



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL MONTHLY MEETING
THURSDAY, AUGUST 13, 2020 6:30 PM**

Notice

Notice is hereby given that the Irvington Town Council will hold a monthly meeting on Thursday, August 13, 2020 at 6:30 PM at the Irvington Baptist Church

Agenda

- A. CALL TO ORDER – Mayor Bugg**
- B. ROLL CALL – S. Phillips, Clerk**
- C. PUBLIC HEARING – Mayor Bugg**
 - 1. Through Truck Restriction – proposed for Route 200 (alternate Route 646 to Route 3)
- D. RETURN TO REGULAR MEETING**
- E. APPROVAL OF MINUTES AND ACCEPTANCE OF TREASURER’S REPORTS**
 - 1. July 9, 2020 Meeting Minutes
 - 2. July 2020 Treasurer’s Reports (4)
- F. PUBLIC COMMENT**
- G. REPORT FROM BUDGET & FINANCE COMMITTEE – F. Westbrook, Chair**
 - 1. Activity Report
 - 2. Motion to adopt proposed amended budget schedule
 - 3. Motion to authorize legal research on parameters on policing
- H. REPORT FROM HUMAN RESOURCE COMMITTEE – D. Patteson, Chair**
 - 1. Activity Report
- I. REPORT FROM THE ZONING ADMINISTRATOR – L. Brown**
 - 1. Activity Report
 - 2. Attached Report
- J. REPORT FROM THE TOWN ATTORNEY – Nancyellen Keane, Esq.**
 - 1. Activity Report
- K. REPORT FROM THE MAYOR – Mayor Bugg**
 - 1. Activity Report
- L. OLD BUSINESS**
 - 1. Second reading and adoption of Resolution 2020-10 Through Truck Restriction - **S. Phillips, Town Clerk**
 - 2. Reinstating Emergency Ordinance 2020-06 (extension of Emergency Continuation of Government – **S. Phillips, Town Clerk**
 - Discuss extension
 - 3. First reading Resolution 2020-11 TC - **S. Phillips, Town Clerk**
 - 4. First reading Resolution 2020-12 TC - **S. Phillips, Town Clerk**
 - 5. Zoning Administrator contract, questions, issues – **D. Patteson, Chair**

- Motion to authorize town attorney to amend zoning administrator job description to include additional authorizations
- 6. Discussion of appointing planning commission liaison – **Mayor Bugg**
- 7. Discussion of consensus regarding CARES workshop – **F. Westbrook, Chair**
- 8. Motion to authorize mayor to execute MOU with Lancova EDA for CARES small business program – **A. Marchetti, Councilman**
- 9. Sign permit, 77 Mad Calf Lane, D. Brown – **S. Phillips, Acting Zoning Administrator**
 - Motion to approve sign permit
- 10. “Discussion/update on removal of telephone poles and stump removal of North Commons. Are we going to try and salvage Christmas Lanterns or replace a portion of them? We really need to look into the shed again for the storage of items that are currently at the Tides property” – **B. Schaschek, Councilwoman**

M. NEW BUSINESS

1. Motion to authorize use of Town Commons for Farmers Market under existing Contract; September 5, 2020 – **G. Kirkbride, Market Manager**
2. Motion to authorize use of Town Commons for Steamboat Era Museum Annual Membership Meeting; September 12 – **C. Bradley, President**
3. Motion to appropriate September general operating expenses and to amend annual appropriation to include Mill Creek Geek (see attached)– **S. Phillips, Treasurer**
4. Tennis Court Repairs – **S. Phillips, Clerk**
 - Discuss report from Rennolds Tennis Court Repairs
*Report not received at time of distribution)
 - Motion to authorize mayor to execute contract
- 5.

N. ROUNDTABLE DISCUSSION

O. ANNOUNCEMENTS

1. Labor Day Holiday - Town Office closed September 4 - September 7

P. CLOSED SESSION

1. Pursuant to §2.2-3711A.1 of the Code of Virginia for discussion of prospective candidates for appointment to the planning commission to fill vacancy
2. Pursuant to §2.2-3711A.3 of the Code of Virginia for commercial issues regarding possible temporary or replacement of town office where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Town.

Q. RETURN TO OPEN SESSION

1. Motion to appoint applicant to fill planning commission vacancy.
2. Motion to authorize mayor to lead efforts regarding town office repairs and possible temporary relocation with staff; Mayor will involve as required chairs of budget and finance, facilities, and human resources committees.

R. ADJOURN



**TOWN OF IRVINGTON, VIRGINIA
IRVINGTON BAPTIST CHURCH
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, JULY 9, 2020**

A. CALL TO ORDER – *Mayor Bugg*

Mayor Bugg, “It is 6:30 pm and I will call this meeting to order. This is the July 9, 2020 special called meeting of the Irvington Town Council at the Irvington Baptist Church. First, I would like to take a moment of silence. I would like to welcome members of the public and the council for joining us tonight. I’d also like to welcome new council members Anthony Marchetti, Dudley Patteson and re-elected member Fran Westbrook Thank you for your time and thank you for serving on this council.” W. Nunnally, “Mr. Mayor, I would like to welcome you.” Mayor Bugg, “We have a lot to cover tonight so I will keep this brief in term of my initial comments. We have had in the past and we will definitely have in the future many things that we agree upon and many things that we disagree upon but there is one thing that we all have in common. There is one thing that binds which we keep close to our heart in all of the decisions that we make and that is our love for Irvington and the love of the people of Irvington. I ask all of you, each and every one of you to always be mindful of that in making decisions in the best and true interest of this town. I thank you for joining me tonight. I look forward to this journey with all of you we have a lot to take care of tonight so let’s get down to business.”

B. ROLL CALL – *S. Phillips, Clerk*

Members of Council present: Frances Westbrook
Jackie Brown
Anthony Marchetti
Wayne Nunnally
Dudley Patteson
Bonnie Schaschek

Administrative Staff present: Lara Brown, Zoning Administrator
Sharon L. Phillips, Town Clerk, Treasurer
Nancyellen Keane, Keane Law PLLC, Town Attorney

Guests: see attached sign in sheet

C. APPROVE AGENDA

Mayor Bugg, “We have the May 20, 2020 meeting minutes and the June 11, 2020 meeting minutes. Have all of you had a chance to review those minutes? Do I have a motion to approve those minutes?” A. Marchetti, “Motion to approve those minutes, May 20 and June 11.” Mayor Bugg, “Is there a second?” D. Patteson, “Second.” Mayor Bugg, “Any discussion? Without any discussion, I ask for a vote. All those in favor say aye and all those opposed.”

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye

Dudley Patteson Aye
Bonnie Schaschek Aye

THE MOTION TO ADOPT THE MAY 20 AND JUNE 11 MINUTES IS PASSED 6-0.

Mayor Bugg, "Next is the June 2020 treasurer's report. Have all of you had a chance to review that? Do I have a motion to approve?" F. Westbrook, "So move." Mayor Bugg, "Second?" D. Patteson, "Second." Mayor Bugg, "Any discussion? All those in favor say aye and all those opposed."

Vote: Frances Westbrook Aye
 Jackie Brown Aye
 Anthony Marchetti Aye
 Wayne Nunnally Aye
 Dudley Patteson Aye
 Bonnie Schaschek Aye

THE MOTION TO ACCEPT THE JUNE TREASURER'S REPORT IS PASSED 6-0.

D. PUBLIC COMMENT

Mayor Bugg, "Again, thank you for joining us tonight. I see there are a lot of you here tonight so, I ask that you raise your hand if you wish to speak." J. Harris, "As president of the VIA I would like to thank Council for allowing the VIA to hold many events on the Town Commons. Our spring concert was canceled due to COVID-19 and it has been tentatively rescheduled for September 3 the Thursday before Labor Day. Should Council vote to open the Commons we would like to request permission to have the concert. As last year, this would be a family event, picnic style with a roped area for alcoholic beverages. We would like to encourage people to bring their picnics and join us should we be able to use the Commons." Mayor Bugg, "Thank you." J. Ewing, "Two issues. One, I want to stress the importance of the town staff. Having an independent town clerk provides you the ability to not only to do the town's business but to provide a goal of reassurance that the town's business is performed according to the law and according to what the council dictates. I would be concerned if the council became more involved in the actual duties of the town. The council exists as a supervisory role and if the town council becomes more actively involved in doing the duties of the town they become doer's and not overseer's you can't correct your own work which is one of the accounting rules. So, I urge the council as you re-do contracts that you maintain the employment levels so that the town can function. The second thing is I would encourage the town council to investigate a sewer system. Is there a committee or planning that can be done. It is a long term goal but if we don't get started now we will never get there. All of the other towns in the area seem to be competed and I think it is our time to step up to the plate and figure out where these funds can come from and move forward." G. Del Rio, "I grew up in this town and I have been gone for 20 years out being a community development executive. I just moved back and it is nice to be home. I want to second what Jeff said about the town staff. I have heard that this council actually considered removing positions and doing things yourself. I see puzzled faces but that is what the talk is. I am speaking out against that. I have worked with lots and lots of town's with community development. I have worked in real estate and affordable housing and it takes a lot of elected officials to accomplish goals but none of the elected officials were doing staff duties. There is a separation of duties in government which makes sense. I want to speak to the positive and say since being home I have interacted with Sharon. She is outstanding and knowledgeable. Another thing about having big staffs, which I have had over the years, what you get to realize in your executive role is that you don't know what you don't know. This is the case with Sharon, there are a lot of things that she does, I can quickly tell by working with her that she does things that nobody appreciates her for and that she takes care of. Also, I am really happy to see Lara in this role. It can be a contentions conversation talking about zoning and providing the guidance and she is so professional, calm and courteous. The town attorney needs to be a separate, independent legal advisor. I would also second that we need to work on sewer. I think Irvington has the opportunity to raise a lot of grant money if you look at the age of our septic systems and how much water line we have in Irvington there are environmental grants that would pay for and build that system for us. We can also hook into Kilmarnock. I would volunteer to work on that committee." C. Brandley,

"I know on the agenda there are plans to talk about the appointments and contracts for both the clerk, treasurer, FOIA officer and town attorney. I would encourage the council to raise and verbalize any issues you have with staff. I have been coming to meetings for a long time and there don't seem to be any issues you are accepting their work products so I am surprised why there is conversation about reappointments and contracts." T. Kellum, "Mr. Mayor and Members of Council, I am Tommy Kellum with W.E. Kellum Seafood and across the creek in Weems. I come tonight to start a dialogue with the council about an alternative truck route. We handle 8 million pounds of shell oysters a year with the exception of about 1.5 million pounds most come by truck. Company-wide we have strategic policy to use Old Salem Road however some of our larger trucks we have issues with the overhanging vegetation and more importantly an issue with bicyclist on that road. We would like to open a dialogue and thoughts about the Town supporting going to VDOT and have them take a look at that road and have them make it more of a truck route. I did some investigative work in the last few weeks at our retail establishment at Pittman's Corner and over 80% of our trucks are using Old Salem. We have some 53' trailers that have issues on that road. I have one carrier out of Hampton that carries our freight to the mid-west that is having the same issues. We have tried with VDOT but have not had success. VDOT has done a terrific job on Christ Church Road we have that wide open now and we can get in quicker but Old Salem is still an issue. Part of that is proper signage that it is a truck route with the tourism and bicyclist situation we had a close call with a truck and a cyclist who was actually on the opposite of the pattern he should have been which scared the driver to death. We would like to open the dialogue and request support from the town investigating what the truck route would look like. As we look in the new retail establishment, we look to the residents and the Town of Irvington for support. Thank you." Mayor Bugg, "Anyone else? If not, we will move on."

