**AGENDA**

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

J. Harris Present

B. Schaschek Present

W. Nunnally Present via telephone.

J. Brown Present

J. Penniman Present

D. Patteson Present

Also Present

J. Nelson, Zoning Administrator

L. Taylor, Town Clerk

A. McRoberts, Town Attorney

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

* Move Davenport report to beginning of Old Business.
* Move River Realm discussion to beginning of New Business.

**Motion to move amend the agenda- W. Nunnally**

**Second, D. Patteson.**

**Motion passes 5-0.**

**Motion to accept the amended agenda. W. Nunnally**

**Second: D. Patteson.**

**Motion passes: 5-0.**

1. **APPROVE MINUTES**

* March 10, 2022, Town Council Summary.

**Motion to accept March 10, 2022, minutes. W. Nunnally**

**Second: D. Patteson.**

**Motion passes: 5-0.**

* March 15, 2022, Special Called Meeting - Town Council/Planning Commission with EPR-PC Joint Public Meeting Summary.

**Motion (B. Schaschek) to accept March 15, 2022, minutes.**

**Second: D. Patteson.**

**Motion passes: 5-0.**

1. **FINANCIAL REPORT**

* Treasurer’s Report/Balance sheet as of March 31, 2022, is accepted.

1. **PUBLIC COMMENT**

* Large expenditure for updating electricity on the poles. Mr. Paul Elbourn to discuss. New regulations on power poles concerning Town’s use of Christmas lighting. Joint Use Commission (Dominion Power) has safety zones on these poles. Town is in violation of the joint use (infrastructure for Christmas lighting is in the communication zone). The company installing high speed broadband internet will not work on the poles with the Christmas lighting in that zone. Poles must be brought up to spec and then Christmas lights will be allowed to be used this year. Heavy expenditure ($30-$32,000). Letters were initially sent to Town Office in 2019 regarding this. No negotiations. Lighting must come down for Breezeline to do their work. Payment should be made to Dominion. The sooner you pay, the better to get in the rotation for having the work done (with hopes to get work completed in time for this year’s Christmas light usage). Five municipalities have this issue. Will have motion to approve later during Facilities Committee Report.
* Sam Van Saun: Supports Gabe del Rio for interim candidate/Town Council appointment.
* Heather Sheehan: Discuss process of appointment. Expressed disappointment in not advertising a call for candidates. Most important is “not who but how”.
* Marston Smith (Tide’s Inn): Discussed meals tax and using the tax for something such as bringing sewer in. Excited to hear Davenport report.
* Jason Trollip (Tide’s Inn): Discussed process for choosing interim Town Council member. Supports Gabe del Rio.
* Mary Cay Bradley (Steamboat Era Museum): Reminder for print sponsorship for Crab Festival ($1,250), sending packet. Requesting $2,500 for donation (last year’s amount).
* George Kuper: Discusses Davenport report. Three actions Council needs to address: 1. Repeal real estate tax, 2. Drop any consideration of a new Town Hall, 3. Size the budget per the size of the town and residents. Discourages borrowing funds.
* Lee Taylor: Sewlovelee recognized as Top Ten. Asking for contributions to gift basket.

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

* Letter sent in March to Lancaster County Planning Commission regarding change in zoning along Route 200. Letter also sent to Lancaster Board of Supervisors requesting a No Through Trucks on Route 200 and be diverted to Harris Road. A few additional comments – wonderful town. All Town Council members are volunteers. Survey is being generated based upon the entire community of neighbor’s wants.

1. **REPORT FROM TOWN ATTORNEY,** *A. McRoberts*
   * Deputy Assistance: Spoke with Sheriff and suggested having a more permanent solution for hiring a deputy that would be off-duty and could be assigned. Draft agreement has been generated (90-95% ready), it is in the review process with the Mayor and Town Council.
   * Meeting held at the County to discuss new flood plains from FEMA. Need Town’s direction to proceed.

