



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
THURSDAY MAY 13, 2021; 6:30 PM**

NOTICE: the Irvington Town Council will hold a Regular Monthly Meeting on Thursday May 13, 2021 6:30 pm; Irvington Baptist Church.

AGENDA

A. CALL TO ORDER – Mayor Bugg

B. ROLL CALL – Mayor Bugg

C. APPROVE AGENDA

D. APPROVAL OF MINUTES AND ACCEPTANCE OF TREASURER’S REPORTS

1. April 8, 2021 Meeting Minutes
2. April Treasurer’s Reports (4)

E. PUBLIC COMMENT

F. MAYOR’S REPORT

G. REPORT FROM THE TOWN ATTORNEY

H. REPORT FROM THE ZONING ADMINISTRATOR

I. REPORT FROM THE BUDGET & FINANCE COMMITTEE

J. OLD BUSINESS

1. 2nd Reading of 2 Ordinances
 - Ordinance 2021-01
 - Ordinance 2021-02

Eliminate CUPS for all private docks and for swimming pools outside RPA in R1/R2 zoning districts

2. 2nd Reading Resolution 2021-08 (CUP) Extend Food and Beverage Service to Front Patio in B1
3. 2nd Reading Resolution 2021-09 Authorizing Filing of Petition for Writ of Special Election

K. NEW BUSINESS

1. 1st Reading Ordinance 2021-03.uc Adopting Fee Rate Schedule
2. 1st Reading Ordinance 2021-04.uc Adopting Transient Occupancy Tax Rate
3. 1st Reading Ordinance 2021-05.uc Adopting Real Estate Tax Rate
4. 1st Reading Ordinance 2021-06.uc Adopting an Annual FY21/22 Budget
5. Discussion of Proposed Ordinance 2021-07 Short Term Rental Registry
6. Discussion about Resolution 2021-10 – Amend and Restate Planning Commission
7. Discussion of American Recovery Act Funds
8. ‘Maintenance of Traffic Triangle at Route 200 & Steamboat Road’ – J. Harris, VIA President
9. Appropriations TBD

L. ROUNDTABLE

M. ANNOUNCEMENTS

1. In observance of the Memorial Day holiday the town office will be closed Monday, May 31

N. ADJOURN



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AGENDA

A. CALL TO ORDER – *Mayor Bugg*

Mayor Bugg: This is the Irvington Town Council Regular Monthly Meeting held at the Irvington Baptist Church Thursday, April 8th, 2021, at 6:30 p.m.

B. ROLL CALL – *Mayor Bugg*

Mayor Bugg: I will start with roll call. Mayor Bugg present.

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

Staff Present: Nancyellen Keane, Esq., Town Attorney
Lara Brown, Zoning Administrator
Sharon Phillips, Town Clerk, FOIA Officer

Guests Present: See attached sign in sheet

C. APPROVE AGENDA

Mayor Bugg: The next item will be approval of the agenda. Council have you had a chance to review that.

Frances Westbrook: Mr. Mayor.

Mayor Bugg: Yes.

Frances Westbrook: I would ask that we strike under the minutes those referencing budget and finance committee. I'm not sure why they're on here, we don't typically review and pass committee meeting minutes so....

Mayor Bugg: Any thoughts on that....

Bonnie Schaschek:under old business....

Mayor Bugg:yes....



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Nancyellen Keane: There was an amended version of the agenda that was sent out a little earlier and it had a correction on one item and the addition of appropriations.

Frances Westbrook: So what's happening with old business #3,

Nancyellen Keane: That's what's really supposed to be #2. It was worded wrong and not correctly worded and I think the mayor is going to talk about it, the actual wording is what is in the highlight.

Frances Westbrook: Well also the budget 2021/2022....

Nancyellen Keane: ...that's part of what ya'll are going to....

Frances Westbrook: We're going to talk about.

Mayor Bugg: Yeah, that was the goal of that.

Bonnie Schaschek: Are we going to make a motion to accept the contract because we are still waiting for additional information, this is not in the current budget.

Frances Westbrook: Right, that's what we are going to talk about, on the agenda.

Bonnie Schaschek: So, it is just a discussion.

Frances Westbrook: You're correct.

Bonnie Schaschek: No motion, only discussion.

Mayor Bugg:to remove the new agenda....

Frances Westbrook: I'm sorry under approval of minutes part 3, we were going to strike item B, E, and G. They all reference budget and finance committee.

Mayor Bugg: Got it. Would you like to make that motion.

Frances Westbrook: I can, I certainly will. I move that we strike from the agenda items 3B, 3E, and 3G.

Mayor Bugg: All in favor.

Group: Aye.

Mayor Bugg: Opposed. Those changes to the agenda are made.



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

THE MOTION THAT WE STRIKE FROM THE AGENDA ITEMS 3B, 3E, AND 3G IS PASSED 6-0.

Nancyellen Keane: Is new business 8 and 9, is that additional or is that.

Mayor Bugg: Yes so, we would need an amendment to add item 3 under old business and 8 and 9 under new business.

Frances Westbrook: So moved.

Mayor Bugg: Is there a second.

Anthony Marchetti: Second.

Mayor Bugg: All in favor.

Group: Aye.

Mayor Bugg: Opposed. Those amendments are made as well. Thank you council.

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

THE MOTION TO ADD ITEM 3 UNDER OLD BUSINESS AND 8 AND 9 UNDER NEW BUSINESS IS PASSED 6-0.

Bonnie Schaschek: What is #7

Sharon Phillips: That 7, didn't take it off, 7 is appropriations to be determined and that the addition of 8 and 9.

D. APPROVAL OF MINUTES AND ACCEPTANCE OF TREASURER'S REPORTS

Mayor Bugg: The next item would be approval of minutes and acceptance of treasurer's reports.



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Bonnie Schaschek: Wait, did we approve the amendment.

Frances Westbrook: Yeah.

Mayor Bugg: Yeah. [lots of talkover]. Well Bonnie, you brought it up, would you like to make the final motion regarding the agenda.

Bonnie Schaschek: I move that we approve the amended agenda.

Dudley Patteson: Second.

Mayor Bugg: Any further discussion. All in favor. Opposed.

Group: Aye.

Vote:

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

THE MOTION TO APPROVE THE AMENDED AGENDA IS PASSED 6-0.

1. Minutes Initially Presented on February 18-25, 2021 Agenda

- a. October 8, 2020 Meeting
- b. October 15, 2020 Meeting
- c. November 17, 2020 Meeting
- d. November 18, 2020 Meeting
- e. December 10, 2020 Meeting

Mayor Bugg: The amended agenda is approved. Again, the next item on the agenda is approval of minutes and acceptance of the treasurer's report. As you can see on the agenda these have been broken down into three different groups. The first one would be the minutes presented prior to February 18th, the five sets of these meeting minutes. I believe council has had these for about 2 months. I am unaware of any edits that have been received by the clerk. I've read these and they appear to be in good order roughly 88 pages and considering these minutes, I would like to move to a vote up or down vote to go ahead and approve these minutes and again these are the first proofing of minutes so, with that I will turn it over to you council.

Bonnie Schaschek: Well, I read through this first group and I have changes to all of them.

Mayor Bugg: Have you presented those changes.

Bonnie Schaschek: No. I was waiting until I finished the next batch to send them over.



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Frances Westbrook: She's listening to the tapes.

Bonnie Schaschek: I'm listening through the tapes and going through it. So I do have changes.

Dudley Patteson: Are they material?

Bonnie Schaschek: In some cases yes. In some cases minor. I'm going to be honest with you, I read through this whole stack the other night, we need to decide on what we are going to do here because unless you listen to the tape and follow through these, these minutes don't make any sense. We either need to go back to a summary and if anybody wants any more detail they can ask for the tape of it, because you have half sentences in here, wrong names on who is saying what, that's why I'm saying if you are not listening to the tape you are not really seeing what's being said here. I mean, has anybody else read through this and experienced any of that.

Frances Westbrook: I have read through it and I know there has been several cases, now I can't tell you exactly which ones, I have my notes at home, but I'm saying things that wasn't me that said.

Bonnie Schaschek: I didn't say it, right, that's what I'm saying there's.

Frances Westbrook: There is a little lack of confidence on my part only in that, the only way it is going to be absolutely positively correct is if each one of us listen to those tapes and okay parts that are assigned to us. I think that there is, voices aren't being recognized on the tape for whatever reason. There is some material for me is just the fact just like I've said some things I haven't and vice versa.

Mayor Bugg: These are verbatim minutes, correct.

Bonnie Schaschek: But they're not. You've got a sentence and then all of a sudden somebody is talking and dot.dot.dot.dot and then it would say something like Jackie well blah-blah-blah, well Jackie didn't say that. I said it.

Sharon Phillips: So, the reason that you see the dots, are because quite frankly council does speak in broken and interrupted sentences and when you all speak over each other that is the only way that it can be captured. So, I appreciate that reading the verbatim minutes does appear to be rather fractured and it is absolutely difficult to follow, but it is not because they are inaccurate. The content is correct. They are verbatim minutes. I can appreciate council's frustration with incomplete sentences, but that has nothing to do with the clerk.

Bonnie Schaschek: I'm not saying it is.



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Sharon Phillips: I'm not sure how you would want to make a complete sentence out of an incomplete sentence. If they are verbatim, they are verbatim.

Frances Westbrook: We had the conversation before and quite frankly I would love to see us go back to summary minutes. As a council, as a body I don't ever discussing moving to verbatim. We never talked about it, we never voted on it, and I'd like to see us go back to summary and if there are any big questions, we still have the tape that we can refer back to. We have to keep the tapes. I mean they are public record; we can't do away with them and I think it would make our job a lot easier, also the fact that we are trying to go back and look at minutes that are so far back. I'm totally dependent on what I might hear on the tape versus what I hold in my memory because the minutes go all the way back to October. I had a much easier time with this last group of minutes because they were basically March. The short ones we don't have a problem at all but the March 11, I remember that meeting so it's a lot easier for me to deal with those even though they were verbatim. I would like us to consider going back to summary.

Dudley Patteson: Well at some point we need to move forward on.

Frances Westbrook: Yes, we do.

Dudley Patteson: And I personally think that 2 months is ample time for any one of us to present to the clerk and to ourselves any material changes that need to be made and I would like to suggest that at least for the first section of these minutes that are the oldest that are 2 months old, that we approve them and move forward and then at a subsequent meeting we can do the same for the next set and keep going, and that gives anyone here on council time to review the next set and to present to the clerk and ourselves.

Frances Westbrook: Have you listened to any of the tapes yourself?

Dudley Patteson: I haven't listened to any tapes, I've read them.

Frances Westbrook: Well it's hard to remember...

Dudley Patteson: ...it is hard to say what a person has said or not, but, at some point we have got to focus on and....

Frances Westbrook.... I agree, I'm tired of dealing with them, these meetings are 5 months old.

Dudley Patteson: So I make a motion that we approve the set of minutes that were presented in the February 18-25, excuse me, agenda and get on with this and approve them.

Wayne Nunnally: Dudley how could we do that in good conscious if we have a member



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Dudley Patteson: ...wait a minute let me finish....

Wayne Nunnally: ...express concern over the ones she's read so far, with errors that are meaningful. I don't see how we can do it. Where the real problem is getting these things this late. I mean once we get back on schedule, and we get the minutes for the prior meeting before the other meeting, that would solve a lot of problems. But, I am certainly not comfortable approving minutes that a fellow council tells me, there are mistakes in it, until we can get that part straight you cannot approve them. When you get a set of minutes like this, I understand were ready to me on Friday, Good Friday, I didn't pick them up until Tuesday, but I weighed it, it's only 3½ pounds and an 1¾" thick to read, so I would oppose your motion

Mayor Bugg: The motion is on the floor is there a sec----

Dudley Patteson: The motion is on the floor and um....

Anthony Marchetti: I'll second.

Dudley Patteson: There's a second.

Anthony Marchetti: I've read through them all and I agree with Dudley I'd like to see this move forward, I've got staff saying that they are verbatim. If there has been 60 days, if there was any significant material changes I feel like or issues that's ample time that somebody should have been brought before somebody to raise a red flag. The audio tapes still exist so material or immaterial somebody can go back and listen from October 8, October 15th if they need to.

Frances Westbrook: The problem is once we pass these they are considered a legal document.

Bonnie Schaschek: There are changes to every single one of the documents.

Sharon Phillips: But you always have the audio.

Frances Westbrook: ...the audio once they are passed and accepted and they are put in the book. They are put in the book and that represents exactly what was done and said. So I mean we have gone back over minutes before. We remember these meetings differently but because it's not, it wasn't captured in the minutes then we have to go with what the minutes said, there is no argument about it. It is what it is once this is passed.

Dudley Patteson: I just find it odd that we don't have before us 2 months later...

Bonnie Schaschek: I just started this last month.



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Dudley Patteson: ...it has been a month and we have a business to run here at this town and at some point unless you have something which you don't have I don't believe that is, that says it is a material difference in the audio from what is in the minutes we have been provided, we need to move on and get them approved.

Wayne Nunnally: Call the question...

Frances Westbrook: Well, wait a minute let me make suggestion if I may.

Dudley Patteson: Sure.

Frances Westbrook: Let's consider allowing Bonnie to continuing to work on the first two groups....

Dudley Patteson: Okay.

Frances Westbrook: ...and we will take a third group which personally I'm prepared to act on the third group, those are in my mind, I did have some changes, but yes I am prepared to deal with the most recent, but I think it is incredibly important that we get sections 1 and 2 absolutely correct and what's it going to do if we don't do that tonight. Absolutely nothing, it just means that we don't have those voted on yet. I mean it is not like it is going to hold up any town business or anything.

Wayne Nunnally: Call the question please

Mayor Bugg: I want council to know that both sides have expressed their concerns and I think both sides have the goal of doing this right and getting this right and I believe we should move forward with approving these minutes, saying that I appreciate all your input and this is a basic function we need to accomplish and approval of minutes is meets our basic function as Mr. Patteson said just keeping things moving forward so, I think we should go ahead and approve these but again thank you for all your comments with that. Let's go ahead and take a vote in proving the minutes. All those in favor of approving the first group of minutes say aye.

Dudley Patteson: Aye.

Anthony Marchetti: Aye.

Mayor Bugg: Opposed.

Wayne Nunnally: Opposed.

Bonnie Schaschek: Opposed



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Frances Westbrook: You want to show....

Mayor Bugg: Yeah, I'll do a roll call vote.

Frances Westbrook no.

Bonnie Schaschek no.

Dudley Patteson yes.

Anthony Marchetti yes.

Wayne Nunnally no.

Jackie Brown no.

**THE MOTION TO APPROVE SECTION 1 OF THE MINUTES IS
DEFEATED 2-4.**

Mayor Bugg: Motion fails. 2-4. With that....

Frances Westbrook: May I make a motion just to table these...

Mayor Bugg: Yes.

Frances Westbrook: With the sincere thought that we will take care of these definitely at the next meeting.

Sharon Phillips: Mr. Mayor.

Mayor Bugg: Yes.

Sharon Phillips: I'd like for there to be an established process tonight, again, Ms. Schaschek explained in the March meeting that she would make an appointment with the clerk and bring her concerns to the clerk prior to this meeting, there seems to be no concerns about the second set, or excuse me the third set of meetings. Ms. Schaschek said she was going to make an appointment with the clerk, come into the office, and handle this situation, so let's please, those documents should be submitted in writing and the clerk will, IF they are not material, again, that time frame was supposed to have occurred. That action was supposed to have occurred prior to this meeting. We challenged council at the last meeting to take this seriously.

Dudley Patteson: I also feel that each council member if they have any changes as the clerk has said, present them to the clerk well in advance of the next meeting in order.....

Wayne Nunnally: What is well in advance, Thursday or Friday before the Thursday meeting.

Anthony Marchetti: We've had these for 60 days. I read every single minute on this page.

Wayne Nunnally: You mean on 1 and 2.



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Anthony Marchetti: And 3. I gave up free time, I read after the kids went to bed. I have read every single set of minutes including budget and finance that is listed on this. I made time....

Dudley Patteson: At the moment we have zero, absolutely zero, zero concerns....

Anthony Marchetti: ...I want it to be right as well, but I'm trusting, based on my recollection from my readings, and I'm trusting that staff says it is verbatim, I am comfortable saying it is good.

Wayne Nunnally: We disapprove 1 and 2, only talking about 3.

Frances Westbrook: We haven't acted on the second group.

Mayor Bugg: Before we move on....

Anthony Marchetti: What's going to change from this meeting to the next one when this is supposed to be, the last meeting to this one.

Mayor Bugg: How about a motion that any comments or concerns are expressed to the clerk a week in advance of the next meeting.

Sharon Phillips: More than that, Mr. Mayor, please, a week before the meeting is nothing but meeting. If Ms. Schaschek is going to bring to the table 12 sets of minutes that require me going back through the audio that is hours of work. That, council has had these since the first week of February because the meeting was on the 18th and the documents were posted prior to that.

Wayne Nunnally: We are just taking a vote to not approve 1 and 2, and move on to 3, approve that, that's the next order of business. We don't need to discuss what should have been done.

Sharon Phillips: To your point, you asked me what was considered reasonable times, if Ms. Schaschek has done those edits I'm not sure why they would not be in the town office tomorrow.

Bonnie Schaschek: I was waiting to give them to you all at one time. I never said that I would get them to you before this meeting.

Sharon Phillips: You did.

Wayne Nunnally: We don't need any bickering.



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Frances Westbrook: Can we move on. Please.

2. Minutes Initially Presented on March 11, 2021 Agenda

- a. September 23, 2020 Workshop
- b. December 17, 2020 Meeting
- c. January 7, 2021 Joint Public Hearing
- d. January 7, 2021 Meeting
- e. January 14, 2021 Meeting
- f. February 4, 2021 Meeting
- g. February 18 - 25, 2021 Meeting

Mayor Bugg: Let's go to item 2. Item 2, minutes prior to March 11, these are 7 sets of minutes. I believe council has had these for 1 month. Any comments regarding these minutes and again this is set #2. With that is there a motion to approve.

Anthony Marchetti: I've read them all, I was not at the December 17th meeting, I have not heard the audio on that one, but a, c, d, f and g, all look accurate to the best of my recollection.

Mayor Bugg: Anything further council. Is there a motion to approve.

Anthony Marchetti: So moved.

Dudley Patteson: Second.

Mayor Bugg: Any further discussion council. All in favor.

Anthony Marchetti: Aye.

Dudley Patteson: Aye.

Mayor Bugg: Opposed.

Wayne Nunnally: Opposed.

Frances Westbrook: Opposed.

Jackie Brown: Opposed.

Bonnie Schaschek: Opposed. There's changes on every single one of them.

Sharon Phillips: Do those changes affect the motion?



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Bonnie Schaschek: No, none of them affect the motions that were made in the minutes. Those are all accurate. It's the conversations that are inaccurate.

Frances Westbrook: Mr. Mayor I move that we table these second set of minutes.

Wayne Nunnally: Second.

Mayor Bugg: All in favor.

Wayne Nunnally: Aye.

Frances Westbrook: Aye.

Bonnie Schaschek: Aye.

Jackie Brown responded Aye.

Mayor Bugg: Opposed.

Anthony Marchetti: Aye

Dudley Patteson: Aye.

Mayor Bugg: They are tabled.

THE MOTION TO TABLE THE SECOND SET OF MINUTES IS PASSED 4-2.

3. Minutes Initially Presented on April 08, 2021 Agenda

- a. September 10, 2020 Meeting
- b. November 11, 2020 Budget & Finance Committee
- c. December 8, 2020 Joint Public Hearing
- d. December 10, 2020 Joint Public Hearing
- e. March 2, 2021 Budget & Finance Committee
- f. March 9, 2021 Town Council Public Hearing
- g. March 11, 2021 Budget & Finance Committee
- h. March 11, 2021 Town Council Workshop
- i. March 11, 2021 Meeting

Mayor Bugg: Third, would be the minutes presented last Friday would be April 2nd, 9 sets and miscellaneous items in there as Mrs. Westbrook pointed out, there was a motion to remove B, G, and E so it would be all the remaining items on there.

Frances Westbrook: I will say on item 3b which we just took off of there, those are budget and finance committee minutes however the header for those minutes state that the town



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council special called meeting to be held as a workshop and in fact it was budget and finance committee minutes.

Mayor Bugg: Okay.

Frances Westbrook: So, it's just a header on that that needs to be dealt with. Sharon I have that for you.

Sharon Phillips: Thank you.

Mayor Bugg: Is there a motion to approve this group.

Frances Westbrook: Oh wait a minute I've got a couple of changes on that one.

Bonnie Schaschek: I think we have to change all of them because administrative staff, Nancyellen Keane law firm is not administrative staff. That should be....

Frances Westbrook: Where do you see that.

Bonnie Schaschek: It's all over.

Frances Westbrook: It just says town council.

Bonnie Schaschek: ...under administrative staff present.

Sharon Phillips: The town attorney has always been listed in the Irvington Town Council minutes as staff.

Frances Westbrook: The staff has been listed on all of these not prior to these.

Sharon Phillips: Absolutely, Wes Charlton was identified in all of Irvington's minutes.

Bonnie Schaschek: Yeah as town attorney, not staff.

Frances Westbrook: It's fine with me to have that listed on there. I don't have a problem with that.

Wayne Nunnally: I'm lost what are we talking about.

Anthony Marchetti: I'd like to know how many minutes we've spent talking about minutes.

Frances Westbrook: Well that's what we are supposed to be doing.

Anthony Marchetti: There's other business we could be doing.

Mayor Bugg: Do we have a motion to approve these.

Bonnie Schaschek: The ordinance says they have to be read out loud at the meeting—read them.



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Frances Westbrook: On the March 11th meetings, page 9 down at the bottom, I suspect this is not correct, but if Bonnie makes a comment on here and then Lara Brown's comment is I'm ignoring you. I don't quite think that's what she said.

Sharon Phillips: Actually she did.

Frances Westbrook: She did.

Sharon Phillips: In the minutes, it was a joke. It is verbatim.

Anthony Marchetti: It seems pretty futile but you don't have to go back and try to, I mean, try again, of course you want things are accurate but it seems like a colossal waste of staff's time if every time if you are going to be nitpicking over, it's conversational, I completely get the, it's hard to put it into a 2-D piece a paper and have it make sense.

Bonnie Schaschek: ...they never make sense....

Anthony Marchetti: To Mrs. Westbrook's, it's a conversation, this... -

Frances Westbrook: A summary would take care of the situation.

