all perspectives. I'm not saying I have the answer, I'm just saying look at it from all perspectives.

F. Westbrook: I think this is our fault. We dropped the ball on this when we didn't make this plan.

W. Nunnally: Well we don't break protocol. We don't compound the mistakes.

F. Westbrook: Well I am willing to break protocol on this.

W. Nunnally: Well I'm not.

N. Keane: This was just for everybody to remember, you all came up with a good idea since you had two good, we added to the planning commission so now it is an extra seat and he ended up getting the one month one for the existing seat and the other person got the new seat is what it was for a full term. It was an additional person, if you remember the meeting.

W. Nunnally: It was an excellent idea and I voted for him, so it's not the person, it is, we have got to maintain a standard for the public to...

A. Marchetti: Did we advertise that there were two seats available.

N. Keane: No.

A. Marchetti: I mean, again I follow the logic and I'm not disagreeing whole heartedly but kind of....

W. Nunnally: Call the question.

F. Westbrook: So what's the question.

W. Nunnally: I move that we follow protocol and that we don't appoint him that he reapply and be considered for the 4 year term, what is it 3 year or 4 year term.

Mayor Bugg: 4.

W. Nunnally: Is that we advertise to see if anybody else wants to do the job.



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Mayor Bugg: One advertisement.

B. Schaschek: One.

W. Nunnally: One.

Mayor Bugg: There is a motion made, is there a second.

B. Schaschek: I'll second it.

Mayor Bugg: Further discussion. Vote. We'll do a roll call vote.

Vote:	Bonnie Schaschek	Aye	
	Frances Westbrook		No
	Anthony Marchetti		No
	Wayne Nunnally	Aye	
	Jackie Brown	Aye	
	Dudley Patteson		No
	Mayor Bugg		No

Mayor Bugg: As mayor I will break this tie vote No. I will explain to the council that we will look into this issue and take what Mr. Nunnally said whole heartedly and very much appreciate his comments.

THE MOTION THAT WE FOLLOW THE TRADITIONAL APPOINTMENT AND ASSIGN THE POSITIONS OR COMMITTEES AND THAT THE WHATEVER POSITION IS VACATED THEN IT IS VACATED AND FINISH ANYBODY CAN THEN RUN IF THEY WANT TO DO THAT OR APPLY FOR THAT VACANCY

IS NOT PASSED 4-3.

N. Keane: You are going to have to vote to appoint. That's your next vote.

Mayor Bugg: Exactly.

F. Westbrook: So you'll have to break that too so.

W. Nunnally: I have no problem with the man.

A. Marchetti: I understand it is not personal and the logic behind your vote.

W. Nunnally: Take a lesson on history.

A. Marchetti: Evolution is inevitable.

Mayor Bugg: Next is motion to reappoint Chris Braly for a term to expire in 2024. Would someone like to make that motion.

W. Nunnally: I'll make that motion.

Mayor Bugg: Do I have a second.

F. Westbrook: Second.



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Mayor Bugg: Any further discussion. All in favor. Opposed. Thank you and again thank you for your comments all of you.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Dudley Patteson	Aye

THE MOTION TO REAPPOINT C. BRALY TO THE PLANNING COMMISSION FOR A TERM EXPIRE OF JUNE 30, 2024 IS PASSED 6-0.

F. Westbrook: That was an interesting one.

I. ANNOUNCEMENTS

1. In observance of Columbus Day the Town Office will be closed on Monday, October 12.

Mayor Bugg: Announcements. One announcement in consideration of Columbus Day the town office will be closed on Monday, October 12th. Any further announcements Madam Clerk. I turn to Vice Mayor for closed session reading.

J. CLOSED SESSION

Frances Westbrook: I Frances Westbrook move to go into closed session Pursuant to 2.2-3711A7 of the Code of Virginia for consultation with legal counsel for actual or probable litigation and pursuant to 2.2-3711A3 of the Code of Virginia for real estate matters where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Town.

Mayor Bugg: Is there a motion to review closed session.

D. Patteson: Second.

Mayor Bugg: All in favor.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Dudley Patteson	Aye

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

K. RETURN TO OPEN SESSION

F. Westbrook: Whereas the Town of Irvington has convene 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



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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 Departure from Purpose? 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 are no statements.

I, Frances Westbrook, so certify.

I, Bonnie Schaschek, so certify.

I, Tripp Bugg, so certify

I, Dudley Patteson, so certify.

I, Anthony Marchetti, so certify.

I, Wayne Nunnally, so certify.

I, Jackie Brown, so certify.

W. Nunnally: Move we adjourn

S. Phillips: There are no actions to be taken. There was a consensus to hold a special called meeting next Thursday.

L. ADJOURN

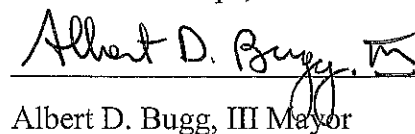
W. Nunnally: Call the question.

Mayor Bugg: Vote.

Vote:	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye
	Dudley Patteson	Aye

THE MOTION TO ADJOURN IS PASSED 6-0.

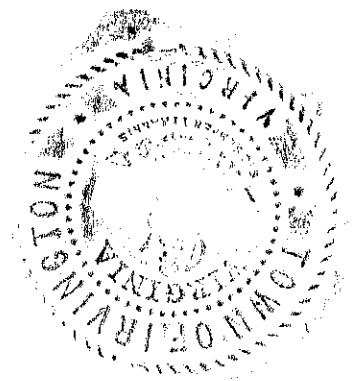
Respectfully submitted,
Sharon L. Phillips, Clerk


Albert D. Bugg, III Mayor

12:51 PM
10/05/20

Town of Irvington, Virginia
A/P Aging Summary

	As of October 5, 2020			
	Current	1 - 30	31 - 60	61 - 90
Aqua Virginia				
ICN (Security Deposit)	2,600.00			
Lara Brown (office desk)	255.99			
Barbour Printing Services Inc.	96.00			
Rappahannock Record	82.88			
Quarles Energy Services	134.72			
TOTAL	<u>3,169.59</u>			



RESOLUTION 2020- 13 (Emergency)

APPROVING THE AGREEMENT FOR THE USE OF FEDERAL CARES CORONAVIRUS RELIEF FUNDS, AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ACCEPTING CARES ALLOTMENT

WHEREAS, the United States Congress passed, and the President signed, the Coronavirus Aid, Relief and Economic Security ("CARES") Act of 2020 (the "Act"); and

WHEREAS, the Act establishes funding for programs to address the COVID-19 pandemic; and

WHEREAS, Lancaster County will receive an allocation of \$1,850,142 from the Coronavirus Relief Fund ("CRF") established under the Act; and

WHEREAS, Irvington's share of these funds is \$70,490.42; and

WHEREAS, expenditure of the funds is to be used only for qualifying expenses as defined by the Act, the expenditure of funds will be audited and any funds expended for purposes other than as provided by the Act will have to be repaid and returned to the Commonwealth of Virginia; and

WHEREAS, expenditure of the funds from CRF distributed to the Town will be subject to refund and return by the Town; and

WHEREAS, this Emergency Resolution is adopted pursuant to Town Code §30.15.

NOW THEREFORE, BE IT FURTHER RESOLVED, that Irvington Town Council hereby approves the attached "Agreement for the use of Federal CARES Coronavirus Relief Funds" presented by and previously approved by Lancaster County ("Agreement") and directs the Mayor to execute the Agreement; and

BE IT FURTHER RESOLVED that the Irvington Town Council accepts the allotment from the CRF paid by Lancaster County of \$70,490.42, subject to terms of the Agreement ("Allotment"); and

BE IT FURTHER RESOLVED that the Irvington Town Council hereby directs the Allotment be deposited into and held in a separate Town of Irvington account at Chesapeake

Bank, and that, from such account, expenditures shall be made from the Allotment in compliance with the Act and the Agreement; and

BE IT FURTHER RESOLVED that expenditures from the Allotment in compliance with the Act and Agreement are hereby appropriated.

BE IT FURTHER RESOLVED, that the first seven paragraphs are incorporated herein.

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that the foregoing Resolution 2020-13 (Emergency) was adopted by the Irvington Town Council at a Meeting on October 8, 2020.

VOTE:

IN FAVOR

AGAINST

Jackie Brown

BROWN

R. Wayne Nunnally

NUNNALLY

Anthony Marchetti

MARCHETTI

Dudley M. Patteson

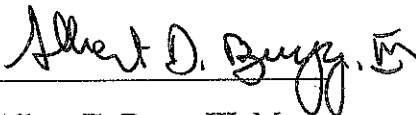
PATTESON

Bonnie Schaschek

SCHASCHER

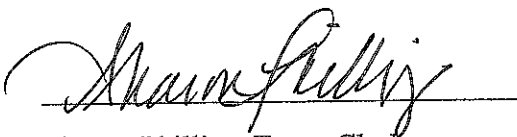
Fran Westbrook

WESTBROOK



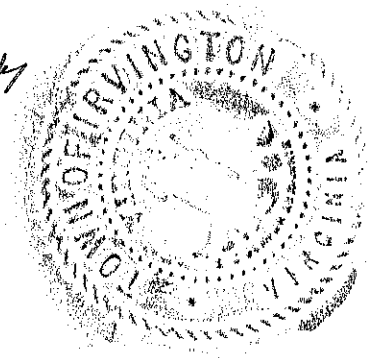
Albert D. Bugg, III, Mayor

ATTEST:


Sharon Phillips, Town Clerk

Resolution 2020-13 (Emergency) was passed unanimously
by the Irvington Town Council on October 8, 2020


Sharon Phillips,
Town Clerk



**AGREEMENT FOR THE USE OF FEDERAL CARES
CORONAVIRUS RELIEF FUNDS**

THIS AGREEMENT, made this the 8th day of October, 2020 by and between the County of Lancaster, a political subdivision of the Commonwealth of Virginia, (herein after referred to as the "County") party of the first part, and the Town of Irvington, a political subdivision of the Commonwealth of Virginia, (hereinafter referred to as the "Town") party of the second part;

WITNESSETH

WHEREAS, the United States Congress passed, and the President signed the *Coronavirus Aid, Relief and Economic Security ("CARES") Act of 2020* (the "Act"); and,

WHEREAS, the Act provided funding for a number of different programs to address the COVID-19 pandemic; and,

WHEREAS, a primary component of the Act is the provision of \$150 billion in assistance to state, local, territorial and tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus Relief Fund ("CRF"); and,

WHEREAS, the County has been notified that it will receive two allocations totaling \$1,850,142 from the CRF and that it must share a portion of those funds with the Towns located in the County. Irvington's share of such funds is \$ 70,490.42 ("the Town distribution"); and,

WHEREAS, expenditure of the funds is subject to be used only for qualifying expenses as defined by the Act, the expenditure of the funds will be audited and any funds expended for purposes other than as provided by the Act will have to be repaid and returned to the Commonwealth of Virginia; and,

WHEREAS, the parties hereto wish to confirm that the expenditure of the funds from CRF is limited to the uses established in the Act and that the funds distributed to the Town will be subject to refund and return by the Town and not by the County;

NOW THEREFORE THE PARTIES HERETO DO HEREBY AGREE AS FOLLOWS:

- 1) That the County will distribute to the Town the sum of \$70,490.42 from the CRF funds distributed to the County within ten (10) days of receipt of the funds by the County.

- 2) That the funds distributed to the Town by the County may only be used for the direct costs associated with the response to the COVID-19 pandemic as those expenses qualify and as defined and limited by the Act. These are specifically limited to costs that:
 - a) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19;
 - b) were not accounted for in the budget most recently approved as of March 27, 2020 for the Town; and,
 - c) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
- 3) That the Town shall keep and maintain all necessary documentation to ensure compliance with the federal, state and county requirements.
- 4) Expenditure of the Town distribution by the Town is at its sole risk. Should the appropriate federal or state authorities determine that the Town improperly expended such funds for purposes that do not qualify under the Act the Town must promptly return and repay the funds subject to the improper expenditure to the County. The County shall not be required to appeal or contest any determination by the federal or state authorities that such funds were improperly expended.
- 5) Should the Town not expend all the Town distribution on or before December 30, 2020 the Town shall promptly return such unexpended funds to the County.
- 6) The Town shall fully comply with all requirements of the Act and fully cooperate with the County, the Commonwealth of Virginia, and the United States of America in the use of the Town distribution., including any audit.
- 7) The parties agree that the Town shall be strictly liable in the use and expenditure of the Town distribution and shall reimburse the County for any expenditure of funds by the County necessitated by the failure of the Town to fully comply with the Act, including any costs, such as audit fees or other expenses and any amounts that the County may be required to refund because of the violation by the Town of the Act or the improper expenditure of the Town distribution.

- 8) In order to secure repayment of any amounts due hereunder to be reimbursed to the County by the Town, the Town agrees that any amount due hereunder, if not paid within ten days of notification and request to pay, may be withheld by the County from any funds due the Town which passes through the office of the County Treasurer. This may include sales taxes, real estate taxes, personal property taxes or other funds which the County Treasurer collects on behalf of the Town and remits to the Town.

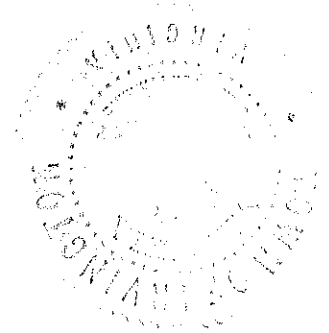
This Agreement has been duly authorized and approved by the Town Council of the Town of Irvington and the Board of Supervisors of Lancaster County and the Chairman of the Board and the Mayor of the Town authorized to execute the same.

WITNESS the following signatures:

Chairman
Board of Supervisors of
Lancaster County, Virginia



Mayor
Town of Irvington, Virginia





TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, OCTOBER 8, 2020
immediately following the public hearings

Sign In Sheet

	Name	Address
1.	Julie Harris	1099 K.C. Dr.
2.	Nancy Brady	991 King Carter Dr
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

NEW BUSINESS

DISCLOSURE OF DUDLEY M. PATTESON REGARDING TRANSACTIONS CONCERNING TRANSIENT OCCUPANCY TAX AND BUDGET

OCTOBER 9, 2020

I am making this disclosure under VA Code 2.2-3112 H that I have a personal interest in transactions which appear on the agenda under NEW BUSINESS, namely the Transient Occupancy Tax and the Amended Budget because I own the Hope and Glory Inn, which is (i) a remitter of transient occupancy tax, and (ii) a partner on the VTC grant.

These personal interests are permitted because I am a member of a business, profession, occupation, or group, the members which are affected by these transactions under VA Code 2.2-3112 B1 , and I am able to participate in these transactions fairly, objectively, and in the public interest.

I will be able to participate in the discussion and vote on the transient occupancy tax ordinance and the amended budget ordinance. The amended budget ordinance will include line items for the grant but in the context of a larger overall budget, therefore, I am able to vote on the amended budget ordinance..

11:12 AM

10/05/20

Town of Irvington, Virginia Profit & Loss Budget Performance

September 2020

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget
Income					
CARES Fund Grant - Income			35,245.21		
Fire Grant/State					10,000.00
Bank Franchise Income					10,000.00
Cable TV/Comm Income	159.73	176.42	486.61	511.77	2,200.00
Interest Income	127.11	584.61	381.13	1,823.82	6,000.00
Permit Fees	240.00	100.00	330.00	300.00	1,200.00
Property Rental Fees			500.00		1,000.00
Real Estate Tax - Revenue	79.41		115.32	128.48	64,239.00
Auto/Golf Tags - Revenue					
Auto/Golf Tags - Collection Fee					
Auto/Golf Tags - Revenue - Other	30.00	240.00	130.00	460.00	10,000.00
Total Auto/Golf Tags - Revenue	30.00	240.00	130.00	460.00	10,000.00
Occupancy Tax	13,428.80	12,148.64	31,892.44	34,759.01	70,000.00
Local Sales & Use Tax	3,609.43	2,657.51	9,678.44	7,808.17	27,000.00
Lokey Funding					2,000.00
Miscellaneous Income					50.00
Total Income	17,674.48	15,907.18	78,769.15	45,791.25	203,689.00
Gross Profit	17,674.48	15,907.18	78,769.15	45,791.25	203,689.00
Expense					
CARES Fund Grant - Expenses	200.00		789.97		
Employee Expenses					
Employee Conference/Sem/Wkshp				425.00	1,300.00
Employee Bonding			178.00	178.00	178.00
Employer Payroll Taxes	313.80	358.27	1,279.40	1,074.71	4,500.00
Wages/Salaries	4,070.83	4,683.33	12,212.49	14,049.99	58,000.00
Workers Compensation Insurance			500.00	500.00	500.00
Total Employee Expenses	4,384.63	5,041.60	14,169.89	16,227.70	64,478.00
Professional Services					
Legal					
One Time Bonus	3,000.00		3,000.00	3,000.00	3,000.00
Legal - Other	1,000.00	1,000.00	2,000.00	3,000.00	12,000.00
Total Legal	4,000.00	1,000.00	5,000.00	6,000.00	15,000.00
Total Professional Services	4,000.00	1,000.00	5,000.00	6,000.00	15,000.00
Insurance					
Building/Property Insurance			1,433.00	1,474.00	1,474.00
General Liability Insurance			3,451.00	2,715.00	2,715.00
Total Insurance			4,884.00	4,189.00	4,189.00
Public Safety					
Traffic Control/LCSD					
ATL Fire Grant					10,000.00
Code Enforcement					500.00
Total Public Safety					10,500.00
Office Expense					
Other					
Dues & Subscriptions			433.00	1,019.00	1,200.00
Banking Fees					30.00
Equipment	900.00		900.00		1,500.00
Repairs & Maintenance	1,325.69		2,896.69	323.00	2,000.00
Janitorial	125.00		250.00	250.00	1,000.00
Computer					
Processing Fees	515.88	401.60	1,007.88	811.20	3,160.00
Maintenance/Repairs		100.00	735.00	100.00	1,000.00
Hardware		250.00		250.00	500.00
Software					250.00
Total Computer	515.88	751.60	1,742.88	1,161.20	4,910.00
Postage					500.00
Supplies	100.37		1,292.64	294.39	1,800.00
Website Maintenance					
Office Expense - Other					
Total Office Expense	2,966.94	751.60	7,517.21	3,047.59	12,940.00
Municipal Expenses					
PP - Collection Fee	2.00	24.00	12.00	46.00	1,000.00
RE Tax Collection Fee	7.94		11.53	12.85	6,900.00
Codification of Ordinances					1,000.00
Comprehensive Plan					1,000.00
Election Expenses			2,578.29		3,500.00
Total Municipal Expenses	9.94	24.00	2,601.82	58.85	13,400.00
Town Council Expenses					
Public Notices		200.00	772.80	500.00	2,000.00
Conferences/Seminars/Workshops		300.00	208.00	300.00	1,000.00
Total Town Council Expenses		500.00	980.80	800.00	3,000.00

	Sep 20	Budget	Jul - Sep 20	YTD Budget	Annual Budget
Planning Commission Expenses					#
Public Notices		100.00	136.50	300.00	1,100.00
Conferences/Seminars/Workshops			146.00	250.00	750.00
Total Planning Commission Expenses		100.00	282.50	550.00	1,850.00
Utilities					
Heating Fuel					800.00
Electricity					
Street Lights	766.89	775.00	2,313.33	2,325.00	9,100.00
Town Office	71.73	10.00	71.73	150.00	600.00
Total Electricity	838.62	785.00	2,385.06	2,475.00	9,700.00
Internet	91.10	90.25	272.44	270.75	1,100.00
Telephone	96.24	100.00	285.27	300.00	1,200.00
Water	0.78	30.00	57.43	90.00	300.00
Utilities- Recreation	26.98	41.67	168.30	125.01	500.00
Total Utilities	1,053.72	1,046.92	3,168.50	3,260.76	13,600.00
Town Maintenance					
Refuse & Debris Removal	78.00	125.00	233.70	375.00	1,500.00
Grounds/Landscape	730.00	1,555.56	2,385.00	4,666.68	14,000.00
Street Cleaning					
Street Lighting					
Total Town Maintenance	808.00	1,680.56	2,618.70	5,041.68	15,500.00
Community Support /Tourism					
Charitable Donations					
Steamboat Era Museum (501c3)					2,500.00
Lancaster Community Library					2,000.00
Fire & Rescue					2,500.00
Total Charitable Donations					7,000.00
Community Events					
Christmas					
Irvington Golf Tourney					2,000.00
July 4th Parade/Concert				3,951.98	10,000.00
Community Events - Other					
Total Community Events				3,951.98	12,000.00
Town Commons/Tennis Cts/Gazebo					
Flags/Banners					
Maintenance & Repair					
Hardware					
Flags/Banners - Other					3,200.00
Total Flags/Banners					3,200.00
Steamboat Era Museum			1,200.00	1,200.00	1,200.00
Town WiFi				250.00	500.00
Trolley, Town of Kilmarnock	2,000.00		2,000.00	250.00	250.00
Virginia River Resim				2,000.00	2,000.00
Mayor's Discretionary Fund	72.86		72.86	250.00	750.00
Misc Community Support & Touris					
Total Community Support /Tourism	2,072.86		3,272.86	7,901.98	26,900.00
Reconciliation Discrepancies					
Capital Expenses					
CONTINGENCY FUND					80,000.00
STORAGE SHED					
Stump Removal					5,000.00
Common Landscaping					5,000.00
CHRISTMAS LIGHTS & DECORATI...					5,000.00
FLAGS AND BANNERS					1,000.00
Electrical Renovation					5,000.00
TOWN HALL RENOVATIONS					1,000.00
Hardware/Software					1,000.00
Municipal Information					5,000.00
Website Design					3,000.00
INFRASTRUCTURE					5,000.00
Planning/Downpayment					10,000.00
15 Year Mortgage 400k					
Total Capital Expenses					126,000.00
Total Expense	15,496.09	10,144.68	45,286.25	47,077.56	307,357.00
Net Income	2,178.39	5,762.50	33,482.90	-1,286.31	-103,668.00

11:13 AM

10/05/20

Town of Irvington, Virginia

Balance Sheet

As of September 30, 2020

	Sep 30, 20
ASSETS	
Current Assets	
Checking/Savings	
CARES Fund Grant	35,245.21
Chesapeake Bank Money M...	87,407.96
Chesapeake Bank G/O Acco...	39,668.78
Chesapeake Bank - CDs	
CD2712 09/25/20	26,412.51
CD1368 03/21/21	103,210.05
CD2216 03/21/2021	113,531.05
Bike Path_CD7725 12/27/...	5,766.97
Total Chesapeake Bank - CDs	248,920.58
VCB - CD	4,422.93
Total Checking/Savings	415,665.46
Total Current Assets	415,665.46
Fixed Assets	
Buildings/Land	
North Commons	411,200.00
Main Commons	407,900.00
Town Office	85,200.00
Total Buildings/Land	904,300.00
Total Fixed Assets	904,300.00
TOTAL ASSETS	1,319,965.46
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,807.19
Total Other Current Liabilities	1,807.19
Total Current Liabilities	1,807.19
Total Liabilities	1,807.19
Equity	
Opening Balance Equity	373,800.00
Retained Earnings	910,875.37
Net Income	33,482.90
Total Equity	1,318,158.27
TOTAL LIABILITIES & EQUITY	1,319,965.46

11:14 AM
10/05/20

Town of Irvington, Virginia
Profit & Loss Monthly/YTD
September 2020

	Sep 20	Jul - Sep 20
Income		
CARES Fund Grant - Income		35,245.21
Cont_Cap_Finan_Plan		
Fire Grant/State		
Bank Franchise Income		
Cable TV/Comm Income	159.73	496.61
Interest Income	127.11	381.13
Permit Fees	240.00	330.00
Property Rental Fees		500.00
Real Estate Tax - Revenue		
RE Tax - Collection Fees		
Real Estate Tax - Revenue - Other	79.41	115.32
Total Real Estate Tax - Revenue	79.41	115.32
Auto/Golf Tags - Revenue		
Auto/Golf Tags - Collection Fee		
Auto/Golf Tags - Revenue - Other	30.00	130.00
Total Auto/Golf Tags - Revenue	30.00	130.00
Occupancy Tax	13,428.80	31,892.44
Local Sales & Use Tax	3,609.43	9,678.44
Lokey Funding		
Miscellaneous Income		
Total Income	17,674.48	78,769.15
Cost of Goods Sold		
Cost of Goods Sold		
Total COGS		
Gross Profit	17,674.48	78,769.15
Expense		
CARES Fund Grant - Expenses	200.00	789.97
COVID- CARES FUND Grant		
Employee Expenses		
Employee Conference/Sem/Wkshp		
Other		
Employee Bonding		178.00
Employer Payroll Taxes	313.80	1,279.40
Wages/Salaries	4,070.83	12,212.49
Workers Compensation Insurance		500.00
Employee Expenses - Other		
Total Employee Expenses	4,384.63	14,169.89
Professional Services		
Accounting		

	Sep 20	Jul - Sep 20
Legal		
One Time Bonus	3,000.00	3,000.00
Legal - Other	1,000.00	2,000.00
Total Legal	4,000.00	5,000.00
Professional Services - Other		
Total Professional Services	4,000.00	5,000.00
Insurance		
Building/Property Insurance		1,433.00
General Liability Insurance		3,451.00
Insurance - Other		
Total Insurance		4,884.00
Public Safety		
Traffic Control/LCSD		
ATL Fire Grant		
Code Enforcement		
Disaster Preparedness		
Public Safety - Other		
Total Public Safety		
Office Expense		
Other		
Dues & Subscriptions		433.00
Mileage & Travel		
Banking Fees		
Equipment	900.00	900.00
Repairs & Maintenance	1,325.69	2,898.69
Janitorial	125.00	250.00
Computer		
Processing Fees	515.88	1,007.88
Maintenance/Repairs		735.00
Hardware		
Software		
Computer - Other		
Total Computer	515.88	1,742.88
Postage		
Supplies	100.37	1,292.64
Website Maintenance		
Office Expense - Other		
Total Office Expense	2,966.94	7,517.21

	Sep 20	Jul - Sep 20
Municipal Expenses		
PP - Collection Fee	2.00	12.00
RE Tax Collection Fee	7.94	11.53
Codification of Ordinances		
Comprehensive Plan		
Election Expenses		2,578.29
Municipal Audit		
Municipal Expenses - Other		
Total Municipal Expenses	9.94	2,601.82
Town Council Expenses		
Public Notices		772.80
Conferences/Seminars/Workshops		208.00
Town Council Expenses - Other		
Total Town Council Expenses		980.80
Planning Commission Expenses		
Public Notices		136.50
Conferences/Seminars/Workshops		146.00
Planning Commission Expenses - Other		
Total Planning Commission Expenses		282.50
Utilities		
Heating Fuel		
Electricity		
Street Lights	766.89	2,313.33
Town Office	71.73	71.73
Electricity - Other		
Total Electricity	838.62	2,385.06
Internet	91.10	272.44
Telephone	96.24	285.27
Water	0.78	57.43
Utilities- Recreation	26.98	168.30
Utilities - Other		
Total Utilities	1,053.72	3,168.50

	Sep 20	Jul - Sep 20
Town Maintenance		
Refuse & Debris Removal	78.00	233.70
Grounds/Landscape	730.00	2,385.00
Sidewalks		
Street Cleaning		
Street Lighting		
Town Maintenance - Other		
Total Town Maintenance	808.00	2,618.70
Community Support /Tourism		
Charitable Donations		
Steamboat Era Museum (501c3)		
Lancaster Community Library		
Fire & Rescue		
Charitable Donations - Other		
Total Charitable Donations		
Community Events		
Christmas		
Irvington Golf Tourney		
July 4th Parade/Concert		
Community Events - Other		
Total Community Events		
Town Commons/Tennis Cts/Gazebo		
Flags/Banners		
Maintenance & Repair		
Hardware		
Flags/Banners - Other		
Total Flags/Banners		
Steamboat Era Museum		1,200.00
Town WiFi		
Trolley, Town of Kilmarnock	2,000.00	2,000.00
Virginia River Realm		
Mayor's Discretionary Fund	72.86	72.86
Misc Community Support & Touris		
Community Support /Tourism - Other		
Total Community Support /Tourism	2,072.86	3,272.86
Miscellaneous Expense		
Reconciliation Discrepancies		

Sep 20

Jul - Sep 20

Capital Expenses
CONTINGENCY FUND
STORAGE SHED
Building
Concrete Slab
Stump Removal
THE COMMONS
Common Landscaping
Playground
Tennis Court Repair
CHRISTMAS LIGHTS & DECORATIONS
FLAGS AND BANNERS
Electrical Renovation
TOWN HALL RENOVATIONS
TECHNOLOGY
Hardware/Software
Municipal Information
Website Design
INFRASTRUCTURE
LARGE PROJECT FINANCING 600k
Planning/Downpayment
15 Year Mortgage 400k
Capital Expenses - Other

Total Capital Expenses

Total Expense

Net Income

15,496.09

2,178.39

45,286.25

33,482.90

11:15 AM
10/05/20

Town of Irvington, Virginia
Check Detail
September 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	DC	09/01/2020	Google		Chesapeake Bank G/O ...		-264.00
				Processing Fees		-264.00	264.00
TOTAL						-264.00	264.00
Check	DC	09/02/2020	River Market		Chesapeake Bank G/O ...		-72.86
				Mayor's Discretionary Fu...		-72.86	72.86
TOTAL						-72.86	72.86
Check	DC	09/21/2020	Northern Neck Ace Ha...		Chesapeake Bank G/O ...		-68.39
				Supplies		-68.39	68.39
TOTAL						-68.39	68.39
Check	DC	09/25/2020	Wix.com, Inc.		Chesapeake Bank G/O ...		-204.00
				Processing Fees		-204.00	204.00
TOTAL						-204.00	204.00
Check	DC	09/25/2020	Wix.com, Inc.		Chesapeake Bank G/O ...		-47.88
				Processing Fees		-47.88	47.88
TOTAL						-47.88	47.88
Check	DC	09/30/2020	Northern Neck Ace Ha...		Chesapeake Bank G/O ...		-31.98
				Supplies		-31.98	31.98
TOTAL						-31.98	31.98
Bill Pmt -Check	13831	09/07/2020	Foster & Three Sons		Chesapeake Bank G/O ...		-125.00
Bill	Septem...	09/03/2020		Janitorial		-125.00	125.00
TOTAL						-125.00	125.00
Bill Pmt -Check	13832	09/07/2020	Keane Law PLLC		Chesapeake Bank G/O ...		-1,000.00
Bill	August ...	09/03/2020		Legal		-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Bill Pmt -Check	13833	09/16/2020	Ambrose Disposal Ser...		Chesapeake Bank G/O ...		-78.00
Bill	*275-09...	09/01/2020		Refuse & Debris Removal		-19.50	19.50
Bill	*246-09...	09/01/2020		Refuse & Debris Removal		-58.50	58.50
TOTAL						-78.00	78.00
Bill Pmt -Check	13834	09/16/2020	Aqua Virginia		Chesapeake Bank G/O ...		-12.16
Bill	0247	08/26/2020		Water		-0.78	0.78
Bill	1979	08/26/2020		Utilities- Recreation		-11.38	11.38
TOTAL						-12.16	12.16

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10/05/20

Town of Irvington, Virginia
Check Detail
September 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	13835	09/16/2020	Arrowhead Lawncare		Chesapeake Bank G/O ...		-730.00
Bill	3336	09/07/2020		Grounds/Landscape		-320.00	320.00
				Grounds/Landscape		-60.00	60.00
				Grounds/Landscape		-200.00	200.00
				Grounds/Landscape		-50.00	50.00
				Grounds/Landscape		-50.00	50.00
				Grounds/Landscape		-50.00	50.00
TOTAL						-730.00	730.00
Bill Pmt -Check	13836	09/16/2020	Atlantic Broadband		Chesapeake Bank G/O ...		-187.34
Bill	2828	09/07/2020		Internet		-91.10	91.10
				Telephone		-96.24	96.24
TOTAL						-187.34	187.34
Bill Pmt -Check	13837	09/16/2020	Bay Restoration & Air ...		Chesapeake Bank G/O ...		-620.69
Bill	102050	08/13/2020		Repairs & Maintenance		-620.69	620.69
TOTAL						-620.69	620.69
Bill Pmt -Check	13838	09/16/2020	Dominion Virginia Pow...		Chesapeake Bank G/O ...		-854.22
Bill	3404 St...	09/01/2020		Street Lights		-766.89	766.89
Bill	7505 X...	09/01/2020		Utilities- Recreation		-9.01	9.01
Bill	5000 R...	09/01/2020		Utilities- Recreation		-6.59	6.59
Bill	7507 T...	09/01/2020		Town Office		-71.73	71.73
TOTAL						-854.22	854.22
Bill Pmt -Check	13839	09/16/2020	Irvington Baptist Church		Chesapeake Bank G/O ...		-200.00
Bill	Septem...	09/01/2020		CARES Fund Grant - Ex...		-100.00	100.00
				CARES Fund Grant - Ex...		-100.00	100.00
TOTAL						-200.00	200.00
Bill Pmt -Check	13840	09/16/2020	Kilmarnock, Town of		Chesapeake Bank G/O ...		-2,000.00
Bill	21-00093	08/26/2020		Trolley, Town of Kilmarn...		-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Check	13841	09/23/2020	Keane Law PLLC		Chesapeake Bank G/O ...		-3,000.00
				One Time Bonus		-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00
Check	13842	09/23/2020	Lillian Merrill		Chesapeake Bank G/O ...		-400.00
				Equipment		-400.00	400.00
TOTAL						-400.00	400.00
Check	13843	09/23/2020	Bay Flooring		Chesapeake Bank G/O ...		-500.00
				Equipment		-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	13844	09/25/2020	D.F.C.		Chesapeake Bank G/O ...		-705.00
		09/22/2020		Repairs & Maintenance		-705.00	705.00
TOTAL						-705.00	705.00

11:15 AM

10/05/20

Town of Irvington, Virginia

Check Detail

September 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	13845	09/30/2020	Brown, Lara M.		Chesapeake Bank G/O ...		-1,459.08
				Wages/Salaries		-1,833.33	1,833.33
				Payroll Liabilities		169.00	-169.00
				Employer Payroll Taxes		-113.67	113.67
				Payroll Liabilities		113.67	-113.67
				Payroll Liabilities		113.67	-113.67
				Employer Payroll Taxes		-26.58	26.58
				Payroll Liabilities		26.58	-26.58
				Payroll Liabilities		26.58	-26.58
				Payroll Liabilities		65.00	-65.00
				Employer Payroll Taxes		-2.38	2.38
				Payroll Liabilities		2.38	-2.38
TOTAL						-1,459.08	1,459.08
Paycheck	13846	09/30/2020	Phillips, Sharon L.		Chesapeake Bank G/O ...		-1,759.33
				Wages/Salaries		-2,237.50	2,237.50
				Payroll Liabilities		213.00	-213.00
				Employer Payroll Taxes		-138.73	138.73
				Payroll Liabilities		138.73	-138.73
				Payroll Liabilities		138.73	-138.73
				Employer Payroll Taxes		-32.44	32.44
				Payroll Liabilities		32.44	-32.44
				Payroll Liabilities		32.44	-32.44
				Payroll Liabilities		94.00	-94.00
TOTAL						-1,759.33	1,759.33



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL SPECIAL CALLED MEETING
to be held as a WORKSHOP
WEDNESDAY, SEPTEMBER 23, 2020 5:30 PM
IRVINGTON BAPTIST CHURCH**

NOTICE

The Irvington Town Council will hold a special called meeting to be held as a workshop on Wednesday, September 23, 2020 for the purpose of discussing the Amended FY20/21 Budget, Fees, and Tax Rates.

AGENDA

A. CALL TO ORDER – *Mayor Bugg*

Mayor Bugg: Call this meeting to order. This is the Town of Irvington Virginia Town Council Special Called meeting held as a workshop. It is Wednesday, September 23, 2020, 5:30 p.m. at the Irvington Baptist Church. The first item on the agenda will be call to order.

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

Members of Council present:

Mayor Bugg here.
Bonnie Schaschek here.
Anthony Marchetti here.
Frances Westbrook here.
Jackie Brown here.
Dudley Patteson (arrived 5:46 PM)
Wayne Nunnally

Members of Council absent:

Staff Present:

Nancyellen Keane, Esq., Town Attorney
Sharon Phillips, Town Clerk, FOIA Officer, Treasurer

Guests:

See attached sign in sheet

C. PROPOSED AMENDED FY20/21 BUDGET – *Mayor, Council, Staff*

Mayor Bugg: Thank you. The next item would be the proposed amended 2020/21 budget. I know that has been circulated I hope everyone has had a chance to look at it. With that I'll turn it over to the budget and finance committee. You can take it in whatever order you deem appropriate.

F. Westbrook: Thank you Mr. Mayor, we want to address the fees and tax rates first, mainly because, this has to go in the newspaper next week, so we want to make sure everyone has a good understanding of what that is going to be to be and we do have some changes to help with revenue.

J. Brown: Go over this with everybody?

F. Westbrook: Can we do this first?

A. Marchetti: We are proposing mostly increases to permits. These are the proposed right?



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL SPECIAL CALLED MEETING
to be held as a WORKSHOP
WEDNESDAY, SEPTEMBER 23, 2020 5:30 PM
IRVINGTON BAPTIST CHURCH**

F. Westbrook: Yes.

A. Marchetti: You don't have the existing. I see Precious Metals Realer registration, that stays the same from previous. Sign actually stays the same \$20, we are adding?

Nancyellen Keane: You are increasing zoning to the \$100.00 and you adding conditional use and board of zoning appeals.

F. Westbrook: Is that not well laid out for you, I'm sorry.

A. Marchetti: Isn't that the previous, I just wasn't sure what the increase was from.

F. Westbrook: Alright so we are increasing CUP to \$200. What order are they in here. Alright, sign stays the same at \$20, subdivision is the same. Zoning is going from \$35 to \$100. Conditional use permit is now going to be \$200.

A. Marchetti: It's currently \$35.00.

N. Keane: Currently 0.

F. Westbrook: Currently 0. It's currently 0. Board of zoning appeals, that is, we've not ever charged a fee.

N. Keane: The code allows you to.

F. Westbrook: The code allows us to. That's going up to \$300. Golf cart fees, we've had the ordinance for golf carts, but we have never actually had a fee in the ordinance.

N. Keane: Now the way we can add this and make the fee authorized is because we are passing all these budget related documents as ordinances so, for example this one would be a fee ordinance, we can say that we are adding this to the code section as related to golf carts which allows us to do that. Remember how we had a conversation maybe a year ago and saying that we weren't collecting a golf cart fee because of the code section that was passed authorizing a golf cart regulation never called for a fee. It called for an insurance policy only.

B. Schaschek: We were just charging \$10.00.

N. Keane: We were charging \$10.00 but we didn't have any authority to do that. We can now fix that through passing this ordinance in assessing a certain fee for whatever you want individual or commercial or the same for both.

B. Schaschek: What's a commercial golf cart?

F. Westbrook: Well, the people at Rappahannock Rentals rents golf carts and so does Neptune. I have seen them deliver them over the past couple of years, so we were thinking, yeah in return they are responsible for the liability as far as any insurance coverage on the cart instead of the renter, they'd be responsible to make sure that it had the items on it like the triangle and the taillights and headlights if it is going to be operated when the sun is down, so they'd be responsible for all this to the renter.

J. Brown: Would this be per cart, per year?



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL SPECIAL CALLED MEETING
to be held as a WORKSHOP
WEDNESDAY, SEPTEMBER 23, 2020 5:30 PM
IRVINGTON BAPTIST CHURCH**

F. Westbrook: For commercial we are talking about annual.

J. Brown: Is what?

F. Westbrook: Annual.

S. Phillips: Per cart annually.

Mayor Bugg: That's a good call because I do see them a lot especially in the summer.

F. Westbrook: Yeah, so the private or the personal you know that's per year the \$25.00 per cart, for commercial it's just a flat \$200.00 a year.

J. Brown: How many carts now?

Mayor Bugg: Per cart.

S. Phillips: Right so if they have 10 carts that they rent to Irvington, every car that comes into Irvington has to have a sticker. That sticker is \$200.

F. Westbrook: Yeah, so they may only opt to have three of their golf carts in their fleet that they would rent to Irvington.

B. Schaschek: So they would be paying \$600.00 in a fee.

F. Westbrook: Uh huh.

N. Keane: What do they charge in Irvington, I guess there's not that many jurisdictions.

F. Westbrook: When we were talking about it I thought it was \$200.00 for the year period for them.

N. Keane: I don't know.

B. Schaschek: I think \$200 per cart is scary.

S. Phillips: That's up to the council.

F. Westbrook: The cart twice, it was cheaper just paying \$25.00 per cart.

S. Phillips: That's up to ya'll however you want to change it.

Mayor Bugg: Yeah \$200.00 is gonna get up there.

F. Westbrook: Alright so what do you want to do about that?

S. Phillips: But it's a tourist pass through, to the tourist. I think that you should be aware that there are multiple commercial golf carts in town and the town has no way to regulate them.

F. Westbrook: Right and this is a step to do that but the biggest concern to me is that these carts even though we have no way of regulating them actually, they still have to adhere to what the state says, these carts have to be and do, in order to be on the state road. So, by having Neptune and Rappahannock Rentals pay us a fee



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whatever we determine it to be annually for them to bring their golf carts in here then they know what's required so that we can keep, keep our carts going. We don't want to lose them because a renter comes in and is involved in some sort of bizarre accident and some, cops are involved in it and all of a sudden you know there is all kinds of infractions and they wouldn't even know it is a residents golf carts.

J. Brown: Do we have any idea how many carts were rented commercially?

F. Westbrook: No.

S. Phillips: We don't know the total number of carts that are rented, but we know that Neptune also rents in Irvington.

J. Brown: Say that again.

S. Phillips: That Neptune, is located.

S. Phillips: I think that everybody recognizes a 6-seater golf cart, commercial golf carts in town and so, are you interested in regulating a commercial golf cart.

J. Brown: I think we should, but I think it would be helpful to know about how many are being rented so we know whether this fee is a reasonable figure or not.

S. Phillips: I would have no way of knowing that.

J. Brown: Can we call and ask them?

S. Phillips: How would you ask that question, how do you want to handle it, I don't have a relationship with any of those vendors.

B. Schaschek: I would just ask them.

F. Westbrook: I don't know that it's necessarily important that they rent 10 or 100, I don't think it's all that many.

Mayor Bugg: I think its 2 or 3.

F. Westbrook: Yeah 2 or 3.

Mayor Bugg: It might be off but in that range.

F. Westbrook: Well, we don't want to make it prohibitive for them to rent the carts that are coming into Irvington.

J. Brown: No we don't want to but we want to be realistic of what the fees are. I mean they are operating a business and you know if they are renting hundreds of carts then the fee is too low, if they are renting two carts it's probably too much.

B. Schaschek: I can have Kurt call you at the office. You want, if you feel more comfortable with that. I can ask him because I don't think he is renting 10 golf carts. If it's three or four in town, that's a lot.

S. Phillips: Okay.



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B. Schaschek: Now, I got a golf cart from them, Wayne has two from them and somebody else in our neighborhood and so you may see them coming, but that's because they pick up golf carts for service.

Mayor Bugg: Yeah.

B. Schaschek: Even though you see them they may be rentals and one of ours, that's why I'm just trying to mention that. On the conditional use permit where you are going from zero charge to \$200, now is it resident still or the customer, or you whatever you want to call it still responsible for the ad and the letters and who is paying for all that.

F. Westbrook: Not yet.

S. Phillips: So the thought process on the CUP going up to \$200.00 is an interim step. At this time they don't pay anything directly to the town.

B. Schaschek: Right.

S. Phillips: But, they do pay for all of the advertising and that can range upwards of \$200 by the time they pay for the ad itself which is generally just at \$200 for the ads, then they have to pay depending on how many people are within 300', it can be 2, 6, I, also, the three CUPS that we processed in March, they had upwards of 20 a piece and generally at about \$6.00. So right now the applicant pays those fees, this is an effort in partnership with the zoning administrator she has weighed in on the thought process here. This is, it will be I'm assuming effective January 1, or whenever you make it effective it will carry you through this fiscal year. In the remainder of the fiscal year, you will authorize the town attorney, at your desire, you will authorize the town attorney to rewrite your code because right now your code is written that the applicant pays the advertising and the code probably needs to be rewritten so that the town is responsible so that the town controls the ad and the town controls the affidavit side of things. This is an interim step allowing the town to at least not lose money on the CUP process should you choose to modify your town code you might go up on the CUP again once the town is completely financially responsible turnkey for the CUP. Most jurisdictions charge anywhere from \$300 to \$500 for a CUP.

F. Westbrook: We looked at Middlesex and Lancaster, to see what they were charging so ours is somewhere between and going up to \$200 on the CUP particularly helps reimburse the town for the monies that are being paid to the zoning administrator. I mean it's, what did Lara say she's, 10 or 20 hours. For CUP, so this way at least you know the town is trying to break even a little bit on what it costs us manpower to do it and if we go to us doing the other aspects of it, the mailings and the newspaper ads we may have to go up another \$200 at least.

B. Schaschek: I think you have to do a range there, because if somebody has 40 certified letters.

S. Phillips: You would potentially modify the code to not say within 300 feet but to say adjacent.

B. Schaschek: You have to check the stated stuff, I think you have to do something.

F. Westbrook: I think the county only says adjacent, I'm not sure.

N. Keane: VMRC says adjacent.



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F. Westbrook: Who does?

N. Keane: VMRC and that's where most of ours come into the issue, VMRC uses the word adjacent we use within 300 feet.

A. Marchetti: Of all property lines?

N. Keane: Of all property lines. I mean, we are not suggesting changing it, but we'll have to come up with some way to figure out the cost to give you all some sort of income for this because you can't afford, I mean the town just can't afford.

F. Westbrook: Well we can't.

J. Brown: [talkerover] Sign fee needs to go up.

F. Westbrook: Well the sign fee will also, there will be a sign fee and a zoning. So it's so much per sign but they need the zoning permit.

F. Westbrook: If it is put in the ground.

N. Keane: Or the sign post then you have to get a zoning permit to put that up and that would be another \$100. So for a sign to be approved up on stake or post, it would be \$20 plus \$100.

J. Brown: Okay what items would be included under the zoning permits, is that sidewalks any buildings.

N. Keane: Any construction.

S. Phillips: So, the zoning permit also follows the CUP.

J. Brown: Pardon me.

S. Phillips: So, if you use an example, the Tides Inn when they did their floating docks they went through the CUP process and once that CUP was approved they then received a zoning permit so using the scenario that's before you, you would have a \$200 CUP fee and when that's concluded it's a \$100 zoning permit.

J. Brown: Okay, what about a homeowner who is making changes to their property.

S. Phillips: If they are just building a garage that's completely within normal everything \$100.

J. Brown: \$100. Sidewalk?

S. Phillips: What would you do to a sidewalk, install a sidewalk.

J. Brown: Install a sidewalk.

S. Phillips: As long as it's not in the RPA it is completely under the zoning administrator's purview it is \$100.

J. Brown: So, every time they want to do something it's \$100.



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N. Keane: If they need a permit for it yes. If you need a building permit for something Lancaster County won't give the building permit until we have given a zoning permit. So, they have to pay us for the zoning permit, they pay Lancaster County for the building permit. Whatever they charge.

F. Westbrook: That's more in keeping with what our neighboring counties are doing.

J. Brown: Okay.

Mayor Bugg: Any other discussion about fees?

F. Westbrook: One other comment would be BZA we have not had a fee on that before but we are allowed to. BZA at the county, if I'm not mistaken that's \$500. It's pretty steep on the county side and what do we have it down there?

Mayor Bugg: \$300.

F. Westbrook: \$300, so I imagine that wouldn't go up.

D. Patteson: I apologize for being late, my dog at 5:30 started howling in pain and I instantly became a veterinarian. Took care of it, but it scared the hell out of me. So, I'm sorry.

Mayor Bugg: No problem.

D. Patteson: I'm here.

F. Westbrook: So are there any questions then on the fees, let's see, tax rates. I was telling Bonnie earlier that this is a hard budget to deal with in that we've had to deal with COVID of course and that has affected not only cash flow but the revenue and it's, we've looked at, the only thing that we thought we could increase was our occupancy rate and given the other expenses which you'll see when we get into it, we figured things at a 1% increase which still left us heavy on the expense side and we figured at a 2% increase which would put us at a total of 4% on occupancy rate would make the current, what we are proposing here, would make it work, we would have about \$13,000 left over if we go to 4%. If we stick with the 3% total rate we are still going to be in the red, so we're going to have to consider going up on the tax rate of the occupancy. We talked about a meals tax but we can't institute a new tax at this time, we can next year when we are doing the new budget for the upcoming fiscal year.

B. Schaschek: This is the amended.

F. Westbrook: Yeah, this is the amended.

A. Marchetti: Pretty limited.

F. Westbrook: Yeah we are pretty limited.

A. Marchetti: Until next July.

F. Westbrook: Yeah.

J. Brown: Does White Stone have an occupancy tax?



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F. Westbrook: I have no idea.

J. Brown: Kilmarnock's is what 7 or 8%?

F. Westbrook: 7 or 8, you know you get into the cities, I mean Richmond is charging 12%, you go to a hotel they slap on 12%.

B. Schaschek: Doesn't Kilmarnock do a \$50 registration or a \$100 fee annually.

N. Keane: Kilmarnock does a business license.

B. Schaschek: Remember when we were at the town meeting and they were putting in the fee for occupancy tax and they had to register all the VRBO's and stuff....

F. Westbrook: Oh, yeah they were charging a registration fee. We haven't gotten to that step yet, yeah, there is an annual registration fee which we would probably, annual registration, I don't know if we are going to attach a fee to it but we will probably will.

B. Schaschek: We should keep it and we can based upon the state and the county.

F. Westbrook: So exactly what percentage that tax rate is going to end up being we'll determine tonight when we go through the budget and we figure out what rate we're going to need to make this darn thing balanced. The other thing we need to look at before we get right down to the budget itself is the amended budget schedule if you will and the synopsis, there's other drafts you have, there's three pages. The first one says advertisement number one, this is how it is going to appear in the paper on this advertisement number one. It's outlining our public hearings, the dates, you will notice that the hearing, this is all on the same day, Thursday, October 8th, this has to go in the paper next week.

S. Phillips: Tuesday.

F. Westbrook: Yeah, and you will notice that the first public hearing will start at 5:00 p.m. and the second, third and fourth will be immediately following the preceding one, so we don't have the structured time frame like we had last time we were sitting and waiting before we could start the next public hearing. This is taken straight off of the budget schedule which we already approved, so this is just the format that is going to be in the newspaper, we've already voted on this and that's how it is going to be listed in the newspaper. The second page that has advertisement, no excuse me, let me go back, the paper that has public hearing number five, this refers to, and this is the fifth public hearing, but it has to be a separate ad in the paper, it won't be a part of advertisement number one.

N. Keane: Wait a minute, can I jump in, are you looking at public hearing number five for the budget announcement?

F. Westbrook: Yes, that is part of advertisement, do I have that backwards.

N. Keane: Yes. That is all one ad and it has five public hearings and it is a two pager because we couldn't fit it all in there.

F. Westbrook: I beg your pardon.



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N. Keane: The other one says advertisement two, that's the one.

F. Westbrook: That's the one I'm, so this will be the increase in the occupancy tax rate and that has to be a separate ad in the paper, so it is very clear, very distinct to the public what we're doing and right now we have this occupancy tax rate 4%, if we decide to do 3, obviously this will change to go in the newspaper. Are there any questions on those? So these two ads will be happening next week for public hearings. Is there anything else we need to add to that? Okay, so that gets that part taken care of. Now down to the final part. I think we will start with the revenue. So, the revenue starts with occupancy rate, real estate tax rate. So the first item on there is the occupancy tax rate and we were just talking about that when I said, you see the \$75,000 the far right hand corner, that far right hand corner is the proposed budget figures at this point. The \$75,000 was arrived at by taking the base rate of both the Hope and Glory and the Tides Inn last fiscal year and using about 70% of that at a 1% increase that will give us \$75,000 projected. That's not quite enough to make the budget balance. If we go to a 4%, in other words a 2% increase then that would give us about \$98,000 which would give us another \$13,000 surplus if we do that, so, if we don't do the 4% on occupancy tax rate we are going to have to figure somewhere else to find some revenue. So once again, a 1% increase at \$75,000, a 2% increase is \$98,000. Real estate tax we have \$63,000, local sales tax at \$25,000, that's mainly because not quite as much spending in town to charge sales tax on so we are going to have a little bit of a decrease in what comes back to us from the state. We kept the auto tags the same at \$10,000, bank franchise we took up just a little bit to \$12,000 because of deposits, cable TV we are keeping.

B. Schaschek: Bank deposits are up.

F. Westbrook: Yeah, based on what they told me, well, Irvington, this is all based on the Irvington branch. Cable TV, communications, we took that down to \$2,000, it was at \$2,000 and we budgeted \$22, but we haven't quite hit that mark so we took it back down to \$2,000. \$1,000 remaining in permits, excuse me, \$1,000 in town property rental which is septic fields, septic tanks over there behind the bank, on the commons area, permit and zoning fees we went up to \$2,500 because of increased fees that we just went over. Interest income went down a little bit to \$5,500. That was just kind of a guesstimate on our part since rates have gone down, they've gone down since.

B. Schaschek: I think they should be lower than that.

F. Westbrook: You think so.

B. Schaschek: We are getting .45 on some of those.

F. Westbrook: What do you think we ought to take it down to 4.

B. Schaschek: Income and then we can figure it out, yeah because the rates have dropped.

F. Westbrook: Yeah but the CDs and stuff we had that rate stays the same for that year right.

B. Schaschek: .45, I think they are due in April.

F. Westbrook: Two due in April, the rest are.

B. Schaschek: They were 13 months.



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F. Westbrook: Yeah but they are staggered, they weren't all due in April are they.

B. Schaschek: Two major ones due in April.

S. Phillips: April?

B. Schaschek: Yeah.

F. Westbrook: No, we had one in September, two in March and one in December.

B. Schaschek: You are getting about \$127 a month in interest income, that's it.

F. Westbrook: It can't be down.

A. Marchetti: What were the rates at last year, down \$5,500.

B. Schaschek: That was like 1.75, yeah.

A. Marchetti: That's like three times as much.

F. Westbrook: We had \$6,000 that we had collected through the end of March or June.

Bonnie Schaschek: Well, that's because you had collected from March to whatever, through March it was still that 1.75. Interest income on P&L for August was \$127 and year to date it's \$254, I think just multiply \$127 out by 12.

F. Westbrook: That's the two big ones, \$103,000 and \$113,000. Alright, and what did you say 4.

B. Schaschek: Yeah .45. Do you have your P&L?

F. Westbrook: I have one here

B. Schaschek: I have the one from August.

F. Westbrook: The one from July, alright we might just.

B. Schaschek: Multiply \$127 by 12 and be done.

F. Westbrook: I think that's, good grief, that's dropping \$4,000. Alright so, interest income we are going to take that all the way down to \$1,500, that's going to hurt. Okay, those are the two big ones, and we are not doing that much on money market, that's, we might be able to get a little more than \$1,500 with money market but it won't do much more. Then the fire grants \$10,000 and that in and out, the Lokey Wiley fund, we will take \$2,000 out of that investment and we use that to donate \$2,000 the libraries so that comes from another source. We have miscellaneous income of \$50 which kind of represents when we sell some books or whatever else happens inside the town office. We have Virginia Tourism grant, we've got \$15,000 that will be coming in, you'll see down below expenses, it will be \$25,000 going out, so that will be a net and then the COVID CARES Act, we put the full \$70,000 in here we've only received half of it, it is my understanding the county does have receipt of those monies in their possession and we think it is just a matter of us making the request to get the other half in, so we put the \$70,000 in income, you'll also see a corresponding entry later in expenses for the same amount, so that



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will net to zero, hopefully we spend it all and we are going to have to give some of that back which will reduce the revenue side. Are there any questions on the revenue part?

B. Schaschek: Based on this I think you should go with the 4%.

F. Westbrook: I would say so yeah.

Mayor Bugg: Yeah.

F. Westbrook: Yeah, now that you've licked the red off my candy here, alright operating expenses, employee expense will kind of hold, we are estimating \$65,000. Professional services is up to \$25,000 and that's because we put in an additional \$10,000 to pay the professionals who will do our financing stuff, they will go and see what our, whether we are, how much we can get loans for and what have you. Credit worthiness.

J. Brown: Pardon me.

F. Westbrook: They will be doing our credit worthiness and we are estimating about \$10,000 is what they'll probably charge us for that. Our VML insurance for overhead, the office, has gone up a little bit, we put it in there at \$4,500, public safety and code enforcement that's \$11,000, \$10,000 of that is where we give the monies that we get from the fire grant. Have I said that wrong, hold on that doesn't sound right?

N. Keane: That's the expense side of it.

F. Westbrook: That's the expense side of it, but we have an additional \$1,000 because we try to give some to Kilmarnock also in addition, so it cost us \$1,000. We get \$10,000 grant in, we pay out the \$10,000 to White Stone, but Kilmarnock also serves our area and we started giving some monies to them but we put them under, that doesn't sound right guys, hold on a minute.

J. Brown: So, you give them \$1,000 and you give White Stone \$10,000.

F. Westbrook: Well, the \$10,000 is a grant and they are the first responders for us for Irvington because they are the closest.

J. Brown: So, who is getting what?

F. Westbrook: Pardon.

J. Brown: So, who is getting what?

F. Westbrook: I've told you all wrong on this.

B. Schaschek: Yeah, last year we gave \$10,000 to the fire grant and \$500 went to code enforcement.

F. Westbrook: That's right.

S. Phillips: Code enforcement is under notice and violations.



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F. Westbrook: That's what it is, thank you very much. The \$10,000 is the fire grant, the extra \$1,000 is the ads that go in the paper for code enforcement and Lara has already had a couple of, yeah, that haven't, she's had to deal with them and they haven't done what they should have done the way they should have done it.

B. Schaschek: So, you think code enforcement is up by \$1,000.

F. Westbrook: Well, she is going to have to start putting ads in newspapers and stuff for certain things. Recently she put an ad in the paper reminding people, if you have to come to the town office and get permits, you all saw that ad, but that was posted what maybe 2 weeks ago, so that helps cover that cost. I didn't think that sounded right initially. Office expense we're up \$14,000 that's just to help with some of the papers and things that they need to get into this office but it also.

S. Phillips: Reflects the fact that zoning is now up and operational.

F. Westbrook: Yes, and they are using more papers and stuff. Yes. We have bought some things to help get her outfitted. Municipal expense \$14,000, this is covering, this gets things listed on the website correct.

B. Schaschek: That is the tax collections, collection costs

A. Marchetti: The expense for Lancaster to collect

B. Schaschek: That's what that stuff is.

F. Westbrook: I don't know why I'm so dead tonight.

S. Phillips: Municipal expenses are what it actually cost to collect the tax.

F. Westbrook: To collect our taxes.

A. Marchetti: Collect our taxes from the county.

F. Westbrook: Yeah, that's what we pay the county.

F. Westbrook: Alright, I have to get my act together before this stuff goes public that's for sure. Town council expenses stated \$3,000 that includes our advertisements that go into the newspaper for the meetings and includes some fees if any of us do.

B. Schaschek: Can we municipal expenses because part of that was elections and we had election this past year we don't have one this year.

S. Phillips: So you could reduce it by \$3,000 I think we paid, we generally budget about \$3,000 for election.

F. Westbrook: But we also allowed for the fact that we may be having more ads, more CUPS and things. We haven't been doing those.

S. Phillips: Those fall under town council and planning commission.

F. Westbrook: And planning and zoning.

S. Phillips: And municipal expense is.



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F. Westbrook: See we didn't go up in municipal expense, I mean excuse me in planning commission.

S. Phillips: No, no you're right, because it's never been used, we are quite comfortable with that number.

B. Schaschek: I thought that is why we went up to the \$1,000 for the COVID enforcement stuff. Okay.

S. Phillips: So also the reason that your town council and your planning commission COVID has affected these things, but you had a new mayor, new administration and you have a very new planning commission.

B. Schaschek: Right.

S. Phillips: And we anticipated everybody going to some kind of seminar.

F. Westbrook: Training of some sort. Now these areas right there.

S. Phillips: Orientation fees Fran, so if your planning commission or town council, even so because they can't go away to seminars, it's a way to compensate for the services when they do orientation.

F. Westbrook: So these are areas, I mean between now and the end of this fiscal year we can probably cut from some of that.

B. Schaschek: That's why I was saying we should cut the election. Because we are not paying any of that this year.

F. Westbrook: Alright, so you are recommending the municipal expense we can cut down \$1,000.

B. Schaschek: I would cut \$3,000, we have \$3,500 in there for election expense that we are not going to.

F. Westbrook: Alright so let's look here a minute, so we spent the year before \$8,700, the year prior to that \$11,000, alright I can see that if we cut \$3,000. So, we'll take that down to \$11, okay. Alright town council.

S. Phillips: Again, that's all your advertisements, you're whenever the town council has any kind of public notice, orientations, the same for your planning commission. I think somewhere along in here there was also \$500 for a map.

F. Westbrook: That should have been under planning, usually. Alright so what we have been spending, okay, well we haven't spent the, there is only one year we went over \$3,000, each year for the past 2 years we have been under. So, we might can do \$2,000 there because we did build in some training that would probably.

B. Schaschek: That's built into the \$1,850. We have the \$750 for conferences.

F. Westbrook: \$1,850 is planning commission training, we also had allowed for some for new council members and the mayor to attend a conference, yeah. So I'm thinking that for town council we might can go down to \$2,000.

B. Schaschek: Yeah because they can't travel.

F. Westbrook: They can't travel, I mean, it's almost \$1,000 of three.

N. Keane: The training we have been doing here is orientation.



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F. Westbrook: I'm talking about the mayor's conference and things like that in October each year and then for new council members. Planning on that, it happens October 9th or something like that so is that your pleasure then.

N. Keane: Sure.

F. Westbrook: Planning commission, that's where we are going to get into more ads than we have been having in the past.

B. Schaschek: I would leave that like that.

F. Westbrook: Okay.

F. Westbrook: Utilities, we are anticipating it to be a little bit higher in that bigger building so we are going from \$13,600 to \$15,000.

B. Schaschek: Does it have a decent HVAC system.

F. Westbrook: It's a new one.

Mayor Bugg: Brand new one, huge.

F. Westbrook: We still have to keep the old office, heated and cooled until we sell it. Town maintenance we are leaving at \$15,500.

B. Schaschek: I have a question, did you see, it's just a curiosity thing, any decrease in the Christmas lights because we went LED. They said it is supposed to be more efficient and cost less.

S. Phillips: We normally get, I have not gotten the festoon light bill, so yes it was decreased. But seriously, I haven't gotten it.

F. Westbrook: Alright we are leaving our town maintenance at \$15,500, and then these other, the next few items that are at zeros, they will cycle off this year.

B. Schaschek: So, let me ask you a question.

F. Westbrook: Yeah.

B. Schaschek: Town maintenance is the landscape work included in the rent or.

N. Keane: The rent includes \$200 a month for leaf, snow and grass and seeing how it is like a park, it's gorgeous.

F. Westbrook: We're also, we have the mayor's discretionary fund over the years, we are maintaining at \$750, this allows the mayor to spend obviously at his discretion, sometimes we have council members who are ill or family that has passed away at the mayor's discretion, flowers or what have you, often sent, things like that.

Mayor Bugg: It has been mentioned to me that current affairs and COVID and office that we may want to consider adjusting that figure upwards. I am comfortable with whatever you guys want to do, that was suggested to me, Sharon if you want to say a few things about that.



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Sharon Phillips: So examples would be again we just have the office transition and you guys do a fantastic job budgeting but sometimes things just aren't in the budget like lateral files we just found out we needed lateral files with the new office there are hardwood floors throughout, and we don't want to damage them so we are looking to protect the floors, spending wisely those things should probably just go under the mayor's discretion.

B. Schaschek: Can we use COVID CARES because we have to move out of the office.

Sharon Phillips: So I think you're going to have a conversation about how you spend your COVID money, you're right but I think there's going to be a thought of how to more efficiently spend that COVID money so whether the carpet and the filing cabinets come out of CARES or mayor's discretion.

B. Schaschek: We could take the lateral files out of office supplies.

F. Westbrook: That's what I was going to say, why don't we just increase office expense?

Sharon Phillips: So the reason is the treasurer is the one that asked that the mayor's discretionary fund come out of community support and tourism because mayor's discretionary fund if it lives in community support and tourism, requires specific appropriation because it's community support and tourism.

B. Schaschek: It's an operating expense.

F. Westbrook: That's what it is supposed to be.

Sharon Phillips: It was in community support and tourism before which required you guys to vote on it. So, it really wasn't his discretion. So, the thought is to bring it back under general operating and again, we have, there are a couple of things that have come along and it is not just flowers for someone or.

F. Westbrook: Rannie used it in the past, there were things going on in the office we were running short in one area or another.

B. Schaschek: The other thing is if you are buying carpet and cabinets and stuff like that, stuff like, those are assets and you put them in your capital expense.

S. Phillips: I don't think carpet squares are a capital expense.

F. Westbrook: What are they 36 x 36 squares? And the rolling chairs on the wood floor.

B. Schaschek: Are you going to put the carpet down, get yourself a plastic mat, static that you create on the rolling chairs and the carpet is not good for your PCs. You have to use those plastic things that go over the carpet.

Sharon Phillips: What we are looking at is carpet squares that are felt back so there is no adhesive, they are weighted, they are commercial and this is only in the board room.

F. Westbrook: I do think maybe that would be more appropriately reflected in office expense as opposed to using the mayor's fund for that, because that's what we are using it for. So if that's the case, Sharon you plan on spending how much \$1,000?

Sharon Phillips: The lateral files are \$400 and the carpet right now is \$500.



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F. Westbrook: So if we raise office expense to \$15,000 from \$14,000, does that sound.

B. Schaschek: I think so. If you think \$1,000 is going to cover it, if you think you need more than \$1,000, you think \$1,000 is sufficient.

Sharon Phillips: The carpet is \$500 and the lateral files are \$400.

B. Schaschek: But that's today, you don't know what tomorrow is. So why don't we add an extra \$500 to it because you don't know, if you don't spend it then it just.

Sharon Phillips: I do think we are in a bit of a state of flus with the new office, we just don't know what we're going to need, when we're going to need it. We were all in one room.

N. Keane: The reason for asking for the increase on the mayor's discretionary is because it's not always going to be an office expense for something that is already in the budget.

B. Schaschek: This we know is an office expense.

F. Westbrook: It's six one way and half dozen the other where we put it, to me it more accurately reflects the use by having it in office expense.

B. Schaschek: Especially since you know, so put it in the budget for it.

F. Westbrook: We still have the discretionary fund if we need to fall back on it for. We only have to get by 6, 7, 8 more months so.

J. Brown: So what figure did you end up with \$15 or?

F. Westbrook: \$15,500 under office expense. Then as I mentioned above the COVID CARES act that is showing up in its entirety as an expense. The town office rent, this reflects.

B. Schaschek: Wait. Did you up the mayor's discretionary fund?

F. Westbrook: I left it at \$750 because we upped office expense, but if you think we need to up the mayor's discretionary fund, then yeah, just give me a figure.

N. Keane: \$1,000, \$2,000. What are you comfortable with?

Mayor Bugg: \$2,000 is fine. \$2,000.

F. Westbrook: Alright I've got it in there. Alright, so COVID I just explained that and then the town office rent, we think that we can use funds past December 31st.

B. Schaschek: How many months is this rent.

F. Westbrook: This right here represents 6 months. January through the end of June, it's likely we won't have that but I'll throw in another part of the conversation, here with the COVID stuff, we are anticipating using about \$40,000 of the total COVID funds as a down payment to get a new office going and that would leave the other \$30,000 to spend on Sharon's buckets that she has given us this list on, and, it would be cleaner I think if we



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didn't divy up COVID into all these different months of rent, if we had fewer entries on COVID. We have to go through an audit from them, the county, it would be cleaner if we didn't nickel and dime ourselves with the rent for the first few months and all the moving and all of that, if we pay for that out of our funds which we pretty much allowed for in these other items here, and had a larger amount that we could put towards the town office like the \$40,000, it's going to be 6 one way half dozen the other. It's just that we'll use it under a new office, a brand new office.

B. Schaschek: And we have confirmed that we can use the funds for that.

F. Westbrook: Uh huh.

B. Schaschek: Because if they come back and say we couldn't do that you have to give it back.

F. Westbrook: I was initially concerned that if we used it for this interim office and then tried to use it again for another office but Nancyellen had a good point when we were talking about that and that we needed to get out of this other office, one we can't meet the COVID regulations in there, secondly we have the mold situation going on downstairs. We had to get out, there's no way we are going to have office space available for us immediately so this interim measure is mandatory, there is no other way that we can do what we need to do, so that was a very valid comment there. We haven't heard about an extension yet past the 31st have we. That's where I'm antsey, the thing is if we had to reimburse any of the monies we have to have a line item in our budget we just can't give that money that we haven't budgeted for. We have to have a line item from which to disburse it to give it back so we have a little bit of a cushion there. Any comments or questions on expenses.

J. Brown: What was your final figure for town maintenance you said \$15,500 but it's \$18,500, did you take 3 out of that.

F. Westbrook: Town maintenance we left at \$15,500.

Sharon Phillips: And I might encourage you to consider the reasons that that number increased was the repairs for the mold remediation, carpet removed.

F. Westbrook: Well that would be office expense though. Town maintenance is where we.

A. Marchetti: Is there a line in capital budget for that.

F. Westbrook: Town maintenance is where we do the grass cutting and all on the other stuff.

A. Marchetti: On the office building.

Sharon Phillips: There's no increase to that contract.

F. Westbrook: Right, so we left it at \$15,500.

A. Marchetti: So is that just a typo because my copy says \$18.

B. Schaschek: Mine says \$18,500 but you said \$15,500.

F. Westbrook: Well mine has \$15,500. Okay so I don't know how that got to \$18,500, but \$15,500 is what we'll go with on that.



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B. Schaschek: Yeah you had \$10 in town renovations.

S. Phillips: Was it \$9,000 to do the foundation repair. Somewhere we need to find money to pull the carpet out and probably some kind of mold mitigation.

A. Marchetti: Is there a plan for if the property is going to be sold. What needs to be done a punch list?

Mayor Bugg: Sharon, will.

B. Schaschek: Capital planning \$10,000 in there.

F. Westbrook: We'll get to that under.

B. Schaschek: You need more than \$10,000.

S. Phillips: Ron Bays is right at \$10.

F. Westbrook: And that's, we've got that under. Okay we'll move onto transport and tourism. We, let's see, charitable donations they remain the same across the board. Under other, community events we left at \$10,000 not knowing whether we will have a parade next year. Flags and banners we did take up \$1,000.

S. Phillips: That \$1,000 is for flag poles and such.

F. Westbrook: Yeah crab festival, is at \$1,200.

B. Schaschek: Are you putting under, or capital, so what's the \$1,080 tourism then. If you take it out of capital.

F. Westbrook: We took it out of the capital budget because there was such a low dollar item and we put under community events, under other where we have all the things that we do for the town.

B. Schaschek: Right.

F. Westbrook: Like we just took flags and banners and added that \$1,000 to it.

S. Phillips: So, under your flags and banners is roughly the \$3,000 contract for Elbourne to install the flags and banners and then the \$1,000, for community, capital budget, again that was just flag poles. Your hardware if you will.

B. Schaschek: Why would you pull it from capital?

F. Westbrook: Because a \$15 flagpole is not capital. Not when they snap, last year we lost a whole.

B. Schaschek: Every time a truck went around that corner and hit them.

F. Westbrook: So, of course we are not doing the WIFI anymore but that has to stay on for 3 budget cycles so that the public sees you know, that will cycle off eventually. Obviously, there is a zero dollar there. The trolley we put at zero.

B. Schaschek: They're not running.



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F. Westbrook: They are not running now and by the time this budget cycle is over they may or may not have kicked back in, but if they do it'll be okay for us because we will have the new budget by July 1 and we can budget that \$250 on the next budget cycle. Virginia River Realm we left that at \$2,000. Virginia tourism grant, this is the \$25,000 I read earlier, we have the \$15,000 in revenue that comes back to us, we have to spend \$25,000 to make that happen, so the net \$10,000 which is what will be out of pocket. Mayor's discretionary fund we moved to the other category. Irvington Golf Tournament, we left that the same at \$2,000. Any comments or questions on that.

F. Westbrook: So Fran, what does that take your community sport in terms of total number to.

F. Westbrook: That whole category is at \$51, hold on, \$51,400.

S. Phillips: So, you didn't adjust anything in there.

F. Westbrook: No, not just now, we did not.

S. Phillips: May I back up.

F. Westbrook: Yep.

S. Phillips: You did your general operating, after you made all of your adjustments, what was your total general operating.

F. Westbrook: General operating, that, the two adjustments is the occupancy tax up to \$98,000.

S. Phillips: No, general operating expenses.

F. Westbrook: Oh I'm sorry.

S. Phillips: \$273,432.

F. Westbrook: It's at \$246,952.

J. Brown: Is that operating expenses?

F. Westbrook: That's operating expense \$246,952.

N. Keane: What was three, two changes under that Fran it was the office expense going up to \$15,500.

F. Westbrook: Going up to \$15,500.

N. Keane: And you have \$2,000 mayor's discretionary fund and then there was the town maintenance that was a typo, says \$15.

F. Westbrook: It's \$15,500.

F. Westbrook: So, in other words the total is \$246,952.

N. Keane: Right, I just wanted to know what the three changes were.

F. Westbrook: Want me to go down that list real quick.



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N. Keane: Yes..

F. Westbrook: I'll call them out to you starting with employee expense \$65,000, \$25,000, \$4,500, \$11,000, \$15,500, \$11,000, \$2,000, \$1850, \$15,000, \$15,500, going down to mayor's discretionary \$2,000, \$70,490, \$8,112 and that gives it the total of....

N. Keane: Where is the reimbursement contingency fund is that still on, that's the.

A. Marchetti: That's on this sheet, does that give you a total of what you said \$240....

A. Marchetti: Yeah but we didn't change \$30,000, \$28,000 worth of stuff there.

B. Schaschek: We did not change that much. Something is not right.

A. Marchetti: Something is not right. We made changes but it wasn't more than a few thousand dollars.

C. Bradley: Town office rent.

F. Westbrook: Yeah the town office rent.

C. Bradley: The number I have is not 81.

F. Westbrook: Yeah, I just checked that, it goes all the way down, let me double check that....

A. Marchetti: \$22,000.

F. Westbrook: \$220 to \$226, yeah that's what.

A. Marchetti: I have a \$35,000 difference if I just do quick math in my head. So, if the \$273 was right then it would have been \$270.

F. Westbrook: I get \$246,952 exactly.

N. Keane: Does everyone agree with the numbers office change of \$15,500.

B. Schaschek: Fran. Your formula is not putting in the reimbursement to the contingency.

A. Marchetti: Yeah, before the thing last night I had the \$246.

B. Schaschek: It's not adding it.

A. Marchetti: \$21,000.

C. Bradley: And that would give you the right number.

F. Westbrook: Alright what's the reimbursement?

B. Schaschek: \$21,360.

F. Westbrook: Alright now that brings it up to \$268,312. Yeah, \$268,312. Alright let's go up to revenue, I have that at \$312, \$312,540, \$312,540.



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B. Schaschek: We've got \$293,040. It should have gone down.

F. Westbrook: Well we went up on occupancy tax, we went from 75 to 98.

N. Keane: Oh, we don't have that on here.

S. Phillips: And you dropped the interest rate.

F. Westbrook: And we dropped the interest rates.

A. Marchetti: So the change would be this needs to go to 98.

F. Westbrook: Alright, I'll read them down the line to you okay. Starting with occupancy tax, \$98,000 that reflects the 4%.

B. Schaschek: Yes.

F. Westbrook: Total, real estate \$63,000, next \$25,000, \$10,000, \$12,000, \$2,000, \$1,000, \$2,500, \$1,500 \$10,000, \$2,000, \$50, \$15,000, \$70,490.

