

**TOWN OF IRVINGTON, VIRGINIA**

**TOWN COUNCIL REGULAR CALLED MEETING**

**IRVINGTON TOWN OFFICE**

**THURSDAY, December 16, 2021, 5:30 p.m.**

**AGENDA**

1. **CALL TO ORDER**

Frances Westbrook: This meeting is called to order. This is the Irvington Town Council meeting, continuation of meeting which is being held tonight at the Town Office. This is Thursday, December 16, 2021 at 5:30. Let’s have a roll call vote please, starting with Wayne.

1. **ROLL CALL**

Wayne Nunnally, present.

Frances Westbrook, present.

Bonnie Schaschek, present.

Dudley Patteson, present

Jackie Brown, present.

1. **APPROVE AGENDA (amended at the table).**

Frances Westbrook: I do want to add one more quick thing which is we have not made provisions for Christmas bonuses like we have done in the past so I would like for us to talk about that under, at towards the end of this if you all will. May I have a motion to amend it for the Christmas bonuses.

Dudley Patteson: So moved.

Wayne Nunnally: Second.

Frances Westbrook: All in favor.

Group: Aye.

Frances Westbrook: All opposed. Motion passes. The Agenda is amended.

**Motion *(Dudley Patteson)* to amend the Agenda to include discussion about Christmas bonuses – Vote 4-0.- Motion passes.**

1. **OLD BUSINESS**
* **Banking Resolutions**

Frances Westbrook: The copy you received that is part of the packet, there is two, one for each bank, one for Chesapeake and one for Blue Ridge Bank. They simply reference Mayor, Vice Mayor, and it did say Treasurer, but we have on here for, and after this was sent to you, talking with Vivian, Town Attorney yesterday, she thinks we need to have the names on here. We used to have the names but then previous Town Attorney said if we just list the office held that then we wouldn’t have to change it every time and Vivian felt a little uncomfortable with that.

Bonnie Schaschek: I think the bank would feel a little uncomfortable with that too, which is why they wanted the minutes with the people’s names in it.

Frances Westbrook: Yes. So, I have printed up two new ones, one for each bank, listing Julie Harris as Mayor, Anthony Marchetti, Vice-Mayor and Laurel Taylor, Clerk of the Town as being authorized to conduct banking business for the Town of Irvington and as signatories on all of the depository financial institutions of the Town.

Wayne Nunnally: Move we pass those banking resolutions.

Frances Westbrook: Alright, do you want to do them one at a time or do you want to do them together.

Wayne Nunnally: Together.

Frances Westbrook: Together, second.

Bonnie Schaschek: Second.

Frances Westbrook: Any more discussion? Roll call vote please.

**Vote**

Wayne Nunnally, yes.

Bonnie Schaschek, yes.

Dudley Patteson, yes.

Jackie Brown, yes.

**Motion (*Wayne Nunnally)* to approve both banking resolutions – Vote 4-0 – Motion passes.**

* **Election Resolution**

Frances Westbrook: Next is the Election Resolution. This is the second reading to establish elections at the time of the November General Election. That’s all we have to read on that.

Wayne Nunnally: I move we pass that.

Bonnie Schaschek: Second.

Frances Westbrook: Any discussion? Roll call.

**Vote**

Wayne Nunnally, yes.

Bonnie Schaschek, yes.

Dudley Patteson, yes.

Jackie Brown, yes.

**Motion *(Wayne Nunnally)* to pass Election Resolution – Vote 4-0 – Motion passes.**

* **Microphones**

Frances Westbrook: We have also in your packet an invoice from Entertainment Systems pertaining to microphones to help audience and us hear each other better during our meetings, we are looking at $4,187. This comes in significantly lower than the other. Bonnie do you have anything you want to say about this, since you got this information together for us.

Bonnie Schaschek: Well it is a totally portable system, they will bring it, and it comes in in a suitcase, takes about 10 to 15 minutes to set up after you do it the first time. The one unit plugs into the wall, you’ve got your microphones which are semi-wireless portable that each of the Council people will have, there will be one that is attached that the residents can come up to a podium and speak to. That’s about it. If we move, just goes wherever we go, it is really portable.

Wayne Nunnally: Let the record show that we appreciate all Bonnie’s work.

Bonnie Schaschek: Anthony actually found it.

Wayne Nunnally: And we accepted it.

Dudley Patteson: Second.

Frances Westbrook: Any other discussion or questions for Bonnie. Thank you Bonnie and Anthony. Roll call vote please.

**Vote**

Wayne Nunnally, yes.

Bonnie Schaschek, yes.

Dudley Patteson, yes.

Jackie Brown, yes.

**Motion *(Wayne Nunnally)* to pass the purchase of the portable microphone system – Vote 4-0 – Motion passes.**

* EPR-PC recommendation

Frances Westbrook: The other thing on here is the recommendation from the Planning Commission for EPR-PC which is the company that they wish to award a contract to for the Comprehensive Plan. Right now they are asking Town Council to approve the Comprehensive Plan Survey in the amount of $19,800 so that is what is on the table.

Wayne Nunnally: So moved.

Bonnie Schaschek: Second.

Frances Westbrook: Any questions. Roll call.

