



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES
IRVINGTON BAPTIST CHURCH
THURSDAY, August 14, 2025; 6:30 p.m.**

AGENDA –

A. CALL TO ORDER – 6:30 p.m.

B. ROLL CALL

- *Approval of Frederick Johnson's remote attendance.*
Motion made by P. Robinson to accept Mr. Johnson's request to attend remotely.
Seconded by S. Van Saun.
Motion carried 5-0-1. Westbrook absent.

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

C. APPROVE AGENDA

Motion made by M.C. Bradley to approve the agenda.
Seconded by P. Robinson.
Motion carried 5-0-1. Westbrook absent.

D. APPROVE MINUTES

- July 10, 2025 Town Council Regular Called Meeting
Motion made by S. Van Saun to approve the minutes from the July 10, 2025 Town Council Regular Called Meeting.
Seconded by M.C. Bradley.
Motion carried 5-0-1. Westbrook absent.

E. FINANCIAL REPORT

- Treasurer's Report was accepted.

F. PUBLIC COMMENT

Comments from citizens on any topic.

- Mayor Harris reminded everyone to be aware of the protocol for speaking during public comment. She directed the gathering to the rules displayed on the resource table.
- C. Elliot (King Carter Dr.): Ms. Elliot addressed the Council and distributed handouts, reminding members of the Conditional Use Permit granted to the Tides



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Inn in October 2022 for renovations. The permit included three conditions, one of which required the installation of a fence and landscaping - including trees, bushes, and shrubs - between the Inn and her property. To date, no landscaping has been completed; instead, the area is overgrown with weeds.

Ms. Elliot also referenced the Town's grass-cutting ordinance, noting that it should be enforced in this case. She explained that on June 10, she inquired about the landscaping and was told it would be added to the final punch list, with the grounds team expected within a week or two. When she followed up on July 10, she was informed that the horticulturist was awaiting input from the planning and development team.

Ms. Elliot expressed a willingness to work with the Tides Inn to select low-maintenance plantings and requested that the Town continue to assist in ensuring compliance with the permit conditions.

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

- The Mayor noted that the town is actively exploring traffic calming measures and welcomes citizen input. Suggestions have been submitted to a Planning Commission subcommittee, which is currently reviewing the matter and will present recommendations to the Council at a future date.

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

- No report.

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

- Mr. Nelson reported the following recent permit applications:
 - A new dock at Tax Map #33-283D (vacant property with no address yet).
 - A dock replacement at 413 The Lane
 - A new pool at 142 Lancaster
 - A garage at 26 Galley Hook
- Mr. Nelson noted that local restaurants experienced a busy evening during the recent AJGA golf tournament. He again thanked the Town Council for the town's contribution to the event.
- The town office is preparing to relocate in the week of August 18. During that week, the office will be closed to in-person visitors; however, phone calls and emails will continue to be welcomed and responded to.
- Mr. Nelson also mentioned that any dying trees on the Commons will be addressed in September.



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- There are currently five Conditional Use Permit applications under review. Copies of all applications are available both online and at the town office.
- Mayor Harris asked Mr. Nelson about getting in touch with VDOT for painting the crosswalks. Mr. Nelson said that he had submitted a request online.

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

- No report.

K. OLD BUSINESS

- Continued discussion of capital projects for FY25-26, *P. Robinson*
 - Mr. Robinson continued the Council's discussion on potential capital projects for the fiscal year. He began by outlining what he considered to be short-term initiatives. Both Mr. Robinson and Ms. Bradley, Chair of Budget & Finance, encouraged the group to consider how much the town is willing to invest in addressing each issue, particularly in relation to the proposed capital spending.
 - Mr. Robinson reminded everyone that the Planning Commission has a Traffic Calming subcommittee currently working on recommendations for Town Council to address speeding.
 - He noted that \$30,000 has been earmarked in the Capital Budget for new traffic calming measures. In addition, the Operational Budget allocates approximately \$65,000 for law enforcement-related expenses, including deputy pay, vehicle maintenance, and insurance.
 - Mayor Harris noted that, based on her review of minutes from past Councils, the town has frequently initiated efforts - such as traffic calming measures - but often abandoned them before allowing enough time to evaluate their effectiveness. She emphasized the importance of staying the course with the current strategy, particularly the continued use of deputies, to give the program an opportunity to produce results. In the meantime, she expressed support for the Planning Commission subcommittee as it continues developing further recommendations for future consideration.
 - Mr. Nunnally agreed with the Mayor, noting that several past traffic calming studies and projects had involved significant time and funding, but ultimately proved ineffective because the recommendations were never given a chance to be fully implemented or evaluated.