S. Phillips: One adjustment the \$15,000 should be \$15,250.

F. Westbrook: Which you mean down, alright \$15,250. Alright so let's do that, \$15, alright \$15,250, so it we would be out of pocket a little bit more than a 10. Alright so the new number under revenue is \$3, excuse me \$312,790, operating \$268,312, community support \$51,400, now, that brings us down to a short fall of \$6,922.

B. Schaschek: What was the short fall?

F. Westbrook: \$6,922.

S. Phillips: Is there a consideration on fractions on your occupancy like 4.25?

F. Westbrook: Let's see what that would give us. Alright, you're saying 4.25.

S. Phillips: Just a thought to see what it gets you. I suspect it's going to be 4.025.

F. Westbrook: I didn't do something right. Alright hold on.

N. Keane: If 4% gives you about \$100,000 which is what it is, a quarter of a percent will give you 4.25.

F. Westbrook: I haven't done something right....it should be roughly that....I'm getting an error, oh I'm down to less than 10% on mine. Alright so if you'll take this x the 4.24. Actually 70% of that x 4.25....that's going to give us \$6,000 more.

A. Marchetti: Almost \$7,000.

A. Marchetti: 4.5 would give us \$5,000.

S. Phillips: So one of the things I'm hearing and seeing is a change in trend, your VRBOs are obviously two key players in your occupancy tax as the Tides Inn and Hope and Glory and a handful of the VRBOs that remitted occupancy tax, I think that with the change in landscape and the change in dynamic in Irvington I'm seeing less



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and less VRBOs and more long term rentals so I think the point of the conversation is I think the Hope and Glory and Tides Inn will stay strong as destinations but I think that your VRBOs have transitioned to long term rentals so those incidental VRBOs are going to not remit occupancy tax so if you go ahead and capture it from your two key players as a pass through tax.

F. Westbrook: The reason we used as the base was those two entities. What we could do, here is a suggestion.

D. Patteson: What's your definition of a long term rental?

F. Westbrook: More than 30 days.

D. Patteson: Anything at the, seasonality and where we are.

F. Westbrook: Has to do with COVID right now.

S. Phillips: There are several properties that have changed hands and they aren't no longer being used as VRBOs they used as permanent residents.

D. Patteson: [laughs]

S. Phillips: Right, so as well as several of the central VRBOs that routinely paid are either A, now a permanent home or they have transitioned to long term.

D. Patteson: Overall the VRBOs and Air B&Bs in most areas are doing very well in COVID because.

B. Schaschek: Yes.

F. Westbrook: They've gone long term. Yeah we don't get any money for the long term. Here's a suggestion for us to consider, we've got the \$21 plus \$1,000 that we owe back to our contingency fund, we could pay half of that this fiscal year and the other half next fiscal year and that would give us....

D. Patteson: A balanced budget.

N. Keane: What do you mean?

B. Schaschek: So they only want to pay half the contingency fee this year and then that would be to bind the next council.

N. Keane: That's basically an accounting thing.

F. Westbrook: That's just an accounting thing, any council can undo what a previous council does so if we paid back \$10,000 instead of the \$21,360 we would leave the occupancy at the \$98,000 that we projected for income, we would pay back \$10,000 to the contingency fund, that would, we would be in the black \$4,400.

D. Patteson: I think that is a smart idea because.

F. Westbrook: We are only talking about 6 or 7 months difference in paying it back.

Mayor Bugg: Yeah I like that.



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B. Schaschek: You could bypass that next year because of COVID-19.

D. Patteson: It's fairly reasonable to pay back something over 2 years.

F. Westbrook: We can wait and see, we don't have to pay it back tomorrow, we can wait until June and you know if we can we do. I mean these are different times we are dealing with now so. Does that look like, alright then what I'll do since I have this, this is updated here, we'll make sure and get Sharon to send you guys a clean copy.

N. Keane: So you're going to take your reimbursement contingency fund down to at or...

F. Westbrook: \$10,000, just \$10,000.

N. Keane: I'm trying to get all the changes because she has to put them in the ad and that brings your operating expenses.

A. Marchetti: \$258,312.

F. Westbrook: You want me to read you those again.

N. Keane: Just need the total Anthony if you figured it out.

F. Westbrook: What are you looking for operating expense?

B. Schaschek: \$252 312 is not right.

F. Westbrook: It's going to be \$256, 952.

S. Phillips: Mr. Mayor with your permission I think Fran is asking what that step might be? Council before you leave this evening everyone take the budget synopsis that you have and handwrite the numbers that we are going to share with you and so everyone is aware of what that ad would be when it hits the paper.

Mayor Bugg: Absolutely.

F. Westbrook: Okay, so that's the second page of the first advertisement. So, the occupancy tax is \$98,000, this is what you are talking about Nancyellen?

N. Keane: I'm on the operating expenses and you were taking a reimbursement contingency fund down to \$10,000 so that reduces it by \$11,360.

F. Westbrook: Yeah.

N. Keane: So, I'm taking \$11,360 off of the total of \$268,312 we had come up with.

F. Westbrook: So it would give you \$256.

N. Keane: So 12 minus \$11,360, it does give us \$256,952.

F. Westbrook: Okay.

N. Keane: So we need that figure for the budget synopsis for the ad, that's why we were interested in that number.



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B. Schaschek: So you're at two. Did you change it in both places?

N. Keane: So, the category \$256,952 is your operating expenses, you've got \$51,400 community support piece that goes in the budget not synopsis. Capital is left, community and resource \$312,790.

F. Westbrook: Yeah.

N. Keane: Okay.

F. Westbrook: Alright, that should take care of that.

D. Patteson: Is this the municipal software package that you used.

F. Westbrook: Say that again.

D. Patteson: Is this the municipal software package that you used to pull all this together.

F. Westbrook: No, no, this dates all the way back. That particular was just a spreadsheet that Jerry Latell and Bob Westbrook came up with.

D. Patteson: Okay.

F. Westbrook: There is no package to do, yeah I mean it is just done, get the figures off QuickBooks but.

D. Patteson: So get the figures off of QuickBooks and plug them in.

F. Westbrook: Plug them in.

D. Patteson: Like Excel it does formulas automatically and you use PowerPoint with it?

F. Westbrook: So that's why I brought it in so we could talk about it and change figures and it reflected those changes. So, what I'm prosing is that the one that we've got our changes and the new totals then we will get a clean copy of this proposed budget to you so that it will reflect all the changes we made tonight.

F. Westbrook: We usually do when we do the public meeting. Have you not come to any for the public hearings when we do the budget. We use that big screen.

N. Keane: Fran are you going to go over the -\$31,000 number.

F. Westbrook: Well that changes now, I'm getting ready to do that, so the negative now becomes \$44,438.

N. Keane: \$44,438, takes it to \$31,792.

F. Westbrook: That's a good number, that's where it should be.

F. Westbrook: That is a good figure. That is a good figure.

B. Schaschek: So are you just amending the revenue, operating and tourism expenses, you are not amending the capital budget.



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F. Westbrook: No we are getting ready to do that now. This is the last leg. There is not as much on here. The first column we've got obviously more figures and we'll go over all of that. I started with cash assets as of the end, the end of one fiscal year and the beginning of the other. So that date there should read June 31st, 2020.

N. Keane: June 31st?

F. Westbrook: June 31st, July 1, same thing for cash assets.

N. Keane: June doesn't have a 31.

F. Westbrook: Okay June 30th then.

F. Westbrook: That date has that sheet well, it will say, it can be July 1 since it's the budget because it's the same figure regardless. I used cash assets that was reflected on the balance sheet, this does not have any retained earnings in it. It is strictly the cash assets we have on hand that we can get our hands on. Now that \$31,792 has now changed because of the other changes we made. That \$31,000 negative is a positive number of \$4,438, that's the net if you will off of our budget that we just went through. Let me get to that and I'll make these changes we'll be updating. Alright, our restricted funds is the CD that we have for sidewalks and that's the only thing we can spend it on so we can use that obviously.

J. Brown: CD what?

F. Westbrook: That we have for, sidewalk. I'm sorry what did I say sidewalk, bike path is what I meant. So, we take that out and then we are going to add to that \$85,000 which is just a rough estimate of what we think we can get for the town hall, we may be able to get a little bit more, it is estimated, it is on the tax books for \$90 something I think. I think between \$85 and \$90, \$90 would be good, we just estimated \$85 for right now.

S. Phillips: Does everyone understand that you guys will have to make a decision to sell the town office.

N. Keane: I mean just putting it in the budget doesn't commit you.

F. Westbrook: This doesn't obligate us to anything having it in the capital budget.

N. Keane: Yeah.

D. Patteson: Profit if we sell it.

N. Keane: That's up to you all. It's just the fact of putting it in the budget doesn't make it so.....

F. Westbrook: On the capital budget.

N. Keane: It is still property there is certain things you have to go through publicly and so forth to do that.

B. Schaschek: Is that something we can accomplish in 4 or 5 months

S. Phillips: I would encourage council to consider considering the lucrative real estate market.

B. Schaschek: What renovations have you done?

S. Phillips: Renovations are due to start very soon, let me take a look.



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B. Schaschek: As soon as they are done we need to put it on the market.

S. Phillips: The renovations are starting October 19th.

S. Phillips: This is not on a topic tonight but you should consider that I will need the council to direct staff what to do with the downstairs as far as carpet, do you need to consider if you want to show it with that carpet.

Mayor Bugg: That's a good idea. That's the best idea.

B. Schaschek: You have to take the carpet out. Even if they just come in and paint the concrete slab that's fine, there are actually some nice epoxies that would be gorgeous.

F. Westbrook: There is some good concrete....

B. Schaschek: Especially since you don't know long term how the water is going....

A. Marchetti: Is the water coming back in.

B. Schaschek: Yeah, it's pretty nasty down there.

F. Westbrook: Alright if we were to sell the town hall at \$85,000 that gets added to our readily available cash assets and I've put down in here \$40,000 from the COVID CARES Act which we would use as a down payment towards the new town office, so those are the funds that are available to us. Any questions on that part. Alright down below we have our contingency fund the goal is to bring.

B. Schaschek: Make it \$70,000.

F. Westbrook: Say that again.

B. Schaschek: Just make it at \$70,000, it doesn't have to be \$80.

F. Westbrook: No, I mean just because we've put \$80 there, we put \$80 in there because at that point in time the established the contingency fund what 2 years ago, it represented the occupancy tax if anything happened to the Tides Inn and that.

B. Schaschek: This budget you had it at \$70,000.

F. Westbrook: I'm sorry say it again.

B. Schaschek: Put the \$70,000 and put the \$11,360 in year 2.

F. Westbrook: Alright so you are saying reduce it to \$70,000 contingency. Alright we can do that.

B. Schaschek: So that's putting \$10,000 back in.

F. Westbrook: Alright and then we'll put the balance in.

B. Schaschek: The following year.

F. Westbrook: Yeah, okay, I see what you're saying. So that would bring it to \$70 and then the following year it will go back up to \$80.



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B. Schaschek: Yeah.

F. Westbrook: Alright, we still have those stumps to remove over there on north commons before we can even consider putting in a storage shed. In the past we talked about a good size shed, so 40 x 60, wasn't it somewhere along that line. We have got to get those stumps up before we can have a concrete pad poured to put the building on so we've estimated about \$5,000 to have the stumps removed, tennis court repair we know is at \$8,800.

S. Phillips: May I interrupt.

F. Westbrook: Yeah.

S. Phillips: May I encourage counsel to on your 3 year prediction, every 3 years you need to budget roughly \$10,000 be it maintenance repairs, the tennis courts is generally about a 2 year warranty and I think that the tennis courts usually held up beautifully and that's one of the first projects that staff worked on in 2017 was the tennis court repair and they last roughly 3 years.

F. Westbrook: Alright anything else. Speak up. Alright, the lanterns, this is part of the Christmas decorations, this is where we took.

D. Patteson: Can we go back to the storage shed.

F. Westbrook: Yes.

D. Patteson: I don't think and someone needs to help me go through this, why this is a separate item when it all can be incorporated in the new town office and the consideration of that. The new town office should be a cure for all of that needs including storage and I know, do we have so much that we really need a storage shed for.

F. Westbrook: We have a lot of stuff, it is spread all over, those lanterns, those Christmas lanterns we hang on the flagpoles are huge, and we have all those in an old shed over on the lodge side of the Tides Inn it's a building back up over there, part of their shop, maintenance shop.

D. Patteson: Good place for them.

F. Westbrook: Well, a lot of room.

D. Patteson: I just think a shed on the north commons is going to ruin the ambience of the...

F. Westbrook: Not the style we are talking about, we are in keeping of more residential look and feel to it on the outside, we've looked at a number of styles.

D. Patteson: Is this a temporary shed?

F. Westbrook: No, no, this would go up, supposedly, this is what we've talked about in the past. At the far, well, if you are standing on the north commons looking at, standing on the main commons looking at the north commons, the storage shed will be all the way down to that end, there's a line of trees that we've cut back some of the undergrowth because we had to cut back some trees that were dead and diseased but left stumps but there is, basically wraps that curve and down the side of the field.

D. Patteson: I walk dogs past there every day.



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F. Westbrook: Okay so you know, so that would be a little bit of a buffer for the residential area but would give us an entrance from that side too so that we could theoretically gain access to that building from either side.

D. Patteson: It would be close to the road, to Chesapeake Drive.

F. Westbrook: Not too terribly close. I mean it won't be sitting right on top, I guess it depends where we actually decide.

B. Schaschek: It has to have a setback for ordinances, it has to have a setback.

F. Westbrook: Yeah well we want to probably be able to pull a truck up off the road before you get to the building, you have to have some.

D. Patteson: I have some, heartburn over that and I just want everyone might understand, but I also think.

F. Westbrook: We're not even ready for that, I'm just saying what you're saying.

D. Patteson: I guess the big picture would be have the building and the storage area all in one, why spend money on \$50,000, \$40,000 on a shed that may not have applicability.

J. Brown: I agree with Dudley I think we need to plan a town complex and have it look right and be right and not just stick a shed over there and what we are going to do next.

F. Westbrook: That could be, but that doesn't even come into play on this budget cycle.

D. Patteson: Okay.

F. Westbrook: We are only looking at doing stump removal. So we've got plenty of time.

D. Patteson: And I've got neighbors over there that ask me to deal with those stumps.

Mayor Bugg: You know exactly where they are then.

F. Westbrook: And our guy that cuts the grass over there, he has to weed eat around some of those stumps so that's not really, I don't think that was in his contract necessarily he was just trying to keep the grass down around the stumps. I mean you're right, we have to have the whole situation...

D. Patteson: It needs to be planned out.

F. Westbrook: There will be a lot of talking about that here before long. We are going to have to make some other big decisions.

D. Patteson: Thank you.

F. Westbrook: This is just until the end of June that's all this represents.

D. Patteson: Okay.

F. Westbrook: So it's \$5,000 for stump removal, then we have the tennis court repair which we have already voted on to have done, I did add \$10,000 over again in the 2023/2024 column. Then we come down further still



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under Christmas lights and decorations to update what we have, get new the lanterns we have budgeted \$5,000 for each of the next 4 years. The electrical renovations that goes hand in hand with those lanterns, our flag poles, the wiring on the flag pole to receive the lanterns is not up to date, is not up to code.

B. Schaschek: I thought we did that.

F. Westbrook: We are doing them a few at a time as we buy new lanterns.

Sharon Phillips: I had a phone call today with Blake Smith of Dominion Energy and Dominion Energy is going to reach out to their consultant, their consulting firm and they are going to send us a price to switch out the electricity, to switch out and get a plug-in box.

F. Westbrook: We were told at one time it is going to cost about \$1,000 per pole.

B. Schaschek: Wasn't that Elbourne that said that.

F. Westbrook: Yes.

S. Phillips: It's gotten more complex since then.

F. Westbrook: Should we just ditch that for this year and pick it up again for next year.

Sharon Phillips: Yes you can because Mike Smith with Dominion Energy shared with me the numbers for the bid he is getting us will not be available prior to your October meeting so we can't bring this to you prior to the October meeting, he knows that we hang up Christmas lights the day after Thanksgiving, I'm hoping to have this number before you guys have your second meeting.

F. Westbrook: So that's assuming we get the number and the work done.

S. Phillips: There is no way it is going to be done this calendar year.

F. Westbrook: So we can take out.

B. Schaschek: Take out all the electrical this year.

F. Westbrook: Zero out all the electrical in that column for now.

B. Schaschek: Leave all the other ones.

F. Westbrook: Flags and banners \$1,000. We can take that out too for this year. Alright town hall renovations/repairs at \$10,000 reflects what Sharon was talking about a few minutes ago, that's Ron Bay's contract \$9,800 and some odd dollars.

S. Phillips: A talking point for council again might be a punch list or if you choose to sell it as is, whatever so if you make a decision to sell that property, what would you have to do to it.

F. Westbrook: Well like you said remove that carpet downstairs.

S. Phillips: What administrative things do you have to, have it surveyed, do you have to have, what items should you associate with the sale of that building as it applies to capital.



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F. Westbrook: It probably would have to be surveyed; they'd have to inspect the septic.

B. Schaschek: How do you get past that because part of the building is on somebody else's property?

N. Keane: We don't have to get a survey, the buyer would have to get one.

F. Westbrook: We can also consider doing as is can't we.

N. Keane: Yeah but if you encroach on somebody's property, I don't know.

B. Schaschek: I would say put that up to \$12,000 because we have to get rid of the carpet and we have to paint, you can't sell it even as is like that. I mean it is very bad down there.

F. Westbrook: I know.

B. Schaschek: And I'm assuming you have to get all of that stuff out there.

Sharon Phillips: So the mover moved everything upstairs but because of the mold downstairs, as well as there needs to be a priority given to downstairs what has to move with the town due to record retention and then what will be mold mitigated, I don't know if that's the right word, but everything is covered regardless of type of surface.

B. Schaschek: Are they going to spray all of that.

Sharon Phillips: It is sprayed but you still have dormant mold, so the majority of what's downstairs is 95% paper, and 5% vinyl being parade associated things, the magnetics, not to belabor this workshop but there are 40 foot books, those books need to be prioritized as to what cost is given to the book to keep the book, the maps and other things that are historical and fall under record retention absolutely you are going to have to associate some kind of cost for keeping them. The books I think, I reached out to Bay Restoration to get a quote, I told them they would have to do a site visit, there was no way I could explain like over the phone, books don't fall under record retention so we just have to get a price on what it costs to keep it, whether it's cheaper to buy a new book than it is to pay something to wipe everything, every page.

B. Schaschek: When you say books what do you mean?

N. Keane: Legal books.

Sharon Phillips: Law books.

N. Keane: The Acts of Assembly, the General Assembly, the Code of Virginia.

Sharon Phillips: There's some manuals and some record manuals, you are talking about the prioritization, The Acts of Assembly they are on line and will not be kept. I was going to say 90% of those are trash. 90% of the books there go in the trash unless anyone on council can think of someone.

Mayor Bugg: Yeah.

D. Patteson: Are any of those books left.



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B. Schaschek: I think they went to the regular library.

Sharon Phillips: There are no reading books. There are a couple of manuals, again I think that 90% of the books are trash so we will have to get a cost for what it's worth to keep the remaining 10%, again if it's a manual that we can buy for \$25 it's going to be cheaper than paying for someone to wipe those down. So again that is just a little project we are working on.

B. Schaschek: I would do the \$12,000 in there versus \$10.

F. Westbrook: Alright we have zeroed out lights for renovation, we zeroed out flags and banners. Town hall renovations we are going to put in at \$12,000 is that what I'm hearing. Alright.

B. Schaschek: We're not going to do Muni Code this year so get rid of that.

F. Westbrook: Alright town hall renovations at \$12,000, information, we are looking at trying to get that stuff online, alright.

S. Phillips: Just a point of clarification, to Bonnie's point the, in your capital budget, that \$3,000, I know you put in the Virginia Tourism rate in your budget, but that \$3,000 was appropriated, where would you like for me to take it from if you remove that.

B. Schaschek: That's \$2,000 for Muni Code.

N. Keane: I don't have that in front of me.

F. Westbrook: We are not doing that, not there.

B. Schaschek: You took the \$3,000 from the contingency fund.

Mayor Bugg: Yeah.

F. Westbrook: That came from the contingency fund.

B. Schaschek: That's right, we're not going to do Muni Code in the next 6 months, they have a new representative, so I don't know who's going to talk to them.

F. Westbrook: There are other avenues on that so. Alright so now we are down to the big one, the new town office, this building is going to cost us roughly \$250,000. You want to talk about that.

S. Phillips: So the new town office, the thought process is to use the CARES funds because CARES funds can be used to purchase bricks and mortar. Your total CARES funds is roughly \$70,000. Fran has shared with you potentially using \$40 of the \$70, council can decide what else to use CARES funds for, but you do have upward, up to \$70,000 minus the roughly \$1,500 that had been spent from CARES at this point so you have close to \$70,000 that you can put towards that building. Again, that's free money to purchase bricks and mortar...

N. Keane: The issue that it is important to note about it is you can say well can deal with this later, maybe we just rented a place, we don't need to buy a place. This money has to be spent by December 30th or we lose it. So, if you don't buy something with it, or you don't buy something else with it, you have to give it back.



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S. Phillips: So, the clock is ticking on spending the \$70,000 and the zoning administrator, myself, staff, budget and finance committee, the mayor, have looked at an alternative to an onsite stick-built office, it is possible for the town to actually spend that money and probably buy the 6-month turn around for the product to be delivered once we close on it we would have to have a financial transaction under our belt before December 30th to spend this money. This conversation will come up in much more detail at a later time. I think Wayne Nunnally is also in support of the conversation about the town office but that is why the lease for the town office is only for 2 years is the product that the town is looking at will be delivered in 6 months, probably take another 3 months to get plumbing, electrical and then the town would potentially have a new office in a just under 1,300 square foot town office only to the sole purpose of that building would be to be a town office, it does not include council's desire to have a large facility room but the product that we are looking at you can add onto. It is a stick-built product, it can be added onto. I think that we are potentially looking at 15 to 18 months before the town will be utilizing the north commons as its town office. Utilizing potentially \$70,000 of grant money. Combined with the sale value of the current town office so if you are using \$50,000 of the CARES money, partnered with anywhere from \$50,000 to \$80,000 of your real estate, it's a nice position for the town to have a physical town office while still maintaining your cash reserves.

F. Westbrook: We can have it paid for and still have cash reserves.

S. Phillips: Yeah pay cash.

A. Marchetti: Are you saying you might want to borrow.

S. Phillips: You don't know that you are going to qualify because you've not done, that's Dudley's point about financial.

N. Keane: You could do the transaction with the COVID funds by December 30th you could do something else later.

B. Schaschek: It wouldn't hurt to talk to the bank about it.

F. Westbrook: It is so different when you're a government entity and, they only allow us to even borrow a certain percentage of our financial worth and then that's determined differently for a government than would be for a private entity so, I'm not even sure what all those ramifications are, it is different for us.

S. Phillips: I don't know that you accomplish your loan criteria.

F. Westbrook: In time. Yeah, the time frame.

N. Keane: Really this is free money.

Mayor Bugg: Yeah it is.

B. Schaschek: I have no problem with the COVID money but I'm just saying, we don't want to use our cash for building we should be able to finance.

Mayor Bugg: Correct.



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B. Schaschek: The interest rates aren't going up between now and December if anything they are going to continue going down the way things are happening.

D. Patteson: I agree with Bonnie.

B. Schaschek: We need to pursue looking for a loan.

A. Marchetti: It's worth looking at and finding out what we can and can't do and make that decision.

D. Patteson: It's definitely worth looking at.

F. Westbrook: Here's another aspect of this, this is going to further muddy the water but I mean Bob and I have been getting ready to do an addition on the back of our house, we just last week got the final rendition of the plans and of course our builder is telling us that lumber has almost tripled in price. And, I mean it's outrageous, I mean we've already jumped about \$7,000 in 3 weeks additional cost in lumber for what we want to do. I called a friend of mine, Nelson Flippo, Flippo lumber in Doswell, he's been, it's a family owned, it's been there for almost 50 years now, and I was asking him the question because I wanted to know for Bob and I, is this, he's the manufacturer, they grow the trees, they do rough cut and they send it out to be finished, to sell at Lowe's and whatever, and he told me two things, he's never seen lumber go up this fast, this much in such a short period of time, in his whole 50 years.

B. Schaschek: Is there short demand because there's so much building and renovations.

F. Westbrook: Well the interest rates are low, people are home and they are doing projects, they are adding the garage, they are building the shed, I mean lumber is in high demand, people are building because of the interest rates, storm damage certainly some, but it is just phenomenal how much it has gone up. Now, he also told me yesterday morning that they are starting to see it trickle down a little bit and he firmly thinks that the cost of that lumber is going to come down almost as fast as it went up but it's going to take a little while for it to trickle down to the Lowe's and whatever and the people who build these houses like we're talking about, so it's a possibility if we want to get this going as soon as we can, but we might can build the same thing for \$2,000 less if we wait for spring for it to happen. I don't know how they lock in on that.

B. Schaschek: I think we have several avenues we can do at the same time.

A. Marchetti: Spending the CARES money is not going to preclude us from getting a loan. I think that can happen in parallel. We can spend the money and move forward, I think it is worth noting if we make a decision and move forward in the next 2 months we are still 18 months out from being able to move in, so, we will be renting for another 2 years or longer.

S. Phillips: If the market stays strong, there's just all kinds of options.

F. Westbrook: Yes, our rental lease is 2 years with the option to renew for 1 more year. So we have some place to be for 3 years if we have to be there that long.

A. Marchetti: We have the option but if we could also maybe now we can.

F. Westbrook: Exactly.



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A. Marchetti: Add 2 years on here.

B. Schaschek: Who knows if we start now we still have 2 years that we could put on a conference room or we could put a matching shed up and keep it moving.

D. Patteson: For budgeting purposes the \$40,000 we have there from the CARES Act does, from a budgeting standpoint only not necessarily financially feasible it doesn't marry up with the \$300,00 down at the bottom that you have for the new town office.

F. Westbrook: That's because we changed the year end contributions from a negative number to a positive \$4,438 which was the net.

D. Patteson: I got that that was the \$4,438, what I'm saying is if from a budget standpoint, you're on a budget 20% in cash and borrow 80%.

F. Westbrook: Well, that's a detail that you know....

D. Patteson: My point is that could be 60 if the town allows, it is going to cost the \$250, plus the \$30, plus the \$20 and if you have the ability to get the 60, if this is what the modular cost is going to be.

S. Phillips: I think it was a total of \$250?

N. Keane: No, it was a total of \$205 and \$250 to be on the very high end and then if we were able...

A. Marchetti: They didn't give that to you with the number.

B. Schaschek: Did they give you the foundation and everything with it.

S. Phillips: So Lara hasn't been on the forefront of that conversation and she was confident that the \$205 number, we added about an extra 40 just because I don't think it includes parking lot.

F. Westbrook: The site planning we have to [talkover].

N. Keane: Let's just \$250,000, COVID money or whatever and then money from the sale of the property it brings it down to \$120 or something.

A. Marchetti: It's still a pretty manageable number.

N. Keane:

you could get a lot for that or you could....

F. Westbrook: I mean that kind of money, that low. That will keep the cash reserves so.

B. Schaschek: You're not going to raise the cash reserves so the people aren't going to be screaming so.

F. Westbrook: So how about this, I'll rework this part of the capital budget, the other part was the most important part because that's what has to go in the paper and those figures that we needed to make that happen.

S. Phillips: So before everybody leaves.



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B. Schaschek: Is offset of what the capital budget will be.

F. Westbrook: No. It's just a figure, the, I'm sorry I don't understand your question.

B. Schaschek: Do we need to put the capital budget.

S. Phillips: Well no because we amended it, we added it separately.

F. Westbrook: It's there but only in a figure and that figure is the contribution to the capital budget.

S. Phillips: But when you pass your budget it will be these documents.

N. Keane: What you're doing right now is confirming numbers for the ad which is the synopsis only.

S. Phillips: Wait a minute Bonnie you are not happy, what part am I missing. Where do you want to see it on this page?

B. Schaschek: I'd have to go back and look at the one that we did last year.

F. Westbrook: That is the one that?

N. Keane: We did last year in June or July. We used that and we just updated the numbers.

B. Schaschek: So you put it on the door?

F. Westbrook: This is when we do the public hearing and everything that will happen with that.

B. Schaschek: I know we put it somewhere because I came down and.

S. Phillips: Right, so if everybody will take a look at this document, your estimated revenue, your occupancy tax is at \$98,000, your real estate is at \$63,000, personal property is at \$10,000 and we will have to adjust the revenue sources number but the total estimate revenue is \$312,790 and then you move to the right under your estimated expenses, operating expenses are \$256,952, community sport and tourism stayed at \$51,400, your capital improvements changed to a positive \$4,438, again that leaves you balanced on your total estimated revenue and your total estimated expenses, \$312,790. You can't take action at a workshop, just need your consensus that this is what will go in the paper understanding you have gone up on your tax rates, on your rate.

Mayor Bugg: Do we have everyone's approval.

A. Marchetti: Understood.

A. Marchetti: Consent given.

F. Westbrook: Alright so we'll get copies to reflect all the changes to you.

Mayor Bugg: Yes, that'll be great.

F. Westbrook: And that's what we'll go with for the public hearing unless something happens between now and then but this is what is going in the paper, so, this is what we are advertising.

Mayor Bugg: Excellent, job well done.



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F. Westbrook: Sorry, I was so incoherent.

Mayor Bugg: No job well done. Thanks for all your efforts.

D. ADJOURN

Sharon Phillips: You need a motion to adjourn.

Mayor Bugg: Motion to adjourn.

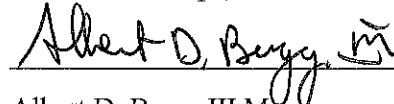
B. Schaschek: Second.

Mayor Bugg: All in favor.

Vote: Bonnie Schaschek
Anthony Marchetti
Frances Westbrook
Jackie Brown
Dudley Patteson

Mayor Bugg: We are adjourned.

Respectfully submitted,
Sharon L. Phillips, Clerk


Albert D. Bugg, III Mayor



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, SEPTEMBER 10, 2020 6:30 PM**

A. CALL TO ORDER – Mayor Bugg

Mayor Bugg, "This is the Irvington town council regular monthly meeting, Thursday, September 10, 2020 6:30 pm at the Irvington Baptist Church. I'd like to start."

B. ROLL CALL – S. Phillips, Clerk

Members of Council present: Frances Westbrook
Jackie Brown
Anthony Marchetti
Dudley Patteson
Bonnie Schaschek
Wayne Nunnally (via telephone)

Administrative Staff present: Lara Brown, Zoning Administrator
Sharon L. Phillips, Town Clerk, Treasurer
Nancyellen Keane, Keane Law PLLC, Town Attorney

Guests: see attached sign in sheet

C. APPROVAL OF MINUTES AND ACCEPTANCE OF TREASURER'S REPORTS

1. August 13, 2020 Meeting Minutes – *tabled until October*

F. Westbrook, "Mr. Mayor why are we no longer approving the agenda? After roll call we should approve the agenda." S. Phillips, "It was an administrative oversight." F. Westbrook, "I would like for us to consider amending the agenda, perhaps under new business, an agenda item to discuss COVID protocols to keep things safer for staff. If that is the pleasure of the council." Mayor Bugg, "I'm in favor of this. How about council?" B. Schaschek, "I thought we had discussed at the last meeting. I thought you had to call for an appointment." F. Westbrook, "That has not been worked out." Mayor Bugg, "Would anybody like to make that motion?" F. Westbrook, "So move." D. Patteson, "Second." Mayor Bugg, Discussion? All those in favor and all those opposed. Because Mr. Nunnally is on the phone we will do roll call votes tonight."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO AMEND THE AGENDA TO INCLUDE UNDER NEW BUSINESS THE DISCUSSION OF COVID PROTOCOLS IS PASSED 6-0.

Mayor Bugg, "Back to the approval of minutes and acceptance of treasurer's reports. The August 13, 2020 minutes are being tabled until October. Has everyone had an opportunity to review the August 2020 treasurer's reports?" S. Phillips, "Mr. Mayor and Members of Council, I distributed revised financial documents this afternoon. Please let me know if you need a copy." B. Schaschek, "What is the item for Kilmarnock on the aging report?" S. Phillips, "The Town of Kilmarnock has requested \$2,000 for the River Realm be dispersed." F. Westbrook, "On the check list, we expended \$250 to Mitchell Signs is that a different request?" S. Phillips, "Correct. That check was for the first sign Mitchell Signs repaired for us." B. Schaschek, "By Pop's? And this request is for the sign on the White Stone side." S. Phillips, "We should thank Bill Mitchell for running an ad in the newspaper for the missing sign." Mayor Bugg, "Any other comments? Moving along to public comment."

D. PUBLIC COMMENT

Mayor Bugg, "Thank you to the public for being here. In attempting to get a sense for what everyone wants to discuss tonight can I see a show of hands for anyone who wants to speak on the Through Truck Restriction and the Turkey Trot? I would ask that you limit your comments to 1.5 minutes or so. Come up to the table when you speak and please state your address." D. Headley, "David Headley 51 Edgewood Lane. Wayne Nunnally why aren't you here to support me? Is the use of Salem Road as a bypass for Irvington as far as the transfer trucks is that still under consideration? My wife and I are concerned about the transfer trucks coming through Irvington and we see them all the time. We own two lots on Salem Road. If you turn on Salem Road before you get to the curve we own 2 parcels on the left. We bought the first parcel in 2008 and realized right away that we had a problem coming out of the driveway. The curve was too close to us and we have taken our life in our hands getting out of that traffic. About 4 or 5 years ago we came closer to Route 200 and purchased the second parcel adjacent to ours. That driveway which is the one we use gives us a longer view up towards the curve where the traffic is. I don't think anybody realizes as we do because we are up there working on that land cutting grass and trying to raise a garden the volume of traffic on that road is tremendous. The thing that is the most alarming is that most people don't pay attention the speed limit. What you have got is heavy traffic and going fast because of the traffic and heavy volume we think the road is too narrow and curvy too many residents on the road, a golf course, Westminster Canterbury, there is just too much traffic on in. We believe that if you put those transfer trucks on that road you are going to have a problem. We were hoping that one or two of you or all of you could go and sit in our driveway for an hour or two and watch the traffic go by and you will be amazed at the speed. I would invite you to do that and to consider an alternative to Old Salem Road." J. Roberts, "John Roberts, 132 Lancaster Drive. Thank you for this opportunity to address you all. I ate my very first ever soft shell crab at the dining room of the Irvington Beach Hotel down Steamboat Road in 1942 and there was a lot less traffic back then. More recently I have live at Westminster Canterbury for the past 6.5 years and I am the president of the residents association. The action taken by the Irvington Town Council at its August 13 meeting as reported in the Rappahannock Record on August 20 has awakened a sleeping giant. We at RWC, the folks at the cottages community at the Golden Eagle, and the folks living on Ring Farm Road support your desire for speed control in Irvington. Irvington is our town too. To borrow from one of the almost 90 letters and emails I have received on this subject and I quote, we attend church, eat, shop, buy gas, use the bank and post office, have accounting and legal business in Irvington, end quote. We want it to be safe and welcoming and a destination for local folks and visitors alike. However, we fail to understand your proposed course of action namely to convince the county board of supervisors and VDOT to reroute truck onto Old Salem Road that may be going 50-60 mph which was reported in the last meeting. Old Salem is at its center a narrow winding blind curved thoroughfare that serves as the only road accessible to the largest concentration of senior citizens in Lancaster County. The combined number of residents of the above mentioned communities and of their support staff, vendors and charitable organizations which use these communities is excess of 500 people per day. It would be unconscionable to add trucks to Old Salem. If the through trucks which you wish to reroute are tractor trailers from out of the area there is a roadway for them outside of Kilmarnock and they should be directed to it. If through trucks are, as I suspect, large trucks belonging to local business that should be addressed with the owners of those businesses. As I stated in my letter to the Rappahannock Record on August 27 there are other options for controlling traffic speed among which is a traffic light which is activated

by approaching vehicle speed. Let's work together to solve this issue but not by simply moving it into another neighborhood in our town. Thank you." D. Lowdy, "Dean Lowdy, Westminster Canterbury. I have also lived in Irvington and I think it is a great town but I think it is a terrible mistake to put any more traffic especially truck traffic on Old Salem Drive. I wonder if any of you realize, or if you have not driven I suggest that you do, that there are no shoulders on Old Salem Road. If you meet a bicycle or pedestrian something has to happen they cannot pull off because the ditches are 4 feet deep. It is a terrible idea to put more traffic and that kind of traffic on Old Salem Road. I will say, I have seen or I came out right after it happened a head on collision on one of those curving roads lined by trees where 2 automobiles one of them over the line just a little bit and that is all that it took. It is a very dangerous road. It is a very dangerous option to put more traffic on Old Salem Road. Thank you." S. Bunting, "Stuart Bunting, I spend most of my time at 132 Lancaster Drive but I don't live there. To echo what our residents have shared with you today. I appreciate you giving us time this evening recognizing that we are not actual town citizens but as Mr. Roberts said we do consider Irvington our town as well. What I have to share with you are written comments that Mr. Roberts has referenced, his comments. I won't go through those but to make the same points that my colleagues have made we are concerned about the additional traffic volume and the size of the traffic that will be on Old Salem Road if that is the solution that is advanced. To that we are more than willing to engage in any dialogue necessary to help to find a solution because we don't see any advantage to excess speeding through the town of Irvington any more so than you folks who actually town business and representatives do. There is a viable alternative that already exists through Harris Road that we don't feel needs to be duplicated by adding Old Salem Road to the package of options for large vehicular traffic. You have heard about some of the inherent risks to the road with respect to no shoulder, bicyclist use that road frequently this time of year. It is not uncommon to find 2 or 3 together in a pack moving along and they have absolutely no option of 2 vehicles are passing each other. There is no way for the vehicles to give way to the bicyclist and the bicyclist has a very unattractive list of options available to get themselves out of the situation because there is no shoulder. With that we invite ourselves to the party to the extent which we can find a solution here and hope that solution is something other than Old Salem Road. Thank you for your time. I will leave these with your clerk." A. Pollard, "Albert Pollard Jr. 48 Steamboat Road. I am here to speak on behalf of the Village Improvement Association on the specific topic of the Turkey Trot. Michelle Lyberger could not be here tonight. The VIA wants to pull together a very modified and slimmed down Turkey Trot this year. We hope that you all could appoint an informal subcommittee of a town council member and staff and we have a subcommittee that can work through the protocol. We are confident that we can work with town staff to come up with guidelines that meet the spirit of the letter of the Governor's Phase III code guidelines. Our idea is to have a rolling start every 2-5 minutes spread over 2 hours and that way we are confident that any one time there will only be a fraction of 450 people that started last year. Further we have no plans for registration because that involves crowding. We will have multiple tables with clipboards to set up with waiver forms. Socially distanced stations for participants to queue off for the rolling start to avoid lines. Everyone will wear a mask until they start. We will not have any awards or food which would result in folks congregating in one place. Our goal is for folks to come to Irvington, start moving and have a good time at the Trot and leave relatively quickly. If you want to appoint a working group and we can come back to the October meeting." J. Harris, "Julie Harris, 1099 King Carter Drive. I'm coming tonight as president of the VIA and on behalf of the VIA I would like to thank council for allowing the VIA to have the concert on the Commons on September 3. There were approximately 150 people in attendance. Everyone practiced social distancing and had a good time so again, thank you." Mayor Bugg, "Anyone else? One more thing, for those of you addressing the through truck restrictions we are going to be addressing a lot of the points you brought up in this meeting. If you can stay, I ask that you do so that you can hear what we have to say later in this meeting because I think it is important to all of us."

E. REPORT FROM THE ZONING ADMINISTRATOR – L. Brown

L. Brown, "Thank you Mr. Mayor. My report for this month involves this past planning commission meeting. Mayor Bugg swore in 2 new planning commission members Chris Braly and Brian Forrester. Also, at the last planning commission meeting the planning commission recommended approval of the following CUP

applications to the town council for review tonight; CUP 2020.5 and CUP 2020.6. Last month we had 2 road issues that VDOT handled quickly and efficiently when we reported them. One had to do with some drain pipes along Railway after the hurricane and the other, again because of the hurricane, a downed tree on King Carter. A tree permit was issued, a fence permit, there will be 5 sign permits tonight that you will address, 2 after the fact permits were also handled. I completed 2 site visits this month. A preliminary site visit for a resident who wishes to put in a pool and a post construction site visit for a property owner regarding impervious credits. One citizen complained regarding tall grass that was handled. The zoning notice was put in the Rappahannock Record on September 3 regarding residents and contractors to contact the zoning department before commencing work. Thank you."

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

N. Keane, "I have no report tonight."

G. REPORT FROM THE MAYOR – *Mayor Bugg*

Mayor Bugg, "I will begin reporting on the through truck restriction on Route 200. I want to report to council about the subject of through truck restriction on Route 200. This restriction was adopted at the August 13, 2020 meeting of council following a public hearing. Since its passage we have received 3 emails and 2 phone calls from persons associated with RWC speaking against this action. Let me provide a brief chronology. On May 14, 2020 council authorized efforts to proceed toward adoption of through truck restriction. May 14; June 11, July 9 and August 13, 2020 the through truck restriction was discussed publically on at least 4 occasions. Next, May 28 and 29 Irvington at that time reached out to Lancaster County officials to advise of this proposed restriction and to establish open channels for communication. July 6, 2020 VDOT settled on Old Salem as the appropriate alternative route. VDOT road Old Salem, Route 646, at that time prior to making the recommendation to Irvington. July 9, 2020 was the first reading held for Resolution 2020-10 for Old Salem Road. July 30, 2020 the public hearing for the restriction was advertised in the Rappahannock Record. August 13, 2020 the public hearing was held and all those in attendance and all those who wrote emails were in favor. Resolution 2020-10 Old Salem Road was adopted. The restriction was passed. May 21, June 18 and August 20, 2020 the Rappahannock Record reported several times on Irvington's actions related to the restriction. August 21, 2020 Irvington was called by supervisor Westbrook who advised of a complaint by RWC regarding Old Salem Road as an alternative route. August 31, 2020 Irvington called a meeting which was attended by VDOT, Irvington, and Lancaster County to discuss the issues and to hear from VDOT about its reasoning. As a result of that meeting all in attendance have a better understanding of the matter. This evening I have asked Mr. David Beal, VDOT to attend tonight to provide everyone with a brief history of this matter and VDOT's reasoning. With that, David would you please come forward?" D. Beale, "I'll start this with a couple of policy documents. The first part of step one is the locality request. When we started talking about a through truck restriction we were very early in the process and we notified the town this would be a joint request from the town and the county and until the county is on board with what the town wants to do there is no request of VDOT. Mayor Bugg gave a good chronology of the events that got us here but one thing I would revise is VDOT has not decided anything we can only make recommendations. The next part of this process because there are 3 more steps, we have to go to the district traffic engineer who does an engineering study, signs in a sealed bid, and he reports to the district engineer. We advertise for a public hearing or at least post willingness. We know that Pride of Virginia trucking association, we have talked to the Commonwealth Transportation Board (CTB) member and from there it goes to the safe traffic engineer who reviews the request for compliance and finally it makes it to CTB with a recommendation of approval or denial for consideration for final action. That process and the regulations which we are required to complete within 9 months from the localities request. Once the resolution is passed there is still a lot that happens before the through truck restriction could be posted. As an example, the through truck restriction in Kilmarnock is the most recent in local example that we have to follow so I printed an exhibit that shows the restricted route and the alternate route. You can see the red is the route through Kilmarnock and the blue is the alternate route. The alternate route is slightly longer and follows parallel generally to the restricted route. When the CTB considers the request they do so and I

understand from reading the policy document that it's the philosophy of the CTB that all vehicles should have access to the roads on which they are legally entitled to travel. Truckers pay taxes and fuel tax just like everybody else so the thought is that they have access to the roads that they have a legal right to travel. It is a balancing act before the approval it is not an easy consideration. We look at all the users of the roadway and what makes sense. In doing that we try to minimize the length of the alternate route. If you look at this board, if we restrict truck traffic through Irvington on Route 200 the shortest alternate route is Route 3 and across Old Salem. I believe the distance from White Stone to Pittman's Corner is 2.8 miles. If you take Old Salem it is 3.2 miles. The requested alternate route is .4 of a mile further than the restricted route. My recommendation, we drove Old Salem, we drove Harris and Harris has already been deemed a suitable alternate route so the question for me is Route 646 Old Salem an acceptable route. They are similar in width they both have double yellow center line, a white edge line, the lanes are approximately the same on Harris as they are on Old Salem. The location of the hospital on Harris Road the lines of sight are much clear because the vegetation has been removed. That is one main difference. The ride on the two routes are very similar. I made the recommendation that Old Salem and we were certainly not aware of any objections from the county but knowing we still have to move through the process with the county there is an opportunity for that. That was the recommendation, use Old Salem because the route from White Stone to Harris Road and back down Route 200 which is the way we would measure the alternate route is almost 5 miles further than the direct route so the ask for the CTB for the consideration just gets bigger and is less likely to be approved. I can't say it won't be approved and I can't say it will be approved. I can just say the alternate route is now almost 5 miles longer than the alternate route being less than half a mile. It is just a bigger ask. We also talked through other possibilities such as restricting the entire route of Route 200 from Harris all the way back to White Stone but then anybody wanting to get to Weems from the north or south would have to drive on the restricted route because there is no other way to get there. There would be more trucks coming through town legally because they could go into Weems legally coming through town but with the through truck restriction if their manifest does not show that they have a delivery in town or within the restricted route then they are not supposed to be there. That was my thought to use Old Salem but again Lancaster County has to weigh in on what is appropriate for them as an alternate route. I just have a couple of pictures, I'm sure you have seen signage but if you don't drive trucks you may not have noticed it before. Signage on Route 3 part of VDOT's role on a through truck restriction, once it is approved we have to have a sign plan. We will have signs on 3 of the 4 legs at White Stone advising trucks not to come down Route 200 and then signs on Route 200 advising trucks not to come that way. All of this is worked out after the request is finalized and this is just one part of the sign plan. This one is at the intersection of Route 3 and Harris Road. This is an example that says part of the other part of detour if you use Harris Road as the detour you include Route 200 to get back to the northern part of the Kilmarnock town limits. Signing plan becomes much more complicated and you end up with at least 3 times the amount of signs because you have to sign every route and intersection and tell people as they approach Route 200 not to return through the restricted route. Mr. Mayor, that is all I have prepared. Did you want me to speak to anything else or have any questions of me?" Mayor Bugg, "I imagine it would interest the public to know more about the signage. Is there going to be a particular sign directing them down Old Salem or will it say no through trucks in Irvington?" D. Beale, "Like I said, I think the signing plan would be done once the request was approved. A lot of that is dependent on the starting and ending point of the restricted route but looking at the board there would be signs in White Stone and likely signs on Route 3 designating that a route and Old Salem and then we have signs here off of Weems Road, we have signs coming out of Kilmarnock town trucks use Harris Road and not come down through town. A lot of that needs to be thought through. It would be something similar to the signing plan that we did for Kilmarnock." Mayor Bugg, "Thank you David. Both the public and you have provided a lot of information that we will take under advisement and discuss at the next meeting." D. Patteson, "You mention that the primary reason for choosing Old Salem is because of the shortness of distance which makes it easier to get approved with CTB is there any other factor like shorter distance that you weigh in on when you make the decision. You have Harris Drive with a high concentration of commercial enterprises from the hospital to the rescue squad, doctor's offices and then yet Old Salem is primarily comprised of residences for seniors. Where do people come into your equation and the type of dwellings that line the roads that you are assessing?"

D. Beale, "I think 2 parts. People come in the localities request because the request comes from the locality. For us, we tend to look at traffic volumes and engineers like numbers so the traffic volume on Old Salem is 1,300 vehicles per day that was counted last year and Harris Road I didn't write it down so I want to double check but if my memory serves the traffic volume is 1,600 per day which makes them comparable and for a 2 lane road both routes are considered fairly low volume relatively speaking." Mayor Bugg, "Thank you David. We will take this under advisement and discuss at the next meeting. The next item in my report is the COVID workplace policy, I believe you all have received this today. I asked staff to create a draft policy to bring to the town in compliance with Virginia Department of Labor and Industry regulations related to COVID-9. We should consider this document and either pass it tonight as emergency legislation or put it on the agenda for next month. What are your thoughts?" D. Patteson, "Is this something that can be amended as we move forward or should we adopt it tonight and find things might be difficult." Mayor Bugg, "A lot of this we are already doing." F. Westbrook, "Is this informational or do we need to take action." N. Keane, "We need to have a policy in order to enforce some of the things in here. The regulation site, Virginia Department of Labor and Industry which is sited at the top of the page, provides the framework but if you don't have a policy for your particular jurisdiction then you can't do some of it. For example, the Governor's Executive Order requires plans but not others if you have a policy you can require someone who has been exposed to or has COVID to have a test before they come to the office or a meeting that is not a requirement that is a general requirement in the state executive orders but you can adopt a policy that requires that. If you look at our draft, mandatory for all employer's certain things we put in there come under the regulation that requires you to have a policy similar to the FOIA law that allows you to adopt a policy to let a councilmember attend by phone like Wayne is doing now but you can't do it if you don't have the policy. You can't do some of the things on this page unless you adopt a policy. Wayne, this is the document that you received that has letterhead at the top." W. Nunnally, "Found it." F. Westbrook, "This seems to me to be something we should adopt as policy and as you said we are already doing some things but there are some things we need to give serious thought to." N. Keane, "For example, if you adopt this policy if you look at J, 5 screen entrance to meetings. If you adopt this policy we would be required to screen people coming to our meetings the people in the audience as well as the participants for temperature, asking if they have been exposed in the last 10 days. This is what a lot of organizations are doing and as a local government we should be meeting those requirements." Mayor Bugg, "Any further comments? Can I get a motion to approve and adopt?" D. Patteson, "So move." F. Westbrook, "Second." Mayor Bugg, "Further discussion? All those in favor and all those opposed."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

**THE MOTION TO ADOPT VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY:
TEMPORARY EMERGENCY STANDARD 16VAc25-220 IRVINGTON STANDARDS IS
PASSED 6-0.**

Mayor Bugg, "That concludes the mayor's report."

H. OLD BUSINESS

1. Second reading Resolution 2020-11 TC

S. Phillips, "Resolution 2020-11 TC conditional use permit to build a private dock; R-1; Tax Map 34-20."

Mayor Bugg, "Can I get a motion to adopt this resolution?" F. Westbrook, "So move." W. Nunnally, "Second."

Mayor Bugg, "Further discussion? All those in favor and all those opposed."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO ADOPT RESOLUTION 2020-11 TC IS PASSED 6-0.

S. Phillips, "Is the council interested in hearing the staff report?" L. Brown, "Regarding CUP 2020.5 Forrester; Town Code §154.051 (e) 11; the contemplated use is authorized in R-1 under boat docks for private use. This property is located in a residential area with similar piers of the same size. The contemplated use of this property is consistent with the amended comprehensive plan. Piers are allowed in the R-1 district. The location of the proposed pier is appropriate and not in conflict with the amended comprehensive plan. The proposed application does not adversely affect the public health safety, moral, and general welfare, and is in compliance with the Chesapeake Bay Act. The proposed project does not adversely affect the environment or surrounding properties. Private residential pier will not have any impact on hours of operations as in the business district. No application has been made for a sign permit at the time of this application. Notice to property owners within 300' were mailed or delivered in person by the applicant Brian Forrester. The certification of listing was received August 6, 2020. No opposing letters were received. Notice of the joint public hearing of the planning commission and council about this application was advertised twice in the Rappahannock Record one week apart on July 30 and on August 6. With the joint public hearing taking place 5 days after the last advertisement on August 11, 2020. Staff recommendation – this application meets all legal and regulatory requirements and I recommend approval. The planning commission recommends approval of the CUP application." Mayor Bugg, "Thank you. Now I need a motion to approve the CUP."

2. Second reading Resolution 2020-12 TC

L. Brown, "Under Town Code §154.126 Use Regulations for Industrial Limited District M-1 any structure to be erected or land to be used shall be for all permitted uses in R-1, R-1, B-1, B-2, or one or more uses in M-1 (a-i). The contemplated use, 1 office building and 2 apartments is mixed use and is authorized in the business district therefore allowed in M-1. The proposed use is similar in nature as the Dredge shops, offices, apartment and also similar to Ann Meekins professional office and the Vine, Kip building with an apartment above. The duplex on Tax Map Parcel 33-377A is a duplex on a similar lot in size which is also an approved use in R-1. For lots recorded prior to March 9, 1989 the minimum lot area shall be exempt from the 1.5 acre requirement. This lot was recorded on July 31, 1975. This property is located within area serving mixed uses in residential, professional offices, apartments, industrial uses, and government office. In the amended comprehensive plan there is a goal to provide more affordable housing options for younger adults and persons of more limited income such as teachers such as Mr. Pollard is proposing as possible renters for this establishment. The mixed use established by similar properties in B-1 is consistent with the amended comprehensive plan. The proposed application does not adversely affect the public health safety, morals, and general welfare. The proposed project is not adversely affect the environment or surrounding properties. Parking will be provided for each apartment of 2 spaces and the applicants office is already served with 1 parking space. There is room for 8 parking spaces. No application has been made for a sign permit at the time of this application. Notice to property owners within 300' were mailed or delivered in person via the applicant. Certification and listing was received July 28, 2020. Of the 18 letters, 11 responded favorably; none opposed. Notice of a joint public hearing of the planning commission and the council about this application was advertised in the Rappahannock Record one week apart

on July 30 and August 6 with the joint public hearing taking place 5 days after the last advertisement on August 11. The planning commission recommends approval of this application.” Mayor Bugg, “Thank you. Nancyellen can you make sure I make the appropriate motion on this one.” N. Keane, “Use the first one, the motion to adopt Resolution 2020-12 TC.” Mayor Bugg, “Is there a motion to adopt Resolution 2020-12 TC?” F. Westbrook, “So move.” W. Nunnally, “Second.” Mayor Bugg, “Further discussion? All those in favor and all those opposed.”

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO ADOPT RESOLUTION 2020-12 TC IS PASSED 6-0.

3. Zoning Administrator job description

D. Patteson, “All members of council have received an amended zoning administrator position description and the changes are redlined for convenience. This is a housekeeping request. We need to update the zoning administrator job description to include certain roles such as a floodplain administrator and a building official. The reason for this request is the Town Code actually refers to these parties as having roles in the process of evaluating obviously floodplains and buildings. It is a natural choice to have the zoning administrator also be the one to review all things regarding floodplains and buildings. In addition to that there was additional Town Code titles added, the ones that were in there pertained only to zoning and land use which she already has but we have added Titles IX, XI, and XIII to it and all of which is just part of cleaning up and making more precise and more accurate of what the zoning administrator can do. We have just added a few more things for her to do. I would like to suggest to have a motion to approve the amended zoning administrator job description and to direct Mayor Bugg to update the contract with the amended job description.” Mayor Bugg, “Thank you. Can I get that motion?” A. Marchetti, “Motion to change the job description as outlined.” J. Brown, “Second.” Mayor Bugg, “Discussion? All those in favor and all those opposed.”

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO AMEND ZONING ADMINISTRATOR JOB DESCRIPTION AND TO DIRECT MAYHOR BUGG TO UPDATE ZONING ADMINISTRATOR CONTRACT WITH AMENDED JOB DESCRIPTION PASSED 6-0.

4. Discussion of consensus regarding workshop

F. Westbrook, “I don’t think there is a lot left to say on this because it was discussed earlier in the workshop. It is just a matter of someone making the motion.” W. Nunnally, “The thing we didn’t discuss is the appropriation. Can we do the appropriation of \$3,000 in this motion? Tripp has excellent taste and I would be more than happy for him to design anything, he is very artistic. I never did understand what you were talking about Fran when you said we have to amend the budget over \$3,000.” F. Westbrook, “That is what I am concerned with. I welcome comments from other councilmembers on that regard.” W. Nunnally, “Can we make the motion to allow the mayor to be the voting member of the Town as a grant partner and to execute contract with vendor chosen by grant partners and leave it at that? I make that motion if it is appropriate.” N. Keane, “I have a question about the appropriation. If you come into an expense that you weren’t thinking you were going to have, there is a contingency fund that you use for certain things. I don’t know whether you would consider using that for this or any portion of it but I’m sure there is a way to appropriate funds if you want to do

it. It just matters if you want to do it or not." F. Westbrook, "You are right and we have done that when we have had unexpected expense come forward. For the sake of discussion, should we ask for a new motion or let this one die, or have him retract his motion?" S. Phillips, "Break it into 3 separate motions." F. Westbrook, "I suggest we appropriate the budgeted \$3,000 from the contingency fund." Mayor Bugg, "Wayne, would you like to make that motion again?" F. Westbrook, "Nancyellen is asking that we make 3 separate motions." F. Westbrook, "You don't have to. Go back to the one that is on the agenda, that one should cover it. It is not budgeted but from contingency." F. Westbrook, "We will make it from the contingency fund. Let's do that." W. Nunnally, "I withdraw my motion. You state the motion you want." Mayor Bugg, "This will be a motion to allow Mayor Bugg to be the voting member of the Town as a grant partner; execute contract with vendor chosen by grant partners; appropriate budgeted \$3,000 to the chosen marketing vendor from the contingency fund. Would someone like to make that motion?" F. Westbrook, "So move." A. Marchetti, "Second." Mayor Bugg, "Further discussion?" B. Schaschek, "Does this mean that we are moving forward with this grant?" F. Westbrook, "It means we are going to appropriate the \$3,000 so they can start their preliminary work." B. Schaschek, "Council never approved it." F. Westbrook, "I don't understand." B. Schaschek, "Council never put funds in there for that." F. Westbrook, "We are not spending any of those we are just moving this \$3,000 from contingency which will have to be paid back once this has been voted on the \$25,000. It is like when we used the contingency fund last year the contingency fund has to be repaid so we keep that balance. That is the way I am looking at it." J. Brown, "That is the only way you can do it." F. Westbrook, "We are allowed to have the contingency fund for items that do come up that are not in the budget." N. Keane, "You have a motion and a second Mr. Mayor." Mayor Bugg, "This was the discussion. Now we can vote. All those in favor and all those opposed." W. Nunnally, "I'm voting no. I just don't understand about the \$3,000 works at this point and since I'm confused I'm going to vote no." F. Westbrook, "Are there some questions you think you would like to ask?" W. Nunnally, "I don't understand where if we don't add it into the budget but we have not approved the grant how can we approve an authorization for \$3,000 from the contingency fund to do what we may not do. I guess that is what I am saying." N. Keane, "I don't think there is the ability to approve the grant because you have already signed a contract saying you submitted this and there are 5 people on the contract. It is what it is." F. Westbrook, "Did you hear that Wayne?" W. Nunnally, "Yes but I'm still confused. Bonnie do you have any insight on this?" B. Schaschek, "I don't. I don't understand. We never signed a contract." N. Keane, "The grant itself when it was submitted was a contract." B. Schaschek, "It wasn't approved by the council." N. Keane, "It was submitted by all 5 partners." B. Schaschek, "How could it be submitted it council never approved?" N. Keane, "Council approved the application and there was probably some sort of conversation at the table but they were authorized to submit the application." F. Westbrook, "I think when the ball got dropped with the partners never coming back to council for us to see that is where the confusion is happening and the town council never saw this." N. Keane, "I guess you are saying you want the ability to vote on it but it is already a contract." F. Westbrook, "It was never voted on because we never saw it, I think this is where the confusion is happening." W. Nunnally, "I think you are right Fran." Mayor Bugg, "We still have a vote on the table." B. Schaschek, "I am going to abstain because I don't think this whole thing was handled appropriately."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Bonnie Schaschek	Abstain
	Wayne Nunnally (via telephone)	No

THE MOTION TO ALLOW MAYOR BUGG TO BE THE VOTING MEMBER OF THE TOWN AS A GRANT PARTNER; EXECUTE CONTRACT WITH VENDOR CHOSEN BY GRANT PARTNERS; APPROPRIATE BUDGETED \$3,000 TO THE CHOSEN MARKETING VENDOR FROM THE CONTINGENCY FUND IS PASSED 3-1-1.

I. NEW BUSINESS

1. Sign permit, Vineyard Grove

L. Brown, "Vineyard Grove has submitted 5 applications for sign permits. The first permit is to repurpose an old sign that they had existing but the old sign did not have an original sign permit on file. They are going to repurpose the same 4x4 post that is in the ground, the same sign and Creative Design is removing old vinyl lettering and applying new vinyl lettering. The small issue with this sign is that for a no trespassing residential sign our Town Code sign dimension is limited to 1 square foot and this is 1.33 square feet which is just a little over what the Town of Irvington allows and since this has been in place since 2008 I am asking that the town council approve this sign permit and give them a waiver on the small size variance." W. Nunnally, "Motion to approve the sign permits." Mayor Bugg, "We have a motion to approve. Is there a second?" D. Patteson, "Second." Mayor Bugg, "Discussion?" F. Westbrook, "We have to approve signs on private property in residential?" L. Brown, "Yes you do." N. Keane, "Only town council has discretion. There is no discretion with the zoning administrator in this town. That is why you will be approving sign permits." F. Westbrook, "If I want to put a sign in my backyard that says no dogs allowed, I have to come to the town and get approval for that?" L. Brown, "And they have to approve your design." N. Keane, "There is a process in the Town Code on the enforcement of signs. It is very unusual and very detailed." F. Westbrook, "That may be something we want to visit at some point." L. Brown, "Do you want to vote on them one by one or vote together? Sign permit #2 and #3, these are 2 proposed new signs. These are directional signs. One of them is being purposed from an old sign and again we allow 2 square feet for directional signs and because one of these is being repurposed it is 2.11 square feet. Again, asking for a small variance. Sign #3 is also a directional sign of the same size, 16x19 (2.11 square feet). Sign permit #4, there are no issues and they fall within the required 2 square feet. That is for sign #4 and sign #5." W. Nunnally, "I amend my motion to approve all 5 signs." Mayor Bugg, "So amended." B. Schaschek, "Second." Mayor Bugg, "Discussion? All those in favor and all those opposed."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO APPROVE 5 SIGN PERMITS FOR VINEYARD GROVE IS APPROVED 6-0.

2. Motion to authorize use of Town Commons for Farmers Market under existing Contract; October 2020

G. Kirkbride, "Mr. Mayor we request we be able to have a Farmers Market on the first Saturday in October using the provisions that we have and the precautions that we have been taking. We ended up with 55 vendors and organizations that time. That was an increase from 42 in the previous market." J. Brown, "I've heard some nice compliments." Mayor Bugg, "It was an outstanding event. We are all jumping through hoops and will continue to do so." W. Nunnally, "Move we authorize the use of the Town Commons for Farmers Market under existing contract." D. Patteson, "Excellent job. How many people were there?" G. Kirkbride, "We had counters and in an hour we saw about 200 patrons at the max coming through the different gates." D. Patteson, "Is it possible to up signs at the entrance about masks because they were not there. I didn't see them when I walked over there." G. Kirkbride, "They should have been there. Are you referring to the entrance on Tavern?" D. Patteson, "Yes." G. Kirkbride, "Thank you for pointing that out." Mayor Bugg, "We have a motion is there a second?" J. Brown, "Second." Mayor Bugg, "Discussion? All those in favor and all those opposed."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO AUTHORIZE THE USE OF THE TOWN COMMONS FOR FARMERS MARKET UNDER EXISTING CONTACT; OCTOBER 2020 IS PASSED 6-0.

3. Motion to authorize the VIA to hold 2020 Turkey Trot subject to conditions

W. Nunnally, "So move." Mayor Bugg, "I believe we heard Mr. Pollard and Mrs. Harris speak in detail about this. Would anyone else like to comment or discuss in further detail?" W. Nunnally, "I will not be Thanksgiving if we don't have the Turkey Trot." F. Westbrook, "I do think we need to be aware with the COVID for athletic activities outside is different than holding a Farmers Market. I guess we need for, is there anyone here for the Turkey Trot?" J. Harris, "I'm here." F. Westbrook, "There are some considerations for people who are running, moving and breathing so it might be worth them having that information. I am a little antsy about having the event." Mayor Bugg, "I don't think you are alone." N. Keane, "In looking into this there were some discussions about whether other people are having in person racing and it looks like, for example, Monument Avenue 10K is being held virtually over a period of 3 or 4 days. Three River Health District does not recommend in person races. The problem is you have to have 10' for social distancing rather than 6' and our road is either 12' or 15' wide. The question is, how would they control the number of people? We are going to call the sheriff's office to be here for any public event and I'm guessing the sheriff's office would want to see the road closed." F. Westbrook, "Doesn't that have to be done by the state police?" W. Nunnally, "I withdraw my motion and suggest we table this until they get all of that information." F. Westbrook, "They can't wait for us to table it because time is of the essence for them they only have 2 months." Mayor Bugg, "Mrs. Harris could you speak tabling this?" J. Harris, "I don't know the details. There was a race in Williamsburg last weekend. The VIA is considering, it was an actual race and not virtual, what we are considering is having staging areas on the Commons so that you are running with your family or people that you know. As Mr. Pollard stated it would be rolling so everybody is not going at the same time that was our thought of being able to ensure social distancing." Mayor Bugg, "Can we table this until October so we can see where things are at that time?" B. Schaschek, "There is a deadline because they send the letters to sponsors and then they get the funds in and have to open the online registration because a lot of the registration is done online and that normally opens end of September." J. Harris, "There is not going to be an actual registration because there is no timing of the race. You can just get out there." B. Schaschek, "You are not going through Sports this year? So there are no fees or anything else?" J. Harris, "No." B. Schaschek, "Oh, well I don't think I would vote for this." F. Westbrook, "There is no registration and there is no time. Well, I don't know." J. Harris, "There is no fees and no registration but they will ask for sponsors for the shirts but there is not timing, no medals, no food, you just start the rolling time. Mr. Pollard is planning to be the announcer if we are able to have the event and he would call Group A to run and 2 minutes Group B would start and so forth." A. Marchetti, "There is a 250 person limit, how does that apply?" N. Keane, "If you are going to be on the Commons staging people there would probably be a requirement to enclose that and make sure not to exceed 250. You usually have a lot more people for the Turkey Trot but if you are not charging people how will you monitor?" D. Patteson, "Has this been done like this somewhere else?" J. Harris, "I don't know how Williamsburg did theirs but I know they did a 5K. If you approve the go ahead to investigate that to add to what we are thinking of doing we could investigate more races." D. Patteson, "I think we need more facts before we vote. The informality of what they are describing may very well work but because it is so informal a late notice might also be a part of what they just have to live with. Not getting out 30 days ahead of time, not 60 days, just 30." Mayor Bugg, "Are we going to table as Wayne suggested?" J. Brown, "Can we add this to the September 23 workshop meeting?" F. Westbrook, "You can't vote at a workshop." N. Keane, "You can call a special called meeting at the end of the workshop." F. Westbrook, "That is a budget and finance workshop, right?" N. Keane, "It is a town council workshop used for budget and finance and the amended budget." F. Westbrook, "The reason we didn't get to do it this time is because that time slot got usurped for something else so I am hesitant, personally, to lend that time because we only have an hour allocated so I am hesitant to give up that time yet again." Mayor Bugg, "Other thoughts?" B. Schaschek, "Since you are not going to go through the online registrations with Sports Workshop maybe you can get more details and come back to the October meeting since it is so informal." J. Harris, "We can check with some of the other places that have town races." B. Schaschek, "Do you have anything to add Greg?" G. Kirkbride, "No, we can talk more later on with the race community. Our intention was to have someone from council to work with to flesh out the details and particular provisions that are

being required by the state and present a packet at the October meeting." F. Westbrook, "Are you asking to meet with staff perhaps?" G. Kirkbride, "Can you tell us maybe not tonight if there is some provision that will allow us to interact with staff and one member of council so that we can have serious conversations prior to the October meeting." Mayor Bugg, "That is a great idea." G. Kirkbride, "The reality is we are a hybrid and not a real race but more of a social event and we don't know how many people we can have on the course." F. Westbrook, "Sounds good." Mayor Bugg, "We will table this until the October meeting. We will certainly be in touch about the contact person since we are all on the same page with this one. Thank you for your input tonight."

4. Motion to appropriate October general operating expenses not previously appropriated

F. Westbrook, "Don't we mean we are appropriating the August expenses that occurred in September?"

Mayor Bugg, "Motion to appropriate August general operating expenses not previously appropriated."

Would someone like to make that motion?" F. Westbrook, "So move." B. Schaschek, "Second." Mayor

Bugg, "Discussion. All those in favor and all those opposed." B. Schaschek, "Are you going to tell what

you are appropriating?" F. Westbrook, "The list." B. Schaschek, "The AP aging? I didn't realize that was

the list." S. Phillips, "Are there any questions?" B. Schaschek, "I asked you already before the meeting."

Mayor Bugg, "That brings me back to the roll call vote."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO APPROPRIATE AUGUST GENERAL OPERATING EXPENSES NOT PREVIOUSLY APPROPRIATED IS PASSED 6-0.

5. Tennis Court Repairs

S. Phillips, "Does Council have any questions about the various options." F. Westbrook, "It is all expensive. This is the same group that did our stuff 4 years back." S. Phillips, "Yes, they did the repair 4 years ago. This is something that Council should consider including in the budget on a 2 to 3 year rotation. The cracks will reoccur because it is the nature of the product. The tennis courts are in good health overall." F. Westbrook, "Are you looking to get started on this soon?" S. Phillips, "It is a safety concern because the membrane, the patching material is in the alleys of the tennis courts." F. Westbrook, "Bonnie do you remember what we put on the capital budget for tennis courts? We had addressed this previously." B. Schaschek, "Actually we didn't put anything in the budget for this year but it is in the budget for next year." F. Westbrook, "We were counting on going a little bit further out but there is in the capital budget plan it is in the column for next year and not this year. How do we do that?" N. Keane, "Contingency." F. Westbrook, "We could do that." S. Phillips, "It is at the point where you would have to close the courts." F. Westbrook, "They are closed now because of this. We could do the contingency but then when we do the amended budget this needs to be in there so it can be replenished." B. Schaschek, "There were several different options. Which option do you want to go with?" A. Marchetti, "Option 1 or 2 because option 3 was brand new courts. The difference between option 1 and option 2, note that option 2 has a 2 year warranty and it will look nice and new. Option 1, I get the impression, it will look patched. Option 2 does have a 2 year warranty and it will look like it should." D. Patteson, "There are a lot more people playing tennis." J. Brown, "Do you have to do the crack repair before you do option 2? Is the real cost of option 2 really those 2 added together because it says the crack repair system is installed over the repaired cracks. It doesn't have any wording in option 2 that says the cracks are going to be repaired. Is the real cost \$20,000 as opposed to \$9,000." F. Westbrook, "No, I don't think so." J. Brown, "If you read the fine print it says the crack repair system is installed over the repaired cracks but you don't have crack repair except in option 1." B. Schaschek, "This is option 1 plus the other steps. That is how I read it." W. Nunnally, "Does that mean they are repairing the cracks and then they are putting the stuff over them?" J. Brown, "The way it reads it is not clear if we are paying for option 1 and option 2." S. Phillips, "I met with the representative but I didn't capture Jackie's question in my conversation. If you are interested in moving forward, the motion might be, if

you are interested in option 2 you make the motion to move forward to option 2 only if it is turn-key and includes the crack repair." W. Nunnally, "It says right there, over the repaired cracks." F. Westbrook, "I would like to remind everyone that the capital budget includes \$5,000." W. Nunnally, "Can we use the COVID money?" K. Schaschek, "You only have \$10,000 in your emergency fund. You have already spent \$3,000." F. Westbrook, "No, there is \$80,000 in contingency." B. Schaschek, "No." F. Westbrook, "The contingency fund has \$80,000 and we have used 3,000." B. Schaschek, "You also used \$6,600 and we have spent \$10,000-\$15,000." Mayor Bugg "Are we comfortable with option 2 with the contingency stated that it includes crack repair?" B. Schaschek, "That is how I am reading it but we should verify it." A. Marchetti, "I think it is better safe to confirm rather than to assume." B. Schaschek, "Can we make a motion?" S. Phillips, "The motion would be contingent on the verification that option 2 includes the items in option 1 if they are not included we will only move forward with option 1." Mayor Bugg, "Can I get that motion? Motion to authorize mayor to execute the contract authorizing option 2 contingent on it including crack repair as well." A. Marchetti, "So move." D. Patteson, "Second." Mayor Bugg, "Discussion? All in favor and all opposed."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO AUTHORIZE MAYOR TO EXECUTE THE CONTRACT AUTHORIZING OPTION 2 CONTINGENT ON IT INCLUDING CRACK REPAIR AS WELL IS PASSED 6-0.

6. Repairs to Town Office

S. Phillips, "For any members of Council that are not aware, on the right side of the office building ground water is coming under the foundation and allowing water to stand in the basement. It has also caused general erosion and there are 2 or 3 factors that cause the water to come under the foundation. The topography of the ground simply causes the water to accelerate down the hill. There is a tree growing at the foundation of the apartment building that is higher than the town office building. The tree and the existing gutter system force the water to run under the foundation. The gutters on the town office should be leveled to prevent further damage. The contractor intends to cap the gutter that is closest to the front door and force the water to the back of the building. The bid is to install window wells around the access hatch, when you remove the hatch you have access to oil burning furnace so you have to maintain access. The erosion has been going on for so long has eroded and forces the water into the basement. As the contract states, Mr. Bay's will dig that out, install gravel and window wells. Window wells are rounded thus allowing access to the furnace hatch but will force the water to move away from the building." W. Nunnally, "Sounds like a COVID repair to me." B. Schaschek, "Were there 2 estimates?" S. Phillips, "No. After the last hurricane water came into the town office and into the basement that caused black mold so the \$690 from Bay Restoration was in response to the emergency. Bay Restoration brought in dehumidifiers and air dryers. The next step is to pull the carpet out of the basement and to prevent the water from coming under the foundation." B. Schaschek, "What is the cost of the outside piece?" S. Phillips, "\$9,535 per his email. The scope of work is as follows: on the right hand side dig down at least 4' to expose the foundation and footing where leaking is occurring. Pardge, paste, and plastic the foundation wall, install gravel, drain pipe for future drainage, install metal window wells at access door for window, fill wells 2/3 gravel for drainage, backfill and raise grade elevation along building to allow water to run away from building, seed and straw for erosion control, install new 6" commercial gutter and downspout on the right side of building. Total cost: \$9,635." W. Nunnally, "Mr. Mayor, as chairman of the facilities committee I would like to table this particular problem and discuss it in connection with what we need to discuss in closed session before we spend \$9,000." B. Schaschek, "Does this affect the neighbors on either side?" S. Phillips, "That is an excellent question. This is an expedited minimized project because there could be a much larger solution. The larger solution would involve property owners to the right and left of the town office. The town office building is over the property line on the left side of the property. It is only a few feet to the right hand side of the town

office. There is a reasonable size tree that is pushing the foundation of the apartment building. If the project were to be completed on a larger scale we would remove the tree and grade the earth which would then involve 3 different property owners and the project would become much more complex. This solution only involves the town office. Wayne, I appreciate your concern but I think from a health safety stand point the town office needs to be relieved of the serious mold situation which is exacerbated every time it rains due to the ground erosion. The rains from yesterday will leave water and subsequent mold in the basement." F. Westbrook, "I don't think it is good to have staff working in a mold situation and I think we should mediate that. Wayne, I understand this is a lot of money and some things are up in the air but I think we should repair it now." B. Schaschek, "There is money in the capital plan." Mayor Bugg, "Anything further? With that, would someone like to make the motion to authorize Mayor Bugg to execute the contract with Ron Bay?" J. Brown, "Where is this money coming from?" F. Westbrook, "This also is in the capital improvement budget but it is also a year away. It could do this the same way we have done the other 2, it comes out of contingency and then when we amend the budget we will have to move these up and then reimburse contingency. It is a paper process." Mayor Bugg, "Anything else? This sounds urgent." B. Schaschek, "I will make the motion." A. Marchetti, "Second." Mayor Bugg, "Further discussion. Roll call vote. I heard Wayne's vote. The motion passes."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	No

THE MOTION TO AUTHORIZE MAYOR BUGG TO EXECUTE CONTRACT WITH RON BAYS IS PASSED 5-1.

