**AGENDA**

1. **CALL TO ORDER** - *J. Harris, Mayor*
2. **ROLL CALL** –

* *J. Brown*
* *W. Nunnally*
* *D. Patteson*
* *J. Penniman*
* *G. del Rio*
* *B. Schaschek*

*Staff Present:*

* *J. Nelson, Zoning Administrator*
* *A. McRoberts, Town Attorney*
* *L. Taylor, Town Clerk*

1. **APPROVE AGENDA –** Amended at the table to add a vote on the sign for Refuel under New Business.
2. **APPROVE MINUTES**

* April 14, 2022, Town Council Summary – approved by all.

1. **FINANCIAL REPORT**

* Treasurer’s Report – accepted by all.

1. **PUBLIC COMMENT –**

* S. Kimmeth, president of the VIA, requested use of the Commons on August 28th for the Heritage of America Jazz Band. Council unanimously approved this. Kimmeth reminded residents of the Boot Sale, May 28.
* Mayor Harris informed everyone that Lancaster County Board of Supervisors representative, Bill Smith, will attend the June 9th Town Council meeting.

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

* Mayor Harris welcomed Gabe del Rio to Council and thanked all town officials for their hard work this Spring. Our new flags have arrived and will be up for Memorial Day.

1. **REPORT FROM TOWN ATTORNEY,** *A. McRoberts* - An agreement for the Sheriff has been drafted, however the County was not pleased with the agreement. They did not want their Sheriff providing services that could result in overtime. The County wants a different arrangement. A new agreement is being drafted where the Town contracts directly with the deputies with the current pay rate. The Sheriff has been very cooperative.
2. **REPORT FROM THE ZONING ADMINISTRATOR,** *J. Nelson*

* The property at 254 King Carter Drive has been sold and a demolition permit issued. Nelson also stated he has been getting engineering estimates for new sidewalks from two companies, as required by VDOT.

1. **COMMITTEE REPORTS**

* Budget & Finance Report, *B. Schaschek*
* The budget was discussed in a Public Hearing held directly before this meeting, and Ordinances will have their first reading in Old Business.
* Charter, Codes & Ordinances Committee, *J. Brown*
* J. Brown and B. Schaschek had reviewed the Town Charter and are preparing recommendations to give the Town Attorney to bring outdated parts of the charter into compliance with state election law. The General Assembly requires changes to be submitted by September*.*
* H. R. Committee, *D. Patteson – no report at this time.*
* Facilities Committee, *W. Nunnally*
* Nunnally introduced L. Orly from Aqua Virginia:
* Aqua - Maintaining water system, make necessary repairs for leaks that come up. Planning process is underway to try to assess water mains that need to be replaced. Orly assured Council and residents there are no lead pipes in Irvington and that pipe maintenance and repair of leaks are Aqua’s main focus. Our water has a slippery feel and naturally high sodium levels.
* Sidewalks, Wayne Nunnally – Some sidewalks need repair, two engineers will provide bids on necessary work to add new sidewalks which is what VDOT requires. This will be further addressed in the June 9th meeting.
* Estimate for public broadband and the person will be at next month’s meeting to make a presentation.
* Community & Special Events Committee, *J. Penniman* – Two meetings were held. Parade will be Sunday, July 3, 2022, at 3:00 p.m. Thanks to Harris Family for allowing us to use their field for staging. Social media sites and applications will go online next week. Similar parade as to last year. Asking for bands or float ideas, such as local high school.
* Planning Commission Update, *T. Chapman, Chair –* Elections were held, and T. Chapman, Chapman is Chairman. R. Fuller is Vice-Chair, and P. Robinson remains as Secretary. Final update of town survey and final form to be presented to Town Council for review. A copy will be sent over tomorrow and will be reviewed on the 16th.
* Grant Study Committee Update, *D. Patteson* - No report.

1. **OLD BUSINESS**

* Sewer Panel Update – *T. Chapman –* Report will be presented on May 16th; Laurel will send out electronically and also provide paper copies. Workshop is scheduled for Monday, May 16th, at the reconvened meeting at Irvington United Methodist Church at 6:00 to discuss the survey and further review the sewer work. Public is invited to attend but not comment.
* Arrowhead Lawncare – Estimate – *J. Harris* – Estimates were provided in the packet. Weeds need to be addressed, VDOT is responsible. This needs to be corrected and will be taken care of. The first spray has been done; however, it has rained. Efficacy needs to be addressed. Our expectation is that all weeds are to be taken care of. Stump removal at the curb on Chesapeake Drive, this was never followed through with, the stump is still there and is causing a traffic hazard on Chesapeake Drive due to tall grass. Estimate was $2,000, however COVID happened and nothing further was done.

**Motion (W. Nunnally) to accept estimate from Arrowhead for grass cutting.**

**J. Penniman: Second.**

**Motion passes: 6-0.**

* Short Term Registry Report *– P. Robinson* – Town Council would like to review this report. Robinson covered main highlights of the report and thanked committee members for their work. Five main areas of concern were Occupancy Tax collections; Number of Short Term Rentals permitted in Town; Safety rules and regulations; Registration; Possible use of taxes collected. To date, 22 STR’s are registered.
* 1st reading - Ordinance forProhibiting Electric Vehicles for hire 2022-06 *– A. McRoberts*
* 1st reading - Ordinance 2022-05 Combining / Business/Professional/Occupational Licensing and STR Registry in one document- *A. McRoberts* –
* This enforces both to register with the Town, fill out our form. Registry is easy just lets us know that you are there. Suggest assigning code numbers and amend town code. $30 is state business license fee and is the suggested rate. This makes it simple, fill in the form and pay the same fee.