E. REPORT FROM THE ZONING ADMINISTRATOR – L. Brown, Zoning Administrator

L. Brown, "I have been on the job for 5 days and it has been busy. A certified letter was sent to a property owner at Tax Map Parcel 34 I 19 and 34 I 18. After visiting said parcels I found five abandoned and unsafe structures which are violation of Town Code 91.01 Public Safety; 130.001 Abandonment of iceboxes and the like; 130.070 Nuisances. Property owner was given 30 days to respond and remedy and to rectify the problem with a timeline. This was decided at the last town council meeting when a resident presented a letter stating unsafe structures behind their house. A certified letter was sent to the property owner. There are two CUP's. CUP 2020.5 Tax Map Parcel 35-20; zoning R-1; The Lane; purpose to build new private dock at residence. CUP 2020.6 Tax Map Parcel 33-379 C; zoning M-1; 37 Seafood Lane; purpose to modify use of existing building, create mixed use building of three units namely one professional office and two apartments. Enlarge existing building to allow for this use. Later on in the agenda I will be asking council to approve a CUP schedule. Responded to a resident complaint of bushes encroaching visibility on The Lane on two separate lots. I called the owner of both lots and requested they please remedy the situation at earliest convenience. Zoning Permit 2020.07 for Tax Map Parcel 33 038 E; R-1; 461 King Carter Drive; S. Dudley; for a garage rebuild within existing footprint. As mentioned earlier this is the time of year that planning commission and town council adopt a new floodplain map. I will attend virtual meetings starting July 13 through DCR."

F. REPORT FROM THE TOWN ATTORNEY – Nancyellen Keane, Esq.

N. Keane, "Going along with Mr. Kellum was saying a few minutes ago. Later in the agenda we will have a first reading of the no through truck resolution. It was read last time but the reason we are doing it over again is because VDOT called me in the interim and told me they want to use Old Salem Road as the actual no through truck cut through to Route 3 which is exactly what Mr. Kellum is asking for. VDOT came to Irvington about 10 days ago and road Route 646 and determined it is an appropriate alternate route so that truck will not come through Irvington. Originally VDOT supported using Harris Road to Route 3 but later they realized it was too far up for the Weems traffic and they wanted to use a closer in road and Old Salem Road is what they determined is appropriate. Later we will have the first reading of the resolution with that paragraph added."

G. REPORT FROM THE PLANNING COMMISSION - J. Brown, Planning Commission Liaison

J. Harris, "We had the first reading of Resolution to change our by-laws from 10 days to 3 days to align with council. We had election of officers. We had a report on a webinar that was attended by two council members."

H. OLD BUSINESS

- 1. Motion to reappoint Keane Law PLLC as Town Attorney for 2 year term (July 1, 2020 – June 30, 2022) - *F. Westbrook, Councilwoman*

Mayor Bugg, "Do I have a motion?" F. Westbrook, "I so move." J. Brown, "May I make some comments?" Mayor Bugg, "Once I get a second we can move to discuss." A. Marchetti, "Second." Mayor Bugg, "Proceed with discussion." J. Brown, "I would like to make a motion to table motions 1-4 under old business. We are being asked, the council is being asked, to reappoint the town attorney and clerk without knowing the terms of their reappointments. We have never received copies of the contracts. There is no information for us to make a proper judgement. The town council, the largest expenditures for Irvington is the salary of the public servants paid by our tax payers. The council will be failing in its fiduciary duties if it reappointed individuals or extended contracts without knowing what those contracts were. I don't think you would give advice to a client that they should sign a contracts that they didn't read. I am asking for the opportunity to read the contracts before we make an extension or make any decision." Mayor Bugg, "Since this is a special called meeting the only motion that is on the table is the motion to reappoint Keane Law. There was opportunity to comment on the agenda." J. Brown, "There was no opportunity to comment on the agenda." Mayor Bugg, "There is always comment. Since this is a special meeting this is the only motion on the table is the motion to appoint Keane Law and we have that motion and we have a second. It is time to move to a vote. All those in favor say aye."

Vote:	Frances Westbrook	Aye	
	Jackie Brown		Opposed
	Anthony Marchetti	Aye	
	Wayne Nunnally		Opposed
	Dudley Patteson	Aye	
	Bonnie Schaschek		Opposed
	Albert D. "Tripp" Bugg	Aye	

Mayor Bugg, "May I get a roll call vote. A tie break in my first meeting. I vote to reappoint Keane Law PLLC."

THE MOTION TO REAPPOINT KEANE LAW PLLC IS PASSED 4-3

- 2. Motion to authorize Mayor to execute contract extension for Town Attorney to June 30, 2022– *F. Westbrook, Councilwoman*

Mayor Bugg, "Do I have a motion to authorize the mayor to execute contract extension for town attorney to June 30, 2022?" F. Westbrook, "I so move." D. Patteson, "Second." Mayor Bugg, "Discussion. There is no discussion. All those in favor and all those opposed. May I get a roll call vote?"

Vote:	Frances Westbrook	Aye	
	Jackie Brown		Opposed
	Anthony Marchetti	Aye	
	Wayne Nunnally		Opposed
	Dudley Patteson	Aye	
	Bonnie Schaschek		Opposed
	Albert D. "Tripp" Bugg	Aye	

Mayor Bugg, "My second tie break. I vote to authorize the mayor to execute the contract."

THE MOTION TO AUTHORIZE MAYOR TO EXECUTE CONTRACT EXTENSION FOR TOWN ATTORNEY IS PASSED 4-3

- 3. Motion to reappoint Sharon L. Phillips Treasurer for 2 year term (July 1, 2020 – June 30, 2022) - *F. Westbrook, Councilwoman*

Mayor Bugg, "May I get that motion." F. Westbrook, "I so move." A. Marchetti, "Second." Mayor Bugg, "All those in favor. May I get a roll call vote?"

Vote:	Frances Westbrook	Aye	
	Jackie Brown		Opposed
	Anthony Marchetti	Aye	
	Wayne Nunnally		Opposed
	Dudley Patteson	Aye	
	Bonnie Schaschek	Aye	

THE MOTION TO REAPPOINT SHARON L. PHILLIPS TREASURER FOR 2 YEAR TERM (July 1, 2020 – June 30, 2022) IS PASSED 4-2.

4. Motion to authorize Mayor to amend contract for Clerk and Treasurer, to add FOIA Officer – *F. Westbrook, Councilwoman*

Mayor Bugg, "May I get that motion?" F. Westbrook, "I so move." B. Schaschek, "Second. For this, Sharon really doesn't have a term on this. I thought this was assigning Sharon, according to our Charter and ordinances for the next two years, this has nothing to do with her contract. The amendment would just add FOIA officer to the existing contract as amendments. This is not a renewal of a contract. This is just saying that for the next two years she will be in this position." N. Keane, "It says motion to authorize the mayor to amend the contract to add FOIA officer." B. Schaschek, "It is the first one where it says two term, it should have been explained." N. Keane, "Her contract is for treasurer, clerk and FOIA officer but the appointment for clerk has no term to it according to the Code. The treasurer has a 2 year term. That is why you are reappointing the just the treasurer for 2 years. There is no reappointment for the clerk because it does not end." F. Westbrook, "Is there a term for FOIA officer?" B. Schaschek, "No." Mayor Bugg, "I call for the vote. All those in favor?"

Vote:	Frances Westbrook	Aye	
	Jackie Brown	Aye	
	Anthony Marchetti	Aye	
	Wayne Nunnally	Aye	
	Dudley Patteson	Aye	
	Bonnie Schaschek	Aye	

THE MOTION TO AUTHORIZE MAYOR TO AMEND CONTRACT FOR CLERK AND TREASURER TO ADD FOIA OFFICER IS PASSED 6-0.

5. Discussion – Reopening of Town Office and Town Commons

Mayor Bugg, "Anyone have any comments about reopening the town office and the Town Commons?" B. Schaschek, "What do you mean by reopening the town office? I need a definition. If you think we are going to go into that little space for meetings I disagree." Mayor Bugg, "Nancyellen or Sharon do you have anything to add in terms of reopening the office?" S. Phillips, "Reopening the office to the public for general business operations, zoning." B. Schaschek, "They have been coming in if they need to, they just call you." S. Phillips, "We have been promoting contactless transactions where possible otherwise we accommodate their preference." B. Schaschek, "Let's do them [the motions] one at a time rather than together." Mayor Bugg, "Anything else? If not, may I get a motion to reopen the town office?" B. Schaschek, "So move." D. Patteson, "Second." Mayor Bugg "All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye	
	Jackie Brown	Aye	
	Anthony Marchetti	Aye	
	Wayne Nunnally	Aye	
	Dudley Patteson	Aye	
	Bonnie Schaschek	Aye	

THE MOTION TO REOPEN THE TOWN OFFICE IS PASSED 6-0.