7. Centric Business Solutions

S. Phillips, "This vendor called the town office one day as an unsolicited phone call. This vendor has a contractor in Tappahannock and is working on a contract for Lancaster County Sheriff's office. The initial question was how much do you spend on toner cartridges per month. On average we spend \$400 per month on toner cartridges and due to anticipated increased volume in other departments and considering that town council meeting packets are on average upwards of 60 pages. The vendor stated he could provide a bigger, better, and more efficient printer for less than we are spending on toner cartridges right now. One thing that has changed substantially is the deliverables generated by the zoning department. Our current printer is limited to 8.5x11. I have provided you with the specs on the potential new printer. This is not a new conversation as we have discussed the viability of the current printer several times in the past." F. Westbrook, "The new printer will print 11.5x17 in addition to 8.5x11? We are currently spending \$457 and they are telling us they can do this for \$355.08 but then they mention on page 5 they are allowing only so many copies per month at a particular rate and that was factored into the \$355.08 and they will read the meter and if we go over." S. Phillips, "These questions were factored into the conversation, how much toner is used, how many reams of paper are used, how many black and white versus color. We use about 75% black but if we had options that were not cost prohibitive we would use more color." F. Westbrook, "Lara, do you see the size of 11x17 being advantageous to the zoning department?" S. Phillips, "We will also be able to scan large plats and surveys." B. Schaschek, "And this will scan also?" S. Phillips, "This agenda item does not require immediate action." B. Schaschek, "We should look at other options as well." S. Phillips, "If you purchase a printer you are still burdened with the cost of the toner." B. Schaschek, "The only thing that concerns me about a lease option is 63 months is 5 years of the same printer and technology changes too fast." F. Westbrook, "Would they consider a 3 year lease but the monthly cost would increase." B. Schaschek, "Has the toner cost gone up that much." S. Phillips, "We pay between \$450-\$470 with current usage and with the anticipated increase in usage I expect the cost will only increase." B. Schaschek, "I know you had switched to a less expensive toner." S. Phillips, "I had to switch back to using Cannon cartridges because the off brand cost more in down time." F. Westbrook, "Would this mean that with the 60 page packets that we are getting that perhaps the town would be willing to print the packages for members of council?" S. Phillips, "The town office is currently printing over 50% of the

packets for members of council. At this point it is more of an opt out for members of council otherwise I print packets for council." Mayor Bugg, "Do we want to move on this now?" B. Schaschek, "I think we want to look at more options." Mayor Bugg, "We will table this until October."

8. Bill Mitchell Signs

Mayor Bugg, "Motion to approve proposal to repair or replace sign." S. Phillips, "After the last storm Mr. Mitchell who is very kind and generous to the town, noticed the town sign was missing. Part of the frame is still in the ground but the sign and part of the frame is broken and missing. Mr. Mitchell also wrote a letter to the newspaper asking if anyone had seen the sign. I suspect when they harvest the corn in that field they will find the missing sign. A couple of members of council and Mr. Mitchell walked into the field but were not able to find the missing sign. As you can see the proposal is \$320 for him to rebuild the frame and to build a new sign." Mayor Bugg, "Are we okay with this? Can I get that motion?" B. Schaschek, "So move." D. Patteson, "Second." Mayor Bugg, "Discussion? Roll call vote."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO APPROVE PROPOSAL FROM MITCHELL SIGNS TO REPAIR OR REPLACE SIGN IS PASSED 6-0.

9. Office Protocol

Mayor Bugg, "Mrs. Westbrook requested office protocol be placed on the agenda." F. Westbrook, "There seems to be a lot of traffic in and around the town office and necessarily so but in order to protect the staff and to be serious about COVID we have council members who have spouses that are somewhat compromised, we have staff with school aged children, and council members with school aged children. I think we should be a little bit more careful than perhaps we have been. I am offering suggestions so that we can get a conversation going but I do think that since we have asked that the office is by appointment only otherwise it is closed to the public. I ask that the door remain locked to prevent people from just walking in. The office should be by appointment only. I would like to ask that council members refrain from going in to the office if a phone call will take care of it. I would like to ask that committees, if you have questions or things you need perhaps you work through the committee chair or the commission chair, work through the committee chair and let them work with the town office. The main thing is to keep the traffic down so that we are reducing exposure. We passed some more cases and I just think we should be more careful all it takes is one slip up. I invite discussion." B. Schaschek, "I agree with you as well and that is why I thought we were closing the office and locking the door and only allowing 3 people in the office. That is what we had discussed. Maybe we should put a doorbell out there. Right now the office is open and people walk in and out because it is convenient but if they can't open the door then it will slow them down." N. Keane, "The policy that you did earlier is basically the framework that you are talking about. The policy talks about limiting people in public spaces." F. Westbrook, "I think 3 people is pushing it as far as square footage goes. I go in there and I have my mask with me but I do not necessarily have it on and I need to be more mindful of that and we need to make sure we are keeping that protocol." A. Marchetti, "I think keeping the door locked is the first step." Mayor Bugg, "Anyone else?" N. Keane, "Before you get out of new business I want to remind vice mayor Westbrook about the amended revised budget schedule." F. Westbrook, "She did pass the amended budget schedule. As you will notice tonight's meeting, the workshop, was not spent on budget so we are going to use September 23 workshop for budget and that will start at 5:30. Anthony and I will meet another time before then and we will get the worksheets to you all that have our proposed numbers and that is just so that you can take a look at it and formulate any questions or concerns and hopefully you will bring those with you to the workshop and hopefully that will make the workshop go smoother and faster. Any questions?" B. Schaschek, "It falls in the exact same time frame as before it is just a change." N. Keane, "One thing you might want to point out is the

ads going to the Rappahannock Record for the budget and all of the other ordinances that are going to be passed, you have to know your budget numbers by that day for the advertisement. That is why it is important for people to come to the committee meeting because there are only 2 more meetings before the ad goes in the paper." F. Westbrook, "That is right, the ad has to go into the paper by October 1. Are there any other comments?" B. Schaschek, "You can't really have people at the committee meeting and if you limit the office to 3 people and you are running out of time." N. Keane, "You could notice it for the church by tomorrow." W. Nunnally, "Can we just lock the door and say by appointment only with the phone number for the office? That would seem to solve people from coming in if you lock the door and put a sign on the door. Let's get on with this because we still have closed session." N. Keane, "The October meeting where we have a public hearing scheduled, there is a question about the start time and that we would need to know the time for the ad. Today is probably the time to decide that and the following meeting that usually starts at 6:30, if you want it to be immediately following you have to make it a special called meeting, that is the way it works." F. Westbrook, "Yes, we want it to be immediately following so we need to be careful how we craft that agenda. The October 8 meeting has to be advertised in the October 1 edition of the Rappahannock Record so we need to decide if we are going to start the public hearing at what time? We typically will have these meetings and then immediately following will go from the public hearing into the regular meeting. We need to decide the time so it can go into the paper correctly. This is the public hearing on October 8 and this is where we usually have comments and questions. This is amending the existing budget so I don't know how to gauge attendance but I would think it would be as many but who knows because our town has surprised us before." W. Nunnally, "Can we just start at 5:30." F. Westbrook, "We would have to start at 5:30 and the next meeting is immediately following as opposed to a specific time for the second meeting so that we don't cut this short for the public hearing." W. Nunnally, "I call for that. Do it and get it done." F. Westbrook, "October 8 meeting will start at 5:30." N. Keane, "And the next meeting will start immediately following and it will be a special called meeting." F. Westbrook, "Yes, the next meeting will not start at 6:30 it will be immediately following and it will be a special called meeting." W. Nunnally, "Can you tell me why it will be a special called meeting again?" F. Westbrook, "Because the next meeting is going to say immediately following as opposed to a specific time which means we don't know what time it will start. It will start whenever we are through with the first one." W. Nunnally, "And the difference that makes is that you can't make a change to the agenda unless everybody agrees." F. Westbrook, "That is right." Mayor Bugg, "Can I get that motion to amend the budget schedule?" B. Schaschek, "So move." W. Nunnally, "Second." Mayor Bugg, "Further discussion. Roll call vote."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO ADOPT THE AMENDED BUDGET SCHEDULE IS APPROVED 6-0.

J. ANNOUNCEMENTS

D. Patteson, "I'd like to suggest that council consider a motion to ask the clerk to explore with municipal finance firms the financial capabilities of the Town of Irvington. We have a number of large capital projects that the Comprehensive Plan of 2017 has asked the council to explore and pursue and in order to do so you have to understand what the financial condition of the town is able to do from a leveraging standpoint if needed or not and municipal finance firms are in the business of providing towns to do this. I think we should go before we decide to take on a capital project whatever it is we need to know what our capabilities are and when we do decide to look at a capital project we can have these firms advise us where we might be able to find ways to subsidize and ways to use the resources that the town has. We need some help and we need to know where we stand what we can do." W. Nunnally, "Bonds would be a wonderful thing but we would certainly have to have these finance firms tell us how to issue bonds." D. Patteson, "We have to take that into consideration. Certain firms being in municipal finance do issue bonds. The Town of Kilmarnock and Lancaster County has used

advice from outside. Our town has just never asked for it and it is time to ask because as we go over budgets we need to make decisions but we can't make decisions 3-5 years out without knowing where we stand today." W. Nunnally, "Maybe we should ask our lawyer and the county who they use." D. Patteson, "We pretty much know who they use and we fully expect that firm to be a candidate but we should also look at others. We can learn a lot from other proposals coming from other resources. We can put them all together and decide who is best to represent the town going forward." W. Nunnally, "I think it is a very good idea." Mayor Bugg, "Any further discussion?" W. Nunnally, "I move that the clerk be authorized to contact municipal finance firms and check on their rates, etc., how we might use them." S. Phillips, "Amend to treasurer." Mayor Bugg, "We will take your motion and amend to town treasurer. With that amendment, is there a second?" A. Marchetti, "Second." Mayor Bugg, "Further discussion. Roll call vote."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO AUTHORIZE THE TOWN TREASURER TO CONTACT MUNICIPAL FINANCE FIRMS AND CHECK ON THEIR RATES, ETC., HOW MIGHT USE THEM IS PASSED 6-0.

Mayor Bugg, "There is one announcement. There is free COVID testing on Rappahannock General Hospital on September 24 from 10 am -2 pm." W. Nunnally, "Do you have to make an appointment?" Mayor Bugg, "According to Bonnie you do have to make an appointment. Any other announcements? With that we will move into closed session."

K. CLOSED SESSION

F. Westbrook, "I Frances Westbrook move to go into closed session pursuant to §2.2-3711A.3 of the Code of Virginia for commercial issues regarding possible temporary or replacement of town office where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Town and pursuant to §2.2-3711A.8 of the Code of Virginia for legal issues concerning certain equipment in R-1 zoning." A. Marchetti, "Second." Mayor Bugg, "Roll call vote."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

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

L. RETURN TO OPEN SESSION

F. Westbrook, "Whereas the Town of Irvington has convene 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 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. None."

I, Frances Westbrook, so certify.

I, Bonnie Schaschek, so certify.

I, Jackie Brown, so certify.
I, Anthony Marchetti, so certify.
I, Dudley Patteson, so certify.
I, Wayne Nunnally, so certify.
I, Tripp Bugg, so certify.

W. Nunnally, "I move that we authorize Mayor Bugg to execute/negotiate a lease and spend up to \$1,000 to move under CARES funds." Mayor Bugg, "Thank you Wayne but we need to break down the motions. I will go through those as quickly as I can. The first motion is to authorize Mayor Bugg to execute the lease if we can resolve the indemnity issue." W. Nunnally, "So move." A. Marchetti, "Second." Mayor Bugg, "Discussion. Roll call vote."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO AUTHORIZE MAYOR BUGG TO EXECUTE THE LEASE IF WE CAN RESOLVE THE INDEMNITY ISSUE IS PASSED 6-0.

Mayor Bugg, "Next, motion to authorize Mayor Bugg to spend up to \$1,000 for an insured mover under CARES." W. Nunnally, "So move." D. Patteson, "Second." Mayor Bugg, "Discussion. Roll call vote."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO AUTHORIZE MAYOR BUGG TO SPEND UP TO \$1,000 FOR AN INSURED MOVER UNDER CARES IS PASSED 6-0.

Mayor Bugg, "Next, authorize Mayor Bugg to lead efforts related to temporary relocation with staff." W. Nunnally, "So move." D. Patteson, "Second." Mayor Bugg, "Discussion. Roll call vote."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO AUTHORIZE MAYOR BUGG TO LEAD EFFORTS RELATED TO TEMPORARY RELOCATION WITH STAFF IS PASSED 6-0.

Mayor Bugg, "The next motion will be modified. Motion regarding letter from Barksdale that nothing in the Town Code would prevent the list of vehicles being parked in R-1. Can I get that motion?" W. Nunnally, "So move but I don't think we should use the word authorize." Mayor Bugg, "Correct." F. Westbrook, "Strike that work." Mayor Bugg, "a motion regarding the letter from Barksdale to state that nothing in the Town Code would prevent the list of vehicles from being parked in R-1." W. Nunnally, "So move." F. Westbrook, "Second." Mayor Bugg, "Discussion. Roll call vote."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea

Anthony Marchetti	Yea
Dudley Patteson	Yea
Bonnie Schaschek	Yea
Wayne Nunnally (via telephone)	Yea

THE MOTION REGARDING THE LETTER FROM BARKSDALE TO STATE THAT NOTHING IN THE TOWN CODE WOULD PREVENT THE LIST OF VEHICLES FROM BEING PARKED IN R-1 IS PASSED 6-0.

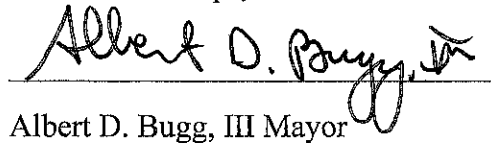
M. ADJOURN

W. Nunnally, "Motion to adjourn." A. Marchetti, "Second." Mayor Bugg, "Discussion. Roll call vote."

Vote:	Frances Westbrook	Yea
	Jackie Brown	Yea
	Anthony Marchetti	Yea
	Dudley Patteson	Yea
	Bonnie Schaschek	Yea
	Wayne Nunnally (via telephone)	Yea

THE MOTION TO ADJOURN IS PASSED 6-0.

Respectfully submitted,
Sharon L. Phillips, Clerk


Albert D. Bugg, III Mayor

11:07 AM
09/10/20

Town of Irvington, Virginia
Profit & Loss Budget Performance

August 2020

	Aug 20	Budget	Jul - Aug 20	YTD Budget	Annual Budget
Income					
CARES Fund Grant - Income			35,245.21		
Fire Grant/State					10,000.00
Bank Franchise Income					10,000.00
Cable TV/Comm Income	169.90	161.00	336.88	335.35	2,200.00
Interest Income	126.69	616.00	254.02	1,239.21	6,000.00
Permit Fees	90.00	100.00	90.00	200.00	1,200.00
Property Rental Fees			500.00		1,000.00
Real Estate Tax - Revenue	35.91	128.48	35.91	128.48	64,239.00
Auto/Golf Tags - Revenue					
Auto/Golf Tags - Collection Fee					
Auto/Golf Tags - Revenue - Other	40.00	80.00	100.00	220.00	10,000.00
Total Auto/Golf Tags - Revenue	40.00	80.00	100.00	220.00	10,000.00
Occupancy Tax	18,242.85	11,838.20	18,463.64	22,610.37	70,000.00
Local Sales & Use Tax	6,069.01	2,428.31	6,069.01	5,150.66	27,000.00
Lokey Funding					2,000.00
Miscellaneous Income					50.00
Total Income	24,774.36	15,351.99	61,094.67	29,884.07	203,689.00
Gross Profit	24,774.36	15,351.99	61,094.67	29,884.07	203,689.00
Expense					
CARES Fund Grant - Expenses	54.27		54.27		
Employee Expenses					
Employee Conference/Sem/Workshp		425.00		425.00	1,300.00
Employee Bonding			178.00	178.00	178.00
Employer Payroll Taxes	482.80	358.27	965.60	716.44	4,500.00
Wages/Salaries	4,070.83	4,683.33	8,141.66	9,366.86	58,000.00
Workers Compensation Insurance			500.00	500.00	500.00
Total Employee Expenses	4,553.63	5,466.60	9,785.26	11,186.10	64,478.00
Professional Services					
Legal					
One Time Bonus				3,000.00	3,000.00
Legal - Other	1,000.00	1,000.00	1,000.00	2,000.00	12,000.00
Total Legal	1,000.00	1,000.00	1,000.00	5,000.00	15,000.00
Total Professional Services	1,000.00	1,000.00	1,000.00	5,000.00	15,000.00
Insurance					
Building/Property Insurance			1,433.00	1,474.00	1,474.00
General Liability Insurance			3,451.00	2,715.00	2,715.00
Total Insurance			4,884.00	4,189.00	4,189.00
Public Safety					
Traffic Control/LCSD					
ATL Fire Grant					10,000.00
Code Enforcement					500.00
Total Public Safety					10,500.00
Office Expense					
Other					
Dues & Subscriptions		250.00	433.00	1,019.00	1,200.00
Banking Fees					30.00
Equipment					1,500.00
Repairs & Maintenance	1,010.00		1,573.00	323.00	2,000.00
Janitorial	125.00		125.00	250.00	1,000.00
Computer					
Processing Fees	264.00	204.00	492.00	409.60	3,160.00
Maintenance/Repairs	455.00		735.00		1,000.00
Hardware					500.00
Software					250.00
Total Computer	719.00	204.00	1,227.00	409.60	4,910.00
Postage					500.00
Supplies	648.01	166.36	1,527.97	294.39	1,800.00
Website Maintenance					
Office Expense - Other					
Total Office Expense	2,502.01	620.36	4,885.97	2,295.99	12,940.00
Municipal Expenses					
PP - Collection Fee	4.00	8.00	10.00	22.00	1,000.00
RE Tax Collection Fee	3.59	12.85	3.59	12.85	6,900.00
Codification of Ordinances					1,000.00
Comprehensive Plan					1,000.00
Election Expenses	2,578.29		2,578.29		3,500.00
Total Municipal Expenses	2,585.88	20.85	2,591.88	34.85	13,400.00
Town Council Expenses					
Public Notices	121.88	100.00	772.60	300.00	2,000.00
Conferences/Seminars/Workshops	200.00		308.00		1,000.00
Total Town Council Expenses	321.88	100.00	1,080.60	300.00	3,000.00

	Aug 20	Budget	Jul - Aug 20	YTD Budget	Annual Budget
Planning Commission Expenses					
Public Notices	136.50	100.00	136.50	200.00	1,100.00
Conferences/Seminars/Workshops	246.00		246.00	250.00	750.00
Total Planning Commission Expenses	382.50	100.00	382.50	450.00	1,850.00
Utilities					
Heating Fuel					800.00
Electricity					
Street Lights	1,546.44	775.00	1,546.44	1,550.00	9,100.00
Town Office		90.00		140.00	600.00
Total Electricity	1,546.44	865.00	1,546.44	1,690.00	9,700.00
Internet	91.09	90.25	181.34	180.50	1,100.00
Telephone	95.99	100.00	189.03	200.00	1,200.00
Water	38.28	30.00	56.65	60.00	300.00
Utilities- Recreation	122.75	41.67	141.32	83.34	500.00
Total Utilities	1,894.55	1,126.92	2,114.78	2,213.84	13,600.00
Town Maintenance					
Refuse & Debris Removal	155.70	125.00	155.70	250.00	1,500.00
Grounds/Landscape	925.00	1,555.56	1,655.00	3,111.12	14,000.00
Street Cleaning					
Street Lighting					
Total Town Maintenance	1,080.70	1,680.56	1,810.70	3,361.12	15,500.00
Community Support /Tourism					
Charitable Donations					
Steamboat Era Museum (501c3)					2,500.00
Lancaster Community Library					2,000.00
Fire & Rescue					2,500.00
Total Charitable Donations					7,000.00
Community Events					
Christmas					
Irvington Golf Tourney					2,000.00
July 4th Parade/Concert		777.50		3,951.98	10,000.00
Community Events - Other					
Total Community Events		777.50		3,951.98	12,000.00
Town Commons/Tennis Cts/Gazebo					
Flags/Banners					
Maintenance & Repair					
Hardware					
Flags/Banners - Other					3,200.00
Total Flags/Banners					3,200.00
Steamboat Era Museum		1,200.00	1,200.00	1,200.00	1,200.00
Town WiFi				250.00	500.00
Trolley, Town of Kilmarnock		250.00		250.00	250.00
Virginia River Realm		2,000.00		2,000.00	2,000.00
Mayor's Discretionary Fund		250.00		250.00	750.00
Misc Community Support & Touris					
Total Community Support /Tourism		4,477.50	1,200.00	7,901.98	26,900.00
Reconciliation Discrepancies					
Capital Expenses					
CONTINGENCY FUND					80,000.00
STORAGE SHED					
Stump Removal					5,000.00
Common Landscaping					5,000.00
CHRISTMAS LIGHTS & DECORATI...					5,000.00
FLAGS AND BANNERS					1,000.00
Electrical Renovation					5,000.00
TOWN HALL RENOVATIONS					1,000.00
Hardware/Software					1,000.00
Municipal Information					5,000.00
Website Design					3,000.00
INFRASTRUCTURE					5,000.00
Planning/Downpayment					10,000.00
15 Year Mortgage 400k					
Total Capital Expenses					126,000.00
Total Expense	14,375.42	14,592.79	29,790.16	36,932.85	307,357.00
Net Income	10,398.94	759.20	31,304.51	-7,048.81	-103,668.00

11:07 AM

09/10/20

Town of Irvington, Virginia

Balance Sheet

As of August 31, 2020

	Aug 31, 20
ASSETS	
Current Assets	
Checking/Savings	
CARES Fund Grant	35,245.21
Chesapeake Bank Money M...	87,404.37
Chesapeake Bank G/O Acco...	36,449.47
Chesapeake Bank - CDs	
CD2712 09/25/20	26,382.48
CD1368 03/21/21	103,170.61
CD2216 03/21/2021	113,487.68
Bike Path_CD7725 12/27/...	5,760.91
Total Chesapeake Bank - CDs	248,801.68
VCB - CD	4,420.12
Total Checking/Savings	412,320.85
Total Current Assets	412,320.85
Fixed Assets	
Buildings/Land	
North Commons	411,200.00
Main Commons	407,900.00
Town Office	85,200.00
Total Buildings/Land	904,300.00
Total Fixed Assets	904,300.00
TOTAL ASSETS	1,316,620.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	640.97
Total Other Current Liabilities	640.97
Total Current Liabilities	640.97
Total Liabilities	640.97
Equity	
Opening Balance Equity	373,800.00
Retained Earnings	910,875.37
Net Income	31,304.51
Total Equity	1,315,979.88
TOTAL LIABILITIES & EQUITY	1,316,620.85

11:09 AM

09/10/20

Town of Irvington, Virginia
Profit & Loss Monthly/YTD
 August 2020

	Aug 20	Jul - Aug 20
Income		
CARES Fund Grant - Income		35,245.21
Cont_Cap_Finan_Plan		
Fire Grant/State		
Bank Franchise Income		
Cable TV/Comm Income	169.90	336.88
Interest Income	126.69	254.02
Permit Fees	90.00	90.00
Property Rental Fees		500.00
Real Estate Tax - Revenue		
RE Tax - Collection Fees		
Real Estate Tax - Revenue - Other	35.91	35.91
Total Real Estate Tax - Revenue	35.91	35.91
Auto/Golf Tags - Revenue		
Auto/Golf Tags - Collection Fee		
Auto/Golf Tags - Revenue - Other	40.00	100.00
Total Auto/Golf Tags - Revenue	40.00	100.00
Occupancy Tax	18,242.85	18,463.64
Local Sales & Use Tax	6,069.01	6,069.01
Lokey Funding		
Miscellaneous Income		
Total Income	24,774.36	61,094.67
Cost of Goods Sold		
Cost of Goods Sold		
Total COGS		
Gross Profit	24,774.36	61,094.67
Expense		
CARES Fund Grant - Expenses	54.27	54.27
COVID- CARES FUND Grant		
Employee Expenses		
Employee Conference/Sem/Wkshp		
Other		
Employee Bonding		178.00
Employer Payroll Taxes	482.80	965.60
Wages/Salaries	4,070.83	8,141.66
Workers Compensation Insurance		500.00
Employee Expenses - Other		
Total Employee Expenses	4,553.63	9,785.26
Professional Services		
Accounting		

	Aug 20	Jul - Aug 20
Legal		
One Time Bonus		
Legal - Other	1,000.00	1,000.00
Total Legal	1,000.00	1,000.00
Professional Services - Other		
Total Professional Services	1,000.00	1,000.00
Insurance		
Building/Property Insurance		1,433.00
General Liability Insurance		3,451.00
Insurance - Other		
Total Insurance		4,884.00
Public Safety		
Traffic Control/LCSD		
ATL Fire Grant		
Code Enforcement		
Disaster Preparedness		
Public Safety - Other		
Total Public Safety		
Office Expense		
Other		
Dues & Subscriptions		433.00
Mileage & Travel		
Banking Fees		
Equipment		
Repairs & Maintenance	1,010.00	1,573.00
Janitorial	125.00	125.00
Computer		
Processing Fees	264.00	492.00
Maintenance/Repairs	455.00	735.00
Hardware		
Software		
Computer - Other		
Total Computer	719.00	1,227.00
Postage		
Supplies	648.01	1,527.97
Website Maintenance		
Office Expense - Other		
Total Office Expense	2,502.01	4,885.97

	Aug 20	Jul - Aug 20
Municipal Expenses		
PP - Collection Fee	4.00	10.00
RE Tax Collection Fee	3.59	3.59
Codification of Ordinances		
Comprehensive Plan		
Election Expenses	2,578.29	2,578.29
Municipal Audit		
Municipal Expenses - Other		
Total Municipal Expenses	2,585.88	2,591.88
Town Council Expenses		
Public Notices	121.88	772.80
Conferences/Seminars/Workshops	200.00	308.00
Town Council Expenses - Other		
Total Town Council Expenses	321.88	1,080.80
Planning Commission Expenses		
Public Notices	136.50	136.50
Conferences/Seminars/Workshops	246.00	246.00
Planning Commission Expenses - Other		
Total Planning Commission Expenses	382.50	382.50
Utilities		
Heating Fuel		
Electricity		
Street Lights	1,546.44	1,546.44
Town Office		
Electricity - Other		
Total Electricity	1,546.44	1,546.44
Internet	91.09	181.34
Telephone	95.99	189.03
Water	38.28	56.65
Utilities- Recreation	122.75	141.32
Utilities - Other		
Total Utilities	1,894.55	2,114.78

	Aug 20	Jul - Aug 20
Town Maintenance		
Refuse & Debris Removal	155.70	155.70
Grounds/Landscape	925.00	1,655.00
Sidewalks		
Street Cleaning		
Street Lighting		
Town Maintenance - Other		
Total Town Maintenance	1,080.70	1,810.70
Community Support /Tourism		
Charitable Donations		
Steamboat Era Museum (501c3)		
Lancaster Community Library		
Fire & Rescue		
Charitable Donations - Other		
Total Charitable Donations		
Community Events		
Christmas		
Irvington Golf Tourney		
July 4th Parade/Concert		
Community Events - Other		
Total Community Events		
Town Commons/Tennis Cts/Gazebo		
Flags/Banners		
Maintenance & Repair		
Hardware		
Flags/Banners - Other		
Total Flags/Banners		
Steamboat Era Museum		1,200.00
Town WiFi		
Trolley, Town of Kilmarnock		
Virginia River Realm		
Mayor's Discretionary Fund		
Misc Community Support & Touris		
Community Support /Tourism - Other		
Total Community Support /Tourism		1,200.00
Miscellaneous Expense		
Reconciliation Discrepancies		

	Aug 20	Jul - Aug 20
Capital Expenses		
CONTINGENCY FUND		
STORAGE SHED		
Building		
Concrete Slab		
Stump Removal		
THE COMMONS		
Common Landscaping		
Playground		
Tennis Court Repair		
CHRISTMAS LIGHTS & DECORATIONS		
FLAGS AND BANNERS		
Electrical Renovation		
TOWN HALL RENOVATIONS		
TECHNOLOGY		
Hardware/Software		
Municipal Information		
Website Design		
INFRASTRUCTURE		
LARGE PROJECT FINANCING 600k		
Planning/Downpayment		
15 Year Mortgage 400k		
Capital Expenses - Other		
Total Capital Expenses		
Total Expense	14,375.42	29,790.16
Net Income	10,398.94	31,304.51

11:34 AM

09/07/20

Town of Irvington, Virginia

A/P Aging Summary

As of September 30, 2020

	Current	1 - 30	31 - 60	> 60	TOTAL
Aqua Virginia		12.16		-3.16	9.00
Bay Restoration & Air Duct Ser...		620.69			620.69
Irvington Baptist Church		200.00			200.00
Kilmarnock, Town of		2000.00			2000.00
TOTAL		2832.85		-3.16	2829.69



RESOLUTION 2020-11 TC

Conditional Use Permit Application – Build New Private Dock, R-1, Tax Map 34 20

WHEREAS, the Irvington Town Council reviewed a Proposed Conditional Use Permit (“CUP”) Application TOI# CUP – 2020. _5_ Forrester to build a new private dock at a residence in R-1 zoning district, Tax map # 34 20, ___ The Lane (“Application”); and

WHEREAS, a joint public hearing on the Application was advertised in the Rappahannock Record on July 30, 2020 and August 6, 2020; and

WHEREAS, the Planning Commission and Town Council held a joint public hearing on August 11, 2020 to hear public views on the Application; and

WHEREAS, the Town Council considered the Application at its meetings held on August 13, 2020 and September 10, 2020.

NOW THEREFORE, BE IT RESOLVED that the Irvington Town Council hereby approves the Application subject to the following conditions: N/A..

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that the above is a true copy of Resolution 2020-11 TC adopted at a meeting of the Irvington Town Council held on September 10, 2020, at which a quorum was present and voting. The vote was:

In favor

Opposed

Absent

F. Westbrook

None

None

J. Brown

A. Marchetti

D. Traftson

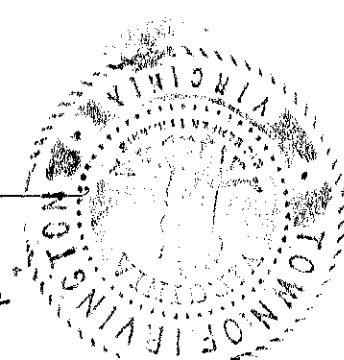
B. Schachek

W. Nunnally (Via Phone)

TOWN OF IRVINGTON

Albert D. Bugg, III

Albert D. Bugg, III, Mayor



*Resolution 2020-11 TC was passed unanimously by the
Irvington Town Council on September 10, 2020.*

Maureen Kelly, Town Clerk



RESOLUTION 2020-12 TC

Conditional Use Permit Application – Mixed use building of three units, one office and two apartments, M-1, Tax Map 33-379 C

WHEREAS, the owner seeks a Conditional Use Permit (“CUP”) based on Application TOI# CUP – 2020.6_ Pollard for mixed use building of three units, namely one professional office and two apartments, M-1 zoning district; Tax map # 33-379 C, 37 Seafood Lane (“Application”); and

WHEREAS, a joint public hearing on the Application was advertised in the Rappahannock Record on July 30, 2020 and August 6, 2020; and

WHEREAS, the Planning Commission and Town Council held a joint public hearing on August 11, 2020 to hear public views on the Application; and

WHEREAS, the Town Council considered the Application at its meetings held on August 13 and September 10, 2020.

NOW THEREFORE, BE IT RESOLVED that the Irvington Town Council hereby approves the Application subject to the following conditions: N/A.

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that the above is a true copy of Resolution 2020-12 TC adopted at a meeting of the Irvington Town Council held on September 10, 2020, at which a quorum was present and voting. The vote was:

In favor

Opposed

Absent

None

None

*F. Westbrook
J. Brown
A. Marchetti
D. Patterson
B. Schaschek
W. Nunnally (Via Phone)*

TOWN OF IRVINGTON

Albert D. Bugg, III

Albert D. Bugg, III, Mayor

*Resolution 2020-12 TC was passed unanimously by the Irvington Town Council
on September 10, 2020.*

*Sharon Kelly
Clerk*





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TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, SEPTEMBER 10, 2020 5:30 PM
IRVINGTON BAPTIST CHURCH**

AGENDA

A. CALL TO ORDER – *Mayor Bugg*

Mayor Bugg: I will go ahead and call this meeting to order Town Council special called meeting here at Irvington Baptist Church on Thursday, September 10, 2020, at 5:30 p.m. The first matter would be the agenda. I have called the meeting to order, and we will then go to roll call of the meeting.

B. ROLL CALL

Members of Council Present: Tripp Bugg, Mayor here.

Frances Westbrook here.

Bonnie Schaschek here.

Anthony Marchetti here.

Dudley Patteson here.

Jackie Brown here.

Wayne Nunnally here (via phone)

Staff Present:

Nancyellen Keane, Town Attorney

Lara Brown, Zoning Administrator

Sharon Phillips, Town Clerk, FOIA Officer Treasurer

Guests:

Lisa Hull, NNPDC, VTC Grant Partner

See attached sign in sheet

C. PUBLIC COMMENT

Mayor Bugg: Thank you Wayne. Next, we will move to public comment. This meeting concerns the VTC grant and the CARES Act in the proposed amended 2020/2021 budget. Is there any public comment in any of these items?

K. Schaschek: Mr. Mayor.

Mayor Bugg: Yes sir.

K. Schaschek: Since the public isn't available, no one can comment, if we could have the public comments section after the budget is available for the public.

F. Westbrook: May I say something Mr. Mayor.

Mayor Bugg: Yes.

F. Westbrook: It is very possible we are not going to be discussing the budget at this workshop, we have come up with a new agenda for the budget and that's mostly because



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these other two items that are on here is going to take up probably 15 or 20 minutes of this hour and there is just no way, we are going to go through....

K. Schaschek: Okay.

F. Westbrook: Any part of that so I am relinquishing that time so that we can thoroughly discuss these other items.

Mayor Bugg: That's fine. With that being said let's jump right into the VTC grant first.

D. Patteson: Mr. Mayor.

Mayor Bugg: Yes, Mr. Patteson.

D. Patteson: Mr. Mayor and members of council, I have a disclaimer that I need to make you aware of, I have two businesses, The Hope and Glory Inn at 65 Tavern Road, and the Dog Oyster Vineyard at 171 Fences Drive, both in Irvington and both are partners in this grant. This grant was applied for in December of last year and was awarded in February 2020 and both the grants were prior to my taking office. My businesses are not beneficiaries of any of the monies from the grants. My council term began July 1, 2020 of this year and I have looked into a COIA question, a conflict-of-interest act question and the answer is my businesses may remain partners in this grant with me now serving on town council but I will not be voting or discussing at the council table the specifics of this grant. I am disclosing this under Virginia Code 2.2-3115F respectfully submitted and I submit this document for council record.

Mayor Bugg: Thank you.

D. Patteson: And I am going to be sitting out here with the rest of the gang.

D. WORKSHOP

Mayor Bugg: Alright I know we began to touch on the VTC Grant last time, but we ran out of time due to the CARES Act which was not totally unpredicted, so we can start things off. Would anyone like to say anything about the tourism grant.

S. Phillips: Sure, does anyone need a copy of the grant?

J. Brown: I do.

S. Phillips: A brief overview of the grant is roughly the fall of 2019 the town council granted authorization for the town to apply for the grant. In roughly February or March of 2020, the town was notified that they had been awarded the grant. One thing that changed is the grant that we applied for was a one-to-one grant and through the miracles of grants the Town of



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Irvington was actually awarded a larger grant than we applied for. So, when we talk in just a moment about some of those details some of you may think that this is not what we, that you've ever seen these numbers before, this is not necessarily what we applied for and quite frankly, that's probably the truth because in fact we applied for a one-to-one grant and we received a much larger grant. Lisa Hull is sitting in the audience behind me and she was an integral partner in this grant, crafted the grant for us and to her hard work we were fortunately awarded a larger grant than we applied for. I'd like to invite Lisa to join me so that she can answer any questions if you have them. This grant is designed to increase, the purpose of the grant is to increase occupancy tax in the Town of Irvington in the shoulder months and the shoulder months are referred to as October, November, December, January, February, March, April, probably not October, November, but definitely December, January, February, March. This grant is crafted to draw in families with above a \$250,000 discretionary income and what this grant is asking of the Town of Irvington, what this grant will provide the Town of Irvington is a landing page on our website that will be completely based on this grant. It is based on Virginia is for Lovers, at the end of this grant, the landing page that this grant will create will go away and with that landing page, again, the focus of the grant is to increase occupancy tax in the shoulder months. Lisa did you want to give any background information before I jump into the main...

Lisa Hull: I can take questions.

S. Phillips: As this grant pertains to the budget, I know the budget and finance committee had a meeting earlier this week and we discussed in the amended budget how this would change the current budget. This grant is going to ask for \$25,000, is the new budget line item and for \$25,000 each partner, I'm sorry, I'm doing a bad job, The Tides Inn will provide \$10,000 for this grant, The Hope and Glory will provide \$10,000 in-kind receipts for this grant, Steamboat Era Museum is a partner, they will provide \$250.00 in kind receipts towards this grant and Northern Neck Planning Commission will provide \$250.00 towards this grant. The total value of the grant is \$45,750.00. Again, the town is responsible for \$25,000 and for that \$25,000 the town will receive from the Commonwealth of Virginia a check for \$15,250. It is a reimbursable grant. Most people think about grants as far as you apply for a grant and get a check when you send that money....

J. Brown: Can you repeat that last line.

S. Phillips: The reimburseable?

J. Brown: The town is responsible for \$25,000 and....

S. Phillips: So, the parameters of this grant, The Hope and Glory and The Tides Inn each signed on to provide \$10,000 of receipts.

J. Brown: I was talking about the money going out.



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S. Phillips: The town is on the hook for cash flow for \$25,000 in cash flow to add to the total of \$45,750. For that \$25,000 the town, at the conclusion of the grant, when all the receipts have been, the town will be the grant reporter on this, do the grant reporting so The Tides Inn and The Hope and Glory and the Northern Neck Planning Commission and Steamboat Era Museum will all give their receipts to the Town of Irvington and the Town of Irvington will keep its own receipts for the \$25,000, they will then collect those receipts, submit them to Virginia Tourism Commission, back to the grant and for that the town will receive a check in return for \$15,250, meaning that the total cost to the town is \$10,000 to increase the occupancy tax in the shoulder months. Are there any questions?

B. Schaschek: So upfront the town has to front all the money up front?

S. Phillips: The \$25,000, when you look at your agenda for the 6:30 meeting, you will see that there are a couple of motions, we can't take action during workshop, but the consensus coming out is that the mayor would be appointed as the point of contact for the grant, there are five partners in the grant, the Town is one of five, clearly we can't make, so the mayor would need to be appointed as the point of contact and he would directly with the grant partners and the contract would be with Flackshack, the grant partners will ultimately choose who the vendor should be, but Flackshack produced the numbers on this grant and I suspect that the grant partners would go with Flackshack. They will determine who the vendor is. And for that, so, Flackshack will do the work with the contract so the mayor will be authorized to be point of contact, the mayor will again, the mayor would be authorized to execute the contract and then there would be an appropriation. Of course, council can determine how that appropriation works whether it is on a monthly basis or whether it, I think in working with the grant partners and the proposed vendor for the grant it would probably be easiest and cleanest for them to supply monthly invoices over the next couple, over October, November, December, January, February, March, through the conclusion of the fiscal year they will supply invoices based on a monthly basis. The Town would then distribute that \$25,000 over the remaining months in the fiscal year and once those receipts have come in, we have paid out the \$25,000, spread across the remaining months in the calendar fiscal year. Does that answer your question?

B. Schaschek: I'm not sure that it did as yet...

S. Phillips: So, the \$25,000 would be distributed over the remaining months in the fiscal year.

B. Schaschek: So, the Town is going to shell out the \$25,000.

S. Phillips: To Flackshack, not \$25,000 a month.

F. Westbrook: No, no, partially out monthly as the invoices come in so.

S. Phillips: So, again, that's where the appropriation would come in would be for the appropriation to be able to send that \$25,000 specifically to Flackshack.

B. Schaschek: So where does The Hope and Glory and The Tides Inn, the other partners come into this?



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S. Phillips: You will see on the line items, there is a line item on page....

Lisa Hull: May I answer

S. Phillips: Yes please.

Lisa Hull: This a two to one reimbursable grant and the ratio of VTC funds to ratio of partner funds is 2:1. You have to spend \$30,500 in order to get \$15,250 or at least show a spend of that. The Tides Inn and Hope and Glory are going to help the town show that spend by giving Sharon receipts from their social media spends, from their own marketing efforts to help the town bring in the rest of the grant.

F. Westbrook: So, we're the only ones expending money?

Lisa Hull: They are spending money, they're giving, you're the only ones spending money in the grant, but the town asked for the grant, but The Hope and Glory and The Tides are spending money all the time promoting themselves and promoting their own programs, but no one so far has spent any money from the town. That's what this program is for The Town of Irvington, not the individual businesses in this area and you need the cooperation of the town, and so it's a different tier. The 1:1 grant are \$1.00 for \$1.00 but this will be 2:1, so that's what was agreed

F. Westbrook: I don't think it was very clear when all this was initially presented to us how this was going to work and maybe that was because we didn't know exactly how it was going to work and then there was a situation they never came back to us before this was sent in which we were supposed to approve it before it was sent in, we never got that opportunity, so, I don't know about the others but I do feel like I have been a little bit in the dark about this and, it's sounding very different to me now, than what it started off in the beginning, so I'll just say that and then...

S. Phillips: I think the similarity between the 1:1 and the 2:1 was the \$10,000 and originally the Town was of the impression was that it was a \$10,000 commitment and the difference is now, it's a \$25,000 commitment with a return of \$15,250, so you are still at the 10-mark. Your cash more, but you also receive a larger reimbursement check. Bonnie on the next to the last page of the grant, other program related budget items, digital marketing on behalf of The Tides Inn, that's a \$10,000 line item. The Tide's Inn and The Hope and Glory each have to spend \$10,000 in digital marketing, social media and other things that pertain to increasing occupancy tax specific to Irvington in the off-season.

B. Schaschek: This was in 2019.

S. Phillips: So again, COVID-19 occurred, all of these dates, so these dates were put in when the draft from the grant was originally submitted. These dates are not in stone, Angela Wiggins is our contact at Virginia Tourism Commission, and she is absolutely aware of all of the things that are going on and the grant partners, I have met with the grant partners and they will probably adjust obviously these dates that have expired where you see April 2020, you see November 2019. Because this grant was supposed to have launched in February or March of this year, as you can see these dates were based on that, but of course COVID hit, Virginia Tourism Commission asked The Town of Irvington to not release this, to not make this a public record, let me change that, to not make it public that this grant had been awarded to The Town of Irvington because this message said come here, come now and when COVID-19 the



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message was stay home right now, do not leave your home. So, that is why you will see a delay in these certain time frames.

F. Westbrook: So the anticipated completion date of January of 2021, is not the date.

S. Phillips: It is my understanding in working with the grant partners that they are still eager to implement and utilize this grant for this off-season, again with what's going on with The Tides, the COVID they will be open some during the off shoulder, during the shoulder season they would like to put this grant to work. The Tide's Inn, The Hope and Glory they would all like to do that. The Steamboat Era Museum on the other hand is slightly different because they do not intend, they did not open at all this season and they, I don't know that they have a plan to open in the spring, I think everyone is waiting to see where we'll be in the spring with COVID.

A. Marchetti: Were there any projections on increased occupancy with the grant initially, obviously we don't know until reporting, I just didn't know if there was any....

Lisa Hull: I would say no, no.

A. Marchetti: Okay.

Lisa Hull: There were metrics that were used, but I think they were Lancaster County metrics.

B. Schaschek: Who is this that's going to be doing this for the Town.

S. Phillips: The company is called Flackshack. They have worked with a peer jurisdiction. They have worked with , Colonial Beach. Flackshack is eager to attend and to meet the town council. We did not know, since we were doing financials this evening, we didn't know that this would be the perfect evening for Flackshack to introduce themselves to you. If you'd like for them to join in October again, Susan is very eager to meet the council.

F. Westbrook: Her name is Susan.

S. Phillips: Susan....

B. Schaschek: And they'll be able to go into details on what they're doing?

S. Phillips: So, those details were provided, you will see that they are doing direct geo and demographic targeting, they are doing Irvington centered stories, they are making Facebook, Instagram, Twitter, they're doing a blog, they're digital advertising, they are search engine optimization. There is development of The Town of Irvington tourism website. There will be print media. There will be a Virginia Tourism Commission welcome center brochure. These are the project goals.

B. Schaschek: So, it says here the town will host and maintain a separate website for tourism.

S. Phillips: Correct, that is...

B. Schaschek: That's totally different than the existing website.

S. Phillips: It will be a landing page and that landing page is temporary and by temporary, I mean, it goes away at the completion of the grant. The town owns it, the town owns the content, the proprietary information, the town owns the intellectual property, is that correct, the right terminology?

Lisa Hull: Yes, it doesn't have to go away.



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S. Phillips: It doesn't have to go away, but at the conclusion of the year the town would be responsible for maintaining it. So, it doesn't have to go away, the landing page. The town will own it, if the town agrees to maintain it beyond that point, it will continue to be a useful tool.

F. Westbrook: So, part of our \$10,000 would go to paying for that, for that landing page.

S. Phillips: Yes.

A. Marchetti: So, this is for the increase in occupancy tax to help offset the actual cost of the \$10,000.

S. Phillips: Yes.

Mayor Bugg: Especially during those shoulder months.

Lisa Hull: Is this is the first year ever that The Tides has been open...

A. Marchetti: I think they have a 45-day close window, February into March. That's the shortest time they have been closed; did I remember.

F. Westbrook: Traditionally they were open through New Years and then they started closing for various reasons.

A. Marchetti: And now I think they are open through January closed..

F. Westbrook: December 31, was what is advertised on their page.

S. Phillips: So, in addition to the occupancy tax, one of the things that increasing the occupancy tax in the off-season would benefit the Northern Neck as a whole and The Tides Inn is one of the largest employers in the Northern Neck and if this grant were to increase occupancy tax in the off-season that would be a reduction of the number of employees at The Tide's Inn who are otherwise considered 9-month a year employees. It's a possibility that those employees would actually have consistent employment 12 calendar months rather than being....

F. Westbrook:seasonal....

Mayor Bugg:seasonal....

B. Schaschek: So are we planning on this in the amended budget because it is not in the current budget.

F. Westbrook: No, you're right, it's not. That would be part of the amended.

J. Brown: If the payment schedule has changed how far is it going to go out, I mean we're behind now with payments extended into the spring or, June or....

S. Phillips: So the conclusion, the end date on the grant is soft, it's rolling. I do believe that we have, the very last page of the grant tells you that the grant was completed in....

Lisa Hull: It's supposed to be 18 months, we have 18 months to do it, but I think it would be very possible, every other community that was granted funding in this cycle was in sync as you and we were not recommended to start marketing until people could actually travel.

A. Marchetti: So, it could actually be spent over two off-seasons.

Lisa Hull: I think so. I think...spring of 21 and fall, I mean I think it will continue....

A. Marchetti: So, the \$45,000 cash out could be distributed over two shoulder off seasons.



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S. Phillips: So right now, I'm going to pause just a moment, J. Brown asked if you would repeat the statement about, we were asked not to market.

Lisa Hull: Virginia Tourism, when COVID hit it had a new marketing campaign that they were putting forward and that was called We'll Be Waiting, okay, We Will Be Waiting, and that was what Virginia Tourism was putting out there, they're not telling people come here spend more money and stay longer like they normally do, their campaign was We'll Be Waiting, we will be waiting for you when it is safe to travel and ready to travel and all of that because there is no plan, these are expensive campaigns, very expensive to market, to do additional marketing, all the social media, the websites, print marketing and for the state they go to TV in other states, they do a lot very, very costly marketing, so it was no point in doing that when we were all under stay at home orders so everything marketing wise froze pretty much from until I think mid-March to mid-June and then there is the second phase that we're in now, especially August called Wander Love and we are participating in the Wander Love campaign with all of that. The next phase and this is going to dovetail perfectly with this grant is called Share What You Love which is really creating the best of the best of Virginia and just stories that really resonate with travelers with exactly what this area has to offer. So, it will dovetail perfectly with the state campaign as to what you're going to be doing here and it will line up just fine and I think the grant department at Virginia Tourism is going to be very receptive and very flexible in working with communities who are trying to do a good job in implementing this grant. Hopefully with time they are going to be fine with that, I highly doubt.....

B. Schaschek: Let me ask one more question, now you are saying that the theme is Virginia is for Lovers, so that's what is going to be on the landing page?

Lisa Hull: To Play or to Pause in Irvington, I think that's what we came up as a marketing theme.

B. Schaschek: So where is Virginia is for Lovers going to be.

Lisa Hull: That's going to be, that logo will have to be on your blog or all your social media and on that website, it will be small, very defined plan the way they roll it out, they'll send you all the pictures, they will send whatever, Flackshack and you will see a small link, a link to Virginia.org it will be eligible for...

B. Schaschek: ...on the landing page.

Lisa Hull: Right. On the tourism page.

S. Phillips: ...on the tourism page.

Lisa Hull: ...the Virginia is for Lovers has to be there too. You have that along with whatever Irvington logo you have and everything else.

B. Schaschek: Now does The Tide's, The Hope and Glory and the Steamboat also have to have those logos as partners of this.

Lisa Hull: They have been doing that....

B. Schaschek: The Virginia is for Lovers on it....

Lisa Hull: Yeah, I have it all over my stuff.



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B. Schaschek: Neither does The Tide's.

Lisa Hull: They don't need to have it on the front page of their website but they should have it somewhere on the website.

F. Westbrook: So that is part of what the state is getting for its money.

B. Schaschek: So that is something that we are going to have to check with The Tide's and the Hope and Glory and whomever, because you don't currently have that....

Lisa Hull: You really, actually I don't think, that's an interesting question because I think it's just for money that is spent from the grant that has to, the money that is used from the grant needs to make sure that they have that Virginia is for Lover's logo on it. I don't think the partners have to. This is the money that is spent with the grant. So the new products that you would be producing would have to have what we call the VIFL logo on it. It doesn't have to be big or anything like that.

B. Schaschek: You need to check that because when we had read the stuff from the website that Dudley had given us a year or so ago it said it had to be on everything.

Lisa Hull: I can double check and get that information.

S. Phillips: So, questions, it's \$25,000 and there are 9 months left. The contract would potentially start in October and conclude June of this fiscal year and so over those 9 months roughly \$6,000 a month....

B. Schaschek: I thought this goes over 18 months?

S. Phillips: It can, you don't have, I assumed that you would want it to complete in this fiscal year.

B. Schaschek: I'm not quite sure about that.

S. Phillips: It does not have to; you have 18 months.

B. Schaschek: Yeah.

A. Marchetti: You can spread the expense out over that time, but you don't get reimbursed until its completed.

S. Phillips: Correct.

A. Marchetti: So, expense...return.

F. Westbrook: The only thing that might come into play is our cash flow with COVID related as far as the Tide's because they will not be open January, February and part of March, so that is a shoulder season certainly but that won't work for them. Now Hope and Glory I'm assuming will be open during all that time. The Steamboat Museum tends to close down or not close down...

B. Schaschek: They are not opening until 2021 sometime.

F. Westbrook: Are you all open January, February, March.

C. Bradley: We are not traditionally open January, February, March.

F. Westbrook: Okay, thanks. So, our shoulder season all of a sudden has shrunk.

Lisa Hull: Can I offer a definition a little bit.



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F. Westbrook: Sure.

Lisa Hull: Shoulder season for the Northern Neck is spring and fall, winter is just kind of winter. So just because someone has been shut down, so we were thinking spring and fall cannot really be advertising because so much is closed and...

F. Westbrook: So, what I'm saying is it is affecting our cash flow and we have to take on a commitment of say \$6,000 a month, \$6,000 monthly might be a big deal to us. So, I'm talking about cash flow and the ability to meet those monetary obligations.

S. Phillips: So the guidance provided by the budget and finance committee and members of council as a whole as to how that contract should look, if you would for it go beyond this fiscal year, beyond June, again, where are you comfortable at 10 months.

F. Westbrook: Personally, I think if we could have it...

B. Schaschek: 18 months....

F. Westbrook:well let me ask this first if we were to say 18 months, if we finished it up in 12 or 10 months is there any fail in that happening.

Lisa Hull: No, not at all.

F. Westbrook: So we could have the option perhaps as a safety net, I think that is worth considering, so....

Mayor Bugg: ...yeah....

B. Schaschek: Especially since spring and fall are the busiest times around here, fall is very busy.

F. Westbrook: It is happening right now almost so, and the campaign hasn't hit so.

Mayor Bugg: Excellent, anyone else have any comments or questions.

S. Phillips: Are there any questions about the possible three motions on the 6:30.

F. Westbrook: What are they.

S. Phillips: For the mayor to be appointed as the point contact, as the representative for town, so when the grant partners are to, the mayor would be the point of contact...

F. Westbrook: It is item 4 on the agenda.

B. Schaschek: Why wouldn't we have the head of the finance committee being the point of contact.

S. Phillips: Because it's not, the key components of the grant are artistic, and content based. I think the mayor expressed an interest in being a point for that.

Mayor Bugg: I mean that's all it comes down to having the point person and I volunteered to be that point person and work on that with council to move this matter forward.

S. Phillips: The next motion of course is the contract itself, and the third is the consideration for the appropriation, but it doesn't have to be all at once...

Mayor Bugg: Yeah.

S. Phillips: Clearly it could be cross fiscal years. Clearly it couldn't be begin until you guys amend the budget.



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Mayor Bugg: Anything else.

F. Westbrook: What did you say, it can't begin until the budget is amended, this budget won't be amended until...

S. Phillips: There's \$3,000 in the current budget, so the motion on tonight's agenda is....

B. Schaschek: So, there's \$3,000 in the current budget for what?

S. Phillips: In the capital for website.

F. Westbrook: Oh, you are going to pull it from there, that's, when that was budgeted this has not come about to be.

S. Phillips: Correct, there had been \$10,000 in the budget for several years for website and it was reduced to \$3,000.

F. Westbrook: Alright I see what you're saying.

S. Phillips: So the thought would be to appropriate the \$3,000 that is in the current budget until the amended budget and Flackshack is aware that The Town of Irvington is in the process of amending its budget.

W. Nunnally: Can I ask a question Tripp?

Mayor Bugg: Absolutely.

W. Nunnally: Is the total amount that they were getting is \$10,000 from Tide's Inn, \$10,000 from Dudley and \$25,000 from the town which gives us a \$45,000 budget and that's what we'll be spending or are we getting money on top of that.

S. Phillips: So, it is a reimbursable grant and again The Tide's inn and The Hope and Glory, the Steamboat Era and the Northern Neck Planning Commission District will supply receipts, they will give no cash, they will provide receipts for the work that they have done, social media, digital marketing, blogs, things that pertain to this grant. They provide those receipts to the Town of Irvington, so that is, they spent the cash, but they only provide the receipt...

W. Nunnally: We spend \$25,000 and get \$15,000 back.

S. Phillips: Correct.

Mayor Bugg: Correct.

W. Nunnally: Okay. That clears it up for me.

S. Phillips: Thank you very much.

Mayor Bugg: Thanks.

F. Westbrook: Yeah, Sharon I don't see the \$3,000 on this general operating budget, I think it may be in the capital improvement budget....

S. Phillips: It was in capital budget.

F. Westbrook: And that definitely was not for the purpose of the website, that was for other things, so that will have to be considered then....

S. Phillips:sure....

F. Westbrook:.....amended budget, so, that is good to know just because...



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Mayor Bugg: Any other questions or comments?

J. Brown: The contract that we are going to enter, is the contract between the town and the partners, who is the contract with?

S. Phillips: Flackshack.

A. Marchetti: And the town can set the terms, okay gotcha.

B. Schaschek: So, the motion is for you to be able to enter into a contract with them, what was the voting part about it?

Mayor Bugg: The voting part? I would be the representative of the council is my understanding.

F. Westbrook: As one of the partners.

Mayor Bugg: As one of the partners.

F. Westbrook: One of the grant partners.

Mayor Bugg: A point person for the council.

F. Westbrook: And what would ya'll be voting on?

S. Phillips: Again, when you look at the grant and you see the project deliverables, again, if they were to come to the town and contact, there would not be on anything that The Tide's and The Hope and the Steamboat Era and their respective individual marketing. It would be for the landing page, the content, the font, the color, the tourism landing page, that is where the mayor has expressed an interest in being the point contact.

F. Westbrook: So as far as voting goes, it would be the mayor and other partners would get together and look at that landing page.

S. Phillips: So as Flackshack creates the various components of that landing page, and does the other projects along with it, as it develops and evolves and we have meetings, the mayor would attend those meetings and sign off or redirect the marketing firm making sure content is credible

Lisa Hull: Brand consistent, on message and the way the town is to be portrayed.

B. Schaschek: For any appropriations you need to come back to the council you are not going to make appropriations, you would come back to the council for that?

S. Phillips: That's correct, so again, there's three specifics motion: to be the point contact, so again, the font is chosen, the logo is chosen, when the color palate, all the artistic things are chosen, the mayor would be the point of contact and he would best represent council and the town as a whole. Then there is the contract, the mayor would have to keep that contract, third is the appropriation and right now is on your 6:30 agenda is a \$3,000 appropriation understanding that Flackshack is aware that the Town of Irvington is amending its budget, and all is based on whether that \$25,000 makes it into the budget.

F. Westbrook: Where does the \$3,000 get spent.

S. Phillips: So as it stands, Flackshack is incredible however, whenever the town would like to determine the start. The grant team is extremely eager to begin. The thought is that they



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would begin, the contract would initiate in October, so that is why I'm asking for appropriation tonight.

F. Westbrook: I think we are going to have to amend the budget before we can appropriate that, particularly if the budget is coming from the capital improvement budget, I mean, to me that's the....

S. Phillips: Would the suggestion then be that we would not be able to move forward with anything until January?

F. Westbrook: Until this amended budget which could happen as early as November and maybe, December is our safety month. We have things move more slowly than we anticipate, we would have to use December but the \$3,000 that is in the capital improvement budget was for other items, yes it looks like for computer/web or whatever, but it, I don't think that's what we set it up for when we put that in the capital improvement budget so that's why I was saying in total we could amend that part of it, I don't know that it is available for us to appropriate tonight. That's my concern.

B. Schaschek: Maybe it would be better to have Flackshack come in do their presentation before we start.

S. Phillips: What would you like for them to present?

B. Schaschek: I guess what they plan on doing. I'm still.

S. Phillips: This is what they plan on doing. They are creating our visuals....

F. Westbrook: But didn't you say they are eager to come in and talk to us?

S. Phillips: They want to share with you what they have done with other jurisdictions there would be nothing to share specifically to Irvington. Do you think you would move on MuniCode in this in this fiscal year.

F. Westbrook: Do what now?

S. Phillips: MuniCode. The \$3,000 that's in the current budget, the thought was that it was not for this, for a website but was specific for something else, do you think we should move forward on that?

F. Westbrook: I don't know but I also think the question is probably irrelevant because that's what we put in the budget for, and we can't just change a pigeon hole because we've already adopted that part of the budget.

S. Phillips: I don't know if it is broad enough it just says website.

F. Westbrook: As budget and finance chair I would not recommend it, but I think it is certainly up to the entire council how they are going to construe that definition of what that money was put into the capital budget for.

B. Schaschek: You would have to go back and look at the minutes from the meeting because...

F. Westbrook: And it may be in those minutes that it is broad enough you know that we can make that happen. So...

A. Marchetti: I guess if we don't move on it, we are looking at spring of 2021 essentially for this to start so that....



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F. Westbrook: Start in January I would think.

A. Marchetti: But not only The Tide's is not open, the Steamboat is not open.

F. Westbrook: No, the campaign would still be going on, the campaign, even if we started right now the campaign would go on January...

A. Marchetti: ...give it a few more months for everybody to get a little more comfortable, we just got out this fall, makes it happen now, doesn't seem like everybody is there so, we should identify and try to move forward spring or obviously we are going to miss this fall push but...

F. Westbrook: See, there are other things that we can be doing to get to that, we are not going to be sitting here twiddling our thumbs waiting for the magic day in November or December...

A. Marchetti: Sure.

F. Westbrook: I mean, is that an okay assumption that there are things that we can be doing...

S. Phillips: Like what?

F. Westbrook: I don't know, I'm asking you.

S. Phillips: No, there's not...

A. Marchetti:I don't think...

F. Westbrook: So, they want the \$3,000 as a down payment to get this going.

S. Phillips: There's purchases, there's...

A. Marchetti: It's money for the first month's invoice...I don't think we will see tangible results until after, it might be months later before we see the first invoice.

[A lot of background talking].

Mayor Bugg: ..do you think we can....along with that.

F. Westbrook: I think so. Let's look at this and see if we can.

J. Brown: My thoughts are we need to do this the correct way and this is a curve ball and we need to figure out how we will adjust to it, we can't just move things around column to column without redoing the budget.

Mayor Bugg: We can appreciate that.

J. Brown: Huh?

Mayor Bugg: I said, I think we can all appreciate that. Is everyone comfortable with that approach.

A. Marchetti: Yeah, sounds like it is....

S. Phillips: Alright, is there any other questions on the Tourism Grant? Otherwise, we'll take just the last two minutes and does anybody need, this is the very same document that was distributed in the last workshop for the CARES Grant. Anybody need.....

Mayor Bugg: Might as well just pass them around.

S. Phillips: So this is the same document at the last town council workshop, this is the CARES Act and we discussed the various buckets and this money at this time will meet the current,



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this is the CARES money and the buckets again, just as a reminder are personal protective equipment, tourism in the business district technology focusing on contactless solution, small business grants and employee related costs specific to payroll and workplace compliance. Again, at this time the town has received \$35,245.21. We have probably spent less than \$1,000, things such as renting the church, are eligible to come out of this CARES money. One of the things I would ask town council to decide if nothing else where would you prefer not to spend the money. Are you interested in all of these buckets? I need guidance from the town council as to how to spend this money.

A. Marchetti: When do we expect the second \$35,000?

S. Phillips: I would have thought I would have received a call from the county already, I have not received a call from the county.

A. Marchetti: But it is definitely...

S. Phillips: It is my understanding that other jurisdictions have received their check.

A. Marchetti: And it all has to be spent calendar year.

S. Phillips: It is my understanding it all has to be spent this year. What is not spent has to be returned.

W. Nunnally: May I ask a question Tripp?

Mayor Bugg: Yeah.

W. Nunnally: Can we use that for office relocation or office rental so, since we don't conform to the social distancing standards in the office?

Sharon: Yes.

Mayor Bugg: Yes, Ms. Keane.

N. Keane: Yes, it can be used for rent, it can be used for rent and for the moving costs related to COVID.

S. Phillips: So, Wayne if you were not able to hear the answer is yes. CARES Funds can be used for rent and for moving cost.

W. Nunnally: So, I suggest we sit aside some of it for that.

S. Phillips: Excellent point.

Mayor Bugg: I agree Wayne.

B. Schaschek: So, we put that under workplace compliance.

Mayor Bugg: A good place for it.

B. Schaschek: So, we would probably want to increase that from \$5,000 to \$10,000.

F. Westbrook: Do we have an approximation what rent would be, I mean just so we have an idea.

N. Keane: You'll hear about it in a closed session.

A. Marchetti: Nancyellen did you find out if we can use any of that for any rental payments



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N. Keane: There is a risk associated with prepaying rent after December, after December 30th, we could prepay rent today using COVID Funds for the rest of this calendar year, if we go into next year, we can only reasonably do it through June 30th anyway for the current budget year, but, I talked to someone at length, colleagues and other sources, we could make a credible request under the qualified expenses to prepay rent through June 30th, if we are turned down and Lancaster County is audited, we would know in advance how much money that is and we would have to change it from a COVID related expense to an operational expense but we can try that. If we wanted to try that, there is some risk associated with doing that, but it is quantifiable.

A. Marchetti: So, the risk is renting....

B. Schaschek: So just do it from January to June?

A. Marchetti:the fiscal, yeah.

N. Keane: But we can certainly do it for the rest of this calendar year.

Mayor Bugg: Great.

J. Brown: I'd like to see us use some of this for equipment for electronic meetings that we talked about nobody has brought that up, but that would certainly a problem early on with COVID, not being able to have meetings.

Mayor Bugg: Very good point, yeah. Wayne being the first participant.

F. Westbrook: Uh huh.

S. Phillips: What kind of equipment would you be interested in?

J. Brown: I don't know what it is going to take for us to have zoom meetings for example.

S. Phillips: Is there a member of council that does not have a computer? A tablet, cell phone? So everyone has a home device.

S. Phillips: Most organizations will now offer both where you can such as Wayne is doing tonight, participate in the meeting remotely via phone, is there a specific device you are looking that you would find more beneficial than another?

J. Brown: No, I just think it would be good to be able to have effective meetings and we are not set up to do that right now. I don't know what it's going to take. I think it would be nice to have microphones in this room for example, it is very difficult with the muffled mask to understand what people are saying.

N. Keane: I was just going to add that everyone has their own computer and so forth, there is still the work that needs to be done to make them be able to meet efficiently because some people have never done, never been set up, so the experience that I have had in other jurisdictions, is that they spent some CARES Funds money with an IT person who will go to the individual homes of people who need it to set this up and so forth. I mean it is not a lot of money but it is something that you can use CARES money to do. You get the Zoom or WebEx or whatever software capability and everybody uses the same one and there might be some cost associated with that.

A. Marchetti: Technology and what it looks like that we would be prepared to....



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Mayor Bugg: Absolutely...

A. Marchetti: ...I think it's a lot of the stuff we talked about last time the town should move in that direction....

B. Schaschek: I agree with it, we should....

S. Phillips: How would the town like for me to move forward on that, what would, so again, you just mentioned an IT person, because if you have a remote meeting and use Zoom, and assuming that all members of council or some members are at home you have to have an administrator on those meetings and it could not be staff because staff participate so there is generously someone who is administrating the meeting making sure that all members have stayed on and have not lost connectivity and if they have they are reaching out to that member of council or planning commission member making sure that they can reconnect, that their mics are on, that they are not on mute...

J. Brown: How would we include the community?

S. Phillips: How would we include the community? That, again the community could call in as tonight, you could have someone with their cell phone in their pocket and anyone can join meetings that way. Are you referring to visual?

B. Schaschek: Yes.

F. Westbrook: The community would have a log in number, a meeting number and that is just distributed a day or two before the meeting and they could log in with that number for our meeting.

S. Phillips: So, anyone with a phone, a tablet, a PC, access to the internet, that's how the public will participate in the meetings. But again that would require an administrator of the meetings.

J. Brown: I didn't hear that last one.

S. Phillips: So that would require someone to be the administrator. How would the town like for me to solve that?

L. Brown: How many other localities, I mean...

S. Phillips: They have a larger staff, they have an IT department.

N. Keane: Our IT guy can't he do it?

S. Phillips: I don't know that he would be able to make that commitment during the meeting. I don't know. That is the concern was that he might not always be...

L. Brown: We have to know how many hours it would take for him to have our meetings held....

A. Marchetti:consistently, what happens after January when everyone starts working...

L. Brown:what his hourly rate might be.

A. Marchetti:be able to do it between now and January because beyond December, because in January we don't have money for....

S. Phillips: But if you want to purchase the equipment, if you would like additional equipment, if you want me, again, what equipment would be right for the town to purchase because the



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town is not responsible, the equipment belongs to the town, what is purchased using CARES Funds. The date the town needs to be concerned about is December 30th because if this money is not spent as of December 30, it returns at this time, they may change that date, but right now that's the date that we have to be aware of. Is there any interest in the small business grant?

Mayor Bugg: Yes.

S. Phillips: Okay.

W. Nunnally: Well before we got to that Tripp, now can I say something?

Mayor Bugg: Yeah.

W. Nunnally: Is any of the money available for remodeling?

N. Keane: No, I don't think so.

S. Phillips: Remodeling what?

W. Nunnally: Office....

F. Westbrook: Maybe the air conditioning but that's about the only thing.

S. Phillips: It could be used to make sure that HVAC equipment is compliant with replacing, Nancy....

N. Keane: Well, I was going to say in line with the fact that we have to, the issue of a temporary office, we can't social distance, there could be expenses related to COVID that can be used in a rental, or an owned property if it's related to COVID. If it's related to the HVAC like you said which is a requirement of the Virginia Department of Health.

W. Nunnally: Well, if it's a place we could occupy temporarily as I understand it is going to need remodeling for us to get into it and really work it. I don't know how much that is going to cost. I'm not really up on that but I know that there is some expense that will be there and I'm just wondering if we can cover that expense out of this money.

Mayor Bugg: I have a bunch of new information to review in closed session about that so we will bring you up to speed on all that.

W. Nunnally: Okay.

Mayor Bugg: Is there any action that is required now of town council regarding CARES?

S. Phillips: No, again, I was just looking for town council to provide feedback on how to spend this money because our next meeting is October and if you are going to...

A. Marchetti: Have time to spend it....

S. Phillips: Right...

F. Westbrook: We'll call a meeting specifically for that purpose.

A. Marchetti: The small business grants assuming we have the second \$35,000, that \$10,000 be set aside for 10 \$1,000 grants I believe Kilmarnock did \$1,000 grants.

B. Schaschek: Did we get samples with those applications?

A. Marchetti: I haven't seen those but my suggestion just because of time to use their guidelines and use their system.



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F. Westbrook:probably....

A. Marchetti:might be, and....

B. Schaschek: I thought that's what we decided last time.

A. Marchetti: Put a note and when the application window if five businesses apply and the window closes then we know that we got the leftover money can be reallocated and spent elsewhere but we should know that pretty quickly.

F. Westbrook: [talkover] I think we already have the application, do we Sharon?

N. Keane: I think we already have it.

Mayor Bugg: What happens next, I mean, when can we being working on safety equipment...

S. Phillips: We have spent some money on facemasks and things of that nature. Is the town council interested in hand sanitizing stations for the business districts?

F. Westbrook: I think we said last time that we were interested in that.

S. Phillips: Okay, okay.

B. Schaschek: And by the tennis courts.

S. Phillips: Again, I think I have some, again contactless solutions.

Mayor Bugg: Yes.

A. Marchetti: Payroll and set aside and then as we get closer to the expiration of what needs to be spent, the number we would have to potentially spend is small enough each week, each month.

F. Westbrook: Let's say if like staff might be out because they are self-quarantined or whatever this money would be spent to hire a temp to come in and help.

A. Marchetti: And continue to pay staff...

F. Westbrook: Yeah, and maintain the staff, okay.

A. Marchetti: Yes, the town has to be ready if it happens.

F. Westbrook: We can use COVID money as well if anything happens.

A. Marchetti: I think you have to set aside some money in case it does and then if it doesn't it can be reallocated.

D. Patteson: [inaudible]. First time sitting in the back, it is difficult to hear with everyone's mask on, and so any type of system that would, microphone or whatever you have that is going to enable everybody to hear would be wonderful. We certainly need to speak up.

S. Phillips: So I did purchase some clear masks if any member of council would be interested in staff wearing the masks or you would be interested in wearing the masks.

F. Westbrook: Face shield.

S. Phillips: I have a face shield type that covers over your forehead and then there's one that sits on your chin and it is a small clear mask from here to here so if you are interested in trying any of those things on, stop by the office.



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E. ADJOURN

Mayor Bugg: Anything else on the CARES Act. I see we have a number of members of public here so I think I'm going to go ahead and move to adjourn this meeting. Before I do so were there any other announcements that need to be made during this workshop.

W. Nunnally: Adjourn.

Mayor Bugg: There he is, miss you Wayne.

F. Westbrook: True to form.

Mayor Bugg: Can I get a second.

A. Marchetti: Second.

Mayor Bugg: All in favor.

Group: Aye.

Mayor Bugg: All opposed. The meeting is adjourned.

Respectfully submitted,
Sharon L. Phillips, Clerk

Albert D. Bugg, III Mayor

11:34 AM

09/07/20

Town of Irvington, Virginia

A/P Aging Summary

As of September 30, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>> 60</u>	<u>TOTAL</u>
Aqua Virginia		12.16		-3.16	9.00
Bay Restoration & Air Duct Ser...		620.69			620.69
Irvington Baptist Church		200.00			200.00
Kilmarnock, Town of		2000.00			2000.00
TOTAL		<u>2832.85</u>		<u>-3.16</u>	<u>2829.69</u>



**IRVINGTON TOWN COUNCIL BUDGET & FINANCE COMMITTEE
WILL HOLD A WORKSHOP
ON WEDNESDAY, AUGUST 26, 2020 AT NOON IN THE TOWN OFFICE**

A. CALL TO ORDER – *Fran Westbrook, Chair*

F. Westbrook called the budget and finance committee to order at noon.

B. ROLL CALL – *Sharon Phillips, Clerk*

Committee Members Present: Frances Westbrook
Anthony Marchetti

C. APPROVE AGENDA

Motion to approve the agenda made by F. Westbrook and seconded by A. Marchetti.

D. NEW BUSINESS

1. FY20/21 Proposed Amended Budget – *F. Westbrook, Councilwoman*

The committee members discussed anticipated revenue streams.

E. ADJOURN

Motion to adjourn made by A. Marchetti and seconded by F. Westbrook.

Respectfully submitted,
Sharon L. Phillips, Clerk


Frances E. Westbrook, Chair



**IRVINGTON TOWN COUNCIL BUDGET & FINANCE COMMITTEE
WILL HOLD A WORKSHOP
ON WEDNESDAY, AUGUST 19, 2020 AT 2PM IN THE TOWN OFFICE**

A. CALL TO ORDER – *Fran Westbrook, Chair*

F. Westbrook called the budget and finance committee to order at 2:20 pm.

B. ROLL CALL – *Sharon Phillips, Clerk*

Committee Members Present: Frances Westbrook
Anthony Marchetti

C. APPROVE AGENDA

Motion to approve the agenda made by F. Westbrook and seconded by A. Marchetti.

D. NEW BUSINESS

1. FY20/21 Proposed Amended Budget – *F. Westbrook, Councilwoman*

The committee members discussed anticipated revenue streams.

E. ADJOURN

Motion to adjourn made by A. Marchetti and seconded by F. Westbrook.

Respectfully submitted,
Sharon L. Phillips, Clerk


Frances E. Westbrook, Chair

MEMORANDUM OF UNDERSTANDING

Town of Irvington and Lancaster County Economic Development Authority

THIS MEMORANDUM OF UNDERSTANDING, dated August ___, 2020, is entered into by and between the Town of Irvington ("Irvington") and the Lancaster County Economic Development Authority ("EDA").

WHEREAS, Congress enacted the *Coronavirus Aid, Relief and Economic Security* ("CARES") Act of 2020 (the "Act") which provides funding for a number of different programs to address the COVID- 19 pandemic, and Irvington received an allocation from the Coronavirus Relief Fund ("CRF"); and,

WHEREAS, Irvington has designated certain CRF funds to be used for a program of small business grants; and

WHEREAS, Irvington desires to: (i) enable CRF funds to be accessed by as many Irvington businesses as possible, (ii) disburse these funds into the businesses as quickly as possible, and (iii) have a second round of grants in the event of further need in the Fall of 2020; and

WHEREAS, Irvington cannot disburse funds directly to private businesses and has requested that the EDA assist Irvington in disbursing the grants under the direction of Irvington; and

WHEREAS, the EDA desires to assist Irvington in disbursing the grants to qualifying businesses in Irvington under the terms and conditions established herein.

NOW THEREFORE, for and in consideration of the premises and the exchange of mutual promises, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. **Irvington Responsibilities.** Irvington shall: (i) notify business community of grant opportunity, (ii) send designated CRF funds to EDA, (iii) create grant application, qualifications, and determine amount(s) of grants, (iv) create online portal for application, (v) respond to grant inquiries, (vi) process grant applications, (vii) send grantee list to EDA, (viii) administer program, (ix) keep and maintain records, and (x) participate in a second round of grants if needed prior to December 30, 2020, and (xi) otherwise comply with the Act..
2. **EDA Responsibilities.** The EDA shall: (i) hold CRF funds sent to it by Irvington, (ii) disburse such funds to grantees as determined by Irvington and in the amounts indicated by Irvington, (iii) cut checks and mail out within five (5) business days after receipt of grantee list from Irvington, (iv) send reconciliation report of disbursed funds to Irvington in a timely manner, (v) participate in a second round of grants if needed prior to December 30, 2020, and (vi) return remaining CRF funds to Irvington, within five (5) business days following a written request from Irvington.

