**AGENDA**

1. **CALL TO ORDER**, J. Harris, Mayor, 6:30 p.m.
2. **ROLL CALL**

Julie Harris Present

Bonnie Schaschek Present

Wayne Nunnally Present

Jackie Brown Present

Judith Penniman Present

Anthony Marchetti Absent

Dudley Patteson Absent

1. **APPROVE AGENDA**

Motion to Approve the Agenda: W. Nunnally

Second: B. Schaschek

**Motion to approve the Agenda passes – 4-0.**

1. **APPROVE MINUTES**

* January 13, 2022 Town Council Summary
* February 1, 2022 Joint Public Hearing Summary

Motion to approve January 13, 2022, minutes: W. Nunnally

Second: J. Penniman

**Motion Passes: 4-0.**

Motion to approve February 1, 2022, JPH minutes: W. Nunnally

Second: J. Penniman

**Motion passes: 4-0.**

1. **FINANCIAL REPORT**

* Treasurer’s Report

Mayor Harris stated - Items of clarification have been dealt with concerning profit and loss – January, February and March reports will be reviewed at the March 10th meeting.

1. **PUBLIC COMMENT**

* Dustin Taylor, ABC Special Agent for our area will review the new DORA license and will take questions via phone.
  + License is limited to maximum 16 events per year.
  + Normal process for application and normal rules and regulations are in effect regarding where alcohol can be consumed and purchased, as well as what types of containers alcohol must be in.
  + Each location will be responsible for their own alcohol.
  + Adequate security must be provided, can be volunteers, but must be adequately dressed and designated.
  + Safety plan must be provided along with the application and must be approved.
  + One major concern with sheriff’s office is the crossing over Rt. 200. Further discussion will be held after application process has begun.
  + All liability falls on the licensee.
  + Fee for the license, over $1,000, an estimate. Mr. Taylor not privy to that information.

**Public Comments – DORA License**

* G. Kuper – Question of need and benefit to the Town (stated 7 reasons it is not needed or wanted, e.g., safety, clean-up, liability, negative impact).
* I. Ormesher – Expressed his reasons why this is a recipe for disaster (same concerns as Mr. Kuper), or just an organized “pub crawl”. Concerned that this would replicate the bad reputation of the Urbanna Oyster Festival.
* A. Pollard – Stated he brought this idea to the PC. Feels it would be a great idea for the Town. Stated that the Crab Festival was just approved, and it brings the same factors as this license would, e.g., traffic, alcohol, safety, etc.
* S. Van Saun – Clarified IVBA’s position that the DORA license would be applied for and used on an as needed basis. Don’t have a need presently, but not closing that option.

**Crab Festival**

M. C. Bradley – Steamboat Era Museum President

* Requests permission for Annual Crab Festival – Saturday, September 17th, 2022 (other dates 24th or 17th).
* Letter sent to Anthony Marchetti – To consider to continue $2,500 donation to the museum and consider sponsoring the Crab Festival, possibly sponsoring same as last year print ads in the amount $1,250). All COVID requirements will be followed.

Motion to Allow the Crab Festival on September 17, 2022: W. Nunnally

Second: J. Penniman

**Motion Passes: 4-0.**

**Sewer**

**M. Smith, Tide’s Inn**

* Met with Sewer Committee to provide information and collaborate and for the Tide’s Inn to participate and help in whatever way possible to bring sewer into the Town.
* The other option he suggests is to see what local engineer’s estimate would be. Tide’s Inn definitely wants to be included in the process.

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

* Microphones are a nice addition.
* Mayor Harris & J. Nelson had zoom meeting with Granicus regarding help with STR.
* PC and Town Council will meet on 02/16/2022 with EPR-PC to begin discussion of the upcoming survey.
* Town Office closed Monday, 02/21/2022.

1. **REPORT FROM TOWN ATTORNEY,** *A. McRoberts*

* The proposed revised Electronics Meeting Policy follows the Freedom of Information Act.

1. **REPORT FROM THE ZONING ADMINISTRATOR,** *J. Nelson*

* Receipts from Mr. Fisher for removing debris.
* New women’s clothing store coming to Steamboat Road.
* Meeting with Granicus concerning management of STR and am waiting on a firm fee. There are 26 advertised STR. Number will rise.
* Zoning Board of Appeals is now assembled (5 members). Robert Fleet III, Steve Kimmeth, Phil Robinson, George Kuper, and Jeffrey Schroeder
* Town Council needs to have a resolution concerning No Thru Trucks regarding a specific route (Harris Road) and presented to Lancaster County for approval.
* Camp Irvington CUP – Christmas tree growing.