Mayor Bugg, "The second item is reopening of the Town Commons. May I get a motion?" N. Keane, "Does everybody know what has to be done to reopen?" B. Schaschek, "Why don't we talk about it first?" Mayor Bugg, "When I get the second we can have the discussion?" F. Westbrook, "I'll move for the sake of discussion." B. Schaschek, "Second. How much of the Commons do you want to open? If you want to open the tennis courts that is a good thing. I don't think the portable toilet should be open. Who is going to be there to clean them? They only come once a week to empty. I think they should remain locked." F. Westbrook, "Do you mean the tennis courts or the Commons?" B. Schaschek, "The tennis courts can stay open. People are using the Commons. We kept the portable toilets closed along with certain other areas. We have signs not that it means anything. You can go there at any point and time and see people walking their dogs, playing on the equipment but what is locked is the tennis courts and the portable toilets. I think they should stay closed." N. Keane, "Is somebody going to be on the agenda later regarding the Farmers Market?" B. Schaschek, "That is a different story." N. Keane, "Do you want to talk about it at the same time?" F. Westbrook, "I think Bonnie raises a good point about the portable toilets because now that we are in Phase 3 of the Governor's program which does allow the number of people on the field, 250 is where we are now, it still requires the Town to take responsibility of doing the sanitizing of the portable toilets and that has to be done throughout the day as people are in and out." N. Keane, "For the tennis courts the Town does not provide the tennis balls but the Town is responsible for the door or gate to the tennis courts." F. Westbrook, "I am a little bit easier thinking about the tennis courts. Maybe we should supply the hand sanitizer." N. Keane, "We have to supply the hand sanitizer." B. Schaschek, "That is not going to happen." F. Westbrook, "With something like the Farmers Market or even the concert but we may need the VIA to agree to take responsibility for the portable toilets. They would be open for that day and then they are locked up again. That is a heck of a responsibility on the Town." N. Keane, "We need an agreement with them." F. Westbrook, "Yes, we would." N. Keane, "You have probably read the Governors Executive Order but farmer's markets are specified, you must have 6' of physical distancing, customer facing areas must wear face coverings, vendors must supply hand sanitizer stations or hand washing stations, thorough cleaning or disinfection of frequently contacted surfaces must be conducted. Fitness and exercise which includes sports facilities, I think is broad enough to cover the playground and tennis court. These require 10' distance apart, all participants maintain 10' physical distancing, limited to 75% of lowest occupancy load, employers must insure cleaning and disinfection of shared equipment, facilities must prohibit the use of any equipment that cannot be thoroughly disinfected, which is harder to do for the playground than for the tennis court. Business' must supply hand sanitizer or hand washing stations." F. Westbrook, "Family units do not have to practice that, is that correct? If a family is there with their family at the playground they do not have to practice that?" N. Keane, "Correct." B. Schaschek, "But the Town is responsible for cleaning the playground. That is where it gets sticky." A. Marchetti, "It is impossible to clean behind." N. Keane, "The tennis court can probably be done if you put the hand sanitizer station right outside/inside the door. The purchase of the sanitizing equipment is reimbursable through the CARES funds." A. Marchetti, "That would be their only contact on the tennis courts. Can the door to the tennis courts be propped open?" D. Patteson, "Living across from the tennis courts, there are a lot of disappointed people that cannot play tennis." B. Schaschek, "Oh, we have heard from them. We understand their concerns. Going into Phase 3 I can see the tennis courts being open but I still have a problem with the playground and the portable toilets." D. Patteson, "The portable toilets are a problem." A. Marchetti, "The playground is high contact, too." W. Nunnally, "Can we just open the tennis courts? I move that we open the tennis courts." J. Brown, "Second." N. Keane, "You also need to authorize the purchase of the hand sanitizer." S. Phillips, "May I ask Council to consider the portable toilets as they apply to future events at the Town Commons such as the Farmers Market or a future concert. The portable toilets are required for groups over a certain amount and it is my understanding that the VIA is financially responsible for the portable toilets during certain months. If you grant the request from the VIA for future events please consider how you might allow one portable toilet given that the VIA has been historically responsible for that contract. If you open the portable toilets or if you don't open the portable toilets does that impact the decision for the VIA to use the Commons in the future?" B. Schaschek, "That will be part of the

discussion for the Farmers Market.” W. Nunnally, “Call my question.” B. Schaschek, “Second.” Mayor Bugg, “Any further discussion? All those in favor and all those opposed.”

Vote: Frances Westbrook Aye
Jackie Brown Aye
Anthony Marchetti Aye
Wayne Nunnally Aye
Dudley Patteson Aye
Bonnie Schaschek Aye

THE MOTION TO OPEN THE TENNIS COURTS IS PASSED 6-0.

B. Schaschek, “That motion was for the tennis courts to be open and for them to get a bottle of sanitizer.” S. Phillips, “For clarification the motion was not just for a bottle of sanitizer. Mr. Mayor I have provided you with a list of options to purchase a hand sanitizer station, which qualifies under COVID CARES funds. The most expensive option was under \$300. Later on the agenda there is a supporting document detailing an appropriation. If the budget and finance committee would consider amending the appropriation to include the purchase of a hand sanitizing station.”

6. Motion to approve Mill Creek Geek Contract

Mayor Bugg, “I need a motion to approve the Mill Creek Geek contract.” B. Schaschek, “So move.” J. Brown, “Second.” Mayor Bugg, “Any discussion? All those in favor and all those opposed.”

Vote: Frances Westbroock Aye
Jackie Brown Aye
Anthony Marchetti Aye
Wayne Nunnally Aye
Dudley Patteson Aye
Bonnie Schaschek Aye

THE MOTION TO APPROVE THE MILL CREEK GEEK CONTRACT IS PASSED 6-0.

7. Motion to approve B&B Construction proposal (facilities maintenance) - S. Phillips, Treasurer

S. Phillips, “Mr. Mayor, the proposal from B&B Construction has been amended. I emailed the revised proposal to council. Please let me know if you do not have the most recent proposal.” Mayor Bugg, “Has everyone had a chance to review the revised proposal? Can I get a motion to approve?” W. Nunnally, “Move we approve.” B. Schaschek, “Second.” Mayor Bugg, “Any discussion? All those in favor and all those opposed.”

Vote: Frances Westbroock Aye
Jackie Brown Aye
Anthony Marchetti Aye
Wayne Nunnally Aye
Dudley Patteson Aye
Bonnie Schaschek Aye

THE MOTION TO APPROVE THE PROPOSAL FOR B&B CONSTRUCTION IS PASSED 6-0.

8. Motion to approve Mitchell Signs proposal - S. Phillips, Town Clerk

Mayor Bugg, “I need a motion.” W. Nunnally, “So move.” D. Patteson, “Second.” Mayor Bugg, “Discussion.” D. Patteson, “Why is this for only one sign?” S. Phillips, “The other sign was repaired last year. There are two signs.” D. Patteson, “The sign by Mom & Pops, if you are coming from Kilmarnock the trees block the view of the sign. The trees need to be trimmed by the property owner or we need to move the sign, if we can, closer to the road.” S. Phillips, “Would Council be willing to consider requesting our lawn care contractor, which has a turn-key contract, to trim around the sign.” B. Schaschek, “That will not help the tree problem.” F. Westbrook, “I don’t think VDOT will allow us to move the sign into their right-of-way. We might move the sign closer to

town but we might also move it closer to the road.” A. Marchetti, “The sign needs to be cleaned up and repainted regardless of the location.” B. Schaschek, “Last year we talked about new signs for the town because those are old and we wanted to have one at the triangle.” F. Westbrook, “We thought it would be a good idea to install a big sign at the triangle. This is not a bad amount to freshen up the sign.” A. Marchetti, “It is worth it to have the sign look respectable.” W. Nunnally, “Call the question.” Mayor Bugg, “All those in favor and all those opposed.”

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPROVE MITCHELL SIGNS PROPOSAL IS PASSED 6-0.

I. NEW BUSINESS

1. Election of vice mayor – *Mayor Bugg*

Mayor Bugg, “Can I get a motion for someone to serve as vice mayor?” W. Nunnally, “I move that Bonnie Schaschek be elected vice mayor.” J. Brown, “Second.” Mayor Bugg, “Discussion? All those in favor and all those opposed? Roll call.” B. Schaschek, “Do I get to vote?”

Vote:	Frances Westbrook	Opposed
	Jackie Brown	Aye
	Anthony Marchetti	Opposed
	Wayne Nunnally	Aye
	Dudley Patteson	Opposed
	Bonnie Schaschek	Aye

Mayor Bugg, “I will break this tie and vote no.”

THE MOTION TO ELECT BONNIE SCHASCHEK AS VICE MAYOR IS DEFEATED.

A. Marchetti, “I make a motion to elect Fran Westbrook as vice mayor.” D. Patteson, “Second.” Mayor Bugg, “Discussion. All those in favor and all those opposed. Roll call.”

Vote:	Frances Westbrook	Aye
	Jackie Brown	Opposed
	Anthony Marchetti	Aye
	Wayne Nunnally	Opposed
	Dudley Patteson	Aye
	Bonnie Schaschek	Opposed

Mayor Bugg, “I will break this tie and vote yes.”

THE MOTION TO ELECT FRAN WESTBROOK AS VICE MAYOR IS PASSED 4-3.

2. Motion to appoint committee slate– *Mayor Bugg*

Mayor Bugg, “Have all of you had a chance to review the committee slate? Can I get a motion to approve the committee slate?” D. Patteson, “So move.” A. Marchetti, “Second.” Mayor Bugg, “Discussion. All those in favor and all those opposed.”

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPOINT THE COMMITTEE SLATE IS PASSED 6-0

3. Motion to appoint planning commission liaison – **Mayor Bugg**

Mayor Bugg, “I’d like to appoint Bonnie if she is so willing to serve in that capacity. If so, can I get a motion?” B. Schaschek, “No. Been there done that.” F. Westbrook, “Is that a serious no?” B. Schaschek, “Yes that was a serious no. Why?” F. Westbrook, “Because you are very good at it. I’ll make the motion so that we can discuss.” A. Marchetti, “Second.” Mayor Bugg, “Discussion.” F. Westbrook, “You are very good at this and you know their stuff.” B. Schaschek, “So does Jackie.” J. Brown, [inaudible] Mayor Bugg, “How about a trial period?” B. Schaschek, “What is a trial period? Do I get to think about it?” Mayor Bugg, “I’d love to have you if you would consider it.” B. Schaschek, “I will think about it and we can discuss it at the next meeting.” Mayor Bugg, “Thank you. We will table this until August.”

4. Virginia Tourism Commission Grant – Jim Root, Tides Inn

Mayor Bugg, “Exciting news for the Town of Irvington. Virginia Tourism Commission grant, I am happy to report the town has been awarded that grant. This great new for the town and to elaborate further is Jim Root with the Tides Inn.” J. Root, “On behalf of the Tang family, the Enchantment Group, the Tides Inn, and especially in warm memories of our good friend Stuart Barwise, I am here to announce that all of those entities along with the partners, the Hope & Glory Inn, Dog & Oyster Vineyard, Steamboat Era Museum, and the Tides Inn are all in on this grant. What is really important is because of this partnership the commitment of funds from these groups has been greatly increased by the Virginia Tourism Commission. The purpose of this grant is an off season or shoulder season is a ‘Pause or Play in Irvington.’ The guiding intention is that with this promotion of the off season when everyone has space and availability is that the occupancy tax and funds that come into the community are elevated. Again, we are presenting the Tides Inn, the Tang family the Enchantment Group we are all in in this process. Not only this, but whatever other initiatives are before the council and the community we want to be a part of that. Thank you very much.” Mayor Bugg, “This is excellent news for all of Irvington.” J. Root, “My name tag says general manager but I am the interim general manager for the Tides. I have been here several time over the last several years. I have worked with the team at the Tides Inn. I do that across all of our properties. My day job is that I run one of our leading properties in the west. Yesterday, Travel and & Leisure magazine announced that Mii Amo and Enchantment Group for the 18th consecutive year are in the Travel & Leisure magazine hall of fame. What that represents is our commitment to our teams, our guest, our local community which is no different than what we have here with the Tides. I am usually here for two weeks at a time and go back for five days. As we are in the process of hiring a permanent general manager. I will still be coming back and forth because of all of our projects at the Tides.”

5. COVID-19 CARES Act Small Business Grant Program – Mayor Bugg

Mayor Bugg, “Irvington has been awarded this money. We are dealing with distribution and various aspects of the grant. We met with Kilmarnock town manger yesterday to share guidelines as to how they are handling the grant and the best way to handle this.” N. Keane, “There will be a workshop in August.” S. Phillips, “Mayor Bugg has suggested the August 13, 5:30 workshop be utilized to discuss the implementation of two grants.” F. Westbrook, “Implementation of two grants? We got two grants?” N. Keane, “The CARES money from the federal government and the Virginia Tourism Commission grant.” F. Westbrook, “Thank you.” Mayor Bugg, “I encourage as many of you that can attend that workshop to attend this is something that is coming down the pipeline to help us all during this unprecedented time.”