The parties agree that the EDA is solely acting as the agent of Irvington pursuant to this Agreement. The EDA is making no independent determination as to the eligibility of any grantee pursuant to the Act or the amount of any grant to such grantee. The EDA is aware that Irvington is under an agreement with the County of Lancaster whereby Irvington is solely responsible for repayment of any CRF funds should Irvington fail to comply with the Act in the disbursement of such funds and this Agreement shall not replace that Agreement with the County or cause the EDA to have any liability for

any actions taken hereunder at the direction of Irvington. Provided the EDA acts in accordance with this Agreement, Irvington shall, to the extent provided by law, hold harmless the EDA, its agents, officers, Director and staff from any liability of any nature in the performance of this Agreement.

This Agreement has been authorized and approved by action of the Board of the EDA and the Town Council of the Town of Irvington, meeting in regular session.

TOWN OF IRVINGTON

By: Albert D. Bugg, III
Albert D. Bugg, III, Mayor

**LANCASTER COUNTY ECONOMIC
DEVELOPMENT AUTHORITY**

By: _____
Roy Carter, Chair.



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, AUGUST 13, 2020 6:30 PM**

A. CALL TO ORDER – *Mayor Bugg*

Mayor Bugg, "I'd like to call this meeting to order. This is the Irvington Town Council monthly meeting, Thursday, August 13, 2020 6:30 pm; Irvington Baptist Church. I would like to start with a moment of silence remembering those who have suffered so much damage and destruction in the recent tornado. Thank you. Thank you for being here as we have a lot to cover but we will move as efficiently as possible. I would like to start with roll call."

B. ROLL CALL – *S. Phillips, Clerk*

Members of Council present: Frances Westbrook
Jackie Brown
Anthony Marchetti
Dudley Patteson
Bonnie Schaschek

Absent: Wayne Nunnally

Administrative Staff present: Lara Brown, Zoning Administrator
Sharon L. Phillips, Town Clerk, Treasurer
Nancyellen Keane, Keane Law PLLC, Town Attorney

Guests: see attached sign in sheet

C. PUBLIC HEARING

Mayor Bugg, "The first matter on the agenda moving forward involves a public hearing regarding the Through Truck Restriction – proposed for Route 200 alternate Route 646 to Route 3. Can I get a show of hands from the public as to who would like to speak on this matter?" S. Phillips, "Please let me know when you would like for me to read into the record the emails that have been received from residents who are not able to attend tonight's meeting." Mayor Bugg, "Let me get a show of hands first. There are 7 of you that would like to speak. Given that number I would like to restrict your comments to 1.5 minutes. Sharon, please start with the emails." **The emails are attached and incorporated within.** Mayor Bugg, "Back to the public for comments." S. Van Saun, "60 The Pony Pasture, Irvington VA. I agree with everything said in the emails and I know that there are a lot of people here, I don't know if we can do a hand raise and count how many people support this effort to shorten the time." N. Keane, "We need to have this on the record for the Commonwealth Transportation Board." A. Pollard, "48 Steamboat Road, Irvington VA. I would like to make 4 points. First of all I disagree with the person that said there are a lot of trucks. There are more trucks than there were 5 years ago. There are more pedestrians than there were 5 years ago. I would also note that Tommy Kellum of Kellum's Seafood has been trying to re-route their trucks and he noted they are supportive of this and I think that is important to get into the record. Lastly, I look forward to looking to working with Town Council on other traffic calming measures after we get this one done. Good design can slow down existing traffic that we will have." G. Kirkbride, "364

Chesapeake Drive, Irvington VA. I think the truck issue is an addendum to what we see with traffic generally coming around Route 200. I think it is a slingshot. We are cyclist, walkers and drivers and it definitely makes this a more dangerous atmosphere to live in. Thank you." S. Kirkmeyer, "4736 Irvington Road, Irvington VA. We have three family homes on one side of the road and one family home on the other side. We are totally in support of major restriction for through trucks. Thank you." B. Forrester, "437 The Lane. My house overlooks Sam's Cove and I can see the trucks barreling through definitely going closer to 50-60 mph through there. I am also a runner and I have been in near collisions with trucks that fly around and they are definitely going way over the speed limit. I am in favor of the no through truck zone. Thank you." C. Bradley, "991 King Carter Drive. I want to echo particularly what Al Pollard said. I move to Irvington 4 years ago and most of you know I used to walk with 2 dogs tied around my waist all the time. The number of trucks that come through the center of Irvington has gone up dramatically. There have been a number of times when I was really nervous that the truck was not going to stay on the road and where was I going to go when the truck went off the road. I do think the through trucks is a great idea." L. Capps, "242 The Lane, Irvington VA. I want to echo those that have been said and particularly note that we do have Old Salem which is an alternative route which is **reclimated** in VDOT's regulation in terms of pulling away from going through a main street or downtown area. Also note that other communities in the Northern Neck particularly Warsaw and Kilmarnock have taken this action to benefit of their businesses and it has not been seen as a detriment to those businesses that are inside the core that need the deliveries because they are not restricted from this restriction. So, I urge both the council, the county, and the Commonwealth Transportation Board to authorize this restriction." P. Robinson, "90 Railway. One thing to consider is enforcement. We have talked about speeding and we have talked about trucks but if there is no one here to enforce the law the trucks are not going to go on this road. There probably needs to be a conversation with the sheriff or with whoever else will be enforcing this. We can do anything we want here but unless there is some methodology over the enforcing whatever we choose to do whether it is speeding or trucks then it is a bit of a waste." Mayor Bugg, "I share in that opinion we will be touching on that later in the meeting. Anyone else from the public? While we are on the topic, and since this is on the record for the Commonwealth Transportation Board, let me see a show of hands from the public who supports this measure, raise your hand. Let the record reflect that everyone in the room this evening raised their hand in favor of this measure. Thank you for raising your hand and showing your support." S. Phillips, "Please make sure you have signed in because this information will be forwarded to the Commonwealth Transportation Board."

D. APPROVE MINUTES AND TREASURER'S REPORT

Mayor Bugg, "Item D on the agenda is the approval of treasurer's report. First item is the July 9, 2020 meeting minutes. Council, have you received a copy of that and have you had a chance to review that? Could I get a motion to approve the minutes? B. Schaschek, "So move." J. Brown, "Second." Mayor Bugg, "All in favor and all those in favor say aye and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO ADOPT THE JULY 9 MINUTES IS PASSED 5-0.

Mayor Bugg, "The second item is the July 2020 treasurer's report. Council have you received a copy and have you had an opportunity to review? Can I get a motion to approve the July 2020 treasurer's report?" D. Patteson, "So move." J. Brown, "Second." Mayor Bugg, "Any discussion? All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO ACCEPT THE JULY 2020 TREASURER'S REPORT IS PASSED 5-0.

E. PUBLIC COMMENT

Mayor Bugg, "It is now general public comment. Again, I will see how many would like to speak and I would ask that if we have a large number of people wishing to speak that you limit it to 1.5 minutes." K. Schaschek, "394 King Carter Drive. I just would very much support the issues of the town as discussed in a prior meeting. I think someone on council should take the lead because time is of the essence to get this grant so therefore you have experienced technology people on your council with project management experience and you should take advantage so I think you should streamline that effort. The second in regard to traffic and golf carts. On Sunday, I was pumping gas and I see 2 golf carts with teenagers going onto King Carter Drive from Irvington Road. Not looking to the right and there was a car coming the corner. They swerved around the golf carts. If someone were coming from the other way we would have had a disaster there. Something has to be done about the golf carts." C. Bradley, "Today I am here as president of Steamboat Era Museum. I hope that all of council received the letter that I put in your boxes on Monday. I hope that those of you that were a part of the Grab-a-Crab enjoyed yourself. I heard that the crabs were small but I also heard they were good. The museum respectfully requests the use of the Town Commons on the afternoon of Saturday, September 12, 2020 to hold our annual membership meeting. Those of you who have been around know that the annual membership meeting is typically held in April or May however because of COVID-19 we unable to do so. We will abide by and enforce any state, county or local guidelines related to outdoor gatherings of less than 250 people. I promise it will be less than 250 people. Our staff will work with town staff to make sure that the Town is aware of how we will plan to follow all guidelines. We would like to request a rain date of Saturday, September 26 which is 2 weeks later. Thank you for considering that request." Mayor Bugg, "Job well done on the Grab - a - Crab. Mr. Kirkbride I know you are on the agenda for later but job well done to you as well." R. Carter, "I hope you can indulge me for than a minute and a half. I am the chairman for the economic development authority for Lancaster County. Last Friday I had the privilege of writing 37 \$1,000 checks for businesses in Kilmarnock because of the CARES Act money that was given to them. As you know, tomorrow we get our second funding and that means that you all get an additional \$32,000 and I hope that some of that will go to small businesses. The Lancaster County board of supervisors asked Julien Patterson, Paul Shacatoan, Jimmy Carter, Susan Cockrell, and Jeff Serpersik who is the CEO of Chesapeake Bank to form a citizens' business advisory board. Jeff is the liaison for that board. We have passed a resolution that the board of supervisors has approved. We have now engaged a funding operation to apply for over \$500,000 in funding for Lancaster County. We have hired a firm who works with rural communities and they have been very successful in getting loan grants. The federal EDA has \$1.6 billion and they have targeted \$60,000,000 in the Mid Atlantic so we hope to be able to get \$500,000. Those monies can go toward a business assistance center that will hopefully be located very close to you all. Business assistance center purpose is to accelerate our regions opportunity to track the work from home sector that is growing exponentially because of the pandemic. With many seeking a quality of life place to relocate we think that we are right in the heart of places to relocate between Washington, Tidewater, and Richmond. We engaged the public private partnership. Chesapeake Bank put in half and the EDA put in the other half to engage the firm to write a grant process for us. This business assistance center will be funded for approximately 3 years and the center will be staffed by an executive director who will be focused on providing cautionary services to individuals considering moving here. Services will include what is for sale and what is for rent which will help the real estate market. The status of the internet services that we have here will be duplicated with duplicity in high speed internet. We will also coordinate local contractors for home and office equipment installations and anything else people may need when moving to this area. The center will also provide a connectivity fiber for these needing access that can't get in their homes. Secretarial and related support. A place to co-work environment and an opportunity to collaborate, socialize with like-minded individuals. We believe in investing in the happiness of the work from home will pay in attracting others. We validate their satisfaction and can attract businesses that are concerned about retaining new workers in this area. There is a lot more to this, some of the Rappahannock Record had a big article about this. If there is any information you need to know about this please let us know. In writing these checks, the municipalities cannot

write checks to the businesses for grants but an EDA can assist and we can write checks and distribute them. You do not have to do the vetting. Kilmarnock had \$45,000 set aside for 45 \$1,000 grants. They only had 40 applications and 37 were approved. Hopefully you can get some money to small businesses because right now are hurting. A couple of months ago restaurants were closed. I realize you need it for your offices. I know 1 member of council got a check for \$1,000 last week. If you have any questions about the EDA, we were formed in 1974 and the last 2 years we have moved towards funding private enterprise and new businesses. Previously, we were almost all non-profits. Two members of your community just got a \$10,000 check for the Chesapeake Donut Company. We looked at their business and saw four employees that they employee and \$10,000 which is our maximum grant that we can give unless there is a special exception. We get our money through bonds. We can float up to \$10,000,000 a year in bonds but it is getting tough to do that because all of the counties are looking to fund initiatives. We are looking at different initiatives so that we can get different kinds of funding. We just created our strategic goals and mission statement. The representative from this district is Bruce Sanders. We have 5 board members, one from each district, and 2 at-large members Jeff Syperski and Dr. Charlotte Silverman." Mayor Bugg, "Thank you. We appreciate all that the EDA does." B. Forrester, "437 The Lane. I would like to thank Mr. Carter, that was very helpful. I would like to echo his comments and ensure that some of this CARES money makes it to small businesses of this town that were impacted by COVID-19. I would urge the Council to proceed with the grant that Dudley and the Tides were able to leverage through the Virginia Tourism Commission. A large percentage of this Town's revenue comes from tax that is levied through the tourism industry and this grant is a great opportunity for us to market and drive more tourism to the area during the shoulder season where there is typically less tourism so that we can increase our taxes and hopefully by doing that continue to keep our resident taxes lower. I would be in favor of the town leveraging those tax dollars which is somewhere in the neighborhood of \$10,000 - \$15,000 that we will get from VTC by leveraging those grants and as Mr. Carter mentioned there are very few of these grants that are gifted around. Dudley did a fantastic job and it would be a shame to let that go to waste." C. Braly, "298 Chesapeake Drive. I just wanted to introduce myself. I submitted an application to be on the planning commission. For those of you that don't know me I have been in Irvington since 2007. I would appreciate the opportunity to participate in the town government and I look forward to working with you to plan and develop Irvington." Mayor Bugg, "Thank you for your input. We will move on to the next time on the agenda."

F. REPORT FROM BUDGET & FINANCE COMMITTEE

F. Westbrook, "Thank you Mr. Mayor. You should have in front of you a streamline report from the budget and finance committee. We have met and are beginning the amended FY20/21 budget process. We will begin the weekly meetings starting next week and those dates are listed for you. If we get lucky we won't need all of them. Our proposed budget schedule has been prepared for Council to consider. You will find on there weekly workshops that we will be doing. You will also see where town council has a workshop with us. Also the advertising and noticing calendar for you all to reference. We are hopeful that we can have an amended budget for you all and can vote by the November 12 meeting. After that we will move into our normal budget process. We are going to be considering projected revenues, we had to reassess due to COVID-19 and some of those taxes what we will reassess will be occupancy tax, local sales tax, potential increase or decrease in existing taxes, fees and or rates. We will also consider new taxes, fees and or rates. Those things are nothing new because we talk about them every year but I want to remind Council those things will be considered and talked about. We are requesting that all of our committees and commissions and staff get to the budget and finance committee their projected expenses for the rest of this fiscal year. They already have some contracts from staff but we will need contacts from vendors and professionals. We are also looking at cost regarding possible police coverage and that will be a biggie for us. We will need that information. Our capital budget will be reviewed. Items of concern are the condition of the tennis courts, age and condition of the septic system at the Commons which we rent to Chesapeake Bank and ongoing repairs to the town office versus a new facility of some sort. I will draw to your attention on your financial report, the balance sheet that you see for July we have updated the real estate valuation based on the county's latest reassessment. That gives us a better position financially, credit wise which is important to us. Anthony, do you want to add anything? Are there any questions. We will vote on

the calendar later in the agenda." Mayor Bugg, "We will move on to item to which is to adopt the proposed budget schedule. You have all had a chance to review the schedule. Is there a motion to approve the budget schedule?" D. Patteson, "So move." Mayor Bugg, "Can I get a second?" B. Schaschek, "These meetings are going to be at noon?" Mayor Bugg, "Those are for the committee not for us." A. Marchetti, "Second." Mayor Bugg, "Any discussion? All of those in favor and all of those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO ADOPT THE AMENDED BUDGET SCHEDULE IS PASSED 5-0.

Mayor Bugg, "Next is a motion to authorize the town attorney to research the legal parameters on policing. This goes along with what Fran just mentioned in terms of what will be required with the budget. We would like to begin that process. I believe the public shares that sentiment as well. Is there a motion?" F. Westbrook, "So move." Mayor Bugg, "Is there a second?" A. Marchetti, "Second." Mayor Bugg, "Discussion? All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO AUTHORIZE THE TOWN ATTORNEY TO RESEARCH THE LEGAL PARAMETERS ON POLICING IS PASSED 5-0.

G. REPORT FROM HUMAN RESOURCE COMMITTEE – D. Patteson, Chair

D. Patteson, "One month on the job and we have gone through an orientation with staff. The Mayor and I are the human resource committee for the town council. We valued the orientation and it was ably provided. We have reviewed the applications for the planning commission. Both candidates being present in this room both quality candidates. We discussed the appointment with the zoning administrator who is the most likely person to interface with this position. We have also revisited contracts with staff. That concludes the human resources report." Mayor Bugg, "Anything else for Mr. Patteson?"

H. REPORT FROM THE ZONING ADMINISTRATOR – L. Brown

L. Brown, "Thank you Mr. Mayor. At their last meeting, the planning commission set their next meeting for September 8 at 6:30 pm here at the Irvington Baptist Church. Since the last town council meeting I have completed the flood plain training as required by DCR, all five components have been passed and completed. I have responded and communicated with 16 residents in the last 4 regarding various issues such as noise ordinance, burn laws, sign and fence ordinances, tree removal within RPA, pool construction within the RPA, deck removal and replacement options within the RPA; tall grass on neighboring property, bushes encroaching on roads, construction and farm equipment on residential property, dock piling concerns on Carter's Creek, missing street signs in Vineyard Grove and individual zoning. A lot of this is concerning recent property bought in Irvington. Just general what can I do and what is the process type questions. I continue to provide assistance to the applicants and prepare staff reports for CUP 5 and CUP 6 specifically post notice in the Rappahannock Record and provide a list of adjacent land owners within 300' of applicant. Answer questions regarding those notifications and ensure timelines are met with CUP schedule. Gather data pertinent to applications for the staff report. I have met with the planning commission chair to review recommended revisions to the CUP application. Provided assistance to the chair preparing for August planning commission meeting. Two site visits with Lancaster officials regarding zoning administrator concerns with land disturbance within RPA. Landscape mitigation meetings will occur shortly with the landowners. Responded and provided technical assistance to 2

residents requesting to remove trees within the RPA. Educating land owners on the Chesapeake Bay Act performance standards and then provided technical assistance as needed to those residents. As a follow up with an issue that I was charged with when I first started which was the removal of the abandoned property on Tax Map 34-I- that resident is working hard to get the abandoned structures removed. She has called two companies and has one estimate of the two and is waiting on the second estimate. The issue is due to the tornado last week the contractor is backed up 2 months and is not high on a priority list because the contractor is having to prioritize his workload right now and if he is hired to do the work for this property owner it will be another 2 months. I assured her I would adjust the timeline that we gave her as long as soon as she told us who the contractor was and the timeline would be I would let the town council know so we can see if we are in agreement that the timeline would be about 60 days. Because of the request and education that I have been doing with residents regarding RPA issues, I felt it would be prudent to put an ad in the newspaper noticing the current and existing rules because there is confusion regarding what they can and cannot do with within the RPA with docks, repairs, new pilings, expand use on docks, they need to come to the office and get the proper permits or at least ask the questions before doing it on their own. The notice in the paper will represent what our existing codes are. This has been done in the past and I think it is time to do this again. Call the office before you disturb the RPA." Mayor Bugg, "Council is there anything else for Mrs. Brown?" F. Westbrook, "Can we go ahead and allow them to put the ad in the paper or does it need to come back to us?" S. Phillips, "It will be paid by invoice therefore will get an appropriation next month." Mayor Bugg, "Great idea, thank you."

I. REPORT FROM THE TOWN ATTORNEY

N. Keane, "This is a follow up to prior reports on Through Truck Restriction." VDOT determined that Route 646 to Route 3 is an appropriate route for us. After Mr. Kellum spoke at the last meeting about the trees on Route 646 I reached out to VDOT and asked them to prune which they did. VDOT has now added Route 646 to its maintenance contractor pruning services. Second item is the difference between regular and special meetings, that question was asked of me during the last meeting during roundtable by Councilman Nunnally. I have since the meeting researched this and had a phone conversation with Councilman Nunnally and Mayor Bugg. Councilman Nunnally understands the issues now. I do not want to take up extra time during the meeting with a report on this but if anyone has a question I would be happy to take a call or meet with you to discuss the difference between regular and special meetings." Mayor Bugg, "Thank you."

J. REPORT FROM THE MAYOR

Mayor Bugg, "First item I would like to mention is utility poles and the stump removal. Mrs. Schaschek, I think you brought this to our attention and I thank you for doing that. I have since walked the grounds of the North Commons and looked at the stumps and telephone poles with Mrs. Westbrook and the Clerk. We have taken a look and have discussed the location and need for attention." S. Phillips, "Working with Arrowhead there enough downed lined and trash to require additional work. Do I need to request any permissions from Council allowing for this to be included in their monthly invoice? Once that is done we can proceed with the existing contract to move forward. The tree that needs to be removed has never been identified. I believe it is the wish of Council to have proceed with the other work regardless of identifying the tree that was being considered to be removed. For the budget and finance committee, how would you like for me to proceed because this is under the capital budget? Do we do this work now because it is lush and green or would you prefer me to wait until there is a frost?" F. Westbrook, "I don't know it would be under the capital budget." B. Schaschek, "Stump removal is under capital budget because it was for the slab for the shed at one time." F. Westbrook, "That is correct." S. Phillips, "Arrowhead is in the annual appropriation but the budget and finance committee requested only lawn care – no street cleanings, no leaf removal or similar work performed due to the cash flow concern. I do know that we will have to utilize Arrowhead before we can remove the stumps." F. Westbrook, "That is already in the capital budget." S. Phillips, "What about the timing? Do we need an appropriation now? Due to the tornado damage I don't know that companies are going to prioritize this work. Is it okay if this moves out 60-90 days given the volume of storm related work?" F. Westbrook, "We don't have a choice in this." Mayor Bugg, "You have heard mention during the workshop and this meeting the issues we have had with the town

office. You may or may not know we suffered basement flooding at the town office as a result of the hurricane. There was some flooding in the basement and if you recall there was a significant rainfall the following Thursday which also flooded the basement again which resulted in a very moldy environment. The stench was unbearable for staff. As a result we have had Bay Restoration move in as soon as possible to fix the problem related to immediate water and mold. That is primarily why the office was closed Friday because the office was unworkable environment. There are also problems with our current office and the ability to social distance. It is extremely difficult to social distance in that office. We have submitted the flooding to the insurance company. Bay Restoration is on top of things and have provided a report. With this and with COVID temporary office space is being explored and I will be discussing this further in closed session but I wanted the public to be aware. We need to address this now because Mother Nature is bringing this even more to the forefront. Thank you to all who have communicated tonight and through emails about Truck Restriction. The Transportation Board is going to hear the record and consider this. I think it is a very important thing to have and I am very much in favor of seeing this happen. As you heard me mention, the town attorney is going to research enforcement issues and policing so the Council is moving forward to make sure that we have all of the research we need to make this happen. I have also taken the step to speak with Mayor Reeve of White Stone about the possibility of sharing a police officer. The various shift arrangement that could involve and ways we can make this work. During our initial conversation he was not entirely favorable because Chief of Police Cliff Dawson is also in Kilmarnock is stretched thin and we definitely don't want stretch our police departments too thin. We are going to be revisiting that with him. I appreciate his concerns and seeing about other avenues that we can explore whether with Kilmarnock or White Stone or Lancaster. I did notice that a deputy was on King Carter today. Speeding is an issue and enforcement is also an issue and if you connect that to the golf carts that were mentioned earlier enforcement is something we are trying to find the best way to make that happen. Thank you for all of your input. Next, I have 2 issue that were raised during the July 9 meeting. They were raised in a public forum and the newspaper has commented on them and we have been addressing them so I want to make a statement tonight speaking to those issues. Any council members whose names are mentioned it is done with all due respect and I just want to clear things up as much as I can tonight. The first issue is Irvington Town Charter Article III, Section XII. B. Schaschek asked for an opinion about Charter Article III, Section XII and the vote that I took to break a tie to extend the legal services contract for 2 years. Mrs. Schaschek suggested that the tie vote that I took in favor of extending the regarding the legal services contract was not allowed by Charter Article III, Section XII because in her opinion, a legal services contract is the same as contracting for debt which would require a super majority vote of 4 council members. Since this question involves the legal services contract the town attorney advised me as well as Mrs. Schaschek and all other council members that she is not able to provide a legal opinion about a legal services contract between herself and the Town because it is a conflict. In an effort to resolve this matter I met with Mrs. Schaschek twice since the last meeting to discuss this and other issues. I also met individually with Vice Mayor Westbrook, Councilman Patteson and Councilman Marchetti. I participated in a conference call with Councilman Nunnally. Mrs. Brown, I welcome the opportunity to meet with you as well. I have not met with you regarding this but I welcome the opportunity to do so. Yesterday Mrs. Schaschek changed courses and told me that she is no longer concerned about the legal services contract being a contract for debt. Now she is proceeding with the allegation that the appropriations made for general operating expenses including payroll for staff and the legal services provider are invalid. The Mayor of Irvington has a duty and authority from the General Assembly under Charter Article III, Section VII among other things to see that the bylaws, ordinances, acts and resolutions of the council are faithfully executed and obeyed. The mayor is the parliamentarian of this town. Presiding over meetings of the council is another significant duty of the mayor. I take this duty and authority very seriously. I have reviewed the question about whether my vote to break a tie in favor extending the legal services contract was proper. I reviewed the additional question about the validity of appropriations of general operating expenses. I have looked at the Charter Article III, Section XII, the section requested by B. Schaschek and the corresponding provisions of the State law, the Constitution of Virginia, the Town Code and the minutes of the last meeting and the legal services contract. The Town's position is the vote I took on July 9, 2020 to break a tie and extend the legal services contract was proper. The mayor may break a tie on a services contract. There were only 4

specific votes on which the mayor cannot break a tie and a services contract is not one of them. The legal services contract is not a contract for debt. Contract for debt or debt instruments like bonds, notes, other obligations our own Charter provide clarity on the definition of contracting debts in Article IV. Legal services contract is not a debt because it is terminable at any time by the Town, is paid after the services are performed, and not a debt instrument. If legal services are debt then every service contract for the Town like the landscaping, IT services, accounting and consulting services contracts would be debt requiring a super majority vote. This was not intended by the General Assembly and would greatly hamper the ability to operate local governments. The appropriations for general operating expenses were approved June 11 and July 9. Both votes were unanimous in favor of making the appropriations. Mrs. Schaschek as well as all other council members voted in favor. Mrs. Schaschek obviously voted both times in favor of the appropriations and is now taking a position against her own votes and the Town in general in seeking to invalidate these votes. The approved appropriations include staff payroll, and a legal services provider. The appropriations are valid and properly adopted. I am very confident that my analysis is correct. It is simply time to move on. Many hours have been spent on this issue which was never on the agenda. Second item, comments made at the July 9 meeting and stated in two separate editions of the Rappahannock Record about an alleged lack of transparency of the Town government. I have reviewed the statements made by Councilmember Brown suggesting we would be failing in our fiduciary duty to vote on contracts we had not seen. This comment relates to votes taken at the last meeting on motions about staff contracts. The suggestion that members voted on contracts without ever having seen them is not true for a couple of reasons. First, the prior town council unanimously voted to approve these contracts in 2019 and in previous years after vetting and drafting by the human resources committee. Four current members including Ms. Brown took those votes. Speaking for myself, I can tell you that I have seen them. Second, we did not vote on the contracts we voted on specific motions to amend or extend those contracts. Based on the comments of the meeting and the subsequent reporting, I can tell there is certainly confusion. We voted on motions that specified the specific changes to the existing contracts which had been previously approved. The motions that were approved at the last meeting were very simple. They were to add the words FOIA Officer to the clerk/treasurer contract and to extend the legal services contract for 2 years. Each proposed change to an existing contract was stated in the motion on the agenda. The votes taken were to approve the motions which were on the agenda. To Ms. Brown's point however, councilmembers who wanted to see the contracts could have inspected them at any point and some did inspect them. Contracts are public records that are available for inspection at the town office by councilmembers as well as residents. I have asked the clerk to post all the current staff contracts on the town website. Those contracts were also reviewed by the human resource committee. I am disheartened about these and other negative comments I have heard this year. Procedural challenges and questions are repeatedly raised. This is not the best use of meeting time. These issues can be addressed before a meeting and not at the table or by the appropriate committee. Doing so would increase efficiency to allow more substantive work for the town. The residents of Irvington want a smart forward thinking government and I aim to see to it that we deliver on that expectation. My door is always open. With that, that concludes my Mayor's Report and we will now move on to old business."

K. OLD BUSINESS

S. Phillips, "Resolution 2020-10 Through Truck Restriction" The resolution is incorporated herein. Mayor Bugg, "Next we need to vote on the adoption of the resolution. Can I get a motion?" F. Westbrook, "So move." A. Marchetti, "Second." Mayor Bugg, "Discussion? All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO ADOPT RESOLUTION 2020-10 THROUGH TRUCK RESTRICTION IS PASSED 5-0.

Reinstating Emergency Ordinance 2020-06 (extension of Emergency Continuation of Government
 S. Phillips, "Members of Council, this is an opportunity to discuss if you want to extend this resolution. The previous resolution expires August 25th. So if you want to extend we can request the town attorney to draft otherwise the resolution would lapse." F. Westbrook, "How long did we extend it?" B. Schaschek, "We extended it 60 days last time but we have the town office open with the door closed and by appointment only. What do we need to do in an emergency? Do we need to have an emergency declared for the CARES Act?" N. Keane, "We have declared a disaster already under the current resolution and that has no end date, it ends when the emergency ends. This is a separate initiative allowing electronic meetings and the ability to have the mayor restrict who goes in and out of our property for emergency purposes and other things related to COVID. Originally the first ordinance that you passed was for 60 days and it stated that it can only last for 6 months. The reason it was drafted that way is, it is not a requirement for the Town of Irvington to limit it to 6 months. You can wait and reinstate it when we need electronic meetings if you think that is the way to go or we could modify and reinstate without an end date and have it run coincidentally with the resolution that declared the disaster and have it be open ended." F. Westbrook, "But it can only be for 6 months." N. Keane, "No, 6 months is for counties whereas towns can do this for longer." B. Schaschek, "We also passed another resolution. Is that just for conference calls, telephone calls, calling into meetings?" N. Keane, "That one was a resolution under FOIA the new section for attending meetings by phone." F. Westbrook, "That was just updating our policy." B. Schaschek, "So now we can dial into the meeting if we cannot attend." N. Keane, "We just need direction on whether you all want to, since it is an emergency ordinance, you can pass it again tonight and it will be for 60 day. If you want it to be open ended I will have to change the words to make it open ended or you could do both – pass it tonight and next month make it open ended. There are several paragraphs that deal with allowing the mayor to determine when the office is closed. If the phasing went back he may have that authority under police power so he may not need that in there because it was put in everybody's." F. Westbrook, "Maybe we should consider doing this for another 60 days if something pops up at least we are not scrambling to get something done." N. Keane, "I can just change it next month and you can decide if you want to extend it further at all for an open ended period. So you want to pass it again tonight." B. Schaschek, "That's fine." F. Westbrook, "We will pass it for an additional 2 months." Mayor Bugg, "Can I get a motion to extend the emergency declaration for another 60 days?" F. Westbrook, "Move." B. Schaschek, "Second." Mayor Bugg, "Any discussion? All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO ADOPT RESOLUTION 2020-06 (extension of Emergency Continuation of Government) IS PASSED 5-0.

Reinstating Emergency Ordinance 2020-06 (extension of Emergency Continuation of Government The resolution is incorporated herein.

S. Phillips, "Point of order Mr. Mayor. The next two items should be under new business as they are first readings." First reading Resolution 2020-11 TC [**Resolution 2020-11 TC is incorporated herein**]

S. Phillips, "Again, Mr. Mayor this item should be under new business as it is a first reading." [**Resolution 2020-12 TOWN COMMONS is incorporated herein**]

D. Patteson, "I'd like to have the town attorney help me with this particular motion which is a motion to authorize her to amend the zoning administrator job description to include additional authorizations. Can you provide us with some background?" N. Keane, "Yes, the job description in the contract was the one that was in the ad for the position. After Lara has been on the job for the last 6 weeks we determined there are a couple of sections of the Code that are not listed in the original job description. The inquiries from residents who have

come with complaints or questions that were not in the land use section of the Code. The zoning administrator will have to enforce other sections of the Code other than zoning and land use because they relate to it. For example, the nuisance section of the Town Code is not in the land use and zoning section it is in another section. We want to update her job description so that when she is taking action on behalf of the town she is authorized to do so. She is the zoning administrator but because she would have to do work in the floodplain ordinance she is called the floodplain administrator in the ordinance so we need to have to add that wording into her job description because she might be signing documents as the floodplain administrator. She would also serve as staff not only to the planning commission but to the facilities, streets, and sidewalks committee. Those are the 3 issues. I would draft and redline the contract for the next meeting." Mayor Bugg, "The motion would be a motion to authorize the town attorney to amend zoning administrator job description to include additional authorizations. Would anyone like to make that motion?" D. Patteson, "So move." B. Schaschek, "Second." Mayor Bugg, "Any discussion? All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO AUTHORIZE THE TOWN ATTORNEY TO AMEND ZONING ADMINISTRATOR JOB DESCRIPTION TO INCLUDE ADDITIONAL AUTHORIZATIONS IS PASSED 5-0.

Mayor Bugg, "Next, is the discussion of appointing a planning commission liaison. Bonnie?" B. Schaschek, "No. We had this discussion the other day." Mayor Bugg, "I am fine with leaving that position open." F. Westbrook, "Is it absolutely necessary that we have this position? With Lara attending all of the meetings and we have a planning commission chair so it seems that between the two of them we have things covered." N. Keane, "No you do not have to fill the position because that position does not vote, they are not a voting member of the planning commission." B. Schaschek, "When the new by-laws came out the liaison position had no function."

Discussion of consensus regarding CARES workshop – *F. Westbrook, Chair*

F. Westbrook, "I don't know that we reached a consensus. It sounds to me like we are going to continue that discussion in the near future there may be some further information coming such as cost on certain items." S. Phillips, "Do you want to make any kind of a motion about the opening of the town office?" F. Westbrook, "You mean by appointment only?" S. Phillips, "A suggestion might be to close the town office to the public except by appointment only." F. Westbrook, "I'll make the motion to close the town office to the public except by appointment only." A. Marchetti, "Second." Mayor Bugg, "Any further discussion? All those in favor and all those opposed?"

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO CLOSE THE TOWN OFFICE TO THE PUBLIC EXCEPT BY APPOINTMENT ONLY IS PASSED 5-0.

A. Marchetti, "We are going to discuss this again so it may be premature but if pursing money is set aside for town businesses it has to go through that process with the EDA because we authorized the mayor to execute the MOU with Lancova if there is no money to distribute then that is okay right?" F. Westbrook, "Are we ready to take that step or do we want to take more?" S. Phillips, "You do not have to take action now it would just be a proactive measure. You can table this until September." B. Schaschek, "Do you want to table until September

because you have to use the funds by December 30 and that doesn't give you much time." A. Marchetti, "The motion authorizes that process to begin so if we decide not to put money into it that is fine." B. Schaschek, "I don't think you want to wait a month and a half." B. Schaschek, "I make the motion to have the mayor move forward." A. Marchetti, "Second." Mayor Bugg, "Further discussion? All those in favor and all those opposed?"

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO AUTHORIZE MAYOR TO EXECUTE MOU WITH LANCOVA EDA FOR CARES SMALL BUSINESS PROGRAM IS PASSED 5-0.

S. Phillips, "In this capacity I am acting once again as the acting zoning administrator as a best practices measure. The application is in your packet and is submitted by David Brown and Andrea Boardman. It is a joint application for 77 Mad Calf Lane Tax Map 33-265, R-1 and is for a 10"x12" sign. The reason there are two applicants is because there is a fence and Mrs. Boardman owns the fence and the other applicant has the sign. The sign would be posted on the other property owners fence. The actual sign is a private drive. The applicant has expressed an increase in volume in unwanted pedestrian traffic and was hoping to deter the unwanted traffic. You might question why this is being presented to you, your §Town Code 154.194 *Illegal Signs* states that sketch, blueprint or similar presentation drawn to scale showing all pertinent structural details and display materials in accordance with the county building code. The design is to be approved by the town council. Once you approve the design the acting zoning administrator will sign off on the sign permit. I need a motion to approve the design?" J. Brown, "Lara, which side of the road?" L. Brown, "Left." J. Brown, "There is already a sign on the right that says private drive." L. Brown, "The bushes are so tall we never saw that until a couple of days ago and you can barely make out the letters on the old sign and it probably just needs to be repainted." J. Brown, "They should be cut down. I don't have a problem with it but it just seems redundant." Mayor Bugg, "Is there a motion to approve the sign permit?" J. Brown, "So move." B. Schaschek, "Second." Mayor Bugg, "Any further discussion? All those in favor and all those opposed?"

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPROVE THE SIGN PERMIT, 77 MAD CALF LANE, D. BROWN IS APPROVE 5-0.

Discussion/update on removal of telephone poles and stump removal of North Commons. Are we going to try and salvage Christmas Lanterns or replace a portion of them? We really need to look into the shed again for the storage of items that are currently at the Tides property" – **B. Schaschek, Councilwoman**

B. Schaschek, "We did discuss the stump removal. Do we have an update on the telephone removals?" F. Westbrook, "Are we talking about the North Commons or the one in front of your house?" B. Schaschek, "The one in front of the post office, my house, there are several of them. There a couple that are hazardous." S. Phillips, "I suspect with current conditions related to the recent hurricane and tornado that Dominion Energy resources are being utilized for storm remedy. Otherwise I have no new information." A. Marchetti, "But the request has already been made?" S. Phillips, "Yes, and we have been put on their calendar. They communicated it was a multi month turn around." B. Schaschek, "It has been 2.5 years. The other thing is the Christmas lanterns. Last year we had decided that some of them were in pretty bad shape and we replaced the bulbs and now they look quite nice except half of them were missing their bows. Fran and I were going to make bows but it was too late then to get the materials and make them. Do we want to make the bows for these? We looked for

stuff but have never decided on something to replace. We are only going to replace 10 at a time." S. Phillips, "The value that was put in the budget was in anticipation of \$500 per item. We have new committee members so we should ask the committee to assess how many require immediate replaced. That money was in last years budget but not spent and it is in this budget as a capital expense. Do you want this to occur so that the new lanterns are in place for this holiday season?" F. Westbrook, "If you are talking about this holiday season we are almost too late." S. Phillips, "I think the most time consuming part of this process is to choose the lantern design. There had been a conversation with a resident where suggestions were being considered. We can have a workshop where council can decide or council can instruct that if that existing lantern is available again we simply replace with the same design." B. Schaschek, "That is what we were looking for." S. Phillips, "The committee and council need to determine which lanterns to replace and one of the tools we might use is the Dominion Energy has a fantastic app for streetlight outages that identifies the position of each streetlight in Irvington on a map and from there if we go with a different style lantern how do you intend to phase the replacement?" B. Schaschek, "We did that last year." S. Phillips, "If you only replace 5 where do you want them?" B. Schaschek, "We were going to purchase 10." F. Westbrook, "We were going to replace a whole area at a time." S. Phillips, "Is that something that can go back to the committee to decide? Can we purchase the lanterns if the same style is available or do you want to consider the style lantern that was selected by a resident? Does council want to decide on the style?" F. Westbrook, "If we are only going to replace a few at a time we want to stay with the same style so that it is uniform. Maybe we should go back to the committee?" B. Schaschek, "I don't know who the committee is." F. Westbrook, "We are going to miss the boat for ordering." B. Schaschek, "We need to order the stuff to make the bows." S. Phillips, "Mayor Bugg and Councilman Marchetti are on the committee." S. Phillips, "Do I need an appropriation to spend monies from capital budget?" B. Schaschek, "Let's find out what they are going to do first." S. Phillips, "I will come back to you in September with a proposal." F. Westbrook, "Are you going to address the shed?" B. Schaschek, "Rannie used to have the relationship with the Tides Inn and we store our stuff over at the Lodge in an open type shed that is not closed in and there are a lot of interesting critters." F. Westbrook, "There are snakes and mice." B. Schaschek, "Stuart is no longer here. Rannie is no longer here. Rannie had the key to get in and out of there so do we need to take rent someplace to move this stuff? We are obviously not going to build a shed in the next 6 months so do we need to move this to a storage unit? There are a lot of tubs with bulbs and all of the lanterns are hanging there." F. Westbrook, "Hanging is the way to keep them in the best shape that they can be kept in but it takes up a lot of room because we have 30 lanterns and at least 5 or 6 lanterns that are not working." B. Schaschek, "There are extras for parts." F. Westbrook, "We have kept the ones that are not working for parts. We really do need to get some direction sooner rather than later." Mayor Bugg, "Now on to new business."

L. NEW BUSINESS

1. Motion to authorize use of Town Commons for Farmers Market under existing Contract; September 5, 2020

G. Kirkbride, "Yes we request being able to use it for the September market and we would do it according to the agreement in place between the VIA and Town Council and we would hold it in the manner we used for the August Farmers Market." D. Patteson, "How many people did you have at the August Farmers Market?" G. Kirkbride, "We estimate that we had 150 people on the property but overall we estimate around 300 people." D. Patteson, "What is the mask policy that you have?" G. Kirkbride, "The mask policy is that the vendors are required to be masked and we strongly encourage the patrons to wear a mask." D. Patteson, "Viewing from across the street there was a very large gathering and it might be prudent to put signage up that masks are required." G. Kirkbride, "We can increase the signage and also we will make available masks for the next one so that there will not be any excuse because we have already purchased those." F. Westbrook, "I have heard a lot of positive comments, congratulations." G. Kirkbride, "Thank you." Mayor Bugg, "Thank you for all your efforts. Can I get a motion?" B. Schaschek, "So move." F. Westbrook, "Second." Mayor Bugg, "Further discussion? All those in favor and those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye

Anthony Marchetti	Aye
Dudley Patteson	Aye
Bonnie Schaschek	Aye

THE MOTION TO AUTHORIZE USE OF TOWN COMMONS FOR FARMERS MARKET UNDER EXISTING CONTRACT; SEPTEMBER 5, 2020 IS PASSED 5-0.

2. Motion to authorize use of Town Commons for Steamboat Era Museum Annual Membership Meeting; September 12

Mayor Bugg, "Ms. Bradley spoke earlier but would you like to add anything?" C. Bradley, "The museum has looked at the agreement for the VIA." N. Keane, "I have drafted an agreement for Sharon to give you all." F. Westbrook, "When is the rain date?" C. Bradley, "The 26th the following week." F. Westbrook, "Does that need to be a part of the motion? Can we amend the motion?" Mayor Bugg, "Would somebody like to make that motion?" F. Westbrook, "So move." B. Schaschek, "Second." Mayor Bugg, "Further discussion? All those in favor and all those opposed?"

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO AUTHORIZE USE OF TOWN COMMONS FOR STEAMBOAT ERA MUSEUM ANNUAL MEMBERSHIP MEETING; SEPTEMBER 12 (RAIN DATE SEPTEMBER 26) IS PASSED 5-0.

3. Motion to appropriate September general operating expenses and to amend annual appropriation to include Mill Creek Geek

Mayor Bugg, "Council, this is attached to your meeting packet." S. Phillips, "The appropriation is attached as a part of your meeting packet. Mill Creek Geek is a monthly contractor. We are amending this to include Mill Creek Geek is included in the annual appropriation rather than the process of a monthly appropriation." F. Westbrook, "Is this the same amount each month or does it depend on what we have called on him to do?" S. Phillips, "It does vary although not tremendously. We just on boarded new council and new commission and this is where variance occurs. Depending on the scope of work we have requested, we have one contractor performing routine town business and that same contractor may also be performing work under the CARES Act so how we classify this work will be important." F. Westbrook, "You are requesting he be included in the annual appropriation for this fiscal year." S. Phillips, "Similar to Arrowhead, Foster & Sons." B. Schaschek, "Are you going to have the work done under COVID come through a different appropriation?" S. Phillips, "COVID monies are already appropriated." B. Schaschek, "That goes somewhere else." S. Phillips, "I would ask the vendor to submit a separate invoice from general town business." Mayor Bugg, "Would anyone like to make that motion?" F. Westbrook, "Move." D. Patteson, "Second." Mayor Bugg, "All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPROPRIATE SEPTEMBER GENERAL OPERATING EXPENSES AND TO AMEND ANNUAL APPROPRIATION TO INCLUDE MILL CREEK GEEK IS PASSED 5-0.

4. Tennis Court Repairs

S. Phillips, "As the agenda suggests the report from Rennolds Tennis Court Repairs has not been received as of this meeting. For new members of council, the tennis courts were repaired in approximately fall of 2017. The work that was done came with a 2 year warranty and obviously we are passed the 2 year warranty and the membrane that was previously repaired has returned. I was looking for a report from that contractor to provide pricing for three options the first being an immediate fix, a larger fix and finally a major overhaul of the tennis courts but the report has not come in so I suggest this be tabled until October." D. Patteson, "I would like to suggest that the landscaping folks address the grass that is growing up through the courts." S. Phillips, "I spoke with the contractor regarding this specific topic and he suggested the roots of the ornamental grasses have not corrupted the surfaces of the tennis courts. We can ask our lawn care contractor to remove the portion of the ornamental grasses that are growing through the fence." D. Patteson, "There is grass in the playing court." S. Phillips, "I have spoken to Arrowhead and requested they spray the grass growing in the playing court. It is not recommended to pull the grass when it is green because it will make a larger hole in the membrane." F. Westbrook, "Why would Arrowhead do this and not the repair guy?" S. Phillips, "It is up the lawn care contractor to apply the weed/grass killer." F. Westbrook, "I didn't think we could use chemicals." S. Phillips, "I have confirmed with both of the contractors that using a weed eliminator will not compromise the surface of the tennis courts. This will be a line item above and beyond routine grass mowing on his monthly invoice. When the tennis court contract is received you will make the decision as to how to repair the tennis courts. Someone has suggested that the ornamental grasses growing through the tennis courts be addressed. This is included in the scope of work requested from Arrowhead or the repair contractor." F. Westbrook, "The VIA is responsible for the ornamental grasses. Maybe give the VIA the opportunity to deal with this since they have done all of the hard work and they have been really good about the upkeep. Maybe we could talk to Julie and see what she wants to do. I don't want to box out the VIA because they have spent so much time and money there." Mayor Bugg, "Thank you. Next will be round table."

M. ROUNDTABLE DISCUSSION

F. Westbrook, "When we have the need to contact town council members for an emergency situation what is the protocol? What is our preferred method of getting in touch with someone in an emergency? A couple of years ago a tornado chewed through here. What would we do if we needed to meet within a couple of hours? Maybe we could give our preferred contact information to Sharon." Mayor Bugg, "Sharon may have more information." S. Phillips, "I have not done this for the current council but I did touch on this during orientations. I keep both public and private contact information for council and commission. Jackie you mentioned you have had a change in your home phone." J. Brown, "It is the same now." S. Phillips, "All members of council can share their preferred method of communication so that the mayor has that information."

N. ANNOUNCEMENTS

1. Labor Day Holiday - Town Office closed September 4 - September 7
Mayor Bugg, "The town office will be closed in observation of the Labor Day holiday."

O. CLOSED SESSION

F. Westbrook, "I Frances Westbrook move to go into closed session pursuant to §2.2-3711A.1 of the Code of Virginia for discussion of prospective candidates for appointment to the planning commission to fill a vacancy and pursuant to §2.2-3711A.3 of the Code of Virginia for commercial issues regarding possible temporary or replacement of town office where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Town." D. Patteson, "Second." Mayor Bugg, "Discussion? All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO GO INTO CLOSED SESSION IS PASSED 5-0.

P. RETURN TO OPEN SESSION

F. Westbrook, "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 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. Departure from Purpose? 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, Frances Westbrook, so certify.

I, Jackie Brown, so certify.

I, Anthony Marchetti, so certify.

I, Dudley Patteson, so certify.

I, Bonnie Schaschek, so certify.

I, Tripp Bugg, so certify.

N. Keane, "For the record, Dudley Patteson recused himself and left the closed session after the first agenda item." Mayor Bugg, "We are now ready to return to open session. There will be a modification to this motion. This will be a motion to appoint both Chris Braly and Brian Forrester to the planning commission vacancy." F. Westbrook, "We couldn't decide." Mayor Bugg, "Would someone like to make that motion?" B. Schaschek, "So move." J. Brown, "Second." Mayor Bugg, "Discussion? All those in favor and all those opposed. Welcome to both of you."

THE MOTION TO APPOINT CHRIS BRALEY [TERM EXPIRE OCTOBER 30, 2020] AND BRIAN FORRESTER [TERM EXPIRE JUNE 30, 2024] IS PASSED 5-0.

Mayor Bugg, "Would someone like to make the motion to authorize mayor to lead efforts regarding town office repairs and possible temporary relocation with staff; Mayor will involve as required chairs of budget and finance, facilities, and human resources committees?" F. Westbrook, "So move." A. Marchetti, "Second." Mayor Bugg, "Discussion? All those in favor and all those opposed?"

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Dudley Patteson	Abstain
	Bonnie Schaschek	Aye

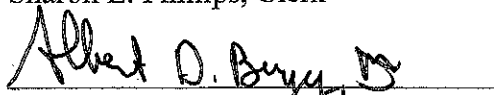
THE MOTION TO AUTHORIZE MAYOR TO LEAD EFFORTS REGARDING TOWN OFFICE REPAIRS AND POSSIBLE TEMPORARY RELOCATION WITH STAFF; MAYOR WILL INVOLVE AS REQUIRED CHAIRS OF BUDGET AND FINANCE, FACILITIES, AND HUMAN RESOURCES COMMITTEES IS PASSED 4-0; 1 ABSTAIN.

Q. ADJOURN

Mayor Bugg, "Thank you for your time this evening. Can I get a motion to adjourn?" D. Patteson, "Move." F. Westbrook, "Second." Mayor Bugg, "All in favor?"

THE MOTION TO ADJOURN IS PASSED 5-0.

Respectfully submitted,
Sharon L. Phillips, Clerk

A handwritten signature in black ink, reading "Albert D. Bugg, III", is written over a horizontal line.

Albert D. Bugg, III Mayor



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL REGULAR PUBLIC MEETING
THURSDAY, AUGUST 13, 2020 6:30 PM**

Sign In Sheet

	Name	Address
1.	Greg Rinkbide	364 Ches Dr
2.	Sue Kirkland	Irvington.
3.	Sue Spence	33 Reynolds
4.	B Forrester	437 The Lane
5.	Chris Bray	298 Chesapeake Dr.
6.	Albert Pollard Jr	48 Steamboat
7.	Jacut Spencer Kimmey	4736 Irvington Rd.
8.	ROY CARTER	384 COX SPRING RD WHITE STONE
9.	Mary Cary Brady	991 King Carter Dr
10.	Sam VanSant	60 The Pony Pasture
11.	Steve Kimmeth	10 CEDAR CIRCLE
12.	Alfred Lips	242 The Lane 22280
13.	Kean D. Shashid	394 King Carter Dr.
14.	Phu Robison	90 Railway

36. Westwood Smithers 74 Handley Ave

37. Julie Harris 1099 King Carter Dr.

38. _____

39. _____

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Town of Irvington, Virginia
A/P Aging Summary
As of August 10, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
September 2020 Appropriations						
Office Supplies (cash disbursement)	750.00					750.00
Lancaster County (Elections)	2,578.29					2,578.29
Mill Creek Geek	455.00					455.00
Rappahannock Record	258.38					258.38
TOTAL	<u>4,041.67</u>				<u>0.00</u>	<u>4,041.67</u>

Annual Appropriation (amended)
Mill Creek Geek (contract)

RESOLUTION 2020- 10
REQUEST TO RESTRICT THROUGH TRUCK TRAFFIC
ON ROUTE 200 IN IRVINGTON

WHEREAS, the Town of Irvington experiences significant volume of truck traffic passing through the Town on Route 200 from points north and south; and

WHEREAS, the volume has continued to increase; and

WHEREAS, there is an adequate alternate route for trucks to travel via Route 3 through White Stone to James B. Jones Memorial Highway, which is already being used as a through truck restriction for Kilmarnock; and

WHEREAS, the Virginia Department of Transportation ("VDOT") has determined that Route 646 (Old Salem Road) is an adequate alternate route for through trucks to travel from Route 200 to Route 3 around Irvington; and

WHEREAS, the character and frequency of truck traffic on Route 200 is not compatible with the area; and

WHEREAS, both sides of the Route 200 roadway are residential in nature in Irvington as well as adjoining portions in Lancaster County; and

WHEREAS, Route 200 in Irvington meets the criteria set forth in VA Code §46.2-809 for restriction of through truck traffic, namely (i) reasonable alternate routing is provided; (ii) character and/or frequency of the truck traffic on the route proposed for restriction is not compatible with the affected area; and (iii) roadway is residential in nature or functionally classified as either local or collector.

NOW THEREFORE, BE IT RESOLVED, that Irvington Town Council hereby requests a restriction of through truck traffic be established on Route 200 in the Town pursuant to VA Code §46.2-809, resulting in through trucks using Route 646 to Route 3; and

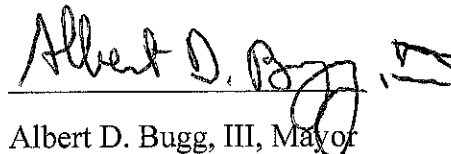
BE IT FURTHER RESOLVED, that the Irvington Town Council requests the support of the Lancaster County Board of Supervisors, on behalf of Lancaster County, the jurisdiction adjoining the Town of Irvington with respect to Route 200, to establish a restriction of through truck traffic on Route 200 in Irvington, and to coordinate with Lancaster County on the submission of a joint request for a restriction of through truck traffic on Route 200; and

BE IT FURTHER RESOLVED, that the Mayor and Town Attorney are hereby authorized to prepare and submit the necessary materials, to appear before Lancaster County Supervisors, VDOT, and Commonwealth Transportation Board ("CTB"), as needed, to conclude this project.


Certification

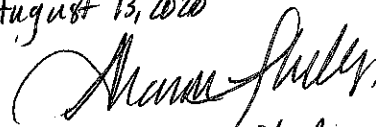
I, Albert D. Bugg, III, do hereby certify that the foregoing Resolution 2020-010 was adopted by the Irvington Town Council at a Meeting on August 13th 2020.

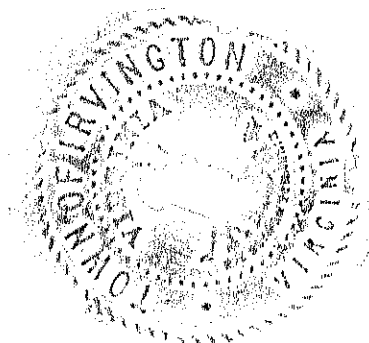
VOTE:	IN FAVOR	(sp) AGAINST	ABSENT
Jackie Brown	BROWN		
P. Anthony Marchetti	MARCHETTI		
R. Wayne Nunnally			NUNNALLY
Dudley Moncure Patteson	PATTESON		
Bonnie Schaschek	SCHASCHER		
Fran Westbrook	WESTBROOK		


Albert D. Bugg, III, Mayor

ATTEST:


Sharon Phillips, Town Clerk

Resolution 2020-10 was adopted ^{unanimously} by the
Irvington Town Council on August 13, 2020

Town Clerk





**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, JULY 9, 2020**

A. CALL TO ORDER – *Mayor Bugg*

Mayor Bugg, "It is 6:30 pm and I will call this meeting to order. This is the July 9, 2020 special called meeting of the Irvington Town Council at the Irvington Baptist Church. First, I would like to take a moment of silence. I would like to welcome members of the public and the council for joining us tonight. I'd also like to welcome new council members Anthony Marchetti, Dudley Patteson and re-elected member Fran Westbrook Thank you for your time and thank you for serving on this council." W. Nunnally, "Mr. Mayor, I would like to welcome you." Mayor Bugg, "We have a lot to cover tonight so I will keep this brief in term of my initial comments. We have had in the past and we will definitely have in the future many things that we agree upon and many things that we disagree upon but there is one thing that we all have in common. There is one thing that binds which we keep close to our heart in all of the decisions that we make and that is our love for Irvington and the love of the people of Irvington. I ask all of you, each and every one of you to always be mindful of that in making decisions in the best and true interest of this town. I thank you for joining me tonight. I look forward to this journey with all of you we have a lot to take care of tonight so let's get down to business."

B. ROLL CALL – *S. Phillips, Clerk*

Members of Council present: Frances Westbrook
Jackie Brown
Anthony Marchetti
Wayne Nunnally
Dudley Patteson
Bonnie Schaschek

Administrative Staff present: Lara Brown, Zoning Administrator
Sharon L. Phillips, Town Clerk, Treasurer
Nancyellen Keane, Keane Law PLLC, Town Attorney

Guests: see attached sign in sheet

C. APPROVE AGENDA

Mayor Bugg, "We have the May 20, 2020 meeting minutes and the June 11, 2020 meeting minutes. Have all of you had a chance to review those minutes? Do I have a motion to approve those minutes?" A. Marchetti, "Motion to approve those minutes, May 20 and June 11." Mayor Bugg, "Is there a second?" D. Patteson, "Second." Mayor Bugg, "Any discussion? Without any discussion, I ask for a vote. All those in favor say aye and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO ADOPT THE MAY 20 AND JUNE 11 MINUTES IS PASSED 6-0.

Mayor Bugg, "Next is the June 2020 treasurer's report. Have all of you had a chance to review that? Do I have a motion to approve?" F. Westbrook, "So move." Mayor Bugg, "Second?" D. Patteson, "Second." Mayor Bugg, "Any discussion? All those in favor say aye and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO ACCEPT THE JUNE TREASURER'S REPORT IS PASSED 6-0.

D. PUBLIC COMMENT

Mayor Bugg, "Again, thank you for joining us tonight. I see there are a lot of you here tonight so, I ask that you raise your hand if you wish to speak." J. Harris, "As president of the VIA I would like to thank Council for allowing the VIA to hold many events on the Town Commons. Our spring concert was canceled due to COVID-19 and it has been tentatively rescheduled for September 3 the Thursday before Labor Day. Should Council vote to open the Commons we would like to request permission to have the concert. As last year, this would be a family event, picnic style with a roped area for alcoholic beverages. We would like to encourage people to bring their picnics and join us should we be able to use the Commons." Mayor Bugg, "Thank you." J. Ewing, "Two issues. One, I want to stress the importance of the town staff. Having an independent town clerk provides you the ability to not only to do the town's business but to provide a goal of reassurance that the town's business is performed according to the law and according to what the council dictates. I would be concerned if the council became more involved in the actual duties of the town. The council exists as a supervisory role and if the town council becomes more actively involved in doing the duties of the town they become doer's and not overseer's you can't correct your own work which is one of the accounting rules. So, I urge the council as you re-do contracts that you maintain the employment levels so that the town can function. The second thing is I would encourage the town council to investigate a sewer system. Is there a committee or planning that can be done. It is a long term goal but if we don't get started now we will never get there. All of the other towns in the area seem to be competed and I think it is our time to step up to the plate and figure out where these funds can come from and move forward." G. Del Rio, "I grew up in this town and I have been gone for 20 years out being a community development executive. I just moved back and it is nice to be home. I want to second what Jeff said about the town staff. I have heard that this council actually considered removing positions and doing things yourself. I see puzzled faces but that is what the talk is. I am speaking out against that. I have worked with lots and lots of town's with community development. I have worked in real estate and affordable housing and it takes a lot of elected officials to accomplish goals but none of the elected officials were doing staff duties. There is a separation of duties in government which makes sense. I want to speak to the positive and say since being home I have interacted with Sharon. She is outstanding and knowledgeable. Another thing about having big staffs, which I have had over the years, what you get to realize in your executive role is that you don't know what you don't know. This is the case with Sharon, there are a lot of things that she does, I can quickly tell by working with her that she does things that nobody appreciates her for and that she takes care of. Also, I am really happy to see Lara in this role. It can be a contentions conversation talking about zoning and providing the guidance and she is so professional, calm and courteous. The town

attorney needs to be a separate, independent legal advisor. I would also second that we need to work on sewer. I think Irvington has the opportunity to raise a lot of grant money if you look at the age of our septic systems and how much water line we have in Irvington there are environmental grants that would pay for and build that system for us. We can also hook into Kilmarnock. I would volunteer to work on that committee.” C. Brandley, “I know on the agenda there are plans to talk about the appointments and contracts for both the clerk, treasurer, FOIA officer and town attorney. I would encourage the council to raise and verbalize any issues you have with staff. I have been coming to meetings for a long time and there don’t seem to be any issues you are accepting their work products so I am surprised why there is conversation about reappointments and contracts.” T. Kellum, “Mr. Mayor and Members of Council, I am Tommy Kellum with W.E. Kellum Seafood and across the creek in Weems. I come tonight to start a dialogue with the council about an alternative truck route. We handle 8 million pounds of shell oysters a year with the exception of about 1.5 million pounds most come by truck. Company-wide we have strategic policy to use Old Salem Road however some of our larger trucks we have issues with the overhanging vegetation and more importantly an issue with bicyclist on that road. We would like to open a dialogue and thoughts about the Town supporting going to VDOT and have them take a look at that road and have them make it more of a truck route. I did some investigative work in the last few weeks at our retail establishment at Pittman’s Corner and over 80% of our trucks are using Old Salem. We have some 53’ trailers that have issues on that road. I have one carrier out of Hampton that carries our freight to the mid-west that is having the same issues. We have tried with VDOT but have not had success. VDOT has done a terrific job on Christ Church Road we have that wide open now and we can get in quicker but Old Salem is still an issue. Part of that is proper signage that it is a truck route with the tourism and bicyclist situation we had a close call with a truck and a cyclist who was actually on the opposite of the pattern he should have been which scared the driver to death. We would like to open the dialogue and request support from the town investigating what the truck route would look like. As we look in the new retail establishment, we look to the residents and the Town of Irvington for support. Thank you.” Mayor Bugg, “Anyone else? If not, we will move on.”

E. REPORT FROM THE ZONING ADMINISTRATOR – L. Brown, Zoning Administrator

L. Brown, “I have been on the job for 5 days and it has been busy. A certified letter was sent to a property owner at Tax Map Parcel 34 I 19 and 34 I 18. After visiting said parcels I found five abandoned and unsafe structures which are violation of Town Code 91.01 Public Safety; 130.001 Abandonment of iceboxes and the like; 130.070 Nuisances. Property owner was given 30 days to respond and remedy and to rectify the problem with a timeline. This was decided at the last town council meeting when a resident presented a letter stating unsafe structures behind their house. A certified letter was sent to the property owner. There are two CUP’s. CUP 2020.5 Tax Map Parcel 35-20; zoning R-1; The Lane; purpose to build new private dock at residence. CUP 2020.6 Tax Map Parcel 33-379 C; zoning M-1; 37 Seafood Lane; purpose to modify use of existing building, create mixed use building of three units namely one professional office and two apartments. Enlarge existing building to allow for this use. Later on in the agenda I will be asking council to approve a CUP schedule. Responded to a resident complaint of bushes encroaching visibility on The Lane on two separate lots. I called the owner of both lots and requested they please remedy the situation at earliest convenience. Zoning Permit 2020.07 for Tax Map Parcel 33 038 E; R-1; 461 King Carter Drive; S. Dudley; for a garage rebuild within existing footprint. As mentioned earlier this is the time of year that planning commission and town council adopt a new floodplain map. I will attend virtual meetings starting July 13 through DCR.”

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

N. Keane, “Going along with Mr. Kellum was saying a few minutes ago. Later in the agenda we will have a first reading of the no through truck resolution. It was read last time but the reason we are doing it over again is because VDOT called me in the interim and told me they want to use Old Salem Road as the actual no through truck cut through to Route 3 which is exactly what Mr. Kellum is asking for. VDOT came to Irvington about 10 days ago and road Route 646 and determined it is an appropriate alternate route so that truck will not come through Irvington. Originally VDOT supported using Harris Road to Route 3 but later they realized it was too

far up for the Weems traffic and they wanted to use a closer in road and Old Salem Road is what they determined is appropriate. Later we will have the first reading of the resolution with that paragraph added."

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

J. Harris, "We had the first reading of Resolution to change our by-laws from 10 days to 3 days to align with council. We had election of officers. We had a report on a webinar that was attended by two council members."

H. OLD BUSINESS

1. Motion to reappoint Keane Law PLLC as Town Attorney for 2 year term (July 1, 2020 – June 30, 2022) - **F. Westbrook, Councilwoman**

Mayor Bugg, "Do I have a motion?" F. Westbrook, "I so move." J. Brown, "May I make some comments?" Mayor Bugg, "Once I get a second we can move to discuss." A. Marchetti, "Second." Mayor Bugg, "Proceed with discussion." J. Brown, "I would like to make a motion to table motions 1-4 under old business. We are being asked, the council is being asked, to reappoint the town attorney and clerk without knowing the terms of their reappointments. We have never received copies of the contracts. There is no information for us to make a proper judgement. The town council, the largest expenditures for Irvington is the salary of the public servants paid by our tax payers. The council will be failing in its fiduciary duties if it reappointed individuals or extended contracts without knowing what those contracts were. I don't think you would give advice to a client that they should sign a contracts that they didn't read. I am asking for the opportunity to read the contracts before we make an extension or make any decision." Mayor Bugg, "Since this is a special called meeting the only motion that is on the table is the motion to reappoint Keane Law. There was opportunity to comment on the agenda." J. Brown, "There was no opportunity to comment on the agenda." Mayor Bugg, "There is always comment. Since this is a special meeting this is the only motion on the table is the motion to appoint Keane Law and we have that motion and we have a second. It is time to move to a vote. All those in favor say aye."

Vote:	Frances Westbrook	Aye	
	Jackie Brown		Opposed
	Anthony Marchetti	Aye	
	Wayne Nunnally		Opposed
	Dudley Patteson	Aye	
	Bonnie Schaschek		Opposed
	Albert D. "Tripp" Bugg	Aye	

Mayor Bugg, "May I get a roll call vote. A tie break in my first meeting. I vote to reappoint Keane Law PLLC."

THE MOTION TO REAPPOINT KEANE LAW PLLC IS PASSED 4-3

2. Motion to authorize Mayor to execute contract extension for Town Attorney to June 30, 2022– **F. Westbrook, Councilwoman**

Mayor Bugg, "Do I have a motion to authorize the mayor to execute contract extension for town attorney to June 30, 2022?" F. Westbrook, "I so move." D. Patteson, "Second." Mayor Bugg, "Discussion. There is no discussion. All those in favor and all those opposed. May I get a roll call vote?"

Vote:	Frances Westbrook	Aye	
	Jackie Brown		Opposed
	Anthony Marchetti	Aye	
	Wayne Nunnally		Opposed
	Dudley Patteson	Aye	
	Bonnie Schaschek		Opposed
	Albert D. "Tripp" Bugg	Aye	

Mayor Bugg, "My second tie break. I vote to authorize the mayor to execute the contract."

THE MOTION TO AUTHORIZE MAYOR TO EXECUTE CONTRACT EXTENSION FOR TOWN ATTORNEY IS PASSED 4-3

3. Motion to reappoint Sharon L. Phillips Treasurer for 2 year term (July 1, 2020 – June 30, 2022) - *F. Westbrook, Councilwoman*

Mayor Bugg, "May I get that motion." F. Westbrook, "I so move." A. Marchetti, "Second." Mayor Bugg, "All those in favor. May I get a roll call vote?"

Vote:	Frances Westbrook	Aye	
	Jackie Brown		Opposed
	Anthony Marchetti	Aye	
	Wayne Nunnally		Opposed
	Dudley Patteson	Aye	
	Bonnie Schaschek	Aye	

THE MOTION TO REAPPOINT SHARON L. PHILLIPS TREASURER FOR 2 YEAR TERM (July 1, 2020 – June 30, 2022) IS PASSED 4-2.

4. Motion to authorize Mayor to amend contract for Clerk and Treasurer, to add FOIA Officer – *F. Westbrook, Councilwoman*

Mayor Bugg, "May I get that motion?" F. Westbrook, "I so move." B. Schaschek, "Second. For this, Sharon really doesn't have a term on this. I thought this was assigning Sharon, according to our Charter and ordinances for the next two years, this has nothing to do with her contract. The amendment would just add FOIA officer to the existing contract as amendments. This is not a renewal of a contract. This is just saying that for the next two years she will be in this position." N. Keane, "It says motion to authorize the mayor to amend the contract to add FOIA officer." B. Schaschek, "It is the first one where it says two term, it should have been explained." N. Keane, "Her contract is for treasurer, clerk and FOIA officer but the appointment for clerk has no term to it according to the Code. The treasurer has a 2 year term. That is why you are reappointing the just the treasurer for 2 years. There is no reappointment for the clerk because it does not end." F. Westbrook, "Is there a term for FOIA officer?" B. Schaschek, "No." Mayor Bugg, "I call for the vote. All those in favor?"

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO AUTHORIZE MAYOR TO AMEND CONTRACT FOR CLERK AND TREASURER TO ADD FOIA OFFICER IS PASSED 6-0.

5. Discussion – Reopening of Town Office and Town Commons

Mayor Bugg, "Anyone have any comments about reopening the town office and the Town Commons?" B. Schaschek, "What do you mean by reopening the town office? I need a definition. If you think we are going to go into that little space for meetings I disagree." Mayor Bugg, "Nancyellen or Sharon do you have anything to add in terms of reopening the office?" S. Phillips, "Reopening the office to the public for general business operations, zoning." B. Schaschek, "They have been coming in if they need to, they just call you." S. Phillips, "We have been promoting contactless transactions where possible otherwise we accommodate their preference." B. Schaschek, "Let's do them [the motions] one at a time rather than together." Mayor Bugg, "Anything else? If not, may I get a motion to reopen the town office?" B. Schaschek, "So move." D. Patteson, "Second." Mayor Bugg "All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO REOPEN THE TOWN OFFICE IS PASSED 6-0.

Mayor Bugg, "The second item is reopening of the Town Commons. May I get a motion?" N. Keane, "Does everybody know what has to be done to reopen?" B. Schaschek, "Why don't we talk about it first?" Mayor Bugg, "When I get the second we can have the discussion?" F. Westbrook, "I'll move for the sake of discussion." B. Schaschek, "Second. How much of the Commons do you want to open? If you want to open the tennis courts that is a good thing. I don't think the portable toilet should be open. Who is going to be there to clean them? They only come once a week to empty. I think they should remain locked." F. Westbrook, "Do you mean the tennis courts or the Commons?" B. Schaschek, "The tennis courts can stay open. People are using the Commons. We kept the portable toilets closed along with certain other areas. We have signs not that it means anything. You can go there at any point and time and see people walking their dogs, playing on the equipment but what is locked is the tennis courts and the portable toilets. I think they should stay closed." N. Keane, "Is somebody going to be on the agenda later regarding the Farmers Market?" B. Schaschek, "That is a different story." N. Keane, "Do you want to talk about it at the same time?" F. Westbrook, "I think Bonnie raises a good point about the portable toilets because now that we are in Phase 3 of the Governor's program which does allow the number of people on the field, 250 is where we are now, it still requires the Town to take responsibility of doing the sanitizing of the portable toilets and that has to be done throughout the day as people are in and out." N. Keane, "For the tennis courts the Town does not provide the tennis balls but the Town is responsible for the door or gate to the tennis courts." F. Westbrook, "I am a little bit easier thinking about the tennis courts. Maybe we should supply the hand sanitizer." N. Keane, "We have to supply the hand sanitizer." B. Schaschek, "That is not going to happen." F. Westbrook, "With something like the Farmers Market or even the concert but we may need the VIA to agree to take responsibility for the portable toilets. They would be open for that day and then they are locked up again. That is a heck of a responsibility on the Town." N. Keane, "We need an agreement with them." F. Westbrook, "Yes, we would." N. Keane, "You have probably read the Governors Executive Order but farmer's markets are specified, you must have 6' of physical distancing, customer facing areas must wear face coverings, vendors must supply hand sanitizer stations or hand washing stations, thorough cleaning or disinfection of frequently contacted surfaces must be conducted. Fitness and exercise which includes sports facilities, I think is broad enough to cover the playground and tennis court. These require 10' distance apart, all participants maintain 10' physical distancing, limited to 75% of lowest occupancy load, employers must insure cleaning and disinfection of shared equipment, facilities must prohibit the use of any equipment that cannot be thoroughly disinfected, which is harder to do for the playground than for the tennis court. Business' must supply hand sanitizer or hand washing stations." F. Westbrook, "Family units do not have to practice that, is that correct? If a family is there with their family at the playground they do not have to practice that?" N. Keane, "Correct." B. Schaschek, "But the Town is responsible for cleaning the playground. That is where it gets sticky." A. Marchetti, "It is impossible to clean behind." N. Keane, "The tennis court can probably be done if you put the hand sanitizer station right outside/inside the door. The purchase of the sanitizing equipment is reimbursable through the CARES funds." A. Marchetti, "That would be their only contact on the tennis courts. Can the door to the tennis courts be propped open?" D. Patteson, "Living across from the tennis courts, there are a lot of disappointed people that cannot play tennis." B. Schaschek, "Oh, we have heard from them. We understand their concerns. Going into Phase 3 I can see the tennis courts being open but I still have a problem with the playground and the portable toilets." D. Patteson, "The portable toilets are a problem." A. Marchetti, "The playground is high contact, too." W. Nunnally, "Can we just open the tennis courts? I move that we open the tennis courts." J. Brown, "Second." N. Keane, "You also need to authorize the purchase of the hand sanitizer." S. Phillips, "May I ask Council to consider the portable toilets as they apply to future events at the Town Commons such as the Farmers Market or a future concert. The portable toilets are required for groups over a certain amount and it is my understanding that the VIA is financially responsible for the portable toilets during certain months. If you grant the request from the VIA for future events please consider how you might allow one portable toilet given that the VIA has been historically responsible for that contract. If you open the portable toilets or if you don't open the portable toilets does that impact the decision for the VIA to use the Commons in the future?" B. Schaschek, "That will be part of the

discussion for the Farmers Market." W. Nunnally, "Call my question." B. Schaschek, "Second." Mayor Bugg, "Any further discussion? All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO OPEN THE TENNIS COURTS IS PASSED 6-0.

B. Schaschek, "That motion was for the tennis courts to be open and for them to get a bottle of sanitizer." S. Phillips, "For clarification the motion was not just for a bottle of sanitizer. Mr. Mayor I have provided you with a list of options to purchase a hand sanitizer station, which qualifies under COVID CARES funds. The most expensive option was under \$300. Later on the agenda there is a supporting document detailing an appropriation. If the budget and finance committee would consider amending the appropriation to include the purchase of a hand sanitizing station."

6. Motion to approve Mill Creek Geek Contract

Mayor Bugg, "I need a motion to approve the Mill Creek Geek contract." B. Schaschek, "So move." J. Brown, "Second." Mayor Bugg, "Any discussion? All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPROVE THE MILL CREEK GEEK CONTRACT IS PASSED 6-0.

7. Motion to approve B&B Construction proposal (facilities maintenance) - *S. Phillips, Treasurer*

S. Phillips, "Mr. Mayor, the proposal from B&B Construction has been amended. I emailed the revised proposal to council. Please let me know if you do not have the most recent proposal." Mayor Bugg, "Has everyone had a chance to review the revised proposal? Can I get a motion to approve?" W. Nunnally, "Move we approve." B. Schaschek, "Second." Mayor Bugg, "Any discussion? All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPROVE THE PROPOSAL FOR B&B CONSTRUCTION IS PASSED 6-0.

8. Motion to approve Mitchell Signs proposal - *S. Phillips, Town Clerk*

Mayor Bugg, "I need a motion." W. Nunnally, "So move." D. Patteson, "Second." Mayor Bugg, "Discussion." D. Patteson, "Why is this for only one sign?" S. Phillips, "The other sign was repaired last year. There are two signs." D. Patteson, "The sign by Mom & Pops, if you are coming from Kilmarnock the trees block the view of the sign. The trees need to be trimmed by the property owner or we need to move the sign, if we can, closer to the road." S. Phillips, "Would Council be willing to consider requesting our lawn care contractor, which has a turn-key contract, to trim around the sign." B. Schaschek, "That will not help the tree problem." F. Westbrook, "I don't think VDOT will allow us to move the sign into their right-of-way. We might move the sign closer to

town but we might also move it closer to the road." A. Marchetti, "The sign needs to be cleaned up and repainted regardless of the location." B. Schaschek, "Last year we talked about new signs for the town because those are old and we wanted to have one at the triangle." F. Westbrook, "We thought it would be a good idea to install a big sign at the triangle. This is not a bad amount to freshen up the sign." A. Marchetti, "It is worth it to have the sign look respectable." W. Nunnally, "Call the question." Mayor Bugg, "All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPROVE MITCHELL SIGNS PROPOSAL IS PASSED 6-0.

