



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL SPECIAL CALLED MEETING
THURSDAY, SEPTEMBER 10, 2020 5:30 PM
IRVINGTON BAPTIST CHURCH**

AGENDA

A. CALL TO ORDER – *Mayor Bugg*

Mayor Bugg: I will go ahead and call this meeting to order Town Council special called meeting here at Irvington Baptist Church on Thursday, September 10, 2020, at 5:30 p.m. The first matter would be the agenda. I have called the meeting to order, and we will then go to roll call of the meeting.

B. ROLL CALL

Members of Council Present: Tripp Bugg, Mayor here.

Frances Westbrook here.

Bonnie Schaschek here.

Anthony Marchetti here.

Dudley Patteson here.

Jackie Brown here.

Wayne Nunnally here (via phone)

Staff Present:

Nancyellen Keane, Town Attorney

Lara Brown, Zoning Administrator

Sharon Phillips, Town Clerk, FOIA Officer Treasurer

Guests:

Lisa Hull, NNPDC, VTC Grant Partner

See attached sign in sheet

C. PUBLIC COMMENT

Mayor Bugg: Thank you Wayne. Next, we will move to public comment. This meeting concerns the VTC grant and the CARES Act in the proposed amended 2020/2021 budget. Is there any public comment in any of these items?

K. Schaschek: Mr. Mayor.

Mayor Bugg: Yes sir.

K. Schaschek: Since the public isn't available, no one can comment, if we could have the public comments section after the budget is available for the public.

F. Westbrook: May I say something Mr. Mayor.

Mayor Bugg: Yes.

F. Westbrook: It is very possible we are not going to be discussing the budget at this workshop, we have come up with a new agenda for the budget and that's mostly because



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these other two items that are on here is going to take up probably 15 or 20 minutes of this hour and there is just no way, we are going to go through....

K. Schaschek: Okay.

F. Westbrook: Any part of that so I am relinquishing that time so that we can thoroughly discuss these other items.

Mayor Bugg: That's fine. With that being said let's jump right into the VTC grant first.

D. Patteson: Mr. Mayor.

Mayor Bugg: Yes, Mr. Patteson.

D. Patteson: Mr. Mayor and members of council, I have a disclaimer that I need to make you aware of, I have two businesses, The Hope and Glory Inn at 65 Tavern Road, and the Dog Oyster Vineyard at 171 Fences Drive, both in Irvington and both are partners in this grant. This grant was applied for in December of last year and was awarded in February 2020 and both the grants were prior to my taking office. My businesses are not beneficiaries of any of the monies from the grants. My council term began July 1, 2020 of this year and I have looked into a COIA question, a conflict-of-interest act question and the answer is my businesses may remain partners in this grant with me now serving on town council but I will not be voting or discussing at the council table the specifics of this grant. I am disclosing this under Virginia Code 2.2-3115F respectfully submitted and I submit this document for council record.

Mayor Bugg: Thank you.

D. Patteson: And I am going to be sitting out here with the rest of the gang.

D. WORKSHOP

Mayor Bugg: Alright I know we began to touch on the VTC Grant last time, but we ran out of time due to the CARES Act which was not totally unpredicted, so we can start things off. Would anyone like to say anything about the tourism grant.

S. Phillips: Sure, does anyone need a copy of the grant?

J. Brown: I do.

S. Phillips: A brief overview of the grant is roughly the fall of 2019 the town council granted authorization for the town to apply for the grant. In roughly February or March of 2020, the town was notified that they had been awarded the grant. One thing that changed is the grant that we applied for was a one-to-one grant and through the miracles of grants the Town of



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Irvington was actually awarded a larger grant than we applied for. So, when we talk in just a moment about some of those details some of you may think that this is not what we, that you've ever seen these numbers before, this is not necessarily what we applied for and quite frankly, that's probably the truth because in fact we applied for a one-to-one grant and we received a much larger grant. Lisa Hull is sitting in the audience behind me and she was an integral partner in this grant, crafted the grant for us and to her hard work we were fortunately awarded a larger grant than we applied for. I'd like to invite Lisa to join me so that she can answer any questions if you have them. This grant is designed to increase, the purpose of the grant is to increase occupancy tax in the Town of Irvington in the shoulder months and the shoulder months are referred to as October, November, December, January, February, March, April, probably not October, November, but definitely December, January, February, March. This grant is crafted to draw in families with above a \$250,000 discretionary income and what this grant is asking of the Town of Irvington, what this grant will provide the Town of Irvington is a landing page on our website that will be completely based on this grant. It is based on Virginia is for Lovers, at the end of this grant, the landing page that this grant will create will go away and with that landing page, again, the focus of the grant is to increase occupancy tax in the shoulder months. Lisa did you want to give any background information before I jump into the main...