Anthony Marchetti: To Mrs. Westbrook's point, maybe a summary is the way to go, it would alleviate time from staff and you always have the audio. But if we always have the audio then I don't understand why we can't pass these minutes now because we always have the audio.

Frances Westbrook: Well I have some recommendations to make on the March 11th committee meeting which is the last group, the town council meeting itself, not the workshop. I didn't go back and look at previous minutes but in this particular group, I suspect it's probably the others too, whenever we take a vote, and the mayor calls for votes, he usually says all in favor and then it says opposed. It's opposed period. When you are reading this, the first time I noticed it, it was as though he didn't have a vote and if he did why did he oppose it. It took me several times to see that really he is asking for any opposition, so I would just object that wherever he says opposed that there should be a question mark there so it is a little more.

Mayor Bugg: Yeah.

Frances Westbrook: So, yeah, opposed question mark, as opposed to like I did, he was opposing the vote when he didn't even get a vote to begin with so, that was a little confusing. That's just a suggestion there and then and that happens throughout the document. With that, I think that's it on this one. I mean, let me doublecheck something else.



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Dudley Patteson: Are there any other changes that we need to jot down for the regular meeting because this, this could be presented to the clerk and everything should be in advance and the item identified, and the correction should be according to the person that submitted it and we just need to go down the list and that's it and....

Frances Westbrook: We agree with that and we get these on Friday which have been very nice, and then we get to read them over the weekend, printed out, the week of the meeting is very, very busy for her, so I wonder about bringing that correction that week of so, once again.

Wayne Nunnally: The minutes the week after the meeting.

Frances Westbrook: Well we've talked about that before to, but I do think having singed minutes would address so much of this, it would take care of what we are having difficulties with.

Dudley Patteson: When did the change take place from summary to....

Frances Westbrook: I couldn't tell you, it has been.

Bonnie Schaschek: It happened overnight.

Frances Westbrook: All of a sudden it just appeared as being.

Sharon Phillips: May I speak to that as clerk. I do have some knowledge of when the transition from summary to verbatim occurred. Off the top of my head, I can't recall the exact time but I was hired in June of 2017 and I believe that we did summary minutes for about a year and due to confusion regarding motions, and other dialogues we tried summary minutes, we tried a short truncated minutes, we tried many things and council actually voted to use verbatim minutes.

Frances Westbrook: I do not...

Nancyellen Keane: At least twice.

Bonnie Schaschek: I don't think.

Nancyellen Keane: ...2018 and then again in 2019.

Frances Westbrook: I would like to see that, but in the meantime, but regardless, once again I do think summary minutes would take care of a lot of this.

Anthony Marchetti: I's probably in the minutes.



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Bonnie Schaschek: The minutes that we don't have.

Mayor Bugg: Alright council what do we want to do with this group of minutes?

Anthony Marchetti: I've read them, I'm comfortable with what's there, minus the one workshop, I was not at.

Bonnie Schaschek: We don't approve the workshops anyway.

Anthony Marchetti: The one Lara spoke about the CUPS.

Mayor Bugg: Yeah. Is there a motion to approve these?

Anthony Marchetti: Motion to approve the third group of minutes minus the b, c and g.

Mayor Bugg: Correct.

Bonnie Schaschek: b, e and g.

Mayor Bugg: Yeah, b, e and g.

Dudley Patteson: I'll second the motion.

Mayor Bugg: Any further discussion? All in favor?

Group: Aye.

Mayor Bugg: All opposed?

Frances Westbrook no.

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

Wayne Nunnally: I abstain. I didn't get them until Tuesday and I will confess that I have not read them. So I cannot vote, I say I abstain.

Nancyellen Keane: I just want, what was your vote Jackie.



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Jackie Brown: I, I voted.

Mayor Bugg: In favor.

Mayor Bugg: Okay, that motion passes.

THE MOTION TO PASS THE THIRD SET OF MINUTES IS PASSED 5-1.

Anthony Marchetti: What's our plan for groups 1 and 2, happen and when?

Frances Westbrook: They were tabled until the next meeting.

Anthony Marchetti: Okay, are you comfortable, [talkover], the next meeting.

Sharon Phillips: So again....

Mayor Bugg: So again, confirmation as to when these comments be to the clerk and it's got to be sooner than the week of the meeting.

Sharon Phillips: So, and then Mr. Mayor how is council going, this is only one person's edits, so council is just going to be given the opportunity to revise, again that's where, is it the material? Again, so in the May meeting we will bring all of these minutes forward with one person's proposed changes.

Wayne Nunnally: Unless somebody else has them that would be the correct answer.

Sharon Phillips: I think that you all....

Dudley Patteson: How many are there Bonnie?

Bonnie Schaschek: I know in the first one there is quite a number and a lot of it like I said is you know a man said this, so it's putting in the name of the person, I said something which I know I didn't, I knew Jackie said it and then, it had me saying something which was actually Sharon not me.

Nancyellen Keane: Do you have the most recent version of every one of them because I don't remember seeing anything where a man said, a woman said.

Sharon Phillips: So every now and then I have a male, so if someone speaks, or speaks and I don't know who spoke or I can't decipher who spoke, I'm not going to assign that to someone incorrectly.

Wayne Nunnally: Can we move on to real business.



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Dudley Patteson: Do we have a procedure for council submitting changes to the prior minutes, we don't. Mr. Mayor....

Mayor Bugg: Is there a proposal that anyone....

[talkover].

Anthony Marchetti: Once the changes are submitted they need to be verified.

Sharon Phillips: She has them prepared. I think it would be reasonable for them to be dropped off at the town office tomorrow and again, that is going, it is going to be a substantial amount of work and then again, do I make those changes? How would you like for me to bring them back to council?

Frances Westbrook: I imagine it would have to be redlined.

Wayne Nunnally: ...has to be done and explained this is, just like you said, I move that the minutes be amended to say this.

Anthony Marchetti:do we listen to the audio to verify, if we are going to....

Wayne Nunnally:It would be done in an open meeting...

Anthony Marchetti:the tapes, so we can....

Frances Westbrook: Well that's the point of trying to get them to Sharon so she can....

Bonnie Schaschek: So is she going to then resend everything out again.

Frances Westbrook: I would imagine that you would approach it using a redline, Sharon is that how you would do it.

Sharon Phillips: You know what, I'm not sure how to handle this.

Bonnie Schaschek: Just approve them. I'm done.

Anthony Marchetti: At this point, at this point if it is material then it should be brought and reviewed.

Mayor Bugg: Do you want to vote again?

Frances Westbrook: We have already taken a vote on it.



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Dudley Patteson: Let's vote again. If Bonnie's okay with moving forward then I think we....

Mayor Bugg: Are you okay with moving forward....

Bonnie Schaschek: Do whatever you want.

Mayor Bugg: Yeah, let's vote again. We vote motion to approve group #1 of minutes. Is there a motion?

Anthony Marchetti: So moved.

Dudley Patteson: Second.

Mayor Bugg: All in favor?

Group: Aye.

Mayor Bugg: Opposed.

Group: Aye.

Frances Westbrook: Roll call.

Mayor Bugg: Roll call.

Frances Westbrook, no.

Wayne Nunnally, no.

Anthony Marchetti, yes again.

Jackie Brown, no.

Dudley Patteson, yes.

Frances Westbrook: Do what you want to do.

Bonnie Schaschek: I'm just tired of this to be honest.

Mayor Bugg: I'd love to move forward.

Wayne Nunnally: Stick to your conscience and character.

Bonnie Schaschek: Okay, makes it 3 to 3.

Male: So far.

Frances Westbrook: 3-2.



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Bonnie Schaschek: Quite honestly, I'd like to see us move forward, can I give Sharon the changes that I have and they can just be put in the file. They don't significantly change any part of the voting that we did, it is all conversational. Who said what and when type of thing.

Mayor Bugg: Good suggestion.

Bonnie Schaschek: Rather than, unless, I don't know.

Frances Westbrook: So you're saying there is no material?

Bonnie Schaschek: No, it's mostly whether you said it or I said it, or this one said it or that one said it. It doesn't change our voting, it's more about who said what and when. So I mean.

Frances Westbrook: Those are my comments, I have questions on, it's definitely who said what, so.

Nancyellen Keane: Did everyone vote on this.

Sharon Phillips: Bonnie needs to vote.

Dudley Patteson: Bonnie needs to vote.

Bonnie Schaschek: I'm going to say lets move forward, but I am going to give Sharon my changes that I have and if anybody else wants to listen to the recording and make changes, so be it.

Nancyellen Keane: Is that a yes?

Bonnie Schaschek: Yes.

Nancyellen Keane: Okay, I just want to hear it.

Mayor Bugg: That is a tie and my vote is to approve. Hallelujah. Those are approved.

THE MOTION TO APPROVE THE FIRST SET OF MINUTES IS PASSED 4-3.

Mayor Bugg: The same thing for item 2. Is there a motion to approve?

Dudley Patteson: So moved.



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Anthony Marchetti: Second.

Mayor Bugg: All in favor.

Group: Aye.

Wayne Nunnally: No.

Mayor Bugg: Opposed? Roll call vote.

Frances Marchetti: Anthony said Aye.

Anthony Marchetti: Aye.

Wayne Nunnally, no.

Jackie Brown: I don't care.

Jackie Brown: What was important to me is that these are legal documents, and they need to be were accurate and they aren't accurate in some respects and I think that the people voting against it were voting in good conscious because it's very important that our documentation is correct and it's been very difficult between mask and you know all this other things that we've gone through that are COVID to get understandable minutes. I'm not faulting Sharon, I'm just saying we need to have minutes that are accurate and that's what I was concerned about, but when it gets to this place where it's just ridiculous, I don't know, maybe it will come back to bite us, when somebody has to go back and you know look at the conversation, I don't know.

Bonnie Schaschek: That's what I was concerned about.

Mayor Bugg: You're a yes.

Jackie Brown: My vote is I don't care. Yes, go ahead.

Frances Westbrook: I think what Jackie is saying, I feel it. I am hung up on the legal document aspect of it but I'll vote with a yes.

Wayne Nunnally: I'll switch my vote to yes.

Mayor Bugg: Dudley?

Dudley Patteson: Yes.

Mayor Bugg: Yes, group #2 approved. Last vote in terms of vote will be the treasurer's reports.



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THE MOTION TO APPROVE THE SECOND SET OF MINUTES IS PASSED 6-0.

4. March Treasurer's Reports (4)

Frances Westbrook: I assume you got a new balance sheet because that's...

Nancyellen Keane: Bonnie, did you vote?

Bonnie Schaschek: No. They just skipped me. I happen to agree, but like I said, I will still continue listening to the recordings and if I find anything significant I'll let Sharon know. In the meantime, let's just move on.

Mayor Bugg: Yes, thank you. Mrs. Westbrook, anything about the treasurer's report.

Frances Westbrook: We got a new balance sheet with the corrections on that.

Wayne Nunnally: I wondered why the town office is still being listed since we've sold it.

Frances Westbrook: I'm going to address that a little bit later in the...

Mayor Bugg: Yeah.

Frances Westbrook: Yes, that has been corrected on the balance sheet, but once again, these are filed for informational purposes only we are still going through the audit.

Mayor Bugg: Okay.

Frances Westbrook: I did speak with Charlie, the attorney about that and he felt like that was the best way to handle it for right now so.

Mayor Bugg: Do we need a motion to approve these as well?

Frances Westbrook: We are just filing them as informational.

Mayor Bugg: Alright well we'll move on to the next. The next item on the agenda. Public thank you for your patience.

E. PUBLIC COMMENT

Mayor Bugg: That brings us to public comment so, if you would like to say anything, please raise your hand and state your name and address and you can take the floor. Yes sir.

Ian Cheyne: Where would you like for me to stand?



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Mayor Bugg: In the middle, wherever you're comfortable.

Ian Cheyne: Okay, Mr. Mayor, members of council, good evening. Thank you for the opportunity. What I'd like to talk about is the article that was in the Rappahannock Record last week about the short-term rentals and the intentions thereof. So, I've actually given Sharon something in writing, so I'm not going to spend a lot of time other than to you know, my wife and I, we've lived in this town for 30 years and we've only found one other occasion when I thought it was necessary to come and do something, that was when Quarles was going to build a propane tank down by the school which I thought was a pretty alarming thing and fortunately they decided to withdraw from that. My concern here is not so much about the nitty gritty, although I do feel that the comments that Mr. Nunnally made at the last meeting should be given plenty of airtime that we should not have unconstrained development of something like the short-term rentals because it is a radical change in the zoning within the town. We are a small town, there's only a little over 200 residences in this town and I think historically we've had a good balance between business and the community and gradually over the 30 years that we've been here, Irvington has changed and I will say for the most part it has been positive changes and it really has remained a great community, but wildlife habitat here in communities are under attack all over and disappearing and we can probably attribute many of the social problems that we have in society today to the destruction of communities and one of the reasons that we are here, we had no association with Irvington 30 years ago, but discovered this place and found a community that is really quite rare and unique. And so, I think this body has a lot of responsibility on how these short-term rentals are allowed and developed going forward. You just have to go to the Outer Banks and see a community of all short-term rentals. Is that what we want? I don't think so. So, rather than moving to a totally business community, maintaining the balance of a people community and business community is a critical thing and I hope that you will plus the planning commission will think carefully about how this is achieved. Now there is a handout here that my wife and I put together with a list of concerns and, they are the usual things that one would expect. I think what we feel the most important thing is the preservation of this really, really very unique and special community and I have to say the discussion that we just sat through, reinforced my confidence that you will do the right thing to maintain an effective community in Irvington. Thank you so much.

Mayor Bugg: Thank you. Anyone else from the public. Yes.

Julie Harris: Julie Harris, King Carter Drive. As president of the Village Improvement Association, I would like to make an additional request after item #6 on the agenda in regards to the VIA.

Sharon Phillips: So you are just going to preface it.

Julie Harris: I can do that. Well in the VIA we have a welcome committee that we put together a welcome bag with coupons in it, different items for the newcomers and one of the things that we've been including in this bag are the books about Irvington, the orange books that are in the town office and the VIA would like to propose to buy those books so



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that we can continue to put them in the new resident's bags so we would like to make an offer. We have a meeting in April and so I would like to get a number and then come back to you to make an offer to buy those books.

Frances Westbrook: So we will be talking about this under new business is that correct?

Julie Harris: We will be talking about another proposal from the VIA, this proposal did not get on the agenda so I'd like to find out if that would be acceptable that we would offer to buy those books.

Wayne Nunnally: Do we sell them now?

Frances Westbrook: Yeah.

Wayne Nunnally: How much do we get for them.

Frances Westbrook: It used to be \$7.00.

Wayne Nunnally: Are you asking for a price?

Mayor Bugg: Discuss this?

Julie Harris: We were considering to buy them all, we were thinking maybe \$5.00 a book, but...

Bonnie Schaschek: How many are in the office?

Julie Harris: 40, 50.

Sharon Phillips: So again, you were just going to introduce it now and allow council to discuss it when they are talking about the other VIA things on the agenda.

Mayor Bugg: Excellent. Thank you. Mrs. Harris. Anyone else from the public? Yes Cay.

Cay Bradley: Sharon, there's one of these for you and Nancyellen, Dudley if you could pass those around the table there, there's one for you in that pile. As the queen of FOIA for the Town of Irvington, I've made copies for you as well. So those of that don't know me, I'm Mary Cary Bradely, King Carter Drive, I am going to try very hard to stick to the bold statements. I apologize for the length of my comments, but they are all sort of connected, so I needed to do them together. So, first of all council, thank you for hearing my comment last month regarding helping council and residents be ready to discuss items on the agenda by not adding to the agenda. So, thank you for that and I hope that behavior will continue. Regarding minutes, I'm glad y'all finally decided to pass minutes. I have been in the position of doing summary minutes and also doing verbatim minutes and I will tell you right now that if you type fast enough verbatim minutes are less effort than a summary and they are also less up for debate with whomever you are submitting them to. So, I don't know what y'all are going to do. I understand the volume because I get them all because remember I'm the queen of FOIA, but I do have caution and concern about summary minutes based on my own experience of preparing them. Alright, FOIA. I use



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FOIA to ensure I'm informed of what's going on in Irvington and matters the council is considering, however recent actions lead me to be more concerned about the degree to which the council is acting in a transparent manner. One of my FOIA request is related specifically to the survey effort that was discussed at the March 2021 town council meeting, all materials discussed at the March meeting were shared in a manner that precluded the public from being aware of what was being discussed. First, a council member sent an email from a personal email to all other council members and the mayor at their personal email addresses. Based on my attendance at most meetings where FOIA has been discussed this is not the best practice. Second, even though the email included a publicly available document that included the results from a survey conducted by a town in Massachusetts. The subject line of the email was "Material for Tonight's Closed Session on Town Survey and Proposal, please do not share". I do not know the points that were made with the report that was available with the URL as that happened in closed session. I did not see anything suggesting that the report that was shared was completed by the company Quantisoft from whom council appropriated funds. I understand there is now a debate about whether or not y'all appropriated funds following the March closed session. Regarding the survey, following the March meeting I emailed Councilwoman Brown at both her town and personal email addresses as she had indicated it would be best to communicate with her through her personal email address. I would have preferred just to use her town email address, but I respected the fact that she regularly checks her personal email and not her town email and I wanted to be sure she saw my offer. I cc'd Councilwoman Westbrook on this email. That email which is attached, I shared that I have experience developing, administering and analyzing and reporting on surveys, as a matter of fact, that's what I do for a living. I offered to help and indicated some content that from my professional opinion should be included in any contract to conduct a survey. As part of my FOIA request thank you Mr. Marchetti for responding to the FOIA request I was able to get the contract document and the information on survey participants in particular seems insufficient. It simply says the survey will be distributed to approximately 400 to 500 Town of Irvington residents. It's not clear to whom surveys will be distributed. Based on my experience with the Common's survey I am assuming the land book will be used, however I do not believe that is updated until the fall so there is really no rush to do the survey now to get to new people since by definition they won't be in the land book that you are using. Collecting data both in paper and online format is great, but we, we the town should get the electronic data at the end of the day and when are they going to remove that data from their server because it will be stored on their server. Duties are assigned to the Town of Irvington but there was no discussion in open session or documented following closed session of who will complete those duties. I believe these are not light duties. They include how things are prepared in the mailings, 400 to 500 survey residents, there is a discussion about who is going to enter the paper copies. I'd like to share with you that for the Common's survey nearly 80% of responses were paper. So you're not talking about a few surveys that need to be entered. There is also no indication to what I refer to as a technical report which is clearly defined to whom surveys were sent, the number returned and in what format, and whether data was cleaned in any way and how results were tabulated and presented. At this point personally and professionally I would be skeptical



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of anything that may come from the survey. To be clear, I support a survey but a survey done well and in a transparent manner. My final topic is related to the budget, the council returned from closed session in March and Councilwoman Brown made the following motion “I move that we put \$6,500 in the budget to accept the contract with Quantisoft”, which she then amended and for the mayor to review the contract, I mean for the lawyer, sorry not the mayor. However, there is no money in the current budget to support this activity. In the November 11th budget and finance committee meeting it appears Councilwoman Westbrook stated there was no money for the survey in the fiscal year 2020 budget and that Councilwoman Brown would need to bring information to the fiscal year 2021 budget planning process to ensure it was captured. That does not appear the way we are addressing the survey request. The contract is for \$5,400 but the appropriation was \$6,500. Previously when discussing contracts in open session council has indicated that they would prefer to see more than one bid before approving a contract, yet to my knowledge only one was presented. Council has discussed contracts in open session, yet this one was discussed in closed session. To be able to spend \$6,500 for this contract we would need to first find the money and amend our fiscal year 2020 budget to allow it to be spent. Why would we start a budget amendment process when the new budget is being developed and why would we amend a budget with 3 months left. I haven’t done the calculations but I’m not even sure we can get it approved before the budget year ended. Thank you for your time.

Mayor Bugg: Thank you Ms. Bradley. Anyone else from the public. Yes.

Sharon Phillips: On benefit, June and Snowy McGeorge, they asked if this could be read in their absence. Mayor Bugg and Council Members. In regards to short-term rentals at the March 11th, 2021 town council meeting there were numerous comments complaining about the proposed ordinance. It was too restrictive, too nitpicky, the town doesn’t want tourism to help businesses. Well, here is the view from the other side of the fence. The residents born here and ones who have been here for years have worked hard for their homes and way of life knowing their neighbors, enjoying what the town offers, supporting The Tides Inn and local businesses. There were no taxes and businesses survived on their own. We personally don’t want new neighbors every week or have a business next door to us in a zoned residential area. We already have strangers walking dogs and exercising in Vineyard Meadows behind our home. They walk through our yard, down our private lane, speed through town, ride bikes on the road with no regard to their surroundings. We never used to lock our doors but now we do. Our secure way of life is compromised. We do not want our town to turn into Nags Head or Nantucket. In regards to needing tourism to survive. We have owned a business in Irvington for 30 years. We have never advertised or asked the town to donate to a website to advertise for us. We have not asked the town to help in getting grant money. We promote by word of mouth and having loyal customers. We never complained or asked the town to take on the burden of doing our job and using taxpayer money to promote a private business. We think that the proposed short-term rental ordinance is appropriate with one exception. The primary guest should be at least 21 instead of 18. You have to be 25 to even rent a car so you would think you would want a more mature person in charge. We also feel the restrictions and guidelines outlined in the



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ordinance are necessary. We have the same restrictions and guidelines for our marina tenants. We also have a conditional use permit. Short-term rentals are a business and should fall under the same restrictions that we have to follow. There have been problems with some of the short-term renters in the past disturbing neighbors with partying and noise. Why was this not brought up and discussed at the last town meeting. The town residents need to be aware of these issues. Snowy and June McGeorge. Thank you sir.

Mayor Bugg: Thank you Madam Clerk. Anyone else from the public. Yes sir.