I. NEW BUSINESS

1. Election of vice mayor – *Mayor Bugg*

Mayor Bugg, "Can I get a motion for someone to serve as vice mayor?" W. Nunnally, "I move that Bonnie Schaschek be elected vice mayor." J. Brown, "Second." Mayor Bugg, "Discussion? All those in favor and all those opposed? Roll call." B. Schaschek, "Do I get to vote?"

Vote:	Frances Westbrook	Opposed
	Jackie Brown	Aye
	Anthony Marchetti	Opposed
	Wayne Nunnally	Aye
	Dudley Patteson	Opposed
	Bonnie Schaschek	Aye

Mayor Bugg, "I will break this tie and vote no."

THE MOTION TO ELECT BONNIE SCHASCHEK AS VICE MAYOR IS DEFEATED.

A. Marchetti, "I make a motion to elect Fran Westbrook as vice mayor." D. Patteson, "Second." Mayor Bugg, "Discussion. All those in favor and all those opposed. Roll call."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Opposed
	Anthony Marchetti	Aye
	Wayne Nunnally	Opposed
	Dudley Patteson	Aye
	Bonnie Schaschek	Opposed

Mayor Bugg, "I will break this tie and vote yes."

THE MOTION TO ELECT FRAN WESTBROOK AS VICE MAYOR IS PASSED 4-3.

2. Motion to appoint committee slate– *Mayor Bugg*

Mayor Bugg, "Have all of you had a chance to review the committee slate? Can I get a motion to approve the committee slate?" D. Patteson, "So move." A. Marchetti, "Second." Mayor Bugg, "Discussion. All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPOINT THE COMMITTEE SLATE IS PASSED 6-0

3. Motion to appoint planning commission liaison – **Mayor Bugg**

Mayor Bugg, "I'd like to appoint Bonnie if she is so willing to serve in that capacity. If so, can I get a motion?" B. Schaschek, "No. Been there done that." F. Westbrook, "Is that a serious no?" B. Schaschek, "Yes that was a serious no. Why?" F. Westbrook, "Because you are very good at it. I'll make the motion so that we can discuss." A. Marchetti, "Second." Mayor Bugg, "Discussion." F. Westbrook, "You are very good at this and you know their stuff." B. Schaschek, "So does Jackie." J. Brown, [inaudible] Mayor Bugg, "How about a trial period?" B. Schaschek, "What is a trial period? Do I get to think about it?" Mayor Bugg, "I'd love to have you if you would consider it." B. Schaschek, "I will think about it and we can discuss it at the next meeting." Mayor Bugg, "Thank you. We will table this until August."

4. Virginia Tourism Commission Grant – Jim Root, Tides Inn

Mayor Bugg, "Exciting news for the Town of Irvington. Virginia Tourism Commission grant, I am happy to report the town has been awarded that grant. This great new for the town and to elaborate further is Jim Root with the Tides Inn." J. Root, "On behalf of the Tang family, the Enchantment Group, the Tides Inn, and especially in warm memories of our good friend Stuart Barwise, I am here to announce that all of those entities along with the partners, the Hope & Glory Inn, Dog & Oyster Vineyard, Steamboat Era Museum, and the Tides Inn are all in on this grant. What is really important is because of this partnership the commitment of funds from these groups has been greatly increased by the Virginia Tourism Commission. The purpose of this grant is an off season or shoulder season is a 'Pause or Play in Irvington.' The guiding intention is that with this promotion of the off season when everyone has space and availability is that the occupancy tax and funds that come into the community are elevated. Again, we are presenting the Tides Inn, the Tang family the Enchantment Group we are all in in this process. Not only this, but whatever other initiatives are before the council and the community we want to be a part of that. Thank you very much." Mayor Bugg, "This is excellent news for all of Irvington." J. Root, "My name tag says general manager but I am the interim general manager for the Tides. I have been here several time over the last several years. I have worked with the team at the Tides Inn. I do that across all of our properties. My day job is that I run one of our leading properties in the west. Yesterday, Travel and & Leisure magazine announced that Mii Amo and Enchantment Group for the 18th consecutive year are in the Travel & Leisure magazine hall of fame. What that represents is our commitment to our teams, our guest, our local community which is no different than what we have here with the Tides. I am usually here for two weeks at a time and go back for five days. As we are in the process of hiring a permanent general manager. I will still be coming back and forth because of all of our projects at the Tides."

5. COVID-19 CARES Act Small Business Grant Program – Mayor Bugg

Mayor Bugg, "Irvington has been awarded this money. We are dealing with distribution and various aspects of the grant. We met with Kilmarnock town manger yesterday to share guidelines as to how they are handling the grant and the best way to handle this." N. Keane, "There will be a workshop in August." S. Phillips, "Mayor Bugg has suggested the August 13, 5:30 workshop be utilized to discuss the implementation of two grants." F. Westbrook, "Implementation of two grants? We got two grants?" N. Keane, "The CARES money from the federal government and the Virginia Tourism Commission grant." F. Westbrook, "Thank you." Mayor Bugg, "I encourage as many of you that can attend that workshop to attend this is something that is coming down the pipeline to help us all during this unprecedented time."

6. First reading Resolution 2020-10 No Through Truck (revised) - **S. Phillips, Town Clerk**

S. Phillips, "This is a first reading again due to the revisions." Resolution 2020-10 is attached hereto and incorporated herein by this reference.

7. Motion to appropriate FY20/21 general operating expenses – **S. Phillips, Treasurer**

Mayor Bugg, "Next is a motion to appropriate FY20/21 general operating expenses." S. Phillips, "Members of council, I am going to distribute a supporting document and I ask that under COVID related items you consider

increasing that value to include the hand sanitizer station." F. Westbrook, "I dropped the ball on this. I should have gotten with Bonnie but I didn't think about this product until today. It should have been a part of your packet. I am the reason it wasn't. Part of this we actually passed at the last meeting but that was a meeting in which all kinds of stuff was going on and even though we passed what we gave you last month none of us actually saw it. It was never passed out to you all. Part of this was presented to you all last month and then there has been some line items added to show the full July appropriations. We decided to do it this way this year because we readopted last year's budget because we could not have the required budget meeting for our upcoming fiscal year. In doing that we decided not to appropriate the entire general operating budget because we were unsure and had no real way in this unprecedented situation to determine our revenue so we decided to appropriate part of the general operating mostly overhead type items which you see as the first part of this list and we also added to that any contractual services that we are under. Google is not a contractual service but it is debited from our banking account every month as an electronic fund transfer. The first half is what we are appropriating for the FY20/21. We will be able to renegotiate all of that when we go back into the budget process to come up with our real budget later on in this calendar year. The bottom half, the July 2020 appropriations are what Bonnie and I came up with last month and then Sharon and I come up with the rest of the anticipated expenditures for the month of July. We do have the category of projected cash disbursements and while that is not backed by any invoices this represents office supplies that are purchased online using the town debit card. We don't know the price prior to the purchase so we don't have the invoice to tie into this so we are estimating a projected cash disbursement for the month of July to cover office supplies. Any questions?" Mayor Bugg, "I need a motion to approve this." A. Marchetti, "Do we need to change the \$150 to?" F. Westbrook, "What is the cost of the sanitizing station?" S. Phillips, "This is refundable through COVID so would you increase the amount to include the purchase of hand sanitizer as well?" F. Westbrook, "How about an additional \$400. The PPE will go from \$150 to \$550. You all can adjust the total." B. Schaschek, "Is the church only for this month?" S. Phillips, "The church includes one town council meeting and one planning commission meeting and a proposed special called should the need arise." B. Schaschek, "So this is just for July and we are working on a contract with them?" F. Westbrook, "We estimated \$100 per use until we get a contract in place." Mayor Bugg, "Motion to approve as amended?" W. Nunnally, "So move" D. Patteson, "Second." Mayor Bugg, "All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPROPRIATE THE FY20/21 GENERAL OPERATING EXPENSES, AS AMENDED IS PASSED 6-0.

8. Motion to adopt proposed CUP schedule – L. Brown, Zoning Administrator

S. Phillips, "A revised CUP schedule was emailed, is there anyone that did not receive this?" L. Brown, "As mentioned earlier in my report we have two CUP's in the zoning office so that schedule is being handed out. I need a motion to approve the CUP schedule." N. Keane, "This is using the regular meetings other than one planning commission special called meeting. The only reason the planning commission has to have a special meeting is due to the availability of the church. It is basically the regular schedule. This how long it will take using regular time for a CUP from the time you approve the schedule to the time it would be completed which would be September 10." Mayor Bugg, "Nancyellen, thank you getting this straight for us I know that is something everyone wanted addressed. Can I get a motion?" B. Schaschek, "So move." A. Marchetti, "Second." Mayor Bugg, "Discussion. All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPROVE THE CUP SCHEDULE IS PASSED 6-0.

9. Motion to approve Foster & Three Sons Cleaning Service Contract – *S. Phillips Town Clerk*
 Mayor Bugg, “Has everyone had a chance to review the contract.” D. Patteson, “So move.” B. Schaschek, “Second.” Mayor Bugg, “Discussion.” D. Patteson, “We use them at the Hope & Glory and they are excellent.” W. Nunnally, “If they are good enough for the Hope & Glory they are good enough for us.” Mayor Bugg, “All those in favor and all those opposed.”

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPROVE FOSTER & THREE SONS CLEANING SERVICE CONTRACT IS PASSED 6-0.

10. VIA request for August Farmers Market – *Greg Kirkbride, Market Manager*
 G. Kirkbride, “I am the coordinator for the Irvington Farmers Market which has been an administrative job until now. I am proposing that we the August 1 market as our opening market for this year. We would certainly do it in a manner that is in accordance with the Governor’s Phase 3 guidelines for all business sectors and anything that Irvington requires. We have had discussions already and we have heard some of the requirements such as the wearing of face masks by vendors, signage would be a big thing I have some interesting signs from the web. We would also have to enforce the distancing. I have talked to Hewlett’s Tavern, they had a market a few weeks ago. They said it went very well and they had fewer vendors than normal because of concerns or because of spacing requirements. We would increase the spacing of the vendor layout on the Commons. I also realize we will have to address the portable toilets as part of our planning.” W. Nunnally, “What would you be responsible for?” G. Kirkbride, “We have canvassed the VIA and we do have sufficient volunteers to staff the market. We would go out with a notice to all vendors of their requirements and ask if they are still interested. To date, I have 35 vendors that were interested in the August market. That has probably changed in the ensuing months but that is a pretty good indication of what kind of participation we would have. I am open to any questions you may have.” B. Schaschek, “You need to provide the hand sanitizers and washing stations. Are you going to limit where the people are coming in? Will you have one entrance and one exit?” G. Kirkbride, “We already have a limit on that. We have two stations that we will set up. We will probably set up more stations. I am also going to urge the vendors to have their own stations.” B. Schaschek, “They have to have their own stations because they have to clean in between each transactions. So, you will put a barricade across King Carter so they can’t just walk across?” G. Kirkbride, “Right which we do anyway.” Mayor Bugg, “Any other questions?” W. Nunnally, “Move we give them permission to do it under all those conditions.” A. Marchetti, “Second.” F. Westbrook, “Would we need for the VIA to sit down and talk with you or legal to make sure we have the little things ironed out due to the liability?” Mayor Bugg, “That’s very advisable. I think a contract would be advisable. This is our first global pandemic.” D. Patteson, “Is the town covered by insurance for events like this?” F. Westbrook, “They provide us with a copy of their insurance.” B. Schaschek, “The vendors have to supply the market with their certificate of insurance.” Mayor Bugg, “Greg thank you for all of your efforts. I know you have been through a lot.” F. Westbrook, “We appreciate you hanging in there with us while we figure out this liability.” W. Nunnally, “I would like to take this particular opportunity to give

great accolades to our Farmers Market. It is a really fun thing that this town provides. I think they do a fabulous job and it puts Irvington on the map. All of my out of town guests as if we are having a Farmers Market this weekend and they are disappointed if they are not." J. Harris, "May I ask for clarification on opening the Commons just for the September concert?" F. Westbrook, "Is that a done deal?" Mayor Bugg, "Why don't we take that up after the meeting? We can discuss that in roundtable." B. Schaschek, "They have to commit to the vendor." N. Keane, "Assuming there is no change in phase." B. Schaschek, "Do you think you will have more than 250 people show up for the concert?" J. Harris, "No. Last year it was around 45." B. Schaschek, "People have not been doing much these days so any opportunity to get out." J. Harris, "I just need to know what to take back to the VIA and as Sharon said, we need to commit to the vendor and advertise." Mayor Bugg, "Discussion?" B. Schaschek, "As long as you adhere to the same rules as the Farmers Market where you provide the hand sanitizer and masks, one entrance and one exit, notices and signs." F. Westbrook, "Families can be together and are not necessarily counted as four but as one. You will be responsible for monitoring that kind of thing. We can talk about that in the future." Mayor Bugg, "Are you asking for a motion?" J. Harris, "I need to know how to proceed with advertising and commitment to the vendor." Mayor Bugg, "Can I get a motion in regards to that so they can proceed and obviously it is contingent on any order that comes down from the governor." W. Nunnally, "So move." F. Westbrook, "Second." Mayor Bugg, "Further discussion. There are two motions up for a vote. First the Farmers Market. All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO ALLOW THE VIA TO HOLD AUGUST FARMERS MARKET IS PASSED 6-0.

Mayor Bugg, "Second is the motion to open the Town Commons for September concert. All those in favor say aye and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO OPEN THE TOWN COMMONS FOR SEPTEMBER VIA CONCERT IS PASSED 6-0.

J. ROUNDTABLE

B. Schaschek, "I have a couple of things. You are going to regret asking me. Each year we contribute to the Steamboat Era Museum for the Crabfest. I understand we are not having the Crabfest this year but they are having the Grab A Crab. We do have the monies in the budget for the Steamboat Era Museum. Do we want to do an appropriation? A. Marchetti, "I would certainly like to support it." F. Westbrook, "I know that we initially said that due to COVID we would hold up on all of our usual donations to community type events because we didn't know what our revenue would be." W. Nunnally, "We have already appropriated that." B. Schaschek, "No we have not." F. Westbrook, "I am in favor of appropriating it but I just want to make everyone aware of what we said initially." W. Nunnally, "I move we appropriate it." A. Marchetti, "Second." Mayor Bugg, "Any further discussion? All those in favor say aye and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPROPRIATE \$1,200 TO THE STEAMBOAT ERA MUSEUM FOR THE 2020 GRAB A CRAB IS PASSED 6-0.

B. Schaschek, "I also have a question, I have several, I would like Nancyellen's interpretation of item 12 of our Charter." N. Keane, "I'd like to look at this and get back to you all. Would you like for me to write something to all of you?" B. Schaschek, "What do you mean write something?" N. Keane, "I would like to have time to look at this before I answer." F. Westbrook, "What is item 12?" N. Keane, "I believe this is from Article III §12 of the Town Charter. It says, 'Council may adopt rules for regulating its proceedings but no tax shall be levied or corporate debt contracted except by recorded two-thirds vote of all members elected to the council or appropriation of money exceeding the sum of \$100 be made except by a recorded affirmative vote of a majority of all members elected to council.' Is there any context to this? Are there any facts that you want me to consider?" B. Schaschek, "No. I was just thinking that they are extending your contract and you don't have two-thirds vote to do that and according to the Charter going into corporate debt you need two-thirds vote to do that. That is how I am interpreting it." N. Keane, "Corporate debt is like a loan. This is usually for loans. For loans you have to have two-thirds vote of the governing body. I will look at this based on what you are asking and I will get back to you and the rest of council." Mayor Bugg, "Thank you Nancyellen." B. Schaschek, "The other thing I am questioning is Lara's contract. There were specific dollars and specific hours put in there. The hours were cut from the previous zoning administrator. The town council members never voted to cut those hours or on the salary. There was a discussion made but nothing to cut hours or salary for that position." N. Keane, "That was taken directly from the document that was given to council at the April meeting." B. Schaschek, "It was never approved." S. Phillips, "Mayor Ransone was authorized to negotiate and execute the contract." F. Westbrook, "We did authorize the mayor to do the contract for her." B. Schaschek, "Yes, but we never approved the hours or the pricing. That was up for discussion. The council never voted one way or another." N. Keane, "Is there a different amount that you would propose?" B. Schaschek, "I would suggest it going back to what the previous zoning administrator was." N. Keane, "The previous zoning administrator was the town manager." B. Schaschek, "That was by title only. That title came in after he was the zoning manager. Title only. Not functionality. We never voted on any of that. It was to be discussed." F. Westbrook, "So, what do you want us to do?" N. Keane, "Talk about it next month because this is roundtable." Mayor Bugg, "Yes let's talk about it next month." F. Westbrook, "So, we will put it on the agenda for next time." B. Schaschek, "See you don't want me on the planning commission with the ordinances and stuff. You will be in big trouble." W. Nunnally, "Mr. Mayor, so much of our doings is dependent on us having a police force. All of these ordinances and stuff that we have, our traffic and what have you. We can't do anything unless you, as authorized by our Charter, are our cop and go after them. It says you are the only enforcement officer we have." Mayor Bugg, "Trust me, the jokes have been made." F. Westbrook, "It has to be a white car." B. Schaschek, "We know he is not driving a white car." W. Nunnally, "On a more serious note I think we all understand that one of the things which is really beginning to be a thought for the council and especially the public is how are we going to employ a policeman, and enforce of our ordinances. I have, initially, since I am the chairman of the streets, contacted White Stone and asked if they would be willing if we were willing to pay for another person, to put it on their force and maybe share it. That dialogue has begun so if anybody has any influence in White Stone would you put pressure on them so that we can get that going. I will welcome any suggestions from anybody on how we can get that done." F. Westbrook, "Wayne, we all know that police enjoy donuts and since there is one right in White Stone maybe they could have some influence." W. Nunnally, "Anthony you need to sell donuts." W. Nunnally, "That is one thing that I want to bring to council. The other thing is in 2010 I wrote a letter when I was running for this office and the main thing in that letter said we have to control our traffic."

Ten years later we are still talking about traffic. What has been accomplished in ten years is this. King Carter used to have a right turn and the stop sign was in the right because it actually curves past that. It only took me eight years to get VDOT to straighten that thing out so that we have a stop sign in the middle of King Carter and a stop sign to the right so that you can left turn safely and right turn safely. VDOT moves very slowly. Anybody in this room that can write a letter to VDOT needs to write a letter because they get actions. I encourage all of you, really and truly, to start writing letters to VDOT. They have blinders on. The man stood here on the corner with me and saw three trucks going 45 mph and said 'we have to make a study, we have to put a little strip down the street to see if 65% of the people are speeding then maybe we can do something.' The only way we are going to get this traffic under control is if every one of us start writing letters to VDOT. I encourage you, please, to do that and help your chairman of streets to get something done. Thank you." Mayor Bugg, "Thank you Wayne, you are my street man." Mayor Bugg, "Wayne, I intend to exercise discretion and move into a regular meeting schedule. The issue is location. Why I put you on the spot is because of your connections to this church." W. Nunnally, "We want to get you all baptized." Mayor Bugg, "Where does the church stand? This is big and it works. I understand we are in an unprecedented time." W. Nunnally, "The church welcomes the opportunity to be a civic citizen. They welcome you here. What we need to do is be responsible. Clean it up and put it back in order when we leave. That sort of thing. On that particular thing, I am chairman of the board of directors of the church so I speak with a little authority. We do welcome the Town's use of the property. We may have to negotiate the price a little bit." Mayor Bugg, "I do think a simple letter agreement would be beneficial so if you want to get something to me I can take a look with legal." W. Nunnally, "The contract is presented by the other side because the church doesn't want to pay their lawyer." Mayor Bugg, "I will place the ad in the paper once we have a definite place and a more regular meeting schedule so that will be published. Wayne thanks for your help." W. Nunnally, "I don't understand a special meeting versus a regular meeting. I have read the charter and it looks to me like a special meeting should only be called in the case of an emergency and I don't understand why we keep calling a regular meeting a special meeting. Now I am really confused at you using your discretion going into a regular meeting when we were a special meeting. I would like to be informed of those definitions that is all." Mayor Bugg, "Anything else for roundtable?"

K. ANNOUNCEMENTS

Mayor Bugg, "Do we have any announcements?" There are no announcements.

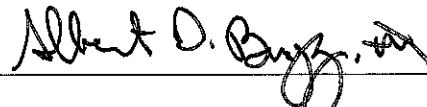
L. ADJOURN

Mayor Bugg, "If there are no announcements." W. Nunnally, "Move we adjourn." A. Marchetti, "Second." Mayor Bugg, "All in favor.

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO ADJOURN IS PASSED 6-0

Respectfully submitted,
Sharon L. Phillips, Clerk


Albert D. Bugg, III Mayor

Annual Appropriation:

Staff payroll expenses & related payroll taxes

Utilities

Heating Fuel	Quarles
Electricity	Dominion Energy
Internet	Atlantic Broadband
Telephone	Atlantic Broadband
Water	Aqua

Google

Ambrose Disposal Service

Keane Law, PLLC

Lancaster County (RE/PP tax collection fee

Contractual Obligations

Arrowhead

Foster & Three Sons

July 2020 Appropriations

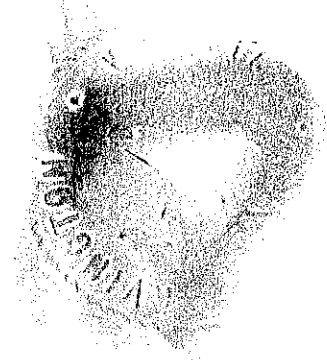
Treasurer's Association	\$ 160.00
LGA	\$ 250.00
VML	\$ 5,500.00
VML - Clerks Assoc	\$ 408.00
Terminex	\$ 323.00
The Lock Smith	\$ 240.00
Barbour Printing	\$ 108.00
Rappahannock Record	\$ 643.00

COVID Related

PPE	\$ 150.00
Church	\$ 300.00
Projected Cash Disbursements	\$ 750.00

TOTAL:

\$ 8,832.00





**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, JUNE 11, 2020**

A. CALL TO ORDER – *Mayor Ransone*

Mayor Ransone, "All right, if we can get everybody together. This is our Irvington regular monthly meeting that we normally have but it is a special called meeting because we changed our venue because of the Corona virus. It seems that our little town hall is not big enough to hold everybody and keep everybody apart. I think that for the next six to eight months and maybe even next year you will probably be meeting here every Thursday on a monthly basis. We have already cleared it with the church. That is why it is a special called meeting because the place where we are meeting has changed but it is our regular monthly meeting. It is 6:38pm. Like I have done at all of our previous meetings I like to start with a moment of silence. I would like to have a moment of silence for Stuart Barwise who was the general manager at the Tides Inn. It is a shame because he was a really nice guy and I was looking forward to knowing him. I know Dudley has gotten to know him quite well. Also, for what is going on in our county right now. It is messy out there right now. Thank you."

B. ROLL CALL – *S. Phillips, Clerk*

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

Administrative Staff present: Sharon L. Phillips, Town Clerk, Treasurer, Acting Zoning Administrator
Nancyellen Keane, Keane Law PLLC, Town Attorney

Guests: see attached sign in sheet

C. APPROVE AGENDA

Mayor Ransone, "Are there any changes that need to be made to the agenda?" B. Schaschek, "Yes. I would like to move the closed session to the end of the meeting rather than the beginning of the meeting." Mayor Ransone, "Why is that?" B. Schaschek, "Because everybody is sitting here and they shouldn't have to go out. We have done this before. I do not think it is going to be a five minute meeting so rather than displace all of our residents that came to visit I would like to see it moved to the end." W. Nunnally, "I agree with Bonnie." J. Brown, "I agree too." Mayor Ransone, "We have another room that we can go into and they can stay in here. We do have another room available." F. Westbrook, "I am fine with that." M. Bombay, "When you say you are fine with that, are you fine with changing the agenda, or?" F. Westbrook, "I am fine if we want to go into the other room. I would just as soon get this taken care of." K. Pollard, "But are all members staying for the meeting, the closed session and the vote?" N. Keane, "She is asking if all members of council will stay through to the end of the meeting if you move the closed session to the end." F. Westbrook, "I don't know what they are doing. I am." W. Nunnally, "All of these people should not have to go outside." M. Bombay, "They don't have to." W.

Nunnally, "I don't know if we want to go running all over this church. They are good enough to let us have this room and if we are going to be running all over and spreading whatever we want to spread. If we put it at the end and they can hear everything we want to say." F. Westbrook, "Did we ask the church if we could do that." N. Keane, "Yes." Mayor Ransone, "Wayne, I did check with Hazel. I had Sharon check with her and she said, Hazel was find with it if had to move." W. Nunnally, "I think it is taking advantage of the church. They have all of these little kids." Mayor Ransone, "Is there any other reason that you want to change it." W. Nunnally, "I hate to put the people out and they have to go outside or even leave the room to wait for us to do business, usually it is done at the end of the meeting. I don't know why it has to be in the middle of the meeting." Mayor Ransone, "We have had it at the beginning of the meeting before and it has not been a problem." B. Schaschek, "Oh it has been. The people that had come to the meeting were very vocal about having to go outside for an hour." F. Westbrook, "Have we heard anything in the town office about any comments regarding that?" S. Phillips, "No. Hazel was well aware and she gave approval for us to utilize that room so that the public could stay in this room so that the public would not have to go outside. The public would stay in this room and the town council would go down the hall." W. Nunnally, "That is my wife's Sunday school room and she is not at all happy with it." Mayor Ransone, "We are just hearing about this so how has she heard since we are just talking about it now?" M. Bombay, "Does this change have to be unanimous?" Mayor Ransone, "Yes it does." M. Bombay, "As it stands originally, the closed session will be at the beginning and we are looking change it to the end. I am going to vote not to amend it so the vote will not be unanimous. Let's move on." W. Nunnally, "Does the approval have to be unanimous?" B. Schaschek, "Yes." N. Keane, "Yes." Mayor Ransone, "Yes, the approval has to be unanimous." W. Nunnally, "I'm going to vote not to approve it so there. Good idea Mike." M. Bombay, "I'll make the motion that we leave the agenda as is." Mayor Ransone, "Is there a second." K. Pollard, "Second." Mayor Ransone, "All those in favor say aye and all those opposed.

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

MOTION DEFEATED – REQUIRED UNANIMOUS VOTE TO AMEND AGENDA

Mayor Ransone, "Well, we have a tie, isn't that something. On my last meeting we have a tie. Well, ladies and gentlemen. I was the one that got this agenda together and I thought it would be a good idea to not lose the public toward the end because I wanted to say a few things to the public and I am in favor of keeping it the way it is." M. Bombay, "Mr. Mayor, your vote doesn't count. It is not unanimous." Mayor Ransone, "So, I don't have to vote." Mayor Ransone, "So the agenda stays as it is. We need to go into closed session down the hall." B. Schaschek, "Wait a minute. There are other items on the agenda that should come off." Mayor Ransone, "We have closed session to go into right now." B. Schaschek, "But we haven't approved the agenda." N. Keane, "You don't approve the agenda for a special called meeting. It is what it is. You can vote to change it." W. Nunnally, "This is not a special meeting." N. Keane, "It is. It is a special called meeting." W. Nunnally, Inaudible. Mayor Ransone, "So the agenda stays as is." N. Keane, "Yes, it stays as is and if you get to an item on the agenda that should not be there you can vote to table something as you get to the agenda." Mayor Ransone, "We need to have Kathleen read so we can go into closed." K. Schaschek, "Get out." W. Nunnally, "That is a good idea." Mayor Ransone, "Are you going to leave just because." W. Nunnally, "If you are going to play this whole little game." Mayor Ransone, "What kind of game are you playing?" M. Bombay, "Call the question." Mayor Ransone, "Let's vote. Let's vote right now." M. Bombay, "This vote is to approve the hiring of the new zoning administrator." Mayor Ransone, "That is what this meeting is about. That was the closed session." F. Westbrook, "Second." M. Bombay, "I move that we vote now." B. Schaschek, "I move that we better go into closed session because some of us have a few things to say." Mayor Ransone, "I thought you were getting ready to leave." B. Schaschek, "I am not leaving." Mayor Ransone, "Wayne got up and was

leaving.” W. Nunnally, “I know the little games you are playing for a special meeting. This is our regular meeting even though we are meeting in another place. You have to have a unanimous vote on the agenda and since we are having a special called meeting you don’t have to do it.” Mayor Ransone, “Wayne you have to have a unanimous vote to change the agenda. We did not get a unanimous vote therefor we have to follow the original agenda.” W. Nunnally, “Also to approve it.” N. Keane, “Approval is not required for a special meeting.” W. Nunnally, “You do not have to have unanimous vote to approve it.” F. Westbrook, “It is a different rule when it is a special meeting and the reason it is special, Wayne, is because we advertised our regular monthly meetings back in January. When we advertised that we said it would be at the Town Hall and at 6:30 pm so that is a standing meeting and if we change any aspect of that, the time or the location, it ceases to be a regular meeting because we changed an item about noticing it so it has to become a special meeting in that regard. When we have special meetings rules apply to things like the agenda.” N. Keane, “That is true.” W. Nunnally, “I agree. I said you are just pulling a technicality.” Mayor Ransone, “We are getting ready to go into closed session and she needs to read it.”

D. 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 personnel matters regarding hiring a zoning administrator and to pursuant §2.2-3711A.8 of the Code of Virginia for the purpose of consultation with legal counsel for specific legal matters. I Kathleen Pollard, so move.” M. Bombay, “Second.” Mayor Ransone, “We have a motion and a second. All those in favor of going into closed session say aye and all those opposed.”

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

THE MOTION TO GO INTO CLOSED SESSION IS APPROVED 3-2-1.

W. Nunnally, “I abstained. Can’t I do that?” N. Keane, “Yes. Wayne abstained. Jackie and Bonnie were against.” Mayor Ransone, “The vote is three in favor and two against. We are getting ready to go into closed session. If you all will be patient with us we will try not to be too long.”

E. RETURN TO OPEN SESSION

T. Chapman, “Are we going to be starting sometime soon, Sharon?” S. Phillips, “Yes. They are walking down the hall now. Obviously, they did not amend the agenda. Everything else is in the same order they just did not move the closed session.” M. Bombay, “Thank you all for putting up with us.” F. Westbrook, “Thank you guys.”

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, Mike Bombay, so certify

I, Bonnie Schaschek, so certify.

I, Frances Westbrook, so certify.

I, Ralph Ransone, so certify.

M. Bombay, "Is Wayne still with us?" Mayor Ransone, "I think Wayne has left the building as well as Jackie. We are back in open session. Is there any action that needs to be taken at this time?" M. Bombay, "I make the motion that we take a vote on our zoning administrator position." Mayor Ransone, "Do you have an applicant that you want to put forward?" M. Bombay, "I am asking that Lara Brown be appointed as the zoning administrator for the Town of Irvington." K. Pollard, "Second." Mayor Ransone, "There is a motion and a second is there any discussion? If there is no discussion, I am calling for a vote to hire Lara Brown as our new zoning administrator, all those in favor and all those opposed."

Vote:	Kathleen Pollard	Aye	
	Bonnie Schaschek		Opposed
	Frances Westbrook	Aye	
	Mike Bombay	Aye	

THE MOTION TO APPOINT LARA BROWN AS THE ZONING ADMINISTRATOR FOR THE TOWN OF IRVINGTON IS PASSED 3-1.

Mayor Ransone, "Let the record show that three voted in favor and one opposed and two left the building." M. Bombay, "I'd like one thing added to the minutes please. I would like it added that Council person Jackie Brown and Council person Wayne Nunnally realized the vote was not going to go in their favor so they picked up their ball and went home. These are people that were elected by you, the citizens of this town. Remember that in two years when they come up for election. If they don't get their way they go home. That is all I have to say. We are not here for our personal. We are here for what is good for our town. They didn't like it so they left. I'd like that in the paper please."

Mayor Ransone, "Next we need a motion to authorize the mayor to execute an employment agreement for zoning administrator." K. Pollard, "So moved." M. Bombay, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

Vote:	Kathleen Pollard	Aye	
	Bonnie Schaschek		Opposed
	Frances Westbrook	Aye	
	Mike Bombay	Aye	

THE MOTION TO AUTHORIZE THE MAYOR TO EXECUTE AN EMPLOYMENT AGREEMENT FOR ZONING ADMINISTRATOR IS PASSED 3-1.

F. APPROVAL OF MINUTES AND TREASURER'S REPORTS

Mayor Ransone, "I know there has been a lot going even though we have had the Corona Virus." F. Westbrook, "Mr. Mayor, I'd like to move that we consider items 1-12 in one motion unless someone has a specific motion or correction." Mayor Ransone, "Does anybody have a problem with any of these?" K. Pollard, "No." M. Bombay, "No. I second the motion." Mayor Ransone, "All those in favor say aye and all those opposed."

1. January 9, 2020 Special Called Meeting (Wkshp) Minutes
2. February 4, 2020 Special Called Meeting Minutes
3. February 4, 2020 Joint Public Hearing Minutes
4. February 13, 2020 Special Called Meeting (Wkshp) Minutes
5. February 20, 2020 Special Called Meeting Minutes
6. March 3, 2020 Special Called Meeting Minutes
7. March 12, 2020 Special Called Meeting (Wkshp) Minutes

8. May 14, 2020 Public Hearing Minutes
9. May 14, 2020 Special Called Meeting Minutes
10. June 1, 2020 Special Called Meeting (B&F Committee) Minutes
11. April 2020 Treasurer's Reports (4)
12. May 2020 Treasurer's Reports (4)

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

THE MOTION TO APPROVE ITEMS 1-12 (LISTED ABOVE) IS PASSED 4-0

G. PUBLIC COMMENT

Mayor Ransone, "Next, we have public comment. The public gets the opportunity to speak." C. Bradley, "I'd like to thank Rannie, Kathleen and Mike for your service to the Town." A. Pollard Jr., "Thank you Mr. Mayor. Thank everybody for their service. I also wanted to let you know I'd made an application for a conditional use permit for the property on 37 Seafood Lane for two apartments. I believe it is by right since it is zoned industrial but I have found in a small town it is better to say that upfront and if anybody has questions I hope to have a future house down there and my office in the other building. The way the building the building is configured and the property setback line there will be about 25 square feet sitting approaching the 35' line and I am working with the Town on that. If anybody has any questions, my goal is to upgrade the property. It was a little rundown when I bought the property about a year ago. Take it up and take out of that industrial use. I met with Sharon and put in my application. This is the old John Christopher building, Treacle and Christopher." K. Schaschek, "I just looked at the agenda under new business. You want to execute contracts for the clerk, treasurer and FOIA Officer and according to our Charter these have to be appointed every two years so that would be the new council's job to do. You can't sign a contract before these people are appointed." N. Keane, "There is a difference between a contract and an appointment. Sharon was appointed to the position of clerk and treasurer in September 2018 for a two year term ending September 2020. She has a contract that started on a different day. Just like me. I was appointed in September 2018 and I am anticipating you are going to be talking about me next. That one goes until September 2020. My contract goes on a fiscal year basis. We were intending to talk about the contracts and not the appointments to the office." K. Schaschek, "So that means that the appointment is contrary to what the Charter says because the Charter says that after the new council is coming every two years." N. Keane, "You are correct. Because we changed the Charter in January 2019 to go to July 1st." K. Schaschek, "July 1st so therefore." A. Pollard Jr., "Let her speak." K. Schaschek, "I get to make my point to." N. Keane, "We made the Charter changes because we realized the law had changed on elections: 25 years ago and the Town of Irvington had not changed its Charter to be consistent so that council members that were elected in May come on in July 1 and go out on June 30. But what we haven't done since then, we did that with the General Assembly in January 2019, we have not done since then is a Town Code update which brings the Town Code which talks about the officers myself, this other position and others, those have not been brought in line so those still stay September. Town Code §32.02 – 07 you will see that the appointments are to be in September. That is why I was appointed in September. We would like to bring it in line but it hasn't been changed in the Town Code yet." A. Pollard Jr., "I'm sorry for barking at you, I couldn't hear what she was saying." T. Bugg, "As the mayor elect I would like to thank Mike, Kathleen and you Mayor Ransone for all of your time and thank you personally. And to all of you, I will be reaching out to you and appreciate any guidance you would like to share." K. Pollard, "Well, good luck to you, that's my advice. We love to see the new faces."

H. REPORT FROM THE ACTING ZONING ADMINISTRATOR – S. Phillips, Acting Zoning

S. Phillips, "I have been on a couple of site visits for what ultimately related to real estate transactions. I worked with Brian Barnes on those site visits. Research was done on Flood Plains because in the fall of this

year the planning commission will be working to adopt new Flood Plain maps. Research was done in response to resident requests regarding trading impervious for pools. I responded to resident concerns regarding tree removal and bank clearing. As Mr. Pollard suggested, there are two CUP's that have been turned into the Town Office and they will be on the agenda in July for a CUP schedule. As I shared with Bonnie, I worked with Mike Smith from Dominion Energy who communicated there are nine poles that are ready to be removed. We will have to get on the schedule for removal. There are three poles that need more work." B. Schaschek, "The poles at the post office and the pole at my house are ready to be removed and that is the most important." Mayor Ransone, "If there is no further public comment we will move on."

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

N. Keane, "I have a report on streets. Since the last meeting you all asked me to speak with Don Gill in Lancaster and find out if Lancaster will support our joint petition for a no through truck zone. Don and I had a conversation and I have looked at some documents pertaining to the Kilmarnock no through truck proposal that occurred back in 2010. This process is a little more complicated than originally thought but it will still go forward if you want it to. Later on the agenda there is a draft resolution. I'm not sure we should read it as a first reading tonight, I'm happy to but since it is a resolution and it requires two readings it should be read by the next council also they don't have the ability to participate and didn't hear my prior reports that I made to you about the streets. I completed a written report to you all on streets and everything that I have done. I am going to pass this out to the council. Save one for Wayne and Jackie. This tells you several things, what the legal issues were. I was originally asked to do a legal review of if the Town has the legal authority on its own to conduct maintenance and make decisions regarding streets, street maintenance, speed, signs, rumble strips, no through truck and those kinds of issues. The answer is no, the Town of Irvington does not have that authority even though our Charter says we do. Because the state of Virginia passed a series of laws that trump the Charter. I confirmed that information with VDOT through their central office all the way up to the Attorney General's office. We have a clear understanding that we do not have ability to make these decisions. We must work with VDOT. VDOT is very happy to work with us. I have been working with David Beale, the new resident in the Warsaw office. They will be here once the Tides Inn and the Compass Entertainment Center are open. They will conduct a speed study and a capacity study through the Town of Irvington. They will notify us several weeks in advance of when they come so that we can ascertain what we want them to look at. They are going to look at the cross walk. I have asked them about another cross walk for golf carts and bicycles and I did not get a no. I was expecting to get an absolute no but he is trying to figure out how to help us. I think they want to help us. I have told him that people are very upset about the speeding, the untenable issue about the trucks. The one thing I did not know about the pedestrian cross walk that everybody hates was apparently part of a federal program. I don't think the Town asked for it. I think the state came to us and said we have this stuff we can put in, do you want it? I think the town acquiesced and agreed. The catch is that when it is a federal program and there is federal money you have to leave it in place for a minimum amount of time because federal funds were used to put it in or else you have to pay to take it out. So I asked how much it would cost us to take out the pedestrian cross walk. It would cost \$50,000 - \$60,000 to remove it unless we wait until 2022. We only have to wait 1.5 years. We can leave it there for another 1.5 years and they will take it out for no cost. Before we move on to the next topic, the resolution that is later on the agenda is something that we would have to pass in two readings but the other piece of this is that the Commonwealth Transportation Board (CTB) requires that any jurisdiction that is requesting a restriction on through trucks have a public hearing associated with passing the resolution. That is the other reason why I don't think we should have our first reading tonight. We should wait until July and have a public hearing which requires an advertisement in the newspaper so that people can speak on no through trucks the same thing will happen at the county. The county will take it up once they get a copy of our resolution that we pass because it is our request we send it to the county and the county will hold a public hearing during one of their meetings and they will pass a resolution hopefully supporting us. They don't decide until they hear at the public hearing. I asked Don Gill, will you all tell us now that you will support this and he said we supported Kilmarnock so there is precedent for doing this but I can't tell you we will support

this until we hear what the public has to say. If we did this in July and August it would probably be at the county in September and October and then it goes to CTB who has nine months to consider. We are looking at over a year for this." B. Schaschek, "Tripp you and Anthony were at the last meeting when we were talking about this and they are on the new council." N. Keane, "Was Dudley there? But they were not participating. We also talked about this in closed session and they were not privy to the conversations." B. Schaschek, "What would happen if we had the first reading and then had the public hearing in July with the second reading to pass it on?" N. Keane, "I think it is up to the new council as to whether they feel comfortable voting on something that they were not voting on the first reading. I can't give an answer to that." B. Schaschek, "We don't vote on a first reading." N. Keane, "Correct but basically it is voting to send it to a second reading." F. Westbrook, "It would be half ours and half the new council which makes it awkward." B. Schaschek, "The sooner that we can get it to the county because we are going to have to hear it from them as well. We have been trying to get this no through truck for 2.5 years." N. Keane, "It is very apparent from reading the materials that I have from VDOT and Lancaster that CTB puts a very heavy emphasis in the decision to approve or not approve on of these on enforcement. They want to see demonstrated enforcement in the jurisdiction before they approve it. VDOT made comments about this to us back before I got involved but I looked in our file and read what they had written to the Town. They said, what is the point in asking for a no through truck zone if you don't have any enforcement? We can push this on and send it to Lancaster but we have to have an enforcement strategy in place before October before we send it to the CTB so that we can say in our proposal that we want this, we need this and this is our demonstrated enforcement concept or tactic. I know there has been some discussion about where is the sheriff's office and that will probably be a part of the conversation. The other piece is we don't have a police force and that is another conversation. If we can't demonstrate enough enforcement for the CTB they will suggest there is no reason to do it because it requires signage and other factors. One good thing is there is already a restricted through truck zone that would take the same route. The Kilmarnock no through truck utilizes Route 3 to James B. Jones Highway to go around Kilmarnock and that would be the same cut through for us. They think that the fact that it was put in for Kilmarnock may have impacted Irvington. I wanted to make a couple of comments about later agenda items in advance so that you understand. We are going to be considering a contract with Lancaster County which you already approved for CARES funds coming from the federal government pertaining to the Corona virus. That money will come to us as a check after we approve the agreement tonight. It would be an agreement between the Town and Lancaster County for the funds that they are giving us pro rata which are around \$35,000. The funds are pro rata which means if we receive the check they should be deposited in July 1st because we want to deposit the funds prior to July 1 we would have to amend the budget of that year and we would not want to amend the FY19/20 budget year. That information came to me." B. Schaschek, "Why would we be amending the budget because these are funds that were not budgeted?" N. Keane, "Yes but once you take the money in you have amend the budget to show that the money came in so you would rather not take them in this year because we are not doing a budget amendment this year." B. Schaschek, "We are not amending the budget this year." N. Keane, "The other thing is the CRF need to be deposited to an account at Chesapeake Bank or simply accounted for on the general ledger under a separate items and our current banking resolutions are sufficient so you don't need a new resolution. Finally, I want to call your attention to the fact that the minutes from tonight's meeting you would need to have a special meeting to approve those minutes this fiscal year or pass them to the next council. The council may or may not choose to vote on them. This is an interesting dynamic with a new mayor and council. I am just asking if you want to have another meeting to approve just the minutes. You have mentioned having an additional meeting where you will meet with the townspeople so you could do this then." F. Westbrook, "We need to tie up this loose end because the new council can't vote." B. Schaschek, "Can't they just recuse themselves from voting because they just need a majority." N. Keane, "You can do that. I think there is one other set of minutes that may not be on the list. I think there are two sets of minutes to consider." B. Schaschek, "That is what we did last time and there was enough to pass."

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

Mayor Ransone, "Jackie Brown has left, T. Chapman you have the floor." T. Chapman, "Thank you Mr. Mayor. Julie Harris is the chair of the planning commission but was not able to attend. The planning commission report is as follows: new planning commission member Phil Robinson was welcomed and Phil is here tonight. We had a first reading of Resolution 2020.04PC which amend the planning commission by-laws which allows a three day notice for special meetings rather than ten days which brings us in concert with the town council. We will get to vote on that next time. Steve Kimmeth and Lee Capps reported on their attendance of the Virginia Chapter of the American Planning Association monthly webinar. This monthly webinar highlights Virginia legislation that affects planning issues. PC will have someone attend these. Officers were elected unanimously as follows: Julie Harris, Chairman; Tom Chapman, Vice Chairman; Steve Kimmeth, Secretary. Roundtable: Tom Chapman introduced a proposal for discussion on amending the PC By-Laws to allow the PC to vote by motion, thereby eliminating one meeting from CUP and other approval processes. He noted his opinion, my opinion, that Irvington Town Code §§30.15 and 31.22 which require the Town Council to act only by Ordinance or Resolution do not need to be applied to the Planning Commission. It was generally agreed by the PC that we need to simplify our CUP and other processes for the benefit of our residents. During discussion, the Town Clerk, Sharon Phillips, mentioned that Town Attorney, Nancyellen Keane, is working on a presentation dealing with simplification, to be presented during either the July or August TC meeting and that the PC should hold any further action on the issue until that occurs. Is that happening Nancyellen?" N. Keane, "I have no idea because we don't know what the schedule will be for July and we will have a new mayor." T. Chapman, "So it is happening, you just don't know when?" T. Chapman, "The next two PC meetings were scheduled for: July 14 and August 11 at the Irvington Baptist Church at 6:30PM. Any questions?" Mayor Ransone, "Thank you for your report."

A. OLD BUSINESS

S. Phillips, "On a second reading you only read the title but if anybody is interested in the actual ordinance they are on the table. Ordinance 2020-02.uc Ordinance Adopting a Fee Rate Schedule." Mayor Ransone, "We have had a second reading so I need a motion to adopt it." F. Westbrook, "So move." B. Schaschek, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO ADOPT ORDINANCE 2020.02.UC ORDINANCE ADOPTING A FEE RATE SCHEDULE IS PASSED 4-0.

S. Phillips, "Ordinance 2020.03.uc Adopting Transient Occupancy Tax Rate." Mayor Ransone, "We have had a second reading so I need a motion to adopt it." F. Westbrook, "So move." B. Schaschek, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO ADOPT ORDINANCE 2020.03.UC ADOPTING TRANSIENT OCCUPANCY TAX RATE IS PASSED 4-0.

S. Phillips, "Ordinance 2020-04.uc Adopting FY20/21 Budget." Mayor Ransone, "We have had a second reading so I need a motion to adopt it." B. Schaschek, "So move." M. Bombay, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO ADOPT ORDINANCE 2020.04.UC ADOPTING A FY20/21 BUDGET IS PASSED 4-0.

S. Phillips, "Ordinance 2020-05.uc Adopting a Real Estate Tax Rate." Mayor Ransone, "We have had a second reading so I need a motion to adopt it." B. Schaschek, "So move." F. Westbrook, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO ADOPT ORDINANCE 2020.05.UC ADOPTING A REAL ESTATE TAX RATE IS PASSED 4-0.

Mayor Ransone, "Next is the renew Ordinance 2020." N. Keane, "This is an emergency ordinance." S. Phillips, "Ordinance 2020-06 (emergency uncodified) READOPT EMERGENCY ORDINANCE 2020-01 TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER. WHEREAS, on April 28, 2020, the Irvington Town Council adopted Emergency Ordinance 2020-01 in response to the disaster caused by the COVID-19 pandemic to promote the public health, safety and welfare and to provide for the continuation of government during the disaster; and WHEREAS, Emergency ordinance 2020-01 must be readopted by June 26, 2020, according to its terms. NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF IRVINGTON, VIRGINIA that Emergency Ordinance 2020-01 is hereby readopted for an additional 60 days such that it shall terminate August 25, 2020 if not re-adopted prior to that date. This Ordinance 2020-06 is adopted as an emergency ordinance pursuant to Town Code Section 30.15. Mayor Ransone, "I need a motion to adopt this emergency ordinance." M. Bombay, "So move." K. Pollard, "Second." Mayor Ransone, "We have a motion and a second. All those in favor and all those opposed."

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

THE MOTION TO ADOPT ORDINANCE 2020.06 (EMERGENCY, UNCODIFIED) IS PASSED 4-0.

M. Bombay, "How long is the approval?" N. Keane, "60 days. We can renew it once more." B. Schaschek, "You can't after that you can't do it anymore."

Mayor Ransone, "Next is a discussion on reopening the town office and the town commons. How does council feel about that?" B. Schaschek, "Personally, I would like to wait until we see when Phase 3 comes in from the state." M. Bombay, "Is that tomorrow." B. Schaschek, "No." N. Keane, "Tomorrow is Phase 2 modified." M. Bombay, "It is my opinion to open. The library is open. The YMCA is open. Churches are open. Why keep the people from using the tennis courts? Before we closed them I saw people playing tennis with gloves so that they could touch the same tennis ball. Let them get some exercise. They opened the beaches weeks ago for exercise." Mayor Ransone, "When is Phase 3?" N. Keane, "The data will determine that." B. Schaschek, "My thing is we have a lot of additional people coming in now that the nice weather is here and we have people coming from other areas and we don't know where they are coming from so there has been a spike in cases so I

would err on the side of caution. We don't have anybody going to wipe down the tennis courts and gates and the Town is liable for doing that. That is why we kept them closed last time." F. Westbrook, "I think our town office should not office for general public because it is so little. I think the Commons should be open. There is plenty of room and we are at a point where if you can't stay 6' apart you should wear a mask. I am undecided about the tennis courts." B. Schaschek, "Are you talking about the porta potty?" F. Westbrook, "No. Just the tennis courts and the Commons." N. Keane, "In Phase 2, the latest one, there only a couple of things in here that apply to us. One is recreation and entertainment business, outdoor concert venues. The concert venue states you have to have a certain number of attendees, viable markers for queue lines, thorough cleaning and disinfection. That includes the gazebos and tables. Outdoor recreational sports activities, I don't think the school is doing anything, no summer camps have been scheduled." S. Phillips, "The next opportunity for the town council to discuss this is July 9 meeting. The VIA is looking to have a concert in September." F. Westbrook, "All of the July events have been canceled." S. Phillips, "I mentioned this in an effort to make sure the VIA has an opportunity to commit to future venues." Mayor Ransone, "Why don't we wait and see. If something happens towards the end of the month or the beginning of next month and you want to open up, Tripp will be there to decide. I hate to see it closed and would like to see it open but we have to be careful." M. Bombay, "What are we gaining by keeping it closed?" K. Pollard, "How many complaints are there? Are the people calling the town office?" S. Phillips, "The zoning department is picking up and that can be addressed via contactless solutions. As for the tennis courts, I have shared the resident concerns with the Council. The request is specific to the tennis courts. Not the Commons, not the playground and not the gazebo." Mayor Ransone, "Let's keep it month by month for now just to be on the safe side. I know people want to start doing stuff. I have noticed there was a lot of activity in Town with more stores open. As of now, we are going to keep the Town Office closed as well as the Town Commons. Is there any other old business?"

K. NEW BUSINESS

1. First Reading Resolution 2020-09 (emergency) Cares Act

S. Phillips, "If anyone would like to see the contract from Lancaster that will sit behind this Resolution, it is available on the table. Resolution 2020-09 (emergency) Cares Act" The resolution was read and is incorporated within. F. Westbrook, "Is this effective immediately upon passage?" N. Keane, "Yes." Mayor Ransone, "This is an emergency resolution so we need a vote. I need a motion." F. Westbrook, "I'll make the motion." B. Schaschek, "Second." Mayor Ransone, "We have a motion and a second. All those in favor and all those opposed."

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

THE MOTION TO ADOPT RESOLUTUION 2020-09 (EMERGENCY) CARES ACT IS PASSED 4-0.

2. First Reading Resolution 2020-10 No Through Truck

N. Keane, "Do you want to have the first reading or just review?" F. Westbrook, "I'll go with whatever they want?" B. Schaschek, "What is their preference? Would you like to have the first reading with you in the public and then have the second reading." A. Marchetti, "I'm okay with the first reading." T. Bugg, "I'm okay with the first reading." D. Patteson, "I'm okay with the first reading." S. Phillips, "Resolution 2020-10 No Through Truck." The resolution was read and is incorporated within. Mayor Ransone, "That was the first reading. We will not take a vote tonight. There will be a second reading at the July meeting at which time action can be taken."

M. Bombay, "May I ask the remaining Council if there are any items between 3-14 that need discussion? If no discussion is required, we could vote at once." Mayor Ransone, "All of the vendors have agreed to keep the

same contracts since we are passing the same budget." F. Westbrook, "We can at least vote on 5, 6, 7, 8 & 9." B. Schaschek, "Yes we can vote on 5, 6, 7, 8, & 9." F. Westbrook, "Do you want to vote on the parade first?" S. Phillips, "May I get a dollar amount for item 7, the amount to donate to the church?" B. Schaschek, "I think this is something we should talk about. If we are going to be using the church we should get a written agreement with them." Mayor Ransone, "We appreciate everything they have done for them and we should compensate them for the use of the church." B. Schaschek, "I use another church for another organization and we do have a contract that we use. Let's do a donation this time and then an agreement for the future." B. Schaschek, "You are going to ride on their insurance so you need to compensate for that." F. Westbrook, "Can we decide that we will give a donation and include this with a dollar amount and then discuss at the July meeting discuss the agreement." Mayor Ransone, "Does anybody have a figure in mind?" B. Schaschek, "\$500." S. Phillips, "Where would you like for this to be appropriated?" B. Schaschek, "I'll call you." Mayor Ransone, "Can I have a motion to approve item 5, 6, 7, 8 & 9 right now?" M. Bombay, "So move." K. Pollard, "Second." Mayor Ransone, "We have a motion and we have a second. All those in favor and all those opposed."

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

THE MOTION TO APPROVE ITEMS 5-9 (LISTED BELOW) IS APPROVED 4-0.

- 5) Appropriate ATL Grant Funds to White Stone VFD
- 6) Motion to appropriate annual donation \$2,100 to WSVFD
- 7) Motion to appropriate \$500 donation to Irvington Baptist Church
- 8) Motion to appropriate July 2020 expenses
- 9) Motion to approve the VRSA Cyber Liability Coverage Policy

Mayor Ransone, "Do you want to do the last three (10, 11 & 12) and come back to the two in the middle." B. Schaschek, "No, 13 and 14 are not contracts. 14 is something new that just came in and I think it requires some discussion. We were talking about doing new signs. I'd rather table that until July. I didn't have an opportunity to look at it." Mayor Ransone, "Okay so I need a motion to table item 14 until the July meeting." B. Schaschek, "So move." F. Westbrook, "Second." Mayor Ransone, "We have a motion and we have a second. All those in favor and all those opposed."

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

THE MOTION TO TABLE ITEM 14 (MOTION TO APPROVE MITCHELL SIGNS PROPOSAL) IS APPROVED 4-0.

Mayor Ransone, "Number 10." M. Bombay, "Are these the same amounts as last year?" Mayor Ransone, "As far as I can tell they are not charging anymore because we are passing the same budget as last year. If everybody is okay with number 10, I need a motion to approve." M. Bombay, "So move." K. Pollard, "Second." Mayor Ransone, "We have a motion and we have a second. All those in favor and all those opposed."

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

THE MOTION TO APPROVE ELBOURN CONTRACT IS APPROVED 4-0.

Mayor Ransone, "I need a motion to approve Arrowhead." B. Schaschek, "We don't have a contract so how can we make a motion to approve a contract that we don't have. So this is a new one because we never had one last year." S. Phillips, "We had an estimate that was approved by the town council and that estimate is stapled to the back of the contract." F. Westbrook, "So we didn't have an official contract." S. Phillips, "This contract will sit on top of the estimate. The pricing has not changed. That contract was in place for another." Mayor Ransone, "We normally adopt these contracts for three years and this was his second year. He has stated he would not change his prices. We would have the contract. It is my fault. I am the mayor." M. Bombay, "I don't see a total amount." N. Keane, "The estimate is on the back of the legal document." Mayor Ransone, "I have talked to Jay personally." M. Bombay, "Motion that we approve the Arrowhead contract?" B. Schaschek, "Are we approving it for one year?" Mayor Ransone, "It will end June 30 2021. Is that okay Bonnie?" K. Pollard, "Second." Mayor Ransone, "We have a motion and we have a second. All those in favor and all those opposed."

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

THE MOTION TO APPROVE ARROWHEAD CONTRACT IS APPROVED 4-0.

Mayor Ransone, "Motion to approve Mill Creek Geek. He is the IT guy." F. Westbrook, "Good guy." M. Bombay, "Same rates as last year." S. Phillips, "That contract increased by \$10 per hour. The reason for the increase is the IT vendor is now providing website hosting services. The town website was hacked and we were not able to contact the vendor that handles the website. After several days of no contact we were finally able to make contact the vendor, who at time chose to step away and no longer provide services. As a result, Chris is now handling the website for the Town. The increase in the fee is for Chris to handle Wix and to train me to post notices to the website." Mayor Ransone, "I was aware of the situation and I asked Sharon to handle it. We did not have a contract with the former vendor but this will at least provide us with a contract." F. Westbrook, "So we are looking at \$70 per hour rather than \$60 per hour so that is the \$10 increase." Mayor Ransone, "Do you have an idea of how many hours?" S. Phillips, "Services are cyclic and we should expect to see more hours from the vendor due to the transition of mayor elect and council elect, advisory boards, staff, etc. He generally bills 3-4 hours per month unless there is a special contract." M. Bombay, "So there is an increase of \$30." F. Westbrook, "Is this effective immediately?" Mayor Ransone, "Yes. This may have to be adjusted in the budget." F. Westbrook, "There is no end date on this. So that if either one of us want to walk away we can." B. Schaschek, "I think that is something we can take up with the next council. You are booking this to maintenance." K. Pollard, "What do you mean hacked?" S. Phillips, "There was sexually explicit material on the website." Mayor Ransone, "I need a motion to approve the contract as is for one year or do you want to hold off until July." B. Schaschek, "Table it until July. Sharon, when you get a chance there is a link to Virginia.gov there is a link for Irvington that has a major issue. I will send you the exact link."

Mayor Ransone, "Next we have discussion of a resident complaint." S. Phillips, "A resident has expressed a concern or complaint regarding five dilapidated semi-trailers that pose a risk to public health and safety they also qualify as a nuisance. The resident has requested the town council declare the situation to be a nuisance and then authorize the zoning administrator to send a notice of violation. The concern is the amount of work that would have to be done to remove the five semi-trailers. The do not have the engines. I am asking Council how to approach this because the property is tax delinquent." B. Schaschek, "No they are not. They are current." S. Phillips, "The property is in an estate or trust and has been tax delinquent for 3 years with this being the first year they are not delinquent." N. Keane, "The purpose for declaring a nuisance is to that the Town can take action. Under the nuisance statute the town could have it cleaned up and removed at cost but then charge it back against the property. I think we need to know more before we take immediate action. Is the

property worth enough to cover the cost of removal of the trailers? Who is the owner? We have not done enough research on the cost of having a contractor do the work associated with removal, Sharon suggests there may be significant tree removal to even get to the trailers." S. Phillips, "Timber will have to be removed in order to get equipment in place for the removal." N. Keane, "It is unsightly and we have the right as a Town to declare a nuisance and to clean up the property and then charge for the clean up but if this is going to cost more than the property is valued. We want to make sure we can recoup our costs." F. Westbrook, "Can we file a tax lien?" F. Westbrook, "If they don't keep the taxes current you could sell the property to cover the cost but sometimes, I have been involved in a similar situation, you can spend dollars to do the work but if the property is not valued similarly." S. Phillips, "According to the tax records, the property is valued at \$32,500." B. Schaschek, "Is that each parcel?" S. Phillips, "Without having the property surveyed it is unclear which specific parcel is involved. I cannot confirm the semi-trailers are limited to one parcel." F. Westbrook, "These are all small parcels." N. Keane, "We should contact the property owner." S. Phillips, "I need authorization to contact the property owner." B. Schaschek, "I think letters to owners are the first step before we get a bid for the work." Mayor Ransone, "I need a motion to authorize the acting zoning administrator to send a letter to the property owner." N. Keane, "The letter should indicate the property owner is responsible for the clean up and if you don't respond to us we will have to declare it a nuisance and then the Town will clean it up and charge the property owner. We are trying to get the property owner to take care of this so that we don't have to." S. Phillips, "Should I use the 7-10 day response time?" N. Keane, "The code does have a time frame for a response to the letter. I would give them 30 days to respond to the letter." Mayor Ransone, "Let's get a motion authorizing the letter to the land owner stating there have been complaints about safety issues." F. Westbrook, "So move." B. Schaschek, "Second." Mayor Ransone, "We have a motion and we have a second. All those in favor and all those opposed."

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

THE MOTION TO AUTHORIZE THE ZONING ADMINISTRATOR TO SEND A LETTER TO THE PROPERTY OWNERS OF TAX MAP 34 1 10 IS APPROVED 4-0.

Mayor Ransone, "Item 3 and 4 are left. Let's start with item 3. I need a motion to authorize Mayor to execute Town Clerk, Treasurer and FOIA Officer contract." N. Keane, "The reason it is stated that way is because the FOIA Officer part of the job was not in the contract. It is important that all of the job duties are reflected in the contract." F. Westbrook, "Once again when we get ready to amend the budget in a few month this can be amended at that time too." B. Schaschek, "Can we just to this on a month to month basis because there needs to be some discussion?" F. Westbrook, "Do it three months at a time." B. Schaschek, "Maybe the new council wants some other people in place." F. Westbrook, "I didn't think that is what was meant. I thought it was the employee contract part." B. Schaschek, "I'd like to go month to month." N. Keane, "Sharon's contract does not have an end date. It was on the agenda to address the addition of the FOIA Officer." B. Schaschek, "What happens at the next meeting if they decide they want to elect somebody else as FOIA Officer?" F. Westbrook, "Then they can do that." Mayor Ransone, "What we do now can be changed in July." N. Keane, "You can't bind a future council." Mayor Ransone, "Do I have a motion?" B. Schaschek, "Did we decide on 3 months or 1 month?" N. Keane, "Her contract has no end date all you are doing is adding FOIA Officer?" F. Westbrook, "Do we need an end date?" M. Bombay, "Why don't we just defer until the new Council is on board." F. Westbrook, "We can't do that with the town attorney because her end date is June 30 and then if we don't meet until July 9 and we are required to have an attorney." Mayor Ransone, "Why don't we approve item 3 for the next council meeting. She would be the FOIA Office in case something came up in July." N. Keane, "All you are doing is approving the addition of FOIA Officer." Mayor Ransone, "I need a motion." M. Bombay, "Motion." K. Pollard, "Second." Mayor Ransone, "We have a motion and we have a second. All those in favor and all those opposed."

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

THE MOTION TO ADD FOIA OFFICER TO EXISTING CONTRACT UNTIL JULY IS APPROVED 4-0.

Mayor Ransone, "Next is motion to authorize the mayor to execute contract for Town attorney." F. Westbrook, "With all the same caveats." B. Schaschek, "So this one will go on month to month. Is this a physical contract again?" N. Keane, "You have seen the contract. It is for one year, July 2019." B. Schaschek, "Actually I haven't seen the contract. I never read it." Mayor Ransone, "You had it from last year." N. Keane, "It is a public document and has been FOIA'ed." F. Westbrook, "I think what is giving people trouble is when we are using the word contract. We think of that one way only and it is being used differently here. We are not talking about an employment contract not appointment, correct?" B. Schaschek, "This is a physical contract." N. Keane, "I am not an employee." B. Schaschek, "I would rather see it go month to month and deal with it with the next council because we may have other ideas. Is this for a year?" N. Keane, "I have to have an engagement in order to work for a client." B. Schaschek, "That is the end date of the current contract." N. Keane, "The current contract ends June 30. I was asked to do a contract on a fiscal year basis. I have an appointment as town attorney until September 2020, they are two different things." B. Schaschek, "Why don't we approve it through September 2020 and that gives everybody time to deal with it." Mayor Ransone, "I need that in the form of a motion." B. Schaschek, "I make a motion to approve the town attorney contract through September 30, 2020." F. Westbrook, "Second." Mayor Ransone, "We have a motion and we have a second. All those in favor and all those opposed."

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

THE MOTION TO APPROVE THE TOWN ATTORNEY CONTRACT THROUGH SEPTEMBER 30, 2020 IS APPROVED 4-0.

L. ROUNDTABLE

B. Schaschek, "How did you make out with the Commons and the removal of the stumps and marking the trees?" Mayor Ransone, "I have not done so but will get with Sharon, my life has been a little hectic." B. Schaschek, "Good because poor Tripp is going to get badgered."

Mayor Ransone, "Back at the March meeting, I ask Fran to trust me and she did. I made an effort to have a town hall meeting to discuss VRBO. My time is short but I was thinking about having something at the Commons next week and anybody wishing to attend and speak or provide information. Hopefully new members of council can be there. I would like for all council members and new council members to attend but it is not a required meeting." S. Phillips, "There is quite a bit of scheduling conflicts. Please discuss this at the table." Mayor Ransone, "We can set it for Wednesday with a rain date for Thursday." M. Bombay, "Post it for Wednesday weather permitting." Mayor Ransone, "If it is bad weather on both days I will reset it for the following week." B. Schaschek, "Are you going to make any decision?" Mayor Ransone, "No. This is a town hall meeting for input only regarding VRBO's." B. Schaschek, "I will write up my comments and give them to you." Mayor Ransone, "I am going for Wednesday at 5PM on the Town Commons. I think it is important to keep this promise." K. Pollard, "Are there people with concerns?" Mayor Ransone, "I think it is a bigger thing that the new council will have to address. They can listen now and move forward with the information." K. Pollard, "Are you hearing negative? I have not heard anything negative" B. Schaschek, "There are people that have concerns, I'll give you a call." Mayor Ransone, "There needs to be some rules and regulations." K.

Pollard, "How many do we have?" Mayor Ransone, "We don't know because we don't have anything. If we had a permit process we would know how many we have. We have people that are paying the occupancy tax but there are more that are not paying maybe because they don't know they have to pay. That is why I would like to have the public's input. No decisions will be made on Wednesday at 5PM with a rain date of Thursday."

M. ANNOUNCEMENTS

Mayor Ransone, "The Town Office will be closed July 3 and July 6. Is everybody okay with this? Well, we are down to it. Mike do you have anything you want to say?" M. Bombay, "I have enjoyed my time." Mayor Ransone, "Kathleen do you have anything to say?" K. Pollard, "It has been a great ride and I have enjoyed my time. I think we have a good crew coming in and I am very excited about that." B. Schaschek, "You are going to make everybody cry. I want to thank Rannie, Kathleen and Mike. It has been great work with you." Mayor Ransone, "I want to thank everybody. It was honor to serve this community and I mean that from the bottom of my heart. I appreciate all of the comments over the years it was the main reason I stayed. You have to work together because it is about the Town. I want to thank everybody again, my staff, my council, my wife who is not here tonight and I want to thank God who has been a tremendous help to me. I wish the new council all of the luck and I will help them anyway I can but I am not going to do flags and lights."

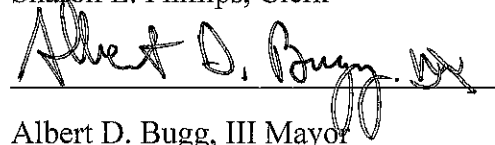
N. ADJOURN

Mayor Ransone, "Kathleen do you want to make the last motion?" K. Pollard, "Yes, I will make the last motion to adjourn at 8:48PM." M. Bombay, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO ADJOURN IS PASSED 4-0

Respectfully submitted,
Sharon L. Phillips, Clerk


Albert D. Bugg, III Mayor

RESOLUTION 2020- 09 (Emergency)

APPROVING THE AGREEMENT FOR THE USE OF FEDERAL CARES CORONAVIRUS RELIEF FUNDS, AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ACCEPTING CARES ALLOTMENT

WHEREAS, the United States Congress passed, and the President signed, the Coronavirus Aid, Relief and Economic Security ("CARES") Act of 2020 (the "Act"); and

WHEREAS, the Act establishes funding for programs to address the COVID-19 pandemic; and

WHEREAS, Lancaster County will receive an allocation of \$925,071 from the Coronavirus Relief Fund ("CRF") established under the Act; and

WHEREAS, Irvington's share of these funds is \$35,245.21; and

WHEREAS, expenditure of the funds is to be used only for qualifying expenses as defined by the Act, the expenditure of funds will be audited and any funds expended for purposes other than as provided by the Act will have to be repaid and returned to the Commonwealth of Virginia; and

WHEREAS, expenditure of the funds from CRF distributed to the Town will be subject to refund and return by the Town; and

WHEREAS, this Emergency Resolution is adopted pursuant to Town Code §30.15.

NOW THEREFORE, BE IT FURTHER RESOLVED, that Irvington Town Council hereby approves the attached "Agreement for the use of Federal CARES Coronavirus Relief Funds" presented by and previously approved by Lancaster County ("Agreement") and directs the Mayor to execute the Agreement; and

BE IT FURTHER RESOLVED that the Irvington Town Council accepts the allotment from the CRF paid by Lancaster County of \$35,245.21, subject to terms of the Agreement ("Allotment"); and

BE IT FURTHER RESOLVED that the Irvington Town Council hereby directs the Allotment be deposited into and held in a separate Town of Irvington account at Chesapeake

Bank, and that, from such account, expenditures shall be made from the Allotment in compliance with the Act and the Agreement; and

BE IT FURTHER RESOLVED that expenditures from the Allotment in compliance with the Act and Agreement are hereby appropriated.

BE IT FURTHER RESOLVED, that the first seven paragraphs are incorporated herein.

Certification

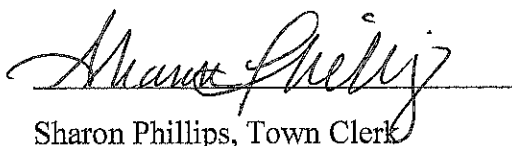
I, Ralph D. Ransone, do hereby certify that the foregoing Resolution 2020-09 (Emergency) was adopted by the Irvington Town Council at a Meeting on June 11, 2020.

VOTE:	IN FAVOR	AGAINST	ABSENT
Michael Bombay	BOMBAY		
Jackie Brown			BROWN
R. Wayne Nunnally			NUNNALLY
Kathleen Pollard	POLLARD		
Bonnie Schaschek	SCHASCHER		
Fran Westbrook	WESTBROOK		



Ralph D. Ransone, Mayor

ATTEST:



Sharon Phillips, Town Clerk

Resolution 2020-09 (Emergency) was passed unanimously
by the Irvington Town Council on June 11, 2020
(Brown, Nunnally - ABSENT)

Sharon Phillips
Town Clerk



ORDINANCE 2020-02. 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 set in May 2019, and the three zoning-related fees were codified February 12, 2015 at Appendix A p. 77; and

WHEREAS, Council intends to annually set these fees; and

WHEREAS, this ordinance was considered at a May 14, 2020 public hearing, and two readings by Council on May 14 and June 11, 2020.

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

Council hereby adopts the following:

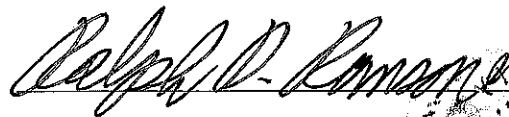
1. Council hereby re-adopts the fee rates in the Fee Rate Schedule attached hereto and incorporated herein by this reference with effect from January 1, 2020.
2. This Ordinance is effective upon passage.

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

Certification

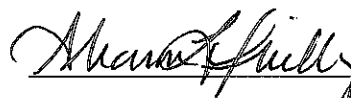
I, Ralph D. Ransone, Mayor, do hereby certify that Ordinance 2020-02.uc was adopted at its June 11, 2020 Meeting, at which a quorum was present and voting. The Vote was:

	IN FAVOR	OPPOSED	ABSENT
Vice Mayor Kathleen Pollard	YEA		
Mike Bombay	YEA		
Jackie Brown			ABSENT
R. Wayne Nunnally			ABSENT
Bonnie Schaschek	YEA		
Frances Westbrook	YEA		



Ralph D. Ransone, Mayor

ATTEST:



Sharon Phillips, Town Clerk

Ordinance 2020-02.uc was passed by the Irvington Town Council on June 11, 2020.

Sharon Phillips, Town Clerk

FY20/21 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. 	

ORDINANCE 2020-03. 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 this transient occupancy tax rate; and

WHEREAS, this ordinance was considered at a May 14, 2020 public hearing, and two readings by Council on May 14 and June 11, 2020.

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

Council hereby adopts the following:

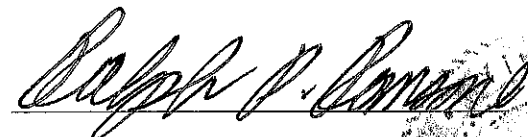
1. The transient occupancy tax rate in Irvington is set at 2% of the charge made for each room rented, with effect from January 1, 2020.
2. This Ordinance is effective upon passage.

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

Certification

I, Ralph D. Ransone, Mayor, do hereby certify that Ordinance 2020-03.uc was adopted at its June 11, 2020 Meeting, at which a quorum was present and voting. The Vote was:

	IN FAVOR	OPPOSED	ABSENT
Vice Mayor Kathleen Pollard	YEA		
Mike Bombay	YEA		
Jackie Brown			ABSENT
R. Wayne Nunnally			ABSENT
Bonnie Schaschek	YEA		
Frances Westbrook	YEA		



Ralph D. Ransone, Mayor

ATTEST:



Sharon Phillips, Town Clerk

Ordinance 2020-03.uc

*was passed unanimously by the
Irvington Town Council on June 11, 2020 Sharon Phillips, Town Clerk*

ORDINANCE 2020-04. uc

ORDINANCE ADOPTING A 2020-21 BUDGET

WHEREAS, the Irvington Town Council ("Council") proposes to adopt a 2020-21 Budget for Irvington; and

WHEREAS, a synopsis of the proposed 2020-21 Budget and a notice of a public hearing on the Budget were advertised May 7, and May 14, 2020 pursuant to VA Code Ann. Section 15.2-2506; and

WHEREAS, a public hearing on the proposed 2020-21 Budget was held on May 14, 2020 and the public also had the opportunity to speak about the 2020-21 Budget at Council's meetings May 14 and June 11, 2020; and

WHEREAS, this Ordinance was read twice before approval, at the May 14, 2020 and June 11, 2020 Council meetings.

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

1. Council hereby adopts the 2020-21 Budget attached hereto and incorporated herein by this reference.
2. This Ordinance is effective upon passage.

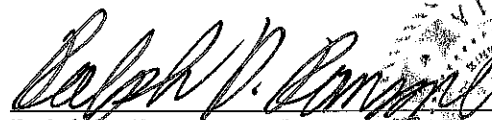
BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this uncoded Ordinance, and the attached 2020-21 Budget in the Minutes of its June 11, 2020 meeting.