**Motion to allow A. McRoberts to proceed to review the Town flood plain ordinances to confirm them to what the County is doing. W. Nunnally**

**Second: J. Brown**

**Motion passes: 5-0.**

* + A. McRoberts: Business license permit could serve the same purpose as the registry and has advantages such as enforcement and zoning compliance and will provide a list of businesses in the town. Small, minimal or no fee, not a business license tax.
  + B. Schaschek: Finance report recommend moving forward with creating a business license and ordinance with no fee but leave optional. Want to get it on the fee schedule when it comes for passage. Is this doable?
  + A. McRoberts: Very doable and could be accomplished in the next few weeks.

**Motion B. Schaschek- to allow A. McRoberts to draft the business license ordinance to be presented at the Public Hearing on 05/12/2022.**

**Second: J. Penniman.**

**Motion passes: 5-0.**

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

* Received additional receipts from Mr. Fisher.
* Site visit 915 King Carter, site lots (swimming pool, new home). Vote on sign for new business Dear Neighbor (301 Steamboat Road).
* Zoom presentation (Bird Electric Scooters) – They want to put electric scooters in town. Some issues with the scooters such as “dumping the scooters wherever”. Nothing that can prevent them at this point from dumping the scooters.

1. **COMMITTEE REPORTS**

* Budget & Finance Report, *B. Schaschek –* Updated schedule. 04/19 – Committee meeting, Council Workshop 04/21/2022, 04/22/2022 meeting scheduled to address changes. Public Hearing 05/12/2022 and first reading at Council meeting 05/12/2022. Problems with Town computer.

**Motion B. Schaschek- to authorize the Mayor to sign a contract with the servicer for new computer (middle of the road computer).**

**Second: J. Penniman.**

**Motion passes 5-0.**

* Arrowhead Services: Grass cutting King Carter (benches) not included in estimate nor is the Triangle.

**Motion B. Schaschek- to refurbish the Triangle.**

**Second: W. Nunnally.**

**Motion passes 5-0.**

* H. R. Committee, *D. Patteson – No report.*
* Facilities Committee, *J. Brown, Co-Chair – (W. Nunnally).* Meeting next week with Mr. Nelson concerning sidewalks. D. Patteson would like to see possible grant money used instead of Town funds for sidewalks. Needs proper review of all options. Sidewalks are in dire need of repair for public safety.
* Julie Harris: Need a motion to pay the Dominion bill and review Elbourn estimate.
* J. Penniman: Amount for Dominion is not in the current budget.
* D. Patteson: Take a vote and it will be in the budget.
* Laurel Taylor: Dominion must be paid first ($9,150.17).

**Motion (W. Nunnally) to approve the entire expense to update the electrical to accommodate Christmas lights/high speed internet and include the $9,150.17 in the current budget).**

**Second: D. Patteson.**

**Motion passes 5-0.**

* Community & Special Events Committee, *J. Penniman*: Create a permanent subcommittee (1 VIA, 1 business owner, 3 residents) for Christmas Events and July 4th parade.

**Motion (J. Penniman) to create a permanent subcommittee.**

**Second: W. Nunnally.**

**Motion passes 5-0.**

* Planning Commission Update, *T. Chapman, Chair*: Survey reviewed and changes sent to EPR-PC for consideration prior to sending out the survey. Scooters are inappropriate at this time. No vote, just opinion. Request Breezeline come in and discuss how we will get to the current capacity.

1. **OLD BUSINESS**

* Davenport Report – *T. Cole*: Hope that report will help FY2023 budget and decision making. (Hard copy provided, electronic copy also can be provided). May be some reserves available for spending for capital project. Revenue from real estate taxes is generated. Occupancy tax revenue is ahead of budget. Potential for meals tax (average $6,000,000 in potential revenue estimate) with 1% meals tax could generate about $62,000. Should consult with legal counsel about steps regarding meals tax. Kilmarnock has meals tax 5%, White Stone meals tax 2.5%. Have had surplus since 2017. Three options are available to governments in Virginia. Bank loan/VRA options better solution for the Town as regards borrowing. If needs and desires are greater than what can be afforded in the current budget, then you may be looking at debt. Have surplus so far for 2022, however economy does change. Have to make decisions on what you are comfortable doing. Decision is what you want to achieve in the next 3-5 years.
* Sewer Panel Update – *T. Chapman*: Finished preliminary report.
* Grant Study Committee Update – *D. Patteson:* Will have a report at the May meeting concerning what grants need to be pursued now that have a long-term possibility with the Town.
* Trolley funding – *L. Taylor*: Trolley needs more money if they will be able to continue. White Stone and Kilmarnock have committed to $2,500 each and they wanted to know if we were able to increase our funding. Compass will be adding and Northern Neck Burger also, no figure provided. About 2,000 to 2,500 riders per year, $10,000 operating budget per year. No growth with the trolley. Trolley route will change according to the funders.
* Tri-Ways Trail – *J. Harris*: Letter of support from the Town was sent. No money has been requested at this time.