Barry Robinson: Barry Robinson and I am resident of 137 York Road and you know with all due respect, you know, I sit here and listen to all these comments and I'm just not, I wasn't prepared to say anything tonight but I am dismayed. From my perspective looking at it this plan the town completely dysfunctional and while I certainly respect the people who have lived here for a long time and value the way of life, it just seems to me that what you're saying is that you value your way of life that you don't want any outsiders in and look at the news, what this country is about is the complete opposite of that. I don't understand why this community doesn't welcome guests. These guests spend money at the restaurants, they are paying taxes, I briefly looked at the budget. There is more and more money coming into this town with absolutely no plans for it. It just seems to me, you ask why I think it is dysfunctional is because I see no plan on what this money is going to be used for other than build a town office which I don't understand why you even need one and we love to take tax money in from short-term rentals or The Hope & Glory or The Tides Inn but we don't want any strangers. I, it just completely does not make any sense to me. I mean The Tides Inn has been here for decades and somehow or another people are concerned about short-term renters, think of the people that use the bikes that are offered to them free of charge at The Tides Inn, both ride through your neighborhoods, in front of your houses, this is a public street, you know, my question is that are we trying to run an HOA here, because if so there is Ford's Colony and Kings Mill and the Governor's Land and all kinds of other communities that some people may be happier with. These are public roads; people buy real estate here and by all rights they can do what they want with their real estate. With existing ordinances is perfectly allowed. Again, I say what I said last time. What problem are we trying to solve? What are we going to do with all the tax dollars? Why is The Town of Irvington website have and promote short-term rentals, why? So you don't think when people invest in this community and which by the way drives up your property values, that I'm assuming people care about, maybe not, maybe we are all, maybe we will be completely happy when we die, you know the courts or our kids take these houses and they wholesale them, people aren't going to want to live here. This body I challenge to try to look at the right thing and what's happening. I'm not aware of any issues with these short-term renters other than one incidence and I've talked to a lot of people and my question is, why didn't you just walk over and ask them to be quiet? I hear my neighbor who is over half mile away playing his stereo, do I have a problem with that, am I going to come in here and sit and say I want an ordinance not to play a steroid loud. Come on. These people are coming into this town are young families who want to be here and spend money and for us to judge them, I just, I, I, I don't understand what we're worried about. What are we worried about? Again, I, you know, I seriously question, well, I'm



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not gonna say it, I don't understand what The Town of Irvington's function is other than zoning. I challenge us to be more transparent and if a big action like this is taken on this ordinance, which by the way I hear was just kind of put on the table, you know there needs to be a vote and let the people who live here, the taxpayers make the decision. Thank you.

Mayor Bugg: Thank you. Yes ma'am.

Juanita Pagano: Hi. I'm a new resident to Irvington, not fully there yet and we are in love with this town.

Mayor Bugg: What's your name and address?

Juanita Pagano: Juanita Pagano, Vineyard Grove Association and I just wanted, to second the gentleman, I wasn't planning to talk but he is so correct. I used to do Air B&B when I lived in New York just because I wanted to complement you know my earnings and to be able to pay rent, and I have to tell you, I have such experience and guest short-rental guests, you know they are actually even better behaving people than many residents because they respect the place. They know this is home. You know somebody else's home and they oooo and owwww and they keep on talking about how you know lovely, what lovely restaurants they visited, what lovely parks they visited and honestly for Irvington I think short-rental is not a problem. If you look at for example Air B&B app, and see how many of those dots are there, how many people rent out their homes, not enough to be scared of, not enough at all, and I have to tell you, these people they will be talking about how lovely The Local is, how beautiful Tides Inn, what they have local drinks, the shopping at Dandelion, there are things these people come, they put us on the map but in a good way. The good tourism actually brings a lot to town. It doesn't ruin it and in my more than 10 years' experience of Air B&B I would say that there is nothing to worry about. You know, I use to back those, you know Air B&B hosts, I used to vet people, I don't want someone like you know come to my house and possibly ruin it, the host, it's their house and they vet who visits and these people are usually truly nice. So, I don't know, I truly would like you to think about this, we do not want to be a town that turns away you know or some separate planet somewhere else. We are part of all this and I think that letting people know about us nothing bad. We will flourish, town will flourish I think. Thank you.

Mayor Bugg: Thank you. Yes ma'am.

Kristen Cheyne: I've been vaccinated, can I take my mask off.

Mayor Bugg: Yes ma'am.

Kristen Cheyne: I don't have a very big voice. Kristen Cheyne, Hayden Hall Road. I've been here 30 years as my husband said and just to answer the gentleman, we welcome people to Irvington, we're glad to see the guests at The Tides, etc. I think what we're saying is Air B&B's are opening and they're not regulated at all, they are businesses. Every other business in town has to have a permit. So, Air B&B is a mini hotel, it should have a permit. Also, in the unlikely event I do agree with you, my problem is the town needs some mechanism that if there is a nuisance that they can deal with it. If they have a permit



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and there becomes a nuisance, they can review a permit. Also since they are residential areas, I'm not going through all this, I think if the property changes hands you should not grandfather a business permit, it's a residence and because there are residential areas, we welcome them as part of our world, but we have to think of balance. I think the residential area should be primarily residential and we welcome our Air B&B they have to be balanced for the community, so I think everybody is in this together, we understand people want to do businesses and that's fine and tax to the town but they have just been opening, go online and open a business. No business in Irvington can do that and especially since going into an area of town that really isn't zoned for business. We have to have some ordinance so that's my idea, and we welcome people to Irvington.

Juanita Pagano: Sorry, I missed that meeting. What happened? What was the problem?

Mayor Bugg: We can have our discussion about that but I just want to move the meeting along. No problem at all.

Barry Robinson: Thank you, with all due respect, town council members, I do appreciate everybody's service. I mean you guys spend hours and hours and you want the best for the town. I understand that completely. I respect your time but the town is changing, okay, and while I understand okay it's a business, you're right, but they are also paying taxes but as a residential business. In Europe people allow people into their homes all the time and are doing this kind of thing. I can argue the point and trust me I love The Tides Inn, but there is more risk of people coming to The Tides Inn than there are people staying in these houses. They are families staying in these houses who want to come down here and be with their family. You can't do that at a hotel. What you going to do pile in there and sit on a king size bed and say hello. They want a house to have family time. That's what, what VRBO's are for, families. People don't stay in these houses if they are going to come here for one or two days with two people, they are going to go to The Tides Inn. So, while I have no problem with registering, I question the whole CUP process because again I don't have any confidence that this body can objectively govern that. First of all, you're right, there's only 200 people here, there's too much power so if that means you'll approve them if it against their property because you don't like this guy, but if it's next to y'all's houses you'll approve it. I mean come on, how can you objectively do this. You can't. So, I'm open for ideas if somebody has something other than a CUP process, please we have paid employees that you're paying 15 hours a week and you expect them to manage all this stuff. I mean let's not be like the US government and create more work than we can't even accomplish. We can't even get minutes approved. So, again, all due respect, I think and I would be more than willing to help draft or input into something, whatever is proposed was way too restrictive and overreaching. So, I challenge let's stop talking about it and being upset about it and worried about it and locking our doors, and come up with something that makes sense. A register.

Mayor Bugg: Thank you. Thank you public and I wish I could wait but I do have some comments about the short-term rentals and a few other items but bear with me I will get through my mayor's report as efficiently as possible.



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F. MAYOR'S REPORT

Mayor Bugg: The first item on my mayor's report is the Town of Irvington versus James Campbell, that is a case currently in the circuit court of Lancaster County. An order was entered on March 29th, 2019 for the special commissioner to pay over to the Clerk of Lancaster Circuit Court \$16,505.31. These were funds with an interest to five parties to a prior partition sued from around 2009 involving the North Commons property. The town interest in this money is only \$181.13. If the funds are not claimed they will go to the state. I have asked the town attorney to claim back the town's portion. Just wanted to bring all of you up to speed on that. I just got notice from the clerk on this.

Wayne Nunnally: Can you claim it all? Can you claim it all?

Mayor Bugg: I would like to, but we'll get our portion at least. It was a partition sued back in 2009 involving the North Commons, I don't have all the background on that.

Wayne Nunnally: It is a piece of property, heirs are involved.

Mayor Bugg: Exactly.

Wayne Nunnally: Heirs never showed up.

Frances Westbrook: The North Commons, not the Commons.

Mayor Bugg: We'll get that taken care of. I do have some comments about use of the tennis court. I am going to move that just to round table so I can move along with my mayor's report and get to the topic that is so important to everyone in this room. That would be the draft short-term rentals ordinance. I promised at the last meeting to discuss this with the staff and get back to you with comments. I know this is on the agenda later in the meeting and the public has just spoken about it, but I want to make sure that this input is given now. The draft ordinance is a combination of legislation seen in a number of Virginia's larger jurisdictions like Richmond and Blacksburg. It covers the registry, zoning and taxes all in one document. This would likely have to be separated into more than one ordinance if ever adopted. At the last meeting we heard comments from the public and tonight questioning the need for this and asking what problem is it that the town is trying to solve. We need to define all of this before acting. If these concepts are all adopted the language should be made consistent with the transient occupancy tax sections of the code as this draft ordinance conflicts with the terms of tax rate as well as definition of a transient. There are some other legal issues with the draft ordinance. Grandfathering would need to be defined. It is possible that the grandfathered STR's could exceed the cap of 5%. Having a cap limits the registry as well as the revenue. What is the purpose of this draft ordinance? Is it to discourage STR's or to collect revenue for the town? Those were issues that the public just questioned as well. Enforcement is important to consider. The penalties and violations would need to be clear in order that we have the ability to enforce



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them without litigation. Interpretation, administration and enforcement will naturally involve the time of the clerk, the zoning administrator and the town attorney. Therefore, I ask the council when discussing this draft ordinance please consider the following questions. First, the purpose, again, what is the purpose of this legislation. Second, a needs assessment. What additional time will be required for the clerk, the zoning administrator and town attorney to administer the registry and enforce the zoning requirements and taxes. Third, how would this be enforced. We do not currently enforce the transient occupancy tax or the recently passed golf cart regulation so how is this any different. We just decided to reduce requiring CUPS for pools and docks and now it is suggested to add a new CUP for STR's. Council please ask yourselves why? Fourth, transients pay the tax and the property owners are remitters. So will the transients who visit hotels be included or excluded from this ordinance. What about the definition of a transient? What about the tax. Next will the zoning requirements apply to all transients as defined by the code? Current revenues from STR's not including hotels is under \$5,000. This means there is not a lot of revenue attributable to these STR's that can be used to pay for additional services to administer and enforce the law. Most people agree we should start with a simple registry. Doing this will allow us to identify registrants, create a registry with annual fee, it will enable more consistent collection of taxes. Thank you and council I ask that you take all that into consideration when discussing this. Mr. Nunnally again you got the ball rolling and it is certainly rolling, so there is my thoughts and comments concerning what I received from staff and we will certainly work through all of this.

Frances Westbrook: Would you consider sharing those points and stuff with each of us, maybe send out, I know they were....

Mayor Bugg: I can do that, were six or seven in there so.

Frances Westbrook: That's be great, very helpful.

Mayor Bugg: Absolutely.

Bonnie Schaschek: Don't we already have a register for....

Frances Westbrook: No, that's the first step of doing anything you have to have a registry first.

Wayne Nunnally: I thought we were getting fees.

Bonnie Schaschek: I thought we were getting fees for it and I thought the town..

Frances Westbrook: We have occupancy tax, that's in the ordinance, but we don't have a registry.

Mayor Bugg: We don't have a registry.



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Frances Westbrook: The owners don't have to register with the town.

Bonnie Schaschek: Oh, so it's just voluntary.

Frances Westbrook: Yeah and we have no way of identifying because they are not required to come forward and let us know.

Mayor Bugg: Thank you. I'd be happy to get that out to you council. Next item I'd like to speak about would be elections. As many of you may have read, in Whitestone today in the Rappahannock Record the General Assembly passed legislation moving town elections to November beginning with elections after January 1st, 2022. That would move me into the next item that I would like to speak about which would be the mayor position. I informed everyone that I intend to resign from my position as mayor in the near future. I will let you know that date with more certainty by our next meeting. In the meantime, I asked the town attorney to advise about the process concerning the vacancy and the position of mayor and what the town's obligations and deadlines are. Any qualified town voters who are interested in serving as mayor should write a letter of interest, attach a resume, and send both documents to the town clerk for circulation to council and thank you for that and being here for my report and with that item, I will turn it over to the town attorney for her report.

G. REPORT FROM THE TOWN ATTORNEY

Nancyellen Keane: The mayor asked me to review, do some research on the process when there's a vacancy in the mayor's position, so I did do that and when a vacancy occurs in the office of mayor the town council makes an interim appointment and has 45 days to do so from the date of the vacancy. If the council fails to make an interim appointment, then the court can make an interim appointment. Simultaneously or on parallel path with that once a vacancy occurs the town has to file papers with the circuit court seeking a special election to fill that position. That is why the mayor asked me to speak about this tonight because there's very little time in the time the vacancy occurs to when those papers have to be filed with the court. It's 15 days. I have drafted a....

Wayne Nunnally: Nancy, we have 45 days to make an appointment, is that when the 15 days start?

Nancyellen Keane: 15 days start on the date of the vacancy and the 45 days also starts from the date of the vacancy. You can appoint an interim mayor, but you have 45 days from the date of the vacancy to do that but there is an absolute deadline for the town to file petition papers with the circuit court before the special election within 15 days after the vacancy. So, I have drafted this which lays out, it's a resolution, a draft resolution.

Dudley Patteson: Want me to pass them out?

Nancyellen Keane: Sure. That would be great. Well anyway this lays out the code sections and so forth. Upon the resignation the council should make an interim appointment



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pursuant to this code section within 45 days of the office becoming vacant and it goes on to say the state law also allows the court to make the interim appointment for the vacancy if the council fails to timely make this interim appointment and then it says also that the state will require the governing body to file a petition with the circuit court for writ of election within 15 days after the vacancy arises.

What this resolution would authorize is the town attorney to file the petition no more than 15 days after the vacancy occurs, that's basically what this is for. There is also a second paragraph under the resolution part on the bottom half of the page that talks about in the event there is a second vacancy which occurs by virtue of an interim appointment of a council member to the position of mayor then there would obviously be a vacancy in the council seat and there would have to be a second petition filed with the court within 15 days of that. So, this was drafted to give you all the background information of what the deadlines are and to let you know that the authorization to do this needs to be made before the vacancy occurs or else you are in a situation where you would have to call, it would be very short, it would be very tight to do it.

Frances Westbrook: The clock ticks.

Nancyellen Keane: Yeah, you can't, you have to meet and you have to call the meeting and you have to have two meetings to pass a resolution so usually this is done in advance. It is sort of.

Wayne Nunnally: The vice mayor is just not promoted.

Nancyellen Keane: No. The vice mayor would act, let's say you don't appoint an interim, make an interim appointment until like the 20th day, okay, the vice mayor would act in the capacity of mayor and do the things the mayor has to do if there are any in that period of time.

Frances Westbrook: But I believe also in that period of time I'm still a town council member so I retain my voting capacity.

Nancyellen Keane: Correct, there's no difference, you would keep your vote, yes.

Frances Westbrook: Right.

Nancyellen Keane: So, this is being circulated for questions, comments, but whatever going forward from this, this needs to be read twice and adopted in order to authorize me to file the papers when they are necessary and it has to be done before the vacancy occurs so that we don't have to have two meetings after, you know what I'm saying.

Frances Westbrook: You'd like us to go ahead and jump on this aspect it because it needs to be waiting in the wings....



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Nancyellen Keane: Yes, it needs to be waiting in the wings. It spells out what the substance of it is so.

Wayne Nunnally: So is this the first reading?

Nancyellen Keane: If you want it to be it can be, but I was only asked to do this like yesterday so that's why you didn't get it before the meeting, so.

Frances Westbrook: Rather than it being the first reading, my preference would be that we've just gotten this and may generate a few questions you know the next couple of days.

Nancyellen Keane: You can make changes at a second reading if they are not material, so it's up to you, you do whatever...

Wayne Nunnally: Why don't we do make it the first reading now and make changes at the second reading.

Nancyellen Keane: You can.

Wayne Nunnally: So, I move that this be the first reading.

Dudley Patteson: Second.

Nancyellen Keane: And I think the resolution number maybe Lara you're aware or Sharon is it 9.

Sharon Phillips: No excuse me that's ordinance.

Nancyellen Keane: I think it's a 9.

Frances Westbrook: If it isn't we'll just have to start all over.

Jackie Brown: What's the November 2 date.

Nancyellen Keane: Let me explain, there are, there's a lot of detail that you have to read through to sort of sift it out. A special election will be called by the court to fill the position that's vacant. A special election can be called at certain times during the year. It can be on the same date as a general election. That is in the statute. It can also be called at another time but it cannot be called 55 days before a general election or 55 days after a general election. So based on the fact that we don't know when the mayor is going to resign yet, the safest pick probably is the general election date, it doesn't cause any more effort for the board of elections, they are already having elections, the judge's like to pick the general election date, you know, it is an easy, it is an easy pick and it's probably timely for what



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we're talking about. When you back up from the general election date there's 90 days required before the general election and if this election were to be held on November 2nd as a general election is also the candidates would have to apply and they would have to file their papers by I believe August 4th so you're backing it up here and I believe in order, I don't know when the mayor is going to resign but the judge then has to review it and he may or may not have a hearing on it and probably will not have a hearing, most likely not, but I don't know and I'm just saying the time of it seems like the November 2nd would be the most reasonable. You can't have it 55 days before that and it would have to be earlier than September something and then you have to back up 90 days before that almost bumping into when the candidates would have to sign up if it was going to be a September election.

Wayne Nunnally: Call the question.

Bonnie Schaschek: Are they going to have to apply with the Board of Elections or...

Nancyellen Keane: Yes. It will be just like the other election, they would have special forms, special ballots and so forth for a special election and listed as a special election even though if the judge agrees it would be on November 2nd, the general election date.

Bonnie Schaschek: So being that it is a general election date how are you going to segregate the Irvington residents from the general population that also votes here.

Nancyellen Keane: I don't know how they'll do that, but that is the new, that is the new normal starting next year anyway. This is, in fact the judge will say this is fine, the General Assembly just changed the law okay and the General Assembly is making all town elections now be in November so depending on whether they are even or odd years every jurisdiction and state will either have their election with the presidential election or it will be with the governor. It will be even or add so we have to deal with that issue and we will whether it's this November and it will be the following.

Frances Westbrook: Bonnie as far as them knowing, you know when you come in you give them your name and they know if you're voting....

Bonnie Schaschek: So are they going to have separate ballots, I mean...

Frances Westbrook: ...in addition to either the federal, state level or the district level.

Bonnie Schaschek: That's gonna be an issue.

Frances Westbrook: It would have to be a separate ballot if it is just Irvington.

Wayne Nunnally: Call the question.

Mayor Bugg: Alright Mr. Nunnally.

Bonnie Schaschek: You are going to have and change our charter too....

Nancyellen Keane: Eventually.



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Bonnie Schaschek: Yeah we do, because the election is changing, people are going to take office at a different time.

Frances Westbrook: Yeah, well we have known that we have to change that for a while we just haven't done it.

Nancyellen Keane: You did it a year ago.

Bonnie Schaschek: We just did it to...

Nancyellen Keane: We did it to make it right a year ago. I don't think you have to vote on anything tonight Wayne, you said call the question, you wanted this to be the first reading and the clerk can call Resolution 2021-09 and do you want to read the first paragraph and that....

Sharon Phillips: Resolution 2021 09, whereas the Honorable Albert D. Bugg, III was elected Mayor of the Town of Irvington in May of 2020 for a term of July 1, 2020 through June 30, 2024, which term was recently extended by an act of the General Assembly to December 30, 2024 and whereas Mr. Bugg has advised he intends to resign the Office of Mayor in the near future and whereas upon resignation the council will make an interim appointment pursuant to Virginia Code 24.2-228B within 45 days of the office becoming vacant under Virginia Code 2., excuse me, 24.2-228A and whereas state law also allows the court to make interim appointment to fill the vacancy if the council fails to make a timely interim appointment.

Nancyellen Keane: That identifies the resolution.

Mayor Bugg: Thank you.

Nancyellen Keane: The only other thing I had was the contract review for the Quantisoft, which I spoke with the Mayor about this afternoon. I looked at the contract and I don't have a whole lot of comments. I do have a couple, the question is do you want me to just put them in a....

Wayne Nunnally: I never knew that we even had considered the contract.

Bonnie Schaschek: We didn't.

Wayne Nunnally: Huh, we didn't.

Nancyellen Keane: The motion authorized me to review it.

Bonnie Shaschek: That was what the motion was.

Frances Westbrook: ...we wanted you to take a look at it and see what you thought in general.

Nancyellen Keane: Right and I have some comments but I guess I can, it sounds like you want me to hold my comments.

Wayne Nunnally: Ian Cheyne



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Mayor Bugg: Yeah, hold them. Okay. Is that it. Thank you.

H. REPORT FROM THE ZONING ADMINISTRATOR

Mayor Bugg: Next up would be the report from the zoning administrator, Mrs. Brown.

Lara Brown: Okay thank you. We had four zoning permits issued, well, we had two issued and we had two after the fact that are pending, Jackie Brown picked up on that earlier, why are we having zoning permits on the docket when they haven't been approved yet. There after the fact they are two signed permits that we will discuss later, a personal homeowner and a business owner apologized profusely for not aware of the sign permit that was made, very rapidly got it in after they were notified, anyway we'll get to that later on. There was one conditional use permit application submitted. We will also address that under new business and as you know there were the five conditional use permits approved at the last meeting. Under the proposed ordinance update we will also be addressing that under a first reading tonight regarding the piers and swimming pools inside the RPA, the CUP requirement and give you an update on that notice of renovation that was in regards to the property owner over here across from Chesapeake Academy that had the abandoned trailers and tool sheds and what not, this was a long complicated case because it was in an estate and we had to get so many estimates, the estate had to review estimates, anyway, Magic Tree Service is now under contract effective two weeks ago. The only problem now is that Magic Tree is backed up about 3 months, so there is a contract, they are onboard and I did speak to Magic Tree and they are going to get to it as soon as possible as they can, so those trailers will be removed shortly. North Commons update, you have a soil report that was provided to you, just FYI to give you an idea of what Bay Design Group, what they were thinking in regards to the location, and as I told you at the last meeting unfortunately the soils over there just do not allow for traditional septic so if the town moved forward with a possible building structure over there an engineered septic would have to be looked at which is of course more costly, more expensive, and then I know it's a long night but I would like maybe under round table or something get your advice on how you would like to proceed with Bay Design Group, we are paid up to date for services that they have completed so far, or what have you we can discuss how to move forward with Bay Design Group so that we can give them some guidance. Any questions?

Mayor Bugg: Thank you.

I. REPORT FROM THE BUDGET & FINANCE COMMITTEE

Mayor Bugg: Next up would be the report from the budget and finance committee.

