**Summary Minutes**

1. **CALL TO ORDER** – Julie Harris, Mayor 6:30 p.m., Irvington Baptist Church.
2. **ROLL CALL**

Julie Harris Here

Bonnie Schaschek Here

Wayne Nunnally Here (via phone)

Jackie Brown Here

Anthony Marchetti Here

Judith Penniman Here

Dudley Patteson Here

1. **APPROVE AGENDA**

**Motion to Approve: Wayne Nunnally, so moved**

**Second: Dudley Patteson**

Bonnie Schaschek Aye

Wayne Nunnally Aye

Jackie Brown Aye

Anthony Marchetti Aye

Judith Penniman Aye

Dudley Patteson Aye

**Motion passes 6-0-0.**

1. **APPROVE MINUTES**

**December 9, 2021, Town Council Regular Called Meeting**

**Motion to Approve: Wayne Nunnally, so moved**

**Second: Dudley Patteson**

Bonnie Schaschek Aye

Wayne Nunnally Aye

Jackie Brown Aye

Anthony Marchetti Aye

Judith Penniman Abstain

Dudley Patteson Aye

Motion to approve December 9, 2021, meeting passes.

**Motion passes: 5-0-1.**

**December 16, 2021, Town Council Regular Called Meeting**

**Motion to Approve: Wayne Nunnally, so moved**

**Second: Bonnie Schaschek**

Bonnie Schaschek Aye

Wayne Nunnally Aye

Jackie Brown Aye

Anthony Marchetti Abstain

Judith Penniman Abstain

Dudley Patteson Aye

**Motion passes 4-0-2.**

1. **FINANCIAL REPORT**
* Treasurer’s Report – Mayor Harris noted that there are discrepancies to go over with Jay Sanudo before any discussion.
* Appropriations – Mayor Harris stated that there are considerations to be made for appropriations as they come up during the meeting.
1. **PUBLIC COMMENT**
	1. **C. Bradley, President of the Steamboat Era Museum**
* Thank you for the donation.
* Thursday, January 7, 2021, - all paper and electronic files for all documentation from all four partners for the Virginia Tourism Council Grant were delivered to Laurel Taylor, Town Clerk.
	1. **S. Van Saun, President of the Irvington Business Association**
* Ms. Van Saun read her letter (copies were given to Council) which expressed support on behalf of 47 members, for the sewer feasibility study. Ms. Van Saun stated she goes through a process of polling the membership and getting it approved by the Board. This is not support for the sewer, but for the feasibility study.
* W. Nunnally commented that “When the IBA was formed, they appeared before Town Council and requested a member be appointed to that board. I was subsequently appointed to be that representative, and, to date, I have never received an invitation or notice of any meetings. I would certainly like to participate. I would like to make sure this is publicly noted, and would like to receive an invitation, and look forward to working with you in 2022. Thank you.”
	1. **J. McGeorge (220 Sanders Lane):**
* Concerns were raised about large truck traffic, bicycle traffic increasing, probably more traffic with the proposed Tri-Way Trail. Additional concerns were expressed about the proposed ABC license, and golf cart traffic.
* Justin Nelson stated the No-Through Trucks stalled because Lancaster County objected to it, but now there may be a chance to address it, given changes in the government.
* Mayor Harris and Wayne Nunnally are investigating sharing law enforcement help from Kilmarnock, White Stone and Lancaster County.
	1. **C. Dodson – Windswept and co-partner of the new proposed Camp LLC.**
* Concerns were raised about the CUP process and correcting any issues with posting. The timeline was discussed by Mayor Harris, the Town Attorney, and T. Chapman, Vice Chair of the Planning Commission to legally simplify and expedite the process.
1. **REPORT FROM THE MAYOR,** ***Julie Harris***
	1. Welcome new Councilperson, Judy Penniman, and new Attorney, Andrew McRoberts.
	2. Six-month trial of Summary minutes, starting this month. We will have the audio for backup. At the end of the six-month trial this will be reviewed.
	3. FOIA training conducted by Andrew McRoberts is upcoming.
	4. Bill Mitchell, Mitchell Signs will have a 2-sided sign should be completed and installed by the end of this month for the Town Office.
2. **REPORT FROM TOWN ATTORNEY, *Andrew McRoberts, Sands Anderson***
	1. Thank you to the Mayor and Town Council for having Sands Anderson to be the new Town Attorney.
	2. FOIA/COIA – The annual filing requirements need to be done. This will be scheduled in the next several weeks.
3. **REPORT FROM THE ZONING ADMINISTRATOR, *Justin Nelson***
	1. Three zoning permits for 2 additions and a new deck.
	2. More receipts received from Mr. Fisher for continuing to move debris.
	3. Dangerous tree complaint.
	4. Reviewing CUP processes with the PC.
	5. Survey – visited 8 businesses and talked with 3 regarding the ABC license and there were no objections.
	6. Working on assembling a Zoning Appeals Board as we know we will have a Zoning Appeal coming up.
4. **COMMITTEE REPORTS**
* **Budget & Finance Report, *Anthony Marchetti, Chair***
	1. Start work on fiscal year 2022-2023, the new budget. In February, we come up with a new schedule for everyone to look at. Goal is to try and have it passed in May so we have buffer month of June.
	2. Davenport has created a preliminary report. Davenport has a punch list of items they need from the Town so they can provide information to present to the Town and the residents.
	3. The VTC Grant should be submitted later this month, in time for the deadline.
	4. Contact has been made with Jay Sanudo to find out what needs to happen to close out the CARES ACT, both reporting and the $150 that needs to go back.
	5. ARPA – the first round of the ARPA is due April 30, and that report will cover any usage from March 2021 to March 2022.
* **H. R. Committee, *Dudley Patteson, Chair***
	+ - 1. B. Schaschek and D. Patteson are going to conduct a six-month review for staff with Laurel Taylor and Justin Nelson and welcome any comments from fellow Council members regarding Laurel and Justin.
			2. Mayor Harris announced there will be a closed session at the February meeting.
* **Facilities, Streets, and Sidewalks Committee, *Wayne Nunnally, Chair***