**Vote**

Wayne Nunnally, yes.

Bonnie Schaschek, yes.

Dudley Patteson, yes.

Jackie Brown, yes.

**Motion *(Wayne Nunnally)* to approve the $19,800 to EPR-PC for the CPS – Vote 4-0 - Motion passes.**

* **Christmas Bonuses (Agenda amended at the table).**

Frances Westbrook: Alright the last item on here before a couple of announcements is the Christmas bonuses. I am open for suggestions. H.R. what do you all think.

Dudley Patteson: I think we need to be in the spirit of Christmas. I quite frankly have not researched what was done last year.

Bonnie Schaschek: We usually gave between $300 and $500 for Christmas.

Dudley Patteson: Okay, they have been here approximately half a year and so I suggest that we award $300 to each staff member for Christmas.

Wayne Nunnally: Second.

Frances Westbrook: Any other discussion. Roll call.

**Vote**

Wayne Nunnally, yes.

Bonnie Schaschek, yes.

Dudley Patteson, yes.

Jackie Brown, yes.

**Motion (*Dudley Patteson)* to Approve $300 Christmas Bonus to staff – Vote 4-0 – Motion passes.**

1. **ANNOUNCEMENTS**

Frances Westbrook: The next meeting is January 13, 2022, 6:30 p.m., Irvington Baptist Church and I won’t be there so.

Bonnie Schaschek: Do we have to have, what is the meeting that we were going to have.

Frances Westbrook: I am going to tell you about that.

Bonnie Schaschek: Okay.

Frances Westbrook: The next thing is that our business grants check we received today and Laurel has them in her hands she is writing a brief cover letter in which one we say congratulations, glad we can do it, and secondly to have them sign acknowledging receipt of the check and. We sent them last…

Wayne Nunnally: Since Dudley didn’t do it, we shouldn’t do it.

Laurel Taylor: The Office Bistro, Objects & More, Sweet Tea Boutique, Fore & Aft/Irvington Home Goods, Dredge, Randall Kip Architecture, Custom Yacht Service, Dandelion and Cathi’s Garden.

Frances Westbrook: That’s 9 of them, correct?

Laurel Taylor: Nine, yes.

Bonnie Schaschek: We didn’t put anything in.

Laurel Taylor: Pardon?

Bonnie Schaschek: Sew Lovely didn’t put anything in.

Wayne Nunnally: Who didn’t?

Bonnie Schaschek: Sew Lovely.

Frances Westbrook: The lady with the quilting store. Okie Doke. Our tourism grant is getting wrapped up, I think there is only a couple pieces of information that Cay still needs but she is getting that all corralled this weekend and hopefully we’ll get those reports filled out and turned into the town for the proper signatures. The other quick thing is that the banking resolution, these will be effective December 29th, I think I had told you the 23rd when we chatted the other day, and that is because I have been operating under the fact erroneously so that December 31st is my last day and January 1 is Julie’s beginning. But, according Vivian and our conversation yesterday, since Julie is filling Tripp’s unexpired term she takes office immediately upon swearing in.

Bonnie Schaschek: Oh, okay.

Frances Westbrook: So the original date, yesterday it was going to be December 23rd but when she called back to the Circuit Court Clerk’s Office the 23rd was no longer available, so she grabbed the 29th. So she is going to go up there and get sworn in on the 29th and then she will officially be Mayor then and by doing this banking resolution tonight, that gives us no gap in signatory privileges at either bank so that gets everybody covered. So, officially I am out of here on the 29th. The other thing that will probably have to be done and Laurel you will probably have to arrange this, maybe the week between Christmas and New Year’s I know you won’t be here but we can arrange for somebody else to pop in we will need to get the locks changed on the doors, that is usually protocol when someone leaves, whether you feel it is necessary, I do because….

Bonnie Schaschek: I don’t think it is necessary.

Frances Westbrook: …Well, it protects me and so I would very much appreciate if we could arrange to get that done so I think that’s.

Bonnie Schaschek: Why don’t you just give her your keys and then after January 1st you can change the locks rather than having somebody come in while it is closed.

Frances Westbrook: We can do that.

Laurel Taylor: If we want to do what Justin talked about with an electronic…

Frances Westbrook: We could, that could be something that can wait until the January meeting and see how Town Council wants to handle it. Yeah, that was brought up, the idea of just punching in a code and not having keys and you just give codes to everybody and everybody can have their own code and that way it is recorded and you know exactly who came in, what time it was and who left. You know, so, that might be a good idea for you all to consider. Alright, is there anything else we need to talk about?

Wayne Nunnally: Move we adjourn.

Dudley Patteson: Public Comment.

Frances Westbrook: We don’t have public comment on this one.

1. **ADJOURN**

Frances Westbrook: Anything else. Do we have a motion to adjourn?

Wayne Nunnally: Move to adjourn.

Frances Westbrook: Do we have a second.

Dudley Patteson: Second.

Frances Westbrook: All in favor?

Group: Aye.

Frances Westbrook: All opposed. Motion passes.

**Motion (*Wayne Nunnally*) to adjourn – Vote 4-0 – Motion passes.**

Frances Westbrook: Thank you very much, all of you.