Frances Westbrook: Alright, budget and finance committee has been on hold a little bit, I sort of had a minor accident and recovering nice, I want to thank the mayor very much for the flowers, he sent them on behalf of town council, that meant a lot to me thank you. I do want to thank Anthony too for being willing to step up and try and help the committee meetings carry on and also to Nancyellen for having to redo the schedule. So having said that, we will address in other new business the CUP schedule, not CUP schedule the new



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budget and finance schedule carrying forward. The other thing I wanted to address is the transfer, there should be a transfer to occur from the Lokey CD to our general operating fund that paid for the library donation that we have recently done so the mayor and I are going to take care of that here in the very near future, also to report that the real estate proceeds have been received. They are being held at the town office until this body determines how we want to deposit those funds, what kind of instrument perhaps. I know we talked about it at a previous meeting, but I'm not clear that we had a concrete decision on how we want to deposit those funds.

Nancyellen Keane: I only recall that it was Chesapeake Bank account.

Bonnie Schaschek: It was a 7 month CD.

Sharon Phillips: A motion was made.

Frances Westbrook: Excellent so we'll take care of that. That is, that's it. There is one question though that I have, actually it goes back to, it concerns the fire grant. Did we make that payment to White Stone? Okay. When is that typically done.

Sharon Phillips: The income is generally received in June and it goes out in June.

Frances Westbrook: So that has not happened yet.

Sharon Phillips: You will see in the check detail that it has not been released. It was requested early and your interim treasurer is going to delete that check until...

Frances Westbrook: Excellent, okay that's going to be my next, we haven't received the grant funds yet is that correct?

Sharon Phillips: Grant funds come in in June.

Mayor Bugg: Great.

Frances Westbrook: That's my report.

Mayor Bugg: Thank you.

J. REPORT FROM THE FACILITIES, STREETS & SIDEWALKS COMMITTEE

Mayor Bugg: Wayne you have facilities, sidewalks and...

Wayne Nunnally: I'll save mine until next month.

Mayor Bugg: Alrighty.



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K. REPORT FROM THE HR COMMITTEE

Mayor Bugg: Report from the HR committee anything.

Dudley Patteson: Just that the recommendation be made or suggested at the last meeting, I am suggesting that we wait until the investigation is over and I would like to meet with budget and finance to include that in the budget for next year which is the appropriate time to do it anyway.

Frances Westbrook: Yes.

Mayor Bugg: Great.

L. OLD BUSINESS

Mayor Bugg: That would move us to old business. Major topic again, short-term rentals. Ms. Westbrook I think you already headed down the path of...

1. Discussion of short term rentals – *F. Westbrook*

Frances Westbrook: I think so. So what we want to talk about here is getting the registry in place. That is the first step of action that we would need to take so that we know who is in town and operating short-term rentals and the registry even though we have the occupancy tax in place we don't necessarily know who is here and operating short-term rentals, so we need to get that going and in order to make that happen I think we should consider appointing Nancyellen to look at the registry language and to propose a registry ordinance for us.

Nancyellen: That's if you all vote to do a registry.

Frances Westbrook: That's if we vote to do a registry. We want to look at the wording you know before we actually take the official vote on the ordinance itself. You want to look at your language, but we need to ask her to draft....

Bonnie Schaschek: Didn't Lancaster County just create a registry.

Frances Westbrook: They did.

Bonnie Schaschek: So why don't we take a look at what they have.

Frances Westbrook: We can.

Frances Westbrook: Can't we just adopt theirs.

Frances Westbrook: I think we need to see it, it's just a matter of language.

Mayor Bugg: So you want to propose a motion that the town attorney look at that.

Frances Westbrook: I'll make the motion.



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Mayor Bugg: Alright, so say it.

Wayne Nunnally: What are we doing, that is what I want to know.

Frances Westbrook: Have Nancyellen come up with a language whether she looks at the county's or we look at Richmond, whatever it will take, the verbiage of the state code anyway.

Nancyellen Keane: State statute.

Mayor Bugg: Registry, so yeah.

Frances Westbrook: Just a registry.

Anthony Marchetti: So we are voting on getting a draft so we can review.

Wayne Nunnally: To approve it at the next meeting.

Mayor Bugg: Discuss it, yeah.

Nancyellen Keane: Decide if you like it or, the language.

Anthony Marchetti: You are going to do the work and produce something for us to then review and the public, the people to review.

Wayne Nunnally: Yeah.

Lara Brown: Will the registry then kick off the transient tax, the two would be joined, the transient tax and the registry.

Bonnie Schaschek: We already have a transient tax.

Lara Brown: Would we then have something that's enforceable.

Nancyellen Keane: All a registry is going to do is give you the ability to know who the short-term rentals are as its defined are in the town you don't have the ability to know who the people voluntarily come through the door and give you money or to see them advertising it or something like that, you can ask them for it. There is already a transient occupancy tax Lara so as it is defined in that code section it applies to any transient which includes the short-term rentals that we have and it includes The Hope & Glory and The Tides Inn, the people who stay there. The difference is this particular document talks about transients in a different, it's a different definition for it than the document we had, that exists in our current code for transient occupancy tax.

Frances Westbrook: This would be in addition to the transient tax.

Wayne Nunnally: I swore I was not going to say a word about short term rental but I think there is a few things that need to be said. This is a wonderful welcoming town and we welcome people who come. The purpose of my ordinance was to get this discussion going. I never in any way thought that it would pass but it started the discussion so I feel like I did my job, with that I'd like to express just my opinion. I think the problem may be is people



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coming in my house and do not live there and the first thing you see you've got three or four smaller houses being bought and being turned into basically a hotel. That is one concern that I had. I don't want some of our smaller cute houses to be bought out by a monopoly and turned into small hotels. So we need more than, we need some type of definition of what a short-term rental is. That definition needs to come out of the planning commission after much thought it has to be controlled. We cannot let it just run rampant because if I decide to buy five houses and just turn it into short-term rentals and I don't even have to live here. That's not conducive to the harmony of this town and so it is creating more of Atlantic City as opposed to what we have so in addition to creating this registry, I would like at the same time for us to refer this definition problem to the planning commission and let them actually begin to get working on it. I think the sooner we can do it, the better so that the animosity that is being expressed by some people can be relieved. Nobody wants to, I have a very big house myself and I have thought about being at least, a B&B to compete with my friend across the street so I am in no way for or against short-term rentals but I do see the problem that we have if we don't control it. I would certainly like for our short-term rental people to be residents and not speculators. So yes.

Nancyellen Keane: I was just going to say that there is so many aspects to this and one of them is the registry that you are talking about, the other part that you are talking about maybe sending something to the planning commission, there is no zoning ordinances that are contained in that draft, there's things in zoning. How many cars you have to have in the parking lot, how many fire extinguishers you have to have, blah, blah, blah, insurance all this stuff, that's zoning. There is also the issue I've heard twice tonight of business or was read or one of these, Kilmarnock considers these businesses and requires a business registration. We do not require a business license in Irvington for any business so that is another aspect and see in Irvington, these zones are mostly R. In Kilmarnock they are getting business licenses and I'm not sure any of them are in R. I don't know the point is businesses, zoning, taxes, registry, there's all of these issues that cross over and the planning commission is not necessarily the entity to do some of those. They do zoning.

Frances Westbrook: If you remember at the previous monthly meeting we did touch on that a little bit and I had asked us to consider that since the town council has never discussed short-term rental ordinance. We did appoint a committee and that started some of the work but then it was quickly disbanded or whatever terminology you want to use and so we never got a chance of that work to come back to town council for us to begin our discussion, so I would like to see us before we make any assignments to whomever or whatever we decide to again try to go a committee route or what. We at least discuss as a body and decide how we are going to move forward with it and then take it from there. But right now we've got to talk.

Wayne Nunnally: Could we appoint the committee? I'm not going to serve on it. Maybe Dudley could lead it.

Frances Westbrook: Well that's something we could talk about once we sit down and actually have a meeting on short-term rentals. You know for us to decide....



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Wayne Nunnally: What are we doing tonight Fran?

Frances Westbrook: What's that?

Wayne Nunnally: What are we doing tonight?

Frances Westbrook: Well, until you added your comments there, we were only going to talk about a registry because we have to do that no matter what if we are going to have short-term rentals. So, tonight was just simply to say that we need to do the registry and that we are going to authorize Nancyellen to do the research and draft a document to bring back to us to look at it. Once that registry is done, then we need to proceed to the other aspects of short-term rentals.

Wayne Nunnally: We can't do it parallel at the same time? I think my frustration is we created this huge brew ha ha and now I can't get any type of movement on it other than I guess at this point we are going to have a registry. I just would like to get it over with and done with and fully aired. To keep postponing it, it seems futile to me. Well I think if it worth doing it is worth doing right and to do it right it may require a little bit of time on our part and it may as much as I don't want extra minutes, I mean, I've been involved with extra minutes with budget and finance, Anthony and I both have so has the mayor and I think we are kind of meeting out, but this is a serious concept here and I think we are going to have to dedicate a meeting to it, a workshop of some sort. This discussion that you're going to have and I am too, I think it would take a lot of time in a regular monthly meeting just like it's taken up a lot of time tonight already on it and it is really not an agenda item other than to talk about the registry and take some public comments.

Wayne Nunnally: Well, I disagree with you a little bit because the agenda item was discussed short-term rentals that's it. It doesn't say registry, it doesn't say this or that, it says discussion of short-term rentals.

Frances Westbrook: I beg your pardon, I apologize but that was the intent to discuss short-term registry so....

Wayne Nunnally:the discussion we had on it and you know I don't see why the mayor couldn't appoint a committee we've had several people volunteer, where is Barry? put him on it, you know, put The Tides Inn on it, and let them fight it out and then present something to us, we will never sit around this table and come up with the ordinance.

Frances Westbrook: No, but I think it is worth having discussion among us first before anything like that...

Nancyellen Keane: You all don't know whether you want zoning, then I can't draft something for you to look at or the planning commission can't really talk about it because they don't really know what, what subject matter are you going down, business licenses, taxes only, registry only, zoning and all of it, CUPS, are you going to have a CUP for this, I mean, it's a lot...

Wayne Nunnally: I will end it quickly by saying this, we will pass the registry idea tonight.



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Frances Westbrook: No, we are just asking her to draft a registry for us to look at. We will take care of that probably at the next monthly meeting.

Wayne Nunnally: We also have the discussion of whether or not we want the zoning at the next meeting and refer it to the planning commission.

Frances Westbrook: I think that is going to be a pretty long intense discussion, don't you, do you Nancyellen?

Nancyellen Keane: You are going to pass the budget at your next meeting.

Frances Westbrook: Yes, we've got budget at the next meeting.

Nancyellen Keane: ...public hearing...

Anthony Marchetti:probably gonna need it's own meeting.

Mayor Bugg: Yeah.

Bonnie Schaschek: Is this something that we could have the commission looking at?

Frances Westbrook: It's not pertinent just yet. We have to determine, their zoning if I'm not mistaken. We would have to....

Bonnie Schaschek: ...zoning and ordinances that we currently have?

Frances Westbrook: ...be able to task them with exactly what we want to do and we don't absolutely know that just yet. The same thing with a committee, I mean we are going to appoint a committee and it's the town council's responsibility to give them the task that they are to address and we don't know what that's gonna involve just yet.

Mayor Bugg: Lara.

Lara Brown: I thought of something because this has been brought up just recently, some other localities, someone needs to add to the list for your workshop is that, are, boaters who are staying on their boats you know, are they going to be included in the transient occupancy tax, are they going to be included, are we just talking about houses as short-term rentals, we do in some localities they are using boats as short-term rentals as well.

Nancyellen Keane: And condominiumizing docks.

Lara Brown: And condominiumizing docks, so I think if we are going down this route at all...

Nancyellen Keane: Yeah.

Lara Brown: As we are going down this I think we should look at everything so we don't have to come back later and update, but we do have some, we do have a lot of marinas here that people staying overnight on boats too, does that qualify as transient occupancy tax, I don't know.



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Nancyellen Keane: I believe that they pay it at The Tides Inn for the boats. I believe they....

Frances Westbrook: They are considered a room.

Nancyellen Keane: ...you're talking about others, other docks correct.

Lara Brown: Correct.

Mayor Bugg: Good point.

Wayne Nunnally: Somebody heard I was getting a houseboat.

Frances Westbrook: So if I can just recap so we are perfectly clear, all we are doing right now is registry part in short-term rentals is asking Nancyellen to come up with a draft for us to take a look at at the next meeting and then maybe now or maybe at the next meeting we set a workshop date....

Mayor Bugg: Yeah.

Frances Westbrook:so that we can do all of this stuff about the rest of short-term rentals.

Mayor Bugg: Okay, that works. You made that motion, is there a second?

Wayne Nunnally: Second.

Mayor Bugg: All in favor?

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

THE MOTION TO AUTHORIZE THE TOWN ATTORNEY TO DRAFT A SHORT TERM REGISTRY IS PASSED 6-0.

Mayor Bugg: Thank you Nancyellen, thank you Fran.

2. Discussion motion made to appropriate \$6,500 to Quantisoft and accompanying contract– *Mayor Bugg*

Mayor Bugg: The next item on the agenda will be discussion concerning a motion made to appropriate \$6,500 to Quantisoft. As we touched on earlier, I just have some clarification regarding this and the reason it was added. The initial motion from the last meeting said that the motion was to put \$6,500 in the budget to accept the contract with Quantisoft, there is no money in the current budget for this, this would have to be placed in the upcoming budget. Also we asked the town attorney to review the contract so the contract itself has



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not been approved. We probably do not need to vote on the motion to ask that the funds be placed in the upcoming budget. This request probably is enough so.

Wayne Nunnally: Let me correct that statement. We never voted it on the Quantisoft contract.

Mayor Bugg: Yeah.

Wayne Nunnally: We never voted. The minutes reflect that we passed a motion to appropriate money to Quantisoft, and in the closed session basically discussed the form of the survey which that was one of them as I understand it. At the end of that discussion, came a later in the closed session, I believe it was Bonnie, not sure, make a motion that we put \$6,500 in the budget....

Frances Westbrook: That it be included in the new budget.

Bonnie Schaschek: Just so that we had a marker. We didn't know whether we were going to go with Quantisoft because we were still waiting....

Wayne Nunnally: I don't know how it got in the minutes...

Bonnie Schaschek: We were still waiting on two additional proposals. They hadn't come in yet, so this was just a discussion. I don't know, I don't think that...

Sharon Phillips: Mr. Mayor, again, minutes are verbatim, that's why this is on the agenda, just for clarification. I think there is quite a bit of confusion about...

Mayor Bugg: Just touching and we are all on the same page and it sounds like we are.

Frances Westbrook: Just to address, one thing, I want to address one of Cay's concerns, she is correct that the dollar amount that was on Quantim because we were not sure that Quantim was going to be it and get to get a figure that we felt comfortable with putting in the budget, we decided it would be \$6,500. We initially rounded it up to \$6,000 and then we decided at the last minute maybe \$6,500 would be a more appropriate figure to put in the upcoming budget.

Wayne Nunnally: I don't understand how a document in closed session all of a sudden is out in the public. I don't know how that happened. I mean, we took no action on that contract except to review it and look at it. We have all this coming in but somehow or another, that public document, how did it get out in the public.

Frances Westbrook: It was probably because we came out of closed session and we gave it to the attorney and asked her to take a look at it, that's probably when it became public.

Nancyellen Keane: The motion included the name too.

Frances Westbrook: So that probably was....

Wayne Nunnally: I just want to get that clear.

Anthony Marchetti: We asked her to review.



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Jackie Brown: Question on the planning commission. Would it be appropriate to task the planning commission to starting to formulate questions for a survey so that when the time comes we are able to act on this they will be ready to have their ideas for what kinds of things need to be asked and how the survey will be conducted.

Frances Westbrook: Isn't that what Quantisoft is going to do.

Bonnie Schaschek: We have to give them some sort of idea.

Jackie Brown: Quantisoft will do the mechanics of conducting the survey and wording the questions and evaluating the results, but the planning commission I think should be involved in working with them to, I mean the planning commission knows best about our town.

Frances Westbrook: It's part of the comprehensive aspect.

Jackie Brown: Right and they are going to be making some recommended changes to the comprehensive plan based on what the survey results are, so it seems like they should be tasked with starting to formulate what categories we want to ask about, so that they are ready to give that information to Quantisoft.

Bonnie Schaschek: Or whoever we choose.

Dudley Patteson: Or whoever we choose.

Magor Bugg: Yeah.

Jackie Brown: To get back to the information that the other company, I contacted them three times and they have not responded so I had to assume that they, I told you they had a death of one of their partners and all this stuff and I don't think that they are going to respond.

Wayne Nunnally: I think it is an excellent idea to get the questions started.

Nancyellen Keane: The question I have is it said in their proposal it's an opinion, it's for an opinion survey...

Jackie Brown: Excuse me.

Nancyellen Keane: Their proposal, Quantisoft's proposal says it's for an opinion survey....

Jackie Brown: Yes.

Nancyellen Keane: ...and you just said something about the comprehensive plan, is it for a new comprehensive plan?

Jackie Brown: I think that we should use the results of the survey to create a community supported goals and comprehensive plan.

Nancyellen Keane: Then the planning commission should have it.



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Jackie Brown: Pardon me.

Nancyellen Keane: Then the planning commission should have it.

Jackie Brown: That's what I'm saying.

Nancyellen Keane: They should be running it.

Jackie Brown: That's why I wanted to make the motion to ask them with running the survey and so that they can get started now as opposed to waiting until we finally vote on a contract and have the funding, you know it gives us some time to formulate their ideas.

Wayne Nunnally: Second. Call the question.

Nancyellen Keane: If it is a comprehensive plan it's definitely the planning commission. Is it going to lead to a new comprehensive plan like soon?

Sharon Phillips: Or is it on the North Commons.

Nancyellen Keane: We thought this was for the North Commons originally. Is this for a new comprehensive plan, we are not supposed to do a new one for a while.

Jackie Brown: Well the state says we have to do it at least every 5 years. We can choose when to do it and I think that since the 2017 comprehensive plan was not community supported I mean that is demonstrable, but we need to update our comprehensive plan to have goals that are in accordance with the majority of the residents.

Nancyellen Keane: Well then you are going to have to have more than \$6,500 in the budget for that.

Frances Westbrook: I don't know, our past comprehensive plan and survey has always been a part of the cost figured, I don't know if it has ever been broken out, I'm not sure.

Nancyellen Keane: The planning commission does comprehensive plans.

Bonnie Schaschek: This is just the first step of it. The demographics of the town has changed so we need to have an idea going forward, if we are going to have this master plan to develop the North Commons or the existing Commons or anything else in town we need to have an opinion from the people on what is it that they really want to do.

Jackie Brown: Absolutely.

Bonnie Schaschek: The last one if you look at it, people don't want to do anything. They don't want a new town hall, they don't want any changes. So, this was the first step to find out what is the new demographics, what does the town want to do going forward. Things have changed since 2017.

Jackie Brown: I don't know how we can make decisions going forward...

Frances Westbrook: Well now when you say 2017, the last comprehensive plan, not the one that we addressed you know, what date.



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Nancyellen Keane: The last one was 2017. It was amended.

Frances Westbrook: That's what I'm getting at, we discussed whether or not amending it would constitute that five year clock starting again and we decided that probably it could and but since we only amended a tiny fraction of that, addressing PUD's that's the only thing that was really addressed in there, it still seems to be that in 2021 is when we will be on schedule to do a new comprehensive plan, so it could be that we can...

Nancyellen Keane: It could be a 10 year comprehensive. How long...

Frances Westbrook: Five year.

Nancyellen Keane: Every 5 years you are supposed adjust it...

Frances Westbrook: We are required to look at it every 5 years. So if we are this close to the five years, take it out of the scenario the little bit of when, then we are on target to do it anyway next year and we ought to get on with the business of starting a new comprehensive plan.

Wayne Nunnally: That's a motion on the floor isn't it.

Mayor Bugg: And we have a second.

Wayne Nunnally: All in favor?

Mayor Bugg: All in favor?

Group: Aye.

Sharon Phillips: So what was the motion?

Frances Westbrook: I understood the motion to be that we let them start a survey, not start a comprehensive plan.

Jackie Brown: I wrote a motion you can object to parts of it if you will but I'd like to make the motion that the planning commission be tasked with conducting in partnership with a professional organization a new town survey to poll stake holder concerning issues facing Irvington, one person, one vote. Once the results are established the planning commission shall complete a review of 2017 comprehensive plan and make updates to maps and demographic information as well as formulate goals and strategies that are community supported.

Frances Westbrook: Discussion on that please.

Mayor Bugg: Any further discussion.

Frances Westbrook: Usually when you hire someone to do a comprehensive plan you would hire a professional to come in and work with the planning commission, a year's process, I think you have a pretty, then part of their duties is to do a survey.

Jackie Brown: The partnership is with the survey, it is not to write the comprehensive plan.



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Frances Westbrook: I understand that, all I'm saying is in the past when we have hired the people to come and lead the planning commission in doing the comprehensive plan that is part of what they do.

Nancyellen Keane: They are going to want to do their own survey. Here's what's going to happen, you are going to hire somebody to do a comprehensive plan, or the planning commission will and they are going to want to do their own survey.

Frances Westbrook: They are going to want to do their own survey and we are going to pay for it again.

Nancyellen Keane: Yeah, so.

Frances Westbrook: That's the point.

Jackie Brown: I don't think we need somebody like Craig Wilson to come in and write our comprehensive plan for us.

Frances Westbrook: I don't think it will be Craig Wilson.

Jackie Brown: Well, I know it won't, but...

Bonnie Schaschek: I don't think it's necessary.

Jackie Brown: I don't think it's that difficult using the 2017 comprehensive plan as a guideline to go through it section by section and update it to where we are now. I don't think we need somebody to lead us through that.

Wayne Nunnally: It's a huge expense.

Mayor Bugg: Yeah.

Jackie Brown: A planning commission as far as I can see has a lot of diverse talents on it.

Mayor Bugg: Agreed.

Jackie Brown: I think we have one of the better groups that we've had. I was on the planning commission for 10 years. I think we have one of the better groups that we have and unfortunately because of the conduct of the leadership of the 2017 planning commission and the liaison, okay, their role has been reduced to CUP hell as far as I can see. They are not doing anything and have not done anything real for 2 years and the other thing I was going to address in the round table is that we have a group of talented people who want to do this work and they are sitting on their hands because of something that happened in 2017 and I think it's time for the planning commission to go back to being the creative body that it used to be and for them to start to envision what Irvington could become, okay, what the residents want it to be, how we can plan for growth without losing the qualities of our town that are important. How we can respect our historic nature and you know, write a sign ordinance that reinforces our historic background which the state mandates that we do anyway in the comprehensive plans, okay, and moves the town in the right direction. These are complicated discussions that need to be had, which we never



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have time to do on town council, and we always used to do before that 2016/17 group when Bob Morrison was the chairman and I'm not saying he is a perfect man, but we regularly had discussions about how you get from here to there in the Town of Irvington, what can we do to make this a better place to live, you know those kinds of discussions that are open ended but meaningful and I suggest that the planning commission be tasked with doing something that actually matters.