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- Regarding WiFi, Mr. Robinson asked the Council to consider what specific problem the town was trying to address.
 - Ms. Van Saun explained that visitors without Verizon (or other local phone carriers) often lack cell service while visiting the town. Town WiFi, she noted, would help provide more universal connectivity.
 - Mr. Nunnally asked how the Farmers' Market might be impacted by a lack of WiFi.
 - Mr. Robinson noted that during the Farmers' Markets, the Steamboat Era Museum has provided WiFi for the Markets as a sponsor.
 - Mr. Nunnally referenced Mr. Schmid's previous public comments and wondered about his concerns.
 - Mr. Robinson noted that Mr. Schmid's concern centered on the reliability of Breezeline's service. Since then, Mr. Robinson had been in contact with Breezeline's Regional Service Manager and shared data collected by Mr. Schmid, which demonstrated that outages were occurring throughout the town rather than being localized. In response, Breezeline increased their network capacity. However, issues persist in the Pony Pasture area due to an interfering device causing intermittent disruptions. These interruptions typically occur in blocks lasting 30 minutes every three to four days. Mr. Robinson said that Breezeline is aware of the problem and is investigating a solution.
 - Ms. Bradley clarified for everyone that she saw two distinct issues being discussed: first, the unreliability of Breezeline service for existing customers; and second, whether the town should provide public WiFi for visitors without cell service. Regarding the latter, she expressed skepticism that a centrally located public WiFi network would resolve the problem, as the signal would likely be limited to outdoor areas and not reach inside buildings.
 - Ms. Van Saun also noted that the IVBA is working with businesses to help ensure that their WiFi is set up properly and to see if there is potential for town businesses to offer guest WiFi connections.
- On the topic of Commons drainage issues, Mr. Robinson emphasized that this topic could either include short- or long-term projects.
 - Ms. Bradley asked the group to pause further discussion on the issue, emphasizing the need for additional information about the full range of potential solutions. She noted that the town is currently engaged in a free consultation with the



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Alliance for the Chesapeake Bay on stormwater issues and felt it would be prudent to wait for their recommendations before continuing the conversation.

- On the topic of office digitization, Mr. Robinson emphasized the importance of converting records to digital format and ensuring they are permanently saved/backed up. He also advocated implementing software to improve the handling of forms and other administrative processes.
 - Ms. Bradley and Ms. Van Saun agreed that this issue should be a priority.
- Mr. Robinson then moved onto the topic of long-term initiatives.
 - On the topic of town storage, Mr. Robinson emphasized that addressing the issue is a “*must do*” - as the town has run out of space for storing essential items.
 - Mr. Robinson pointed out that a significant portion of current storage costs are tied to housing the town’s Christmas decorations. With plans to purchase new décor this year, he suggested that the storage challenge be viewed as an additional cost associated with holiday spending.
 - Mayor Harris mentioned that a new storage facility was being built on the corner of Irvington Rd and James B. Jones Memorial Hwy, which might provide another option in addition to the ones the town has already explored. The Mayor also remarked that constructing a dedicated storage facility remains a potential long-term solution that Council Members have discussed.
 - In line with this, Mr. Robinson said the town has also discussed building a facility with permanent public restrooms on the Commons, as well as a trailhead facility for the Tri-Way Trail project. These additions would demonstrate the town’s support for the trail initiative and eliminate the need for portable restrooms.
 - Mr. Robinson then discussed the potential construction of a sidewalk in West Irvington, near the Aqua facility, citing safety concerns. Since the installation of the sidewalk by White Fences, pedestrian traffic has moved off Route 200, improving safety in that area. However, extending a new sidewalk could be a significant financial investment.
 - Mr. Nunnally raised the question of whether easements would be needed.
 - Mr. Robinson noted that on the Carter’s Creek side, the existing easement is relatively wide - approximately 15 feet. He also discussed the potential need for a crosswalk, especially in areas with steep drop-offs and homes located



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close to the roadway. Traffic calming measures could also be incorporated into the design.