Lisa Hull: I can take questions.

S. Phillips: As this grant pertains to the budget, I know the budget and finance committee had a meeting earlier this week and we discussed in the amended budget how this would change the current budget. This grant is going to ask for \$25,000, is the new budget line item and for \$25,000 each partner, I'm sorry, I'm doing a bad job, The Tides Inn will provide \$10,000 for this grant, The Hope and Glory will provide \$10,000 in-kind receipts for this grant, Steamboat Era Museum is a partner, they will provide \$250.00 in kind receipts towards this grant and Northern Neck Planning Commission will provide \$250.00 towards this grant. The total value of the grant is \$45,750.00. Again, the town is responsible for \$25,000 and for that \$25,000 the town will receive from the Commonwealth of Virginia a check for \$15,250. It is a reimbursable grant. Most people think about grants as far as you apply for a grant and get a check when you send that money....

J. Brown: Can you repeat that last line.

S. Phillips: The reimburseable?

J. Brown: The town is responsible for \$25,000 and....

S. Phillips: So, the parameters of this grant, The Hope and Glory and The Tides Inn each signed on to provide \$10,000 of receipts.

J. Brown: I was talking about the money going out.



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S. Phillips: The town is on the hook for cash flow for \$25,000 in cash flow to add to the total of \$45,750. For that \$25,000 the town, at the conclusion of the grant, when all the receipts have been, the town will be the grant reporter on this, do the grant reporting so The Tides Inn and The Hope and Glory and the Northern Neck Planning Commission and Steamboat Era Museum will all give their receipts to the Town of Irvington and the Town of Irvington will keep its own receipts for the \$25,000, they will then collect those receipts, submit them to Virginia Tourism Commission, back to the grant and for that the town will receive a check in return for \$15,250, meaning that the total cost to the town is \$10,000 to increase the occupancy tax in the shoulder months. Are there any questions?

B. Schaschek: So upfront the town has to front all the money up front?

S. Phillips: The \$25,000, when you look at your agenda for the 6:30 meeting, you will see that there are a couple of motions, we can't take action during workshop, but the consensus coming out is that the mayor would be appointed as the point of contact for the grant, there are five partners in the grant, the Town is one of five, clearly we can't make, so the mayor would need to be appointed as the point of contact and he would directly with the grant partners and the contract would be with Flackshack, the grant partners will ultimately choose who the vendor should be, but Flackshack produced the numbers on this grant and I suspect that the grant partners would go with Flackshack. They will determine who the vendor is. And for that, so, Flackshack will do the work with the contract so the mayor will be authorized to be point of contact, the mayor will again, the mayor would be authorized to execute the contract and then there would be an appropriation. Of course, council can determine how that appropriation works whether it is on a monthly basis or whether it, I think in working with the grant partners and the proposed vendor for the grant it would probably be easiest and cleanest for them to supply monthly invoices over the next couple, over October, November, December, January, February, March, through the conclusion of the fiscal year they will supply invoices based on a monthly basis. The Town would then distribute that \$25,000 over the remaining months in the fiscal year and once those receipts have come in, we have paid out the \$25,000, spread across the remaining months in the calendar fiscal year. Does that answer your question?

B. Schaschek: I'm not sure that it did as yet...

S. Phillips: So, the \$25,000 would be distributed over the remaining months in the fiscal year.

B. Schaschek: So, the Town is going to shell out the \$25,000.

S. Phillips: To Flackshack, not \$25,000 a month.

F. Westbrook: No, no, partially out monthly as the invoices come in so.

S. Phillips: So, again, that's where the appropriation would come in would be for the appropriation to be able to send that \$25,000 specifically to Flackshack.