Frances Westbrook: Good for you.

Wayne Nunnally: I thought that they would be the right place to start the short-term rental discussion.

Anthony Marchetti: I agree. Doesn't make sense for them to sit there and wait for us to tell them something to do. Why they can't have their own agenda and bring stuff to us and whether we do something with it is up to us.

Jackie Brown: Exactly, let's...

Anthony Marchetti: Let's empower them to, let them help us, let them help the town, that seems to be the consensus....

Bonnie Schaschek: That's what our function used to be.

Anthony Marchetti: ...sitting there waiting for town council to give them a chore to go fetch coffee or something, it seems, to Jackie's point, a big waste of talent right now, I'm sure they are bored to tears and we are certainly underutilizing their capabilities and talents and willingness to serve. So I....

Jackie Brown: We have a lot of hard work to do in this town and we need some help...

Anthony Marchetti: I agree.

Jackie Brown: ...and I think that these people need to do something besides sit on their hands.

Wayne Nunnally: And do CUPS, yeah.

Jackie Brown: And it's our fault that they are sitting on their hands cause we have not given them anything to do.

Wayne Nunnally: I think Anthony has a wonderful suggestion that we empower the planning commission to come up with ideas and present them to the town council vis-à-vis, anything they want.

Bonnie Schaschek: Wasn't that the motion that Jackie just read.

Wayne Nunnally: I think so.

Frances Westbrook: It has to be zoning related as a comprehensive plan....

Bonnie Schaschek: Wasn't that the motion that Jackie just read?



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Wayne Nunnally: The motion is on the floor.

Jackie Brown: Well my first motion was about this particular survey and moving on to the comprehensive plan, but the other comment had to do with the fact that we are not using this important body in a positive way. This could be a really great opportunity for us and we have not given them one assignment that I can think of that means anything in 2 years. And it's embarrassing to me.

Mayor Bugg: Very well stated and I agree.

Wayne Nunnally: Well, let me ask you this, does the planning commission have any rules, regulations?

Nancyellen Keane: Yes.

Wayne Nunnally: I mean can they meet and come up with an idea on their own or do we have to ask them.

Nancyellen Keane: You all specifically asked for them to, you passed new legislation in 2019 that authorized the planning commission and gave them their three or four bases for operating. One is they have to have a project assigned to them by the town council, number two is they have to, they do the comprehensive plan generally, and number three is they do anything else that is in the town code that specifies the planning commission is the body that does that and so there are places in the town code in the zoning section that talk about the planning commission has to give it a review or a decision on something and one of them was recently the exceptions and so forth when we were doing The Tides Inn if you will recall they did CUPS, they did exceptions, exemptions, those kinds of things, they would do subdivisions, we don't have any of that right now...

Wayne Nunnally: Right.

Nancyellen Keane: ...so there are things that they do do that are in the code, it is specified.

Wayne Nunnally: Right, well do we have to specify do this zoning or can they just look at zoning in general on their own?

Nancyellen Keane: It is a project you have to assign them or bring it to you and get your blessing, that's one thing, but the biggest complaint that have, what started this whole thing was in 2017. I came in 2019 and I remember meeting with Jackie and Matthieson, Mike Matthieson and Cay Bradley and the request was that we needed to have something that made sure that the planning commission only did stuff they were allowed to do. That's basically what I was told.

Jackie Brown: And what happened was years before that when I was on the planning commission with a different leadership the planning commission acted entirely independently of the town council. They, they had discussions about what they thought was important to be addressed and then they gave suggestions to the town council, it was like another arm that was saying, well look at it this way, think about this.



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Nancyellen Keane: I'm thinking that they thought they had the decision making authority and remember one of the first questions I was ever asked when I came to work for you all was is this an advisory board or not.

Jackie Brown: Well, when you....

Nancyellen Keane: ...the answer is yes.

Jackie Brown... when you came they had been thumped by the town council...

Nancyellen Keane: Yeah...

Jackie Brown:and unfortunately what happened was the town council punished the incoming planning commission and the incoming liaison instead of the people that had been responsible for that whole mess. Those people walked away and the rest of us got to carry the load.

Bonnie Schaschek: That's correct.

Jackie Brown: And it's time for that to stop. That's all I'm saying. We are losing a valuable resource by telling them that they can't do anything unless we tell them to.

Anthony Marchetti: Do something about it...

Jackie Brown: Huh?

Anthony Marchetti: ...I said let's do something about it.

Wayne Nunnally: Let's give them the power to initiate on their own.

Sharon Phillips: Change the ordinance.

Nancyellen Keane: It's not an ordinance.

Bonnie Schaschek: It's not an ordinance.

Sharon Phillips: Do you have to change the legislation?

Nancyellen Keane: We can amend the resolution that you all passed if you want to look at it next meeting.

Jackie Brown: I didn't pass, I wasn't involved.

Nancyellen Keane: You were on town council when it passed.

Jackie Brown: Well can you draw that up to amend that resolution?

Nancyellen Keane: Yes, but you all have to tell me what you want it to say and what it is you want to say. They can bring anything to you, they can do anything they want as long as it's zoning, they can, they have to bring you a request and you all have to approve it, no, you want them to just be able to do whatever they want to do.

Frances Westbrook: Could you send us the existing...



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Nancyellen Keane: Yeah.

Frances Westbrook: ...take a quick look at it.

Nancyellen Keane: All we have to do is amend it.

Bonnie Schaschek: If you send the existing one we will take a look at it.

Nancyellen Keane: Yeah.

Wayne Nunnally: May I ask Julie a question. Julie how do you see it working, how would you like to see it working.

Julie Harris: How would I like to see the planning commission work? Well as Mrs. Brown stated I think there are a lot of diverse talent on the planning commission, I have talked to different members, they have a lot of good ideas and would like to share those and so I would like to be able to come up with ideas and bring them up to council.

Wayne Nunnally: How do we put that in a motion?

Nancyellen Keane: Just let me write an amended resolution.

Mayor Bugg: Yeah.

Wayne Nunnally: We couldn't do it just by a motion tonight?

Nancyellen Keane: You can't amend the resolution by a motion.

Jackie Brown: Can you send me a copy of the resolution and I'll send you some ideas.

Bonnie Schaschek: Send it to all of us.

Jackie Brown: Are we going to vote on this motion for them to start working on the survey?

Wayne Nunnally: It's on the floor.

Mayor Bugg: It's on the floor and Wayne seconded it, so, any further....

Anthony Marchetti: I think we all agree on the value of the survey...

Mayor Bugg: ...yeah, yeah...

Anthony Marchetti:beyond just how it applies to the comprehensive plan, that'd be really only about information when we try to get together to do a capital budget which, I mean...

Frances Westbrook: We won't get it in time for this capital budget this year.

Anthony Marchetti: ...we won't but it doesn't mean we shouldn't get the input and...

Frances Westbrook: We'll use it next time.

Anthony Marchetti: ...to some of the comments, what do the people want the money spent on?



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Bonnie Schaschek: Exactly.

Anthony Marchetti: That's not a decision I'm comfortable making without their input so the survey seems valuable to me if it can be used if for nothing else just for decision, general decision making I agree 100%.

Wayne Nunnally: Call the question.

Anthony Marchetti: If it can be used for comprehensive planning or amendments, great, obviously we don't want to spend money twice for the same thing, but I see a lot of value in the survey so.

Mayor Bugg: Alright.

Anthony Marchetti: Appropriately done survey.

Frances Westbrook: Can we have the motion read again please.

Jackie Brown: I would like to make the motion that the planning commission be tasked with conducting in partnership with a professional organization a new town survey to poll stakeholder opinion concerning issues facing Irvington. One person, one vote. Once the results are established the planning commission shall complete a review of the 2017 comprehensive plan and make updates to maps and demographic information as well as formulate goals and strategies that are community supported.

Mayor Bugg: Thank you.

Wayne Nunnally: And I second it.

Mayor Bugg: And Wayne seconded it. Any further discussion council? All in favor?

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

THE MOTION THAT THE PLANNING COMMISSION BE TASKED WITH CONDUCTING IN PARTNERSHIP WITH A PROFESSIONAL ORGANIZATION A NEW TOWN SURVEY TO POLL STAKEHOLDER OPINION CONCERNING ISSUES FACING IRVINGTON. ONE PERSON, ONE VOTE. ONCE THE RESULTS ARE ESTABLISHED THE PLANNING COMMISSION SHALL COMPLETE A REVIEW OF THE 2017 COMPREHENSIVE PLAN AND MAKE UPDATES TO MAPS AND DEMOGRAPHIC INFORMATION AS WELL AS FORMULATE GOALS AND STRATEGIES THAT ARE COMMUNITY SUPPORTED IS PASSED 6-0.



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Mayor Bugg: Opposed? Motion passes. Thank you Mrs. Brown for your input and council this is a good thing and Nancyellen you will circulate that...

Nancyellen Keane: I will.

3. Discussion of purchase of microphones – B. Schaschek

Mayor Bugg: ...on that. Next item, next two items will be yours Ms. Schaschek, the.

Bonnie Schaschek: I'm going to make this very brief.

Mayor Bugg: Okay.

Wayne Nunnally: Good.

Bonnie Schaschek: I've contacted two or three companies, I've gotten one proposal back already, I'm still waiting for the second one. I was hoping that Barry Robinson which I see he has left had dropped the information off to Lara that he was going to give to me, he didn't. Yeah, I was afraid of that. Once I have the other two proposals in, I'm going to have to meet with the church because everything looks like now it's got to be tied into the internet or speaker. I know that they have recently updated their system so I'll have to meet with them and talk whether it is something we can piggyback on, or whether we have to approach it a different way. That's that on the microphones.

4. Discussion of Small Business Grants – B. Schaschek

Bonnie Schaschek: As far as the small business grants. We have a lot of funds left over from COVID. I know we did \$1,000 grants at the end of November, beginning of December, it was a very rushed process because at the time we thought you know we had to get all this done by December 31st. I would like to make a suggestion that we open it up again and do another round of grants for our small businesses here for \$1,000 each. I think we already have the forms and the questionnaires, I don't see that we have to reinvent the wheel and ask all this again, I think we just need to take and put a schedule in place for them, get it advertised and let them know we are going to be doing this again.

Wayne Nunnally: Is that a motion? Second if it is.

Frances Westbrook: Have you finished your report.

Bonnie Schaschek: Yes. I guess so. I was going to add something to this though before we do the motion. I did have the opportunity last week to sit on a zoom meeting with Senator Warner and he was talking about this next set of COVID funds that are coming through, the app that came in place, according to him the town is going to be receiving two additional more payments, this is what they are projecting. It is going to be in two pieces. The first piece that comes through is going to be for COVID type activities. The second piece will be more towards the later half of the year, you are going to be able to use the funds for anything you want, whether it's infrastructure and they are still finalizing the



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dates on it. There were a couple other small towns, a little bit larger than Irvington on the call who had similar problem, similar situations where they don't have their own fire department, they don't you know, pay for their roads, and they had a lot of funds left over from the first COVID go around and they are approaching, they approached them was it possible to use those funds for something else and, he is supposed to be looking at it and getting back to the people that were on the call.

Wayne Nunnally: It would be wonderful if we could use it for the police force.

Bonnie Schaschek: To have our own police force?

Wayne Nunnally: Yeah.

Bonnie Schaschek: That's something that you can...

Wayne Nunnally: If we could use it for anything, for that second round...

Bonnie Schaschek:yeah, second round, infrastructure...

Wayne Nunnally: Maybe we can buy us a car with a siren.

Frances Westbrook: Do they get one bullet?

Bonnie Schaschek: I think Tripp has got the sheriff's badge. That is something you know with the changing times in Irvington, maybe we want to look at having, I mean there was a police force way back when, maybe we want to have another one again. But anyway, I'd like to make a motion that we move forward with \$1,000 grants to our small businesses and get together a schedule, use the existing forms and put an ad in the paper advertising it.

Wayne Nunnally: Second.

Mayor Bugg: All in favor? Opposed? Excellent, thank you Bonnie.

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

THE MOTION THAT WE MOVE FORWARD WITH \$1,000 GRANTS TO OUR SMALL BUSINESSES AND GET TOGETHER A SCHEDULE, USE THE



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EXISTING FORMS AND PUT AN AD IN THE PAPER ADVERTISING IT IS PASSED 6-0.

M. NEW BUSINESS

- 1. Adopt a revised schedule for FY2021/2022 Budget, Tax, and Fee Rates**

Mayor Bugg: That will bring us to new business. Adopt a schedule for fiscal year 21 and 22 budget, tax and fee rates. Has everyone had a chance to review that? Any discussion about that schedule?

Nancyellen Keane: Can we specify it's the schedule that ends on June 10th.

Mayor Bugg: Yeah.

Nancyellen Keane: Just to make sure we are looking at the same one.

Frances Westbrook: Anthony and I did look at this and talk about it and the first option schedule 1, first page does end on June 10th, the second option ends May 20th or 27th but it requires us to add an additional meeting to our schedule. The first option which I believe is the one that Anthony and I said that we favored because it does not add any more additional meetings to our individual schedule so.

Mayor Bugg: I like that.

Frances Westbrook: We are recommending that we consider the first schedule.

Bonnie Schaschek: I agree.

Mayor Bugg: I agree.

Bonnie Schaschek: And you always have that date in case something happens on the 13th, that you can always slip that in.

Frances Westbrook: Our original intent was to have this finished by the end of May actually have the budget voted on but as I made reference to earlier, I've been a little under the weather and everything has kind of come to a halt, so that's the reason why we are having to adopt a new schedule and unfortunately it does take us to June 10th but we still have the rest of that month if we have to call an additional meeting for whatever reason, but I see no reason why we can't complete this on the 10th, do you Anthony?

Anthony Marchetti: Let's do it without having to stress anybody with an extra meeting if we can, so, I think if we target this and then, as Bonnie said if we have to do something we will, so.

Frances Westbrook: And I apologize, I am the one that has caused this change here, but I do appreciate your working with budget and finance on that.

Mayor Bugg: Definitely understandable. I like option 1.



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Frances Westbrook: Should we make a motion?

Mayor Bugg: Yeah.

Frances Westbrook: I move that we adopt schedule 1 as our new budget and finance schedule for this year.

Mayor Bugg: Is there a second?

Anthony Marchetti: Second.

Mayor Bugg: Any further discussion? All in favor? Opposed? Schedule is adopted.

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

THE MOTION THAT WE ADOPT SCHEDULE 1 AS OUR NEW BUDGET AND FINANCE SCHEDULE FOR THIS YEAR IS PASSED 6-0.

- 2. 1st Reading Resolution 2021- 08 (CUP) extend food and beverage service to front patio in B1

Mayor Bugg: First reading resolution 2021-08 CUP extend food and beverage service to front patio in B1.

Lara Brown: Can we do a reading first and then discussion or do you want to do a group discussion and then the reading and.

Mayor Bugg: Either one.

Frances Westbrook: I don't think it matters which way.

Mayor Bugg: If you want to discuss it, go ahead.

PLEASE NOTE THAT DUDLEY PATTESON JOINED THE PUBLIC DURING THIS PORTION OF THE MEETING AS HE HAS A CONFLICT OF INTEREST.

Lara Brown: Town council this is conditional use permit application for The Hope & Glory Inn, they are requesting to extend their food and beverage service to the front lawn, as you can see on the last diagram of the application and this will just extend the service that they were doing in the back where the fountain was, to the front lawn. The hours of the proposed extension were listed in the application, which would be primarily to serve lunch on the front lawn, on occasion food and beverage may last a little bit beyond 5:00 p.m. but generally speaking it'll end around 5:00 right Dudley for the most part. All required permits will be in place. That would be ABC permits, Department of Health, Town of Irvington, Lancaster County if needed. They are also proposing to just extend the picket



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fence that they already have. There is a small section that is not fenced in on the right side between their yard and the....

Bonnie Schaschek: And the graveyard.

Lara Brown: ...church yard. Well no, I mean it is down by the graveyard but it's on this side closest to King Carter, so the proposal is that this would be like for nonregistered guests, this would not be for their guests that are paying to stay there overnight, so they would limit those individuals that are coming to the front lawn for lunch and/or a glass of wine, to just have access to the front. They would have a gate on the side so that they are not going to the rear of The Hope & Glory, they would not be mingling inside The Hope & Glory, it's just to kind of grab lunch, glass of wine, and then leave and exit. The applicant has been in contact with the ABC Board, the permits are forthcoming, I don't know they already received them or not, the last we talked they were still in the process of doing them.

Dudley Patteson: [from the audience] Verbal on sanitation health and okay on ABC and okay from the county, just waiting for this town.

Lara Brown: So anyway this tonight is the opportunity for you to discuss it and it will be the first reading and then there will be a public hearing, and then of course the second reading as on the schedule. So.

Wayne Nunnally: Does it require any more off street parking?

Dudley Patteson: Mr. Mayor...

Lara Brown: No.

Dudley Patteson: ...let it be known, that I have recused myself from the session here on this subject.

Mayor Bugg: Thank you.

Lara Brown: The same parking that Hope & Glory currently uses would also be used. Or...

Bonnie Schaschek: Which is street parking.

Dudley Patteson: We have street parking and we have, we also grandfathered in on many things. It's in the file.

Frances Westbrook: Dudley you talk about a temporary tent depicted on the diagram...

Bonnie Schaschek: ...didn't see it.

Frances Westbrook: ...I know I'm trying to find it on here, is that the cross hatching?

Dudley Patteson: Yes the cross hatching.

Lara Brown: The rectangle on the bottom.

Frances Westbrook: So it's going to be one solid tent, not little individual tents?



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Dudley Pateons: I'm sorry.

Frances Westbrook: It's going to be one solid tent?

Dudley Pateson: One tent.

Frances Westbrook: Does the county get involved with that?

Lara Brown: Yes.

Dudley Pateson: Yes, yeah, yeah, I have the permit.

Lara Brown: That would require the temporary permit.

Jackie Brown: How temporary is it going to be?

Dudley Pateson: It will be taken down every year and stored.

Jackie Brown: Taken down what?

Dudley Pateson: It will be taken down every year and stored and cleaned and we aren't certain how many months it will be up for you know, it won't be up all year let's put it that way.

Frances Westbrook: Will there be something done to the tent so that it looks, I don't know how to word this, does it look like a tent stuck in the front yard.

Dudley Pateson: Um.

Frances Westbrook: And I'm sorry if I'm being unkind to phrase that.

Dudley Pateson: As you might know with The Hope & Glory aesthetics....

Frances Westbrook: I know.

Dudley Pateson: Our look is everything...

Frances Westbrook: Yeah.

Dudley Pateson: ...this is what it will look like.

Frances Westbrook: Oh cool.

Dudley Pateson: That's a good reaction.

Jackie Brown: Pass that around.

Frances Westbrook: So you've got the lights all around, of course that wouldn't be in the daytime but still.

Bonnie Schaschek: So this is in the front on the King Carter side?

Dudley Pateson: Yeah, it would be on the front on the King Carter side yes.



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Bonnie Schaschek: Where is this?

Dudley Patteson: This is another location. This is identical to what we...

Bonnie Schaschek: Oh okay, I was like wait a minute.

Dudley Patteson: So it'll, we are very sensitive to the look of The Hope & Glory as you can imagine and so we are not just putting a tent up, we are putting up something that will enhance everything and enhance the town as well.

Wayne Nunnally: How many seats?

Dudley Patteson: Uh, 40.

Frances Westbrook: And do we get a discount?

Anthony Marchetti: I was gonna say can I get a reservation.... [laughing].

Dudley Patteson: What did you say, I'm sorry.

Frances Westbrook: I said do we get a discount? [laughing].

Dudley Patteson: I hope so. [laughing].

Mayor Bugg: Any further questions council? Okay first reading.

Sharon Phillips: Resolution 2021-08TC conditional use permit application to extend food service beverage service to patio at B1 tax map 33436 whereas the Irvington Town Council reviewed a proposed conditional use permit, application 2021-CUP1_Hope & Glory to extend food and beverage service from front patio in B1 zoning district, tax map 33436 at 65 Tavern Road and whereas the joint public hearing on the application was advertised in the Rappahannock Record on April 29th and May 6th and whereas council and the planning commission held a joint public hearing on May 11th, 2021 to hear public view on the application and whereas the planning commission considered the application at its meeting on April 13th and May 11th, 2021 and whereas the town council considered the application at its meetings held on April 8th, and May 13th, 2021.

[MR. PATTESON REJOINED THE COUNCIL MEETING]

Wayne Nunnally: This is for my information, I am amazed that we are approving something so far in the future. Why don't we put those dates even in the ordinance at this point.

Nancyellen Keane: You have to have two readings of it...

Mayor Bugg: Yeah.

Nancyellen Keane: ...and you can't pass and vote on it until the second and so you have to, you have to put everything in, by the time you approve it, you have to put in the resolution...

Wayne Nunnally: I realize that, tonight May 11th hadn't happened and...



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Nancyellen Keane: ...right.

Wayne Nunnally: ...I don't know why we say we've done it. That's all I'm saying. It's confusing to me.

Mayor Bugg: Thank you Madam Clerk.

3. 1st Reading of 2 Ordinances

- Ordinance 2021-01
- Ordinance 2021-02

Eliminate CUPS for all private docks and for swimming pools outside RPA in R1/R2 zoning districts

Mayor Bugg: The next item will be the reading of the two ordinances, ordinance 2021-01 and ordinance 2021-02. That's going to be limited CUPS for all private docks and for swimming pools outside RPA and the R1/R2 zoning districts.

Nancyellen Keane: Well, wait a minute before you do that, does anybody have any changes, questions or comments about it before she reads it? This is, this should reflect the comments that you all have made and what you wanted, I mean I want to know if there are changes to address it, okay.