1. **COMMITTEE REPORTS**

* Budget & Finance Report, *A. Marchetti, Chair*

Commission Flack Shack $1,200 a month March through June (come from allotted Tourism budget).

Motion to Commission Flack Shack: J. Penniman

Second: J. Brown

**Roll call vote:**

Bonnie Schaschek, yes.

Jackie Brown, yes.

Wayne Nunnally, yes.

Judith Penniman, yes.

Anthony Marchetti, absent.

Dudley Patteson, absent.

**Motion passes 4-0.**

* J. Penniman appointed to Budget & Finance Committee with Mr. Marchetti.
* H. R. Committee, *B. Schaschek*
  + 6-month review was performed, and details will be presented during closed session.
* Facilities Committee, *W. Nunnally, Chair*
* No report.
* Community & Special Events Committee, *A. Marchetti*
* No report in Mr. Marchetti’s absence.
* Planning Commission Update, *T. Chapman, Chair*
* Officers elected.
* New administrative procedures for CUP and redevelopment in the RPA were discussed and explained.

1. **OLD BUSINESS**

* Camp Irvington 2021.CUP04, Town Council 2021-14TC, reading, discussion & vote.

Motion to accept Camp Irvington CUP as stated: B. Schaschek

Second: J. Penniman

**Roll call vote:**

Bonnie Schaschek, yes.

Jackie Brown, yes.

Wayne Nunnally, yes.

Judith Penniman, yes.

Anthony Marchetti, absent.

Dudley Patteson, absent.

**Motion passes 4-0.**

* EPR-PC Update – *J. Harris*
* Meeting February 16, 2022, 5:00 at the Methodist Church. Two members of the company and a Planning Committee member will tour Irvington by land and by water.
* Microphones & Sound System update – *L. Taylor*
* Thank you.
* Flags and Flagpoles update – *L. Taylor*
* Info in packet. Quote from National Capital flag for 40 new flags/poles/anti -furling device for $2,972.40.

Motion to Approve Purchase of Flagpoles: W. Nunnally

Second: J. Penniman

**Roll call vote:**

Bonnie Schaschek, yes.

Jackie Brown, yes.

Wayne Nunnally, yes.

Judith Penniman, yes.

Anthony Marchetti, absent.

Dudley Patteson, absent.

**Motion passes 4-0.**

* Golf Cart Stickers – *L. Taylor*
* Stickers will be the larger one and orange for 2022.
* Discussion was had concerning who would enforce the golf cart stickers.

Motion to purchase larger stickers for golf carts: W. Nunnally

Second: J. Brown

**Roll call vote:**

Bonnie Schaschek, yes.

Jackie Brown, yes.

Wayne Nunnally, yes.

Judith Penniman, yes.

Anthony Marchetti, absent.

Dudley Patteson, absent.

**Motion passes 4-0.**

* Sewer Panel Update – *T. Chapman, Chair*
* All key stakeholders have been contacted.
* Meeting was had with Susan Cockrell in Kilmarnock regarding information on their system and our possible costs and options and they are willing to share costs with us. Several options were discussed.
* Report will be ready in early April.
* Grant Study Committee Update – *J. Penniman*
* Two meetings were held. Two members have been added (Cary Schneider and Gabe Del Rio). A third person will be added.
* Several grants were investigated but were not eligible for. Still searching.
* Have to decide as a Town Council what you want and lay plans and then get grants.
* Town Event ABC License- *J. Harris*
* Report from Mr. Taylor and residents.

Motion to not pursue the license: W. Nunnally

Second: J. Brown

**Roll call vote:**

Bonnie Schaschek, yes.

Jackie Brown, yes.

Wayne Nunnally, yes.

Judith Penniman, yes.

Anthony Marchetti, absent.

Dudley Patteson, absent.

**Motion passes 4-0.**

* Chesapeake Bank Lease Agreement Update – *L. Taylor*
* Packet contains current lease and new agreement.
* Bank sent amendment to lease changing to a 10-year lease, rent increase every 3 years by 5%, 6-month notice of termination.
* Authorize Mayor to sign.

Motion to Accept Lease Amendment and authorize the Mayor to sign:

W. Nunnally

Second: B. Schaschek

**Roll call vote:**

Bonnie Schaschek, yes.

Jackie Brown, yes.

Wayne Nunnally, yes.

Judith Penniman, yes.

Anthony Marchetti, absent.

Dudley Patteson, absent.