B. Schaschek: So where does The Hope and Glory and The Tides Inn, the other partners come into this?



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S. Phillips: You will see on the line items, there is a line item on page....

Lisa Hull: May I answer

S. Phillips: Yes please.

Lisa Hull: This is a two to one reimbursable grant and the ratio of VTC funds to ratio of partner funds is 2:1. You have to spend \$30,500 in order to get \$15,250 or at least show a spend of that. The Tides Inn and Hope and Glory are going to help the town show that spend by giving Sharon receipts from their social media spends, from their own marketing efforts to help the town bring in the rest of the grant.

F. Westbrook: So, we're the only ones expending money?

Lisa Hull: They are spending money, they're giving, you're the only ones spending money in the grant, but the town asked for the grant, but The Hope and Glory and The Tides are spending money all the time promoting themselves and promoting their own programs, but no one so far has spent any money from the town. That's what this program is for The Town of Irvington, not the individual businesses in this area and you need the cooperation of the town, and so it's a different tier. The 1:1 grant are \$1.00 for \$1.00 but this will be 2:1, so that's what was agreed

F. Westbrook: I don't think it was very clear when all this was initially presented to us how this was going to work and maybe that was because we didn't know exactly how it was going to work and then there was a situation they never came back to us before this was sent in which we were supposed to approve it before it was sent in, we never got that opportunity, so, I don't know about the others but I do feel like I have been a little bit in the dark about this and, it's sounding very different to me now, than what it started off in the beginning, so I'll just say that and then...

S. Phillips: I think the similarity between the 1:1 and the 2:1 was the \$10,000 and originally the Town was of the impression was that it was a \$10,000 commitment and the difference is now, it's a \$25,000 commitment with a return of \$15,250, so you are still at the 10-mark. You cash more, but you also receive a larger reimbursement check. Bonnie on the next to the last page of the grant, other program related budget items, digital marketing on behalf of The Tides Inn, that's a \$10,000 line item. The Tide's Inn and The Hope and Glory each have to spend \$10,000 in digital marketing, social media and other things that pertain to increasing occupancy tax specific to Irvington in the off-season.

B. Schaschek: This was in 2019.

S. Phillips: So again, COVID-19 occurred, all of these dates, so these dates were put in when the draft from the grant was originally submitted. These dates are not in stone, Angela Wiggins is our contact at Virginia Tourism Commission, and she is absolutely aware of all of the things that are going on and the grant partners, I have met with the grant partners and they will probably adjust obviously these dates that have expired where you see April 2020, you see November 2019. Because this grant was supposed to have launched in February or March of this year, as you can see these dates were based on that, but of course COVID hit, Virginia Tourism Commission asked The Town of Irvington to not release this, to not make this a public record, let me change that, to not make it public that this grant had been awarded to The Town of Irvington because this message said come here, come now and when COVID-19 the



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message was stay home right now, do not leave your home. So, that is why you will see a delay in these certain time frames.

F. Westbrook: So the anticipated completion date of January of 2021, is not the date.

S. Phillips: It is my understanding in working with the grant partners that they are still eager to implement and utilize this grant for this off-season, again with what's going on with The Tides, the COVID they will be open some during the off shoulder, during the shoulder season they would like to put this grant to work. The Tide's Inn, The Hope and Glory they would all like to do that. The Steamboat Era Museum on the other hand is slightly different because they do not intend, they did not open at all this season and they, I don't know that they have a plan to open in the spring, I think everyone is waiting to see where we'll be in the spring with COVID.

A. Marchetti: Were there any projections on increased occupancy with the grant initially, obviously we don't know until reporting, I just didn't know if there was any....

Lisa Hull: I would say no, no.

A. Marchetti: Okay.

Lisa Hull: There were metrics that were used, but I think they were Lancaster County metrics.

B. Schaschek: Who is this that's going to be doing this for the Town.

S. Phillips: The company is called Flackshack. They have worked with a peer jurisdiction. They have worked with , Colonial Beach. Flackshack is eager to attend and to meet the town council. We did not know, since we were doing financials this evening, we didn't know that this would be the perfect evening for Flackshack to introduce themselves to you. If you'd like for them to join in October again, Susan is very eager to meet the council.