6. First reading Resolution 2020-10 No Through Truck (revised) - **S. Phillips, Town Clerk**

S. Phillips, “This is a first reading again due to the revisions.” Resolution 2020-10 is attached hereto and incorporated herein by this reference.

7. Motion to appropriate FY20/21 general operating expenses – **S. Phillips, Treasurer**

Mayor Bugg, “Next is a motion to appropriate FY20/21 general operating expenses.” S. Phillips, “Members of council, I am going to distribute a supporting document and I ask that under COVID related items you consider

increasing that value to include the hand sanitizer station.” F. Westbrook, “I dropped the ball on this. I should have gotten with Bonnie but I didn’t think about this product until today. It should have been a part of your packet. I am the reason it wasn’t. Part of this we actually passed at the last meeting but that was a meeting in which all kinds of stuff was going on and even though we passed what we gave you last month none of us actually saw it. It was never passed out to you all. Part of this was presented to you all last month and then there has been some line items added to show the full July appropriations. We decided to do it this way this year because we readopted last year’s budget because we could not have the required budget meeting for our upcoming fiscal year. In doing that we decided not to appropriate the entire general operating budget because we were unsure and had no real way in this unprecedented situation to determine our revenue so we decided to appropriate part of the general operating mostly overhead type items which you see as the first part of this list and we also added to that any contractual services that we are under. Google is not a contractual service but it is debited from our banking account every month as an electronic fund transfer. The first half is what we are appropriating for the FY20/21. We will be able to renegotiate all of that when we go back into the budget process to come up with our real budget later on in this calendar year. The bottom half, the July 2020 appropriations are what Bonnie and I came up with last month and then Sharon and I come up with the rest of the anticipated expenditures for the month of July. We do have the category of projected cash disbursements and while that is not backed by any invoices this represents office supplies that are purchased online using the town debit card. We don’t know the price prior to the purchase so we don’t have the invoice to tie into this so we are estimating a projected cash disbursement for the month of July to cover office supplies. Any questions?” Mayor Bugg, “I need a motion to approve this.” A. Marchetti, “Do we need to change the \$150 to?” F. Westbrook, “What is the cost of the sanitizing station?” S. Phillips, “This is refundable through COVID so would you increase the amount to include the purchase of hand sanitizer as well?” F. Westbrook, “How about an additional \$400. The PPE will go from \$150 to \$550. You all can adjust the total.” B. Schaschek, “Is the church only for this month?” S. Phillips, “The church includes one town council meeting and one planning commission meeting and a proposed special called should the need arise.” B. Schaschek, “So this is just for July and we are working on a contract with them?” F. Westbrook, “We estimated \$100 per use until we get a contract in place.” Mayor Bugg, “Motion to approve as amended?” W. Nunnally, “So move” D. Patteson, “Second.” Mayor Bugg, “All those in favor and all those opposed.”

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPROPRIATE THE FY20/21 GENERAL OPERATING EXPENSES, AS AMENDED IS PASSED 6-0.

8. Motion to adopt proposed CUP schedule – *L. Brown, Zoning Administrator*

S. Phillips, “A revised CUP schedule was emailed, is there anyone that did not receive this?” L. Brown, “As mentioned earlier in my report we have two CUP’s in the zoning office so that schedule is being handed out. I need a motion to approve the CUP schedule.” N. Keane, “This is using the regular meetings other than one planning commission special called meeting. The only reason the planning commission has to have a special meeting is due to the availability of the church. It is basically the regular schedule. This how long it will take using regular time for a CUP from the time you approve the schedule to the time it would be completed which would be September 10.” Mayor Bugg, “Nancyellen, thank you getting this straight for us I know that is something everyone wanted addressed. Can I get a motion?” B. Schaschek, “So move.” A. Marchetti, “Second.” Mayor Bugg, “Discussion. All those in favor and all those opposed.”

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye

Wayne Nunnally	Aye
Dudley Patteson	Aye
Bonnie Schaschek	Aye

THE MOTION TO APPROVE THE CUP SCHEDULE IS PASSED 6-0.

9. Motion to approve Foster & Three Sons Cleaning Service Contract – *S. Phillips Town Clerk*
 Mayor Bugg, “Has everyone had a chance to review the contract.” D. Patteson, “So move.” B. Schaschek, “Second.” Mayor Bugg, “Discussion.” D. Patteson, “We use them at the Hope & Glory and they are excellent.” W. Nunnally, “If they are good enough for the Hope & Glory they are good enough for us.” Mayor Bugg, “All those in favor and all those opposed.”

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPROVE FOSTER & THREE SONS CLEANING SERVICE CONTRACT IS PASSED 6-0.

10. VIA request for August Farmers Market – *Greg Kirkbride, Market Manager*
 G. Kirkbride, “I am the coordinator for the Irvington Farmers Market which has been an administrative job until now. I am proposing that we the August 1 market as our opening market for this year. We would certainly do it in a manner that is in accordance with the Governor’s Phase 3 guidelines for all business sectors and anything that Irvington requires. We have had discussions already and we have heard some of the requirements such as the wearing of face masks by vendors, signage would be a big thing I have some interesting signs from the web. We would also have to enforce the distancing. I have talked to Hewlett’s Tavern, they had a market a few weeks ago. They said it went very well and they had fewer vendors than normal because of concerns or because of spacing requirements. We would increase the spacing of the vendor layout on the Commons. I also realize we will have to address the portable toilets as part of our planning.” W. Nunnally, “What would you be responsible for?” G. Kirkbride, “We have canvassed the VIA and we do have sufficient volunteers to staff the market. We would go out with a notice to all vendors of their requirements and ask if they are still interested. To date, I have 35 vendors that were interested in the August market. That has probably changed in the ensuing months but that is a pretty good indication of what kind of participation we would have. I am open to any questions you may have.” B. Schaschek, “You need to provide the hand sanitizers and washing stations. Are you going to limit where the people are coming in? Will you have one entrance and one exit?” G. Kirkbride, “We already have a limit on that. We have two stations that we will set up. We will probably set up more stations. I am also going to urge the vendors to have their own stations.” B. Schaschek, “They have to have their own stations because they have to clean in between each transactions. So, you will put a barricade across King Carter so they can’t just walk across?” G. Kirkbride, “Right which we do anyway.” Mayor Bugg, “Any other questions?” W. Nunnally, “Move we give them permission to do it under all those conditions.” A. Marchetti, “Second.” F. Westbrook, “Would we need for the VIA to sit down and talk with you or legal to make sure we have the little things ironed out due to the liability?” Mayor Bugg, “That’s very advisable. I think a contract would be advisable. This is our first global pandemic.” D. Patteson, “Is the town covered by insurance for events like this?” F. Westbrook, “They provide us with a copy of their insurance.” B. Schaschek, “The vendors have to supply the market with their certificate of insurance.” Mayor Bugg, “Greg thank you for all of your efforts. I know you have been through a lot.” F. Westbrook, “We appreciate you hanging in there with us while we figure out this liability.” W. Nunnally, “I would like to take this particular opportunity to give great accolades to our Farmers Market. It is a really fun thing that this town provides. I think they do a fabulous job and it puts Irvington on the map. All of my out of town guests as if we are having a Farmers Market this weekend and they are disappointed if they are not.” J. Harris, “May I ask for clarification on opening the

Commons just for the September concert?" F. Westbrook, "Is that a done deal?" Mayor Bugg, "Why don't we take that up after the meeting? We can discuss that in roundtable." B. Schaschek, "They have to commit to the vendor." N. Keane, "Assuming there is no change in phase." B. Schaschek, "Do you think you will have more than 250 people show up for the concert?" J. Harris, "No. Last year it was around 45." B. Schaschek, "People have not been doing much these days so any opportunity to get out." J. Harris, "I just need to know what to take back to the VIA and as Sharon said, we need to commit to the vendor and advertise." Mayor Bugg, "Discussion?" B. Schaschek, "As long as you adhere to the same rules as the Farmers Market where you provide the hand sanitizer and masks, one entrance and one exit, notices and signs." F. Westbrook, "Families can be together and are not necessarily counted as four but as one. You will be responsible for monitoring that kind of thing. We can talk about that in the future." Mayor Bugg, "Are you asking for a motion?" J. Harris, "I need to know how to proceed with advertising and commitment to the vendor." Mayor Bugg, "Can I get a motion in regards to that so they can proceed and obviously it is contingent on any order that comes down from the governor." W. Nunnally, "So move." F. Westbrook, "Second." Mayor Bugg, "Further discussion. There are two motions up for a vote. First the Farmers Market. All those in favor and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO ALLOW THE VIA TO HOLD AUGUST FARMERS MARKET IS PASSED 6-0.

Mayor Bugg, "Second is the motion to open the Town Commons for September concert. All those in favor say aye and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO OPEN THE TOWN COMMONS FOR SEPTEMBER VIA CONCERT IS PASSED 6-0.

J. ROUNDTABLE

B. Schaschek, "I have a couple of things. You are going to regret asking me. Each year we contribute to the Steamboat Era Museum for the Crabfest. I understand we are not having the Crabfest this year but they are having the Grab A Crab. We do have the monies in the budget for the Steamboat Era Museum. Do we want to do an appropriation? A. Marchetti, "I would certainly like to support it." F. Westbrook, "I know that we initially said that due to COVID we would hold up on all of our usual donations to community type events because we didn't know what our revenue would be." W. Nunnally, "We have already appropriated that." B. Schaschek, "No we have not." F. Westbrook, "I am in favor of appropriating it but I just want to make everyone aware of what we said initially." W. Nunnally, "I move we appropriate it." A. Marchetti, "Second." Mayor Bugg, "Any further discussion? All those in favor say aye and all those opposed."

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO APPROPRIATE \$1,200 TO THE STEAMBOAT ERA MUSEUM FOR THE 2020 GRAB A CRAB IS PASSED 6-0.

