**REPORTS FROM TOWN CLERK:**

1. **Microphones & Sound System** – All components have arrived and tested. New AV cart holds all equipment. Bill Cronheim has briefed A. Marchetti on set-up and take down. Public mic on the stand is for public comment. Town Council and Mayor each have mics.
2. **Flags & flagpole quote** is in from National Capital Flag Co. in Alexandria to replace 40 flags, poles and provide anti-furling devices and the total quote comes to $2,972.40. Because of supply chain problems, the quote has a disclaimer on it to advise of possible lengthy delays.
3. **Golf Cart Stickers** – we have a choice of sizes. Decide on a size and color and we will order 50.
4. **Chesapeake Bank lease agreement amendment:** The Bank amended the agreement pending Town Council approval. A) Now a 10 year lease, not a 25 year lease. B) Rent increases every 3 years by 5%. C) Language now included as to termination of the lease by the bank with six month notice.
5. **Short Term Rental Registration and the Occupancy Tax Form:** Our registration form needs three things added; 1) a registration number. Airbnb registration online asks for a number so that property owners can add our 4% tax. Airbnb does not collect tax and remit it to Irvington. VRBO does, however does not tell us what local addresses they collect and pay for, so we don’t know who has paid and who has not. 2) Platforms need to be added to our form. 3) Irvington needs to add a fee for yearly registration. Our Occupancy Tax form needs to also note PLATFORMS used by property owners and advise if any tax is being paid on the behalf of property owners by VRBO or any other entity.
6. **Town Office Signs**- Creative DeSIGNS has provided four example signs for the Town to consider and cannot take time to quote prices because of the variables we have. 1) White or beige background? White is less expensive. Beige is an added option. 2) One post or two posts? 3) Green post, or black posts? 4) Wood core post covered with PVC white pipe? 5) Hanging bracket for a one-post option? Or no bracket with either of the two-post options. 6) Straight rectangular shaped sign or curved top. 7) Decide if we want the steamboat logo or not. Once we decide the parameters, Sandra Matthews will price it out and get that info to the Town for approval.