F. Westbrook: Her name is Susan.

S. Phillips: Susan....

B. Schaschek: And they'll be able to go into details on what they're doing?

S. Phillips: So, those details were provided, you will see that they are doing direct geo and demographic targeting, they are doing Irvington centered stories, they are making Facebook, Instagram, Twitter, they're doing a blog, they're digital advertising, they are search engine optimization. There is development of The Town of Irvington tourism website. There will be print media. There will be a Virginia Tourism Commission welcome center brochure. These are the project goals.

B. Schaschek: So, it says here the town will host and maintain a separate website for tourism.

S. Phillips: Correct, that is...

B. Schaschek: That's totally different than the existing website.

S. Phillips: It will be a landing page and that landing page is temporary and by temporary, I mean, it goes away at the completion of the grant. The town owns it, the town owns the content, the proprietary information, the town owns the intellectual property, is that correct, the right terminology?

Lisa Hull: Yes, it doesn't have to go away.



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S. Phillips: It doesn't have to go away, but at the conclusion of the year the town would be responsible for maintaining it. So, it doesn't have to go away, the landing page. The town will own it, if the town agrees to maintain it beyond that point, it will continue to be a useful tool.

F. Westbrook: So, part of our \$10,000 would go to paying for that, for that landing page.

S. Phillips: Yes.

A. Marchetti: So, this is for the increase in occupancy tax to help offset the actual cost of the \$10,000.

S. Phillips: Yes.

Mayor Bugg: Especially during those shoulder months.

Lisa Hull: Is this is the first year ever that The Tides has been open...

A. Marchetti: I think they have a 45-day close window, February into March. That's the shortest time they have been closed; did I remember.

F. Westbrook: Traditionally they were open through New Years and then they started closing for various reasons.

A. Marchetti: And now I think they are open through January closed..

F. Westbrook: December 31, was what is advertised on their page.

S. Phillips: So, in addition to the occupancy tax, one of the things that increasing the occupancy tax in the off-season would benefit the Northern Neck as a whole and The Tides Inn is one of the largest employers in the Northern Neck and if this grant were to increase occupancy tax in the off-season that would be a reduction of the number of employees at The Tide's Inn who are otherwise considered 9-month a year employees. It's a possibility that those employees would actually have consistent employment 12 calendar months rather than being....

F. Westbrook:seasonal....

Mayor Bugg:seasonal....

B. Schaschek: So are we planning on this in the amended budget because it is not in the current budget.

F. Westbrook: No, you're right, it's not. That would be part of the amended.

J. Brown: If the payment schedule has changed how far is it going to go out, I mean we're behind now with payments extended into the spring or, June or....

S. Phillips: So the conclusion, the end date on the grant is soft, it's rolling. I do believe that we have, the very last page of the grant tells you that the grant was completed in....

Lisa Hull: It's supposed to be 18 months, we have 18 months to do it, but I think it would be very possible, every other community that was granted funding in this cycle was in sync as you and we were not recommended to start marketing until people could actually travel.

A. Marchetti: So, it could actually be spent over two off-seasons.

Lisa Hull: I think so. I think...spring of 21 and fall, I mean I think it will continue....

A. Marchetti: So, the \$45,000 cash out could be distributed over two shoulder off seasons.



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S. Phillips: So right now, I'm going to pause just a moment, J. Brown asked if you would repeat the statement about, we were asked not to market.

Lisa Hull: Virginia Tourism, when COVID hit it had a new marketing campaign that they were putting forward and that was called We'll Be Waiting, okay, We Will Be Waiting, and that was what Virginia Tourism was putting out there, they're not telling people come here spend more money and stay longer like they normally do, their campaign was We'll Be Waiting, we will be waiting for you when it is safe to travel and ready to travel and all of that because there is no plan, these are expensive campaigns, very expensive to market, to do additional marketing, all the social media, the websites, print marketing and for the state they go to TV in other states, they do a lot very, very costly marketing, so it was no point in doing that when we were all under stay at home orders so everything marketing wise froze pretty much from until I think mid-March to mid-June and then there is the second phase that we're in now, especially August called Wander Love and we are participating in the Wander Love campaign with all of that. The next phase and this is going to dovetail perfectly with this grant is called Share What You Love which is really creating the best of the best of Virginia and just stories that really resonate with travelers with exactly what this area has to offer. So, it will dovetail perfectly with the state campaign as to what you're going to be doing here and it will line up just fine and I think the grant department at Virginia Tourism is going to be very receptive and very flexible in working with communities who are trying to do a good job in implementing this grant. Hopefully with time they are going to be fine with that, I highly doubt.....