B. Schaschek, "I also have a question, I have several, I would like Nancyellen's interpretation of item 12 of our Charter." N. Keane, "I'd like to look at this and get back to you all. Would you like for me to write something to all of you?" B. Schaschek, "What do you mean write something?" N. Keane, "I would like to have time to look at this before I answer." F. Westbrook, "What is item 12?" N. Keane, "I believe this is from Article III §12 of the Town Charter. It says, 'Council may adopt rules for regulating its proceedings but no tax shall be levied or corporate debt contracted except by recorded two-thirds vote of all members elected to the council or appropriation of money exceeding the sum of \$100 be made except by a recorded affirmative vote of a majority of all members elected to council.' Is there any context to this? Are there any facts that you want me to consider?" B. Schaschek, "No. I was just thinking that they are extending your contract and you don't have two-thirds vote to do that and according to the Charter going into corporate debt you need two-thirds vote to do that. That is how I am interpreting it." N. Keane, "Corporate debt is like a loan. This is usually for loans. For loans you have to have two-thirds vote of the governing body. I will look at this based on what you are asking and I will get back to you and the rest of council." Mayor Bugg, "Thank you Nancyellen." B. Schaschek, "The other thing I am questioning is Lara's contract. There were specific dollars and specific hours put in there. The hours were cut from the previous zoning administrator. The town council members never voted to cut those hours or on the salary. There was a discussion made but nothing to cut hours or salary for that position." N. Keane, "That was taken directly from the document that was given to council at the April meeting." B. Schaschek, "It was never approved." S. Phillips, "Mayor Ransone was authorized to negotiate and execute the contract." F. Westbrook, "We did authorize the mayor to do the contract for her." B. Schaschek, "Yes, but we never approved the hours or the pricing. That was up for discussion. The council never voted one way or another." N. Keane, "Is there a different amount that you would propose?" B. Schaschek, "I would suggest it going back to what the previous zoning administrator was." N. Keane, "The previous zoning administrator was the town manager." B. Schaschek, "That was by title only. That title came in after he was the zoning manager. Title only. Not functionality. We never voted on any of that. It was to be discussed." F. Westbrook, "So, what do you want us to do?" N. Keane, "Talk about it next month because this is roundtable." Mayor Bugg, "Yes let's talk about it next month." F. Westbrook, "So, we will put it on the agenda for next time." B. Schaschek, "See you don't want me on the planning commission with the ordinances and stuff. You will be in big trouble." W. Nunnally, "Mr. Mayor, so much of our doings is dependent on us having a police force. All of these ordinances and stuff that we have, our traffic and what have you. We can't do anything unless you, as authorized by our Charter, are our cop and go after them. It says you are the only enforcement officer we have." Mayor Bugg, "Trust me, the jokes have been made." F. Westbrook, "It has to be a white car." B. Schaschek, "We know he is not driving a white car." W. Nunnally, "On a more serious note I think we all understand that one of the things which is really beginning to be a thought for the council and especially the public is how are we going to employ a policeman, and enforce of our ordinances. I have, initially, since I am the chairman of the streets, contacted White Stone and asked if they would be willing if we were willing to pay for another person, to put it on their force and maybe share it. That dialogue has begun so if anybody has any influence in White Stone would you put pressure on them so that we can get that going. I will welcome any suggestions from anybody on how we can get that done." F. Westbrook, "Wayne, we all know that police enjoy donuts and since there is one right in White Stone maybe they could have some influence." W. Nunnally, "Anthony you need to sell donuts." W. Nunnally, "That is one thing that I want to bring to council. The other thing is in 2010 I wrote a letter when I was running for this office and the main thing in that letter said we have to control our traffic. Ten years later we are still talking about traffic. What has been accomplished in ten years is this. King Carter used to have a right turn and the stop sign was in the right because it actually curves past that. It only took me eight years to get VDOT to straighten that thing out so that we have a stop sign in the middle of King Carter and a stop sign to the right so that you can left turn safely and right turn safely. VDOT moves very slowly. Anybody in this room that can write a letter to VDOT needs to write a letter because they get actions. I encourage all of you, really and truly, to start writing letters to VDOT. They have blinders on. The man stood

here on the corner with me and saw three trucks going 45 mph and said ‘we have to make a study, we have to put a little strip down the street to see if 65% of the people are speeding then maybe we can do something.’ The only way we are going to get this traffic under control is if every one of us start writing letters to VDOT. I encourage you, please, to do that and help your chairman of streets to get something done. Thank you.” Mayor Bugg, “Thank you Wayne, you are my street man.” Mayor Bugg, “Wayne, I intend to exercise discretion and move into a regular meeting schedule. The issue is location. Why I put you on the spot is because of your connections to this church.” W. Nunnally, “We want to get you all baptized.” Mayor Bugg, “Where does the church stand? This is big and it works. I understand we are in an unprecedented time.” W. Nunnally, “The church welcomes the opportunity to be a civic citizen. They welcome you here. What we need to do is be responsible. Clean it up and put it back in order when we leave. That sort of thing. On that particular thing, I am chairman of the board of directors of the church so I speak with a little authority. We do welcome the Town’s use of the property. We may have to negotiate the price a little bit.” Mayor Bugg, “I do think a simple letter agreement would be beneficial so if you want to get something to me I can take a look with legal.” W. Nunnally, “The contract is presented by the other side because he church doesn’t want to pay their lawyer.” Mayor Bugg, “I will place the ad in the paper once we have a definite place and a more regular meeting schedule so that will be published. Wayne thanks for your help.” W. Nunnally, “I don’t understand a special meeting versus a regular meeting. I have read the charter and it looks to me like a special meeting should only be called in the case of an emergency and I don’t understand why we keep calling a regular meeting a special meeting. Now I am really confused at you using your discretion going into a regular meeting when we were a special meeting. I would like to be informed of those definitions that is all.” Mayor Bugg, “Anything else for roundtable?”

K. ANNOUNCEMENTS

Mayor Bugg, “Do we have any announcements?” There are no announcements.

L. ADJOURN

Mayor Bugg, “If there are no announcements.” W. Nunnally, “Move we adjourn.” A. Marchetti, “Second.”

Mayor Bugg, “All in favor.

Vote:	Frances Westbrook	Aye
	Jackie Brown	Aye
	Anthony Marchetti	Aye
	Wayne Nunnally	Aye
	Dudley Patteson	Aye
	Bonnie Schaschek	Aye

THE MOTION TO ADJOURN IS PASSED 6-0

Respectfully submitted,
Sharon L. Phillips, Clerk

Albert D. Bugg, III Mayor

Town of Irvington, Virginia
Profit & Loss Budget Performance

July 2020

	Jul 20	Budget	Jul 20	YTD Budget	Annual Budget
Income					
COVID CARES Fund Grant	35,245.21		35,245.21		
Fire Grant/State					10,000.00
Bank Franchise Income					10,000.00
Cable TV/Comm Income	166.98	174.35	166.98	174.35	2,200.00
Interest Income	127.33	623.21	127.33	623.21	6,000.00
Permit Fees		100.00		100.00	1,200.00
Property Rental Fees	500.00		500.00		1,000.00
Real Estate Tax - Revenue					64,239.00
Auto/Golf Tags - Revenue					
Auto/Golf Tags - Collection Fee					
Auto/Golf Tags - Revenue - Other	60.00	140.00	60.00	140.00	10,000.00
Total Auto/Golf Tags - Revenue	60.00	140.00	60.00	140.00	10,000.00
Occupancy Tax	220.79	10,772.17	220.79	10,772.17	70,000.00
Local Sales & Use Tax		2,722.35		2,722.35	27,000.00
Lokey Funding					2,000.00
Miscellaneous Income					50.00
Total Income	36,320.31	14,532.08	36,320.31	14,532.08	203,689.00
Gross Profit	36,320.31	14,532.08	36,320.31	14,532.08	203,689.00
Expense					
Employee Expenses					
Employee Conference/Sem/Wkshp					1,300.00
Employee Bonding	178.00	178.00	178.00	178.00	178.00
Employer Payroll Taxes	482.80	358.17	482.80	358.17	4,500.00
Wages/Salaries	4,070.83	4,683.33	4,070.83	4,683.33	58,000.00
Workers Compensation Insurance	500.00	500.00	500.00	500.00	500.00
Total Employee Expenses	5,231.63	5,719.50	5,231.63	5,719.50	64,478.00
Professional Services					
Legal					
One Time Bonus		3,000.00		3,000.00	3,000.00
Legal - Other		1,000.00		1,000.00	12,000.00
Total Legal		4,000.00		4,000.00	15,000.00
Total Professional Services		4,000.00		4,000.00	15,000.00
Insurance					
Building/Property Insurance	1,433.00	1,474.00	1,433.00	1,474.00	1,474.00
General Liability Insurance	3,451.00	2,715.00	3,451.00	2,715.00	2,715.00
Total Insurance	4,884.00	4,189.00	4,884.00	4,189.00	4,189.00
Public Safety					
Traffic Control/LCSD					
ATL Fire Grant					10,000.00
Code Enforcement					500.00
Total Public Safety					10,500.00
Office Expense					
Other					
Dues & Subscriptions	433.00	769.00	433.00	769.00	1,200.00
Banking Fees					30.00
Equipment					1,500.00
Repairs & Maintenance	563.00	323.00	563.00	323.00	2,000.00
Janitorial		250.00		250.00	1,000.00
Computer					
Processing Fees	228.00	205.60	228.00	205.60	3,160.00
Maintenance/Repairs	280.00		280.00		1,000.00
Hardware					500.00
Software					250.00
Total Computer	508.00	205.60	508.00	205.60	4,910.00
Postage					500.00
Supplies	879.96	128.03	879.96	128.03	1,800.00
Website Maintenance					
Office Expense - Other					
Total Office Expense	2,383.96	1,675.63	2,383.96	1,675.63	12,940.00
Municipal Expenses					
PP - Collection Fee	6.00	14.00	6.00	14.00	1,000.00
RE Tax Collection Fee					6,900.00
Codification of Ordinances					1,000.00
Comprehensive Plan					1,000.00
Election Expenses					3,500.00
Total Municipal Expenses	6.00	14.00	6.00	14.00	13,400.00
Town Council Expenses					
Public Notices	650.92	200.00	650.92	200.00	2,000.00
Conferences/Seminars/Workshops	108.00		108.00		1,000.00
Total Town Council Expenses	758.92	200.00	758.92	200.00	3,000.00

	Jul 20	Budget	Jul 20	YTD Budget	Annual Budget
Planning Commission Expenses					
Public Notices		100.00		100.00	1,100.00
Conferences/Seminars/Workshops		250.00		250.00	750.00
Total Planning Commission Expenses		350.00		350.00	1,850.00
Utilities					
Heating Fuel					800.00
Electricity					
Street Lights		775.00		775.00	9,100.00
Town Office		50.00		50.00	600.00
Total Electricity		825.00		825.00	9,700.00
Internet	90.25	90.25	90.25	90.25	1,100.00
Telephone	93.04	100.00	93.04	100.00	1,200.00
Water	18.37	30.00	18.37	30.00	300.00
Utilities- Recreation	18.57	41.67	18.57	41.67	500.00
Total Utilities	220.23	1,086.92	220.23	1,086.92	13,600.00
Town Maintenance					
Refuse & Debris Removal		125.00		125.00	1,500.00
Grounds/Landscape	730.00	1,555.56	730.00	1,555.56	14,000.00
Street Cleaning					
Street Lighting					
Total Town Maintenance	730.00	1,680.56	730.00	1,680.56	15,500.00
Community Support /Tourism					
Charitable Donations					
Steamboat Era Museum (501c3)					2,500.00
Lancaster Community Library					2,000.00
Fire & Rescue					2,500.00
Total Charitable Donations					7,000.00
Community Events					
Christmas					
Irvington Golf Tourney					2,000.00
July 4th Parade/Concert		3,174.48		3,174.48	10,000.00
Community Events - Other					
Total Community Events		3,174.48		3,174.48	12,000.00
Town Commons/Tennis Cts/Gazebo					
Flags/Banners					
Maintenance & Repair					
Hardware					
Flags/Banners - Other					3,200.00
Total Flags/Banners					3,200.00
Steamboat Era Museum	1,200.00		1,200.00		1,200.00
Town WiFi		250.00		250.00	500.00
Trolley, Town of Kilmarnock					250.00
Virginia River Realm					2,000.00
Mayor's Discretionary Fund					750.00
Misc Community Support & Touris					
Total Community Support /Tourism	1,200.00	3,424.48	1,200.00	3,424.48	26,900.00
Reconciliation Discrepancies					
Capital Expenses					
CONTINGENCY FUND					80,000.00
STORAGE SHED					
Stump Removal					5,000.00
Common Landscaping					5,000.00
CHRISTMAS LIGHTS & DECORATI...					5,000.00
FLAGS AND BANNERS					1,000.00
Electrical Renovation					5,000.00
TOWN HALL RENOVATIONS					1,000.00
Hardware/Software					1,000.00
Municipal Information					5,000.00
Website Design					3,000.00
INFRASTRUCTURE					5,000.00
Planning/Downpayment					10,000.00
15 Year Mortgage 400k					
Total Capital Expenses					126,000.00
Total Expense	15,414.74	22,340.09	15,414.74	22,340.09	307,357.00
Net Income	20,905.57	-7,808.01	20,905.57	-7,808.01	-103,668.00