Sharon Phillips: Ordinance 2021-01 repeal reenact town code Section 154.051 use regulations in R1/R2 zoning district whereas the Irvington Town Council proposed a repeal and reenact town code 154.051 regarding use regulations in R1/R2 zoning districts and whereas this ordinance 2021-01 will eliminate the requirement in zoning districts for R1/R2 for conditional use permit for private docks as well as swimming pools outside the resource protection area and whereas a notice of a joint public hearing on this ordinance 2021-01 was advertised April 29th and May 6th, 2021 pursuant to Virginia Code Section 15.2-2204 and whereas the joint public hearing on ordinance 2021-01 was held May 11th, 2021 and the public also had the opportunity to speak about the ordinance at its meetings held on April 8th and April 13th and whereas the planning commission recommended passage of this ordinance to council on May 11th and whereas this ordinance 2021-01 was read twice before approval at the May 8th and May 13th town council meetings. Be enacted and ordained by The Town of Irvington as follows. One, council hereby repeals town code section 154.051 use regulations, two, council hereby reenacts town code 154.051 use regulations as follows. 154.051 use regulations A, in residential districts R1/R2 structures to be erected on land shall be used for one or more of the following uses for major difference being acreage requirement...

Mayor Bugg: Nancyellen is that enough or do we need....

Nancyellen Keane: That's enough.

Sharon Phillips: Thank you.

Nancyellen Keane: I'm gonna see if there is a typo on that, what you just read.



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Sharon Phillips: Do you want me to at least talk about the highlights?

Frances Westbrook: It's pretty straight forward. But why is, are the numbers 6, 7, 8, 9.

Nancyellen Keane: I'll explain, if you look at the paper where the yellow highlighting is the part that talks about the swimming pools, do you see that at the bottom, that used to be up under churches so when I took it out of there I had to renumber the rest of them.

Frances Westbrook: Oh okay.

Nancyellen Keane: So the numbers are changed before these but the text is all the same. The reason swimming pools was pulled down and under accessory buildings and structures is because swimming pools were incorrectly listed I believe as a primary use for a parcel in R1/R2 before where you could have had a lot in Irvington with the way the code exists now and have just a swimming pool on it.

Frances Westbrook: Oh.

Nancyellen Keane: This, moving this under accessory building and structures means that a pool has to be an accessory building or structure to a house in R1/R2. If you don't agree with that, tell me.

Bonnie Schaschek: I don't agree with it.

Nancyellen Keane: Okay.

Bonnie Schaschek: Let's say I have two lots, my house is on one lot and I want to put the pool on the other lot, right next door.

Nancyellen Keane: Well you could also eliminate the property line between them if you wanted to do that, the way it exists now. The reason this came up, this came up in the course of a conversation on another case we had where it was clear that the code was written so that a pool, you could, somebody could open up a pool and just have it be, yeah.

Frances Westbrook: But the property owner would have recourse to redraw the property line.

Nancyellen Keane: Well if they wanted to....

Frances Westbrook: ...if they wanted to...

Nancyellen Keane: ...lots together, yeah...

Frances Westbrook: The whole BZA deal if they have to.

Nancyellen Keane: If you do not want swimming pools to be an accessory to a house, I can put them back up in the lineup the way they were okay, um and I'll just have to do that, that's not a material change, I don't believe, because it's just moving something. So, I can move it and change it back to the way it was, but that's why it appears the way it does.

Wayne Nunnally: Is there a benefit one way or the other?



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Nancyellen Keane: If you are a person who would like to be able to buy a lot in Irvington and just put a pool on it and nothing else, you would want me to put it back up in the lineup, if you don't want people to have pools on just a lot and you want them to have a house and put the pool next to the house, you would want it this way.

Anthony Marchetti: Leaves the door open for somebody to buy a lot and put a pool on it and nothing else.

Bonnie Schaschek: Somebody could buy a lot next to Jackie's old house and just put a pool there.

Wayne Nunnally: So we want it to be an accessory.

Frances Westbrook: Yeah, I would think so.

Nancyellen Keane: Bonnie you are grandfathered anyway.

Bonnie Schaschek: I know I am, but I'm thinking of a neighbor they are thinking about putting up a pool and he has a lot.

Lara Brown: A similar example is also in our zoning ordinance it states that you cannot build a garage on a lot before you build your house so that's like a similar scenario.

Frances Westbrook: We had one of those incidences....

Bonnie Schaschek: Yeah it happened...

Lara Brown: So just to give you a comparison I know a pool is not exactly a garage but that is just something that we stated in our ordinance.

Anthony Marchetti: I think a pool should be an accessory to a house.

Mayor Bugg: Yeah.

Anthony Marchetti: So I think the way she has moved it...

Frances Westbrook: I think so too, I'm happy with that...

Anthony Marchetti: ...is reasonable.

Bonnie Schaschek: It's reasonable, it's just somebody....

Frances Westbrook: ...but they have to wait...

Wayne Nunnally: Ready to move on?

Mayor Bugg: Yeah, next one.

Nancyellen Keane: The next one is 02 and it's the companion ordinance but it is amending, it is basically repealing and reenacting a different section on one that deals just with boat docks and piers and its pretty self-explanatory.

Lara Brown: It's what we talked about...



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Mayor Bugg: Yeah.

Lara Brown: ...this still states that the landowner would still have to go through VMRC and the Army Corp of Engineer permitting process before...

Nancyellen Keane: And you still have to get a zoning permit.

Lara Brown:right, they would come to get a zoning permit.

Sharon Phillips: Ordinance 2021-02, repeal reenact town code section 154.215 boat, docks piers, generally, whereas the Irvington Town Council proposes to repeal and reenact town code 154.215 regarding general regulations for boat docks and piers and whereas this ordinance will eliminate the requirement in the zoning districts R1 and R2 for a conditional use permit for private docks and piers and whereas a notice of a joint public hearing on this ordinance 2021-02 was advertised April 29th and May 6th pursuant to Virginia Code Section 15.2-2204 and whereas a joint public hearing on ordinance 2021-02 was held May 11th 2021 and the public also had the opportunity to speak about the ordinance at the meetings held on April 8th and May 13th and whereas the planning commission recommended the passage of this ordinance to council on May 11th and whereas this ordinance 2021-02 was read twice before approval at the May 8th and May 13th meeting.

Mayor Bugg: That's enough. Thank you. Discussion about that one. Alright we will move on.

4. Motion to Approve Sign Permit; George Hutchins/Craig Dodson; 19 King Carter Drive.

Mayor Bugg: The next item on the agenda is the motion to approve the sign permit, that's George Hutchins that's 19 King Carter Drive.

Lara Brown: I'd like to pass that down. The applicant is getting an after the fact signed permit he had already, he has already placed it on his structure, this is a 32" round sign which is 5½ square feet, 8 square feet is the maximum allowed for a fixed business sign, so he is asking for your forgiveness and approval.

Wayne Nunnally: We approve it.

Mayor Bugg: Second?

Anthony Marchetti: Second.

Mayor Bugg: Any further discussion? All in favor?

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



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Mayor Bugg: Motion is approved.

THE MOTION TO APPROVE SIGN PERMIT; GEORGE HUTCHINS/CRAIG DODSON; 19 KING CARTER DRIVE IS PASSED 6-0.

5. Motion to Approve Sign Permit; Linda Caron/Ollen Richey; 5160 Irvington Road.

Mayor Bugg: The next item would be to approve the sign permit by Linda Caron/Ollen Richey, 5160 Irvington Road.

Lara Brown: Ms. Caron and Mr. Richie have installed a house sign, 10½” x 35½” it measures 2½ square feet, 6 square feet is the maximum for owner property name signs and again they are very sorry they are asking for your forgiveness and your approval.

Wayne Nunnally: Move we approve it.

Mayor Bugg: Second?

Bonnie Schaschek: Second.

Dudley Patteson: Second.

Mayor Bugg: All in favor?

Group: Aye.

Mayor Bugg: Opposed? Motion passes.

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

THE MOTION TO APPROVE THE SIGN PERMIT BY LINDA CARON/OLLEN RICHEY, 5160 IRVINGTON ROAD IS PASSED 6-0.

Bonnie Schaschek: How is the sign for the new town coming?

Lara Brown: Oh the town office.

Mayor Bugg: The town office sign do we know anything about that?

Lara Brown: I don't think the design has been created yet.

Mayor Bugg: Got it.

Lara Brown: We have the permit but we need a design.

Mayor Bugg: Excellent.

6. Consideration of a motion to allow use of Town Commons for Boot Sale; VIA.



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Mayor Bugg: The next item would be consideration of a motion to allow use of the Town Commons for the Boot Sale and yes. [laughing].

Frances Westbrook: What's your part for some reason I didn't key in the fact that you were sitting here all this time for that.

C. J. Carter: That's okay.

Frances Westbrook: It's okay.

C. J. Carter: I'm C. J. Carter of 157 Chases Cove Lane, I am also the boot sale coordinator, on behalf of the Irvington Village Improvement Association the VIA. I'm here to request use of the Irvington Town Commons for the 2021 annual Boot Sale which will be on Saturday, May 29th, Memorial Day weekend. The Town of Irvington allows the Farmer's Market to be held during August through November and they allowed it to be held August through November in 2020 per the agreement between the VIA and The Town of Irvington and the Boot Sale will follow the same protocols as Farmer's Markets with the necessary safety precautions to address COVID-19 in accordance with Governor Northam's safer as home base guidelines for all business sectors. I am asking for an indication that we can hold our Boot Sale so that I can begin to run publicity to attract sellers. We are proposing 60 sellers within the Farmer's Market setup which allows for 87 sellers, so we are limiting, reducing the number that we had in 2019 we had 82 sellers and we are only asking for, proposing 60 just to keep the numbers down and the crowds small, thank you.

Frances Westbrook: Well the vehicles will be driving on the field?

C. J. Carter: Yeah, like they did in 2019, drive on, we have them spaced out, they open up the trunks of their car or their boots and, pickup truck, it was great, it was a huge success in 2019. I sent out a little, we hope this can happen to last year's sellers and I think I can fill it just with them.

Frances Westbrook: We just ask you to be mindful where the septic field is...

C. J. Carter: Yeah, yeah...

Frances Westbrook: ...I think you know all of that, where it is, I know that.

Sharon Phillips: What is the date?

C.J. Carter: May 29th, Saturday.

Frances Westbrook: And the time?

C. J. Carter: 8:00 to 12:00 so setup would begin at 7:00.

Mayor Bugg: Is there a motion.

Frances Westbrook: So moved.

Jackie Brown: Second.



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Bonnie Schaschek: Second.

Mayor Bugg: All in favor?

Group: Aye.

Mayor Bugg: Opposed? Motion passes. Thank you.

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

THE MOTION TO ALLOW USE OF TOWN COMMONS FOR BOOT SALE; VIA (SATURDAY MAY 29TH) IS PASSED 6-0.

C. J. Carter: Thank you.

Anthony Marchetti: This is a bit off topic but it reminded me of it, for something similar for Halloween, like a trunk or treat in the Commons area. Have you ever seen that where people park their cars.

Julie Harris: VIA talked about that for last year but at the time we talked about it we were told that not many other places in the area were going to have....

Anthony Marchetti: Yeah last year obviously...

Julie Harris: Right, but we do have the Halloween costume parade so are you suggesting add a trunk or treat to that?

Anthony Marchetti: Yeah with so many young kids we've seen trunk or treats where people decorate the backs of their cars and they pass out candy, it would be really nice where you could do it in conjunction with the costume contest, maybe the judges walk around or maybe that's part of it, but if the kids could come there, do costumes, do a lap through and be done with not having to run up and down the streets and...

Bonnie Schaschek: And giving out bags of candy when they're there so that they don't go trick or treating...

Anthony Marchetti: So we can come there and when we leave we are done and don't have to chase kids through the dark.

Nancyellen Keane: We should have had that 25 years ago.

Anthony Marchetti: Great idea and I think you would see other, I mean you would have people from outside of Irvington come as they do for the costume contest. They would come and be able to keep kids and people from scattering across the streets and me losing a toddler in the dark between houses. Just a thought, give a lot of people to participate, you



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know residents and, some residents might not ever see trick or treaters but they can set up a trunk, they can set up a car and trunk and get to see kids in costumes and pass out candy.

Mayor Bugg: Yeah, yeah.

Anthony Marchetti: Just a thought, anything, the Boot Sale in 2019 a huge turnout for it, it was wonderful.

C. J. Carter: Yeah it was.

Dudley Patteson: C. J. when do you want to distribute information to those that are participating, would you kindly ask them to since it starts at 8:00 and The Hope & Glory is right next door....

C. J. Carter: Right.

Dudley Patteson: ...be mindful that there is, the lodging tax people are right next door. Thank you.

C. J. Carter: Setup is at 7:00. Thank you.

Mayor Bugg: Thank you.

Dudley Patteson: Julie did you have anything to add regarding...

Julie: I don't know whether, to make my request again, but the VIA would like to buy the remaining books to put in our welcome bags.

Mayor Bugg: Would anyone like to make that motion?

Jackie Brown: Sell them all the books they want.

Wayne Nunnally: How many do we have?

Frances Westbrook: I'd like for the town to hold at least a few.

Bonnie Schaschek: That's what I was thinking.

Frances Westbrook: Visitors may stop in there or whatever, it would be nice to just hand one to them or something...

Bonnie Schaschek: You said is 50 of them there.

Sharon Phillips: There are two boxes, to be honest that is not an accurate count, it is a guesstimate I would assume that each box would hold maybe 30.

Julie Harris: I'll be glad to count them.

Bonnie Schaschek: If we just keep like five or six.

Sharon Phillips: I would urge council to keep a dozen.

Frances Westbrook: That's what I was thinking, yeah.



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Bonnie Schaschek: And then you can buy the rest.

Sharon Phillips: So the next part of that is what value are you going to offer.

Julie: Well we would like to offer \$5 per book but...

Bonnie Schaschek: That's fine with me.

Wayne Nunnally: I move that we accept the \$5 offer for the books and retain 12 for ourself.

Bonnie Schaschek: I second it.

Jackie Brown: What account are we going to put this money in?

Frances Westbrook: Yeah, miscellaneous income.

Mayor Bugg: There you go.

Frances Westbrook: Or we can credit it back to office so that they can...

Wayne Nunnally: That's the budget committee.

Mayor Bugg: Is there a second?

Bonnie Schaschek: I already did.

Mayor Bugg: Oh you did, all in favor? Opposed? Thank you. Excellent.

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

THE MOTION THAT WE ACCEPT THE \$5 OFFER FOR THE BOOKS AND RETAIN 12 FOR OURSELF IS PASSED 6-0.

7. Consideration of a motion to appropriate \$2,778 from Community Support & Tourism; Flack Shack

Mayor Bugg: Item #8 is consideration to appropriate \$2,778 from Community Support & Tourism. Is that Flack Shack?

Sharon Phillips: It is. It's the May bill.

Mayor Bugg: It looks like it is. The May bill.

Sharon Phillips: So of course if you appropriate tonight it can be held until the end of April but to wait until your May meeting the bill will be delinquent.



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Mayor Bugg: Got it.

Anthony Marchetti: So it's due for the first of the May?

Sharon Phillips: Yes.

Anthony Marchetti: Basically pay in advance correct.

Sharon Phillips: Services rendered.

Anthony Marchetti: Okay.

Mayor Bugg: Is there a motion?

Anthony Marchetti: So moved.

Mayor Bugg: Second?

Frances Westbrook: Second.

Mayor Bugg: All in favor? Opposed? Motion passes.

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

THE MOTION TO APPROPRIATE \$2,778 FROM COMMUNITY SUPPORT & TOURISM; FLACK SHACK IS PASSED 6-0.

8. Consideration of a motion to appropriate \$420.04 from General Operating; US Bank.

Mayor Bugg: Consideration of a motion to....

Bonnie Schaschek: Can I ask a question, have we received any income from the Virginia Tourism Grant, we paid all this money out?

Mayor Bugg: Matching funds....

Frances Westbrook: Come back, have we been submitting invoices is that what you're asking? Have we, have we been submitting invoices for reimbursement to Flack Shack?



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Sharon Phillips: So the invoices from Flack Shack have not been submitted to the Virginia Tourism for reimbursement.

Frances Westbrook: When do you anticipate that?

Sharon Phillips: Council can advise.

Frances Westbrook: I thought we were going to do it monthly as the came in but I would like to see us start recovering some of the monies.

Mayor Bugg: Yeah.

Anthony Marchetti: Are we able to at least quote to spend all the money we are required to this fiscal year and then receive monies back based on receipts. I think that's what we want to do is have it closed out in this fiscal year.

Frances Westbrook: Well that's what I was going to say particularly if we can get all this in that we are entitled to up to this point before the end of June so it all goes on this year's fiscal books.

Anthony Marchetti: Yeah, that's what I'm getting at, I think the whole thing can be wrapped up in this fiscal year.

Frances Westbrook: Yeah, that would be nice and have it....

Dudley Pattenon: It is also my understanding that soft contributions by the Steamboat Era Museum, Tides Inn and The Hope & Glory all can be used to college hard dollars from the VTC so do we know.

Sharon Phillips: Those are soft, we need to capture the partner's receipts but they don't apply to reimbursement.

Dudley Pattenon: I was told differently by the head of the program.

Sharon Phillips: I know.

Frances Westbrook: Alright so we need to get receipts that do apply from the partners.

Sharon Phillips: Which would be the invoices to Flack Shack.

Bonnie Schaschek: But the invoices from the partners are not part of the reimbursement to the town?

Sharon Phillips: They are part of, they are part of the grant reimbursement program, but if The Hope & Glory submits \$10,000 worth of receipts the town does not get \$5,000.

Anthony Marchetti: It's part of what we do to qualify...

Frances Westbrook: It's confusing to me.

Anthony Marchetti: Sounds simple send receipts to Flack Shack. That's pretty, it seems quite easy.



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Frances Westbrook: So whatever we have to do to get money back in.

Mayor Bugg: Sounds good, consideration of a motion to appropriate \$420.40 from general operating US Bank, is this the printer?

Sharon Phillips: It is Mr. Mayor and this is actually a contract, you have a 3-year lease with this printer and if council would be agreeable to appropriating that so it is not a monthly, it is a contract, just and it's under office supplies.

Mayor Bugg: Okay.

Sharon Phillips: Actually, it's under general operating.

Frances Westbrook: Could we wait and start that in July with a new budget year and just continue what we set up to the end of this, we only have two more months to go rather than changing horses mid-stream and then when we get ready to approve the new budget then we start appropriating like we used to all in one big swoop then we can do that then but I'd rather see us just stay the way we are for the last 2 months and then we are through with this budget year.

Mayor Bugg: Yeah.

Anthony Marchetti: Good with me.

Mayor Bugg: Sounds good. Would someone like to make a motion for the \$420.

Wayne Nunnally: Just table it don't you.

Frances Westbrook: What?

Anthony Marchetti: We still gotta appropriate the money.

Frances Westbrook: We have to appropriate the money.

Mayor Bugg: You made the motion? Is there a second?

Anthony Marchetti: Second.

Mayor Bugg: All in favor? Opposed? Motion passes.

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

THE MOTION TO APPROPRIATE \$420.04 FROM GENERAL OPERATING; US BANK IS PASSED. 6-0.

Anthony Marchetti: Do we need any sort of motion for submitting receipts for the grants.



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Frances Westbrook: We can do a motion if you want I think she said we're just waiting tell her to do it. Do, do, do...

Anthony Marchetti: I'm just asking...

Frances Westbrook: I move that we submit all...

Nancyellen Kean: It's in the contract that you have to submit....

Frances Westbrook: No, we are talking about Flack Shack...

Anthony Marchetti: If we don't need it, we don't need it, just make sure that we...

Frances Westbrook: A loose string.

Mayor Bugg: Excellent.

N. ROUNDTABLE

Mayor Bugg: For round table I have that one item I mentioned and turn it over to you guys obviously also but the tennis instructor who came and spoke Frederic is interested in beginning lessons he already has Chesapeake Academy students in the courts now he is bringing this back up and we table it, so I just wanted to bring it up to you guys and see what you want to do about that, Nancyellen research and possibly put together a proposed contract in terms of protecting us as much as we can regarding liability but that's where things are, no action was ever taken regarding this, we tabled it.

Frances Westbrook: We talked about maybe charging him.

Nancyellen Keane: Yeah, the fee thing y'all never decided so I need you to tell me what you want to do about that before I can put it in there.

Mayor Bugg: He suggested 10% of any income from coaching to the town.

Sharon Phillips: He volunteered it.

Bonnie Schacshek: He volunteered, oh my goodness.

Mayor Bugg: He volunteered it yes.

Sharon Phillips: I think his email reads that he realizes that weighty town council was currently taking under advisement and that he was currently using the courts for Chesapeake Academy instruction and he volunteered to remit 10% of his personal training fees.

Frances Westbrook: Not just for the Academy.



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Mayor Bugg: Yeah.

Anthony Marchetti: I think it's a nice asset.

Sharon Phillips: My question to council on this, are you letting people use the courts right now because the repairs haven't been made, the repairs are tentatively scheduled to be made the end of April or May possibly a bit earlier since we have seen a reprieve in the weather where the ground water has dried up in some places, the average daytime temperatures are...

Frances Westbrook: People are definitely over there.

Mayor Bugg: Not locking them up and going through that again. Keep going.

Frances Westbrook: Well I would say he could use it up until we make repairs and then after they're done he could pick back up, that's the only.

Bonnie Schaschek: Do you have a contract for Chesapeake Academy?

Nancyellen Keane: It's a license agreement with Chesapeake Academy.

Bonnie Schaschek: So it doesn't have liability or anything in it.

Nancyellen Keane: It has the liability, it doesn't have any fee, they are not paying us anything, it was done as a license agreement because it is not really a lease or rental, you know what I mean.

Bonnie Schaschek: Can we do it the same way with a little fee.

Mayor Bugg: Great.

Frances Westbrook: Will he coordinate the use of the actual use of it, the dates or whatever with Sharon or...

Nancyellen Keane: The tennis coach there so that would make sense. I was gonna say coordinating use is the other issue, it may not ever be a problem but it could be, you know but if he is both the coach for the school and he is doing his own coaching then he's obviously going to have to use it when the school is not using it.

Frances Westbrook: Yeah but say some guests from Hope & Glory are over there using it and he has decided at 2:00 he is going to teach a class but there's people over there using it then is he going to say sorry I'm getting ready to teach a class you have to leave.



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Bonnie Schaschek: He needs to give a list of when the classes are going to be so it can be posed that it will be in use during that time.

Dudley Patteson: Plus we need to get everybody a plan of when the repairs are going to take place, people will go over there and they will be torn up and they'll be upset.