1. **NEW BUSINESS**

* Virginia River Realm – *S. Cockrell:* Asking for a $5,000 participation in the marketing of the region. Social media over 2,000,000 reached. Irvington campaign video delivered to 126,000 people. Social media and marketing were very good for Irvington.
* Overtime Deputy use/cost updates. More information next month.

**Motion (W. Nunnally) to approve $5,000 to River Realm.**

**Second: D. Patteson.**

**Motion passes 5-0.**

* Consideration of an ordinance requiring Town approval for any for rent transportation, which is not a licensed taxi, or registered with Uber/Lyft. -*J. Harris:* Related to scooters. Mr. Nelson written a possible ordinance and will be shared with the Ordinance Review Committee. Need Town Attorney to review as it is a legal document.
* Business Registry ordinance - *J. Harris:* Motion was previously passed for business license concept to be looked into by the Town Attorney according to B. Schaschek.
* Boy’s & Girl’s Club donation - *J. Harris:* Request for donation for scholarship of $1,500 for 5 children from Irvington to attend summer camps.

**Motion (J. Penniman) to approve $1,500 scholarship to Boys & Girls Club.**

**Second: D. Patteson.**

**Motion passes 5-0.**

* Sign Ordinance -*J. Harris*: Proposed sign ordinance for a clothing store on Steamboat Road, one ordinance for a permanent sign located at the building and one for a temporary sign in the Triangle through October. No signs allowed in the Triangle. Will discuss Zoning Administrator to handle the design of the sign specification and requirements.

**Motion (J. Brown) to approve permanent sign only for building for clothing store.**

**Second: B. Schaschek.**

**Motion passes 5-0.**

* Election of Vice-Mayor -*J. Harris*:

**Motion (W. Nunnally) to nominate B. Schaschek for Vice-Mayor.**

**Second: J. Brown.**

**Motion passes 5-0.**

* Public Comment guidelines -*J. Harris*: Mr. McRoberts has suggested Rules of Procedure be adopted to ensure meetings are run smoothly.
* Appointment to Planning Commission -*J. Harris*: Will be made in closed session on May 12, 2022, Town Council meeting. One applicant, Dave Clark.

1. **CLOSED SESSION –** *J. Harris:* Pursuant to State Code §2.2-3711 (A) (1) for discussion, consideration, or interviews of prospective candidates for appointment to the vacancy on Town Council.
2. **RETURN TO OPEN SESSION -**

* Certification that Closed Session was lawfully conducted: *J. Harris.*

**D. Patteson, I so certify.**

**J. Penniman, I so certify.**

**B. Schaschek, I so certify.**

**W. Nunnally, I so certify.**

**J. Brown, I so certify.**

**J. Harris, I so certify.**

**Motion (W. Nunnally) to nominate Gabe del Rio to serve on Town Council through the election in November.**

**D. Patteson: Second.**

**B. Schaschek, yes.**

**J. Brown, yes.**

**J. Penniman, yes.**

**D. Patteson, yes.**

**W. Nunnally, yes.**

**Motion passes 5-0.**

1. **ANNOUNCEMENTS**

* B&F Workshop with Town Council on Thursday, April 21, 2022, at 6:00 p.m. at Irvington Baptist Church. The public is invited to attend but not to speak.
* Public Hearing May 12, 2022, at 5:30 for the budget held at the Irvington Baptist Church **immediately followed by:**
* Next Town Council Regular Called meeting, May 12, 2022, at Irvington Baptist Church.

1. **ADJOURN**

**Motion (B. Schaschek) to adjourn.**

**W. Nunnally: Second.**

**Motion passes: 5-0.**