Town of Irvington, Virginia
Balance Sheet
As of July 31, 2020

	<u>Jul 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
CARES Fund Grant	35,245.21
Chesapeake Bank Money Ma...	107,400.68
Chesapeake Bank G/O Acco...	6,873.40
Chesapeake Bank - CDs	
CD2712 09/25/20	26,352.49
CD1368 03/21/21	103,131.20
CD2216 03/21/2021	113,444.32
Bike Path_CD7725 12/27/2...	5,754.85
Total Chesapeake Bank - CDs	248,682.86
VCB - CD	4,417.22
Total Checking/Savings	402,619.37
Total Current Assets	402,619.37
Fixed Assets	
Buildings/Land	
North Commons	101,200.00
Main Commons	239,100.00
Town Office	33,500.00
Total Buildings/Land	373,800.00
Total Fixed Assets	373,800.00
TOTAL ASSETS	<u>776,419.37</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,338.43
Total Other Current Liabilities	1,338.43
Total Current Liabilities	1,338.43
Total Liabilities	1,338.43
Equity	
Opening Balance Equity	373,800.00
Retained Earnings	380,375.37
Net Income	20,905.57
Total Equity	775,080.94
TOTAL LIABILITIES & EQUITY	<u>776,419.37</u>

2:31 PM
08/10/20

Town of Irvington, Virginia
Profit & Loss Monthly/YTD
July 2020

	Jul 20	Jul 20
Income		
COVID CARES Fund Grant	35,245.21	35,245.21
Cont_Cap_Finan_Plan		
Fire Grant/State		
Bank Franchise Income		
Cable TV/Comm Income	166.98	166.98
Interest Income	127.33	127.33
Permit Fees		
Property Rental Fees	500.00	500.00
Real Estate Tax - Revenue		
RE Tax - Collection Fees		
Real Estate Tax - Revenue - Other		
Total Real Estate Tax - Revenue		
Auto/Golf Tags - Revenue		
Auto/Golf Tags - Collection Fee		
Auto/Golf Tags - Revenue - Other	60.00	60.00
Total Auto/Golf Tags - Revenue	60.00	60.00
Occupancy Tax	220.79	220.79
Local Sales & Use Tax		
Lokey Funding		
Miscellaneous Income		
Total Income	36,320.31	36,320.31
Cost of Goods Sold		
Cost of Goods Sold		
Total COGS		
Gross Profit	36,320.31	36,320.31
Expense		
Employee Expenses		
Employee Conference/Sem/Wkshp		
Other		
Employee Bonding	178.00	178.00
Employer Payroll Taxes	482.80	482.80
Wages/Salaries	4,070.83	4,070.83
Workers Compensation Insurance	500.00	500.00
Employee Expenses - Other		
Total Employee Expenses	5,231.63	5,231.63
Professional Services		
Accounting		

	Jul 20	Jul 20
Legal		
One Time Bonus		
Legal - Other		
Total Legal		
Professional Services - Other		
Total Professional Services		
Insurance		
Building/Property Insurance	1,433.00	1,433.00
General Liability Insurance	3,451.00	3,451.00
Insurance - Other		
Total Insurance	4,884.00	4,884.00
Public Safety		
Traffic Control/LCSD		
ATL Fire Grant		
Code Enforcement		
Disaster Preparedness		
Public Safety - Other		
Total Public Safety		
Office Expense		
Other		
Dues & Subscriptions	433.00	433.00
Mileage & Travel		
Banking Fees		
Equipment		
Repairs & Maintenance	563.00	563.00
Janitorial		
Computer		
Processing Fees	228.00	228.00
Maintenance/Repairs	280.00	280.00
Hardware		
Software		
Computer - Other		
Total Computer	508.00	508.00
Postage		
Supplies	879.96	879.96
Website Maintenance		
Office Expense - Other		
Total Office Expense	2,383.96	2,383.96

	Jul 20	Jul 20
Municipal Expenses		
PP - Collection Fee	6.00	6.00
RE Tax Collection Fee		
Codification of Ordinances		
Comprehensive Plan		
Election Expenses		
Municipal Audit		
Municipal Expenses - Other		
	-----	-----
Total Municipal Expenses	6.00	6.00
Town Council Expenses		
Public Notices	650.92	650.92
Conferences/Seminars/Workshops	108.00	108.00
Town Council Expenses - Other		
	-----	-----
Total Town Council Expenses	758.92	758.92
Planning Commission Expenses		
Public Notices		
Conferences/Seminars/Workshops		
Planning Commission Expenses - Other		
	-----	-----
Total Planning Commission Expenses		
Utilities		
Heating Fuel		
Electricity		
Street Lights		
Town Office		
Electricity - Other		
	-----	-----
Total Electricity		
Internet	90.25	90.25
Telephone	93.04	93.04
Water	18.37	18.37
Utilities- Recreation	18.57	18.57
Utilities - Other		
	-----	-----
Total Utilities	220.23	220.23

	Jul 20	Jul 20
Town Maintenance		
Refuse & Debris Removal		
Grounds/Landscape	730.00	730.00
Sidewalks		
Street Cleaning		
Street Lighting		
Town Maintenance - Other		
Total Town Maintenance	730.00	730.00
Community Support /Tourism		
Charitable Donations		
Steamboat Era Museum (501c3)		
Lancaster Community Library		
Fire & Rescue		
Charitable Donations - Other		
Total Charitable Donations		
Community Events		
Christmas		
Irvington Golf Tourney		
July 4th Parade/Concert		
Community Events - Other		
Total Community Events		
Town Commons/Tennis Cts/Gazebo		
Flags/Banners		
Maintenance & Repair		
Hardware		
Flags/Banners - Other		
Total Flags/Banners		
Steamboat Era Museum	1,200.00	1,200.00
Town WiFi		
Trolley, Town of Kilmarnock		
Virginia River Realm		
Mayor's Discretionary Fund		
Misc Community Support & Touris		
Community Support /Tourism - Other		
Total Community Support /Tourism	1,200.00	1,200.00
Miscellaneous Expense		
Reconciliation Discrepancies		

	Jul 20	Jul 20
Capital Expenses		
CONTINGENCY FUND		
STORAGE SHED		
Building		
Concrete Slab		
Stump Removal		
THE COMMONS		
Common Landscaping		
Playground		
Tennis Court Repair		
CHRISTMAS LIGHTS & DECORATIONS		
FLAGS AND BANNERS		
Electrical Renovation		
TOWN HALL RENOVATIONS		
TECHNOLOGY		
Hardware/Software		
Municipal Information		
Website Design		
INFRASTRUCTURE		
LARGE PROJECT FINANCING 600k		
Planning/Downpayment		
15 Year Mortgage 400k		
Capital Expenses - Other		
Total Capital Expenses		
Total Expense	15,414.74	15,414.74
Net Income	20,905.57	20,905.57

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08/10/20

Town of Irvington, Virginia
Check Detail
July 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	DC	07/01/2020	Google		Chesapeake Bank G/...		-228.00
				Processing Fees		-228.00	228.00
TOTAL						-228.00	228.00
Check	DC	07/09/2020	Postmaster		Chesapeake Bank G/...		-7.80
				Public Notices		-7.80	7.80
TOTAL						-7.80	7.80
Check	DC	07/09/2020	Amazon		Chesapeake Bank G/...		-115.82
				Supplies		-115.82	115.82
TOTAL						-115.82	115.82
Check	DC	07/10/2020	Amazon		Chesapeake Bank G/...		-133.36
				Supplies		-133.36	133.36
TOTAL						-133.36	133.36
Check	DC	07/10/2020	Amazon		Chesapeake Bank G/...		-481.10
				Supplies		-481.10	481.10
TOTAL						-481.10	481.10
Check	DC	07/17/2020	VistaPrint		Chesapeake Bank G/...		-35.79
				Supplies		-35.79	35.79
TOTAL						-35.79	35.79
Check	DC	07/20/2020	Amazon		Chesapeake Bank G/...		-50.54
				Supplies		-50.54	50.54
TOTAL						-50.54	50.54
Check	DC	07/20/2020	Amazon		Chesapeake Bank G/...		-27.37
				Supplies		-27.37	27.37
TOTAL						-27.37	27.37
Check	DC	07/30/2020	Tri Star Grea...		Chesapeake Bank G/...		-35.98
				Supplies		-35.98	35.98
TOTAL						-35.98	35.98

Town of Irvington, Virginia
Check Detail
 July 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Liability Check	EFT	07/09/2020	United State...		Chesapeake Bank G/...		-1,165.56
				Payroll Liabilities		-449.00	449.00
				Payroll Liabilities		-67.91	67.91
				Payroll Liabilities		-67.91	67.91
				Payroll Liabilities		-290.37	290.37
				Payroll Liabilities		-290.37	290.37
TOTAL						-1,165.56	1,165.56
Liability Check	13796	07/17/2020	Virginia Dept...		Chesapeake Bank G/...		-683.94
				Payroll Liabilities		-683.94	683.94
TOTAL						-683.94	683.94
Bill Pmt -Check	13797	07/17/2020	Aqua Virginia		Chesapeake Bank G/...		-21.45
Bill	0247	07/03/2020		Water		-18.37	18.37
Bill	1979	07/03/2020		Utilities- Recreation		-3.08	3.08
TOTAL						-21.45	21.45
Bill Pmt -Check	13798	07/17/2020	Arrowhead L...		Chesapeake Bank G/...		-730.00
Bill	3291	07/03/2020		Grounds/Landscape		-320.00	320.00
				Grounds/Landscape		-60.00	60.00
				Grounds/Landscape		-200.00	200.00
				Grounds/Landscape		-50.00	50.00
				Grounds/Landscape		-50.00	50.00
				Grounds/Landscape		-50.00	50.00
TOTAL						-730.00	730.00
Bill Pmt -Check	13799	07/17/2020	Atlantic Broa...		Chesapeake Bank G/...		-183.29
Bill	2828	07/02/2020		Internet		-90.25	90.25
				Telephone		-93.04	93.04
TOTAL						-183.29	183.29
Bill Pmt -Check	13800	07/17/2020	Barbour Prin...		Chesapeake Bank G/...		-108.00
Bill	5257-20	07/03/2020		Conferences/Seminars...		-108.00	108.00
TOTAL						-108.00	108.00
Bill Pmt -Check	13801	07/17/2020	Dominion Vi...		Chesapeake Bank G/...		-15.49
Bill	5000	07/02/2020		Utilities- Recreation		-6.59	6.59
Bill	7505	07/02/2020		Utilities- Recreation		-8.90	8.90
TOTAL						-15.49	15.49
Bill Pmt -Check	13802	07/17/2020	Locksmith, T...		Chesapeake Bank G/...		-240.00
Bill	1958	07/01/2020		Repairs & Maintenance		-240.00	240.00
TOTAL						-240.00	240.00