B. Schaschek: Let me ask one more question, now you are saying that the theme is Virginia is for Lovers, so that's what is going to be on the landing page?

Lisa Hull: .To Play or to Pause in Irvington, I think that's what we came up as a marketing theme.

B. Schaschek: So where is Virginia is for Lovers going to be.

Lisa Hull: That's going to be, that logo will have to be on your blog or all your social media and on that website, it will be small, very defined plan the way they roll it out, they'll send you all the pictures, they will send whatever, Flackshack and you will see a small link, a link to Virginia.org it will be eligible for...

B. Schaschek: ...on the landing page.

Lisa Hull: Right. On the tourism page.

S. Phillips: ...on the tourism page.

Lisa Hull: ...the Virginia is for Lovers has to be there too. You have that along with whatever Irvington logo you have and everything else.

B. Schaschek: Now does The Tide's, The Hope and Glory and the Steamboat also have to have those logos as partners of this.

Lisa Hull: They have been doing that....

B. Schaschek: The Virginia is for Lovers on it....

Lisa Hull: Yeah, I have it all over my stuff.



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B. Schaschek: Neither does The Tide's.

Lisa Hull: They don't need to have it on the front page of their website but they should have it somewhere on the website.

F. Westbrook: So that is part of what the state is getting for its money.

B. Schaschek: So that is something that we are going to have to check with The Tide's and the Hope and Glory and whomever, because you don't currently have that....

Lisa Hull: You really, actually I don't think, that's an interesting question because I think it's just for money that is spent from the grant that has to, the money that is used from the grant needs to make sure that they have that Virginia is for Lover's logo on it. I don't think the partners have to. This is the money that is spent with the grant. So the new products that you would be producing would have to have what we call the VIFL logo on it. It doesn't have to be big or anything like that.

B. Schaschek: You need to check that because when we had read the stuff from the website that Dudley had given us a year or so ago it said it had to be on everything.

Lisa Hull: I can double check and get that information.

S. Phillips: So, questions, it's \$25,000 and there are 9 months left. The contract would potentially start in October and conclude June of this fiscal year and so over those 9 months roughly \$6,000 a month....

B. Schaschek: I thought this goes over 18 months?

S. Phillips: It can, you don't have, I assumed that you would want it to complete in this fiscal year.

B. Schaschek: I'm not quite sure about that.

S. Phillips: It does not have to; you have 18 months.

B. Schaschek: Yeah.

A. Marchetti: You can spread the expense out over that time, but you don't get reimbursed until its completed.

S. Phillips: Correct.

A. Marchetti: So, expense...return.

F. Westbrook: The only thing that might come into play is our cash flow with COVID related as far as the Tide's because they will not be open January, February and part of March, so that is a shoulder season certainly but that won't work for them. Now Hope and Glory I'm assuming will be open during all that time. The Steamboat Museum tends to close down or not close down...

B. Schaschek: They are not opening until 2021 sometime.

F. Westbrook: Are you all open January, February, March.

C. Bradley: We are not traditionally open January, February, March.

F. Westbrook: Okay, thanks. So, our shoulder season all of a sudden has shrunk.

Lisa Hull: Can I offer a definition a little bit.



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F. Westbrook: Sure.

Lisa Hull: Shoulder season for the Northern Neck is spring and fall, winter is just kind of winter. So just because someone has been shut down, so we were thinking spring and fall cannot really be advertising because so much is closed and...

F. Westbrook: So, what I'm saying is it is affecting our cash flow and we have to take on a commitment of say \$6,000 a month, \$6,000 monthly might be a big deal to us. So, I'm talking about cash flow and the ability to meet those monetary obligations.

S. Phillips: So the guidance provided by the budget and finance committee and members of council as a whole as to how that contract should look, if you would for it go beyond this fiscal year, beyond June, again, where are you comfortable at 10 months.