Attachment – 2020-21 Budget

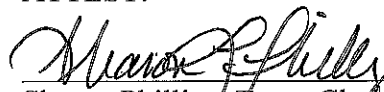
Certification

I, Ralph D. Ransone, Mayor, do hereby certify that Ordinance 2020-04.uc was adopted at the June 11, 2020 meeting at which a quorum was present and voting. The Vote was:

	IN FAVOR	OPPOSED	ABSENT
Vice Mayor Kathleen Pollard	YEA		
Mike Bombay	YEA		
Jackie Brown			ABSENT
R. Wayne Nunnally			ABSENT
Bonnie Schaschek	YEA		
Frances Westbrook	YEA		


Ralph D. Ransone, Mayor

ATTEST:


Sharon Phillips, Town Clerk

Ordinance 2020-04.uc was passed unanimously by the Irvington Town Council on June 11, 2020.
(Sharon Phillips Town Clerk)

2020 - 2024 Prelim Budget with update actuals thru Apr 6, 2020

Town of Irvington Budget FY 2020/21									
Cities and Towns Chapter 25 - Budgets, Audits and Reports §15.2-2504. What Budget to Show	Budget Jul 2018 - Jun 2019	Actuals Jul 2018 - Jun 2019	+ / -	Budget Jul 2019 - Jun 2020	Actuals Jul 2019 - Apr 6, 2020	Est Apr 7, 2020 to Jun 2020	Total Actuals Plus Estimates	+ / -	Proposed Budget Jul 2020 - Jun 2021
Revenue	\$230,240	\$216,980	\$13,261	\$203,689	\$162,546	\$45,260	\$207,806	(\$4,117)	\$203,689
ATL Fire Grant	\$10,000	\$10,000	\$0	10,000	\$0	\$10,000	\$10,000	\$0	10,000
Bank Franchise	\$9,888	\$10,321	(\$433)	10,000	\$0	\$10,321	\$10,321	(\$321)	10,000
Cable TV (Cable TV/ Communications)	\$2,346	\$2,129	\$217	2,200	\$1,539	\$524	\$2,063	\$137	2,200
Interest Income	\$2,900	\$4,957	(\$2,057)	6,000	\$5,129	\$700	\$5,829	\$171	6,000
Permit Fees (Zoning Permits)	\$1,050	\$1,195	(\$145)	1,200	\$550	\$110	\$660	\$540	1,200
Town Property Rental	\$1,000	\$1,195	(\$195)	1,000	\$500	\$500	\$1,000	\$0	1,000
Real Estate Tax	\$87,000	\$88,215	(\$1,215)	64,239	\$62,869	\$1,069	\$63,938	\$301	64,239
PP Tax (Auto/Golf Tags)	\$10,000	\$10,556	(\$556)	10,000	\$9,844	\$380	\$10,224	(\$224)	10,000
Occupancy Tax	\$80,000	\$60,829	\$19,171	70,000	\$57,749	\$15,206	\$72,955	(\$2,955)	70,000
Local Sales Tax (Sales Tax)	\$26,000	\$27,532	(\$1,532)	27,000	\$22,367	\$6,450	\$28,817	(\$1,817)	27,000
Misc. Income	\$56	\$50	\$6	50	\$0	\$0	\$0	\$50	50
Lokey Funding				2,000	\$2,000	\$0	\$2,000	\$0	2,000

2020 - 2021 Prelim Budget with update actuals thru Apr 6, 2020

Cities and Towns	Budget Jul 2018 - Jun 2019	Actuals Jul 2018 - Jun 2019	+ / -	Budget Jul 2019 - Jun 2020	Actuals Jul 2019 - Apr 6, 2020	Est Apr 7, 2020 to Jun 2020	Total Actuals Plus Estimates	+ / -	Proposed Budget Jul 2020 - Jun 2021
Chapter 25 - Budgets, Audits and Reports \$15.2-2504. What Budget to Show									
Operating Expenses	\$158,519	\$139,015	\$19,504	\$154,457	\$98,731	\$67,317	\$166,048	(\$11,591)	\$154,457
Employee Expense	\$64,725	\$61,471	\$3,254	64,478	\$47,633	\$26,665	\$74,298	(\$9,820)	64,478
Professional Services	\$12,000	\$12,000	\$0	15,000	\$12,000	\$5,000	\$17,000	(\$2,000)	15,000
Insurance (Insurance (VML)	\$3,863	\$3,863	\$0	4,189	\$4,189	\$0	\$4,189	\$0	4,189
Public Safety & Code Enforcement	\$15,500	\$12,120	\$3,380	10,500	\$0	\$10,000	\$10,000	\$500	10,500
Office Expenses	\$13,035	\$12,704	\$331	12,940	\$7,146	\$8,327	\$15,473	(\$2,533)	12,940
Municipal Expense	\$12,750	\$11,379	\$1,371	13,400	\$8,686	\$7,777	\$16,463	(\$3,063)	13,400
Town Council	\$3,540	\$1,388	\$2,152	3,000	\$685	\$234	\$919	\$2,081	3,000
Planning Commission	\$1,540	\$468	\$1,072	1,850	\$507	\$465	\$972	\$878	1,850
Utilities	\$14,396	\$13,523	\$873	13,600	\$10,348	\$5,615	\$15,963	(\$2,363)	13,600
Town Maintenance	\$14,950	\$8,525	\$6,425	15,500	\$7,537	\$3,234	\$10,771	\$4,729	15,500
Comprehensive Plan	\$0	\$0	\$0						
Municipal Audit	\$0	\$0	\$0						
Miscellaneous Expense	\$0	\$0	\$0						
Website Tech Support	\$2,220	\$1,575	\$645						
Public Notices	\$0	\$0	\$0						
Commons Utilities & Maint	\$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									

2020 - 2021 Prelim Budget with update actuals thru Apr 6, 2020

Cities and Towns	Budget Jul 2018 - Jun 2019	Actuals Jul 2018 - Jun 2019	+ / -	Budget Jul 2019 - Jun 2020	Actuals Jul 2019 - Apr 6, 2020	Est Apr 7, 2020 to Jun 2020	Total Actuals Plus Estimates	+ / -	Proposed Budget Jul 2020 - Jun 2021
Chapter 25 - Budgets, Audits and Reports \$15.2-2504. What Budget to Show									
Community Support and Tourism Promotion	\$34,530	\$30,006	\$4,524	\$26,900	\$18,847	\$5,200	\$24,047	\$2,853	\$26,900
Charitable Donations									
Fire and Rescue	\$2,100	\$2,100	\$0	2,500		\$2,500	\$2,500	\$0	2,500
Steamboat Era Museum			\$0	2,500	\$2,500	\$0	\$2,500	\$0	2,500
Lancaster Library	\$1,000	\$1,000	\$0	2,000	\$2,000	\$0	\$2,000	\$0	2,000
Other									
Community Events	\$13,830	\$9,770	\$4,060	12,000	\$6,489	\$2,700	\$9,189	\$2,811	12,000
Christmas									
Irvington Golf Journey									
July 4th Parade/Concert									
Flags & Banners	\$7,900	\$7,949	(\$49)	3,200	\$3,442	\$0	\$3,442	(\$242)	3,200
Irvington Crab Festival	\$6,200	\$6,200	\$0	1,200	\$1,200		\$1,200	\$0	1,200
Wi-Fi	\$500	\$479	\$21	500	\$240	\$0	\$240	\$260	500
Trolley	\$250	\$250	\$0	250	\$250		\$250	\$0	250
Virginia River Realm	\$1,500	\$1,500	\$0	2,000	\$2,000	\$0	\$2,000	\$0	2,000
Mayor's Discretionary Fund	\$1,000	\$256	\$744	750	\$726		\$726	\$24	750
Misc Support	\$250	\$502	(\$252)	0			\$0	\$0	0
\$15.2-2505. Any locality may include in its budget a reasonable reserve for contingencies and capital improvements.									
Capital Budget Contribution	\$37,191	\$47,958	(\$10,766)	\$22,332	\$44,968	(\$27,257)	\$17,711	\$4,621	\$22,332
Total Revenue	\$230,240	\$216,980	\$13,261	\$203,689	\$162,546	\$45,260	\$207,806	(\$4,117)	\$203,689
Total Expenditures	\$230,240	\$216,980	\$13,261	\$203,689	\$162,546	\$45,260	\$207,806	(\$4,117)	\$203,689
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Financial Plan for the Town of Irvington

	Capital Budget								
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	Totals			
Balance Fwd Previous Year	326,189	222,521	200,853	31,041	(54,771)				
Retained Earnings									
YE Contributions (Net Income)	22,332	16,332	10,332	4,332	(1,668)	96,876			
Restricted Funds									
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)					(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)	(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)	(25,000)			
Town Hall Renovation	(1,000)	(1,000)				(2,000)			
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)					(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	222,521	200,853	31,041	(54,771)	(91,583)				

ORDINANCE 2020-05. 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 Council desires to set the real estate tax rate with effect from January 1, 2020; and

WHEREAS, this ordinance was considered at a May 14, 2020 public hearing, and two readings by Council on May 14 and June 11, 2020.

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

Council hereby adopts the following:

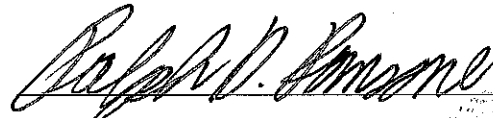
1. The real estate tax rate in Irvington is set at \$.03 per \$100 assessed value, with effect from January 1, 2020.
2. This Ordinance is effective upon passage.

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

Certification

I, Ralph D. Ransone, Mayor, do hereby certify that Ordinance 2020-05.uc was adopted at its June 11, 2020 Meeting, at which a quorum was present and voting. The Vote was:

	IN FAVOR	OPPOSED	ABSENT
Vice Mayor Kathleen Pollard	YEA		
Mike Bombay	YEA		
Jackie Brown			ABSENT
R. Wayne Nunnally			ABSENT
Bonnie Schaschek	YEA		
Frances Westbrook	YEA		



Ralph D. Ransone, Mayor

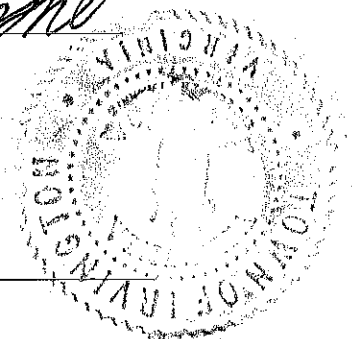
ATTEST:



Sharon Phillips, Town Clerk

Ordinance 2020-05.uc was passed unanimously by the Irvington Town Council on June 11, 2020

Sharon Phillips, Town Clerk



ORDINANCE 2020 – 06 (Emergency, uncodified)

READOPT EMERGENCY ORDINANCE 2020-01

**TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES
AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING
PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF
OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.**

WHEREAS, on April 28, 2020, the Irvington Town Council adopted Emergency Ordinance 2020-01 in response to the disaster caused by the COVID-19 pandemic to promote the public health, safety and welfare and to provide for the continuation of government during the disaster; and

WHEREAS, Emergency ordinance 2020-01 must be readopted by June 26, 2020, according to its terms.

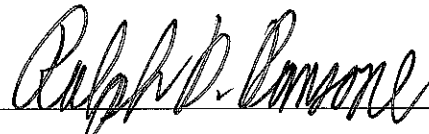
NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF IRVINGTON, VIRGINIA that Emergency Ordinance 2020-01 is hereby readopted for an additional 60 days such that it shall terminate August 25, 2020 if not re-adopted prior to that date.

This Ordinance 2020-06 is adopted as an emergency ordinance pursuant to Town Code Section 30.15.

Certification

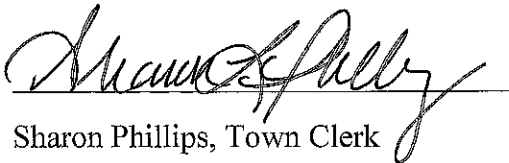
I, Ralph D. Ransone, do hereby certify that the foregoing Ordinance 2020-06 (Emergency, uncodified) was adopted as an emergency ordinance under Town Code Section 30.15, at a Special Meeting held June 11, 2020. The vote was as follows:

	IN FAVOR	AGAINST
Vice Mayor Pollard	YEA	
Michael Bombay	YEA	
Jackie Brown		ABSENT
R. Wayne Nunnally		ABSENT
Bonnie Schaschek	YEA	
Fran Westbrook	YEA	



Ralph D. Ransone, Mayor

Attest:



Sharon Phillips, Town Clerk

Ordinance 2020-06 Emergency was passed
unanimously by the Irvington Town Council
on June 11, 2020.



Sharon Phillips
Town Clerk





**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, JUNE 11, 2020 6:30 PM**

Sign In Sheet

	Name	Address
1.	Mary Camp Bradley	991 Icing Carter Dr
2.	Mary Burgess	22 Virginia Rd
3.	Lake Boun	77 Mad Calf Ln
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON TOWN COMMONS
INFORMAL GATHERING
TO DISCUSS
SHORT TERM RENTALS
THURSDAY, JUNE 18, 2020 5PM**

Sign In Sheet

Name	Address
1. <u>Julie Harris</u>	<u>1099 K.C. Dr.</u>
2. <u>Mary Rensome</u>	<u>Phil Robinson, wife</u>
3. <u>Kathleen Pollard</u>	<u>Ann Mackins</u>
4. <u>Mike Bombay</u>	<u>Gene Edmunds</u>
5. <u>Fran Westwood</u>	<u>Steve Kimmett, wife</u>
6. <u>Nancyellen Keane</u>	<u>Peter Fortis, wife</u>
7. <u>Dudley Pabbsom</u>	<u>Cynthia Miller</u>
8. <u>Tripp Bugg</u>	
9. <u>Mary Burgess</u>	
10. <u>Samantha Van Saun</u>	
11. <u>M. Peabody</u>	
12. <u>Joyce Bombay</u>	
13. <u>Cary Schneider</u>	

Observed by the Town Clerk
Alanna Kelly

There are no minutes
from this informal gathering
but there is an audio file.
dp.



**TOWN OF IRVINGTON
BUDGET & FINANCE COMMITTEE
of the IRVINGTON TOWN COUNCIL
SPECIAL CALLED MEETING
MONDAY, JUNE 1, 2020 4:30 PM
235 STEAMBOAT ROAD**

Notice

Notice is hereby given that the Budget & Finance Committee of the Irvington Town Council will hold a special called meeting to be held on Monday, June 1, 2020 at 4:30 PM at the Town Office.

- A. CALL TO ORDER – F. Westbrook, Budget & Finance Chair**
B. ROLL CALL – S. Phillips, Clerk

Committee Members: Bonnie Schaschek
Frances Westbrook

Administrative Staff present: Sharon Phillips, Clerk, Treasurer, Acting Zoning Administrator
Nancyellen Keane, Town Attorney

Guests: No public attended.

- C. APPROVE AGENDA**
D. CARES ACT DISCUSSION

A brief discussion pertaining to the CARES ACT followed. See attached CARES ACT.

- E. ADJOURN**

Motion made by B. Schaschek to adjourn. Seconded by F. Westbrook.
The workshop was adjourned at 6:00 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

Frances Westbrook, Chair



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
BUDGET & FINANCE COMMITTEE OF THE TOWN COUNCIL
SPECIAL CALLED MEETING
MONDAY JUNE 1, 2020 4:30 PM**

Sign In Sheet

Name

Address

1. _____
2. _____
3. _____
4. _____ *NO PUBLIC ATTENDED* _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL SPECIAL CALLED MEETING
WEDNESDAY, MAY 20, 2020 4PM**

A. CALL TO ORDER – *Mayor Ransone*

Mayor Ransone called the meeting to order at 4:02 PM.

B. ROLL CALL – *S. Phillips, Clerk*

Members of Council present: Kathleen Pollard

Bonnie Schaschek

Frances Westbrook

Mike Bombay

Jackie Brown

Wayne Nunnally

Administrative Staff present: Sharon L. Phillips, Clerk, Treasurer, Acting Zoning Administrator
Nancyellen Keane, Town Attorney

Guests: No public attended

C. APPROVE AGENDA

Mayor Ransone, "Do we need to make any changes to the agenda?" M. Bombay, "What does this agenda allow us to do and not do?" Mayor Ransone, "The way this was distributed we were going to discuss the candidates tonight but if you want to make a decision tonight we need to amend the agenda to have a vote after the closed session, if anybody wants to do that." B. Schaschek, "What is the specific legal matters?" Mayor Ransone, "I wanted the town attorney present in case we ran across a legal question that we need to ask pertaining to this. If you don't want to amend the agenda we can discuss all four in closed session but when we come out of closed session we will not be able to take an action." M. Bombay, "Can we amend the agenda but then decide we need more discussion? If we amend it now we would have the capability to do that should we desire to do that?" F. Westbrook, "I have a little bit of an issue with voting tonight simply because in the past we have not done our due diligence, necessarily, and the last hired did not have interviews by the town council. That is not that big of a deal but we have never done that. We have not researched their references provided. We have not talked to those people. We have not had any conversations with past employers. We have not done any background checks. I think given some of the situation we have been in over the past year, we have been in possible serious legal trouble and I would like to see us do that process. Which means in my world we would talk about the pros and cons of each candidate and maybe narrow it down to two candidates and then let a background check happen. Let the mayor do what he needs to do to check up on these people to get rid of any red flags. J. Brown, "I thought we eliminated the two that live far

away." Mayor Ransone, "That is fine if you want to eliminate them. We will have to send them a letter thanking them for their interest." J. Brown, "I thought we already decided that." M. Bombay, "We did." F. Westbrook, "We talked about the fact that they live so far away." K. Pollard, "That was one issue and we wanted to get someone local in the community that would be nearby to attend our meetings." B. Schaschek, "I have had the opportunity to talk to Lee Capps but I have not had the opportunity to talk to Lara and I had no intentions of talking to the ones out of town because I thought we were only talking to the two." Mayor Ransone, "If you have narrowed it down to two and you want to talk about the two that is fine. If you want to take an action tonight you need to amend the agenda to be able to do that. Bonnie just said she has not talked to Lara." M. Bombay, "And considering Fran's concerns I think it would be too soon to do that and since we need a unanimous consent to modify the agenda for a special called meeting. You wouldn't vote to modify the agenda would you?" F. Westbrook, "I don't think so for the reasons stated. I think we have moved too fast in the past and we have paid for that." K. Pollard, "Since we are the HR committee, I thought the HR committee got the applications, interviewed the individuals, chatted with them, and then brought who we thought would be a good candidate. Now you all are saying you want to talk to the candidates. I am going off of the HR committee and so is Mike so maybe what you should do is try to make a decision on this and then July 1 when everything is new get a new HR committee and going forward everybody on council is involved. I would like to see someone get appointed before we go off. We did the research and other things and I would like to say going forward you will have a new committee member." Mayor Ransone, "We still have the June 11th meeting." M. Bombay, "It is a valid point. Let them talk to them because then nobody can say we never had the opportunity to vet these people and look what you left us with. I say we have the discussion tonight and if you all want to contact the two applicants." B. Schaschek, "I thought that is what we decided in the last meeting. So I am confused." F. Westbrook, "We didn't take any vote but I thought we had a consensus that the two that lived out of town were not being considered." N. Keane, "Be careful you have not gone into closed session so this will all be in the minutes." Mayor Ransone, "I need a motion to accept the agenda as is." M. Bombay, "So move." F. Westbrook, "Second." Mayor Ransone, "We have a motion and a second. All those in favor and all those opposed."

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

THE MOTION TO APPROVE THE AGENDA AS PRESENTED IS ACCEPTED 6-0.

D. CLOSED SESSION

Mayor Ransone, "I need a motion to go into closed session." W. Nunnally, "So move." F. Westbrook, "Second."

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

THE MOTION TO GO INTO CLOSED SESSION IS ACCEPTED 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 personnel matters regarding hiring a zoning administrator and to §2.2-3711A.8 for the purpose of consultation with legal counsel for specific legal matters."

E. CLOSED SESSION

1. Pursuant to §2.2-3711A.8 of the Code of Virginia for the purpose of consultation with legal counsel for specific legal matters – **K. Pollard, Vice Mayor**

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. I Kathleen Pollard, so move." W. Nunnally, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

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

F. RETURN TO OPEN SESSION

Mayor Ransone, "Please note the time is 5:10 pm." 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, Frances Westbrook, so certify

I, Mike Bombay, 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 closed session and returned to open session is there any action that needs to be taken?" M. Bombay, "No." Mayor Ransone, "If there is no action to be taken, I ask for a motion to adjourn." W. Nunnally, "So move." M. Bombay, "Second." Mayor Ransone, "All those in favor say aye." F. Westbrook, "I thought we were going to ask that the two people be researched." N. Keane, "Don't adjourn if you are going to keep talking." M. Bombay,

"Is this something that we need to have on the record?" Mayor Ransone, "We can't vote on anything because we didn't change the agenda." N. Keane, "You can get a consensus about what the next steps are. But you need to not adjourn. Are you going to go back into closed session or stay in open session?" F. Westbrook, "We are not going to mention names just discuss the next steps." Mayor Ransone, "Wayne, can you rescind your motion to adjourn?" W. Nunnally, "Yes." Mayor Ransone, "Okay we are still in open session. We have all discussed this. I think we should go home and think about if you want to have interviews with both of these people? Would all six of you want to meet with them?" W. Nunnally, "You mean at the same time?" M. Bombay, "We have already met with Lara and I would rather not gang up on her. If the four of you want to meet with her that is fine." Mayor Ransone, "Do you want to set up a time and a place where the four of you can interview each of them one at a time?" B. Schaschek, "Is there a problem with us just calling them? Do we all have to be in the same room together?" M. Bombay, "The only problem with that is you are going to inundate the candidates with multiple calls and probably end up asking the same questions over and over. Why not get together and sit in the same room and make one phone call?" F. Westbrook, "Since Lee Capps has talked to all of us individually. Lara has talked to everyone except?" W. Nunnally, "She has not talked to me." B. Schaschek, "She hasn't spoken to me." J. Brown, "She hasn't talked to me either." Mayor Ransone, "If you think you have done all you have to do with Lee Capps that is fine." F. Westbrook, "He called me." Mayor Ransone, "Do you want to meet with him again?" F. Westbrook, "Not necessarily. I think as far as us interviewing, I don't know that it needs to be formal since Lee Capps has talked to each of us but obviously it hasn't happened for Lara. I am okay with all of those options but I do think we have to do the other items too such as check their references, check past employers and do background checks." Mayor Ransone, "There is an application form that we have come up with and we would have both of them fill this out and sign it and this will give us the authority to do background checks. Is it the consensus that you all would like to have both of them fill this out?" B. Schaschek, "Yes." F. Westbrook, "I think it would be due diligence." Mayor Ransone, "I know Lee Capps has talked to everybody but I think you should have another closed session. If you want to have it here or next week sometime let Sharon go ahead and set up a time for Lee Capps and Lara to be here, if we want to be fair we have to do both and if you all can meet." W. Nunnally, "I think we are just spinning our wheels. I think everybody has made up their minds and for this to continue on and on, we are getting nowhere. I say do what Fran says, do the background check and then we will have our meeting and vote. If any of us want to talk to Lara, do it. I don't think we need to formally interview her, they have done it. I think we have all made up our minds and it is obvious that none of us are going to change." J. Brown, "I disagree with that. If we have a conversation and I think that minds could be changed. I would like an interview." W. Nunnally, "Then do it yourself. I am not going to change my mind. I think it is such a golden opportunity so I don't need to talk to her." N. Keane, "Please remember you are in open session." M. Bombay, "May I recommend we have Sharon send the letter to the other two applicants that we are not considering?" Mayor Ransone, "We will take care of that. Thank them for their interest. So, really Bonnie and Jackie are the only two that would like to meet with Lara? Would you rather meet with her at the office or just call her on the phone?" B. Schaschek, "I would rather just talk to her on the phone. Why don't you just give her my number and tell her to call me when it is convenient." F. Westbrook, "I can do that." J. Brown, "I'm always prefer face to face meetings as opposed to phone calls but I also prefer hearing what other people have to say and the questions other people ask." Mayor Ransone, "Wayne has said he does not want to meet and he will not change his

mind." J. Brown, "Okay." Mayor Ransone, "Bonnie wants to have a phone interview. Do you want Sharon to set up an interview at the town office for you?" J. Brown, "No, it's okay. She lives next door, I can walk over if I want to." Mayor Ransone, "I'm just trying to be accommodating." S. Phillips, "Mayor Ransone will you or the vice mayor make the reference checks?" Mayor Ransone, "I will. Is that okay with everybody?" F. Westbrook, "I think that is appropriate." W. Nunnally, "I would like that if I ask to see it I can get it." Mayor Ransone, "I will certainly get it to you, you will be able to get it, everybody will be able to get it. What we are going to do is, Bonnie will talk to her on the phone and you are going to walk over and have a conversation with her and I will have both of them fill this out and I will do the fact checks and get back with you as soon as possible. Once we have them back, I will look them over and send them to everybody." F. Westbrook, "I am going to give Bonnie's number and ask her to call you. Would you like me to give her a heads up to be expecting you or would you like me to leave that alone?" J. Brown, "I disconnected my home phone and I am waiting for a replacement so I am hard to reach right now." B. Schaschek, "I would rather have her call me at her convenience I don't want to badger her." F. Westbrook, "She is home and been home, she is the new headmistress at her house."

G. ADJOURN

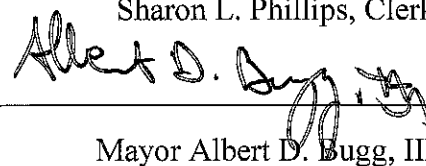
Mayor Ransone, "Wayne would remake your motion." W. Nunnally, "Move we adjourn." J. Brown, "Second." M. Bombay, "Do you want to set up a next date?" W. Nunnally, "Not until after he gets the references." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO ADJOURN IS APPROVED 6-0

This meeting was concluded at 5:30 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Mayor Albert D. Bugg, III



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL SPECIAL CALLED MEETING
WEDNESDAY, MAY 20, 2020 4 PM**

Sign In Sheet

Name

Address

1. _____
2. _____
3. _____
4. *No Public Attended*
5. _____
6. _____
7. _____
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**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON TOWN COMMONS
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, MAY 14, 2020 immediately following the public hearing**

A. CALL TO ORDER – *Mayor Ransone*

Mayor Ransone, "This is a special called meeting we are having it a little early but we are having it on the same day as our regular meeting and it is 3:40 and I would like a moment of silence." F. Westbrook, "May we please remember Chris Ehring and E. Stevens." Mayor Ransone, "Thank you for mentioning that."

B. ROLL CALL – *S. Phillips, Clerk*

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

Administrative Staff present: Sharon L. Phillips, Clerk, Treasurer, Acting Zoning Administrator
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet

C. APPROVE AGENDA

Mayor Ransone, "Everybody has seen the agenda, are there any changes to be made at this time? If not, I need a motion to approve the agenda." W. Nunnally, "Move we approve the agenda." J. Brown, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

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

D. APPROVAL OF MINUTES AND TREASURER'S REPORTS

Mayor Ransone, "Do you want to do them together or separate." S. Phillips, "I sent an email this afternoon indicating I amended the minutes of the April 28 special called meeting. The change was not material. In essence, where I read the ordinances and resolutions because they were passed effective immediately the ordinance which has now been signed will become a part of the minutes. I have an amended set with me if any member of council would like to review them prior to approving them. Also, the April 2020 P&L YTD was distributed incorrectly. I have printed the correct one printed for you to see prior to approving." Mayor

Ransone, "Does anybody need to see that?" F. Westbrook, "Do we want to table the April ones since we are just now getting this?" Mayor Ransone, "We can." F. Westbrook, "I haven't had a chance to review them. Let's table them until June."

1. March 12, 2020 Regular Monthly Meeting Minutes

F. Westbrook, "Move to approve the March 12 regular monthly meeting minutes." J. Brown, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO APPROVE THE MARCH 12 MINUTES IS APPROVED 6-0.

2. April 28, 2020 Special Called Meeting Minutes

F. Westbrook, "Please note that no action was taken when we came out of closed session." Mayor Ransone, "If there are no other changes I need a motion to approve." B. Schaschek, "So move." F. Westbrook, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

THE MOTION TO APPROVE THE APRIL 28 MINUTES AS AMENDED IS APPROVED 6-0.

3. March 2020 Treasurer's Reports (4)

Mayor Ransone, "We can approve the March correct?" F. Westbrook, "We have a high account balance in our general operating are we not transferring into our money market so that we can get the interest? S. Phillips, "What balance would you like to see?" F. Westbrook, "\$25,000. So that we can get as much interest as possible." Mayor Ransone, "If there is nothing else, motion to approve?" B. Schaschek, "So move." M. Bombay, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO APPROVE THE MARCH 2020 TREASURER'S REPORTS IS PASSED 6-0.

4. April 2020 Treasurer's Reports (4)

Mayor Ransone, "We will table the April Treasurer's Report due to the changes made by the treasurer." F. Westbrook, "Motion to table until June." K. Pollard, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO TABLE THE APRIL TREASURER'S REPORT IS PASSED 6-0.

E. PUBLIC COMMENT

Mayor Ransone, "Public comment is open, anybody wishing to speak about the town we just ask that you come up to the table and offer your comments. If there is no public comment we will move on."

F. REPORT FROM THE ACTING ZONING ADMINISTRATOR – S. Phillips, Acting Zoning Administrator

S. Phillips, "The zoning department issued permit 2020-04. The resident was Mantiply. The contractor was Ronald Bay. The property address is 55 Carters Creek Road. It is in R-1 for a 250 square foot sun room, within setback and under general permitting. There have been multiple request for research but no applications filed."

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

N. Keane, "I was authorized by council back in November to perform legal research to determine what authority the town has to regulate its streets and roads particularly as it pertains to implementing stop sign, speed bumps, no thru zones, and painting streets. I performed the legal research and communicated with VDOT several times regarding what I found. I will be sending you all each a memorandum after this meeting which gives you more information rather than the summary I am giving you right now. The bottom line on this is the town of Irvington does not have this authority. We have very broad Charter language that authorizes us to do all kinds of things to our roads but unfortunately it has been over ridden or superseded by state law and I can give you those cites in my memorandum. As a result, VDOT and the Highway Commissioner and the Commonwealth Transportation Board have the authority for these various things that were of interest to you when you authorized the research. I talked to VDOT about what could be done. They are the ones to do it and we don't have the authority to make the decision, what can they do to assist us? On the front of the no thru trucks, they do believe that Route 3 restriction around Kilmarnock may be increasing thru truck traffic on Route 200 through Irvington therefore they are recommending that we file a joint request with Lancaster County. They require the County to be a party as well as the Town because the road intersects with the County going thru Irvington at each end. We would have to pass a resolution requesting that the Commonwealth Transportation Board authorized this. Lancaster Board of Supervisors would have to pass a similar resolution. Both of those resolutions would go forward to VDOT with a request letter that says both jurisdictions want this. Then the Commonwealth Transportation Board would hear it in panel and decide if it can be done. I believe if the two jurisdictions and VDOT are supporting it we will have the likelihood of getting it done." F. Westbrook, "Who would be writing this up to present this to the VDOT panel? The county or each individually." N. Keane, "I would recommend Irvington take the lead because we really want it but we are going to have to get Lancaster to pass the resolution as well. Unless you want to draft the resolution yourselves I would be drafting the resolution for Irvington and the county attorney would be drafting the resolution for the board of supervisors and then we would put together our presentation which includes a letter and attach both and indicate we both want this and send it forward and to VDOT. There is a process that is listed online of how it is done. They told me we have to get this resolution passed first." W. Nunnally, "How soon can we do this?" N. Keane, "We could read the resolution in June and then in July pass it and it could go straight in, as long as Lancaster could get it done as quickly. I have not talked to the county because I was not authorized to do that. I was authorized to talk to VDOT and to research the law. I think the next stop would be to draft the resolution and then to talk to the county attorney or however you want to handle this. I am looking for input if you decide you want to do this?" Mayor Ransone, "Would Don Gill be the correct person?" N. Keane, "Sure. We could

approach on two fronts. The county attorney would certainly have to be involved but so would the county administrator." W. Nunnally, "Let's stop and make sure you are authorized to prepare the resolution. I move that we direct our town attorney to prepare the resolution on no thru trucks." B. Schaschek, "Second." M. Bombay, "I would like to see somebody from the county be approached before we do the resolution just on the off chance they are not going to have the buy in, why waste our time and resource if they say no. I would be surprised if they said no." F. Westbrook, "I think they are pretty concerned about the traffic generated by the Compass so I think they are amenable." N. Keane, "There is more in my report that might impact exactly what Mike is talking so maybe before you vote you should hear the rest before you decide. This is on the no thru truck restriction." W. Nunnally, "I would like to move on this since we have a crack in the armor." M. Bombay, "I'd like to see her report." N. Keane, "You might want to hear the rest of my report. You wouldn't want to vote three times. The Town of Irvington wrote a letter to VDOT in November requesting that VDOT do a survey of capacity and speed in Irvington this spring or summer. The thought was it would be done after the Tides Inn opened and after Compass Entertainment opened. Obviously with COVID-19 it has been pushed back but they are still aware they have to do the study. They also are aware they need to do it after both of those facilities are fully open not partially open. They would use the data to make decisions about traffic control measures such as rumble strips, speed bumps, painting the streets. They don't usually allow anything like that on a primary road. Route 200 is a primary road. King Carter and Steamboat are not primary roads." B. Schaschek, "Is it just the painting on 200?" N. Keane, "It is speed bumps and rumble strips and all of that but they do have jurisdiction that they referred me to, Port Royal where they did a test on speed. If you have speeds on a road 85% of the traffic is 10 mph over the posted speed then they do allow you to pay for yourself, they will not pay for it, \$10,000 for a pole mounted speed display sign (PMSD) showing the driver how fast they are going." B. Schaschek, "Do we own it." N. Keane, "VDOT has to approve the item. They allow you to install the device and you pay for the repairs. You can't do this unless 85% of your traffic is going 10mph or more over the speed limit. This is part of the test they will be doing in town for speed capacity. I told them that Route 200, King Carter and Steamboat and the intersections." F. Westbrook, "Can we tell them the main times." N. Keane, "I did ask when they would do the speed capacity test. I was told they do speed capacity test from Tuesday - Thursday." F. Westbrook, "The need to be here at 7:45 am and 3:30 pm." N. Keane, "I think we need to get an agreement that meets everybody's requirements because the big capacity is on the weekends." F. Westbrook, "It is the employees and where the road narrows down by the Tides and that is where we have a preponderance of children down that way." N. Keane, "Before they come to do the study we can make sure of what the agenda is and that they know about it and agree to do it." Mayor Ransone, "A lot of the problem on King Carter are the contractors coming to the Tides and there are people out walking." N. Keane, "I also mentioned the pedestrian crosswalk in front of the post office. There have been complaints about the looks, functionality, why it sticks out into the road. They will look at that as well when they do the capacity study." F. Westbrook, "Would they allow the mayor to walk with them to point out these things?" N. Keane, "They want us to be happier with what is going on. I have told them it is not tenable and people are complaining. They do tests and look at data and then compare us to other jurisdictions and they are not going to give us something on a primary road because then they would have to do the same for other jurisdictions. They don't want to establish a precedent." M. Bombay, "Don't we already have that precedent? We already have rumble strips on both sides of 200." N. Keane, "We will have to put all of these things on a list and work through the list with VDOT." Mayor Ransone, "I agree with Fran the traffic is all the time. They should pick certain times and stay a few hours and then come back during a different time." N. Keane, "We are going to have to get data and have them here to see this stuff. We do this with a list of what they need to look at." W. Nunnally, "This has been my project for 10 years. Let me continue to do this." J. Brown, "Can we get a way to cross Route 200 with golf carts to make the community more accessible by golf cart? A lot of people are concerned about the ability to get to the post office or the shops and if we are going to be a golf cart community it seems like it needs to be accessible more than King Carter Drive." N. Keane, "I can ask VDOT about having a lane where golf cart can cross. The problem that I foresee but I have not done the research, is that there is a prohibition against certain golf carts being on primary roads." F. Westbrook, "You can petition VDOT and if you can figure out how to

cross a primary they may consider doing it in a rural setting." N. Keane, "Do you want me to include that in my research?" W. Nunnally, "Yes." Mayor Ransone, "If you had a path from one side of 200 where the golf carts could stay on that." F. Westbrook, "Another aspect that we are not enforcing is the golf carts themselves. They don't have the triangle on the back, they don't have the lights. I'd say 70% of the golf carts have not registered with the town office." N. Keane, "I will look at the golf cart crossing." B. Schaschek, "I agree that we should look at the golf cart crossing but I would rather not mix it in with the no thru trucks. I want it to be separate." F. Westbrook, "If they see golf carts on the roads without proper equipment the General Assembly can take it away from us." Mayor Ransone, "We don't have any way to enforce this. You can have the local sheriff stop them." B. Schaschek, "Can the mayor do that?" Mayor Ransone, "He can say something but that doesn't mean they are going to listen." N. Keane, "You have ordinances that you don't enforce. You have the authority to have code enforcement here. You do not have to have a policeman to do it, you had a code enforcement office at one time and that officer worked for the mayor. You can have the mayor do it or the zoning administrator do it or another employee. Even if we got a restriction on thru trucks and rumble strips if we don't enforce these things it does not do us any good. One piece of what you have to decide is are you going to enforce this? VDOT has asked are you going to enforce this and you don't have a police department it will not help you. Speed enforcement is an issue. The golf cart ordinance not being enforce is an issue. The traffic code not being enforced is an issue." W. Nunnally, "It should be high on our budge priority to get a policeman." N. Keane, "There are some creative ways to do that without having to hire your own policeman." W. Nunnally, "I have talked to the people in White Stone and they seem to be amenable but left it right there but I've got to pursue that further unless you want me to." N. Keane, "Are we to pursue the no thru truck, draft the resolution, and then leave to another day to determine how to enforce or do we pursue the enforcement side at the same time in the sense of putting something in place for the staff to enforce certain things or a police office that will do some of these things. Back to Mike Bombay, you wanted to listen to what else was in my report." M. Bombay, "Is this one motion?" B. Schaschek, "I recommend we have separate motions. I would do a motion for a no thru trucks." Mayor Ransone, "I understand where Mike is coming from, if the county doesn't want to go along we are back to dead water." N. Keane, "They want a joint request." B. Schaschek, "We have the motion for you to create the resolution can we add to it that you give Don Gill a call to check with him before you start writing." Mayor Ransone, "I think the county is amenable but there is no sense in spending the time if they are not." W. Nunnally, "I amend my motion to talk to Don Gill before you draft the resolution." M. Bombay, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

THE MOTION TO DIRECT OUR TOWN ATTORNEY TO PREPARE THE RESOLUTION ON NO THRU TRUCKS AND TO TALK TO DON GILL IS PASSED 6-0.

Mayor Ransone, "How about a motion for golf carts." B. Schaschek, "That is the enforcement piece and we need to talk about that first. I would like to a motion that VDOT do a study at the post office where the bump outs, the double telephone poles and how you cannot get in and out it is very dangerous." N. Keane, "My guess is that would not happen until everything is open. I can ask them to do that study now. Do you all want them down? Does everybody on council want them down? Could you do a motion that you want the lights in front of the pedestrian crosswalk removed and the bump-outs." W. Nunnally, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO REQUEST VDOT TO PERFORM A STUDY AT THE POST OFFICE WHERE THE BUMP OUTS, THE DOUBLE TELEPHONE POLES AND THE LIGHTS IN FRONT OF THE PEDESTRIAN CROSS WALK IS APPROVED 6-0.

Mayor Ransone, "Any other motion that need to be made?" B. Schaschek, "The other one is the rumble strips but that can't be done until they do the study." Mayor Ransone, "I think we authorized N. Keane to suggest times other than Tuesday and Thursday." N. Keane, "Please send me an email or call me with what you want and notice. What are the best times of the day/week to be doing a speed study and a capacity study because they are two different things." B. Schaschek, "Can we ask a resident to chime in on that?" N. Keane, "Collect whatever you want and send it to me that what I get enough information." Mayor Ransone, "Is this on King Carter and King Carter." N. Keane, "All three, Route 200, King Carter and Steamboat." J. Brown, "I would still like to pursue the golf cart crossing because if they put this trail over to RWC and Kilmarnock we are not going to be able to get to it." N. Keane, "Can I get a motion on that? I want to be able to tell them that you have approved a golf cart crossing on Route 200 and if it is legal." W. Nunnally, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

THE MOTION TO AUTHORIZE THE TOWN ATTORNEY TO PURSUE THE GOLF CART CROSSING ON ROUTE 200 IS PASSED 6-0.

N. Keane, "The final piece is the enforcement. That can be both regulatory enforcement meaning by a person or staff or the mayor. That would have to be thought through." Mayor Ransone, "Wayne says he has touched base with White Stone. Maybe council can authorize him to go back and talk to them to see what we can get for somebody from White Stone." J. Brown, "I make that motion." B. Schaschek, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

THE MOTION TO AUTHORIZE WAYNE TO GO BACK TO WHITE STONE AND TALK TO THEM TO SEE WHAT WE CAN GET FOR SOMEBODY FROM WHITE STONE IS PASSED 6-0.

N. Keane, "Are you talking about sharing a police office where they manage it and they pay the pay?" W. Nunnally, "That would be ideal." N. Keane, "We would have to swear in a police chief." W. Nunnally, "We want a police officer." F. Westbrook, "If they could just bill us at the end of the month." Mayor Ransone, "That would be something for the new budget." B. Schaschek, "We had something in the last budget under public safety." N. Keane, "There were some mentions in the April meeting that talked about the budget and there was

a 10% rule and I wanted to make sure you understand it is a 1% rule. If you have a 1% increase in your expense side you have to amend your budget.” Mayor Ransone, “If there are no more questions for the town attorney we will get a report from the planning commission.”

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

J. Brown, “The planning commission has not met for two months (COVID-19) so there is nothing to report.”

I. OLD BUSINESS

1. Update on North Commons stump removal – S. Phillips, Clerk

S. Phillips, “Three bids were received for stump removal but the town council has not approved a contract. The reason a contract was not approved was because additional work was discussed and it was decided not to bring the company out to do the work until the additional work is identified and added to the bid.” B. Schaschek, “I don’t remember that conversation.” Mayor Ransone, “There is a tree that is hanging out over the street that needs to be removed. I need to mark the trees so that Sharon can work with the contractors.” F. Westbrook, “I remember you saying that.”

2. Update on Dominion Energy utility poles – S. Phillips, Clerk

S. Phillips, “I spoke with Hanley Electric who is the contractor that was paid to remove the flag poles and other hardware. Hanley agreed there are a few utility poles that need to have the hardware reinstalled. It is their intention to have that work done by today. As of this meeting, I have not had confirmation that the work was completed. As for the dual utility poles, I have reached out to the Dominion Energy representative Mike but he has not responded.

3. Update on installation of trees on Town Commons – S. Phillips, Clerk

S. Phillips, “I spoke with Ransone’s Nursery today and they reported that Miss Utility has been called to mark the underground utility lines. The trees are ready but due to the extreme amount of rain the trees were not able to be removed from the ground. Irvington is first on the schedule for installation as soon as the trees arrive from the nursery.” W. Nunnally, “Are the extra poles holding anything?” B. Schaschek, “No.” Mayor Ransone, “Most of the poles have been redone but I don’t know that for sure. I know the one in front of your house has been completed. Sharon, please send another email tomorrow.”

4. Second Reading Resolution 2020 – 08 Policy Allowing Electronic Participation at Town Council Meetings Under VA Code §2.2-3708.2– S. Phillips, Clerk

S. Phillips, “Resolution 2020 – 08 Policy Allowing Electronic Participation at Town Council Meetings Under VA Code §2.2-3708.2.” B. Schaschek, “This is our second reading. Does this go into effect as soon as we vote? Do we need a motion?” W. Nunnally, “So move.” B. Schaschek, “Second.” Mayor Ransone, “All those in favor and all those opposed.”

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

THE MOTION TO ADOPT RESOLUTION 2020-08 IS PASSED 6-0.

5. Independence Day Parade update – L. Marshall, Parade Coordinator

S. Phillips, “Linda Marshall is the volunteer parade coordinator and she has provided a list of tasks she has accomplished and she continues to move forward but the message that is being communicated from the parade participants is that the participants cannot meet or organize to practice. Everyone is in a hold pattern until the restrictions surrounding meetings and gatherings are loosened. There is interest but there is also hesitation to commit.” B. Schaschek, “It makes sense but I think we need to make a decision right now to cancel the parade.” Mayor Ransone, “How is the VIA handling the Farmers Market?” B. Schaschek, “They have been canceled through June. They have to come to the town. They cannot just assume they will have a market in

July." G. Kirkbride, "I do realize that." B. Schaschek, "Sorry, I didn't see you out there." Mayor Ransone, "If we are not going to have the parade on the 3rd why would we have the Market on the 4th?" F. Westbrook, "How much money are we going to spend thinking we might do this only to have at the last minute the Governor say's you can only have 50 people." Mayor Ransone, "We would leave it open to the latest moment possible." B. Schaschek, "I don't think you can leave it open." F. Westbrook, "We have already spent some money on the parade." M. Bombay, "What are our expenditures?" N. Keane, "The Governor's Executive Order that come out recently about easing the restrictions and what can be open. On farmer's markets are allowed to reopen starting tomorrow." B. Schaschek, "Those are building ones they are different than this open field." N. Keane, "It is allowed to be outside." B. Schaschek, "We don't have someplace where you can say you can come in over there. Here, they come in from all directions to these markets." N. Keane, "The farmers markets are specified in this executive order. This is the new one [Executive Order 61] that talks about easing and restaurants, farmers markets and other things." B. Schaschek, "But it is very specific about farmers markets." N. Keane, "We are the owner of the property. If somebody was renting the property from us to run the farmers market they would have to supply the hand sanitizer and the face masks. If somebody has asked about the tennis courts, technically if it is outside it could be open starting tomorrow but we as the owner would have to provide the hand sanitizer." Mayor Ransone, "That is why we are going to have to leave the tennis courts closed for a while longer." N. Keane, "It says if any such business cannot adhere to such requirements it must close so if we can't provide the hand sanitizer and do what is necessary to make sure there are only a limited number of guests." B. Schaschek, "He proposed that the other day but he has not issued it as a fact yet." N. Keane, "This is effective tomorrow. The reason I bring this up is because parades are not specifically mentioned but it implies they would be in the grouping of things that are continued to be restricted. All public and private in person gatherings, not more than 10 individuals are allowed. It is not the parade participants it is the people watching the parade that are the concern. It may be a different story if things change before July 3." M. Bombay, "Do you have Executive Order 61 or 62? 61 opened it up but 62 put a couple of restrictions back. I think it was going to allow Northern Virginia communities to open phase one later." N. Keane, "I do have 62 and it does talk about Northern Virginia still being in zero." B. Schaschek, "There is a caveat that it is up the local office that if we don't feel comfortable." W. Nunnally, "I am going to make a motion to cancel the parade." Mayor Ransone, "Hold on Wayne. Kathleen, how do you feel?" K. Pollard, "I think yes because they can predict but this could turn around and change and the numbers could go up again. I don't think we should take a chance" J. Brown, "We had our first case confirmed in Kilmarnock." M. Bombay, "I think we have to cancel it." Mayor Ransone, "Consensus from the parade is to suspend or cancel the 2020 parade. Wayne has made a motion and we have a second. All those in favor and all those opposed."

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

THE MOTION TO CANCEL THE 2020 PARADE IS PASSED 6-0.

B. Schaschek, "Since we have the Farmers Market people here we should talk about the Commons in general." Mayor Ransone, "Let's discuss this under round table. Is there any other old business?"

J. NEW BUSINESS

1. First Reading Ordinance 2020-02.uc Adopting Fee Rate Schedule

S. Phillips, "Ordinance 2020-02.uc Adopting Fee Rate Schedule ORDINANCE 2020-02. 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 set in May 2019, and the three zoning-related fees were codified February 12, 2015 at Appendix A p. 77; and WHEREAS, Council intends to annually set these fees; and WHEREAS, this ordinance was considered at a May 14, 2020 public hearing, and two readings by Council on May 14 and June 11, 2020. BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA: Council hereby adopts the following: 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, 2020. 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, 2020 meeting.

2. First Reading Ordinance 2020-03.uc Adopting Transient Occupancy Tax Rate

S. Phillips, "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 this transient occupancy tax rate; and WHEREAS, this ordinance was considered at a May 14, 2020 public hearing, and two readings by Council on May 14 and June 11, 2020. BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA: 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, 2020. 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, 2020 meeting.

3. First Reading Ordinance 2020-04.uc Adopting a FY20/21 Budget

S. Phillips, "ORDINANCE 2020-04. Uc ORDINANCE ADOPTING A 2020-21 BUDGET WHEREAS, the Irvington Town Council ("Council") proposes to adopt a 2020-21 Budget for Irvington; and WHEREAS, a synopsis of the proposed 2020-21 Budget and a notice of a public hearing on the Budget were advertised May 7, and May 14, 2020 pursuant to VA Code Ann. Section 15.2-2506; and WHEREAS, a public hearing on the proposed 2020-21 Budget was held on May 14, 2020 and the public also had the opportunity to speak about the 2020-21 Budget at Council's meetings May 14 and June 11, 2020; and WHEREAS, this Ordinance was read twice before approval, at the May 14, 2020 and June 11, 2020 Council meetings. BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS: 1. Council hereby adopts the 2020-21 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 uncoded Ordinance, and the attached 2020-21 Budget in the Minutes of its June 11, 2020 meeting.

4. First Reading Ordinance 2020-05.uc Adopting a Real Estate Tax Rate

S. Phillips, "ORDINANCE 2020-05. 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 Council desires to set the real estate tax rate with effect from January 1, 2020; and WHEREAS, this ordinance was considered at a May 14, 2020 public hearing, and two readings by Council on May 14 and June 11, 2020. BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA: 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, 2020. 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, 2020 meeting.

Certification

Mayor Ransone, "Is there any other new business at this time? If not, we will move on to Round Table."

K. ROUNDTABLE DISCUSSION

S. Phillips, "Sharon has received phone calls asking when the tennis courts will open." F. Westbrook, "We have an email from Terry Dort who has asked about the tennis courts being open. At the time, I agreed with her but I didn't take into account the town being responsible for hand sanitizer and masks and so given that and for the same reason as for the parade I think we should consider saying no to that request. I hate to do that but I think it is the responsible thing to do." Mayor Ransone, "If you want to open it up you are going to have to change the notices saying we are not responsible for sanitizing." F. Westbrook, "Can we do that?" B. Schaschek, "I don't think so." Mayor Ransone, "I think at this time we will hold off for a month and we will bring it up at the next meeting. Is everybody okay with that?" K. Pollard, "Yes." F. Westbrook, "I have an email from Jill Worth. The concert was looking at the 3rd or the 4th but the Airforce Band is taking this on a week by week basis. They don't know if they are going to be allowed to come here or how we would handle the crowd thing. It looks like they will not be here. It will be a dull 4th and summer." S. Phillips, "Regarding activities that were prescheduled for the Town Commons, the Memory Lane Car Club is not going to hold the car show this weekend. It is my understanding the June Farmers Market has been canceled. It is my understanding there are no other events scheduled to be held on the Commons at this time." B. Schaschek, "Do we want to discuss stopping the market for July?" M. Bombay, "Do you want to wait until June meeting?" B. Schaschek, "I think it is a little late if they need to contact vendors and if we have to hand out sanitizer and masks they need to provide that." G. Kirkbride, "I am the coordinator for the Farmers Market. From what I have seen and heard today there is no way we can hold the July Farmers Market." Mayor Ransone, "The VIA can put that in the paper and maybe our reporter can say that as well." B. Schaschek, "So you will let Sue know." B. Schaschek, "I have a couple of questions actually. I am missing an awful lot of minutes Sharon. I am missing 7 sets of minutes. What are we doing about the CD's? I notice we didn't get very much interest on the CD's on the P&L? We have two \$100,000 CD's." S. Phillips, "What would the budget and finance committee like for me to do with them?" F. Westbrook, "Were they renewed?" B. Schaschek, "I had spoken to you in February and you were waiting for Kathleen to go to the bank." F. Westbrook, "If they are month to month that is very low interest for \$200,000." B. Schaschek, "They were 13 month CD's with a very special rate. Back then we could have gotten a better rate. They may have a special on a 7 month CD. Give Vicky a call tomorrow and she can tell you." S. Phillips, "Do I have authorization to do that?" B. Schaschek, "I think the 7 month is the best tool for right now." Mayor Ransone, "Anything else? Any other roundtable?"

L. ANNOUNCEMENTS

Mayor Ransone, "In observance of Memorial Day the town office will be closed Monday, May 25, 2020. If there is nothing else we have a closed session." B. Schaschek, "Are we going to discuss the zoning administrator?" Mayor Ransone, "Personnel matters." B. Schaschek, "I had no idea." F. Westbrook, "It should have said zoning administrator, you can't say just personnel. You have to give some idea of what is being talked about."

M. CLOSED SESSION

1. Pursuant to §2.2-3711A.8 of the Code of Virginia for the purpose of consultation with legal counsel for specific legal matters and for personnel matters – K. Pollard, Vice Mayor
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 for personnel matters. I Kathleen Pollard, so move." W. Nunnally, "Second." K. Pollard, "All those in favor and all those opposed."

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

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

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, Mike Bombay, so certify

I, Wayne Nunnally, so certify

I, Bonnie Schaschek, so certify.

I, Jackie Brown, so certify.

I, Frances Westbrook, so certify.

I, Ralph Ransone, so certify.

Mayor Ransone, "We are out of closed session are there any motions that need to be made?" B. Schaschek, "We need to make a motion for the town attorney to draft an ordinance to make the CUP required in all zones, for docks and piers." W. Nunnally, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO AUTHORIZE THE TOWN ATTORNEY TO DRAFT AN ORDINANCE TO MAKE THE CUP REQUIRED IN ALL ZONES, FOR DOCKS AND PIERS IS PASSED 6-0.

F. Westbrook, "I move that we set a meeting time for Wednesday May 20th at 4pm at the Irvington Baptist Church." M. Bombay, "Second." Mayor Ransone, "All those in favor."

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

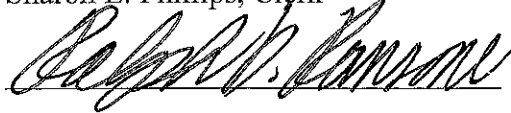
THE MOTION TO SET A MEETING TIME FOR WEDNESDAY MAY 20 AT 4PM IN THE IRVINGTON BAPTIST CHURCH IS PASSED 6-0.

W. Nunnally, "Motion to adjourn." M. Bombay, "Second." Mayor Ransone, "All those I favor say aye."

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

THE MOTION TO ADJOURN IS PASSED 6-0

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

RESOLUTION 2020-08

WHEREAS, the Virginia Freedom of Information Act §2.2-3706.2 authorizes local governments to adopt policies allowing remote participation by members in meetings under certain circumstances; and

WHEREAS, the Irvington Town Council desires to adopt such a policy.

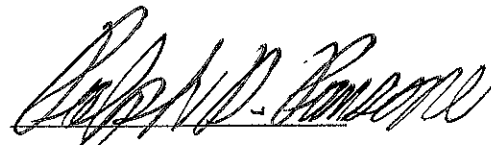
NOW THEREFORE, BE IT RESOLVED:

1. The attached "Policy Allowing Electronic Participation At Town Council Meetings Under VA Code §2.2-3708.2" is incorporated herein by this reference and adopted as a policy of the Town.
2. The foregoing paragraphs are incorporated herein.
3. This Resolution shall be effective upon adoption.

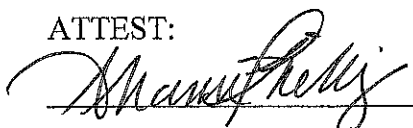
Certification

I, Ralph D. Ransone, do hereby certify that the foregoing Resolution 2020-07 was adopted by the Irvington Town Council at a Meeting on May 14th, 2020.

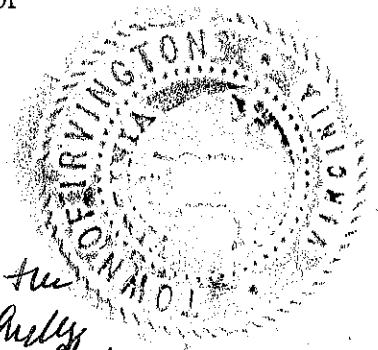
VOTE:	IN FAVOR	AGAINST	ABSENT
Michael Bombay	<i>Aye</i>		
Jackie Brown	<i>Aye</i>		
R. Wayne Nunnally	<i>Aye</i>		
Kathleen Pollard	<i>Aye</i>		
Bonnie Schaschek	<i>Aye</i>		
Fran Westbrook	<i>Aye</i>		


Ralph D. Ransone, Mayor

ATTEST:


Sharon Phillips, Town Clerk

Resolution 2020-08 was passed unanimously by the Irvington Town Council on May 14, 2020. Sharon Phillips, Town Clerk.



POLICY ALLOWING ELECTRONIC PARTICIPATION
AT TOWN COUNCIL MEETINGS UNDER VA CODE §2.2-3708.2

It is the policy of the Irvington Town Council that individual Council members may participate in meetings of the Council by electronic means as permitted by VA Code §2.2-3708.2. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member wishes to participate from a remote location, the law requires that a quorum of Town Council shall be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location. When such individual participation is due to an emergency or personal matter, such participation is limited by law to two meetings or 25 percent of the meetings of the public body per member each calendar year, whichever is fewer.

A request for individual participation from a remote location shall be sent to the Mayor prior to the subject meeting. The request shall indicate the reason for the request, namely, whether the inability to attend the meeting is due to: (i) a permanent or temporary disability or other medical condition that prevents the member's physical presence, or (ii) a personal matter, identified with specificity; these reasons shall be made part of the minutes.

The request shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act. If a member's participation from a remote location is challenged, then the Council shall vote whether to allow such participation. If Council votes to disapprove of the member's participation because such participation violates this policy, such disapproval shall be recorded in the minutes with specificity.

Manuel P. Kelly
Town Clerk





**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON TOWN COMMONS
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, MAY 14, 2020
(immediately following the public hearing(s))**

Sign In Sheet

	Name	Address
1.	Phil Robinson / wife	
2.	Cay Bradley	
3.	Klaus Schuschek	
4.	Gene Edmonds	
5.	Steve Kinnaman	
6.	Julie Ball-Harns	
7.	George Kiper	
8.	Kirk Kinde, wife	
9.	Tripp Bugg	
10.	Lee Hood Capns	
11.		
12.		
13.		



**TOWN OF IRVINGTON, VIRGINIA
TOWN COMMONS
TOWN COUNCIL PUBLIC HEARING
THURSDAY, MAY 14, 2020 3:30 PM**

A. CALL TO ORDER – *Mayor Ransone*

Mayor Ransone welcomed everyone and called the meeting to order at 3:30 pm.

B. ROLL CALL – *S. Phillips, Clerk*

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

Administrative Staff present: Sharon L. Phillips, Clerk, Treasurer, Acting Zoning Administrator
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, "Everybody has had a chance to see the agenda. Are there any changes that need to be made? If not, I need a motion to approve the agenda." W. Nunnally, "Move." F. Westbrook, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

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

D. PUBLIC HEARING

Mayor Ransone, "I need a motion to go into a public hearing." W. Nunnally, "Move we go into a public hearing." M. Bombay, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

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

S. Phillips, "First on the agenda is Ordinance 2020-02.uc Adopting Fee Rate Schedule." B. Schaschek, "These fee schedules are same exact ones in effect today. When we get around to doing the real budget after this epidemic has passed we can address the fee schedule because people wanted changes." Mayor Ransone, "Is there any public comment on this fee rate schedule? Klaus, do you have anything you want to say?" K. Schaschek, "No, I'm okay." Mayor Ransone, "Then we will move on to the next one."

S. Phillips, "Ordinance 2020-03.uc Adopting Transient Occupancy Tax Rate." Mayor Ransone, "Does anybody have any comment on the occupancy tax rate. If you do need something please speak up. We will be glad to give you the paperwork. If there is no public comment we will move on."

S. Phillips, "The third ordinance is Ordinance 2020-04.uc Adopting A FY20/21 Budget." Mayor Ransone, "We have a question." F. Westbrook, "Do we not want this to be effective July 1, 2020 as opposed effective upon passage?" N. Keane, "The ordinance is effective upon passage but you are passing a FY20/21 budget so that does not go into effect until July 1 by state law. They require you to pass a budget by June 30 but it does not go into effect until July 1." F. Westbrook, "I'm good." B. Schaschek, "Do we want to put something about not appropriating the full expenses. We were going to do it by month." N. Keane, "Once you pass the budget next month you will make a separate motion that appropriates the first batch of expenses you want to appropriate. You can do it for as long as you want a month or a year." F. Westbrook, "Those are the two caveats, the monthly appropriations and then we will do an amended budget further into the year." N. Keane, "The appropriation you will handle at next month's meeting because you don't right now have anything to appropriate because the budget has not been passed. You wait until you pass the budget and then you make the appropriation." F. Westbrook, "I just wanted to say this as a reminder." Mayor Ransone, "Would they approve in the June meeting the July appropriations." N. Keane, "You can do it either way. The new council is not bound by the old council. The reason you might want to appropriate by month starting in June because you wouldn't be able to pay anything until the July meeting." Mayor Ransone, "In July you would appropriate for August so that you are a month ahead of the bill cycle. Anybody else? If not, we will move on."

S. Phillips, "Ordinance 2020-05.uc Ordinance Setting Real Estate Tax Rate." Mayor Ransone, "Anybody have any comments from the public?" K. Pollard, "What is the tax rate?" F. Westbrook, "Same as it has been." S. Phillips, "The real estate tax rate is 3 cent." W. Nunnally, "I am hoping we can reduce it to zero eventually." K. Pollard, "That would be a mistake." Mayor Ransone, "If there is no other comment, this will be read again at the following meeting and again at June meeting. If there are no further comments I need a motion to come out of public hearing." W. Nunnally, "Move we come out of public hearing." F. Westbrook, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

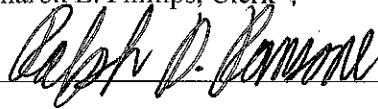
THE MOTION TO COME OUT OF THE PUBLIC HEARING IS APPROVED 6-0.

Mayor Ransone, "Because of the way we worded this we can go straight into our regular monthly meeting."

E. ADJOURN

The public hearing ended at 3:40 pm.

Respectfully submitted,
Sharon L. Phillips, Clerk ,

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

Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON TOWN COMMONS
TOWN COUNCIL PUBLIC HEARING(S)
THURSDAY, MAY 14, 2020 3:30 PM**

Sign In Sheet

Name

Address

1. _____
2. _____
3. _____ *No One Signed in*
4. _____
5. _____
6. _____
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**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON TOWN COMMONS
TOWN COUNCIL SPECIAL CALLED MEETING
TUESDAY, APRIL 28, 2020 3:30 PM**

A. CALL TO ORDER – *Mayor Ralph D. Ransone*

Mayor Ransone called the special called meeting to order at 3:31 p.m., welcomed everyone and asked for a moment of silence out of respect for those who have passed due to this terrible [COVID-19] virus, those still fighting and those that are helping us stay safe and healthy. This is a special called meeting of the Irvington Town Council and we are enjoying the outdoors today. Please come up to the taped area, there are flags in the ground representing 6' social distancing. We are going to have public comment. Anyone wanting to speak may come up to the table and speak then return to your seat and allow the next speaker to come up to the table."

B. ROLL CALL – *S. Phillips, Clerk*

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

Administrative Staff present: Sharon L. Phillips, Clerk, Treasurer, Acting Zoning Administrator
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet

C. PUBLIC COMMENT - none

D. OLD BUSINESS

1. Discussion FY20/21 General Operating and Capital Improvement Plan Budget Schedule – *F. Westbrook Councilwoman*

Fran Westbrook, "We have been talking about deciding on the calendar going forward. We had one; one hour workshop prior to the COVID-19 shutdown and now we are faced with meeting the State's deadline of June 30. We have not put the time in to make that happen easily. We have three options that we are going to consider (i) the first option requires only two meetings to meet the deadline which would be to readopt our prior amended budget and then when COVID-19 has left and we are able to meet on a normal basis we would go back and do a budget as we would normally have done if we had time to do so. We would present and adopt an amended budget for FY20/21. The first option is to readopt the present budget and it would require two meetings (ii) the second option would require an additional meeting, putting us at three meetings. In this option we would adopt a new budget with the prior tax and fee rates. We would have

to have three meetings to make that happen. As you can see, it is a little difficult to do like this. An electronic meeting would be difficult also (iii) the third option would be used if we decide to change the tax rate and and/or any fees. This would require a minimum of four meetings to make all of this happen. We would still be faced with the type of meeting, whether it is outdoor like this or an electronic meeting. Electronic meetings make it a little more difficult for the public to participate. Having said that, are there any questions or comments? What is your pleasure?" M. Bombay, "I recommend we go with last year's budget because we have no idea what our income will be based on the Tides Inn and the Hope and Glory and when they will open. Why waste our time with fictitious numbers. I propose we adopt last year's budget and when we get a handle on the income for next year then we go through that process." K. Pollard, "I go for option one. The least amount of meetings we can have. We have no idea where this virus is going. I am not in favor of multiple meetings. I am in favor of option one." F. Westbrook, "There is a caveat with option one, we will do a budget but it may be after July. In talking about the figures, the occupancy tax rate represents 60% of our revenue flow even if the Governor decides to let hotels open for business in June, I think our summer tourist season will be pretty lean. I don't think it will jump right back to where it was." B. Schaschek, "I am okay with the current budget and then change it afterwards. However, we would only be able to appropriate operating expenses on a monthly basis because we will have to watch everything that is going out the door. We may have to decrease because we have less coming in. Normally we appropriate the general operating on an annual basis but in this situation we can't. We will have to appropriate month by month which means the council will have to agree on it." F. Westbrook, "That is a point worth considering because by passing the current budget and going forward the figures will look like we are flush when we are not. We will have to be very careful to keep a look on expenditures." J. Brown, "Have you already cut the expenditure amounts?" F. Westbrook, "We have some. I think we are going to be minus upwards of 50% on occupancy rates. Bonnie has a better handle on this than I do but I think it will be significant." J. Brown, "This says prior amended budget. Was it amended to reduce the expenditures already?" B. Schaschek, "It was amended when we did the capital budget and financial plan." J. Brown, "Can we amend that budget to reflect?" F. Westbrook, "Then you are back to extra meetings. If you touch the existing budget that we are talking about option one then you are creating a new budget." N. Keane, "This is a new budget for a new year but you are trying to have no workshops." F. Westbrook, "We are trying to cut down on having extra meetings. I would be surprised if in option two or three we only had to have one extra meeting." J. Brown, "I think June is an unrealistic time." F. Westbrook, "The State has not waived that deadline." J. Brown, "Given that I think it would be better to do it now rather than wait further down the line." F. Westbrook, "Would you be willing between now and the end of June to have four meetings?" J. Brown, "We are going to have meetings anyway." F. Westbrook, "We are not planning to have any extra meetings going forward except for the budget." J. Brown, "When things do get going we will have to have the meetings then." F. Westbrook, "We will bring this up whenever the COVID-19 allows us to." Mayor Ransone, "This is a special meeting. We do have May 14 where we will have the first reading and the second reading in June and then pass it. So, you would only have those meetings." J. Brown, "The understanding is later in the season when things reopen or don't reopen we would do it again, so it makes no sense." F. Westbrook, "But the public would be able to participate. It may be August before we can meet so it just depends." M. Bombay, "Going back to my original point. If we went through the process and came up with a new budget and then found out that we were lacking income we would have to amend that budget and have to go through that process yet again. So, we are working with numbers we don't have." F. Westbrook, "Right now we have the best guess not knowing what is coming, we only have an educated guess. I think it fair to say we are going to miss the next three months of occupancy tax." W. Nunnally, "First, let me thank you all for the work it took to set up this meeting. What is the finance committee recommendation?" F. Westbrook, "Personally, I think it would be easier on us right now. Unless the Governor is going to waive the June date, and I don't think he will, the easiest thing for our members and the way we are forced to meet is going to be option one." W. Nunnally, "Do you agree with that Bonnie?" B. Schaschek, "As I mentioned, the caveat, and the reason is we don't know when it will open up

and we don't know what our revenue will be. If we don't open until September, we will be exceeding our 10% of the budget and anytime that happens you have to amend the budget. Right now I'd say go with the first one and we monitor our expenses and do monthly appropriations for expenses and keep a real tight grip on it because we don't have the revenue coming in. We have our regular utilities and office expense, but anything else we really need to take a look at." J. Brown, "You say keep a real tight grip on it. Are we not going to allocate expenses that we don't have?" F. Westbrook, "We will have to slow down the spending." J. Brown, "So even though it is budgeted we are not going to spend it, is that what you are saying?" F. Westbrook, "That is what Bonnie means by we will appropriate on a monthly basis. We do the general operating expense on an annual basis and if we appropriate that one category for the entire fiscal year and then the rest of the budget the community events and donations we appropriate as they come up. We are now advocating to appropriate on a monthly basis so that we can watch and control because we don't know what the revenue will be." S. Phillips, "Procedurally, the treasurer would present a report of anticipated expenses, a month in advance forecast, for the town council to approve via a motion. July may be tricky but in the month of July a report would be presented for the August expenses because we will want to stay within current cycles." W. Nunnally, "Was that a motion you made Mike?" M. Bombay, "No it wasn't but I will make it a motion." W. Nunnally, "Let's move on." M. Bombay, "I make a motion that we adopt option one for the budgeting process." 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	Aye
	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Mike Bombay	Aye
	Wayne Nunnally	Aye
	Jackie Brown	Aye

THE MOTION THAT WE ADOPT OPTION ONE FOR THE BUDGETING PROCESS IS APPROVED 6-0

2. Update Town Maintenance Contract – Mayor R. Ransone

Mayor Ransone, "I met with Arrowhead and talked to him and he does not anticipate any changes with the contract. It will remain the same from last year. I know we had a couple of complaints, I have not had a chance to discuss that with him but he said as long as there were no significant changes the contract would remain the same. Historically, we try to lock maintenance contracts in for three years and last year was his first year. If the council is okay I would like to see him have the contract again this year. After that it is up to you all." W. Nunnally, "Move that we approve the Arrowhead contract for another year." B. Schaschek, "Is there a signed contract?" Mayor Ransone, "There was an estimate that was approved. The contract was not officially written up. I know why it wasn't done but that was part of the problem." B. Schaschek, "Let's at least get it written up and signed." W. Nunnally, "Call the question." Mayor Ransone, "If Council is okay with it I don't think we need to have a motion but if you want to make a motion that is fine." F. Westbrook, "We are just picking up where we left off." B. Schaschek, "Let's get the contract signed."

3. Update on Installation of trees on Town Commons – S. Phillips, Clerk

Mayor Ransone, "Next is the update on the two new trees on the Commons." S. Phillips, "I spoke with Ransone's Nursery because they had been awarded the contract to install two new trees on the Town Commons. The trees have been ordered but due to COVID-19 they are not able to go and pick them up so they are on a delivery schedule. They anticipate the trees will be delivered this week and as of yesterday they still had not been delivered. They also anticipate those trees to be installed on the Town Commons immediately. What is the window of opportunity to install them for spring planting?" B. Schaschek, "This

week. Now instead of taking advantage of April showers we will have to have people water them.” Mayor Ransone, “Is there any other old business we need to discuss?”

E. NEW BUSINESS

1. **Resolution 2020 – 07 (Emergency) CONFIRMING THE COUNTY OF LANCASTER’S DECLARATION OF LOCAL EMERGENCY (COVID-19 Virus), AS PERTAINS TO THE TOWN OF IRVINGTON, AND DECLARATION OF DISASTER – S. Phillips, Clerk**

N. Keane, “This is a resolution that is required. You have to find there is an emergency and disaster to pass an ordinance asking the rights to use electronic meetings. This is also being passed as emergency legislation under Irvington Town Code §30.15 so is allowed on one reading. (If there is an emergency, you can pass a resolution on one reading.) See the only two items, the last two paragraphs, where you are confirming the local emergency that has already been declared by Lancaster County and you are declaring a disaster yourselves.”

S. Phillips, “**RESOLUTION 2020- 07 (Emergency) CONFIRMING THE COUNTY OF LANCASTER’S DECLARATION OF LOCAL EMERGENCY (COVID-19 Virus), AS PERTAINS TO THE TOWN OF IRVINGTON, AND DECLARATION OF DISASTER**”

The attached Resolution 2020-07 was read into the minutes in its entirety.

Mayor Ransone, “You have heard this. Would anybody like to make a motion?” W. Nunnally, “I move that we accept the resolution read by the clerk declaring an emergency.” M. Bombay, Second.” Mayor Ransone, “We have a motion and a second. Is there any discussion? All those in favor and all those opposed.”

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

THE MOTION TO ACCEPT RESOLUTION 2020 – 07 (EMERGENCY) CONFIRMING THE COUNTY OF LANCASTER’S DECLARATION OF LOCAL EMERGENCY (COVID-19 Virus), AS PERTAINS TO THE TOWN OF IRVINGTON, AND DECLARATION OF DISASTER IS APPROVED 6-0.

2. **Ordinance 2020 – 01. uc (Emergency, uncodified) EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER – S. Phillips, Clerk**

N. Keane, “This is the ordinance that since you have declared the disaster and emergency you are allowed to pass to conduct, if you want to, electronic meetings. This a tool in your tool box. Once this is passed, you do not have to use electronic meetings you can still have face to face meetings. This allows you to conduct electronic meetings for boards, committees or public body that is under the jurisdiction of the town council is also covered by this. This is for a maximum of six months. It lasts for 60 days and must be re-upped every 60 days for a maximum of six months. The state law does not permit it to go past six months. It only applies to this disaster. There are three paragraphs in this on page 3-4 that allow, in addition to electronic meetings, certain actions to be taken without you all having to come back and have an electronic meeting or a meeting at all. Those are usually actions that would include, one paragraph talks about giving authority to someone in the organization an official, in this case it says mayor. You would be giving the mayor the authority to see to it to that the facilities of the Town are managed. He has already done that in one statement he made when the COVID-19 pandemic started, he sent out a statement that the Town Office would be closed until further notice but that staff would be in the office. It allows someone to make the decisions to manage the Town’s property whether it is the Commons or Town Office. There are other sections that talk about the ability to purchase things during the emergency for health, safety and welfare reasons. An example, in other jurisdictions it may be buying gloves, masks, Purell for staff, or things for a

police department which you don't have. In this jurisdictions there are less reasons but we left it in there because it is in other jurisdictions legislation. In other words you all can decide not to give that authority to the mayor. He already has a discretionary fund anyway but in order to allow somebody to make a quick decision. Let's say we were going to have electronic meetings and it cost us money to set it up he could authorize the expense. I am giving you this long explanation because I was contacted before this meeting by a couple of members of council who had questions about those sections and I had not talked to all of you about that. If you have questions, please ask them. If you want to excise those sections you can discuss it but when it was drafted and circulated with the notice of the meeting and agenda it was in the form you see now. You may want to ask your questions before she reads it because there is no point in reading the whole thing if you are going to take parts out." Mayor Ransone, "This only last six months." N. Keane, "Yes, this is the one that only last six months but has be readopted every 60 days with a maximum of six months." B. Schaschek, "When does the 60 days start?" N. Keane, "If you pass it, today." F. Westbrook, "It is not retroactive?" M. Bombay, "Does it leave us more flexibility to leave every paragraph in there?" N. Keane, "Yes." M. Bombay, "Then leave them in there." B. Schaschek, "You have to take those two out. I can't agree to those two paragraphs. They don't pertain to this. We don't need the mayor to go out an hire people, we don't need contractors. This isn't like we had a tornado or hurricane where you need equipment. This is a boiler plate. I see no reason for this to be in here. I have to advise the council, first of all Council is more accessible these days because we have to stay at home than the mayor is who works. It is easier if something comes up and since we are looking at adopting this budget anyway and appropriating on a monthly basis if something is needed they can come and ask us." N. Keane, "The paragraphs that pertain to allowing someone in the organization to make purchases that relate to health, safety and welfare, it says that person will keep the council apprised in advance of taking action. That is at the end of the last sentence." Mayor Ransone, "I would not do anything without checking with you first. I am not going to buy something without asking you first." F. Westbrook, "Would it be more palatable to some members if we adopt a ceiling amount?" N. Keane, "One of them says to the extent of unobligated funds. If you have already obligated those funds they can't spend them." F. Westbrook, "Would it be more palatable if we put a limit of \$5,000 on expenditures during a 60 day period?" W. Nunnally, "I worry about is can we hire new employees?" N. Keane, "If you had to have a temp for health, safety and welfare reasons. But he is not going to do anything if he hasn't asked you first." J. Brown, "I agree with Bonnie that is not the kind of emergency applying to. I could see if we had a tornado and the town were leveled. I would like to see those paragraphs removed." M. Bombay, "I don't have a problem excising those two paragraphs Bonnie is referring to." N. Keane, "The one that deals with expenditures and unobligated funds and the second one is the mayor may temporarily take the following actions, waive. He already has code enforcement. The first one refers to the mayor talks about the ability to manage the town's facilities, buildings. Do you want that one to remain?" B. Schaschek, "Yes." F. Westbrook, "So he could cancel the Farmers Markets?" M. Bombay, "This will be revisited in 60 days." B. Schaschek, "Do we have to vote on in it again in 60 days?" N. Keane, "Yes." W. Nunnally, "Do you have a written one with it written out?" N. Keane, "We didn't know which version you would agree to so we only have one copy." Mayor Ransone, "Sharon will read the version with the two paragraphs removed." N. Keane, "You can follow along with her to see that the paragraphs are removed."