Frances Westbrook: Well we'll have to lock it then won't we.

Dudley Patteson: I think you need to advise him in whatever way you do because the last thing you want to do is disappoint people.

Nancyellen Keane: When you give somebody a license I mean they are going to be above just the general public, so like Chesapeake Academy comes before the general public does now and this guy would be another person that would come before the general public.

Frances Westbrook: But is it unreasonable for us to think that maybe he will give us a schedule that on Tuesdays and Thursdays from this time to that time, it's every Tuesday and Thursday.

Nancyellen Keane: We can require him to but who is going to post it him, are you going to ask him to post it...

Frances Westbrook: I'm just throwing out food for thought here.

Anthony Marchetti: Any limitations like a max allowable usage per week I mean I don't know. Probably not going to be a problem but...

Lara Brown: Aren't there two courts over there so he's using one there's still another one for the general public?

Anthony Marchetti: Maybe, can be no more than one court at a time.

Frances Westbrook: That might be a good way to...

Anthony Marchetti: If he goes to use it and if both courts are full then both courts are full.

Bonnie Schaschek: Are there two courts?

Lara Brown: Yeah I think there's two courts over there.

Bonnie Schaschek: I can't remember.



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Anthony Marchetti: Two courts.

Nancyellen Keane: Okay I'll whip up something.

Frances Westbrook: Wave your magic wand.

Mayor Bugg: Excellent, I don't have anything else, council or did you mention Bay Design.

Lara Brown: Oh is this round table are we in round table.

Mayor Bugg: Yes.

Lara Brown: Yes, is there any directions that you would like for you know to consider regarding Bay Design Group them doing any of the other work or now that they have given us the good/bad news on the septic, do we need to think about that, do we wait for the survey, what I just kind of need a...

Wayne Nunnally: I really think we should wait for the survey personally and just put them on hold, we can do that.

Nancyellen Keane: If you put them on hold you have to put it in writing. Just FYI.

Bonnie Schaschek: They've been working on an overall site plan, have they given us the overall site plan you're saying, no.

Lara Brown: They haven't completed all the parts yet, now they have been paid monthly for services completed to date but they haven't completed all the services that....

Wayne Nunnally: We contracted for.

Frances Westbrook: Why don't we finish the site plan. Finish the site plan first...

Bonnie Schaschek: At least we have some idea going forward.

Dudley Patteson: Some idea of what we can do.

Mayor Bugg: Yeah that makes sense.

Bonnie Schaschek: I'd rather complete what we started.

Anthony Marchetti: I think that's valuable information that we proceed....

Frances Westbrook: More than likely.



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Wayne Nunnally: Stop it I don't want to wait I want to go ahead.

Bonnie Schaschek: What did he say?

Frances Westbrook: He doesn't want to wait he wants to go ahead.

Mayor Bugg: Keep proceeding as planned.

Anthony Marchetti: Initially the full scope of what we...

Lara Brown: They were going to have to wait to see what type of septic would have to be used....

Anthony Marchetti: ...before they could proceed.

Lara Brown: ...before they could go any further because now that this is an engineered system that is going to limit your footprint because this will be one of those big humps and it is going to limit where you can put parking and the building and so forth so now that they kind of have an idea of what kind of septic we would have to generate now they can move forward.

Anthony Marchetti: So is that the next, we give them approval, authorization, verbal to.....

Wayne Nunnally: Continue....

Anthony Marchetti: ...with a complete site plan.

Lara Brown: Site plan, right.

Bonnie Schaschek: I would say we continue, we need it.

Lara Brown: Okay.

Bonnie Schaschek: I mean, yeah, we don't otherwise be back to the drawing board again.

Wayne Nunnally: Do we need a motion?

Lara Brown: No we don't need a motion because we already have...

Mayor Bugg: Already have a contract.

Lara Brown: ...a contract.



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Mayor Bugg: Okay good. Anything else.

Nancyellen Keane: The only thing you would need a motion for is if you want to put them on hold and notify somebody to tell them to stop.

Wayne Nunnally: Go ahead.

Mayor Bugg: Anything else for round table?

Bonnie Schaschek: Did we vote on this schedule?

Mayor Bugg: Yes we did.

Frances Westbrook: That's a CUP schedule, that's a, no, that's a CUP...

Bonnie Schaschek: We did?

Lara Brown: Which one is that?

Nancyellen Keane: Is that the Dudley one?

Dudley Patteson: This is the revised.

Bonnie Schaschek: Zoning ordinances for CUPS.

Lara Brown: That's what I called you on your consensus on that.

Bonnie Schaschek: Oh so we don't have to vote.

Nancyellen Keane: No because you did the first step of it, unless you want to vote.

Mayor Bugg: Good. Excellent. Anything else, anything else for round table. That will take us to announcements.

O. ANNOUNCEMENTS

Mayor Bugg: Anyone have any announcements? With that we will move into closed session. Thank you public, thank you for being here for 2 hours, you're given an award so.

Cay Bradley: Can I just make a comment. It's just interesting to me that you guys just voted to have Bay Design do a site plan but you're also going to do a survey to get input from the public for what they'd like to have done, those two things seem a little at odds to me, that's all I'm going to say on my way out the door.



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Bonnie Schaschek: They have been working on a site plan, they have to decide what you can do.

Nancyellen Keane: You have to read them.

Frances Westbrook: Oh I'm sorry.

Nancyellen Keane: Cause you have to vote to go into...

P. CLOSED SESSION

1. Pursuant to "2.2-3711(A)(1) for personnel matters concerning the zoning administrator.

Frances Westbrook: I, Frances Westbrook move to go into closed session pursuant to 2.2-3711(A)(1) for personnel matters concerning the zoning administrator.

Jackie Brown: Second.

Wayne Nunnally: Second.

Nancyellen Keane: A second and a vote.

Wayne Nunnally: Second.

Mayor Bugg: All in favor?

Group: Aye.

Mayor Bugg: Opposed? Motion passes.

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

THE MOTION TO GO INTO CLOSED SESSION IS PASSED 6-0.

Q. RETURN TO OPEN SESSION

Frances Westbrook: Whereas the Town of Irvington has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act and whereas Section 2.2-3712 of the Code of Virginia requires a certification by the Board that such closed session was conducted in conformity with the Virginia Law now there be it resolved that the Board hereby certify that to the best of each members knowledge that one, only public business matters lawfully exempted from open session requirement by Virginia Law were discussed in closed session to which this certification resolution applies and two, only such public business matters were identified in the motion convening the closed session were heard, discussed or



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considered by the Board. Is there any member who believes that there was a departure from the motion to go into closed session, if so, state the departure.

I, Frances Westbrook, so certify.
I, Bonnie Schaschek, so certify.
I, Dudley Patteson, so certify.
I, Anthony Marchetti, so certify.
I, Wayne Nunnally, so certify.
I, Jackie Brown, so certify.
I, Tripp Bugg, so certify.

Mayor Bugg: It is certified, we are back in open session.

R. ACTION TO BE DETERMINED

Wayne Nunnally: I move that we have Lara meet with the committee of personal to develop an ad for the zoning administrator.

Mayor Bugg: And then after the consensus with council that advertisement be placed in the...

Wayne Nunnally: Exactly.

Nancyellen Keane: I didn't hear this.

Wayne Nunnally: Call a question.

Mayor Bugg: He just made a motion for Lara to meet with Dudley and HR and myself to discuss advertisement and after discussing that advertisement, we obtain a consensus of the council regarding approval of that advertisement so that it can be placed in the newspaper.

Anthony Marchetti: Second.

Mayor Bugg: All in favor? Opposed? Motion passes.

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



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THE MOTION FOR LARA TO MEET WITH DUDLEY AND HR AND MYSELF TO DISCUSS ADVERTISEMENT AND AFTER DISCUSSING THAT ADVERTISEMENT, WE OBTAIN A CONSENSUS OF THE COUNCIL REGARDING APPROVAL OF THAT ADVERTISEMENT SO THAT IT CAN BE PLACED IN THE NEWSPAPER IS PASSED 6-0.

S. ADJOURN

Mayor Bugg: Is there a motion to adjourn.

Wayne Nunnally: I motion we adjourn.

Respectfully submitted,
Sharon L. Phillips, Clerk

Albert D. "Tripp" Bugg, Mayor

5:21 PM
05/06/21

Town of Irvington, Virginia
Balance Sheet
As of April 30, 2021

	<u>Apr 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
CARES Fund Grant	70,490.42
Chesapeake Bank Money Market	87,423.10
Chesapeake Bank G/O Account	25,319.87
Chesapeake Bank - CDs	
CD2712 09/25/20	26,432.94
CD1368 03/21/21	103,449.36
CD2216 03/21/2021	113,794.29
Bike Path_CD7725 12/27/2021	5,808.64
Total Chesapeake Bank - CDs	249,485.23
VCB - CD	4,439.37
Total Checking/Savings	437,157.99
Total Current Assets	437,157.99
Fixed Assets	
Buildings/Land	
North Commons	411,200.00
Main Commons	407,900.00
Town Office	85,200.00
Total Buildings/Land	904,300.00
Total Fixed Assets	904,300.00
TOTAL ASSETS	1,341,457.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	1,917.20
Total Other Current Liabilities	1,917.20
Total Current Liabilities	1,917.20
Total Liabilities	1,917.20
Equity	
Opening Balance Equity	373,800.00
Retained Earnings	910,875.37
Net Income	54,865.42
Total Equity	1,339,540.79
TOTAL LIABILITIES & EQUITY	1,341,457.99

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Town of Irvington, Virginia
Profit & Loss
July 2020 through April 2021

	<u>Jul '20 - Apr 21</u>
Ordinary Income/Expense	
Income	
CARES Fund Grant - Income	70,490.42
Cable TV/Comm Income	1,573.27
Interest Income	985.52
Permit Fees	3,005.00
Property Rental Fees	1,000.00
Real Estate Tax - Revenue	60,686.68
Auto/Golf Tags - Revenue	9,784.00
Occupancy Tax	76,862.61
Local Sales & Use Tax	29,177.30
Total Income	<u>253,564.80</u>
Gross Profit	253,564.80
Expense	
CARES Fund Grant - Expenses	25,321.38
Mayor's Discretionary Fund	1,985.76
Employee Expenses	
Employee Conference/Sem/Wkshp	187.50
Employee Bonding	178.00
Employer Payroll Taxes	2,377.94
Wages/Salaries	40,708.30
Workers Compensation Insurance	500.00
Total Employee Expenses	<u>43,951.74</u>
Professional Services	
Accounting	3,281.25
Legal	
One Time Bonus	3,000.00
Legal - Other	9,040.00
Total Legal	<u>12,040.00</u>
Total Professional Services	15,321.25
Insurance	
Building/Property Insurance	1,433.00
General Liability Insurance	3,451.00
Total Insurance	<u>4,884.00</u>
Public Safety	
ATL Fire Grant	
Total Public Safety	<u> </u>

	Jul '20 - Apr 21
Office Expense	
Printer Lease	918.75
Other	518.05
Dues & Subscriptions	808.00
Banking Fees	30.00
Equipment	1,461.36
Repairs & Maintenance	4,253.69
Janitorial	850.00
Computer	
Processing Fees	3,124.07
Maintenance/Repairs	2,065.00
	<hr/>
Total Computer	5,189.07
Postage	55.00
Supplies	3,163.78
	<hr/>
Total Office Expense	17,247.70
Municipal Expenses	
PP - Collection Fee	977.40
RE Tax Collection Fee	6,641.90
Election Expenses	2,578.29
	<hr/>
Total Municipal Expenses	10,197.59
Town Council Expenses	
Public Notices	2,395.98
Conferences/Seminars/Workshops	304.22
Town Council Expenses - Other	
	<hr/>
Total Town Council Expenses	2,700.20
Planning Commission Expenses	
Public Notices	863.87
Conferences/Seminars/Workshops	408.00
	<hr/>
Total Planning Commission Expenses	1,271.87
Utilities	
Heating Fuel	596.46
Electricity	
Street Lights	6,143.54
Town Office	3,261.58
	<hr/>
Total Electricity	9,405.12
Internet	879.37
Telephone	1,045.24
Water	347.35
Utilities- Recreation	641.92
	<hr/>
Total Utilities	12,915.46

	<u>Jul '20 - Apr 21</u>
Town Maintenance	
Refuse & Debris Removal	844.20
Grounds/Landscape	4,720.00
	<hr/>
Total Town Maintenance	5,564.20
Community Support /Tourism	
Charitable Donations	
Steamboat Era Museum (501c3)	2,500.00
Lancaster Community Library	2,000.00
	<hr/>
Total Charitable Donations	4,500.00
Community Events	
Irvington Golf Tourney	2,000.00
	<hr/>
Total Community Events	2,000.00
Flags/Banners	
Maintenance & Repair	4,070.00
	<hr/>
Total Flags/Banners	4,070.00
Flack Shack	19,624.08
Steamboat Era Museum	1,200.00
Virginia River Realm	2,000.00
	<hr/>
Total Community Support /Tourism	33,394.08
Capital Expenses	
CONTINGENCY FUND	16,152.50
FLAGS AND BANNERS	5,465.00
Electrical Renovation	727.65
INFRASTRUCTURE	1,599.00
	<hr/>
Total Capital Expenses	23,944.15
Total Expense	<hr/> 198,699.38
Net Ordinary Income	<hr/> 54,865.42
Net Income	<hr/> <hr/> 54,865.42

Town of Irvington, Virginia
Profit & Loss Budget Performance
July 2020 through April 2021

	Jul '20 - Apr 21	Budget	Jul '20 - Apr 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
VA Tourism Grant					15,250.00
CARES Fund Grant - Income	70,490.42	70,490.00	70,490.42	70,490.00	70,490.00
Cont_Cap_Finan_Plan					
Fire Grant/State					10,000.00
Bank Franchise Income					12,000.00
Cable TV/Comm Income	1,573.27	1,711.11	1,573.27	1,711.11	2,000.00
Interest Income	985.52	1,250.00	985.52	1,250.00	1,500.00
Permit Fees	3,005.00	1,869.66	3,005.00	1,869.66	2,500.00
Property Rental Fees	1,000.00	500.00	1,000.00	500.00	1,000.00
Real Estate Tax - Revenue	60,686.68	63,000.00	60,686.68	63,000.00	63,000.00
Auto/Golf Tags - Revenue					
Auto/Golf Tags - Collection Fee					
Auto/Golf Tags - Revenue - Other	9,784.00	9,838.00	9,784.00	9,838.00	10,000.00
Total Auto/Golf Tags - Revenue	9,784.00	9,838.00	9,784.00	9,838.00	10,000.00
Occupancy Tax	76,862.61	77,853.76	76,862.61	77,853.76	98,000.00
Local Sales & Use Tax	29,177.30	21,868.42	29,177.30	21,868.42	25,000.00
Lokey Funding		2,000.00		2,000.00	2,000.00
Miscellaneous Income					50.00
Total Income	253,564.80	250,380.95	253,564.80	250,380.95	312,790.00
Gross Profit	253,564.80	250,380.95	253,564.80	250,380.95	312,790.00
Expense					
CARES Fund Grant - Expenses	25,321.38	70,490.00	25,321.38	70,490.00	70,490.00
Mayor's Discretionary Fund	1,985.76	1,500.00	1,985.76	1,500.00	2,000.00
Office Rent					8,112.00
Employee Expenses					
Employee Conference/Sem/Wkshp	187.50	1,388.89	187.50	1,388.89	1,822.00
Employee Bonding	178.00	178.00	178.00	178.00	178.00
Employer Payroll Taxes	2,377.94	3,646.23	2,377.94	3,646.23	4,500.00
Wages/Salaries	40,708.30	47,483.00	40,708.30	47,483.00	58,000.00
Workers Compensation Insurance	500.00	500.00	500.00	500.00	500.00
Total Employee Expenses	43,951.74	53,196.12	43,951.74	53,196.12	65,000.00
Professional Services					
Accounting	3,281.25		3,281.25		
Wealth Management		10,000.00		10,000.00	10,000.00
Legal					
One Time Bonus	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Legal - Other	9,040.00	10,000.00	9,040.00	10,000.00	12,000.00
Total Legal	12,040.00	13,000.00	12,040.00	13,000.00	15,000.00
Total Professional Services	15,321.25	23,000.00	15,321.25	23,000.00	25,000.00
Insurance					
Building/Property Insurance	1,433.00	1,474.00	1,433.00	1,474.00	1,629.50
General Liability Insurance	3,451.00	2,715.00	3,451.00	2,715.00	2,870.50
Total Insurance	4,884.00	4,189.00	4,884.00	4,189.00	4,500.00

	Jul '20 - Apr 21	Budget	Jul '20 - Apr 21	YTD Budget	Annual Budget
Public Safety					
Traffic Control/LCSD					
ATL Fire Grant					10,000.00
Code Enforcement					1,000.00
Total Public Safety					11,000.00
Office Expense					
Printer Lease	918.75	2,000.00	918.75	2,000.00	2,800.00
Other	518.05		518.05		
Dues & Subscriptions	808.00	1,144.00	808.00	1,144.00	1,200.00
Banking Fees	30.00	30.00	30.00	30.00	30.00
Equipment	1,461.36	750.00	1,461.36	750.00	1,500.00
Repairs & Maintenance	4,253.69	497.00	4,253.69	497.00	2,000.00
Janitorial	850.00	750.00	850.00	750.00	1,000.00
Computer					
Processing Fees	3,124.07	2,607.96	3,124.07	2,607.96	3,160.00
Maintenance/Repairs	2,065.00	850.00	2,065.00	850.00	1,000.00
Hardware		250.00		250.00	500.00
Software		250.00		250.00	250.00
Total Computer	5,189.07	3,957.96	5,189.07	3,957.96	4,910.00
Postage	55.00	250.00	55.00	250.00	500.00
Supplies	3,163.78	1,360.00	3,163.78	1,360.00	1,560.00
Website Maintenance					
Office Expense - Other					
Total Office Expense	17,247.70	10,738.96	17,247.70	10,738.96	15,500.00
Municipal Expenses					
PP - Collection Fee	977.40	979.80	977.40	979.80	1,000.00
RE Tax Collection Fee	6,641.90	6,293.68	6,641.90	6,293.68	6,300.00
Codification of Ordinances		500.00		500.00	1,000.00
Comprehensive Plan					121.21
Election Expenses	2,578.29	2,578.79	2,578.29	2,578.79	2,578.79
Total Municipal Expenses	10,197.59	10,352.27	10,197.59	10,352.27	11,000.00
Town Council Expenses					
Public Notices	2,395.98	1,500.00	2,395.98	1,500.00	2,000.00
Conferences/Seminars/Workshops	304.22		304.22		
Town Council Expenses - Other					
Total Town Council Expenses	2,700.20	1,500.00	2,700.20	1,500.00	2,000.00
Planning Commission Expenses					
Public Notices	863.87	1,000.00	863.87	1,000.00	1,100.00
Conferences/Seminars/Workshops	408.00	500.00	408.00	500.00	750.00
Total Planning Commission Expenses	1,271.87	1,500.00	1,271.87	1,500.00	1,850.00
Utilities					
Heating Fuel	596.46	800.00	596.46	800.00	800.00
Electricity					
Street Lights	6,143.54	7,600.00	6,143.54	7,600.00	9,100.00
Town Office	3,261.58	1,510.00	3,261.58	1,510.00	2,000.00
Total Electricity	9,405.12	9,110.00	9,405.12	9,110.00	11,100.00

	Jul '20 - Apr 21	Budget	Jul '20 - Apr 21	YTD Budget	Annual Budget
Internet	879.37	902.50	879.37	902.50	1,100.00
Telephone	1,045.24	1,000.00	1,045.24	1,000.00	1,200.00
Water	347.35	260.00	347.35	260.00	300.00
Utilities- Recreation	641.92	416.70	641.92	416.70	500.00
Total Utilities	12,915.46	12,489.20	12,915.46	12,489.20	15,000.00
Town Maintenance					
Refuse & Debris Removal	844.20	1,250.00	844.20	1,250.00	1,500.00
Grounds/Landscape	4,720.00	10,888.88	4,720.00	10,888.88	14,000.00
Street Cleaning					
Street Lighting					
Total Town Maintenance	5,564.20	12,138.88	5,564.20	12,138.88	15,500.00
Community Support /Tourism					
Charitable Donations					
Steamboat Era Museum (501c3)	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Lancaster Community Library	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Fire & Rescue					2,500.00
Total Charitable Donations	4,500.00	4,500.00	4,500.00	4,500.00	7,000.00
Community Events					
Christmas					
Irvington Golf Tourney	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
July 4th Parade/Concert		5,000.00		5,000.00	10,000.00
Community Events - Other					
Total Community Events	2,000.00	7,000.00	2,000.00	7,000.00	12,000.00
Town Commons/Tennis Cts/Gazebo					
Flags/Banners					
Maintenance & Repair	4,070.00		4,070.00		
Hardware					
Flags/Banners - Other		2,600.00		2,600.00	4,200.00
Total Flags/Banners	4,070.00	2,600.00	4,070.00	2,600.00	4,200.00
Flack Shack	19,624.08	15,714.28	19,624.08	15,714.28	22,000.00
Steamboat Era Museum	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Trolley, Town of Kilmarnock					
Virginia River Realm	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Misc Community Support & Touris					
Town WiFi					
Total Community Support /Tourism	33,394.08	33,014.28	33,394.08	33,014.28	48,400.00
Reconciliation Discrepancies					

	Jul '20 - Apr 21	Budget	Jul '20 - Apr 21	YTD Budget	Annual Budget
Capital Expenses					
CONTINGENCY FUND	16,152.50		16,152.50		58,640.00
STORAGE SHED					
Stump Removal		5,000.00		5,000.00	5,000.00
Common Landscaping					
Tennis Court Repair		8,825.00		8,825.00	8,825.00
CHRISTMAS LIGHTS & DECORATIO...		5,000.00		5,000.00	5,000.00
FLAGS AND BANNERS	5,465.00		5,465.00		
Electrical Renovation	727.65		727.65		
TOWN HALL RENOVATIONS		12,000.00		12,000.00	12,000.00
Hardware/Software					
Municipal Information					
Website Design					
INFRASTRUCTURE	1,599.00		1,599.00		
New Town Office					250,000.00
Planning/Downpayment					
15 Year Mortgage 400k					
Total Capital Expenses	23,944.15	30,825.00	23,944.15	30,825.00	339,465.00
Total Expense	198,699.38	264,933.71	198,699.38	264,933.71	634,817.00
Net Ordinary Income	54,865.42	-14,552.76	54,865.42	-14,552.76	-322,027.00
Net Income	54,865.42	-14,552.76	54,865.42	-14,552.76	-322,027.00