Town of Irvington, Virginia
Check Detail
 July 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	13803	07/17/2020	Mill Creek G...		Chesapeake Bank G/...		-280.00
Bill	ITH200...	07/03/2020		Maintenance/Repiars		-70.00	70.00
				Maintenance/Repiars		-70.00	70.00
				Maintenance/Repiars		-140.00	140.00
TOTAL						-280.00	280.00
Bill Pmt -Check	13804	07/17/2020	Rappahanno...		Chesapeake Bank G/...		-643.12
Bill	5292	05/31/2020		Public Notices		-315.00	324.00
				Public Notices		-328.12	337.50
TOTAL						-643.12	661.50
Bill Pmt -Check	13805	07/17/2020	Steamboat E...		Chesapeake Bank G/...		-1,200.00
Bill	2020 C...	07/09/2020		Steamboat Era Museum		-1,200.00	1,200.00
TOTAL						-1,200.00	1,200.00
Bill Pmt -Check	13806	07/17/2020	Terminix		Chesapeake Bank G/...		-323.00
Bill	156374	06/01/2020		Repairs & Maintenance		-323.00	323.00
TOTAL						-323.00	323.00
Bill Pmt -Check	13807	07/17/2020	Virginia Mun...		Chesapeake Bank G/...		-25.00
Bill	FY20/21	07/03/2020		Dues & Subscriptions		-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	13808	07/17/2020	Virginia Risk...		Chesapeake Bank G/...		-5,562.00
Bill	FY20/21	07/09/2020		General Liability Insura...		-130.00	130.00
				General Liability Insura...		-722.00	722.00
				General Liability Insura...		-1,323.00	1,323.00
				General Liability Insura...		-1,000.00	1,000.00
				General Liability Insura...		-276.00	276.00
				Building/Property Insur...		-1,112.00	1,112.00
				Building/Property Insur...		-321.00	321.00
				Employee Bonding		-178.00	178.00
				Workers Compensatio...		-500.00	500.00
TOTAL						-5,562.00	5,562.00
Bill Pmt -Check	13809	07/17/2020	VML		Chesapeake Bank G/...		-408.00
Bill	1133	06/01/2020		Dues & Subscriptions		-408.00	408.00
TOTAL						-408.00	408.00

Town of Irvington, Virginia Check Detail July 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Paycheck	13810	07/31/2020	Phillips, Sha...		Chesapeake Bank G/...		-1,759.33
				Wages/Salaries		-2,237.50	2,237.50
				Payroll Liabilities		213.00	-213.00
				Employer Payroll Taxes		-138.73	138.73
				Payroll Liabilities		138.73	-138.73
				Payroll Liabilities		138.73	-138.73
				Employer Payroll Taxes		-32.44	32.44
				Payroll Liabilities		32.44	-32.44
				Payroll Liabilities		32.44	-32.44
				Payroll Liabilities		94.00	-94.00
TOTAL						-1,759.33	1,759.33
Paycheck	13811	07/31/2020	Brown, Lara ...		Chesapeake Bank G/...		-1,459.08
				Wages/Salaries		-1,833.33	1,833.33
				Payroll Liabilities		169.00	-169.00
				Employer Payroll Taxes		-113.67	113.67
				Payroll Liabilities		113.67	-113.67
				Payroll Liabilities		113.67	-113.67
				Employer Payroll Taxes		-26.58	26.58
				Payroll Liabilities		26.58	-26.58
				Payroll Liabilities		26.58	-26.58
				Employer Payroll Taxes		-169.00	169.00
				Payroll Liabilities		169.00	-169.00
				Payroll Liabilities		65.00	-65.00
				Employer Payroll Taxes		-2.38	2.38
				Payroll Liabilities		2.38	-2.38
TOTAL						-1,459.08	1,459.08

Council Meeting August 13, 2020 Agenda

Proposed Schedule for Ordinances Adopting Amended Budget, Tax and Fee Rates

VA Code §15.2-2507

SCHEDULE – Six Comm Mtgs, One Workshop

Date	Time	Authority	Description of Event
Aug 19	noon	VA Code §15.2-2503	B&F Comm Am Budtax/fee/rate
Aug 26	noon	VA Code §15.2-2503	B&F Comm AmBud tax/fee/rate
Sept 2	noon	VA Code §15.2-2503	B&F Comm AmBud tax/fee/rate
Sept 10	5:30 pm	VA Code§15.2-2503	TC Workshop Spec Mtg Amended Budget tax/fee/rate
Sept 16	noon	VA Code §15.2-2503	B&F Comm AmBud tax/fee/rate
Sept 23	noon	VA Code §15.2-2503	B& F Comm AmBud/tax/fee/rate
Sept 30	noon	VA Code §15.2-2503	B&F Comm AmBud tax/fee/rate
Oct 1	--	VA Code §15.2-2506	Composite Ad Rapp Record – Budget synopsis, tax/fee ords
		VA Code 58.1-3007	Sep ad for any tax increase, new tax
Oct 8	--	VA Code §15.2-2506 (§15.2-1427 F)	Composite Ad Rapp Record – Budget synopsis, tax/fee ords
		VA Code 58.1-3007	Sep ad for any tax increase, new tax
Oct 8	5 (?)pm	VA Code §15.2-2506	TC Special meeting - Public Hearing 4 ords (possible fifth ord if new tax) (i) Budget, (ii) Real Est Tax Rate/Increase, (iii) Other tax rates, (iv) fee rates (v) possible new tax
	6:30 pm		Reg TC Mtg, 1st reading of 4 or 5 Ordinances
Nov12	6:30 pm		Reg TC Mtg, 2nd reading of 4 or 5 Ordinances and VOTE



Town of Irvington
Zoning Administrator Report for the Planning Commission
Prepared For: August 11, 2020 6:30 P. Meeting
Staff Contact: Lara M. Brown, Zoning Administrator

Floodplain Training – Completed 3 of 5 modules.

Responded to business regarding Irvington noise ordinance.

Responded to citizen regarding Irvington burn law.

Continue to provide assistance to CUP5 and CUP6 specifically, post notices in Rappahannock Record; provide list of adjacent land owners within 300'; answer calls regarding notifications; assure timelines are met with CUP schedule.

Met with walk-in/resident regarding sign/fence ordinance assistance.

Communication with property owner requesting pool within RPA.

Communication with contractor regarding removal of deck and replacing with new pathway to the water.

Two site-visits with Lancaster County regarding ZA concerns of excessive land disturbance with-in RPA.

Received 2 phone calls regarding request to remove trees within RPA. Educated land-owner of CBPA performance standards.

Received resident complaint for tall grass at neighbor's property.

Received resident call regarding new pilings driven into Carter's Creek.

RESOLUTION 2020- 10
REQUEST TO RESTRICT THROUGH TRUCK TRAFFIC
ON ROUTE 200 IN IRVINGTON

WHEREAS, the Town of Irvington experiences significant volume of truck traffic passing through the Town on Route 200 from points north and south; and

WHEREAS, the volume has continued to increase; and

WHEREAS, there is an adequate alternate route for trucks to travel via Route 3 through White Stone to James B. Jones Memorial Highway, which is already being used as a through truck restriction for Kilmarnock; and

WHEREAS, the Virginia Department of Transportation (“VDOT”) has determined that Route 646 (Old Salem Road) is an adequate alternate route for through trucks to travel from Route 200 to Route 3 around Irvington; and

WHEREAS, the character and frequency of truck traffic on Route 200 is not compatible with the area; and

WHEREAS, both sides of the Route 200 roadway are residential in nature in Irvington as well as adjoining portions in Lancaster County; and

WHEREAS, Route 200 in Irvington meets the criteria set forth in VA Code §46.2-809 for restriction of through truck traffic, namely (i) reasonable alternate routing is provided; (ii) character and/or frequency of the truck traffic on the route proposed for restriction is not compatible with the affected area; and (iii) roadway is residential in nature or functionally classified as either local or collector.

NOW THEREFORE, BE IT RESOLVED, that Irvington Town Council hereby requests a restriction of through truck traffic be established on Route 200 in the Town pursuant to VA Code §46.2-809, resulting in through trucks using Route 646 to Route 3; and

BE IT FURTHER RESOLVED, that the Irvington Town Council requests the support of the Lancaster County Board of Supervisors, on behalf of Lancaster County, the jurisdiction adjoining the Town of Irvington with respect to Route 200, to establish a restriction of through truck traffic on Route 200 in Irvington, and to coordinate with Lancaster County on the submission of a joint request for a restriction of through truck traffic on Route 200; and

BE IT FURTHER RESOLVED, that the Mayor and Town Attorney are hereby authorized to prepare and submit the necessary materials, to appear before Lancaster County Supervisors, VDOT, and Commonwealth Transportation Board (“CTB”), as needed, to conclude this project.

Certification

I, Albert D. Bugg, III, do hereby certify that the foregoing Resolution 2020-010 was adopted by the Irvington Town Council at a Meeting on August __, 2020.

VOTE:

IN FAVOR

AGAINST

Jackie Brown

P. Anthony Marchetti

R. Wayne Nunnally

Dudley Moncure Patteson

Bonnie Schaschek

Fran Westbrook

Albert D. Bugg, III, Mayor

ATTEST:

Sharon Phillips, Town Clerk



RESOLUTION 2020-11 TC

Conditional Use Permit Application – Build New Private Dock, R-1, Tax Map 34 20

WHEREAS, the Irvington Town Council reviewed a Proposed Conditional Use Permit (“CUP”) Application TOI# CUP – 2020_5_Forrester to build a new private dock at a residence in R-1 zoning district, Tax map # 34 20, ___ The Lane (“Application”); and

WHEREAS, a joint public hearing on the Application was advertised in the Rappahannock Record on July 30, 2020 and August 6, 2020; and

WHEREAS, the Planning Commission and Town Council held a joint public hearing on August 11, 2020 to hear public views on the Application; and

WHEREAS, the Town Council considered the Application at its meetings held on August 13, 2020 and September 10, 2020.

NOW THEREFORE, BE IT RESOLVED that the Irvington Town Council hereby approves the Application subject to the following conditions: _____.

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that the above is a true copy of Resolution 2020-11 TC adopted at a meeting of the Irvington Town Council held on September 10, 2020, at which a quorum was present and voting. The vote was:

In favor

Opposed

Absent

TOWN OF IRVINGTON

Albert D. Bugg, III, Mayor



RESOLUTION 2020-12 TC

Conditional Use Permit Application – Mixed use building of three units, one office and two apartments, M-1, Tax Map 33-379 C

WHEREAS, the owner seeks a Conditional Use Permit (“CUP”) based on Application TOI# CUP – 2020.6_ Pollard for mixed use building of three units, namely one professional office and two apartments, M-1 zoning district; Tax map # 33-379 C, 37 Seafood Lane (“Application”); and

WHEREAS, a joint public hearing on the Application was advertised in the Rappahannock Record on July 30, 2020 and August 6, 2020; and

WHEREAS, the Planning Commission and Town Council held a joint public hearing on August 11, 2020 to hear public views on the Application; and

WHEREAS, the Town Council considered the Application at its meetings held on August 13 and September 10, 2020.