 1. Sewer Investigatory panel headed by Mr. Chapman, and organized themselves this past week and set another date in February.

2. STR ordinance (need a fee and to add information about what platform people are using regarding the taxes collected.)

3. Mayor Harris noted Laurel Taylor has been in contact with the Lancaster Commissioner of the Revenue to see how they collect fees and do their registration. This will be part of the next meeting.

* **Community & Special Events Committee, *Anthony Marchetti***

No report at this time

* **Planning Commission Update, *T. Chapman, Vice Chair***
1. The survey of the town contract with EPR-PC has been signed, and the Mayor and Town Council will meet with EPR-PC the last half of January to take a tour of the town.
2. We are also working on the CUP process.
3. **OLD BUSINESS**
* **EPR-PC contract – *Julie Harris***

The Planning Commission and the Mayor have been in touch with the company and are looking to set up initial dates later this month or in early February to help this company formulate a survey.

1. **Amended Budget, 2nd Reading of Ordinance – *Anthony Marchetti***
* The second reading of the Amended budget ordinance was presented by A. Marchetti.
* A. Marchetti: Ordinance 2021-2022 TOI – Ordinance Adopting Amended 2021 to 2022 budget.

**Motion to Approve the amended budget: Anthony Marchetti so moved**

**Second: Dudley Patteson**

Wayne Nunnally No. I’d like my reason stated. I cannot vote for any budget that has a real estate tax in it when we have several hundreds of thousands of dollars in the bank.

Bonnie Schaschek Yes

Jackie Brown Yes

Anthony Marchetti Yes

Judith Penniman Abstain

Dudley Patteson Yes

**Motion passes: 4-1-1.**

1. **Microphones & Sound System update – *Laurel Taylor***

Entertainment Systems, Bill Cronheim invoice of $4,187.00 (approved by Town Council on December 16, 2021) was paid at the end of December. Components have been ordered and should be ready for next Town Council meeting in February.

1. **Flags and Flagpoles update – *Laurel Taylor***

Quotes have been sought from several companies to replace worn out flags and standardize poles, flags, anti-furling devices and numbers will be presented to Council in February.

1. **Golf Cart Stickers – *Laurel Taylor***
* Creative Designs owner, Sandra Matthews, is providing a simplified version of the stickers to print as we decide to look at color-coding by year and making the stickers smaller.
* Bonnie Schaschek suggested we have 50 printed once we go forward. The color we decide to use each year is not a factor as long as it is different and easily identified. Fee to be collected by March 1st. Report on this will be revisited in the February 10, 2022, Town Council Meeting.
1. **NEW BUSINESS**
* **Board of Zoning Appeals Appointments – *Julie Harris***

We currently have three members and one application, and we need to have five. No response from Jeffrey Schroeder. We have Mr. Kuper, Mr. Kimmeth, Mr. Fleet.