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Town of Irvington, Virginia
Check Detail
April 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	cc	04/02/2021	Amazon		Chesapeake Bank G/O Account		-61.21
				Supplies		-61.21	61.21
TOTAL						-61.21	61.21
Check	cc	04/02/2021	Amazon		Chesapeake Bank G/O Account		-34.73
				Supplies		-34.73	34.73
TOTAL						-34.73	34.73
Check	Debit	04/05/2021	Google		Chesapeake Bank G/O Account		-288.00
				Processing Fees		-288.00	288.00
TOTAL						-288.00	288.00
Check	Debit	04/15/2021	IRS		Chesapeake Bank G/O Account		-846.59
				Payroll Liabilities		-846.59	846.59
TOTAL						-846.59	846.59
Bill Pmt -Check	13958	04/13/2021	Ambrose Disposal Service, Inc.		Chesapeake Bank G/O Account		-76.00
Bill		04/01/2021		Refuse & Debris Removal		-56.50	56.50
Bill		04/01/2021		Refuse & Debris Removal		-19.50	19.50
TOTAL						-76.00	76.00
Bill Pmt -Check	13959	04/13/2021	Aqua Virginia		Chesapeake Bank G/O Account		-21.34
Bill		03/24/2021		Water		-21.34	21.34
TOTAL						-21.34	21.34
Bill Pmt -Check	13960	04/13/2021	Atlantic Broadband		Chesapeake Bank G/O Account		-191.51
Bill		03/24/2021		Internet		-75.95	75.95
				Telephone		-115.56	115.56
TOTAL						-191.51	191.51

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	13961	04/13/2021	Dominion Energy Virginia		Chesapeake Bank G/O Account		-144.43
Bill		04/01/2021			Town Office	-144.43	144.43
TOTAL						-144.43	144.43
Bill Pmt -Check	13962	04/13/2021	Flackshack		Chesapeake Bank G/O Account		-2,778.00
Bill		04/05/2021			Flack Shack	-2,778.00	2,778.00
TOTAL						-2,778.00	2,778.00
Bill Pmt -Check	13963	04/13/2021	Keane Law PLLC		Chesapeake Bank G/O Account		-1,040.00
Bill		04/03/2021			Legal	-1,000.00	1,000.00
					Legal	-40.00	40.00
TOTAL						-1,040.00	1,040.00
Bill Pmt -Check	13964	04/13/2021	Sharon Phillips		Chesapeake Bank G/O Account		-503.75
Bill		03/29/2021			Mayor's Discretionary Fund	-42.25	42.25
Bill		03/31/2021			Mayor's Discretionary Fund	-110.50	110.50
Bill		04/01/2021			Mayor's Discretionary Fund	-286.00	286.00
Bill		04/01/2021			Mayor's Discretionary Fund	-65.00	65.00
TOTAL						-503.75	503.75
Bill Pmt -Check	13965	04/13/2021	US Bank Equipment Finance		Chesapeake Bank G/O Account		-420.04
Bill		03/16/2021			Printer Lease	-420.04	420.04
TOTAL						-420.04	420.04
Paycheck	13966	04/30/2021	Brown, Lara M.		Chesapeake Bank G/O Account		-1,634.08
					Wages/Salaries	-1,833.33	1,833.33
					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

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Payroll Liabilities	26.58	-26.58
					Payroll Liabilities	59.00	-59.00
TOTAL						-1,634.08	1,634.08
Paycheck	13967	04/30/2021	Phillips, Sharon L.		Chesapeake Bank G/O Account		-1,756.58
					Wages/Salaries	-2,237.50	2,237.50
					Payroll Liabilities	223.75	-223.75
					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	86.00	-86.00
TOTAL						-1,756.58	1,756.58
Bill Pmt -Check	13968	04/22/2021	Sharon Phillips		Chesapeake Bank G/O Account		-260.00
Bill		04/19/2021			Mayor's Discretionary Fund	-260.00	260.00
TOTAL						-260.00	260.00



Town of Irvington Zoning Administrator Report
Prepared for Planning Commission and Town Council
Prepared For: May 11 and May 13, 2021 Meetings
Staff Contact: Lara M. Brown, Zoning Administrator

Zoning Permits

2021-18, Tree removal, 76 York Road

Conditional Use Permit Application

None

Proposed Ordinance Update

Proposed ordinance change, remove piers and swimming pools not in the RPA in the CUP requirement. Public Hearing May 11th at 6:00 PM. No objections from the public to date.

Notice of Violation Update

The matter regarding Tax Map Parcel(s) 34I 1 9 and 34I 1 8, public safety/nuisance violations specifically abandoned trailers, sheds and roll-back trailer. Property owner has contracted with Magic Tree to have the property cleared. **Update: The road has been bush hogged and prep for the equipment to enter the property, BUT, the recent storm this past week has delayed the start of work as the contractor is working around town to clean up emergency debris.**

North Commons Update

On April 29th Bay Design Group met with the Zoning Administrator and to discuss the constraints on the property in relation to the septic report. Bay Design Group would like to present a preliminary Site Plan to the Town Council at the June 10th meeting.

VDOT Work Request #1427621

The drainage pipe at the end of Railway Road is scheduled for cleaning out.



ORDINANCE 2021-01

REPEAL, RE-ENACT TOWN CODE 154.051

USE REGULATIONS IN R-1/R-2 ZONING DISTRICT

WHEREAS, the Irvington Town Council (“Council”) proposes to repeal and re-enact Town Code §154.051 regarding use regulations in R-1/R-2 zoning districts; and

WHEREAS this Ordinance 2021-01 will eliminate the requirement in zoning districts R-1/R-2 for conditional use permit for private docks as well as swimming pools outside the Resource Protection Area (“RPA”); and

WHEREAS, a notice of joint public hearing on this Ordinance 2021-01 was advertised April 29 and May 6, 2021, pursuant to VA Code Ann. §15.2-2204; and

WHEREAS, a joint public hearing on Ordinance 2021-01 was held on May 11, 2021 and the public also had the opportunity to speak about the ordinance at meetings held on April 8 and May 13, 2021; and

WHEREAS, the Planning Commission recommended the passage of this ordinance to Council on May 11, 2021; and

WHEREAS, this Ordinance 2021-01 was read twice before approval, at the April 8 and May 13, 2021 Council meetings.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

1. Council hereby repeals Town Code §154.051, Use Regulations.
2. Council hereby re-enacts Town Code §154.051 Use Regulations as follows:

“§ 154.051. USE REGULATIONS.

“(A) In Residential Districts R-1 and R-2, structures to be erected on land to be used shall be for one or more of the following uses the major difference being acreage requirements (see §154.052).

“(B) A zoning permit has been obtained from the Zoning Administrator.

“(C) Off-street parking in Residential Districts R-1 and R-2 is required.

“(D) Sewage/disposal/wastewater treatment systems which incorporate a drainfield as an integral part of the system requires Health Department approval.

“(E) Permitted uses:

“(1) One single-family dwelling per lot as defined in §154.004;

“(2) In Residential District R-1, one two-family dwelling per lot, the part of which must be joined by a conventional room whose width is at least two-thirds of its length. Two-family dwellings are prohibited in Residential District R-2;

“(3) Agricultural with conditional use permits, but not to include the raising of animals, including horses, pigs, cattle, fowl or the like;

“(4) Schools;

“(5) Churches;

“(6) Parks and playgrounds;

“(7) Home occupations as defined, conducted by the occupants with conditional use permits;

“(8) Off-street parking as required by this chapter;

“(9) Accessory buildings and structures and uses permitted as defined hereafter, however garages or other accessory structures such as carports, porches and stops attached to the main building should be considered part of the main building. No accessory building or structures may be closer than ten feet to any property line or private right of way or 100 feet from mean high water line of a lot on a creek except docks and bulkheads. Accessory building, other than carports or garages shall not exceed 300 square feet nor 15 feet in height. Total square footage of all accessory buildings other than swimming pools, and tennis courts, shall not exceed 25% of the rear yard area. Accessory structures or buildings may not be used for rental or similar purposes. No accessory building or structure may be fitted with kitchen and sleeping accommodations;

“(a) Swimming pools inside the Resource Protection Area (RPA”), with conditional use permits;

“(b) Swimming pools outside the RPA, no conditional use permit required;

“(10) Boat docks/piers for private use, no conditional use permit required; and

“(11) Farm winery. See §154.070 for special requirements.”

3. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this Ordinance 2021-01 in the Minutes of its May 13, 2021 meeting.

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that Ordinance 2021-01 was adopted at the May 13, 2021 meeting at which a quorum was present and voting. The Vote was:

IN FAVOR

OPPOSED

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

Albert D. Bugg, III, Mayor

ATTEST:

Sharon Phillips, Town Clerk



ORDINANCE 2021-02

REPEAL, RE-ENACT TOWN CODE 154.215

BOAT DOCKS/PIERS GENERALLY

WHEREAS, the Irvington Town Council (“Council”) proposes to repeal and re-enact Town Code §154.215 regarding general regulations for boat docks and piers; and

WHEREAS this Ordinance 2021-02 will eliminate the requirement in zoning districts R-1/R-2 for a conditional use permit for private docks and piers; and

WHEREAS, a notice of joint public hearing on this Ordinance 2021-02 was advertised April 29 and May 6, 2021, pursuant to VA Code Ann. §15.2-2204; and

WHEREAS, a joint public hearing on Ordinance 2021-02 was held on May 11, 2021 and the public also had the opportunity to speak about the ordinance at meetings held on April 8 and May 13, 2021; and

WHEREAS, the Planning Commission recommended the passage of this ordinance to Council on May 11, 2021; and

WHEREAS, this Ordinance 2021-02 was read twice before approval, at the April 8 and May 13, 2021 Council meetings.

BE IT ENACTED AND ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA, AS FOLLOWS:

1. Council hereby repeals Town Code §154.215, Generally.
2. Council hereby re-enacts Town Code §154.215 Generally as follows:

“§ 154.215. GENERALLY.

“(A) This subchapter pertains to any dock or pier, six feet wide or less, with or without a “L” or “T” head not to exceed eight feet and 25 feet long, for private use, a finger pier or boat house (fixed or floating) is not allowed. See drawing shown below.

[DRAWING INSERTED]

“(B) Docks or piers shall not be built or constructed or rebuilt or reconstructed until a zoning permit is obtained from the Zoning Administrator for the town.

“(C) (1) Docks/piers in Zoning Districts B-1, B-2, M-1 require a conditional use permit for all structures, including mooring pilings. Docks/piers in Zoning Districts R-1 and R-2, for private use, require no conditional use permit.

“(2) An application must be submitted to the State Marine Resources Commission requesting authorization before a dock/pier can be built or constructed.

“(3) A permit must be obtained from the United States Army Corps of Engineers before a dock/pier can be built/constructed in cases where the proposed dock/pier will encroach beyond one-fourth the waterway width (as determined by measuring mean high water to mean high water or ordinary high water mark to ordinary high water high).

3. This Ordinance is effective upon passage.

BE IT FURTHER ORDAINED BY THE TOWN OF IRVINGTON, VIRGINIA that the Town of Irvington shall place this Ordinance 2021-02 in the Minutes of its May 13, 2021 meeting.

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that Ordinance 2021-02 was adopted at the May 13, 2021 meeting at which a quorum was present and voting. The Vote was:

IN FAVOR

OPPOSED

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

Albert D. Bugg, III, Mayor

ATTEST:

Sharon Phillips, Town Clerk



RESOLUTION 2021-08 TC

Conditional Use Permit Application – Extend Food, Beverage Service to Front Patio in B-1, Tax Map 33-436

WHEREAS, the Irvington Town Council reviewed a Proposed Conditional Use Permit (“CUP”) Application 2021.CUP1_Hope&Glory to extend food and beverage service to front patio in B-1 zoning district, Tax Map # 33-436, at 65 Tavern Road (“Application”); and

WHEREAS, the joint public hearing on the Application was advertised in the Rappahannock Record on April 29 and May 6, 2021; and

WHEREAS, Council and the Planning Commission held a joint public hearing on May 11, 2021 to hear public views on the Application; and

WHEREAS, the Planning Commission considered the Application at its meetings on April 13 and May 11, 2021; and

WHEREAS, Town Council considered the Application at its meetings held on April 8 and May 13, 2021.

NOW THEREFORE, BE IT RESOLVED that the Irvington Town Council hereby approves the Application subject to the following conditions: _____. (Either state the conditions or indicate there are no conditions.)

Certification

I, Albert D. Bugg, III, Mayor, do hereby certify that the above is a true copy of Resolution 2021-08 TC adopted at a meeting of the Irvington Town Council held on May 13, 2021, at which a quorum was present and voting. The vote was:

In favor Opposed Absent

TOWN OF IRVINGTON

Albert D. Bugg, III, Mayor

09
RESOLUTION 2021-XX

WHEREAS, the Honorable Albert D. Bugg III was elected Mayor of the Town of Irvington (“Town”) in May, 2020 for a term of July 1, 2020 through June 30, 2024, which term was recently extended by act of the General Assembly to December 31, 2024; and

WHEREAS, Mr. Bugg has advised that he intends to resign the office of Mayor in the near future; and

WHEREAS, upon such resignation, the Council shall make an interim appointment pursuant to VA Code §24.2-228 B, within 45 days of the office becoming vacant under VA Code §24.2-228 A, and

WHEREAS, state law also allows the court to make the interim appointment to fill the vacancy if the Council fails to timely make the interim appointment; and

WHEREAS, VA Code §24.2-226 A requires that the governing body file a petition with the circuit court for writ of election within 15 days after the vacancy arises.

NOW THEREFORE, Town Council RESOLVES that:

- (1) The foregoing paragraphs are incorporated herein.
- (2) No later than 15 days after the effective date of the vacancy caused by resignation of the Honorable Albert D, Bugg, III, Mayor, Nancyellen Keane, Town Attorney (Keane Law PLLC), shall file on behalf of the Town and Town Council the appropriate documents to seek a Writ of Special Election from the Lancaster County Circuit Court: (i) setting a special election to fill Mr. Bugg’s unexpired term for the office of Mayor on November 2, 2021, and (ii) confirming that, should Council fail to appoint an interim Mayor within 45 days after the effective date of the vacancy, then the court should make the interim appointment of a qualified voter to serve as Mayor until the person who wins the special election on November 2, 2021 qualifies.
- (3) In the event that a second vacancy occurs, as a result of the interim appointment of a council member as Mayor, the Town Attorney shall, no later than 15 days after the effective date of such second vacancy, file on behalf of the Town and Town Council the appropriate documents to seek a Writ of Special Election from the Lancaster County Circuit Court, for the vacancy of the council member’s seat, as in paragraph (2) (i) and (ii).
- (4) Should a signature be required to execute any documents to effect the foregoing, then the Town Attorney, as counsel to the governing body, is authorized to do so.
- (5) This Resolution shall take effect immediately upon passage.

CERTIFICATION

I, Albert D. Bugg, III, Mayor of the Town of Irvington, do hereby certify that the above is a true copy of Resolution 2021-XX adopted at a meeting of the Town Council of Irvington, Virginia, held on _____, 2021 at which a quorum was present and voting. The vote was as follows:

Voting in favor

Opposed

Absent

TOWN OF IRVINGTON

Albert D. Bugg, III, Mayor

ATTEST:

_____, Town Clerk

Town of Irvington						
Budget FY 2021/22 Worksheet						
	FY 2019/2020		FY 2020/21			FY 2021/22
Cities and Towns Chapter 25 - Budgets, Audits and Reports §15.2-2504. What Budget to Show	Budget Jul 2019 Jun 2020	Actuals Jul 2019 Jun 2020	Budget Jul 2020 Jun 2021	Amended Budget Jul 2020 Jun 2021	Actuals Jul 2020 Jun 2021 YTD Mar 2021	Proposed Budget Jul 2021 Jun 2022
Revenue	\$203,689	\$191,692	\$203,689	\$312,790	\$171,437	\$346,471
Occupancy Tax 4%	\$70,000	59,464	\$70,000	\$98,000	\$69,719	\$196,521
Real Estate Tax	\$64,239	62,615	\$64,239	\$63,000	\$59,788	\$60,000
Local Retail Sales Tax	\$27,000	29,068	\$27,000	\$25,000	\$26,904	\$25,500
PP Tax (Auto/Golf Tags)	\$10,000	10,256	\$10,000	\$10,000	\$9,280	\$9,500
Bank Franchise	\$10,000	11,455	\$10,000	\$12,000		\$12,000
Cable TV / Communications	\$2,200	2,052	\$2,200	\$2,000	\$1,421	\$1,700
Town Property Rental	\$1,000	500	\$1,000	\$1,000	\$1,000	\$1,000
Permit / Zoning / Registration Fees	\$1,200	760	\$1,200	\$2,500	\$2,365	\$2,000
Interest Income	\$6,000	5,522	\$6,000	\$1,500	\$960	\$1,000
ATL Fire Grant	\$10,000	10,000	\$10,000	\$10,000		\$10,000
Lokey Wiley Fund	\$2,000		\$2,000	\$2,000		\$2,000
Misc. Income	\$50		\$50	\$50		\$250
VA Tourism Grant				\$15,250		
COVID-19 Cares Act				\$70,490		
Prior Year Net Assets (COVID Funds)						\$25,000

Cities and Towns Chapter 25 - Budgets, Audits and Reports §15.2-2504. What Budget to Show	Budget Jul 2019 Jun 2020	Actuals Jul 2019 Jun 2020	Budget Jul 2020 Jun 2021	Amended Budget Jul 2020 Jun 2021	Actuals Jul 2020 Jun 2021 YTD Mar 2021	Proposed Budget Jul 2021 Jun 2022
Operating Expenses	\$154,457	\$134,955	\$154,457	\$256,952	\$143,800	\$244,760
Employee Expense	\$64,478	\$63,019	\$64,478	\$65,000	\$39,569	\$72,000
Professional Services	\$15,000	\$15,000	\$15,000	\$25,000	\$14,281	\$34,000
Insurance (Insurance (VML))	\$4,189	\$4,189	\$4,189	\$4,500	\$4,884	\$5,000
Public Safety & Code Enforcement	\$10,500	\$10,000	\$10,500	\$11,000	\$10,000	\$10,500
Office Expenses	\$12,940	\$10,416	\$12,940	\$15,500	\$16,444	\$18,500
Municipal Expense	\$13,400	\$8,744	\$13,400	\$11,000	\$10,057	\$17,000
Town Council	\$3,000	\$865	\$3,000	\$2,000	\$3,667	\$3,000
Planning Commission	\$1,850	\$507	\$1,850	\$1,850	\$1,272	\$33,000
Utilities	\$13,600	\$12,447	\$13,600	\$15,000	\$12,562	\$15,000
Town Maintenance	\$15,500	\$9,768	\$15,500	\$15,500	\$5,488	\$15,000
Mayor's Discretionary Fund	\$750	\$726	\$750	\$2,000	\$255	\$1,000
COVID-19 Cares Act				\$70,490	\$25,321	
Town Office Rent				\$8,112		\$9,400
Reimburse Contingency Fund				\$10,000		\$11,360

Cities and Towns Chapter 25 - Budgets, Audits and Reports §15.2-2504. What Budget to Show	Budget Jul 2019 Jun 2020	Actuals Jul 2019 Jun 2020	Budget Jul 2020 Jun 2021	Amended Budget Jul 2020 Jun 2021	Actuals Jul 2020 Jun 2021 YTD Mar 2021	Proposed Budget Jul 2021 Jun 2022
Community Support and Tourism Promotion	\$26,150	\$20,969	\$26,900	\$48,400	\$30,616	\$27,950
Charitable Donations						
Fire and Rescue	\$2,500	\$2,100	\$2,500	\$2,500		\$2,500
Steamboat Era Museum	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Lancaster Library	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Other						
Community Events	\$10,000	\$4,489	\$10,000	\$10,000		\$5,000
Flags & Banners, Christmas	\$3,200	\$4,190	\$3,200	\$4,200	\$4,070	\$10,000
SEM Irvington Crab Festival	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200
Wi-Fi	\$500	\$240	\$500			
Trolley	\$250	\$250	\$250			\$500
Virginia River Realm	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
VA Tourism Grant Expenses				\$22,000	\$16,846	
Mayor's Discretionary Fund 1			\$750			
Misc Support						\$250
Irvington Mayor's Golf Tournament	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
1 Moved to General Operating Budget						
Prior Year Net Expend (COVID Funds)						\$25,000
Capital Budget Contribution	\$23,082	\$35,768	\$22,332	\$7,438	(\$2,979)	\$48,761
Total Revenue	\$203,689	\$191,692	\$203,689	\$312,790	\$171,437	\$346,471
Total Expenditures	\$203,689	\$191,692	\$203,689	\$312,790	\$171,437	\$346,471
	\$0	\$0	\$0	\$0	\$0	\$0

CAPITAL IMPROVEMENT BUDGET WORKSHEET	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026		
<i>Balance Fwd Previous Year</i>		\$251,741	\$195,000	\$0	\$0		
Cash Assets On Hand 03/31/2021	\$425,715						
YE Contributions (Net Income)	\$48,761	\$150,000					
Restricted Funds (Lokey & Bike Path CDs)	(\$32,235)						
COVID-19 Cares Act Fund	(\$45,000)					70,490 - 25,321 = 45,169	
Contingency Fund	(\$80,000)						
Sale of Town Hall (Steamboat Rd)	\$82,000						
Loan Town Office & Community Hall		\$715,000					
Total Funds Available	\$399,241	\$865,000	\$0	\$0	\$0		
The Commons							
Improvements (Shed)	\$50,000					Storage	
Playground Feasibility Study	\$7,500					Deposit	
New Town Office & Community Hall							
Surveying/Engineering & Master Site Plan	\$15,000						
Architectural	\$20,000	\$63,000					
Septic	\$40,000						
Building & Construction		\$475,000					
Parking Lot		\$66,000					
Furniture, Fixtures, Technology		\$40,000					
Debt Service (P&I)		\$26,000	\$52,000	\$52,000	\$26,000		
Town Sewer Feasibility Study	\$15,000						
Total Capital Improvements	\$147,500	\$670,000					
Ending Balance per Year	\$251,741	\$195,000	\$0	\$0	\$0		
Line items moved to Gen Operating Budget:							
Flags & Banners							
Xmas Decorations							
Muni-Code							
Contingency Fund reimbursement							