S. Phillips, "**ORDINANCE 2020 – 01.uc** (Emergency, uncodified)

EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.

Ordinance 2020-01.uc (Emergency Uncodified) attached hereto was read in its entirety.

W. Nunnally, "Move we accept the resolution [ordinance] as read." M. Bombay, "Second." Mayor Ransone, "Any other discussion? All those in favor say aye and all those opposed."

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

Wayne Nunnally Aye
Jackie Brown Aye

THE MOTION TO ACCEPT THE ORDINANCE [2020-01 (EMERGENCY, uncodified)] IS APPROVED 6-0.

B. Schaschek, "What happens after six months if the state is still not all the way open?" N. Keane, "I will have to wait and see what kind of communication we get from the Attorney General because the law currently says six months." B. Schaschek, "We will just have to wait. That is what I thought especially after you hear it is going to take two years to open or a year to open."

3. First Reading Resolution 2020 – 08 Policy Allowing Electronic Participation at Town Council Meetings Under VA Code §2.2-3708.2– S. Phillips, Clerk

Mayor Ransone, "You were just handed Resolution 2020-08 Policy allowing electronic participation at town council meetings." N. Keane, "This is a regular resolution that requires two readings because it is not an emergency it does not have anything to do with COVID-19. This is a policy that could have been adopted by Council any time after July last year. The Virginia General Assembly modified the Virginia Freedom of Information Act effective last July providing for the ability of a local government to adopt a policy allowing its members to participate in an in person meeting via a telephone if they have a medical reason or other personal excuse but it cannot be done if you have not adopted the policy first. For example, we are having this meeting today and if we had this policy in place and one of your members could not have come today they could have participated by phone had we had this policy. It does not have an end date on it. It is not something that goes away with COVID-19. This is something that you would keep and use and it gives flexibility because a member might be sick but could participate from home. There is a limit of the number of times this can be utilized in a year but it does allow some flexibility. It was thought that you all should consider this now even though it is not a COVID-19 policy because it could assist the town in the coming days and months if there is no COVID-19 and you need to be able to participate from home."

Resolution 2020-08 Policy Allowing Electronic Participation at Town Council Meetings Under VA Code §2.2-3708.2 attached hereto was read into the minutes in its entirety.

Mayor Ransone, "That was just the first reading and we will have to have a second reading on May 14 to pass this. Is there any other new business at this time? If not, we have a closed session to go into and we have to ask you to disperse. We thank you for coming out to be with us today."

F. CLOSED SESSION

1. Pursuant to §2.2-3711A.8 of the Code of Virginia for the purpose of consultation with legal counsel for specific legal matters – **K. Pollard, Vice Mayor**

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. I Kathleen Pollard, so move." W. Nunnally, "Second." Mayor Ransone, "All those in favor and all those opposed."

Vote:

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

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

G. 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, Frances Westbrook, so certify

I, Mike Bombay, so certify.

I, Bonnie Schaschek, so certify.

I, Jackie Brown, so certify

I Ralph D. Ransone, so certify.

H. ADJOURN

F. Westbrook, "Wayne Nunnally left the closed session at 4:38 pm." Mayor Ransone, Motion to adjourn the meeting?" M. Bombay, "So move." B. Schaschek, "Second." Mayor Ransone, "All those in favor."

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

THE MOTION TO ADJOURN IS APPROVED 5-0

This meeting was concluded at 4:50 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

Mayor Ralph D. Ransone

ORDINANCE 2020 – 01 (Emergency, uncodified)

EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 18, 2020, in accordance with VA Code §44-146.21, the Lancaster County Director of Emergency Management declared a local emergency because COVID-19 constitutes a real and substantial threat to public health and safety and is a communicable disease; and

WHEREAS, on March 27, 2020, Lancaster County experienced its first positive case of COVID-19; and

WHEREAS, on April 28, 2020, the Irvington Town Council convened a Special Meeting and adopted Resolution 2020-07 (Emergency) which (i) confirms, pursuant to VA Code 44-

146.21, the declaration of local emergency previously adopted by the Lancaster County Director of Emergency Management, as it pertains to the Town of Irvington, and (ii) declares a disaster exists within the Town under Virginia Code 15.2-1413; and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency "proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;" and

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of Council may convene solely by electronic means "to address the emergency;" and

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act ("FOIA") are limited only by a properly claimed exemption provided under that Act or "any other statute;" and

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

WHEREAS, the Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government pursuant to VA Code 15.2-1413; and

WHEREAS, this emergency ordinance is adopted pursuant to Town Code §30.15, in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF IRVINGTON, VIRGINIA:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Town Council, Council Committees, Planning Commission, Board of Zoning Appeals, and all other public bodies created by the Town Council or to which the Town Council appoints all or a portion of its members (collectively "Public Entities" and individually "Public Entity"), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.
2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following procedures are adopted to ensure the continuity of government during this disaster:

- a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
- b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and
- c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and
- d. Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and
- e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and
- f. The minutes of all electronic meetings shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the disaster has ended.

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE TOWN OF IRVINGTON, VIRGINIA, that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE TOWN OF IRVINGTON, VIRGINIA, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE TOWN OF IRVINGTON, VIRGINIA, that, in order to ensure the health, safety and welfare of the public or town staff, the Mayor is empowered to restrict members of the public from entering or

congregating around town-owned buildings, facilities, and real property and may cancel, postpone or reschedule any events scheduled for any town-owned building, facility or property.

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE TOWN OF IRVINGTON, VIRGINIA, that the provisions of this Emergency Ordinance shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Council in conformity with the notice provisions set forth in Virginia Code §15.2-1427 but in no event shall such ordinance be effective for more than 6 months. Upon rescission by the Council or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

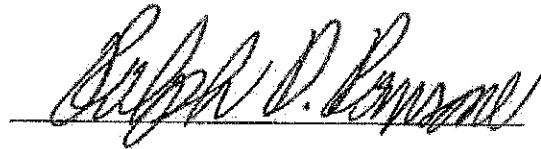
Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.

Certification


I, Ralph D. Ransone, do hereby certify that the foregoing Ordinance 2020-001 (Emergency, uncodified) was adopted as an emergency ordinance under Town Code Section 30.15, at a Special Meeting held April 28, 2020. The vote was as follows:

	IN FAVOR	AGAINST	ABSENT
Vice Mayor Pollard	Yea		
Michael Bombay	Yea		
Jackie Brown	Yea		
R. Wayne Nunnally	Yea		
Bonnie Schaschek	Yea		
Fran Westbrook	Yea		



Ralph D. Ransone, Mayor

Attest:


Sharon Phillips, Town Clerk

RESOLUTION 2020- 07 (Emergency)
CONFIRMING THE COUNTY OF LANCASTER'S
DECLARATION OF LOCAL EMERGENCY (COVID-19 Virus),
AS PERTAINS TO THE TOWN OF IRVINGTON, AND
DECLARATION OF DISASTER

WHEREAS, the World Health Organization characterized the spread of COVID- 19 virus as a pandemic on March 11, 2020; and

WHEREAS, the Governor declared a state of emergency on March 12, 2020 related to the COVID-19 virus; and

WHEREAS, the COVID-19 virus and its continued spread pose an imminent threat to the public health and safety of the residents of the Town of Irvington, and the consequences of the virus are of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate any potential damage, hardship, suffering, or possible loss of life; and

WHEREAS, because of this imminent threat to the public health and safety to the residents of Lancaster County arising from the COVID-19 virus, the Director of Emergency Management for Lancaster County declared a local emergency on March 18, 2020, pursuant to VA Code § 44-146.21; and

WHEREAS, the first positive case of COVID-19 in Lancaster County occurred on March 27, 2020; and

WHEREAS, given the Governor's declaration on March 12, 2020, the County's declaration of local emergency on March 18, 2020, and the progression of the virus into Lancaster County on March 27, 2020, evidencing a disaster, there is an immediate and on-going need for the Town to support all local government action during this disaster, and to provide for the continuity of government, under VA Code §15.2-1413; and

WHEREAS, this Emergency Resolution is adopted pursuant to Town Code §30.15.

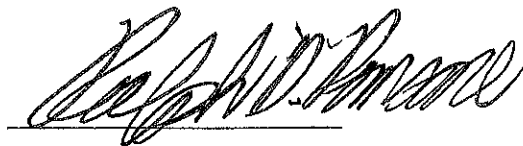
NOW THEREFORE, BE IT RESOLVED, that the Irvington Town Council confirms the March 18, 2020 declaration of a local emergency by the Lancaster County Director of Emergency Management, under VA Code § 44-146.21, as it pertains to the Town of Irvington; and

BE IT FURTHER RESOLVED, that the Irvington Town Council hereby declares the existence of a disaster within the jurisdiction under VA Code §15.2-1413, necessitating the Town's support of all local government action, and to provide for the continuity of government under VA Code § 15.2-1413.

Certification

I, Ralph D. Ransone, do hereby certify that the foregoing Resolution 2020-07 (Emergency) was adopted by the Irvington Town Council at a Special Meeting on April 28, 2020.

VOTE:	IN FAVOR	AGAINST	ABSENT
Michael Bombay	BOMBAY		
Jackie Brown	BROWN		
R. Wayne Nunnally	NUNNALLY		
Kathleen Pollard	POLLARD		
Bonnie Schaschek	SCHASCHER		
Fran Westbrook	WESTBROOK		



Ralph D. Ransone, Mayor

ATTEST:



Sharon Phillips, Town Clerk

Resolution 2020-07 (Emergency) was passed unanimously
by the Irvington Town Council on April 28, 2020

Sharon Phillips
Town Clerk



ORDINANCE 2020 – 01 (Emergency, uncodified)

EMERGENCY ORDINANCE TO EFFECTUATE TEMPORARY CHANGES IN CERTAIN DEADLINES AND TO MODIFY PUBLIC MEETING AND PUBLIC HEARING PRACTICES AND PROCEDURES TO ADDRESS CONTINUITY OF OPERATIONS ASSOCIATED WITH PANDEMIC DISASTER.

WHEREAS, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

WHEREAS, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic; and

WHEREAS, Executive Order Fifty-One acknowledged the existence of a public health emergency which constitutes a disaster as defined by Virginia Code § 44-146.16 arising from the public health threat presented by a communicable disease anticipated to spread; and

WHEREAS, Executive Order Fifty-One ordered implementation of the Commonwealth of Virginia Emergency Operations Plan, activation of the Virginia Emergency Operations Center to provide assistance to local governments, and authorization for executive branch agencies to waive “any state requirement or regulation” as appropriate; and

WHEREAS, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19; and

WHEREAS, on March 18, 2020, in accordance with VA Code §44-146.21, the Lancaster County Director of Emergency Management declared a local emergency because COVID-19 constitutes a real and substantial threat to public health and safety and is a communicable disease; and

WHEREAS, on March 27, 2020, Lancaster County experienced its first positive case of COVID-19; and

WHEREAS, on April 28, 2020, the Irvington Town Council convened a Special Meeting and adopted Resolution 2020-07 (Emergency) which (i) confirms, pursuant to VA Code 44-

146.21, the declaration of local emergency previously adopted by the Lancaster County Director of Emergency Management, as it pertains to the Town of Irvington, and (ii) declares a disaster exists within the Town under Virginia Code 15.2-1413; and

WHEREAS, Virginia Code § 15.2-1413 provides that, notwithstanding any contrary provision of law, a locality may, by ordinance, provide a method to assure continuity of government in the event of a disaster for a period not to exceed six months; and

WHEREAS, Virginia Code § 44-146.21(C) further provides that a local director of emergency management or any member of a governing body in his absence may upon the declaration of a local emergency “proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to performance of public work;” and

WHEREAS, Virginia Code § 2.2-3708.2(A)(3) allows, under certain procedural requirements including public notice and access, that members of Council may convene solely by electronic means “to address the emergency;” and

WHEREAS, the open public meeting requirements of the Virginia Freedom of Information Act (“FOIA”) are limited only by a properly claimed exemption provided under that Act or “any other statute;” and

WHEREAS, the Governor and Health Commissioner of the Commonwealth of Virginia and the President of the United States have recommended suspension of public gatherings of more than ten attendees; and

WHEREAS, the Attorney General of Virginia issued an opinion dated March 20, 2020 stating that localities have the authority during disasters to adopt ordinances to ensure the continuity of government pursuant to VA Code 15.2-1413; and

WHEREAS, this emergency ordinance is adopted pursuant to Town Code §30.15, in response to the disaster caused by the COVID-19 pandemic promotes public health, safety and welfare and is consistent with the law of the Commonwealth of Virginia, the Constitution of Virginia and the Constitution of the United States of America.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF IRVINGTON, VIRGINIA:

1. That the COVID-19 pandemic makes it unsafe to assemble in one location a quorum for public bodies including the Town Council, Council Committees, Planning Commission, Board of Zoning Appeals, and all other public bodies created by the Town Council or to which the Town Council appoints all or a portion of its members (collectively “Public Entities” and individually “Public Entity”), or for such Public Entities to conduct meetings in accordance with normal practices and procedures.
2. That in accordance with Virginia Code § 15.2-1413, and notwithstanding any contrary provision of law, general or special, the following procedures are adopted to ensure the continuity of government during this disaster:

- a. Any meeting or activities which require the physical presence of members of the Public Entities may be held through real time electronic means (including audio, telephonic, video or other practical electronic medium) without a quorum physically present in one location; and
- b. Prior to holding any such electronic meeting, the Public Entity shall provide public notice of at least 3 days in advance of the electronic meeting identifying how the public may participate or otherwise offer comment; and
- c. Any such electronic meeting of Public Entities shall state on its agenda and at the beginning of such meeting that it is being held pursuant to and in compliance with this Ordinance; identify Public Entity members physically and/or electronically present; identify the persons responsible for receiving public comment; and identify notice of the opportunities for the public to access and participate in such electronic meeting; and
- d. Any such electronic meeting of the Public Entities shall be open to electronic participation by the public and closed to in-person participation by the public; and
- e. For any matters requiring a public hearing, public comment may be solicited by electronic means in advance and shall also be solicited through telephonic or other electronic means during the course of the electronic meeting. All such public comments will be provided to members of the Public Entity at or before the electronic meeting and made part of the record for such meeting; and
- f. The minutes of all electronic meetings shall conform to the requirements of law, identify how the meeting was conducted, members participating, and specify what actions were taken at the meeting. The Public Entities may approve minutes of an electronic meeting at a subsequent electronic meeting and shall later approve all such minutes at a regular or special meeting after the disaster has ended.

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE TOWN OF IRVINGTON, VIRGINIA, that notwithstanding any provision of law, regulation or policy to the contrary, any deadlines requiring action by a Public Entity, its officers and employees of its organization shall be suspended during this emergency and disaster, however, the Public Entities, officers and employees thereof are encouraged to take such action as is practical and appropriate to meet those deadlines. Failure to meet any such deadlines shall not constitute a default, violation, approval, recommendation or otherwise.

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE TOWN OF IRVINGTON, VIRGINIA, that non-emergency public hearings and action items of Public Entities may be postponed to a date certain provided that public notice is given so that the public are aware of how and when to present their views.

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE TOWN OF IRVINGTON, VIRGINIA, that, in order to ensure the health, safety and welfare of the public or town staff, the Mayor is empowered to restrict members of the public from entering or

congregating around town-owned buildings, facilities, and real property and may cancel, postpone or reschedule any events scheduled for any town-owned building, facility or property.

BE IT FURTHER ORDAINED BY THE COUNCIL OF THE TOWN OF IRVINGTON, VIRGINIA, that the provisions of this Emergency Ordinance shall remain in full force and effect for a period of 60 days, unless amended, rescinded or readopted by the Council in conformity with the notice provisions set forth in Virginia Code §15.2-1427 but in no event shall such ordinance be effective for more than 6 months. Upon rescission by the Council or automatic expiration as described herein, this emergency ordinance shall terminate and normal practices and procedures of government shall resume.

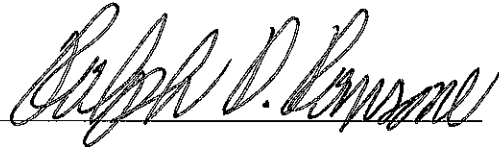
Nothing in this Emergency Ordinance shall prohibit Public Entities from holding in-person public meetings provided that public health and safety measures as well as social distancing are taken into consideration.

An emergency is deemed to exist, and this ordinance shall be effective upon its adoption.

Certification

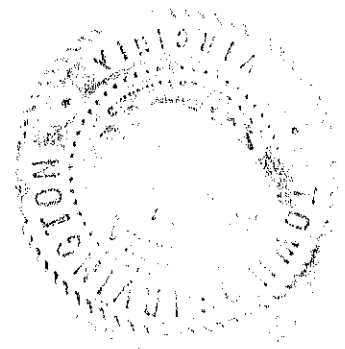
I, Ralph D. Ransone, do hereby certify that the foregoing Ordinance 2020-001 (Emergency, uncodified) was adopted as an emergency ordinance under Town Code Section 30.15, at a Special Meeting held April 28, 2020. The vote was as follows:

	IN FAVOR	AGAINST	ABSENT
Vice Mayor Pollard	Yea		
Michael Bombay	Yea		
Jackie Brown	Yea		
R. Wayne Nunnally	Yea		
Bonnie Schaschek	Yea		
Fran Westbrook	Yea		



Ralph D. Ransone, Mayor

Attest:


Sharon Phillips, Town Clerk



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, MARCH 12, 2020 AT 6:30 PM**

A. CALL TO ORDER – Mayor Ralph D. Ransone

Mayor Ransone called the meeting to order at 6:31 p.m., welcomed everyone and asked for a moment of silence.

B. ROLL CALL – S. Phillips, Clerk

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

Absent: Jackie Brown
Wayne Nunnally

Administrative Staff present: Sharon L. Phillips, Clerk, Treasurer, Acting Zoning Administrator
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, "We have an agenda to approve and there are no changes to be made." M. Bombay, "So move." F. Westbrook, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO APPROVE THE AGENDA IS PASSED 4-0.

D. APPROVAL OF MINUTES AND TREASURER'S REPORTS

Mayor Ransone, "We have the minutes from the March 3, 2020 joint public hearing to approve and we also have the January 2020 treasurers report to approve. Is everybody alright with them?" B. Schaschek, "What about the February treasurer's reports?" S. Phillips, "The only minutes to approve thus far are from March 3 and the agenda should reflect February treasurer's reports not January." Mayor Ransone, "I need a motion to approve the minutes from the March 3 joint public hearing and the February treasurer's reports." K. Pollard, "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	Aye
	Bonnie Schaschek	Aye
	Frances Westbrook	Aye
	Mike Bombay	Aye

THE MOTION TO APPROVE THE MINUTES FROM THE MARCH 3 JOINT PUBLIC HEARING AND THE FEBRUARY TREASURER'S REPORTS IS PASSED 4-0.

E. PUBLIC COMMENT

Mayor Ransone, "We have a couple of people here who are going to speak. Susan Cockrell is speak about the River Realm and the Kilmarnock Trolley." S. Cockrell, "This is the time of year that we talk about the budget and budget requests. For the audience, Virginia's River Realm is the destination marketing to generate tourism and bring it into the area. It has been around since 2016 and is about tourism marketing of the whole region and it is funded through government funds and the wonderful folks here in Irvington have been supporters for the past two years. It is also funded by the Town of Kilmarnock, Lancaster County, and Middlesex Economic Development Authority and the Town of Urbanna. It is a lot of folks working together around the region. I wanted to come and ask for this year's plan, I am requesting \$5,000. We have tremendous traction with over 100,000 website visitors, we have 72,000 individual visitors and almost 31,000 individual business listings on the directory aspect of the website. The tourist related Irvington businesses, and this is a three year number, the Tides Inn has had over 8,000 hits to their directory all the way down to Village Needlepoint with 625 hits to their directory listing. We have tremendous traction on the business assets in your community. We have done 49 blog posts featuring Irvington businesses in the last three years. We talked last month about how we use social media, how we like to talk about the great things we have. The number one paid social media is called 'Girls Get-A-Way' which has been a huge success with over 600,000 hits and 25,000 actual clicks and engagement and Irvington is a huge part of that campaign. We spent over \$4,500 on that last year we will probably double that in 2020. You are getting a really good return on your investment. I want to thank you for your time and your support and we look forward to continuing the relationship. If you have questions I am happy to answer. We are working hard for everybody." C. Thomas, "I am the Town of Kilmarnock economic development coordinator. Once again, we came last month and talked about the Trolley service. The 2020 season we are expanding with two additional stops, totaling 19. The two proposed stops will be in Irvington. This is a great amenity to the area as visitors come they can explore the Triangle Area. It is fun and cute and cost effective. The ask for this is \$500 from the Town of Irvington. This is a community effort to help provide a great venue for tourism in the area." S. Phillips, "Alice Cooper is not here tonight but the letter from the Lancaster Community Library is in your meeting packet. Lisa Hull is going to reschedule for March 26. White Stone Volunteer Fire Department is a letter that is in your meeting packet. The Golden Eagle is also a letter." L. Brown, "I have a letter for each of you. As a resident of Irvington I respectfully request a line item of \$25,000 in the capital budget for the next 3 years for a total of \$75,000 for the use of creating and installing a new recreation area on the Commons. The idea is to incorporate a playground area for children ages 2-12, and an area for ages 12-100, a shaded picnic area and a small stage. A project of this magnitude will require additional funds above the ask amount and the deficit will be addressed through grants and fundraising and a

community build. I have spoken with businesses and numerous residents and community leaders and have received an overwhelming support and enthusiasm for this project. The initial dream concept will be presented at the March 26 meeting for you and the community to see a broad overview of what is being proposed. This project will take thoughtful planning, input from stakeholders and of course work from you, the Town Council. I will continue to assemble a complete report but felt it was important to request a dollar amount at this point and time as you consider budget requests. Thank you for your consideration. In addition to that I have a letter from the Steamboat Era Museum stating their support for our project and possibly working together on a component of the project. I have also received verbal support from other community members and businesses who have indicated they would like to contribute to help with the fund raising efforts and possibly contributing portions of proceeds for a day of revenue to go towards the project. The kids I have spoken with want to have spots at the upcoming Farmers Markets for lemonade stands and other projects where they can raise money for the playground. Are there any kids here tonight? It has been a very positive dialogue that I have had with numerous members of the community and grandparents saying I can't contribute a lot but I want to contribute something because my grandkids would use that space. Certain age groups would like to have a space where they could go and work out after a walk through town. It is the intention to be a spot for everyone not just the littles but for everyone." Mayor Ransone, "Do you want to invite the kids to come in so we can see them?" L. Brown, "Come in, kids!" F. Westbrook, "How sweet." Mayor Ransone, "Can we have your names? It is nice to meet you Tucker and Max." F. Westbrook, "Is this your first town council meeting? Thank you for coming." Mayor Ransone, "Starting them early that is good. Thank you gentlemen for coming. Lara it looks like you have been doing a lot of hard work on this." L. Brown, "I should have some preliminary figures within 7-10 days." K. Pollard, "Are you looking to just do a section of the Commons?" L. Brown, "Where the original equipment is now and encroaching on where the back stop is, maybe?" F. Westbrook, "You can take that out or move it." B. Schaschek, "You want to come in off of that turn." L. Brown, "Absolutely, leaving the middle open for markets." F. Westbrook, "This is for kids and adults." J. Wells, "I am here for trees. I understand that the trees may have made it into the budget this year and I just want to say let's do this because now is the time. Thank you for your consideration." F. Westbrook, "We have your letter right here." J. Ewing, "I am a CPA and moved into town last fall. I wanted to offer my services as a volunteer to the town council if you need any help or assistance." F. Westbrook, "Sign that man up. Are you also affiliated with the new donut shop?" J. Ewing, "I am co-owner of the donut shop and we are planning to open in May and I will have my CPA office in the shop." F. Westbrook, "Do you live in Irvington?" J. Ewing, "Yes, I live on Chesapeake Drive in Terry Dort's old house." F. Westbrook, "Welcome to Irvington." C. Bradley, "I remain concerned about the process by which the short term rental committee is conducting their business. I first raised concerns in an email to Council and Staff on March 1. The recent drafting of an ordinance by the chair of the committee, which was not shared with the committee for comments, strengthens my concerns about the processes being used to do the work of the committee. You all, Town Council, voted unanimously for a scope of work for the committee at the September 12, 2019 regular meeting. Having attended the committee meetings since that time the items outlined in the scope of work have not been fully addressed, to my knowledge, and the scope of work did not include drafting an ordinance. I encourage Council to take it oversight responsibilities seriously. Committees and commissions should have clear scopes of work and should not be encouraged, supported, or allowed to step beyond the scope of work. Thank you." C. Braley, "Two of the kids

are mine. We also have a three year old who is probably not too good in this setting. I am here to advocate for revamping the recreational area in the Commons. We have a play structure in our backyard and our children always want to go to the playground. I believe that if a new playground is put in with additional recreational opportunities for adults it will be great for the Town and will be used and it will help local businesses as well. I am here to support Lara and her efforts for a new playground." S. Van Saun, "I want to support Cay and what she said about the vacation rentals and the process that is going on. I would like to put out there, although it may fall on deaf ears considering the absences of certain members of council, I would like to remind the Town Council that you all are elected by the people of Irvington and you are here to represent us. We would like to be heard. We would like to be a part of the conversation. I think there should be a broader format for that to happen. This is a pretty big concern in our Town." Mayor Ransone, "Duly noted. I plan to address this later in the meeting." A. Marchetti, "I wanted to express support for River Realm and the Trolley. They are both advantageous to businesses in town. River Realm in particular does a lot to bring business to this area. Whether you like it or not, Irvington is a tourist town. The Tides Inn has been here since the 1040's or 50's. The hospitality industry, the tourist industry is ingrained to what Irvington is and the River Realm does a great job of promoting and attracting business for the businesses. I support what they are doing and their initiative. I also support the playground or recreational space. It will benefit all ages and all generations for a long time. It will make the focal point of the town, the Commons, even better. I am willing to volunteer my time and effort to make this a success." P. Reynolds, "I am here to support Dredge. I want to voice my support for the River Realm and Trolley proposals. As far as River Realm is concerned, with our families businesses, Byrd's Seafood and Dredge, we would not have been as successful as we have been without them. They highlight Irvington business along with other businesses on their website and we get hits from the. To have two extra stops on the Trolley here in Irvington, we are all getting ready to be busy, and we ask you to support and promote the Trolley. We support Lara's proposal for the playground. As a former resident of Irvington, I still consider this as my home town and we are a tourist attraction. Some don't like it but most of us do because it supports our business. People are going to come to town, it is not going to be just adults, there will be children who will be looking for activities, attractions and things to do. You see the bicycles and golf carts out when the weather is good. The people walking from the Tides Inn and Hope & Glory when tourist are in town and that would be an addition to the charm of Irvington." Mayor Ransone, "Is there anybody else, any one from outside that wants to speak? If there is no more public comment, we want to thank everyone for their comments and we will take your comments under advisements."

F. REPORT FROM THE ACTING ZONING ADMINISTRATOR – *S. Phillips, Acting Zoning Administrator*

S. Phillips, "I shared with the planning commission during their last meeting that I had issued one permit for new construction to Mark Ralls. I worked with the mayor and town attorney to grant the permit."

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

N. Keane, "I don't have anything."

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

Mayor Ransone, "The planning commission liaison is not here tonight but we do have the planning commission chair, Julie Harris. I want to thank the planning commission for coming in earlier tonight and having your meeting." J. Harris, "From the March 3 planning commission meeting the planning commission requests that \$500 be added for fiscal year 2020/2021 for updated zoning district maps. Also, we had the first reading of three CUP's; one for an office building, one for a floating dock at the Tides Inn, and one for Dodson for rental, storage, and delivery of paddle boards. At our special called meeting today we heard the second reading of the same CUP's and voted on the CUP's and resolutions and each vote was unanimous 5-0 in favor. One additional thing, in reference to the CUP for an office building, the word properties was recommended to be changed to property and with the CUP that was for the Tides Inn dock the Corps of Engineers has granted permission and the VMRC is pending so we recommended waiting, and for the paddleboard storage to add bicycle repair shop." Mayor Ransone, "I see that the planning commission recommended all three CUP's to the town council."

I. OLD BUSINESS

S. Phillips, Resolution 2020.04TC whereas, the Irvington Town Council considered a proposed Conditional Use Permit ("CUP") Application TOI# CUP - 2020.1 ICN for an office building in the B-1 zoning district; Tax map # 34-417, 4357 Irvington Road." F. Westbrook, "I move we approve the CUP application subject to the mixed use as follows: 5 shops (up to 4 retail shops; 1 or 2 professional offices limited to combined total maximum 2,000 square feet, one short order restaurant/coffee shop with courtyard); a full service restaurant with a courtyard; and an apartment on the second floor." M. Bombay, "Second." Mayor Ransone, "We have a motion and a second is there any discussion? There being none, I will call for a vote."

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

THE MOTION TO APPROVE CUP-2020.1 ICN APPLICATION SUBJECT TO THE MIXED USE AS FOLLOWS: 5 SHOPS (UP TO 4 RETAIL SHOPS; 1 OR 2 PROFESSIONAL OFFICES LIMITED TO COMBINED TOTAL MAXIMUM 2,000 SQUARE FEET, ONE SHORT ORDER RESTAURANT/COFFEE SHOP WITH COURTYARD); A FULL SERVICE RESTAURANT WITH A COURTYARD; AND AN APARTMENT ON THE SECOND FLOOR IS PASSED 4-0.

S. Phillips, "Resolution 2020-05-TC Conditional use Permit Application –Floating Dock at Marina, B-1 Tax Map 33-236; Tides Inn." F. Westbrook, "I move we approve the CUP application subject to the following condition: issuance by VMRC of a permit for the floating dock and providing a copy of such permit to the Town." B. Schaschek, "Second." Mayor Ransone, "We have a motion and a second is there any discussion? There being none, I will call for a vote."

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

THE MOTION TO APPROVE THE CUP APPLICATION SUBJECT TO THE FOLLOWING CONDITION: ISSUANCE BY VMRC OF A PERMIT FOR THE FLOATING DOCK AND PROVIDING A COPY OF SUCH PERMIT TO THE TOWN IS PASSED 4-0.

S. Phillips, "Resolution 2020-06.TC Conditional Use Permit Application-rental/delivery /storage of paddleboards and related retail, B-1 Tax Map 33-329; IOOF.Dodson." F. Westbrook, "I move we approve the CUP application subject to the following conditions: providing parking letter authorizing use of two spaces next door signed permit and adding bicycle repair as a use." B. Schaschek, "Second." Mayor Ransone, "We have a motion and a second is there any discussion? There being none I will call for a vote." M. Bombay, "Now I can ride a bike but I still can't paddleboard."

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

THE MOTION TO APPROVE THE CUP APPLICATION SUBJECT TO THE FOLLOWING CONDITIONS: PROVIDING PARKING LETTER AUTHORIZING USE OF TWO SPACES NEXT DOOR SIGNED PERMIT AND ADDING BICYCLE REPAIR AS A USE IS PASSED 4-0.

J. NEW BUSINESS

Mayor Ransone, "We need a motion to approve the Town of Irvington Independence Day Parade to be held on July 3, 2020 because the VIA is holding a Farmers market." S. Phillips, "The significance of the motion is to refer to the parade as the Independence Day Parade rather than the July 4th Parade because the parade will be held on July 3. The volunteer parade coordinator, Linda Marshall, is doing a tremendous job and is getting ready to push out marketing and wanted to confirm with Council the change in the name." F. Westbrook, "Move." K. Pollard, "Second." Mayor Ransone, "We have a motion and a second, any discussion?" M. Bombay, "When is the Airforce Band coming? I have heard dates of the 3rd – 5th is there any more specific information?" S. Phillips, "There is a communication from the VIA in your meeting packet." F. Westbrook, "They are not sure either." M. Bombay, "I didn't see where it was confirmed." F. Westbrook, "Do you know why the VIA hasn't gotten a commitment? Usually the VIA knows in January?" M. Bombay, "I'm curious because if we [VIA] need to so some set up with the parade and the Farmers Market, they put the vehicles on the Commons so we need to coordinate." Mayor Ransone, "We have a motion and a second. All those in favor and all those opposed."

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

THE MOTION TO APPROVE THE TOWN OF IRVINGTON INDEPENDENCE DAY PARADE IS PASSED 4-0.

Mayor Ransone, "We have a motion to appropriate \$2,000 from Community Support and Tourism for the Lancaster Community Library." F. Westbrook, "Can we approve items 2, 4 & 5 in one

motion?" B. Schaschek, "We have to approve the contract first." Mayor Ransone, "I need a motion on items 2, 4 & 5 to appropriate those monies." B. Schaschek, "Wait. We need to approve the bid for the tree planting. You are appropriating funds and we have two different bids." Mayor Ransone, "Motion to approve \$2,000 for Lancaster Community Library." M. Bombay, "So move." K. Pollard, "Second." Mayor Ransone, "We have a motion and a second, any discussion? All those in favor and all those opposed."

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

THE MOTION TO APPROPRIATE \$2,000 FROM CST TO THE LANCASTER COMMUNITY LIBRARY IS PASSED 4-0.

Mayor Ransone, "I need a motion to approve the bid to plant trees on Town Commons." B. Schaschek, "We had several bids come in and we recently got another bid and instead of being 1"-2" this is a 4"-4.5" tree so it is a bid for a larger tree than was originally proposed. So, I would like a motion to approve the last bid to get the larger trees. You can't go much larger than that because transporting is unfeasible. I would like to make a motion to accept the bid for the larger trees." M. Bombay, "What is the difference in cost?" B. Schaschek, "\$2,000. This is in our capital budget." Mayor Ransone, "We have a motion on the floor, is there a second?" M. Bombay, "Second." Mayor Ransone, "We have a motion and a second, is there any discussion? All those in favor and all those opposed."

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

THE MOTION TO APPROVE THE BID TO PLANT THE LARGER TREES ON THE TOWN COMMONS IS PASSED 4-0.

Mayor Ransone, "I need a motion to appropriate \$3,112.86 from the capital budget for planting the trees on the Town Commons." F. Westbrook, "Move." B. Schaschek, "Second." Mayor Ransone, "We have a motion and a second, is there any discussion? If not, all those in favor and all those opposed."

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

THE MOTION TO APPROPRIATE \$3,112.86 FROM THE CAPTIAL BUDGET FOR PLANTING THE TREES ON THE TOWN COMMONS IS PASSED 4-0.

Mayor Ransone, "I need a motion to appropriate the remainder of the parade budget from community support and tourism." S. Phillips, "Just for clarification, we are moving into the parade season and request the appropriation of those funds; \$5,755.45 or the balance of the account."

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

THE MOTION TO APPROPRIATE THE REMAINDER OF THE PARADE BUDGET FROM COMMUNITY SUPPORT AND TOURISM IS PASSED 4-0.

Mayor Ransone, "I need a motion to approve the VIA requested uses of the Town Commons for 2020." F. Westbrook, "Move." K. Pollard, "Second." Mayor Ransone, "We have a motion and a second, any discussion? All those in favor and all those opposed."

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

THE MOTION TO APPROVE THE VIA REQUESTED USES OF THE TOWN COMMONS FOR 2020 IS PASSED 4-0.

K. ROUNDTABLE DISCUSSION

Mayor Ransone, "Does anybody have anything to say?" B. Schaschek, "I want to address resolutions and ordinances and put something in motion so that we can start doing motions and not having to do a resolution and ordinance for everything." F. Westbrook, "That is where I was going too." Mayor Ransone, "Do you want the town attorney to start the process? Do you want to make that in form of a motion?" B. Schaschek, "I make a motion that the town attorney look at our existing ordinance and add motions besides ordinances and resolutions so we can conduct business with a motion." F. Westbrook, "Second." Mayor Ransone, "We have a motion and a second, any discussion? All those in favor and all those opposed."

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

THE MOTION TO AUTHORIZE THE TOWN ATTORNEY TO LOOK AT OUR EXISTING ORDINANCE AND ADD MOTIONS BESIDES ORDINANCES AND RESOLUTIONS SO WE CAN CONDUCT BUSINESS WITH A MOTION IS PASSED 4-0.

F. Westbrook, "Will this automatically include the planning commission?" N. Keane, "No. The planning commission would have to change their by-laws or creating documents. You voted on both, you voted on their by-laws and their creating documents." F. Westbrook, "We should have them do the same. Right now they have to do resolutions to recommend a CUP." Mayor Ransone, "We can amend the motion to include the planning commission." B. Schaschek, "I think the planning commission also has to look at their by-laws and get in sync [with town council] instead of 10 day notice they should use 3 day notice. I think that is something we should send back to them, to update their by-laws. Are we going to discuss the definition of the zoning administrator

and putting the ad in the paper?" Mayor Ransone, "That will be discussed later. If there is nothing else I have something I want to say. I was not happy with the committee that was in charge of the VRBO. I do not like the way it was handled. I thought it was done inappropriately. I don't know why. I'm not trying to throw anybody under the bus and they are not here to defend themselves " right now. I have an idea of a couple of things I would like to see. First, I would like to disband the committee. I need a motion for that." K. Pollard, "So move." M. Bombay, "Second." Mayor Ransone, "We have a motion and a second. Is there any discussion?" F. Westbrook, "Yes." Mayor Ransone, "If you trust me I will do it but I want to disband the committee." F. Westbrook, "I would like to know where you are going forward." Mayor Ransone, "I ask that you trust me." F. Westbrook, "I always have and I will extend that again tonight." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO DISBAND THE VRBO [SHORT TERM RENTAL COMMITTEE] IS PASSED 4-0.

Mayor Ransone, "Here is what we are going to do. The committee members that felt left out still have their information. I know we are in the busy season right now with the budget but I want to see a public town hall meeting held at the church sometime in June after we get through the budget process where all the town people can come and speak their peace and if they have any information they can give it to the Council because the whole Council is going to work on this. This caught a couple of our council members off guard. It is a big project and bigger than what we thought and it is coming fast and we want to manage it as best we can. I suggest we have a town meeting at the church, input can be given to Council, we can have a workshop and with the help of staff we can come up with ideas and share them with everyone. There will be no closed doors and nothing will just pop up. The document that was sent to this Town I did not see, it was not given to me personally. It is done. It is over with. It is not a document. It was never even thought to be brought up at this meeting. I had no intention of voting on it. I want the town to know that. I hope if you will be patient with us and let us get through the budget and a couple of other things, it may be towards the end of June or maybe even July. It will happen." F. Westbrook, "We will have new people by July so maybe we want to do this before. I appreciate all the time and effort of the committee. It was not ideal the way it turned out. I want to say thank you to those committee members that took off of work in order to get here during the day, some even got babysitters. It was a big deal. So, this may have left a bad taste in their mouth and for that I am very sorry." K. Pollard, "Since it started with us I would like to have it all completed by July 1, if we can." Mayor Ransone, "We will try but I think it will be hard to complete by July 1." F. Westbrook, "We have had 5 or 6 meetings in March. We have at least 4 in April. I think it is taxing for us to add more meetings." Mayor Ransone, "I want it to get done but I don't want to rush it." M. Bombay, "I concur with the person that brought this up in public comment. This council is not here to do what is best for individual members of the council. We have been elected to support the town and the residents of this town and when we stop doing that we see the problems that occur. We have to remember who we represent and it is not those of us sitting around this table. We have to leave our

individual preferences outside and get in here and do the job we are supposed to do.” Mayor Ransone, “If there is no other round table at this time we will go into closed session.”

L. CLOSED SESSION

K. Pollard, “I, Kathleen Pollard move to go into closed session pursuant to §2.2-3711A.3 of the Code of Virginia for the purpose of discussion or consideration of the acquisition of real property and pursuant to §2.2-3711A.1 for consideration of prospective candidates for appointment to advisory board and for personnel matters. I Kathleen Pollard, so move.” F. Westbrook, “Second.” Mayor Ransone, “All those in favor and all those opposed.”

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

THE MOTION TO GO INTO CLOSED SESSION IS APPROVED 4-0.

M. 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, Frances Westbrook, so certify

I, Mike Bombay, so certify.

I, Bonnie Schaschek, so certify.

I Ralph D. Ransone, so certify.

Mayor Ransone, “We have come out of our closed session. Is there any action that needs to be taken?” F. Westbrook, “I move that we extend to Phil Robinson a position on the planning commission.” M. Bombay, “Second.” Mayor Ransone, “We have a motion and a second. Is there any discussion? There being none, all those in favor and all those opposed.”

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

THE MOTION TO APPOINT PHIL ROBINSON TO THE PLANNING COMMISSION IS PASSED 4-0.

N. ADJOURN

K. Pollard, "I move to adjourn." M. Bombay, "Second." Mayor Ransone, "All those in favor."

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

THE MOTION TO ADJOURN IS APPROVED 6-0

This meeting was concluded at XXX p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

Mayor Ralph D. Ransone



RESOLUTION 2020-04 TC

Conditional Use Permit Application – Office Building in B-1 Tax Map 34-417

WHEREAS, the Irvington Town Council considered a Proposed Conditional Use Permit (“CUP”) Application TOI# CUP – 2020.1_ICN for an office building in the B-1 zoning district; Tax map # 34-417, 4357 Irvington Road (“Application”); and

WHEREAS, a joint public hearing on the Application was advertised in the Rappahannock Record on February 20, 2020 and February 27, 2020; and

WHEREAS, the Planning Commission and Town Council held a joint public hearing on March 3, 2020 to hear public views on the Application; and

WHEREAS, the Planning Commission recommended to Council that the Council approve the Application at its March 12, 2020 meeting prior to Council’s meeting that same night.

NOW THEREFORE, BE IT RESOLVED that the Irvington Town Council hereby approves the Application subject to the mixed use as follows: Five shops (up to 4 retail shops, 1 or 2 professional offices limited to combined total maximum 2000 sq ft, 1 short order restaurant/coffee shop with courtyard); a full service restaurant with a courtyard; and an apartment on second floor.

I, Ralph D. Ransone, Mayor, do hereby certify that the above is a true copy of Resolution 2020-04 TC adopted at a meeting of the Irvington Town Council held on March 12, 2020, at which a quorum was present and voting. The vote was:

In favor

Opposed

Absent

Bombay, Pollard, Westbrook, Schaschek

None

Brown, Nunnally

ATTEST:

TOWN OF IRVINGTON

Sharon L. Phillips

Town Clerk

Ralph D. Ransone, Mayor

Resolution 2020-04 TC was passed unanimously by the Irvington Town Council on March 12, 2020. *Sharon L. Phillips*
Town Clerk





RESOLUTION 2020-05 TC

Conditional Use Permit Application – Floating Dock at Marina, B-1 Tax Map 33-236

WHEREAS, the Irvington Town Council reviewed a Proposed Conditional Use Permit (“CUP”) Application TOI# CUP – 2020.3_Tides for a floating dock at marina in the B-1 zoning district; Tax map # 33-236, 480 King Carter Drive (“Application”); and

WHEREAS, a joint public hearing on the Application was advertised in the Rappahannock Record on February 20, 2020 and February 27, 2020; and

WHEREAS, the Planning Commission and Town Council held a joint public hearing on March 3, 2020 to hear public views on the Application; and

WHEREAS, the Planning Commission recommended to Council that it approve the Application at the Planning Commission meeting held on March 12, 2020 prior to the Council meeting.

NOW THEREFORE, BE IT RESOLVED that the Irvington Town Council hereby approves the Application subject to the following conditions: issuance by VMRC of a permit for the floating dock and providing a copy of such permit to the Town.

I, Ralph D. Ransone, Mayor, do hereby certify that the above is a true copy of Resolution 2020-05 TC adopted at a meeting of the Irvington Town Council held on March 12, 2020, at which a quorum was present and voting. The vote was:

In favor

Opposed

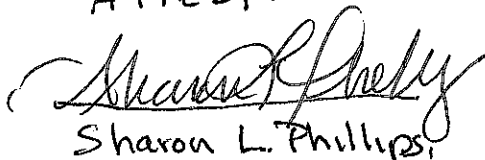
Absent

Bombay, Pollard, Westbrook, Schaschek


None

Brown, Nunnally

ATTEST:


Sharon L. Phillips,

TOWN OF IRVINGTON


Ralph D. Ransone, Mayor

Town Clerk Resolution 2020-05TC was passed unanimously
on March 12, 2020. Sharon Phillips, Town Clerk



RESOLUTION 2020 -06 TC

Conditional Use Permit Application – Rental/delivery/storage of paddleboards and related retail, B-1 Tax Map 33-329

WHEREAS, the Irvington Town Council considered a Proposed Conditional Use Permit (“CUP”) Application TOI# CUP – 2020.4_IOOF.Dodson for rental/delivery/storage of paddleboards and related retail in B-1 zoning district; Tax map # 33-329, 19 King Carter Drive (“Application”); and

WHEREAS, a joint public hearing on the Application was advertised in the Rappahannock Record on February 20, 2020 and February 27, 2020; and

WHEREAS, the Planning Commission and Town Council held a joint public hearing on March 3, 2020 to hear public views on the Application; and

WHEREAS, the Planning Commission recommended that Council approve the Application at its meeting held on March 12, 2020, prior to Council’s meeting the same night.

NOW THEREFORE, BE IT RESOLVED that the Irvington Town Council approves the Application subject to these conditions: providing parking letter authorizing use of 2 spaces next door, sign permit, and modifying use description to the following: “rental/delivery/storage of paddleboards and related retail, plus bicycle repair.”

I, Ralph D. Ransone, Mayor, do hereby certify that the above is a true copy of Resolution 2020-06 TC adopted at a meeting of the Irvington Town Council held on March 12, 2020, at which a quorum was present and voting. The vote was:

In favor

Opposed

Absent

Bombay, Pollard, Westbrook, Schaschek

None

Brown, Nunnally

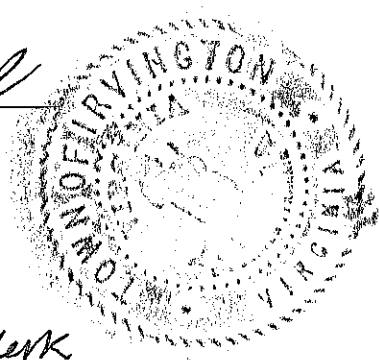
ATTEST:

TOWN OF IRVINGTON

Ralph D. Ransone, Mayor

Sharon L. Phillips
Town Clerk

Resolution 2020-06 TC was passed unanimously by the
Irvington Town Council on March 12, 2020. Sharon Phillips
Town Clerk





**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY MARCH 12, 2020 6:30PM**

Sign In Sheet

	Name	Address
1.	Marsha Capone	62 OMC Rd.
2.	Klaus O. Schaschek	394 KC
3.	Lana Brown	77 MC
4.	Camille Bragg	72 Creekview
5.	Julie Harris	1099 King Carter
6.	Phyllis Reynolds	4357 Irvington Rd (Bredge)
7.	Stephanie Dudley	441 King Carter Dr.
8.	Ann Beckin	26 Steamboat Road
9.	Jackie Ammons	
10.	Lee Taylor	4504 Irvington Rd (Sewlove ke)
11.	MC BROWN	991 King Carter
12.	MD. BENBON	30 ESSIE CT
	Cabe del Rio	732 Chesapeake Dr.
	Chris Brady	298 Chesapeake Dr.



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
TO BE HELD AS A WORKSHOP
THURSDAY, MARCH 12, 2020 AT 5:30 PM**

A. CALL TO ORDER – Mayor Ralph D. Ransone

Mayor Ransone called the workshop meeting for the town council budget and finance committee to order at 5:30 p.m., welcomed everyone and asked for a moment of silence.

B. ROLL CALL – S. Phillips, Clerk

Members of Council present: Bonnie Schaschek
Frances Westbrook
Mike Bombay
Kathleen Pollard (arrived late)

Absent: Jackie Brown
Wayne Nunnally

Administrative Staff present: Sharon L. Phillips, Clerk, Treasurer, Acting Zoning Administrator
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

F. Westbrook, "We don't have on here to adopt the agenda. I would like to say one thing, under New Business where it currently says income and general operating it should say general operating and expense because that is what we are talking about."

D. NEW BUSINESS

F. Westbrook, "With that I will turn the workshop over to Bonnie." Budget presentation followed.

E. CLOSED SESSION

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 a specific legal matter. I Kathleen Pollard, so move." M. Bombay, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

THE MOTION TO GO INTO CLOSED SESSION IS APPROVED 4-0.

F. 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, Frances Westbrook, so certify

I, Mike Bombay, so certify.

I, Bonnie Schaschek, so certify.

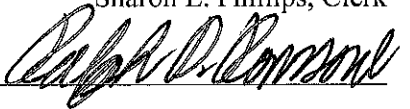
I Ralph D. Ransone, so certify.

Mayor Ransone, "We have come out of our closed session. There are no actions to take."

G. ADJOURN

This meeting was concluded at 6:29 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

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

Mayor Ralph D. Ransone



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
To be held as a Workshop
THURSDAY MARCH 12, 2020 5:30 PM**

Sign In Sheet

	Name	Address
1.	Lara Brown	77 Mod Oak Ln
2.	M C Bradley	991 King Carter
3.	Julie Harris	
4.	Klaus D. Schaschel	394 King Carter
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		



TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
TUESDAY, MARCH 3, 2020
immediately following
the Planning Commission Regular Monthly Meeting

A. CALL TO ORDER – *Mayor Ransone*

Mayor Ransone, "We are going to call this meeting to order at 5:55 pm and I need a roll call."

B. ROLL CALL – *S. Phillips, Clerk*

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

Administrative Staff present: Sharon L. Phillips, Clerk, Treasurer, Acting Zoning Administrator
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, "I need a motion to amend the agenda to have the meeting at this time." W. Nunnally, "So move." M. Bombay, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO AMEND THE AGENDA IS PASSED 6-0.

D. NEW BUSINESS

Mayor Ransone, "We are going to have our readings of these conditional use permits. Sharon will take care of that for us."

1. Consider TC Proposed Conditional Use Permit (CUP) Application TOI# CUP-2020.3_Tides for a floating dock at marina; Tax Map 33-236; Resolution 2020-5-TC.

S. Phillips, "Would you like for me to read the resolution first or the staff report first? The background information is the applicant is the New Tides LLC and the applicant seeks to construct a new floating dock at the Tides Inn marina near its existing dock in the B-1 district located at 480 King Carter Drive. See attached staff report will be incorporated into the minutes. F. Westbrook, "They are not subject to occupancy tax like the other slips are?" S. Phillips, "No." W. Nunnally, "I just wondered if we really need all of this." F. Westbrook, "We can talk about it later." S. Phillips, "Would you like for me to go through the other two staff reports?" F. Westbrook, "We have seen a lot of this with the other things you sent to us." Mayor Ransone, "Please just highlight the other two."

2. Consider Proposed Conditional Use Permit (CUP) Application TOI# CUP-2020.4_IOOF.Dodson for rental/delivery/storage of paddleboards and related retail in B-1 (Business) District; Tax Map 33 329 Resolution 2020-6.TC
S. Phillips, "The applicant is the International Order of Odd Fellows and Craig Dodson is renting the building." The conditional use permit and staff report were read into the minutes which is attached and incorporated within.

3. Consider Proposed Conditional Use Permit (CUP) TOI#CUP-2020.2_ICN, 4357 Irvington Road, Irvington, VA 24480 for an office building (the application with conditional use permit covers the entire row of shops. They are one building and the addition of this conditional use is intended for all of these properties) in B-1 (Business) District; Tax Map 34 417; Resolution 2020-4.TC
The conditional use permit and staff report were read into the minutes which is attached and incorporated within.

M. Bombay, "I would like to dispute one thing, when Three Doors Down opened a business it was an office type business. They had customers coming in to sit down with them as they would with Bo Bragg and they would want the business to open the house for them, they never sold anything. This is something that has already happened. I would differ to Tripp, isn't Pillar & Peacock a business like that?" T. Bugg, "All the above, the meet there." M. Bombay, "It is not a retail shop." S. Phillips, "In the B-1 District office is an allowed use." B. Schaschek, "It is but it is not on the existing CUP for the property." S. Phillips, "The applicant is asking to add the use of office to the CUP and that is an allowed use in B." W. Nunnally, "Thank you Sharon that is wonderful."

E. ROUNDTABLE

Mayor Ransone, "Is there anything for roundtable?" M. Bombay, "Let me just ask Keith a question. Keith, is there going to be a fee for somebody to tie up?" K. Butler, "We have not decided that yet. If you just come in to eat and leave and not leave the space open for the next person in a reasonable amount of time there is no fee but if you want the slip for the entire day, we might consider a fee."

F. CLOSED SESSION

1. Pursuant to §2.2-3711A.8 of the Code of Virginia for the purpose of consultation with legal counsel for specific legal matters – *K. Pollard, Vice Mayor*

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. I Kathleen Pollard, so move." W. Nunnally, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

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

G. 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, Frances Westbrook, so certify.

I, Mike Bombay, so certify.

I, Wayne Nunnally, so certify.

I, Bonnie Schaschek, so certify.

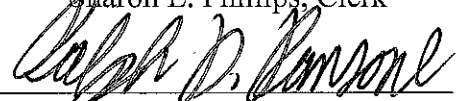
I, Jackie Brown, so certify

I Ralph D. Ransone, so certify.

H. ADJOURN

- I.** Mayor Ransone, "We are out of closed session and I need a motion to adjourn this until after the planning commission meeting."

Respectfully submitted,
Sharon L. Phillips, Clerk


Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, FEBRUARY 20, 2020 AT 5:30 PM**

A. CALL TO ORDER – *Vice Mayor Pollard*

K. Pollard, "I call the town council special called the meeting held on Thursday, February 20, 2020 to order at 5:31 p.m.

B. ROLL CALL – *S. Phillips, Clerk*

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

Absent: Mike Bombay
Mayor Ransone

Administrative Staff present: Sharon L. Phillips, Clerk, Treasurer, Acting Zoning Administrator
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

K. Pollard, "I need a motion to amend the agenda to include the following items, (i) public comment following roll call (ii) Old Business we have the 2ND Reading Resolution 2020-3.TC Concur in BZA and (iii) motion to adopt new budget schedule and we are going to table items 2 and 3 under new business." F. Westbrook, "I so move." W. Nunnally, "Second." K. Pollard, "All those in favor."

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

THE MOTION TO AMEND THE AGENDA IS PASSED 5-0.

D. PUBLIC COMMENT

Ashley Jones, "I am community development for the Town of Kilmarnock I have taken on the Trolley for the 2020 season. We are expanding this year and bringing new people into the area. Last year we had 17 stops and this year we will have 19 stops. One of the new stops is in Irvington down at the VRBO on Mad Calf which is down by the Yacht Club. We have taken the Trolley driver down the route to make sure it is safe and we have a safe entrance for all of the guests that will be getting on. This will get more people

down that area of town. We are asking this year for a total funds of \$500. We will be adding an extra stop taking the total of stops from four to five this year. It is still widely used by our visitors coming in from other areas because it is cute and quaint and allows them to see areas they might not otherwise see by car. We feel it will bring more people into Irvington this year with the new stop.” W. Nunnally, “Ashely, did I hear you say \$500?” A. Jones, “Yes.” K. Pollard, “Are these routes ground in stone or can they be changed?” A. Jones, “There is a master schedule that Bay Transit puts out that have specific time frames, that the drivers stick to. Within Irvington they might be adjusted to specific stops but the times don’t vary.” K. Pollard, “Who determined the new stop?” A. Jones, “We had a local business come to us and ask if they would be able to participate.” L. Brown, “I asked if the stop could be added in west Irvington?” K. Pollard, “Did you ask for it at Mad Calf?” L. Brown, “No, at the road that goes down to the Yacht Club.” A. Jones, “It will be at the corner of Rappahannock and Carters behind the sign at the Yacht Club, the driver has been there to approve the safety of the entrance and exit for all riders.” L. Brown, “Two of the VRBO’s have already committed to \$100 each and there is another one that we are waiting to hear from.” K. Pollard, “That is great. I just didn’t want them turning around in your driveway.” B. Schaschek, “It is very residential down there.” A. Jones, “We have been down there and the driver has found the perfect spot.” S. Cockrell, “Thank you for the support of the Virginia’s River Realm. We have produced an annual report to reflect the highlights. First of all, we have made tremendous strides in the number of visitors that are being sent to the website. Virginia River Realm is a destination branding for Lancaster and Middlesex counties. We provide joint funding and promote tourism in the area. We started in 2014 we are now at 100,000 annual visitors to our website. I want to talk specifically about marketing impact. This is our social media impact. We are using both Facebook and Instagram. We have reached over 800,000 people and sent 100,000 people to the website 30,830 people actually came into our website and looked at individual business listings and 11,000 left our website and visited the individual business sites. We have the capability to send out phone calls from our platform to local business and we have done that about 350 times. The Girl’s Get-Away Campaign has been a huge success for us over the last two years. It is our most successful platform across all of our media with over 600,000 impressions and 25,000 clicks, over 2,100 partner views which means someone clicked on the ad and liked it enough to like at the specific business and over 500 times the guest left our website and visited the website of our partner. We are able to direct people from our website to local business. We did the same kind of campaign for oysters, The River is Calling which will start in August through October which will drive traffic through December. I want to say thank you again we certainly appreciate all that you do and all that the Irvington business do. We will be back with our ask for FY20/21.” W. Nunnally, “Susan, I never saw White Stone.” S. Cockrell, “We are going back to them this year. The business association has a great deal of interest in how can someone help. They want promotion of their businesses. We can all do more together than we can do apart. Their business association has approached us about being a player and I think they will be the one to fund White Stone. I don’t think it is for lack of want rather the ability to do it.” D. Patteson, “I want to chime in here. Stuart is in a conference tonight so could not be here but he is very much in support of the Virginia River Realm as is the Hope & Glory and the Dog and Oyster. The numbers speak for themselves.” C. Bradley, “I am speaking as president of the Steamboat Era Museum board of directors and would like to thank the town for granting us permission to use the Town Commons in August for the CrabFest. I want to confirm you received the letter about not requesting a donation but offer you the same CrabFest sponsorship we offer to others.” L. Brown, “I am going to reiterate for keeping the money in the capital budget line item. If you would consider keeping that in the budget talks for this year and during the budget cycle we would like to do a presentation on ideas and designs and what is possible. In the discussions for revamping is it possible to look at some of the funds and using the Lokey CD for the playground project? It is an expensive endeavor and it will take effort to raise the additional funds. Regarding the Trolley presentation, I was as surprised as you were. I made a phone call and asked Susan what was the possibility of getting a new stop in Irvington and ask you shall receive. I thought it would have been more of a discussion as to just being done.” A. Marchetti, “I support the playground and want to say the playground will be more than just for kids and maybe more of an experience. Right now I take my kids and get in the car and leave Irvington

to take my kids to play. I think adding that kind of outdoor experience will bring not only tourist but local families to Irvington. I think a playground will be an economic driver to local businesses. Lara and I think there are 40 kids that live in Irvington now." B. Schaschek, "Where are these 40 kids living?" L. Brown, "All around Irvington." A. Marchetti, "I think the Virginia River Realm is an asset to Irvington. If we can pull folks out of the Tides Inn, they visit local business and maybe even the new playground." S. Phillips, "This is from Brian Sink. As the eastward neighbor my concerns include safety, site line obstruction and the precedent to allow dock projects of this length. The project design calls for a 120 foot pier with 20' by 10' platform and mooring piles extending an additional 18 feet channel ward and 40 feet eastward. Jay Woodward, environmental engineer, notes the project extends past the General Permit line but was approved by the Corps of Engineers as it did not interfere with the navigable waterway. I would hope the council would be insightful enough to realize there is more to Irvington and Carter's Creek than the ability to navigate. I fail to understand why with MLW of 7 feet depth at 100 feet you would need to extend pier and pilings 138 feet channel ward into Carter's Creek. With the recreational traffic in the Creek only increasing I would think this should be a concern, and one that will worsen as others assuredly propose docks of similar length or longer. Town council will be setting a precedent here, and I'm afraid with approval one that will lead to diminished aesthetics and safety on Carter's Creek. Thank you Bryan and Mary Ann Sink. From Scott and Becky Boyer, I read the comments submitted by Docks of The Bay, and have only some minor corrections to what Mr. Marchetti stated or showed in his GoogleEarth pictures: Our dock, which he labels 108 feet, is exactly 100 feet from MLW line, by my actual measurement. Perhaps 108 feet from MHW line, but we are all using MLW. His line as drawn runs out 120 feet, not the 138 feet it will actually extend to the mooring posts, so the comparison of the two docks is not that they are of similar length, which they are not. The VMRC does not make a determination of hazard in the navigation channel, they defer to the Corp, who uses a 25% rule of its own. Nancy Hankins did not respond to my question about how they arrived at that ratio as the right one, she simply stated that they ask for comments from various town councils every five years. Other docks stretching out further than the Hotard dock may or may not, be located in places where even at a longer length they do not protrude by percentage as far into the navigational channel. The Anderson's dock, shown as 132 feet, does not protrude farther into the channel than the sand spit adjacent to it, and so produces no safety hazard on its own. I am a bit surprised at so much contention in this thing. As I stated previously, the applicant has only asked for reaching 6 feet MLW, and my suggestion was to be even generous to allow that to go to 7 feet, resulting in 100 feet of length. Not sure why, having so stated their wishes based on depth, we are fighting so much over length. It is the length that creates our concern over safety. We are certainly not opposed to the Hotard's having their dock to accommodate a new sailboat that is why people are attracted to places like Irvington. Just asking that once they reach the depth they need, as has been stated, they end the dock there. My suggestion to the Town Council was that to avoid future contention, they perhaps arrive at how they will determine what length is appropriate for the Town to adopt. Using a measure such as percentage of intrusion, whether they adopt the Corp's rule as their rule or adopt some other standard, is the point. It shouldn't be left to neighbors to dictate on their own. Again, my apologies for not being there personally. These things sometimes can be easily talked through in person better than via email. Thanks again for your service, and for the service rendered by the Town Council. Scott Boyer." J. Hotard, "I appreciate the Sinks comments from South Carolina and I appreciate the Boyer's comments. I would like to reiterate that we have a VMRC permit in hand and that the planning commission has twice unanimously approved this dock. The comment that neighbors should not be able to determine strikes me a little odd because the neighbor not the property is trying to influence what the property owner is building. We have gone through the process. We have gone through the process twice. I encourage you to approve this so we can move forward." B. Bragg, "I am a resident and am not directly tied to this permit process with Joe but indirectly I am his builder and someone who grew up on Carter's Creek. I just want to go on the record as saying Mr. Sink as you well know is incorrect in his statement that you would be setting a precedent with dock." A. Marchetti, "I am very closely tied to this case and am sure anything a say will be considered self-serving. The 20' we are discussing will not make or break this. I spend a lot of time on Carter's Creek with my family and I would

not advocate something that is not safe. I have held a US Coast Guard Captains License for over 10 years. If anybody has been on a boat in that area there is room to turn around. As I tried to illustrate on my diagrams there is a sand bar that just out and you will hit the sandbar before you hit his dock. I don't think his ask is exceptional or unreasonable. We are arguing over 20'. He has the right to do this and I don't know if the town can overrule VMRC and am still curious of the legality. Who has jurisdiction after MLW. I hope that you trust VMRC when they say it is safe because I don't know any other authority that has more authority to determine safety." K. Pollard, "Thank you for your comments. We are going into closed session." S. Phillips, "For the public, please be aware the weather has turned inclement so make sure you take your keys."

E. CLOSED SESSION

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. I Kathleen Pollard, so move." W. Nunnally, "Second." K. Pollard, "All those in favor and all those opposed."

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

THE MOTION TO GO INTO CLOSED SESSION IS APPROVED 5-0.

F. RETURN TO OPEN SESSION (6:25)

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, Frances Westbrook, so certify
I, Bonnie Schaschek, so certify.
I, Jackie Brown, so certify.
I, Wayne Nunnally, so certify.

K. Pollard, "We have come out of our closed session and we will continue with Old Business.

G. OLD BUSINESS

1. 2nd Reading Resolution 2020-01TC Proposed Conditional Use Permit (CUP) Application TOI# CUP-2019.1_Amended for a pier and mooring pilings; Tax Map 34-20C

S. Phillips, "Resolution 2020-01TC Proposed Conditional Use Permit (CUP) Application TOI# CUP-2019.1_Amended for a pier and mooring pilings; Tax Map 34-20C." K. Pollard, "I'll call for a vote." B. Schaschek, "I'll make a motion that we approve it." W. Nunnally, "Second." K. Pollard, "All those in favor and all those opposed."

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

Jackie Brown Aye

**THE MOTION TO APPROVE PROPOSED CONDITIONAL USE PERMIT (CUP)
APPLICATION TOI# CUP-2019.1_AMENDED FOR A PIER AND MOORING PILINGS; TAX
MAP 34-20C IS APPROVED 5-0.**

K. Pollard, "Sorry this took so long, it is not who we are." J. Hotard, "Thank you for approving it." F. Westbrook, "Thank you for wanting to replant the bank." J. Hotard, "I appreciate that, and thank you so much."

*NOTE: F. Westbrook left the meeting.

2. 2nd Reading of Resolution 2020-02TC; Lokey CD – F. Westbrook, Councilwoman
S. Phillips, "Resolution 2020-02-TC; Lokey CD" B. Schaschek, "I make the motion to approve the resolution" J. Brown, "I second." K. Pollard, "All those in favor and all those opposed."

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

THE MOTION TO APPROVE RESOLUTUION 2020-02TC; LOKEY CD IS PASSED 4-0.

3. 2nd Reading Resolution 2020-3.TC Concur in BZA
S. Phillips, "Resolution 2020-3.TC Concur in BZA Appointments." W. Nunnally, "I so move." B. Schaschek, "Second." K. Pollard, "All those in favor say aye and all those opposed."

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

THE MOTION TO APPROVE RESOLUTION 2020-03.TC CONCUR IN BZA IS PASSED 4-0.

4. Motion to adopt new budget schedule

B. Schaschek, "We had some special meetings called but we are going try to do on the regular meetings rather than have to have special meetings. The 26th will be a workshop if we have to have another one for the budget. We were going to have our first reading on that date but were kind of rushed so we spread it out a bit. If we need a second workshop we will use the 26th. April 9th will be the first public hearing and the first reading of the budget so we will need the church on the 9th. The second reading will be May 14th not at the regular meeting." N. Keane, "If you look at the last two entries on the description, I am just remind you that this is a budget ordinance and you need to adopt the fees. There were some comments last year asking why we have to do this and we have to do this because it is required." B. Schaschek, "These will be at regular meetings rather than special meetings only because the calendar is crazy and I will not be able to be at two of them." W. Nunnally, "Move that we accept the schedule as amended." J. Brown, "Second." K. Pollard, "All those in favor and all those opposed."

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

THE MOTION TO ACCEPT THE BUDGET SCHEDULE AS AMENDED IS PASSED 4-0.

H. NEW BUSINESS

1. Zoning Administrator Job Description – K. Pollard, Human Resources
S. Phillips, "This is just for your review and will be discussed at the next meeting."

I. CLOSED SESSION (6:32)

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. I Kathleen Pollard, so move." W. Nunnally, "Second." K. Pollard, "All those in favor and all those opposed."

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

THE MOTION TO GO INTO CLOSED SESSION IS APPROVED 4-0.

J. 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, Bonnie Schaschek, so certify.

I, Wayne Nunnally, so certify.

I, Jackie Brown, so certify.

K. Pollard, "We have come out of our closed session. There is no action that needs to be taken so I need a motion to adjourn."

K. ADJOURN

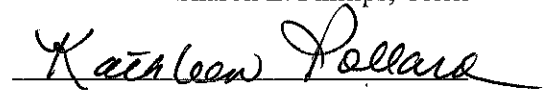
W. Nunnally, "I move to adjourn." B. Schaschek, "Second." K. Pollard, "All those in favor."

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

THE MOTION TO ADJOURN IS APPROVED 4-0

This meeting was concluded at 7:05 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Kathleen Pollard, Vice Mayor



RESOLUTION 2020- 01 TC

CUP Application for pier in R-1, Tax Map 34-20C

WHEREAS, the Irvington Planning Commission recommended approval a Conditional Use Permit ("CUP") Application TOI# CUP – 2019.1_Amended for a pier in R-1; Tax map # 34-20C ("Application") on February 4, 2020; and

WHEREAS, a joint public hearing on the Application was advertised in the Rappahannock Record on January 23, 2020 and January 30, 2020; and

WHEREAS, the Irvington Town Council read this Resolution on February 13 and February 20, 2020.

NOW THEREFORE, BE IT RESOLVED that the Irvington Town Council hereby [approves or denies] the Application.

IT IS FURTHER RESOLVED that the Town Clerk shall place this Resolution in the Minutes of its February 20, 2020 Special Meeting.

CERTIFICATION

I, Ralph D. Ransone, Mayor of the Town of Irvington, hereby certify that the above is a true copy of Resolution 2020-01 TC, which was adopted at a Special Meeting of the Town Council held on February 20, 2020, at which a quorum was present and voting. The vote was:

In favor

~~Absent~~

Opposed

Pollard Aye

~~Bombard~~

Schuscheck Aye

Westbrook Aye

Nunnally Aye

Brown Aye

TOWN OF IRVINGTON

Ralph D. Ransone, Mayor

Attest:

Sharon L. Phillips, Clerk

Resolution 2020-01-TC was passed unanimously by the Irvington Town Council on February 20, 2020

Sharon L. Phillips
Town Clerk

RESOLUTION #2020 – 02 TC

BANKING – Liquidate CD and Fund New CD

WHEREAS, the Irvington Town Council desires to liquidate at maturity on February 22, 2020 that certain certificate of deposit **3042, sometimes referred to as the “Lokey CD” located at Chesapeake Bank (“Bank”) (“CD”); and

WHEREAS, the Irvington Town Council further desires to direct the funds from such CD.

NOW THEREFORE, the Town Council RESOLVES that:

- (1) The first two paragraphs of this Resolution shall be incorporated herein by this reference.
- (2) The CD shall be liquidated at maturity.
- (3) A portion of the funds \$2000 shall be designated to the Town general operating account.
- (4) The balance of \$28,201.63 shall fund a new CD at Bank.
- (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 2020-02 TC adopted at a special meeting of the Town Council of Irvington, Virginia, held on February 20, 2020 at which a quorum was present and voting. The vote was as follows:

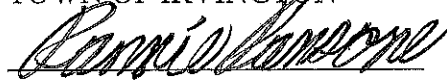
Voting in favor

Dollard Aye
Schaschek Aye
Nunnally Aye
Brown Aye

Absent
Bombay
Westbrook

Opposed

TOWN OF IRVINGTON



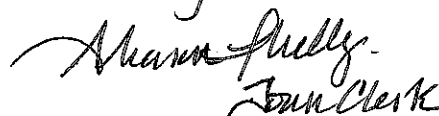
Rannie Ransone, Mayor

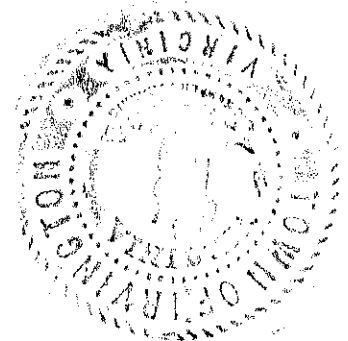
ATTEST:



Sharon Phillips, Town Clerk

Resolution 2020-02 TC was passed unanimously by the Irvington Town Council on February 20, 2020.


Town Clerk





RESOLUTION 2020- 03

Concur in BZA Appointments

WHEREAS, the Irvington Town Council seeks to concur in Circuit Court appointments to the Irvington Board of Zoning Appeals.

NOW THEREFORE, BE IT RESOLVED that Town Council concurs with the following appointments by the Lancaster County Circuit Court, pursuant to VA Code Ann. Section 15.2-2308.

The following Town resident will fill a vacancy which occurred on the Board of Zoning Appeals having a term which began on September 13, 2018, and expiring as set forth below:

George Henry Kuper	64 Haydon Hall Lane	Term expires September 12, 2021
	Irvington, VA 24480	

The following Town resident, and member of Planning Commission, will be appointed to a new four year term on the Board of Zoning Appeals. .

Charles Steven Kimmeth	10 Cedar Circle	Term begins upon Court appointment
	Irvington, VA 24480	Term expires June 30, 2024

BE IT FURTHER RESOLVED, this Resolution is effective upon adoption.

I, Ralph D. Ransone, Mayor of Irvington, Virginia, do hereby certify that the foregoing Resolution was adopted on February 20, 2020 at a Special Meeting of the Town Council at which a quorum was present and voting.

FAVOR
Pollard
Schaschek
Nunnally
Bimon

ABSENT
Bom Bim
WESTBROOK

Ralph D. Ransone, Mayor

ATTEST:

Sharon Phillips, Town Clerk

Resolution 2020-13 was passed unanimously
by the Irvington Town Council on February 20, 2020

Sharon Phillips, Town Clerk



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, FEBRUARY 20, 2020 5:30PM**

Sign In Sheet

	Name	Address
1.	Lana Brown	77 Mad Calf Ln
2.	Bo Bragg	72 Creek View
3.	Joseph Hotari	410 THE LAKE
4.	Dudley Patterson	65 Tavern Rd
5.	BLANK	The Lane
6.	Anthony Marchetti	41 Cedar
7.		
8.		
9.		
10.		
11.		
12.		



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, FEBRUARY 13, 2020 AT 6:30 PM**

A. CALL TO ORDER – Mayor Ralph D. Ransone

Mayor Ransone called the meeting to order at 6:31 p.m., 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
Mike Bombay

Administrative Staff present: Sharon L. Phillips, Clerk, Treasurer, Acting Zoning Administrator
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. APPROVE AGENDA

Mayor Ransone, "We have a couple of amendments to change the agenda. Under new business we need to amend the agenda to include a motion to for the Steamboat Era Museum to use the Town Commons. I need a motion." W. Nunnally, "So move." M. Bombay, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

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

THE MOTION TO AMEND THE AGENDA UNDER NEW BUSINESS TO INCLUDE A MOTION FOR THE STEAMBOAT ERA MUSEUM TO USE THE TOWN COMMONS IS PASSED 6-0.

Mayor Ransone, "Now we need to add a motion under New Business to authorize the mayor and the HR committee to work with staff to draft a job description and advertisement." W. Nunnally, "So move." Mayor Ransone, "We need to add under New Business a motion to authorize the town attorney to review CUP application form." W. Nunnally, "So move." J. Brown, "Second." Mayor Ransone, "We need to add under New Business the First reading of Resolution 2020-03.TC Concur in BZA." W. Nunnally, "So move." Mayor Ransone, "And we need to amend the agenda

to include under Closed Session a closed session pursuant to §202-3711A.3 for discussion or consideration of the acquisition of real property." W. Nunnally, "Move." Mayor Ransone, "Now I need a motion to approve the agenda as amended." W. Nunnally, "So move." F. Westbrook, Second." Mayor Ransone, "All those in favor and all those opposed."

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

THE MOTION TO AMEND THE AGENDA TO INCLUDE UNDER NEW BUSINESS THE FOLLOWING ITEMS:

1) AUTHORIZE THE MAYOR AND HR COMMITTEE TO WORK WITH STAFF TO DRAFT A JOB DESCRIPTION AND ADVERTISEMENT;

2) MOTION TO AUTHORIZE THE TOWN ATTORNEY TO REVIEW CUP APPLICATION FORM;

3) FIRST READING OF RESOLUTION 2020-03.TC CONCUR IN BZA;

and TO AMEND THE AGENDA TO INCLUDE UNDER CLOSED SESSION THE FOLLOWING ITEM:

4) CLOSED SESSION PURSUANT TO §2.2-3711A.3 FOR DISCUSSION OR CONSIDERATION OF THE ACQUISITION OF REAL PROPERTY IS APPROVED 6-0.

D. APPROVAL OF MINUTES AND TREASURER'S REPORTS

Mayor Ransone, "Approval of January 9, 2020 minutes and January 2020 treasurer's reports." W. Nunnally, "Move we accept the January 9, 2020 minutes as presented and the treasurers report." B. Schaschek, "Second." Mayor Ransone, All those in favor say and all those opposed."

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

THE MOTION TO ACCEPT THE JANUARY 9 MINUTES AND THE JANUARY 2020 TREASURERS REPORT IS APPROVED 6-0.

