



**TOWN OF IRVINGTON, VIRGINIA  
TOWN COUNCIL REGULAR MONTHLY MEETING MINUTES  
IRVINGTON BAPTIST CHURCH  
THURSDAY, August 13, 2026; 6:30 p.m.**

**AGENDA –**

**A. CALL TO ORDER - 6:32**

**B. ROLL CALL**

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

**C. APPROVE AGENDA**

**Motion made by F. Westbrook to approve the agenda.**

**Seconded by M.W. Cline.**

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

**D. APPROVE MINUTES**

- July 9, 2026 Town Council Regular Called Meeting

**Motion made by M.C. Bradley to approve the minutes.**

**Seconded by F. Westbrook.**

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

**E. FINANCIAL REPORT**

- Treasurer's Report – Accepted, with M.C. Bradley noting that the Budget and Finance Committee would work with the Town Clerk to request that the Town Treasurer update the report to align with the format and categories of the new fiscal year budget.

**F. PUBLIC COMMENT**

- Comments from citizens on any topic.
  - V. Ralls (King Carter Dr): Ms. Ralls requested that Council members use their microphones to assist in audience members' hearing.
  - C. Elliot (King Carter Dr): Ms. Elliot discussed her ongoing request for improvements to the area behind the Tides Inn's fence adjacent to her property. She specifically asked that the Town enforce its grass-cutting ordinance and work with the Tides Inn to ensure that the area between the fence and her yard is properly maintained. She closed by asking that the Town Council reply to her request by August 20, 2026.
  - T. Haynes (Steamboat Rd): Mr. Haynes reported that he had received a warning for operating a golf cart on Route 200. He requested that the Town seek to have



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Irvington Road (Route 200) added to the roads approved for golf cart use within Irvington's golf cart community.

- Council members and staff discussed that while the Town may petition VDOT to request changes to the approved roadways, the Town does not have the authority to determine which roads are authorized for golf cart use. That authority rests with VDOT. Staff further noted that the Town has previously raised this issue with VDOT on more than one occasion and had petitioned for Route 200 to be added to the approved roadways; however, those requests were denied.
- H. Sheehan (Railway Rd): Ms. Sheehan, a Village Improvement Association (VIA) board member and Farmers' Market manager, updated the Council on the VIA's activities. She reported the market's continued growth, now averaging 90 vendors per market with a waiting list. For four consecutive years, the Irvington Farmers Market had been voted best in eastern Virginia by Virginia Living Magazine. Ms. Sheehan also highlighted annual VIA events, including the USAF Concert, Car Boot Sale, Trunk or Treat, and Turkey Trot.
- The Mayor asked Ms. Sheehan how far in advance prospective vendors should contact the VIA to secure a booth at the Market. Ms. Sheehan advised that interested vendors could follow the Market online at [www.irvingtonvia.com](http://www.irvingtonvia.com), where information regarding vendor applications is expected to be posted in mid- to late January.

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

- The Mayor introduced Sergeant Norman Sibley of the Lancaster County Sheriff's Office, who provided an overview of the Deputy Program and discussed the deputies' activities in Irvington.
  - In response to comments regarding golf carts, Sergeant Sibley noted that the Sheriff's Office had increased enforcement of golf cart regulations due to several near-collisions between golf carts and automobiles, as well as complaints from residents regarding golf carts being operated on roads that are not approved for golf cart traffic. However, he also noted that interested residents can always petition VDOT directly and ask the state to consider changing the approved roads for golf cart use.
  - Sergeant Sibley explained that deputies participating in the program prefer to work during the early morning or late afternoon/early evening hours, as these are generally the times when speeding is most prevalent in Irvington.
  - Sergeant Sibley recommended that the Town contact VDOT to request the installation of "No Through Trucks" signage. He also recommended approval of the Public Safety Committee's proposal to install speed feedback signs in Town. He also noted that raised crosswalks are very helpful for suppressing speeding.
  - Mr. Robinson asked about the potential impact of the new high school on traffic flow.



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- Sergeant Sibley acknowledged that the new school would likely result in changes and an increase in traffic, but noted that it was difficult to determine the extent of the impact at this time. He explained that the state conducts traffic counts and recommended that the Town contact the County if it wished to obtain traffic data for Irvington Road.
- Ms. Van Saun raised concerns about the safety of the intersection at Old Salem Road and Irvington Road. Sergeant Sibley stated that, at the time, the plan was to relocate the stop sign to a more visible location and clear back the brush to improve visibility.