1. **NEW BUSINESS**

* Lancaster County 2035 Initiative report- *J. Szyperski* – Goal is to complete a strategic plan for 2035 that the County can use. Szyperski reported a 9% decline in the workforce. This affects schools, services, and taxes, therefore, the need for a strategic plan to sustain economic growth. An effort needs to be made to increase appropriate workforce housing and to attract people and businesses in the 20-55 age demographic. The means to accomplish this goal would involve planning and development grants and public/private partnerships. Volunteers are being sought.
* Overtime Deputy Use & Cost Update – *J. Harris*
* Stephens Resolution 2022-17 TC Adoption – *J. Nelson* – The Point on Steamboat Road was renamed to honor the Stephens. This is approved to be renamed to Stephens’ Point to honor Bob Lee and Suzy Stephens to recognize the important impact they had on the Town of Irvington.

**Motion (W. Nunnally) to rename a portion of Steamboat Road to Stephens Point.**

**B. Schaschek: Second.**

**Motion passes: 6-0.**

* Records Officer Designation – *L. Taylor* – A lot of old records that need to be put in order, destroyed, or categorized.

**Motion (W. Nunnally) to designate Laurel Taylor as Records Officer Designation.**

**J. Brown: Second.**

**Motion passes: 6-0.**

* Banking Resolutions 2022-01 and 2022-02 change of signatories for Blue Ridge and Chesapeake Bank – *L. Taylor*
* These changes were made necessary when the former Vice Mayor, Anthony Marchetti, resigned as of April 1, 2022, and a new Vice Mayor, Bonnie Schaschek was appointed on April 14, 2022.

**Motion (W. Nunnally) to conform to the law concerning signatures.**

**G. del Rio: Second.**

**Motion passes: 6-0.**

* 1st Reading Ordinance 2022-04.uc Adopting Fee Rate Schedule – *L. Taylor*
* 1st Reading Ordinance 2022-03.uc Adopting Transient Occupancy Tax Rate – *L. Taylor*
* 1st Reading Ordinance 2022-01.uc Adopting Real Estate Tax Rate – *L. Taylor*
* 1st Reading Ordinance 2022-02.uc Adopting an Annual FY 22/23 Budget – *L. Taylor*
* Organic Green proposal discussion, J. Penniman – Proposal for killing the grass, reseeding and also maintain next year, the triangle.
* Francos Fruits & Vegetables to use a spot in the Commons once weekly.

**Motion (J. Penniman) to allow Francos Fruits & Vegetables to use a spot in the Commons once a week (probably Tuesdays) from 2:00 to 6:00 in the evening.**

**Second: B. Schaschek**

**Motion passes: 6-0.**

* Application for conforming signage.

**Motion (W. Nunnally) to accept the conforming sign.**

**J. Penniman: Second.**

**Motion passes: 6-0.**

* Application for Refuel nonconforming sign. Signs should not be grandfathered (Wayne Nunnally). There is a sign ordinance in place.

**Motion (G. del Rio) to accept the nonconforming sign.**

**J. Penniman: Second.**

**Motion does not pass: 1-0-5.**

1. **ANNOUNCEMENTS**

* Town Council to Reconvene Regular Called Meeting on Monday, May 16, 2022, at 6:00 p.m., at the Irvington **METHODIST** Church.
* Next Town Council Regular Called meeting, Thursday, June 9, 2022, at 6:30 p.m. at Irvington **BAPTIST** Church
* Town Office closed for Federal Holiday-Memorial Day, Monday, May 30, 2022

1. **CLOSED SESSION**, J. Harris

* Pursuant to State Code §2.2-3711 (A) (1) for discussion, consideration of prospective candidate for appointment to the vacancy on Planning Commission and for discussion of qualifications of new personnel for accounting.
* Pursuant to State Code §2.2-3711 (A) (3) discussion of potential acquisition of real property for various public purposes.

1. **RETURN TO OPEN SESSION**, J. Harris - Certification that Closed Session was lawfully conducted.

**ROLL CALL CERTIFICATION**

I, Wayne Nunnally, so certify.

I, Jackie Brown, so certify.

I, Judy Penniman, so certify.

I, Bonnie Schaschek, so certify.

I, Gabe del Rio, so certify.

I, Dudley Patteson, so certify.

I, Julie Harris, so certify.

**Motion (W. Nunnally) to appoint David Clarke to the Planning Commission.**

**J. Penniman: Second.**

**Motion passes: 6-0.**

**Motion (W. Nunnally) to direct the Town Attorney to create a nonbinding Letter of Intent to investigate the town purchase of property and work in good faith terms that may be included in a future binding contract, and the Mayor to sign the letter.**

**D. Patteson: Second.**

**Motion passes: 6-0.**

**Motion (W. Nunnally) to have Laurel to get agreements from local accounting firms and work with the bookkeeper that has the application in.**

**Second: D. Patteson.**

**Motion passes: 5-0.**

1. **RECESS TO RECONVENE TOWN COUNCIL REGULAR CALLED MEETING ON MONDAY, MAY 16, 6:00 P.M. at IRVINGTON METHODIST CHURCH**