E. PUBLIC COMMENT

Mayor Ransone, "This is a session where the public can free to speak about anything related to the town and we would appreciate if you would stand and identify yourself." L. Brown, "I am here to ask the town council to consider appointing an informal advisory group not a formal committee that would be obligated to take minutes and post meetings but an informal group to take a look at recommendations for a multigenerational play area that would serve birth to 99 year olds. A safer area for kids to play and maybe with some recreational type equipment for anyone to use for exercise and enjoyment. Some community members have already said they would help out with this. Our goal would be to provide a presentation to the town council that would include ideas, suggestions, pricing, and timelines." Mayor Ransone, "Legally can we do something where we don't have to have minutes?" B. Schaschek, "No." L. Brown, "At the last Lancaster County board of supervisors meeting they appointed an informal advisory group to look at economic development ideas to the county. They were told by their attorney that they would not be obligated by FOIA or keeping minutes. Not that we don't want anybody at the meetings. Anybody can come and share input. We will tell Sharon when we plan to have meetings. I have so much on my plate, I

don't have time to handle the minutes. Bob Westbrook is who I talked to about this." W. Nunnally, "I am in favor of this if we can do it." F. Westbrook, "I am in favor of this too." Mayor Ransone, "We should allow the town attorney to look into this. If you have an idea of the group of people that you would like to look into this you can go ahead and get started. You can meet and then come back with a plan that you present to us. I want you to remember that our budget is coming up and if you want to do something you might want to consider phases." L. Brown, "There are grants out there and well as fundraising." F. Westbrook, "We need to wrap up budget figures before the end of March. If you have preliminary figures you want us to consider in the upcoming fiscal year, this would fall under the capital budget." S. Phillips, "On behalf of Jane Wells she asked me to read for her: for the third year I am writing to request that council includes in the budget funding the planting of two willow oak trees on the Irvington Town Common. The logical place for these trees is in a line with the remaining tree in King Carter Drive side of the Common were the trees used to be, splitting the distance making them equidistant apart. This leaves space for many uses of the Commons but also provides shade. Ransone's Nursery has provided proposals for the planting of these trees. I asked for two proposals one for container grown willow oaks and one for balled or burlap oaks. The new thinking on tree planting is that it is better to start off smaller. Container grown trees do not require an excavator to plant. In our region, fall is a better time to plant a tree with a greater success rate. I hope that Council does not let another planting season go by. It has been several years since the last trees were removed and it will be several years before we get any benefit from these trees. Respectfully submitted, Jane Wells. I also have the two proposals that I will share around the table. Thank you." F. Westbrook, "We will need those proposals for the budget." A. Marchetti, "I submitted a packet that I think has made its way around. Are there any questions? I think it speaks for itself but if you have any questions." F. Westbrook, "We may get to this at another point." W. Nunnally, "Where do you reach the 6' mark?" A. Marchetti, "100' approximately. There is a plan view that has the soundings written on the right and side. The packet is addressing concerns voiced at the last meeting." Mayor Ransone, "If there is any more public comment at this time? If not, we will move on."

F. NEW BUSINESS

S. Phillips, "Resolution 2020-01.TC CUP application for a pier in R-1, Tax Map 34-20C. Whereas the Irvington Planning Commission recommended approval of a conditional use permit application TOI#CUP-2019-1 amended for a pier and mooring pilings in R-1; Tax Map 34-20C on February 4, 2020 and Where as a joint public hearing on the application was advertised in the Rappahannock Record on January 23 and January 30 and held a meeting on February 4, 2020 and whereas the Irvington Town Council read this Resolution on February 13 and February 20. Now therefore, be it resolved that the Irvington Town Council hereby will approve or deny at a date in the future." F. Westbrook, "Regarding resolution protocol, is there a reason why we don't either include the property address or property owner name?" N. Keane, "You can if you want to." F. Westbrook, "If we have more than one resolution it is hard to keep track of the CUP or application numbers." Mayor Ransone, "You want a name?" F. Westbrook, "Sometimes we have several and a name would make it easier." Mayor Ransone, "I don't think that would be a problem. If there are no other questions, we are going to move on to the report from the acting zoning administrator."

G. REPORT FROM THE ACTING ZONING ADMINISTRATOR– *S. Phillips Acting Zoning Administrator*

S. Phillips, "As the acting zoning administrator I reached out and sent a communication to the planning commission letting them know the events of last week and that I look forward to working with them. I also communicated with each of the applicants that are currently in the zoning pipeline. I reached out to contractors and the residents and anyone that was affiliated with a current zoning application. I have spoken with prospective zoning applicants, pools in the RPA, trees removal in the 100'. I would like to share with Council that I am working with professional colleagues to develop a staff report and that will be shared initially with the planning commission as any CUP or appropriate zoning permit would pass through the planning commission and then move forward to Council and it would allow information and progress to be seen by all." Mayor Ransone, "If there are no questions. Sharon, we appreciate your hard work."

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

N. Keane, "We just finished the second session of the governance workshop. Those of you that were here know that some work will be done next week, the drafting of the job description and hopefully the workshop will be used for something practical. I was authorized, a couple of months ago, to do legal research on streets and roads in Irvington. I am still working on that. I did legal research and have talked to VDOT twice but have not gotten an answer back from them completely but I sent an email to them confirming my conversation with them. I sent a copy to Jackie and Wayne. Basically, I tried to put all of our questions in one document so I could get answers back from them about what authority they have versus what authority we have to make decisions about our streets in our town. We covered subjects such as no thru truck, stop signs, traffic calming measures such as speed bumps and rumble strips, painting the road and curb etc. I assume that next month I will be able to get back to you with more definitive answers but am still in the process."

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

Brown, "The planning commission had the second reading of the Hotard application and unanimously recommended approval to the town council. A CUP application was presented for the space next to The Local to become an office as a special exemption. They have not acted on that. One commissioner has expressed interest in taking the VCU class to become a certified planning commissioner in this fiscal year. There is money in their budget so they are going to move forward. There are possibly two more that will want to take the class next year so we will need to budget for that at \$500 per person." F. Westbrook, "Will you put that in writing for the budget and finance committee?" J. Brown, "Yes. Also, the commission accepted with regret the term expire for Cary Schneider and he will not reapply. LeeH Capps term has also expired and he is reapplying. The planning commission requested the town council review the CUP application form and make any changes before they formally present it. I would like to ask T. Chapman to comment on the height presentation." T. Chapman, "Tom Chapman, vice chair of the planning commission. We were asked by the council to review the R-1 and R-2 building height restrictions and whether we need any changes. The report is in your package. Steve and I did the work. We recommend no change to our ordinances with respect to grade level definitions or building height restrictions. There are only a few properties in town that could be an issue with regard to "grade level" and building height and these can be handled by our Zoning Administrator within our current regulations and procedures. Are there any questions?" Mayor Ransone, "If there are no questions. Are there any questions of Jackie? We are going to move to old business."

J. OLD BUSINESS

F. Westbrook, "Bonnie and I met with Stuart Barwise and Dudley Patteson this afternoon to take a look at the grant information. They acknowledged they had not given us a copy of the grant application so this is what we are handing out now. We thought it was important to see the monies and the information that was submitted with our name. This is for informational purposes. They understand that we have yet to work through the budget aspect of how much money we are going to be putting into this matching grant which will be discussed at a budget workshop in the future. We had a wonderful tour of their facilities. It looks like it is going to be fabulous." B. Schaschek, "You don't need to review this now but you will need to be prepared to discuss in the future." F. Westbrook, "They left out one page that has some proprietary information."

F. Westbrook, "I pulled the memo that Roy Kime sent to all of us in the middle of January letting us know that DomEnergy would be here to trim the crepe myrtles on King Carter. Leaving one morning the people that they subcontracted to, a company that I have never seen before in Irvington, they were trimming them pretty drastically in my opinion. It was my understanding at the meeting we had last January that they were going to have us on a five year cycle, I think our minutes may say otherwise, but that they were going to walk King Carter with us before they did any cutting. Maybe Roy was going to do that, I don't know. At this point, Sharon spoke with Anita and she is going to try to get someone out here next week?" S. Phillips, "No, according to Anita Powell DomEnergy will not be back. We have been put back on a five year schedule." F. Westbrook, "They started cutting right there on the Town Commons and just past the Steamboat Era Museum. If that is their decision but we should have something that we agree on and get these trees looked at better than what is being done. Can we have someone look at the trees? I know there are some issues around the lines but if they are not around the lines can the property owner be responsible for the trimming?" W. Nunnally, "The property owner can do anything they want to do with the crepe myrtles." F. Westbrook, "But yours are not underneath the powerlines." K. Pollard, "Is there a right of way?" B. Schaschek, "The trees are on the owner's property it is not on the other side of the sidewalk." Mayor Ransone, "DomEnergy has a right of way to keep the branches off of the lines." F. Westbrook, "Yes, that is right. I thought when we handled this last

year that we had a firm understanding of how this was going to be handled in the future. In my opinion we didn't." B. Schaschek, "She stopped them." F. Westbrook, "That is why we are having this discussion. I created this monster." M. Bombay, "They acquiesced and now we are back on a five year schedule so now we need to keep on top and make sure they don't come here uninvited." B. Schaschek, "They have to walk the street with us. This was a different company. The second company, not the first company, knew how to trim." M. Bombay, "It sounds like a miscommunication on our part on their part to this new company. Now we should be set for four more years?" F. Westbrook, "I thought last year was year one and this would be year two." J. Brown, "Can we communicate with property owners and let them know they have the option to trim the trees themselves?" F. Westbrook, "Right now none of them are in danger of touching the lines that I can see. May I call Anita and talk with her myself?" W. Nunnally, "Mr. Mayor I move that we appoint Mrs. Westbrook as the official crepe myrtle queen." Mayor Ransone, "Why don't you let me call and talk to her first." F. Westbrook, "That would be great. I don't think we should leave it unattended."

K. CLOSED SESSION

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 a specific legal matter and pursuant to §2.2-3711A.3 for discussion or consideration of the acquisition of real property. I Kathleen Pollard, so move." W. Nunnally, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

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

L. 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, Frances Westbrook, 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 and we have some things to take care of under Old Business."

M. OLD BUSINESS - con't

W. Nunnally, "Mr. Mayor I would like to acknowledge the service of Cary Schneider. Mr. Mayor I would ask that we place and advertisement seeking a member of the planning commission in the Rappahannock

Record. Mr. Mayor it is my great honor that we appoint Lee Hood Capps to the planning commission." 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
	Kathleen Pollard	Aye
	Frances Westbrook	Aye

THE MOTION TO APPOINT LEE HOOD CAPPS TO THE PLANNING COMMISSION [term expire February 2024] APPROVED 6-0.

W. Nunnally, "Mr. Mayor I have a motion that we 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." B. Schaschek, "Can we discuss this?" Mayor Ransone, "We have a motion and a second. Is there any discussion?" B. Schaschek, "Last year we did this and there were three people." S. Phillips, "One of the things you want to consider is precedence and following through with what the County does. And the County communicates that to post in the newspaper is an incentive to pay delinquent taxes an avoid having their names printed in the paper. Generally, it incentives delinquent tax payers to pay delinquent taxes. The cost is distributed among those that are delinquent. Irvington does not pay for the advertisement." F. Westbrook, "We don't pay for the ad either, right?" S. Phillips, "The town gets any cost back when the delinquent taxes are collected." K. Pollard, "Last year we voted in favor of this." B. Schaschek, "Last year we had to pay for the whole thing ourselves because it did not go in with the county advertisement." S. Phillips, "Our ad should run at the same time as the county ad." B. Schaschek, "Do we know how many are delinquent?" S. Phillips, "I can give you some high level numbers. There are 38 parcels that are delinquent which includes properties that were delinquent last year. Of the 38 parcels that are delinquent, 13 of them are at the four year delinquent mark. Last year was the first time Irvington placed the ad in the paper because it was the first time for three year delinquents." F. Westbrook, "So they have to be three years delinquent to be put in the paper." W. Nunnally, "Call the question." 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
	Kathleen Pollard	Aye
	Frances Westbrook	Aye

THE 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 IS PASSED 6-0.

F. Westbrook, "You should have a copy of the proposed FY20/21 budget schedule. Bonnie and I met and met with Sharon and talked about the upcoming budget calendar. We have to make time for a workshop and that they are spaced appropriately and noticed in the newspaper. The actual meeting dates are February 17, March 12, March 16 and March 26." J. Brown, "Is this Monday the 17th? I can't make that." B. Schaschek, "That is the budget and finance committee workshop. You can come to that if you want." F.

Westbrook, "We are talking about March 12 which is our regular monthly meeting. Then we will have to do the public hearing on March 26th." N. Keane, "There is no time there because you were going to discuss how long you thought it would take because there are four different resolutions." F. Westbrook, "We are going to have to present both budgets including general operating and capital but we also have to adopt the real estate tax rates, other tax rates and fee rates again. We don't want to have happen, like it did last year is everybody sitting around twiddling their thumbs waiting for posted times to come before we can move to the next meeting. People need to get home from work." N. Keane, "You all need to decide how early you want to a public hearing for the four ordinances and your two budgets." B. Schaschek, "What two budgets? We have one budget." F. Westbrook, "The capital budget is separate." B. Schaschek, "No it is not. Not anymore. It is one budget." N. Keane, "You have a budget with two parts." B. Schaschek, "I want to get started at 6PM." N. Keane, "Is it only going to take 30 minutes or do you need to move your special meeting?" F. Westbrook, "The special meeting at 6:30 PM?" N. Keane, "That was going to be the first reading of all these things." F. Westbrook, "Let's do 6PM and 7PM. Why do we have to list the time for the special meeting? Can't it just follow without having a time constraint?" N. Keane, "They have to be two separate meetings which is why they are listed separately." F. Westbrook, "That is fine we will just immediately following. We will start at 6PM on March 26 and on April 9th we will have the second reading and hopefully pass the ordinances and the budget. This is what we are offering." W. Nunnally, "I second it." Mayor Ransone, "We haven't made a motion yet." B. Schaschek, "We are going to use the 5:30 time slot as a budget and finance workshop." F. Westbrook, "We really think we can do it in that hour. We can get you copies ahead of time so you can be familiar with it for discussion." Mayor Ransone, "March 26 will be at 6PM." B. Schaschek, "Do we want that at the church or in the town office?" F. Westbrook, "The 26th is a public hearing so it needs to be at the church." Mayor Ransone, "I agree, the budget usually draws a few more people so use the church." F. Westbrook, "But the second reading does not need to be at the church we will just keep the second reading here in the town office." Mayor Ransone, "If everybody is okay with this schedule, I need a motion." W. Nunnally, "So move." J. Brown, "Second." Mayor Ransone, "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
	Kathleen Pollard	Aye
	Frances Westbrook	Aye

THE MOTION TO ADOPT THE BUDGET SCHEDULE IS APPROVED 6-0.

Mayor Ransone, "Next is a consideration to adopt a CUP schedule. The schedule is part of your packet. We are looking March 3 as a joint public hearing; the planning commission will have a regular meeting and the town council will have a special called meeting and on the March 12 the planning commission will have a special called meeting and also on March 12 is the town council regular meeting." B. Schaschek, "We already have a special called meeting on March 12 for the budget." F. Westbrook, "We will handle the CUP's during the regular meeting on March 12." W. Nunnally, "I would like for the minutes to show that we have adopted the most expeditious calendar that we could possibly get." Mayor Ransone, "I agree." N. Keane, "That is the earliest possible date that we could have had a public hearing." W. Nunnally, "I move that we accept that schedule." M. Bombay, "Second." B. Schaschek, "I am concerned about the planning commission special called meeting on March 12." N. Keane, "The planning commission needs to have a special called meeting to meet that day." B. Schaschek, "Is the planning commission special meeting part of our town council meeting? We are already having a 5:30 special meeting." N. Keane, "Okay, hold on and let me look. So the planning commission special called meeting will have to be at 6:30 and the town council will have to be at 6:45 or 7PM. The dates on the schedule are correct but I will have to adjust the

times." W. Nunnally, "Call the question." Mayor Ransone, "All those in favor of adopting the CUP schedule say aye and all those opposed."

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

THE MOTION TO ADOPT THE CUP SCHEDULE IS APPROVED 6-0.

W. Nunnally, "Please, I hope that it is reported that this is the most expeditious schedule we could do." Mayor Ransone, "Next, we have had a volunteer come forward, Linda Marshall, and she has graciously accepted to chair the 4th of July committee. She is very interested and excited to help us with the parade. Do we want a motion to appoint Linda Marshall as chair of the 4th of July Parade committee?" W. Nunnally, "So move." K. Pollard, "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
	Kathleen Pollard	Aye
	Frances Westbrook	Aye

THE MOTION TO APPOINT LINDA MARSHALL AS CHAIR OF THE 4TH OF JULY PARADE COMMITTEE IS APPROVED 6-0.

Mayor Ransone, "We have to have a first reading of Resolution 2020-02.2_TC; Lokey CD S. Phillips, "BANKING – Liquidate CD and Fund New CD - WHEREAS, the Irvington Town Council desires to liquidate at maturity on February 22, 2020 that certain certificate of deposit **3042, sometimes referred to as the "Lokey CD" located at Chesapeake Bank ("Bank") ("CD"); and WHEREAS, the Irvington Town Council further desires to direct the funds from such CD. NOW THEREFORE, the Town Council RESOLVES that: (1) The first two paragraphs of the Resolution shall be incorporated herein by this reference. (2) The CD shall be liquidated at maturity. (3) A portion of the funds \$2,000 shall be designated to the Town general operating account. (4) The balance of \$28,201.63 shall fund a new CD at Bank. (5) This Resolution shall take effect immediately upon passage.

Mayor Ransone, "Now we need a motion to allow the Steamboat Era Museum to use the town commons on August 8 for the annual CrabFest." W. Nunnally, "So move." M. Bombay, "With the same restrictions that we had last year. With those concerns in place, I will second the motion." 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
	Kathleen Pollard	Aye
	Frances Westbrook	Aye

THE MOTION TO USE THE STEAMBOAT ERA MUSEUM TO USE THE TOWN COMMONS ON AUGUST 8, 2020 FOR THE ANNUAL CRABFEST, WITH THE SAME RESTRICTIONS THAT WE HAD LAST YEAR IS APPROVED 6-0.

Mayor Ransone, "Motion to allow the mayor and the HR committee to work with staff to draft a job description and advertisement for consideration by council." W. Nunnally, "So move." F. Westbrook, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

THE MOTION TO ALLOW THE MAYOR AND THE HR COMMITTEE TO WORK WITH STAFF TO DRAFT A JOB DESCRIPTION AND ADVERTISEMENT FOR CONSIDERATION BY COUNCIL IS APPROVED 6-0.

Mayor Ransone, "Motion to authorize the town attorney to review CUP applications." W. Nunnally, "So move." J. Brown, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

THE MOTION TO AUTHORIZE THE TOWN ATTORNEY TO REVIEW THE CUP APPLICATIONS IS APPROVED 6-0.

Mayor Ransone, "First reading of RESOLUTION 2020-03 Concur in BZA Appointments WHEREAS, the Irvington Town Council seeks to concur in Circuit Court appointments to the Irvington Board of Zoning Appeals. NOW THEREFORE, BE IT RESOLVED that Town Council concurs with the following appointments by the Lancaster County Circuit Court, pursuant to VA Code Ann. Section 15.2-2308. The following Town resident will fill a vacancy which occurred on the Board of Zoning Appeals having a term which began on September 13, 2018, and expiring as set forth below:

George Henry Kuper	64 Haydon Hall Lane	Term expires September 12, 2021
	Irvington, VA 22480	

The following Town resident, and member of Planning Commission, will be appointed to a new four year term on the Board of Zoning Appeal

Charles Steven Kimmeth	10 Cedar Circle	Term begins upon Court appointment
	Irvington, VA 22480	Term expires June 30, 2024

W. Nunnally, "I thought we had done it just the opposite, that we put Kuper in for the longer term." N. Keane, "It was Mattheisen's term that ended and that is why Kimmeth got Mattheisen's seat because they are both on the planning commission. The other vacancy was because the previous person that was appointed never responded to Sharon or was sworn in. Mattheisen had a four year term that expired in September and it is now empty and needs to be reappointed as a new term with a planning commission member."

N. ROUNDTABLE DISCUSSION

B. Schaschek, "I had given Roy estimates for getting rid of the stumps and clearing the brush over on the north Commons after the trees were taken down and now that it is spring and stuff is starting to come back

if we don't get that stuff out now it will be a total waste to have that stuff taken down. So, I think we need to have that done. The estimates are just sitting there." Mayor Ransone, "Do you have estimates to get it done." B. Schaschek, "Yes. I gave them to Roy." Mayor Ransone, "Give them to Sharon and we can put this on next month's meeting." N. Keane, "Bonnie came up with a very good point about the schedules. I just put the budget and CUP schedule side by side and on March 12 you have a 5:30 workshop and a 6:30 regular town council meeting. We also have to have a special called planning commission meeting on March 12 so what time do you want them to meet?" M. Bombay, "Let them meet at 5PM." N. Keane, "I just want to make sure you approve of the 5PM." Mayor Ransone, "Is there anything else?" S. Phillips, "I just want to remind you that the town office will be technically closed next Monday for the holiday but I will be in the office working with the CUP applicants."

O. ADJOURN

W. Nunnally, "I move to adjourn." M. Bombay, "Second." Mayor Ransone, "All those in favor."

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

THE MOTION TO ADJOURN IS APPROVED 6-0

This meeting was concluded at 7:30 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

Mayor Ralph D. Ransone

Sharon Phillips
Clerk



11:59 AM

02/10/20

Town of Irvington, Virginia

Check Detail

January 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	01/02/2020	Google		Chesapeake Bank G/O ...		-204.00
				Processing Fees		-204.00	204.00
TOTAL						-204.00	204.00
Liability Check	EFT	01/19/2020	United States Treasury		Chesapeake Bank G/O ...		-1,615.84
				Payroll Liabilities		-820.14	820.14
				Payroll Liabilities		-77.32	77.32
				Payroll Liabilities		-72.61	72.61
				Payroll Liabilities		-330.55	330.55
				Payroll Liabilities		-315.22	315.22
TOTAL						-1,615.84	1,615.84
Liability Check	13703	01/19/2020	Virginia Dept. of Taxati...		Chesapeake Bank G/O ...		-597.00
				Payroll Liabilities		-597.00	597.00
TOTAL						-597.00	597.00
Liability Check	13704	01/19/2020	Virginia Employment C...		Chesapeake Bank G/O ...		-3.20
				Payroll Liabilities		-3.20	3.20
TOTAL						-3.20	3.20
Bill Pmt -Check	13722	01/09/2020	Ambrose Disposal Ser...		Chesapeake Bank G/O ...		-78.00
	275-11...	01/01/2020		Refuse & Debris Removal		-19.50	19.50
	248-00...	01/01/2020		Refuse & Debris Removal		-58.50	58.50
TOTAL						-78.00	78.00
Bill Pmt -Check	13723	01/09/2020	Aqua Virginia		Chesapeake Bank G/O ...		-19.12
Bill	0247 T...	01/01/2020		Water		-19.12	19.12
TOTAL						-19.12	19.12
Bill Pmt -Check	13724	01/09/2020	Atlantic Broadband		Chesapeake Bank G/O ...		-184.52
Bill	2828	01/01/2020		Internet		-90.25	90.25
				Telephone		-94.27	94.27
TOTAL						-184.52	184.52
Bill Pmt -Check	13725	01/09/2020	Barbour Printing Servi...		Chesapeake Bank G/O ...		-155.00
Bill	6560-19	01/01/2020		Comprehensive Plan		-155.00	155.00
TOTAL						-155.00	155.00
Bill Pmt -Check	13726	01/09/2020	Dominion Virginia Pow...		Chesapeake Bank G/O ...		-882.02
Bill	7505 T...	01/01/2020		Town Office		-31.35	31.35
Bill	7505 X...	01/01/2020		Utilities- Recreation		-24.07	24.07
Bill	5000 R...	01/01/2020		Utilities- Recreation		-47.14	47.14
Bill	3404 St...	01/01/2020		Street Lights		-779.46	779.46
TOTAL						-882.02	882.02
Bill Pmt -Check	13727	01/09/2020	Keane Law PLLC		Chesapeake Bank G/O ...		-1,000.00
Bill	Decem...	01/01/2020		Legal		-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00

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02/10/20

Town of Irvington, Virginia
Check Detail
January 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	13728	01/09/2020	Magic Tree Service, Inc.		Chesapeake Bank G/O ...		-800.00
Bill	1574	01/01/2020		Grounds/Landscape		-800.00	800.00
TOTAL						-800.00	800.00
Bill Pmt -Check	13729	01/09/2020	Paul Elbourn		Chesapeake Bank G/O ...		-1,000.00
Bill	FY19/2...	11/26/2019		Maintenance & Repair		-1,000.00	3,400.00
TOTAL						-1,000.00	3,400.00
Bill Pmt -Check	13730	01/09/2020	Quarles Energy Services		Chesapeake Bank G/O ...		-223.92
Bill	246650	01/01/2020		Heating Fuel		-223.92	223.92
TOTAL						-223.92	223.92
Bill Pmt -Check	13731	01/09/2020	Rappahannock Record		Chesapeake Bank G/O ...		-87.75
Bill	5292	01/01/2020		Public Notices		-87.75	87.75
TOTAL						-87.75	87.75
Bill Pmt -Check	13732	01/10/2020	Hanley Electrical Servi...		Chesapeake Bank G/O ...		-3,026.00
Bill	193346	01/01/2020		Electrical Renovation		-3,026.00	3,026.00
TOTAL						-3,026.00	3,026.00
Bill Pmt -Check	13733	01/10/2020	Keane Law PLLC		Chesapeake Bank G/O ...		-6,620.00
Settlem...		01/01/2020		CONTINGENCY FUND		-6,620.00	6,620.00
TOTAL						-6,620.00	6,620.00
Paycheck	13734	01/31/2020	Kime, Sr., Roy C.		Chesapeake Bank G/O ...		-1,566.73
				Wages/Salaries		-2,445.83	2,445.83
				Payroll Liabilities		587.00	-587.00
				Employer Payroll Taxes		-151.64	151.64
				Payroll Liabilities		151.64	-151.64
				Payroll Liabilities		151.64	-151.64
				Employer Payroll Taxes		-35.46	35.46
				Payroll Liabilities		35.46	-35.46
				Payroll Liabilities		35.46	-35.46
				Payroll Liabilities		105.00	-105.00
				Employer Payroll Taxes		-3.18	3.18
				Payroll Liabilities		3.18	-3.18
TOTAL						-1,566.73	1,566.73
Paycheck	13735	01/31/2020	Phillips, Sharon L.		Chesapeake Bank G/O ...		-1,759.33
				Wages/Salaries		-2,237.50	2,237.50
				Payroll Liabilities		213.00	-213.00
				Employer Payroll Taxes		-138.73	138.73
				Payroll Liabilities		138.73	-138.73
				Payroll Liabilities		138.73	-138.73
				Employer Payroll Taxes		-32.44	32.44
				Payroll Liabilities		32.44	-32.44
				Payroll Liabilities		32.44	-32.44
				Payroll Liabilities		94.00	-94.00
				Employer Payroll Taxes		-2.91	2.91
				Payroll Liabilities		2.91	-2.91
TOTAL						-1,759.33	1,759.33

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02/10/20

Town of Irvington, Virginia
Profit & Loss Monthly/YTD
January 2020

	Jan 20	Jul '19 - Jan 20
Income		
Cont_Cap_Finan_Plan		
Fire Grant/State		
Bank Franchise Income		
Cable TV/Comm Income	175.65	1,202.35
Interest Income	557.27	4,065.79
Permit Fees	35.00	410.00
Property Rental Fees		500.00
Real Estate Tax - Revenue		
RE Tax - Collection Fees		
Real Estate Tax - Revenue - Other		22,200.79
Total Real Estate Tax - Revenue		22,200.79
Auto/Golf Tags - Revenue		
Auto/Golf Tags - Collection Fee		
Auto/Golf Tags - Revenue - Other	3,768.00	9,544.00
Total Auto/Golf Tags - Revenue	3,768.00	9,544.00
Occupancy Tax	158.43	56,648.37
Local Sales & Use Tax		15,177.83
Lokey Funding		
Miscellaneous Income		
Total Income	4,694.35	109,749.13
Cost of Goods Sold		
Cost of Goods Sold		
Total COGS		
Gross Profit	4,694.35	109,749.13
Expense		
Employee Expenses		
Employee Conference/Sem/Wkshp		866.89
Other		
Employee Bonding		178.00
Employer Payroll Taxes	364.36	2,563.58
Wages/Salaries	4,683.33	33,433.01
Workers Compensation Insurance		500.00
Employee Expenses - Other		
Total Employee Expenses	5,047.69	37,541.48
Professional Services		
Accounting		

	Jan 20	Jul '19 - Jan 20
Legal		
One Time Bonus		3,000.00
Legal - Other	1,000.00	6,000.00
Total Legal	1,000.00	9,000.00
Professional Services - Other		
Total Professional Services	1,000.00	9,000.00
Insurance		
Building/Property Insurance		1,388.00
General Liability Insurance		2,801.00
Insurance - Other		
Total Insurance		4,189.00
Public Safety		
Traffic Control/LCSD		
ATL Fire Grant		
Code Enforcement		
Disaster Preparedness		
Public Safety - Other		
Total Public Safety		
Office Expense		
Other		
Dues & Subscriptions		818.00
Mileage & Travel		
Banking Fees		30.00
Equipment		
Repairs & Maintenance		323.00
Janitorial		
Computer		
Processing Fees	204.00	1,763.44
Maintenance/Repairs		960.00
Hardware		
Software		149.00
Computer - Other		
Total Computer	204.00	2,872.44
Postage		
Supplies		1,106.64
Website Maintenance		
Office Expense - Other		
Total Office Expense	204.00	5,150.08

	Jan 20	Jul '19 - Jan 20
Municipal Expenses		
PP - Collection Fee	376.80	954.40
RE Tax Collection Fee		2,716.12
Codification of Ordinances		
Comprehensive Plan	155.00	189.00
Election Expenses		
Municipal Audit		
Municipal Expenses - Other		
Total Municipal Expenses	531.80	3,859.52
Town Council Expenses		
Public Notices	87.75	541.64
Conferences/Seminars/Workshops		60.50
Town Council Expenses - Other		
Total Town Council Expenses	87.75	602.14
Planning Commission Expenses		
Public Notices		263.26
Conferences/Seminars/Workshops		97.50
Planning Commission Expenses - Other		
Total Planning Commission Expenses		360.76
Utilities		
Heating Fuel	223.92	223.92
Electricity		
Street Lights	779.46	5,459.80
Town Office	31.35	276.68
Electricity - Other		
Total Electricity	810.81	5,736.48
Internet	90.25	625.75
Telephone	94.27	657.77
Water	19.12	159.40
Utilities- Recreation	71.21	431.29
Utilities - Other		
Total Utilities	1,309.58	7,834.61

	Jan 20	Jul '19 - Jan 20
Town Maintenance		
Refuse & Debris Removal	78.00	546.00
Grounds/Landscape	800.00	5,135.00
Sidewalks		
Street Cleaning		
Street Lighting		
Town Maintenance - Other		
Total Town Maintenance	878.00	5,681.00
Community Support /Tourism		
Charitable Donations		
Steamboat Era Museum (501c3)		2,500.00
Lancaster Community Library		
Fire & Rescue		
Charitable Donations - Other		
Total Charitable Donations		2,500.00
Community Events		
Christmas		
Irvington Golf Tourney		2,000.00
July 4th Parade/Concert		4,224.55
Community Events - Other		
Total Community Events		6,224.55
Town Commons/Tennis Cts/Gazebo		
Flags/Banners		
Maintenance & Repair	1,000.00	3,442.16
Hardware		
Flags/Banners - Other		
Total Flags/Banners	1,000.00	3,442.16
Steamboat Era Museum		1,200.00
Town WiFi		239.70
Trolley, Town of Kilmarnock		250.00
Virginia River Realm		2,000.00
Mayor's Discretionary Fund		726.37
Misc Community Support & Touris		
Community Support /Tourism - Other		
Total Community Support /Tourism	1,000.00	16,582.78
Miscellaneous Expense		
Reconciliation Discrepancies	0.11	0.15

	Jan 20	Jul '19 - Jan 20
Capital Expenses		
CONTINGENCY FUND	6,620.00	6,620.00
STORAGE SHED		
Building		
Concrete Slab		
Stump Removal		
THE COMMONS		
Common Landscaping		
Playground		
Tennis Court Repair		
CHRISTMAS LIGHTS & DECORATIONS		
FLAGS AND BANNERS		
Electrical Renovation	3,026.00	3,026.00
TOWN HALL RENOVATIONS		
TECHNOLOGY		
Hardware/Software		
Municipal Information		
Website Design		
INFRASTRUCTURE		
LARGE PROJECT FINANCING 600k		
Planning/Downpayment		
15 Year Mortgage 400k		
Capital Expenses - Other		
Total Capital Expenses	9,646.00	9,646.00
Total Expense	19,704.93	100,447.52
Net Income	-15,010.58	9,301.61

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02/10/20

Town of Irvington, Virginia Profit & Loss Budget Performance

January 2020

	Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget
Income					#
Cont_Cap_Finan_Plan					10,000.00
Fire Grant/State					10,000.00
Bank Franchise Income					2,200.00
Cable TV/Comm Income	175.65	175.73	1,202.35	1,256.24	6,000.00
Interest Income	557.27	500.00	4,065.79	3,500.00	1,200.00
Permit Fees	35.00	395.00	410.00	850.00	1,000.00
Property Rental Fees			500.00	500.00	
Real Estate Tax - Revenue					
RE Tax - Collection Fees					
Real Estate Tax - Revenue - Other		21,413.00	22,200.79	64,239.00	64,239.00
Total Real Estate Tax - Revenue		21,413.00	22,200.79	64,239.00	64,239.00
Auto/Golf Tags - Revenue				40.00	
Auto/Golf Tags - Collection Fee				9,770.00	10,000.00
Auto/Golf Tags - Revenue - Other	3,768.00	3,090.00	9,544.00		
Total Auto/Golf Tags - Revenue	3,768.00	3,090.00	9,544.00	9,810.00	10,000.00
Occupancy Tax	158.43	700.00	56,648.37	49,710.40	70,000.00
Local Sales & Use Tax		2,000.00	15,177.83	17,000.00	27,000.00
Lokey Funding					2,000.00
Miscellaneous Income		4.17		29.15	50.00
Total Income	4,694.35	28,277.90	109,749.13	146,894.79	203,689.00
Gross Profit	4,694.35	28,277.90	109,749.13	146,894.79	203,689.00
Expense					
Employee Expenses					
Employee Conference/Sem/Wkshp		650.00	866.89	1,300.00	1,300.00
Other					
Employee Bonding			178.00	178.00	178.00
Employer Payroll Taxes	364.36	375.00	2,563.58	2,625.00	4,500.00
Wages/Salaries	4,683.33	4,833.33	33,433.01	33,833.35	58,000.00
Workers Compensation Insurance			500.00	500.00	500.00
Total Employee Expenses	5,047.69	5,858.33	37,541.48	38,436.35	64,478.00
Professional Services					
Legal					
One Time Bonus			3,000.00	3,000.00	3,000.00
Legal - Other	1,000.00	1,000.00	6,000.00	7,000.00	12,000.00
Total Legal	1,000.00	1,000.00	9,000.00	10,000.00	15,000.00
Total Professional Services	1,000.00	1,000.00	9,000.00	10,000.00	15,000.00
Insurance					
Building/Property Insurance			1,388.00	1,388.00	1,388.00
General Liability Insurance			2,801.00	2,801.00	2,801.00
Total Insurance			4,189.00	4,189.00	4,189.00
Public Safety					
Traffic Control/LCSD				10,000.00	10,000.00
ATL Fire Grant				250.00	500.00
Code Enforcement					
Total Public Safety				10,250.00	10,500.00
Office Expense					
Other			818.00	800.00	1,200.00
Dues & Subscriptions					
Mileage & Travel			30.00	30.00	30.00
Banking Fees				1,000.00	1,500.00
Equipment			323.00	1,000.00	2,000.00
Repairs & Maintenance				500.00	1,000.00
Janitorial					
Computer					
Processing Fees	204.00	263.33	1,763.44	1,843.35	3,160.00
Maintenance/Repairs			960.00	666.00	1,000.00
Hardware				250.00	500.00
Software			149.00	250.00	250.00
Computer - Other					
Total Computer	204.00	263.33	2,872.44	3,009.35	4,910.00
Postage				250.00	500.00
Supplies		150.00	1,106.64	1,050.00	1,800.00
Website Maintenance					
Office Expense - Other					
Total Office Expense	204.00	413.33	5,150.08	7,639.35	12,940.00
Municipal Expenses					
PP - Collection Fee	376.80	323.00	954.40	977.00	1,000.00
RE Tax Collection Fee		2,300.00	2,716.12	6,900.00	8,900.00
Codification of Ordinances				500.00	1,000.00
Comprehensive Plan	155.00		189.00	500.00	1,000.00
Election Expenses					3,500.00
Total Municipal Expenses	531.80	2,623.00	3,859.52	8,877.00	13,400.00

	Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget
Town Council Expenses					#
Public Notices	87.75	166.67	541.64	1,166.65	2,000.00
Conferences/Seminars/Workshops			60.50	500.00	1,000.00
Total Town Council Expenses	87.75	166.67	602.14	1,666.65	3,000.00
Planning Commission Expenses					
Public Notices		91.67	263.26	641.65	1,100.00
Conferences/Seminars/Workshops			97.50	375.00	750.00
Total Planning Commission Expenses		91.67	360.76	1,016.65	1,850.00
Utilities					
Heating Fuel	223.92	200.00	223.92	400.00	800.00
Electricity					
Street Lights	779.48	758.33	5,459.80	5,308.35	9,100.00
Town Office	31.35	50.00	276.68	350.00	600.00
Electricity - Other					
Total Electricity	810.81	808.33	5,736.48	5,658.35	9,700.00
Internet	90.25	91.67	625.75	641.65	1,100.00
Telephone	94.27	100.00	657.77	700.00	1,200.00
Water	19.12	25.00	159.40	175.00	300.00
Utilities- Recreation	71.21	14.25	431.29	99.75	500.00
Total Utilities	1,309.58	1,229.25	7,834.61	7,674.75	13,600.00
Town Maintenance					
Refuse & Debris Removal	78.00	125.00	546.00	875.00	1,500.00
Grounds/Landscape	800.00	1,100.00	5,135.00	8,525.00	14,000.00
Sidewalks					
Street Cleaning				1,000.00	
Street Lighting					
Total Town Maintenance	878.00	1,225.00	5,681.00	10,400.00	15,500.00
Community Support /Tourism					
Charitable Donations					
Steamboat Era Museum (501c3)			2,500.00		2,500.00
Lancaster Community Library					2,000.00
Fire & Rescue					2,500.00
Total Charitable Donations			2,500.00		7,000.00
Community Events					
Christmas					
Irvington Golf Tourney			2,000.00	2,000.00	2,000.00
July 4th Parade/Concert		400.00	4,224.55	4,800.00	10,000.00
Community Events - Other					
Total Community Events		400.00	6,224.55	6,800.00	12,000.00
Town Commons/Tennis Cts/Gazebo					
Flags/Banners					
Maintenance & Repair	1,000.00	1,000.00	3,442.16	2,900.00	3,200.00
Hardware					
Flags/Banners - Other					
Total Flags/Banners	1,000.00	1,000.00	3,442.16	2,900.00	3,200.00
Steamboat Era Museum			1,200.00	1,200.00	1,200.00
Town WiFi		250.00	239.70	500.00	500.00
Trolley, Town of Kilmarnock			250.00		250.00
Virginia River Realm			2,000.00	2,000.00	2,000.00
Mayor's Discretionary Fund			726.37	250.00	750.00
Misc Community Support & Touris					
Total Community Support /Tourism	1,000.00	1,650.00	16,582.78	13,450.00	26,900.00
Miscellaneous Expense					
Reconciliation Discrepancies	0.11		0.15		
Capital Expenses					
CONTINGENCY FUND	6,620.00		6,620.00		80,000.00
STORAGE SHED					
Stump Removal					5,000.00
THE COMMONS					
Common Landscaping					5,000.00
Playground					
Tennis Court Repair					
CHRISTMAS LIGHTS & DECORATI...					5,000.00
FLAGS AND BANNERS					1,000.00
Electrical Renovation	3,026.00		3,026.00		5,000.00
TOWN HALL RENOVATIONS					1,000.00
TECHNOLOGY					
Hardware/Software					1,000.00
Municipal Information					5,000.00
Website Design					3,000.00
INFRASTRUCTURE					5,000.00

	Jan 20	Budget	Jul '19 - Jan 20	YTD Budget	Annual Budget
Planning/Downpayment					10,000.00
Capital Expenses - Other					
Total Capital Expenses	9,646.00		9,646.00		126,000.00
Total Expense	19,704.93	14,267.25	100,447.52	113,599.75	307,357.00
Net Income	-15,010.58	14,010.65	9,301.61	33,295.04	-103,658.00



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, FEBRUARY 13, 2020 6:30PM**

Sign In Sheet

	Name	Address
1.	Paul Robinson	201 Broadway
2.	Joseph Horan	410 THE LAKE
3.	Jay Alga	55 James Point
4.	BRANDON	3412 24th AVE
5.	Klan J. Schaefer	394 KING CARTER DR.
6.	Marsha Chape	62 OMC Rd.
7.	Thomas Chy	62 OMC Rd.
8.	Anthony Marchetti	41 Cedar Cir
9.	Becca Sterrett	300 King Carter Dr.
10.	Lara Brown	77 Mad Calf Ln
11.		
12.		



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
JOINT PUBLIC HEARING of the
TOWN COUNCIL AND PLANNING COMMISSION
THURSDAY, FEBRUARY 4, 2020 6:10 PM**

The Irvington town council in partnership with the planning commission held a joint public hearing on Tuesday, February 4, 2020 at 6:10 p.m. for the purpose of allowing comments from the public about Proposed Condition Use Permit (CUP) Application TOI#CUP-2019.1_Amended for a pier and mooring pilings; Tax Map 34-20C.

A. CALL TO ORDER – *Mayor Ransone*

Mayor Ransone, "It is 6:15 and I am going to call this meeting to order we are running a bit behind. This is a joint public hearing of the Irvington town council and planning commission. The purpose of the public hearing is for council to hear comments from the public and the planning commission about Proposed Condition Use Permit (CUP) Application TOI#CUP-2019.1_Amended for a pier and mooring pilings; Tax Map 34-20C. This public hearing has been properly noticed and advertised.

B. ROLL CALL – *S. Phillips, Clerk*

Members of Council present:

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

Members of Planning Commission:

Julie Harris
Tom Chapman
Lee Hood Capps
Tripp Bugg
Steve Kimmitt
Carl Schneider

Administrative Staff present:

Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests:

see attached sign in sheet.

41
42 **C. PUBLIC HEARING**

43 W. Nunnally, "Move we go into a public hearing." B. Schaschek, "Second." Mayor Ransone, "All
44 those in favor say aye and all those opposed. Planning Commission, are you in concurrence?" T.
45 Bugg, "Yes."

46 Vote: Kathleen Pollard Aye
47 Bonnie Schaschek Aye
48 Jackie Brown Aye
49 Frances Westbrook Aye
50 Mike Bombay Aye
51 Wayne Nunnally Aye

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

BOLD

53 Mayor Ransone, "This is the time for the public to speak only on this particular matter. We are
54 talking about the dock. If you want to speak please raise your hand." S. Phillips, "Mayor Ransone,
55 with your permission, I will read a concern submitted via email from Mr. Sink, "I am writing to
56 express my concerns about the proposed pier construction on the lot adjacent to the lot my wife (Mary
57 Ann Alga Sink) and I own. Briefly, we became aware of the project from my brother in law, Jay
58 Alga, who emailed the proposal sent to Mary Ann's departed father Mitchell Alga. As you are aware,
59 the current design calls for a 120 foot pier with 20' by 10' platform and mooring piles extending an
60 additional 18 feet channel ward and 40 feet to the east. My concerns, being the eastward neighbor,
61 include safety, site line obstruction, and the precedent to allow dock projects of this length.
62 On receiving the news, I contacted the environmental engineer, Jay Woodward, as the project extends
63 past the General Permit Line and thus requires approval from the Corps of Engineers. As the Corps
64 said the construction would not interfere with the navigable waterway the project was approved. Mr.
65 Woodward left me with the impression that while I could challenge this decision in Newport News,
66 successful reversal of the approval was unlikely. Mr. Kime, town manager, reached out to me after
67 seeing correspondence between Jay Woodward, Anthony Marchetti and I. Since we do not live in
68 Irvington, he wanted to keep us apprised on meetings and hearings. I emailed Mr. Hotard to discuss
69 his plans, but received no response. Mr. Marchetti, builder and owner's representative, naturally feels
70 Mr. Hotard should be able to build within his riparian rights. Basically after multiple emails and calls
71 it appeared no one else felt the project was cause for concern, and as we wouldn't be able to attend
72 the town council meeting I emailed Mr. Kime stating we wouldn't be opposing the project. I still fail
73 to understand why, with MLW of 7 feet depth at 100 feet you would need to extend pier and pilings
74 138 feet channel ward (120 foot pier plus 18 feet to pilings) into Carter's Creek. With the
75 recreational traffic in the Creek only increasing I would think this should be a concern, and one that
76 will worsen as others propose docks of similar (or longer?) length. Town council will be setting a
77 precedent here and I'm afraid with approval one that will lead to diminished aesthetics and safety on
78 Carter's Creek. Thank you, Bryan and Mary Ann Sink" Becky Randolph Boyers, "My family and I
79 live near the property. I am nervous because this is a very important decision because of the precedent
80 it will set. One of our major concerns is the length of the dock. If you haven't been back there in this
81 unique part of Carter's Creek it is narrow for power boaters with skiers, water ski's, people that are
82 coming into the cove and there is a lot of traffic and on a weekend day when we sit on our dock
83 which is referenced in some of the materials we do not let our guests go channel ward due to the
84 traffic. The thought of going further out from our dock is worrisome. Another thing that was not clear
85 in the files is the placement of the dock so you don't know on the property where it will go. I ask the
86 town council to ask for a better rendering of where the dock is located so that you can visualize how

87 the boating traffic will go. I think we are all about informing a better decision. One think I remember
88 reading in the file is that staking out the dock was a request that VMRC had articulated in December
89 and I think the council may like to have that done so that you could see where this will come out. In
90 summary I would like to ask the town council to prioritize boating safety and the community and our
91 visitors enjoying Carter's Creek and especially setting a precedent for a dock of this length which we
92 might regret later, thank you." Scott Boyer, "I am related to Becky by marriage. Thank you for the
93 time and I appreciate what you do for a small town and being on the town council and planning
94 commission is a lot of work. Becky and I are not opposed to the dock. We are on the water.
95 Everybody that comes down here wants to be on the water. Our feeling is we just think it is too long.
96 There is no rational to making the dock that long. I have been through town files and VMRC files, I
97 have reached out to Nancy Hankins to ask how you come to the conclusion that something is in the
98 waterway and is a hazard. She measured it is 21% in the hazard which was not considered enough of
99 a hazard. We were down on our dock and we think this dock will be about 52' beyond the end of our
100 dock and that is stunning to us. We are going to ask Docks of the Bay to stake the dock so that we can
101 invite anyone to walk on our dock and see for yourselves if it is too long. To our way of thinking it
102 does not need to be this long. The applicant has said they will stop when they get to 6' mean low
103 water so 100' by the depth soundings that they have already taken that is 7' MLW, I don't have a
104 problem with that because it is back 20' from what they have asked for and I don't have a problem
105 with that. I think from a planning commission standpoint you need to know how to make these
106 decisions moving forward. So, 7' MLW should be 100' of dock and we are okay with that. VMRC
107 says to show us your need for a dock this long. The need that is trying to be satisfied is his new
108 sailboat, whenever he gets it, it's good for the neighborhood. But he doesn't need the extra 20'. This
109 is an off the cuff suggestion, in the summer time when people fly up and down the creek, and we have
110 this dock that sticks out 50' any new dock that sits in the navigation line should have illumination on
111 the part that sticks out the furthers to protect the nighttime boaters from running into the new docks. I
112 think you should move forward, the dock is great and they should have the new dock at 100' not
113 120'." Mayor Ransone, "Anyone else? I don't see any other hands. Anyone on the planning
114 commission have anything they want to say? If not, we will come out of the public hearing, I need a
115 motion to come out of the public hearing." W. Nunnally, "So move." M. Bombay, "Second." Mayor
116 Ransone, "All those in favor and all those opposed."

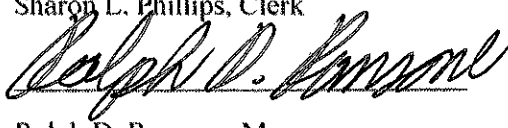
117 Vote: Kathleen Pollard Aye
118 Bonnie Schaschek Aye
119 Jackie Brown Aye
120 Frances Westbrook Aye
121 Mike Bombay Aye
122 Wayne Nunnally Aye

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

124 **D. ADJOURN**

125 *Thereby 6:30*

126 Respectfully submitted,
127 Sharon L. Phillips, Clerk

128 
129

130 Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
JOINT PUBLIC HEARING
OF THE TOWN COUNCIL & PLANNING COMMISSION
TUESDAY, FEBRUARY 4, 2020 AT 6:10 PM**

Sign In Sheet

	Name	Address
1.	William H. Harris	1099 R.C. Dr.
2.	Becky & Scott Boyers	374 The Lane
3.	Bill & Brenda	
4.	Bo Boase	72 Creekview Lane
5.	Mary Cary Brink	951 Kincannon
6.	Bruce Samuels	70 App. Rd
7.		
8.		
9.		
10.		
11.		
12.		



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
to be held as a WORKSHOP
THURSDAY, FEBRUARY 13, 2020 5:30 PM**

The Irvington town council held a special called meeting held as a workshop on Thursday, February 13, 2020 at 5:30 p.m. for the purpose of discussing governance.

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
Mike Bombay (6:17)
Absent: Mayor Ralph D. Ransone (5:45)

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.

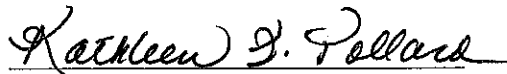
C. PRESENTATION - Nancyellen Keane, Town Attorney

See attached presentation on governance

D. ADJOURN

The workshop was adjourned at 6:30 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk



Kathleen Pollard, Vice Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
To be held as WORKSHOP
THURSDAY, FEBRUARY 13, 2020 5:30PM**

Sign In Sheet

Name	Address
1. <u>Marsha Chapman</u>	<u>62 SMC Rd.</u>
2. <u>Thomas Chapp</u>	<u>62 OMC Rd.</u>
3. <u>Gabrielle Ongies</u>	<u>293 Steamboat Rd.</u>
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, FEBRUARY 4, 2020 5:15PM**

The Irvington town council held a special called meeting on Tuesday, February 4, 2020 at 5:15 p.m.

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

K. Pollard, "I call the special called meeting of the Irvington town council to order at 5:21. Mayor Ransone is running late."

B. ROLL CALL – *S. Phillips, Clerk*

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

Absent: Mayor Ralph D. Ransone (arrived late)

Administrative Staff present: Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. 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 personnel matters concerning a town official, I Kathleen Pollard so move." W. Nunnally, "Second." K. Pollard, "All those in favor."

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

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

D. RETURN TO OPEN SESSION (6:06 pm)

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, Frances Westbrook, so certify

I, Mike Bombay, 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 are there any motions that need to be made? Motion to accept the resignation of the town manager and zoning administrator effective today." W. Nunnally, "So move." M. Bombay, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

THE MOTION TO ACCEPT THE RESIGNATION OF THE TOWN MANAGER AND ZONING ADMINISTRATOR EFFECTIVE TODAY IS PASSED 6-0.

Mayor Ransone, "Motion effective February 5, 2020 to appoint Sharon Phillips as the acting zoning administrator in addition to her current posts as town clerk, treasurer, FOIA Officer to serve as acting zoning administrator until a permanent appointee can be recruited." W. Nunnally, "So move." B. Schaschek, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

THE MOTION TO APPOINT SHARON PHILLIPS AS THE ACTING ZONING ADMINISTRATOR IN ADDITION TO HER CURRENT POSTS AS TOWN CLERK, TREASURER, FOIA OFFICER TO SERVE AS ACTING ZONING ADMINISTRATOR UNTIL A PERMENANT APPOINTEE CAN BE RECURITUED IS PASSED 6-0.

Mayor Ransone, "Council authorized the mayor to reallocate job functions on a temporary basis which would have been performed by the town manager." W. Nunnally, "So move." K. Pollard, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

THE MOTION TO AUTHORIZE THE MAYOR TO REALLOCATE JOB FUNCTIONS ON A TEMPORARY BASIS WHICH WOULD HAVE BEEN PERFORMED BY THE TOWN MANGER IS PASSED 6-0.

Mayor Ransone, "Council authorizes the mayor to set the acting zoning administrator job duties and compensation within the existing budgeted payroll balance." W. Nunnally, "So move." K. Pollard, "Second." Mayor Ransone, "All those in favor say aye and all those opposed."

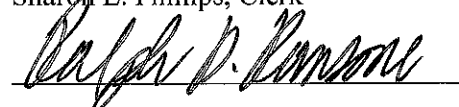
Vote: Kathleen Pollard Aye
Bonnie Schaschek Aye
Jackie Brown Aye
Frances Westbrook Aye
Mike Bombay Aye
Wayne Nunnally Aye

THE MOTION FOR COUNCIL TO AUTHORIZE THE MAYOR TO SET THE ACTING ZONING ADMINISTRATOR JOB DUTIES AND COMPENSATION WITHIN THE EXISTING BUDGETED PAYROLL BALANCE IS PASSED 6-0.

E. ADJOURN

The meeting was adjourned at 6:10 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, JANUARY 9, 2020 AT 6:30 PM**

A. CALL TO ORDER – Mayor Ralph D. Ransone

Mayor Ransone called the meeting to order at 6:35 p.m, 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
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, "I need a motion to amend the agenda to move legal closed session to after public comment." W. Nunnally, "so move." M. Bombay, "Second." Mayor Ransone, "I need a motion to amend the agenda to add to the closed session on personnel matters that council will discuss a personnel matter concerning a town official." W. Nunnally, "So move." F. Westbrook, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye and all those opposed. This aye vote includes both motions. Does anyone have an issue with that?"

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

THE MOTION TO AMEND THE AGENDA TO MOVE LEGAL CLOSED SESSION TO AFTER PUBLIC COMMENT and TO AMEND THE AGENDA TO ADD TO THE CLOSED SESSION ON PERSONNEL MATTERS THAT COUNCIL WILL DISCUSS A PERSONNEL MATTER CONCERNING A TOWN OFFICIAL ARE BOTH PASSED 6-0.

Mayor Ransone, "Now we need a motion to amend the agenda to move old business up to follow closed legal session. Introduce motion to adopt cup schedule." 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	Aye
	Bonnie Schaschek	Aye
	Jackie Brown	Aye
	Frances Westbrook	Aye
	Wayne Nunnally	Aye
	Mike Bombay	Aye

THE MOTION TO AMEND THE AGENDA TO MOVE OLD BUSINESS UP TO FOLLOW CLOSED LEGAL SESSION. INTRODUCE MOTION TO ADOPT CUP SCHEDULE IS APPROVED 6-0.

D. PUBLIC COMMENT

Mayor Ransone, "This is a session where the public can stand up and speak regarding any matters in the town. This is the only time that you will be able to speak. Please raise your to speak." J. Hotard, "My wife and I are building a home on The Lane and I think most of you are aware of my concerns. The home construction is going fine. We have applied to build a dock. We have been through the process of VMRC and we have permit in hand. We have gone through the CUP process initially on November 11. We completed the public notifications. The notification of neighbors and there doesn't appear to be any objection from neighbors and yet on January 2 we were asked to repeat the process. The reason we were asked to repeat the process is the application of November 11 was signed by our agent which in turn was accepted by the Town and then in turn as we notified people via certified letters we were given incorrect dates so procedurally our efforts have been worthless. Now we have to repeat the process and besides causing inconvenience and cost and immense frustration. I am here to ask, in a perfect world you guys could take the permit process and move on it but I understand that is not possible because of these procedural problems. What I am asking for since it is the Town's errors that have prevented us from moving forward that you guys do whatever is possible to lay out a detailed definition of what the process is because I will tell you one of the most maddening parts of this is not understanding what happens when and then when there is an issue, a good example is, I didn't find out until yesterday that the dates were incorrect. I was asked to redo this without ever getting an understanding of really why we are redoing it other than initially being told the application was not signed by me rather it had been signed by our agent and that was unacceptable yet it was accepted by the Town. We have a balled up mess. I am here to petition the Council to find a way to move forward to get this resolved in the most expedient way possible and ultimately get our dock built which is all we are trying to do. I have never been through this process before so please forgive me if I am wandering a bit but I need to understand where we go from today. We have signed a new application on the 2nd and I am assuming that has been accepted by the Town without issues and we are not going to have anything to come back. I have prepared the letters to send out and they are ready to go if we can verify the dates and then I need to understand when we do that we need to do a notification in the newspaper and I understand if we can do that Monday by noon we can make the Thursday newspaper. So if we do all of these things in a timely fashion when can we come up to the planning commission and then for a review by the town council to review and approval of the permit. My calendar says that if we can get the letters by certified mail tomorrow and we post the notice in the newspaper next Thursday we will have time to get that before the planning commission assuming the published date on the internet is still correct. If we do that and we complete our portion of this again in a timely fashion will the planning commission be able to review that on February 4th and will the town council be able to consider the application for the permit in February or is there some other step?" Mayor

Ransone, "Mr. Hotard this closed session we are having after the public comment is because we know you drove up here to speak and we wanted you to have your opportunity. We are going to have four different schedules for a CUP dates and we are going to try to expedite. I want you to know we have had some missteps and we are trying to right the ship and we will try to expedite the process as quickly as we can." J. Hotard, "With that said, what do you need from me at this point." Mayor Ransone, "We will have a decision after the closed session if you would like to wait. Everybody has to go out when we go into closed session. I hate to make you go out so we will try not to take too long. If you come back in you will know the dates." J. Hotard, "Perfect, I could not ask for anything else." Mayor Ransone, "Would anybody else like to speak at this time?" L. James, "I live at 356 The Lane. I sincerely hope that the town council and the planning commission can expedite this because I know Mr. Hotard has been through a very frustrating time and he has been very gentlemanly about it. I think we are very fortunate to have Joe and his wife Dede as citizens in our town. I think they will be excellent citizens and they will be an asset to the town and our character and well-being going forward." A. Marchetti, "I wanted to speak first professionally, I work for Docks of the Bay and we are Mr. Hotard's contractor for the dock and have been the agent handling the permit process. It is part of what I do for a living. I truly believe there was no intent to delay or deny what we are trying to do. I don't think there is any ill will. I think we are trying to work within the process they have to. Most of my comments are about the process itself both the how and the why and it could be examined and streamlined down the road. I am not against the fact that we have to have a permit and that there is a review process. The amount of time it takes to get a permit, especially this permit, I have spent more time on Mr. Hotard's permit only for the Town of Irvington than I did for every single permit that I was able to get in 2019. A disproportionate amount of man hours and time spent obviously now we are going to do it all over again. Even if it had been approved the first time it was tedious and some of it felt unnecessary. From a business standpoint the length of time to achieve a permit is affecting business I would ask or recommend a review or see if there is opportunity to improve those processes. The truth is if Mr. Hotard had built his house across the creek he would be sitting on his dock right now because we would have already built it and yet we are still going through the process. I don't want the town to lose residents and business and get the reputation of being difficult to deal with or if I move to Irvington there is a chance I won't get my dock built that would be detrimental to the growth of the town. As an Irvington resident and a neighbor to Mr. Hotard I don't want his impression to be anything other than open arms and welcoming and here is what we can do here. Again, I don't think any of this was intentional but hopefully we can come away with learning something and improving the process. In this particular case the goal is find a solution and an expedited solution and come away with some dates. Speaking as the agent again, looking from the outside, there seem to be some inconsistencies in the process. Ironically, another client of ours Rappahannock Yacht Club didn't go through the process at all for their CUP whereas Mr. Hotard is having to go through the process twice. I am not complaining about we are in the middle of building that and it is great but that is a big inconsistency. I will personally volunteer to help look at some of these processes. The dock one in particular is one I am familiar with but in general I would like to see the length of time shortened. I can get all of my other permits significantly faster anywhere but in Irvington. There has to be a way to speed this up but let's examine ways to shorten the time. If we can't shorten the time as a local business owner and resident the more people that want to come here the first impression should be what can we do for you not what you can't do when you get here. I would like for Council to consider those changes." P. Robinson, "You have my resume and I wanted to introduce myself so you can put a face to the resume for the zoning appeals board." Mayor Ransone, "We are glad you could be here tonight. If there is no one else to speak we are going to come out of public comment and 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. I Kathleen Pollard, so move." W. Nunnally, "Second." Mayor Ransone, "We have a motion and a second. All those in favor say aye."

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

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

We are in closed session so please turn the recorders off."

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 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, Frances Westbrook, 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?" W. Nunnally, "Mr. Mayor I move that we adopt the expedited schedule for Mr. Hotard's dock, CUP." J. Brown, "Second." Mayor Ransone, "We have a motion and a second. Any discussion? W. Nunnally, "I would like to say to the public this is one of the most loving caring towns that you could ever come to and thank you for coming here. But to criticize your town council as bing the sole problem was not fair. There were lots of blame here to go around, two different plans, two different times, this was not just us, this was not a new process or procedure this procedure has been around for a long time. We are glad you are here and we are going to do all we can to help you and give you this expedited schedule. It was not totally our fault and to say it is all our fault is wrong." J. Hotard, "I don't think I said that." A. Marchetti, "To appease the town it was done to show that Mr. Hotard and his side were willing to be flexible and work with the town that was why the length of the dock was shortened." Mayor Ransone, "We appreciate that and we appreciate Mr. Hotard driving all the way up here and we tried to have this early in case you were going to drive back tonight. When we approve this schedule by vote Sharon will give you the dates that you need to know. If there is no 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
	Kathleen Pollard	Aye
	Frances Westbrook	Aye

THE MOTION TO ADOPT THE EXPEDITED SCHEDULE FOR HOTARD DOCK/CUP IS APPROVED 6-0.

F. APPROVAL OF MINUTES AND TREASURER'S REPORTS

Mayor Ransone, "Approval of minutes and treasurer's reports October 10, October 17, November 6, November 14, December 3, December 12 and then the four treasurer's reports, I would like to have a motion to accept all of them at once." F. Westbrook, "I was not here for the December 12 meeting so I will abstain from voting on that. I am just curious why we have three months of minutes to do at one time." Mayor Ransone, "She is caught up now and we are trying to get back on track now you just saw that many of these were special called meetings. Let's do that one first. I need a motion for the December 12 minutes." B. Schaschek, "I move to accept the minutes from the December 12 meeting." 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
	Kathleen Pollard	Aye
	Frances Westbrook	Abstain

THE MOTION TO ACCEPT THE MINUTES FROM THE DECEMBER 12 MEETING IS APPROVED 5-0; 1 ABSTAIN.

Mayor Ransone, "I need a motion to pass all of the rest of the minutes." W. Nunnally, "So move." J. Brown, "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
	Kathleen Pollard	Aye
	Frances Westbrook	Aye

THE MOTION TO ACCEPT THE REST OF THE MINUTES (October 10, 2019 Regular Monthly Meeting Minutes, October 17, 2019 Special Called Meeting Minutes, November 6, 2019 Special Called Meeting Minutes (Joint Public Hearing), November 14, 2019 Regular Monthly Meeting Minutes, December 3, 2019 Special Called Meeting Minutes (Joint Public Hearing) IS APPROVED 6-0.

Mayor Ransone, "I need a motion to accept the treasurer's report." B. Schaschek, "So move." 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
	Kathleen Pollard	Aye
	Frances Westbrook	Aye

**THE MOTION TO ACCEPT THE TREASURER'S REPORT (DECEMBER 2019)
IS APPROVED 6-0**

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

R. Kime, "You have a copy of my report. The only thing that you might have interest in, we talked about a permit for King Carter Holding Company who wants an extension of the patio at The Office restaurant. The patio extension is within setback lines and we have been told and it is a condition of the permit that I issued that there will be no additional seating and the roof will not be extended. There are people here that can answer any questions that you may have. In the current restaurant, as you walk in, there is a seating area. They are going to change that seating area into a bar and take all of the tables out of that. That knocks down the number of tables they will have. On the current patio, the one with the roof on it, it will be enclosed, and all weather, they will frame it in with glass and have doors opening out onto the extension. I didn't think a CUP was necessary because this is the same use that they already have a CUP for they are not going to enlarge - but if they had said they were going to put three times the number of tables in that might qualify for amending their CUP as long as it was the same size I felt they didn't need to go through the CUP process. In the future we will be a lot more careful about making sure everybody is happy." B. Schaschek, "In your comments on this particular one, you said that it is within the setbacks after the boundary line adjustment. What boundary line adjustment?" R. Kime, "Because they (KCH) owned both pieces, they come in for an adjustment of the boundary line moving it over so they could be within the setback." M. Bombay, "We discussed that a number of months ago." B. Schaschek, "No we didn't." M. Bombay, "Yes we did, about eliminating that internal boundary line because they bought the pieces." R. Kime, "They came in with a document that has been recorded at the Courthouse. I have the ability to adjust lot lines like for Bill Westbrook when he traded with one of his neighbors. But you can do that, it is not a new subdivision it is just moving lines around." F. Westbrook, "As long as it is recorded at the Courthouse." B. Schaschek, "They have new surveys?" R. Kime, "Yes. The other thing that I talked about in my report was a swimming pool that was under consideration. Right now that is completely on hold because we needed more drawings and I haven't gotten them, I haven't gotten a CUP application from the owner of the property but it could come back up again. I would like to thank you for the accommodations you showed Mr. Hotard."

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

N. Keane, "I have nothing because I did the workshop earlier. You are scheduling another workshop follow up on February 13th at 5:30."

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

J. Brown, "The planning commission recommended no changes to any of the ordinances the council asked them to review. It plans at its next meeting to vote on recommendations made by M. Mattheisen regarding the CUP application. These will be the sunset clause and the administrative review process and a change in the fee structure. The new application and recommendations will be sent to town council for review as a package. In addition, it is looking at flood plain ordinances in other jurisdictions to make

recommendations.” F. Westbrook, “They made no recommendations except on the height. That is what they are waiting to look at, right?” J. Brown, “They recommended no changes.” F. Westbrook, “They didn’t come back with anything on that and that’s why they wanted to look at other counties.” J. Harris, “We are going to look at how flood plains are dealt with in other jurisdictions but no changes to the other,” S. Phillips, “I thought a different decision had been made regarding the sunset provisions.” J. Harris, “We are going to acknowledge the fact that the planning commission discussed the sunset clause but that there was never a vote so we want to vote on the sunset, vote on the recommendation for higher application fees and vote on whether or not the new draft will include B1 and B2 and R1 and R2 and Industrial because currently the draft only refers to B1 and B2. We want to vote on those and send it all forward as a package.” S. Phillips, “At the meeting Cary stated the council already has the CUP form and it would be confusing to submit new things so you were going to wait until council made a recommendation and then come back with the other recommendations.” J. Harris, “No, we are going to vote at the next meeting.” Mayor Ransone, “Julie and Jackie – you need to get the expedited CUP schedule to the planning commission because there is a joint public hearing.” M. Bombay, “In regard to the planning commission, where do we go starting with the planning commission for situations like RRYC where they are doing a new dock and didn’t get a CUP or people start building on their property in the RPA and they don’t come in and get the right paperwork? Where can we go so that we can nip this stuff in the bud?” Mayor Ransone, “If I am aware of it we can put a stop to it. If I am aware of it.” M. Bombay, “This is only me feeling but I think people think they can get away with it.” F. Westbrook, “I don’t think it was intentional.” Mayor Ransone, “I think 90% of the time it is unintentional and they are not aware of our ordinances. They have to come in to the office and talk to staff.” M. Bombay, “I am not saying we do a cease and desist.” B. Schaschek, “I would.” Mayor Ransone, “We have done after the fact permits, CUP’s” F. Westbrook, “Our sidewalk was one of them.” Mayor Ransone, “We don’t like to do that because that sets precedent.” M. Bombay, “Coming from where I came from, if you built something without a permit you couldn’t get a certificate of occupancy. You couldn’t live in that structure.” F. Westbrook, “We never dreamed we would have to have a permit to put in a sidewalk.” K. Pollard, “How do people know? We put a deck on our apartment and we didn’t know we were supposed to have a permit for that.” Mayor Ransone, “We have to figure out a way to get that out to the public I think sending things out to the realtors will help too.” F. Westbrook, “We could have some frequently asked questions.” W. Nunnally, “I guarantee if you put a stop work order on the boat club word will get out quick.”

J. NEW BUSINESS

Mayor Ransone, “We have a consideration of a request to use the Town Commons by the Animal Welfare League.” F. Westbrook, “On October 31 the VIA has the Halloween contest.” Mayor Ransone, “That is in the evening.” F. Westbrook, “There will be a lot of dogs out there and I hope that the AWL is really careful to pick up the feces before the little kids get out there.” Mayor Ransone, “We will emphasize the importance of cleaning up. They are normally pretty good about cleaning up.” W. Nunnally, “I move to approve the request from the AWL to use the Town Commons on October 24 with a rain date of October 31.” M. Bombay, “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
	Kathleen Pollard	Aye
	Frances Westbrook	Aye

THE MOTION TO APPROVE THE REQUEST FROM THE AWL TO USE THE TOWN COMMONS ON OCTOBER 24 WITH A RAIN DATE OF OCTOBER 31 IS APPROVED 6-0.

Mayor Ransone, "Is there any other new business at this time? If not we will move on."

K. ROUNDTABLE DISCUSSION – none

B. Schaschek, "We are going to start the budget process within the next two weeks so we need to get the letters out to our charitable and those that we give donations to so they can return the letters to us. We need a banking resolution for the Lokey CD. We need to distribute the \$2,000 to the Library and to determine if we are going to put the remaining \$26,000 into a money market or create another CD for a year or thirteen months." N. Keane, "Do you need the banking resolution by the next meeting? Can I get with you so I can get the details?" B. Schaschek, "Yes. The other thing we have been talking about is we would like to have a standing special meeting scheduled from 5:30 to 6:30 every month right before our regular meeting at 6:30 so we don't have to have special called meetings. If we don't need the meeting we can post the cancellation notice in the post office and on the front door. We can put the ad in the paper once." N. Keane, "It will be nice to have the schedule ahead of time and then you can use the time for whatever you want. The agenda will go out three days prior to the meeting. As long as you have the date, time, and place." F. Westbrook, "That could save a lot of calendar time." B. Schaschek, "We need to put the ad in the paper." F. Westbrook, "We usually put the ad in the paper at least for budget and finance, we set a time and date." B. Schaschek, "The budget and finance meeting is the third Monday of each month at noon and we want that included in the annual ad." F. Westbrook, "I recommend to any other committees that wants to adopt a day to have their standing committee meetings to put it in the ad." B. Schaschek, "The standing technology committee meeting is the second Monday of each month at 10AM." Mayor Ransone, "If the human resources committee wants to decide to have regular date and time, but that is up to you. We need to have an appropriation for the legal fees for the settlement. I make a motion to appropriate the \$6,620 to the town attorney." F. Westbrook, "That is not in our general operating budget so what budget and finance is recommending is that we take it out of the contingency fund that is in the capital budget knowing that next years' budget will include the repayment so we always have hat \$80,000." 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
	Kathleen Pollard	Aye
	Frances Westbrook	Aye

THE MOTION TO APPROPRIATE \$6,620 TO THE TOWN ATTORNEY FOR THE LEGAL FEES FOR THE SETTLEMENT IS APPROVED 6-0.

W. Nunnally, "Back in November and even before that I have tasked and the Council has tasked you with specific information of what we can do on our streets and before I go further I would like to know what we can." N. Keane, "I will turn my attention to it. Honestly in the last couple of months it has been busy. I have looked at one piece of it which is the no through trucks." W. Nunnally, "Make sure I know too. I am going to make it my business to get this done in the next six months. I has to be done but I need to know what I can do first." Mayor Ransone, "Anybody else for roundtable?"

L. ANNOUNCEMENTS

Mayor Ransone, "Martin Luther King Day is January 20th and the town office will be closed. And we are now going to go back into closed session." N. Keane, "It will be for three purposes, the BZA, personnel matters and a legal matter sections A1 and A8.

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 appointment to and advisory board and pursuant to §2.2-3711A.8 of the Code of Virginia for the purpose of consultation with legal counsel for specific legal matter and for personnel matters concerning a town official. I Kathleen Pollard, so move." W. Nunnally, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

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

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 A.1 and A.8 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with Virginia law; now, therefore 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, 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 have come out of closed session is there any action that needs to be taken or a motion to be made?" W. Nunnally, "Mr. Mayor I put the names of George Kuper and Steve Kimmeth into the BZA." M. Bombay, "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
	Kathleen Pollard	Aye
	Frances Westbrook	Aye

THE MOTION TO APPOINT GEORGE KUPER AND STEVE KIMMETH TO THE BOARD OF ZONING APPEALS IS APPROVED 6-0.

Mayor Ransone, "In reference to legal matters, no action has been taken at this time. Is everybody in agreement? Regarding the personnel matter, I need a motion to table the personnel matter until the human

resource committee has had an opportunity to meet." F. Westbrook, "Second." Mayor Ransone, "All those in favor and all those opposed."

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

THE MOTION TO TABLE THE PERSONNEL MATTER UNTIL THE HUMAN RESOURCE COMMITTEE HAS HAD AN OPPORTUNITY TO MEET IS APPROVED 6-0.

J. Brown, "I move to adjourn."

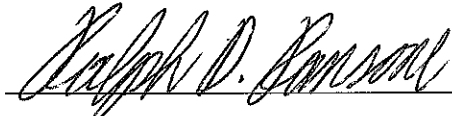
O. ADJOURN

J. Brown, "I move to adjourn." W. Nunnally, "Second." Mayor Ransone, "All those in favor."

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

THE MOTION TO ADJOURN IS APPROVED 6-0

Respectfully submitted,
Sharon L. Phillips, Clerk



Ralph D. Ransone, Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL REGULAR MONTHLY MEETING
THURSDAY, JANUARY 9, 2020 6:30PM**

Sign In Sheet

	Name	Address
1.	WILLIAM B. HUBBARD	POB 340, IRVINGTON
2.	Bill + Julie Harris	1099 K.C. Drive
3.	Bo Bragg	172 Creekview Dr.
4.	JOE HOTARD	410 The Lane
5.	Markus Clay	620 MC Rd.
6.	Philip Robinson + Heather Shuhan	209 Broadway
7.	Anthony Marchetti	41 Cedar Cir
8.		
9.		
10.		
11.		
12.		



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL SPECIAL CALLED MEETING
to be held as a WORKSHOP
THURSDAY, JANUARY 9, 2020 5:30 PM**

The Irvington town council held a special called meeting held as a workshop on Thursday, January 9, 2020 at 5:30 p.m. for the purpose of discussing governance.

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
Mike Bombay

Absent: Mayor Ralph D. Ransone (arrived 6:15 pm)

Administrative Staff present: Roy C. Kime, Town Manager, Zoning Administrator (5:55)
Sharon L. Phillips, Clerk, Treasurer
Nancyellen Keane, Town Attorney

Guests: see attached sign in sheet.

C. PRESENTATION - Nancyellen Keane, Town Attorney

See attached presentation on governance

D. ADJOURN

The workshop was adjourned at 6:30 p.m.

Respectfully submitted,
Sharon L. Phillips, Clerk

Kathleen Pollard, Vice Mayor



**TOWN OF IRVINGTON, VIRGINIA
235 STEAMBOAT ROAD
TOWN COUNCIL WORKSHOP
THURSDAY, JANUARY 9, 2020 5:30PM**

Sign In Sheet

	Name	Address
1.	Shel Spencer	POB 396 / 33 Reynolds Ln
2.	GEORGE KUPER	RAYMOND HALL
3.	Marsha Chapman	62 OMC Rd
4.	McDermott	1172 King Carter
5.	Leland + Marion James	386 The Lane
6.		
7.		
8.		
9.		
10.		
11.		
12.		