- This project may be a strong candidate for the Virginia Department of Transportation's (VDOT) fund for grants. While pursuing such a grant would require considerable preparation, the timeline to apply is roughly two years. Other localities, such as Kilmarnock and Mathews, have successfully used similar grants for sidewalk projects.
- The Council next engaged in a discussion about the potential construction of a permanent Town Office.
 - Mr. Johnson voiced strong support for prioritizing the project, noting that the Town has rented office space for many years and has relocated multiple times - causing disruption and inefficiency. He emphasized that a permanent facility would offer a functional, centralized space for municipal operations and could include public restrooms and meeting areas. He suggested the project should be a near-term priority.
 - Mr. Robinson questioned the value of investing \$500,000 - \$600,000 in constructing a new building when the Town could continue renting.
 - Mr. Johnson responded that the current rental space is not ideal in terms of functionality.
 - Ms. Bradley recalled that, in recent years, the Council had considered the North Commons as a possible site for a Town Office but ultimately chose not to proceed. She noted that, due to the growing popularity of the Farmers' Market, much of the land on the North Commons is now in active use. She expressed the view that renting remains a viable and appropriate option.
 - Mr. Nunnally raised concerns about significant drainage issues on the Commons, describing the potential cost of remediation as prohibitive. He also pointed out the challenges of installing a septic system in an area already affected by poor drainage.
 - Mayor Harris commented that, in general, owning municipal property is preferable to renting and encouraged the Council to remain open to future opportunities. She felt that pursuing a permanent Town Office is worth further consideration.
 - Ms. Bradley added her opinion that renting offers flexibility, allowing the Town to relocate as needs evolve.
 - Mr. Johnson countered that a purpose-built facility could be designed for flexibility - for example, using modular



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construction to allow for future expansion. He questioned how many towns operate without a dedicated Town Office and argued that owning such a facility signals a long-term commitment to the Town's identity and governance.

- Mr. Nunnally believed that supporting the Farmers' Market was critical for the town, which would rule out building on the North Commons.
 - Moving to the last topic on his list, Mr. Robinson noted that sewer service remains a long-term consideration for the Town, but there are currently no specific actions underway. As a point of reference, Mr. Robinson stated that Kilmarnock is reportedly charging the county approximately \$1 million to connect the new high school to its sewer system.
 - Concluding the discussion, Mr. Robinson asked the group to focus their priorities for the next meeting and really think about what projects they would like to begin making progress on in this fiscal year.
 - Mr. Nunnally emphasized the importance of not delaying efforts to gather information for the sidewalk grant application (related to VDOT funding).
 - Mr. Robinson agreed and noted that there is a significant amount of work to be done. He mentioned having spoken with David Beale (of VDOT) and the program administrator for the grant. He also noted that Mr. Nelson will need to complete specific training to administer the grant effectively.
- Resolution to adopt an updated Town Commons Usage Policy, *M.C. Bradley*
 - In discussion, Mr. Robinson requested that language from the previous draft of Section 11 be reinstated in the final version of the policy. Ms. Bradley agreed to reintroduce the wording regarding permitting parking on the Commons with special approval.

Motion made by M.C. Bradley to adopt the resolution to readopt the Town Commons Usage Policy, with updates as included in the meeting packet, and including the recommended language from Mr. Robinson.

Seconded by S. Van Saun.

Motion carried 5-0-1. Westbrook absent.

L. NEW BUSINESS

- Motions or recommendations by Town Council Members

Motion made by S. Van Saun to appropriate \$2,000 for lantern refurbishment (from the Christmas budget line item).