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

- Ms. Kemp noted that town code regarding golf carts may require some slight adjustments to better fall in line with the state's regulations as described by Sibley. The Mayor requested that Mr. Nelson investigate the issue.
- Ms. Kemp answered the question about speed cameras and noted that they are allowed in work zones, school zones, and in places where fatalities had occurred within a certain number of years.
- The Mayor asked a follow up on whether speed cameras applied to private schools in addition to public schools.
- Ms. Kemp said she could investigate that nuance. She noted that the speed camera equipment are managed typically by private companies, and private schools might not be as appealing as they have less traffic.
- Ms. Bradley recommended that the town attorney research the answer.
  - **Motion made by M.C. Bradley for the Town Council to direct the Town Attorney to research whether private schools are included in the definition of a school zone for traffic reasons.**
    - **Mr. Robinson and Ms. Van Saun added further direction requesting research on whether Chesapeake Academy (an Independent School) meets the definition and has an applicable school zone.**

**Motion and amendment seconded by M.W. Cline.**

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

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

- Mr. Nelson reported on the following permits: Permit 2026-6, Harrison, for construction of a new home at 96 Reynolds Landing, following the Board of Zoning Appeals' reversal of the Administrator's denial of the permit; Permit 2026-7, Coleman, for a pool house at 55 York Road; and Permit 2026-8, V. Harper, for the reconstruction of a dock at 364 Chesapeake.
- Regarding other items, Mr. Nelson reported that painting of the playground equipment had been completed. A new basketball backboard had arrived and would be installed shortly, and a tennis backboard had been ordered and was en route.



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

- No report.
  - It was noted that the Planning Commission had not met in the past two months. Council members recognized that the Commission had several outstanding matters requiring attention and requested that the Mayor reach out to the Planning Commission Chair to encourage the Commission to develop a plan for addressing each of those items. The Council further requested that the Chair provide a “task completion” update and proposed plan of action at the September meeting.

**K. COMMITTEE REPORTS**

- Budget & Finance Report, *M.C. Bradley*
  - Ms. Bradley reported that the Budget and Finance Committee met on Tuesday, August 4, and discussed comments made by George Kuper regarding the Town’s Financial Policy. She also noted that the Committee was awaiting an update from the Town Operations Committee regarding potential technology-related expenditures the Town may consider undertaking this year.
- Codes & Charter Report, *W. Nunnally*
  - No report.
- Facilities Report, *S. Van Saun*
  - Ms. Van Saun reported that the Facilities Committee met on Thursday, July 30. She explained that discussions were continuing but that no major action was happening at the time on the proposed West Irvington sidewalk project. More discussion would happen later in the meeting related to task order contracts and the newly purchased property beside the Town Commons.
- Public Safety and Events Report, *M.W. Cline*
  - Ms. Cline reported that the Committee was reviewing residents’ concerns regarding the brightness of the Town’s streetlights. The Committee was also exploring the possibility of a community event to bring residents together following the cancellation of the 2026 July 4th parade. The Committee’s next meeting is scheduled for August 20, with an expanded agenda expected to include topics discussed during the Council meeting, including golf carts, speed feedback signs, and related matters.
- Town Operations Report, *F. Westbrook*
  - Ms. Westbrook reported that she had begun discussions with Town staff regarding technology needs, with the digitization of Town records identified as a key priority. Her next step would be to schedule a meeting between the Town Operations Committee and Chris Henley, the Town’s IT Consultant, to discuss his recommendations for FY26-27 technology projects and upgrades.



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**L. OLD BUSINESS**

- Resolution 2026-21 Charitable Gift to AJGA in Support of the Youth Golf Tournament  
**Motion made by M.C. Bradley to adopt Resolution 2026-21, specifying a charitable gift of \$2,500.**

**Seconded by S. Van Saun.**

Roll Call Vote:

M.C. Bradley, yes

M.W. Cline, yes

P. Robinson, yes

S. Van Saun, yes

F. Westbrook, yes

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

- Resolution 2026-22 Budget Carryforward, Budget Amendment and Reappropriation of Certain Unspent Funds from the FY 2025-26 Budget.

**Motion made by M.C. Bradley to adopt Resolution 2026-22.**

**Seconded by S. Van Saun.**

Roll Call Vote:

M.C. Bradley, yes

M.W. Cline, yes

P. Robinson, yes

S. Van Saun, yes

F. Westbrook, yes

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

- Resolution 2026-23 Appropriation from Community Support and Tourism Budget for Parade Expenses paid in FY 2026-27

**Motion made by P. Robinson to adopt Resolution 2026-23.**

**Seconded by S. Van Saun.**

Roll Call Vote:

M.C. Bradley, yes

M.W. Cline, yes

P. Robinson, yes

S. Van Saun, yes

F. Westbrook, yes

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

- Resolution 2026-24 Authorizing the Preparation and Submission of a Lot Consolidation Plat for Town-Owned Property



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- Ms. Van Saun explained that the lot is currently zoned R-1, which requires substantial setbacks that could potentially interfere with the Town's plans for the property, including its potential use for Town storage and restrooms serving the adjacent Town Commons. However, the Facilities Committee had identified a potentially simpler solution that would not require removing the lot line. As a result, the Committee did not recommend that the Town act on Resolution 2026-24 at that time. They believed that waiting for a site plan before proceeding would be best.