F. Westbrook: Personally, I think if we could have it...

B. Schaschek: 18 months....

F. Westbrook:well let me ask this first if we were to say 18 months, if we finished it up in 12 or 10 months is there any fail in that happening.

Lisa Hull: No, not at all.

F. Westbrook: So we could have the option perhaps as a safety net, I think that is worth considering, so....

Mayor Bugg: ...yeah....

B. Schaschek: Especially since spring and fall are the busiest times around here, fall is very busy.

F. Westbrook: It is happening right now almost so, and the campaign hasn't hit so.

Mayor Bugg: Excellent, anyone else have any comments or questions.

S. Phillips: Are there any questions about the possible three motions on the 6:30.

F. Westbrook: What are they.

S. Phillips: For the mayor to be appointed as the point contact, as the representative for town, so when the grant partners are to, the mayor would be the point of contact...

F. Westbrook: It is item 4 on the agenda.

B. Schaschek: Why wouldn't we have the head of the finance committee being the point of contact.

S. Phillips: Because it's not, the key components of the grant are artistic, and content based. I think the mayor expressed an interest in being a point for that.

Mayor Bugg: I mean that's all it comes down to having the point person and I volunteered to be that point person and work on that with council to move this matter forward.

S. Phillips: The next motion of course is the contract itself, and the third is the consideration for the appropriation, but it doesn't have to be all at once...

Mayor Bugg: Yeah.

S. Phillips: Clearly it could be cross fiscal years. Clearly it couldn't be begin until you guys amend the budget.



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Mayor Bugg: Anything else.

F. Westbrook: What did you say, it can't begin until the budget is amended, this budget won't be amended until...

S. Phillips: There's \$3,000 in the current budget, so the motion on tonight's agenda is....

B. Schaschek: So, there's \$3,000 in the current budget for what?

S. Phillips: In the capital for website.

F. Westbrook: Oh, you are going to pull it from there, that's, when that was budgeted this has not come about to be.

S. Phillips: Correct, there had been \$10,000 in the budget for several years for website and it was reduced to \$3,000.

F. Westbrook: Alright I see what you're saying.

S. Phillips: So the thought would be to appropriate the \$3,000 that is in the current budget until the amended budget and Flackshack is aware that The Town of Irvington is in the process of amending its budget.

W. Nunnally: Can I ask a question Tripp?

Mayor Bugg: Absolutely.

W. Nunnally: Is the total amount that they were getting is \$10,000 from Tide's Inn, \$10,000 from Dudley and \$25,000 from the town which gives us a \$45,000 budget and that's what we'll be spending or are we getting money on top of that.

S. Phillips: So, it is a reimbursable grant and again The Tide's inn and The Hope and Glory, the Steamboat Era and the Northern Neck Planning Commission District will supply receipts, they will give no cash, they will provide receipts for the work that they have done, social media, digital marketing, blogs, things that pertain to this grant. They provide those receipts to the Town of Irvington, so that is, they spent the cash, but they only provide the receipt...

W. Nunnally: We spend \$25,000 and get \$15,000 back.

S. Phillips: Correct.

Mayor Bugg: Correct.

W. Nunnally: Okay. That clears it up for me.

S. Phillips: Thank you very much.

Mayor Bugg: Thanks.

F. Westbrook: Yeah, Sharon I don't see the \$3,000 on this general operating budget, I think it may be in the capital improvement budget....

S. Phillips: It was in capital budget.

F. Westbrook: And that definitely was not for the purpose of the website, that was for other things, so that will have to be considered then....

S. Phillips:sure....

F. Westbrook:.....amended budget, so, that is good to know just because...



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Mayor Bugg: Any other questions or comments?

J. Brown: The contract that we are going to enter, is the contract between the town and the partners, who is the contract with?

S. Phillips: Flackshack.

A. Marchetti: And the town can set the terms, okay gotcha.

B. Schaschek: So, the motion is for you to be able to enter into a contract with them, what was the voting part about it?

Mayor Bugg: The voting part? I would be the representative of the council is my understanding.

F. Westbrook: As one of the partners.

Mayor Bugg: As one of the partners.