**Motion passes 4-0.**

* Short Term Rental Update – *J. Harris, J. Nelson, L. Taylor*
* Registration form: Will align with Lancaster County and will include specific fees, and registration number assignments and platforms. Occupancy Tax forms also added a place to note platforms.
* Tax remittance continues to be an issue. Needs to be a place on the registration form indicating platform (such as VRBO, AirBnB). By using Granicus will help solve and monitor the tax remittance problem (equivalent of having a part-time employee). Could be tried for a year.

Motion to table discussion concerning STR until next month: W. Nunnally.

* W. Nunnally, after further information, withdrew his motion.
* STR Committee appointed to include 3 residents and Wayne Nunnally will chair. Committee to determine meeting dates and provide to Ms. Taylor and report to Council by May 12, 2022, Town Council meeting.
* Ms. Taylor will send out a letter concerning golf cart registration, septic pump out and STR registration.
* Town Office Sign Update *– L. Taylor*
* Packet contains examples from Sandra Matthews for new sign.
* Options for post color, sign color and sign design were discussed.
* Black pole, straight sign, white background, and steamboat seal on sign were decided to get a price. Approximate price $300.
* Ms. Taylor will obtain the price and proceed with the sign.
* No Thru Trucks Through Irvington and use Harris Road as alternate route: this must be voted on and sent to the Lancaster Board of Supervisors.

Motion made by Wayne Nunnally.

Second: Judith Penniman.

**Roll call vote:**

Bonnie Schaschek, yes.

Jackie Brown, yes.

Wayne Nunnally, yes.

Judith Penniman, yes.

Anthony Marchetti, absent.

Dudley Patteson, absent.

**Motion passes 4-0.**

1. **NEW BUSINESS**

* Need for Overtime Deputy Use & Cost Update – *J. Harris*
* May take a while for this proposal to go before Board of Supervisors and for VDOT approval. In the interim hire a Lancaster County Deputy.
* If deputy presence is known in Irvington it will cut down on speeding concerns. The cost would be $35.00 per hour, and this would prevent the deputy from being pulled from Irvington when needed as is done now.
* Mr. McRoberts will speak with Lancaster County Attorney and an agreement will be presented to Town Council at the March meeting.

Motion to allocate funds to hire an OT Deputy in Irvington and allow Mr. McRoberts to speak with Lancaster County Attorney and draw up appropriate agreement: W. Nunnally

Second: J. Penniman

**Roll call vote:**

Bonnie Schaschek, yes.

Jackie Brown, yes.

Wayne Nunnally, yes.

Judith Penniman, yes.

Anthony Marchetti, absent.

Dudley Patteson, absent.

**Motion passes 4-0.**

* Resolution 2022-15TC to Participate in Town Council Meetings Through Electronic Communications – *A. McRoberts and J. Harris*

Motion to accept Resolution 2022-15TC as stated: B. Schaschek

Second: W. Nunnally

**Roll call vote:**

Bonnie Schaschek, yes.

Jackie Brown, yes.

Wayne Nunnally, yes.

Judith Penniman, yes.

Anthony Marchetti, absent.

Dudley Patteson, absent.

**Motion passes 4-0.**

* VIA Request for Use of Main Commons- *S. Kimmeth, President*
* Report will be given at the March meeting. Mr. Kimmeth was not present.

1. **ANNOUNCEMENTS**

* EPR-PC Meeting with Planning Commission/Town Council, February 16, 2022, at 5:00 p.m. at Irvington **METHODIST** Church
* Next Town Council Regular Called meeting, March 10, 2022, at 6:30 p.m. at Irvington **BAPTIST** Church
* FOIA/COIA Training – March 23, 2022, at 4:30 p.m. at Irvington **METHODIST** Church

1. **CLOSED SESSION –** under State Code 2.2-3711A for discussion of performance and salaries of staff personnel after six-month review.

**Motion to move to closed session: Julie Harris.**

**Second: Wayne Nunnally.**

1. **RETURN TO OPEN SESSION**

* **Certification**

**Roll call certification:**

Bonnie Schaschek, I so certify.

Jackie Brown, I so certify.

Wayne Nunnally, I so certify.

Judith Penniman, I so certify.

Julie Harris, I so certify.

Motion to raise salaries for personnel as suggested by HR and bonuses as suggested by Town Council: W. Nunnally

Second: J. Penniman

**Roll call vote:**

Bonnie Schaschek, yes.

Jackie Brown, yes.

Wayne Nunnally, yes.

Judith Penniman, yes.

Anthony Marchetti, absent.

Dudley Patteson, absent.

**Motion passes 4-0.**

1. **ADJOURN**

Motion to Adjourn: W. Nunnally

Second: J. Penniman

**Group: Aye.**

**Motion to Adjourn passes: 4-0.**