NOW THEREFORE, BE IT RESOLVED that the Irvington Town Council hereby approves the Application subject to the following conditions: _____.

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that the above is a true copy of Resolution 2020-12 TC adopted at a meeting of the Irvington Town Council held on September 10, 2020, at which a quorum was present and voting. The vote was:

In favor

Opposed

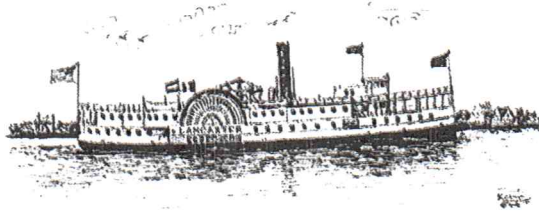
Absent

TOWN OF IRVINGTON

Albert D. Bugg, III, Mayor

TOWN OFFICIALS
 Albert D. "Tripp" Bugg, III
 Mayor
 Nancyellen Keane, Esq.
 Town Attorney
 Lara M. Brown
 Zoning Administrator
 Sharon L. Phillips
 Town Clerk
 Treasurer

Town of Irvington



TOWN COUNCIL
 Frances Westbrook
 Jackie Brown
 Bonnie Schaschek
 R. Wayne Nunnally
 Anthony Marchetti
 Dudley Patteson

7/24/20 Date

Sign Permit Application (\$20 Filing Fee)
 Please make checks payable to Town of Irvington

① DAVID BROWN ② Andrea Boardman
 Applicant Name Name of Property Owner (if different)
 ① 77 MAD CREEK LN ② Andrea Boardman
 Property Location

dauidbrownmarine.com 804-436-3105
 Applicant Contact Information Email Home Phone Mobile Phone
33-265 R-1

Tax Map Parcel Number Zoning Classification

Duration of Display: Permanent Temporary Date of Removal: _____

Nature of Applicant: Business Church School Non Profit Residential
Private Drive Sign 10x12

Type of Sign (see size requirements §154.197) Requested Sign Dimensions

Fence post at the corner of Galley Hook and Railway
 Site Location(s)

N E S W Railway King Carter Dr.
 Side of State Road # (i.e. Route 200) Nearest Cross Street

I, or, we, hereby covenant to restore any and all damages to sidewalks, streets, alleys, sewers, gas mains, water mains, electric installation and adjoining property which may result. I hereby certify I have the authority to make the foregoing application, that the information given is correct and that the construction will conform with the regulations in the Virginia Building Code, Zoning Ordinances, and private building restrictions if any, which may be imposed upon the above property by deed.

① [Signature] ② Andrea Boardman
 Applicant (s) Signature

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		For Office Use Only	
		Permit Number _____	
\$20 Fee Collected <input type="checkbox"/> Yes <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> No Fee Collected			
Reason _____			
Town Administrator/Zoning Official _____		Date _____	

Town of Irvington, Virginia
A/P Aging Summary
As of August 10, 2020

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
September 2020 Appropriations						
Office Supplies (cash disbursement)	750.00					750.00
Lancaster County (Elections)	2,578.29					2,578.29
Mill Creek Geek	455.00					455.00
Rappahannock Record	258.38					258.38
TOTAL	<u>4,041.67</u>	<u> </u>	<u> </u>	<u> </u>	<u>0.00</u>	<u>4,041.67</u>
Annual Appropriation (amended)						
Mill Creek Geek (contract)						

ROBERT BRIAN FORRESTER

437 The Lane, Irvington VA, 22480 | 804.436.6445 | rbrian.forrester@gmail.com

07/31/2020

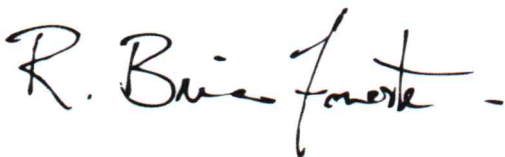
Sharon L. Phillips
Clerk of Council Irvington Town Council
235 Steamboat Road
Irvington, VA 22480

Dear Irvington Town Council:

I would like to submit my name for consideration for the available seat on the Irvington Town Council Planning Commission. As a registered voter in Lancaster County and "from here" born and raised in Lancaster, Virginia who returned to the area in 2016 to purchase our home on The Lane, I have a vested interest in the thoughtful growth and development of our wonderful rural community.

I have attached a brief biography for your review. I hope that you will find my years of board service and business ownership, along with my ties to the local area, a valuable addition to the Planning Commission.

Sincerely,

A handwritten signature in black ink that reads "R. Brian Forrester". The signature is written in a cursive style with a horizontal line at the end.

Robert Brian Forrester

ROBERT BRIAN FORRESTER

Brian Forrester, was born at Rappahannock General Hospital in March of 1978. A “from here”, Brian attended Lancaster Primary, Middle, and High School in the area before attending James Madison University upon graduation in 1996.

In Brian's professional career, he is the CEO and Co-Founder of Workshop Digital, based in historic Shockoe Bottom in downtown Richmond, VA. Brian has spent over a decade in digital marketing and his agency now serves clients all over the U.S. and Canada. Some notable clients of Brian's company include S&P Global, The PGA Tour, Twitter, Brink's, and Genworth Financial.

During Brian's time as Co-Founder of Workshop Digital, the agency has won numerous awards including the 2016 Richmond Chamber IMPACT Award, 2017 & 2018 Virginia Best Places to Work, 2017, 2018, and 2019 Outside Magazine Top 100 Best Places to Work in the U.S., and 3-time winner of the RVA25 Fastest Growing Companies in Richmond. Brian was also selected for the Style Weekly 40 under 40 list in 2017.

Since his days at James Madison University, Brian has always sought to give back to the community. Brian now sits on the Executive Advisory Council for JMU's College of Business, the FETCH a Cure Board of Directors, and sits on the Greater Richmond Chamber Awards Selection Committee. Brian's agency is also a 4-time winner of Generosity, Inc., an award celebrating top charitable corporate givers in Richmond, VA.

Of note, Brian was elected to the Board of Directors at Northern Neck Insurance Company, here in Irvington, VA, in 2017 and has been a proud board member ever since.

Recently, a founding member and board member of the Irvington Virginia Business Association and leads the marketing committee of the Association.

Brian and his wife, Jaclyn, live full-time in Irvington and enjoy spending time dining at the local restaurants, meeting the wonderful residents, and boating around the creek, river and bay that are right in our backyard!

J. Chris Braly
298 Chesapeake Drive
Irvington, VA 22480
chris_braly@hotmail.com
571-334-1411

5 August 2020

Ms. Sharon Phillips, Clerk to Council
235 Steamboat Road
PO Box 174
Irvington, VA 22480

Dear Ms. Phillips,

Please accept this letter and attached resume in consideration for the open position on the Irvington Planning Commission. I am a qualified voter and have been an Irvington resident since 2007. I feel my background as a small business owner will help lead me to make recommendations to the Town Council regarding community growth and smart development of Irvington. If you have any questions for me, please do not hesitate to contact me by phone or email.

Sincerely,

A handwritten signature in black ink, appearing to read 'JCB', with a long horizontal flourish extending to the right.

J. Chris Braly

J. Chris Braly

298 Chesapeake Drive, Irvington, VA 22480

Cell: 571.334.1411

chris_braly@hotmail.com

PROFESSIONAL PROFILE

Experienced professional, holding a master's degree in electrical engineering. Almost twenty years of experience in various engineering and program management roles. Proven track record of successful problem solving and program management.

PROFESSIONAL EXPERIENCE

Synergy Global Supply, Inc., White Stone, VA

Vice President, Co-Owner/Managing Partner

July 2013 – Present

Synergy Global Supply specializes in providing custom lighting solutions for the hospitality industry, while also being a diversified supply company offering competitive pricing and a broad product selection.

Manufacturing Techniques, Inc. (MTEQ), Kilmarnock, VA

Engineering Manager, Senior Systems Engineer

June 2009 – July 2013

Key Achievements:

- Effectively led a multi-faceted, multi-million dollar government contract project, resulting in successful execution of all program deliverables.
- Lead Engineer and Systems Integrator for the CERBERUS LITE SCOUT project. Worked directly with the production team to ensure the systems are delivered on time and under budget. Also responsible for capturing and documenting the design of the system including development of electrical schematics, mechanical drawings, bills of materials, and system configuration documents.
- Lead designer for COMPASS sensor cable ruggedization project. Designed cables, developed bills of material and oversaw production.

Responsibilities:

- Served as lead engineer, providing overall technical support to manufacturing facility
- Lead a team of engineers and technicians, responsible for tasking, oversight and performance evaluations
- Program management to include development of project schedules, budgets, and resource allocation.

Greensea Systems, Bolton, VT

Robotics Engineer, Software Development

May 2008 – June 2009

Key Achievements:

- Lead software development, system integration, and testing for a third generation micro-ROV for deep ocean shipwreck investigations. Deployed on an 8000lb., 6500m depth-rated scientific ROV.
- Significant contributor to Greensea's Open Software and Equipment Architecture (OpenSEA) code base.
- Lead software developer and system integrator for high-energy UUV battery control and monitoring software.

Responsibilities:

- Software and control system development for underwater robotic systems
- Systems integration and testing, field testing, and documentation

Fetch, LLC (formerly Prizm ACE, Inc.), Yorktown, VA

AUV Project Engineer

September 2007 – February 2008

Key Achievements:

- Performed analysis of existing system and developed a multi-phased plan to upgrade the existing Fetch 3.5 AUV design while maintaining the existing build schedule for two vehicles

Responsibilities:

- Existing AUV build, testing, and system integration
- Reviewed and optimized existing software
- Developed complete electrical system documentation package

Phoenix International, Largo, MD

Robotics Engineer, Software Development

June 2005 – August 2007

Key Achievements:

- Led engineering efforts for successful airplane search and recovery operation in Indonesia, using towed pinger locator (TPL) system.
- Led software design and development for Seachest Inspection System throughout life cycle of project – including National Instruments user interface development, determining schedule and supporting prototype testing.

Responsibilities:

- System integration and field-testing of remotely operated and unmanned underwater vehicles
- Topside and subsea software development for vehicle control
- Developed user interfaces to support system testing, including a topside control simulator and multiple sensor measurement applications

Lockheed Martin Corporation
Systems Engineer
November 2003 – June 2005

Key Achievements:

- Developed and implemented configuration management and source control process for the system architecture team.
- Assisted with linking specific architecture drawings to individual requirements maintained in a separate software application.

Responsibilities:

- Leader of architecture support team.
- Maintained the database of system architecture drawings, configuration management, source control and training.

EDUCATION

North Carolina State University, Raleigh, NC
Master of Science, Electrical Engineering: specializing in robotics and sensor development
May 2003

University of Virginia, Charlottesville, VA
Bachelor of Science, Electrical Engineering: specializing in linear control systems; minor in biomedical engineering
May 2000

REFERENCES

Available upon request