F. Westbrook: One of the grant partners.

Mayor Bugg: A point person for the council.

F. Westbrook: And what would ya'll be voting on?

S. Phillips: Again, when you look at the grant and you see the project deliverables, again, if they were to come to the town and contact, there would not be on anything that The Tide's and The Hope and the Steamboat Era and their respective individual marketing. It would be for the landing page, the content, the font, the color, the tourism landing page, that is where the mayor has expressed an interest in being the point contact.

F. Westbrook: So as far as voting goes, it would be the mayor and other partners would get together and look at that landing page.

S. Phillips: So as Flackshack creates the various components of that landing page, and does the other projects along with it, as it develops and evolves and we have meetings, the mayor would attend those meetings and sign off or redirect the marketing firm making sure content is credible

Lisa Hull: Brand consistent, on message and the way the town is to be portrayed.

B. Schaschek: For any appropriations you need to come back to the council you are not going to make appropriations, you would come back to the council for that?

S. Phillips: That's correct, so again, there's three specifics motion: to be the point contact, so again, the font is chosen, the logo is chosen, when the color palate, all the artistic things are chosen, the mayor would be the point of contact and he would best represent council and the town as a whole. Then there is the contract, the mayor would have to keep that contract, third is the appropriation and right now is on your 6:30 agenda is a \$3,000 appropriation understanding that Flackshack is aware that the Town of Irvington is amending its budget, and all is based on whether that \$25,000 makes it into the budget.

F. Westbrook: Where does the \$3,000 get spent.

S. Phillips: So as it stands, Flackshack is incredible however, whenever the town would like to determine the start. The grant team is extremely eager to begin. The thought is that they



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would begin, the contract would initiate in October, so that is why I'm asking for appropriation tonight.

F. Westbrook: I think we are going to have to amend the budget before we can appropriate that, particularly if the budget is coming from the capital improvement budget, I mean, to me that's the....

S. Phillips: Would the suggestion then be that we would not be able to move forward with anything until January?

F. Westbrook: Until this amended budget which could happen as early as November and maybe, December is our safety month. We have things move more slowly than we anticipate, we would have to use December but the \$3,000 that is in the capital improvement budget was for other items, yes it looks like for computer/web or whatever, but it, I don't think that's what we set it up for when we put that in the capital improvement budget so that's why I was saying in total we could amend that part of it, I don't know that it is available for us to appropriate tonight. That's my concern.

B. Schaschek: Maybe it would be better to have Flackshack come in do their presentation before we start.

S. Phillips: What would you like for them to present?

B. Schaschek: I guess what they plan on doing. I'm still.

S. Phillips: This is what they plan on doing. They are creating our visuals....

F. Westbrook: But didn't you say they are eager to come in and talk to us?

S. Phillips: They want to share with you what they have done with other jurisdictions there would be nothing to share specifically to Irvington. Do you think you would move on MuniCode in this in this fiscal year.

F. Westbrook: Do what now?

S. Phillips: MuniCode. The \$3,000 that's in the current budget, the thought was that it was not for this, for a website but was specific for something else, do you think we should move forward on that?

F. Westbrook: I don't know but I also think the question is probably irrelevant because that's what we put in the budget for, and we can't just change a pigeon hole because we've already adopted that part of the budget.

S. Phillips: I don't know if it is broad enough it just says website.

F. Westbrook: As budget and finance chair I would not recommend it, but I think it is certainly up to the entire council how they are going to construe that definition of what that money was put into the capital budget for.

B. Schaschek: You would have to go back and look at the minutes from the meeting because...

F. Westbrook: And it may be in those minutes that it is broad enough you know that we can make that happen. So...

A. Marchetti: I guess if we don't move on it, we are looking at spring of 2021 essentially for this to start so that....



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F. Westbrook: Start in January I would think.

A. Marchetti: But not only The Tide's is not open, the Steamboat is not open.

F. Westbrook: No, the campaign would still be going on, the campaign, even if we started right now the campaign would go on January...

A. Marchetti: ...give it a few more months for everybody to get a little more comfortable, we just got out this fall, makes it happen now, doesn't seem like everybody is there so, we should identify and try to move forward spring or obviously we are going to miss this fall push but...