**No motion was made to adopt Resolution 2026-24, and the issue was postponed for further discussion at a future meeting.**

- Resolution 2026-25 Directing the PC to Review the DEQ's Chesapeake Bay Preservation Act Resiliency and Mature Tree Requirements.

**Motion made by M.C. Bradley to adopt Resolution 2026-25.**

**Seconded by S. Van Saun.**

Roll Call Vote:

M.C. Bradley, yes

M.W. Cline, yes

P. Robinson, yes

S. Van Saun, yes

F. Westbrook, yes

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

- Resolution 2026-26 Authorizing the Establishment of On-Call General Engineering Services
  - Mr. Robinson explained that these contracts would be similar to the Town's agreement with its Town Attorney, establishing relationships with engineering firms that could be called upon to answer questions or provide limited technical assistance as needed. The Town would retain two firms to provide flexibility in the event that one firm is representing a resident or property owner on a matter involving the Town, thereby avoiding potential conflicts of interest. He noted that entering into the contracts would not oblige the Town to use either firm or incur any expense; rather, the contracts would establish a relationship for small requests and research when an engineering review is needed. Larger projects would require separate contracts. The original resolution included three firms for consideration; Mr. Robinson recommended that the Town proceed with only two of the three, Bowman and AES.



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**Motion made by S. Van Saun to adopt Resolution 2026-26, amended to identify only Bowman and AES as the engineering firms, and subject to legal review of the contract terms by the Town Attorney.**

**Seconded by F. Westbrook.**

Roll Call Vote:

M.C. Bradley, yes

M.W. Cline, yes

P. Robinson, yes

S. Van Saun, yes

F. Westbrook, yes

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

- Update on Speed Feedback signs, *J. Nelson*
  - Mr. Nelson reiterated that Sergeant Sibley supported the installation of speed feedback signs and noted that he had provided Council with available options and pricing.
  - The Mayor expressed support for the signs, particularly their ability to collect traffic data. It was noted that the signs create their own Wi-Fi network, allowing the Town to access and download the collected data.
  - Mr. Nelson recommended that the Town begin by purchasing two signs.
  - Mr. Robinson requested that a resolution to purchase two signs be presented to Council in September.
  - Ms. Cline stated that the Public Safety Committee would work on additional details for drafting the resolution and would have it ready for next month.

#### **M. NEW BUSINESS**

- Recommendations by Town Council Members
  - Ms. Cline recommended putting the police car out in the mornings, when possible, if we knew that the Deputies were not working.
  - It was noted that the town office does not open before 9:00 am, which is after the school day has started. So, there was some question of who would put the car out in the morning.
- Discussion of possible community gathering or alternate event in response to the cancellation of the 2026 July 4 Hometown Parade.
  - Ms. Cline reported that her committee was looking into possibly hosting a concert on the Town Commons sometime near Labor Day as a community gathering. The Council was supportive of the idea, if timing worked out.
  - There was some discussion on what might be required to have a beverage truck. Ms. Cline noted that she was not looking to have the town get an ABC license, but



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the Committee had considered other options like partnering with a group that does.

- Resolution 2026-27 Renewal of Chesapeake Bank CDs 7737, 0013, and 7881  
**Motion made by M.C. Bradley to adopt Resolution 2026-27.**  
**Seconded by S. Van Saun.**  
Roll Call Vote:  
M.C. Bradley, yes  
M.W. Cline, yes  
P. Robinson, yes  
S. Van Saun, yes  
F. Westbrook, yes  
**Motion carried 5-0-1. Nunnally absent.**
- Discussion and consideration of streetlight concerns raised by residents.
  - Ms. Cline noted that the Town had received some complaints from residents regarding the brightness of the streetlights.
  - Mr. Robinson noted that streetlights are intended to promote public safety and, as a matter of policy, the Town should seek to keep its streetlights operational. However, he added that he agreed that the lights in question were particularly bright and potential solutions to reduce the perceived brightness of the lights were being explored.
  - Ms. Westbrook provided background on Dominion's transition to brighter LED bulbs, noting that the increased brightness may explain why some residents have noticed a change.
  - Ms. Cline added that, in some cases, streetlights had been out for several years, and the new LED bulbs were being installed as part of efforts to restore them to operation.
  - Mr. Robinson emphasized the importance of establishing clear parameters for the Town's involvement in addressing streetlight concerns, noting that the issue could expand beyond the Town's intended scope of responsibility.
  - The discussion would continue at the Public Safety Committee's August 20<sup>th</sup> meeting.

**N. ANNOUNCEMENTS**

- The Town Office will be closed on September 7, 2026 in observance of Labor Day.
- Next Town Council Regular Called Meeting will be September 10, 2026; 6:30 p.m. in Irvington Baptist Church.



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**O. ADJOURN – 8:07 p.m.**

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

**Seconded by S. Van Saun.**

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

DRAFT