Mayor Harris statedCouncil must approve these appointments and then they are sent to the Judge at the Circuit Court so we need to move forward to find the other one, possibly two.

* **Chesapeake Bank Lease Septic Agreement – *Julie Harris***

**Mayor Harris** mentioned that provided in your packets is the information regarding the renegotiation of the rent of the septic field is now due. Currently the rent is $1,000 paid over 3 years in two installments. Does council want to authorize the Mayor to renew this contract and if so to maintain the current rate or to ask for an increase, so any discussion on how to proceed. Wanted to know if Council would like to guide me with a percentage of rent increase.

**Dudley Patteson:** Suggests 7% and no less than 10.

**Motion to authorize the Mayor to renew the lease leave the rate as is: Wayne Nunnally**

**Second: Bonnie Schaschek**

Wayne Nunnally Yes

Bonnie Schaschek Yes

Jackie Brown Yes

Anthony Marchetti Yes

Judith Penniman Yes

Dudley Patteson Yes

**Motion passes 6-0-0.**

* **Town Office Keys – *Laurel Taylor***

Town Clerk summarized the thoughts about rekeying doors including the number of keys needed and types of locks available.

The final option is to re-key three cylinders (one on the front door and two on the back door) and provide 6 new keys. This would cost a total of $155 which includes the service call and labor, re-keying three cylinders, and providing 6 keys. The keys would be made for the Mayor, the Vice Mayor, the Zoning Administrator, the Town Clerk, and the Chair of the Planning Commission and for the maintenance staff.

**Motion to re-key the locks and make 6 keys: Wayne Nunnally**

**Second: Dudley Patteson**

Wayne Nunnally Yes

Bonnie Schaschek Yes

Jackie Brown Yes

Anthony Marchetti Yes

Judith Penniman Yes

Dudley Patteson Yes

**Motion passes 6-0-0.**

* **Grant Study Committee – *Dudley Patteson***

Proposed that Council should form a Grants Study Committee to identify possible government or private grants for which Irvington may qualify rather than tax residents or take money from reserves.

Council unanimously approved the formation of the Grants Study Committee with D. Patteson as Chairman and J. Penniman as Council representatives. Three other citizen representatives will be asked to serve on this committee.

Wayne Nunnally agrees with Dudley Patteson, but suggests calling it a Grants Study Panel to bypass meeting requirements when only investigatory work is being performed.

Andrew McRoberts, discusses whether it can be a panel or committee. Can be called either.

**Motion to form a Grants Study Committee (total of 5 members, 2 council members and 3 residents) with D. Patteson and J. Penniman and to give a report at the February meeting: Wayne Nunnally**

**Second: Jackie Brown**

Wayne Nunnally Yes

Bonnie Schaschek Yes

Jackie Brown Yes

Anthony Marchetti Yes

Judith Penniman Yes

Dudley Patteson Yes

**Motion passes 6-0-0.**

* **Town Event ABC License – *Albert Pollard, Jr., Planning Commission***

Planning Commissioner A. Pollard, Jr. presented a proposal that the town consider applying for a new type of ABC license called 'a designated outdoor refreshment area license'. Localities and non-profits can apply and alcohol can be consumed off-premises under certain conditions. a) There must be clearly defined areas where alcohol can be consumed. b) Up to sixteen events a year for up to three days each can be included. c) Only current retail outlets with on-premises licensing are permitted to sell alcohol. d) Alcohol must be carried and contained in plastic/disposable cups. e) A public safety plan must be filed with ABC.

Pollard had spoken to the Irvington Business Association president, S. Van Saun who thought this idea would be viewed favorably by its members.

Pollard recommended that Town Clerk L. Taylor fill out an application and submit a $300.00 fee so that a 60-to-90-day approval period could be started for approval. Details about which events to try out could be decided along with input from the IVBA or any other interested parties. Getting the license applied for and getting the 60–90-day approval negotiated would provide a lot of flexibility. The ABC special agent for our area, D. Taylor, would be happy to come and talk to us about what a good safety plan would look like.

B. Schaschek questioned how this would benefit residents and brought up issues relating to litter and liability. Reservations about potential safety were discussed.

Council asked Pollard to come back in February with more information and suggestions to address the safety, liability and litter concerns.

1. **ANNOUNCEMENTS**
* Next Regular Called meeting, February 10, 2022
1. **ADJOURN**