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Seconded by W. Nunnally.

Motion carried 5-0-1. Westbrook absent.

Motion made by S. Van Saun to appropriate \$390 to pay the Parade Coordinator for the 13 hours she worked beyond her original hours (from the July 4th budget line item).

Seconded by P Robinson.

Motion carried 5-0-1. Westbrook absent.

Motion made by P. Robinson to refer an issue to the Planning Commission for their recommendation. Specifically, on whether the Town should support John Guzak's initiative to introduce an excessive vacancy and blighted property tax bill for consideration by the General Assembly during its 2026 session. *(This motion relates to Mr. Guzak's presentation given to Irvington's Council at its July 10, 2025 Regular Called Meeting).*

Seconded by M.C. Bradley.

Motion carried 5-0-1. Westbrook absent.

- Update from the Budget and Finance Committee regarding the town's Certificates of Deposit and discussion of utilizing more banking features offered by Chesapeake Bank.
 - Ms. Bradley reported that the Town has reallocated certificates of deposit (CDs) at both Atlantic Union and Chesapeake Bank. She noted a desire to adopt a more strategic approach to CD management - balancing liquidity with opportunities to earn higher interest. The Town may begin using CDARS, which offers flexible terms ranging from 4 weeks to 1 year and provide increased safety.
 - She also expressed interest in utilizing Chesapeake Bank's electronic features, including Bill Pay and ACH payments. These tools can still accommodate dual authorization requirements for security purposes.
 - A concern was raised regarding the Town's agreement with its accounting firm, which prohibits the firm from accessing the Town's bank accounts electronically, including initiating payments. However, per recommendations from a past investigation on town financial processes, it was recommended that payment initiation and approval should not be handled by the same individual.
 - Ms. Bradley proposed working with the HR Committee to hire a third part-time staff member to serve as Town Treasurer, ideally someone local. If the Council is supportive, the Budget & Finance Committee will draft a job description and candidate requirements. Mr. Robinson will be available to attend the HR Committee meeting to discuss the request further.



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- Finally, Ms. Bradley noted that staff will be working on revising and readopting the Town's budget, likely later this fall.
- Resolution declaring a surplus of outdated Town equipment.

Motion made by M.C. Bradley to adopt the resolution to declare a surplus of outdated Town equipment, as included in the meeting packet.

Seconded by W. Nunnally.

Motion carried 5-0-1. Westbrook absent.

- Ms. Van Saun provided a brief update from the Illuminate Irvington Committee and noted that, due to the cold weather in December, the committee would like to request Town Council approval to use two portable fire pits during the event. She stated that she would present more details and formally address the request at the September Town Council meeting.

M. ANNOUNCEMENTS

- Next Town Council Regular Called Meeting will be September 11, 2025; 6:30 p.m. at Irvington Baptist Church.
- The deadline for anyone wishing to apply to fill the vacancy on Planning Commission is tomorrow, August 15.
- Town Office will be closed to walk-in visitors next week (the week of August 18) due to the move to the new office location. Emails and phone calls will still be returned during this time. Starting August 25, the Town Office will be located at 4513 Irvington Rd.
- The Town Office will be closed on Monday, September 1 in observance of Labor Day.

N. ADJOURN – 7:29 p.m.

Motion made by W. Nunnally to adjourn.

Seconded by M.C. Bradley.

Motion carried 5-0-1. Westbrook absent.



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The Summary Minutes of the August 14, 2025 Town Council Regular Called Meeting were approved at the Town Council Regular Called Meeting of September 11, 2025. Motion made by S. Van Saun to accept the minutes with one phrase changed for clarity on page four (changing the phrase from “internet access” to “cell service”). Seconded by M.C. Bradley. Motion carried 5-0-0.

	Yea	Nay	Absent	Abstained
M.C. Bradley	X			
W. Nunnally	X			
P. Robinson	X			
S. Van Saun	X			
F. Westbrook	X			

Julie W. Harris, Mayor

Attest:

Charles Dyson, Town Clerk