F. Westbrook: See, there are other things that we can be doing to get to that, we are not going to be sitting here twiddling our thumbs waiting for the magic day in November or December...

A. Marchetti: Sure.

F. Westbrook: I mean, is that an okay assumption that there are things that we can be doing...

S. Phillips: Like what?

F. Westbrook: I don't know, I'm asking you.

S. Phillips: No, there's not...

A. Marchetti:I don't think...

F. Westbrook: So, they want the \$3,000 as a down payment to get this going.

S. Phillips: There's purchases, there's...

A. Marchetti: It's money for the first month's invoice...I don't think we will see tangible results until after, it might be months later before we see the first invoice.

[A lot of background talking].

Mayor Bugg: ..do you think we can....along with that.

F. Westbrook: I think so. Let's look at this and see if we can.

J. Brown: My thoughts are we need to do this the correct way and this is a curve ball and we need to figure out how we will adjust to it, we can't just move things around column to column without redoing the budget.

Mayor Bugg: We can appreciate that.

J. Brown: Huh?

Mayor Bugg: I said, I think we can all appreciate that. Is everyone comfortable with that approach.

A. Marchetti: Yeah, sounds like it is....

S. Phillips: Alright, is there any other questions on the Tourism Grant? Otherwise, we'll take just the last two minutes and does anybody need, this is the very same document that was distributed in the last workshop for the CARES Grant. Anybody need....

Mayor Bugg: Might as well just pass them around.

S. Phillips: So this is the same document at the last town council workshop, this is the CARES Act and we discussed the various buckets and this money at this time will meet the current,



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this is the CARES money and the buckets again, just as a reminder are personal protective equipment, tourism in the business district technology focusing on contactless solution, small business grants and employee related costs specific to payroll and workplace compliance. Again, at this time the town has received \$35,245.21. We have probably spent less than \$1,000, things such as renting the church, are eligible to come out of this CARES money. One of the things I would ask town council to decide if nothing else where would you prefer not to spend the money. Are you interested in all of these buckets? I need guidance from the town council as to how to spend this money.

A. Marchetti: When do we expect the second \$35,000?

S. Phillips: I would have thought I would have received a call from the county already, I have not received a call from the county.

A. Marchetti: But it is definitely...

S. Phillips: It is my understanding that other jurisdictions have received their check.

A. Marchetti: And it all has to be spent calendar year.

S. Phillips: It is my understanding it all has to be spent this year. What is not spent has to be returned.

W. Nunnally: May I ask a question Tripp?

Mayor Bugg: Yeah.

W. Nunnally: Can we use that for office relocation or office rental so, since we don't conform to the social distancing standards in the office?

Sharon: Yes.

Mayor Bugg: Yes, Ms. Keane.

N. Keane: Yes, it can be used for rent, it can be used for rent and for the moving costs related to COVID.

S. Phillips: So, Wayne if you were not able to hear the answer is yes. CARES Funds can be used for rent and for moving cost.

W. Nunnally: So, I suggest we sit aside some of it for that.

S. Phillips: Excellent point.

Mayor Bugg: I agree Wayne.

B. Schaschek: So, we put that under workplace compliance.

Mayor Bugg: A good place for it.

B. Schaschek: So, we would probably want to increase that from \$5,000 to \$10,000.

F. Westbrook: Do we have an approximation what rent would be, I mean just so we have an idea.

N. Keane: You'll hear about it in a closed session.

A. Marchetti: Nancyellen did you find out if we can use any of that for any rental payments



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N. Keane: There is a risk associated with prepaying rent after December, after December 30th, we could prepay rent today using COVID Funds for the rest of this calendar year, if we go into next year, we can only reasonably do it through June 30th anyway for the current budget year, but, I talked to someone at length, colleagues and other sources, we could make a credible request under the qualified expenses to prepay rent through June 30th, if we are turned down and Lancaster County is audited, we would know in advance how much money that is and we would have to change it from a COVID related expense to an operational expense but we can try that. If we wanted to try that, there is some risk associated with doing that, but it is quantifiable.

A. Marchetti: So, the risk is renting....

B. Schaschek: So just do it from January to June?

A. Marchetti:the fiscal, yeah.

N. Keane: But we can certainly do it for the rest of this calendar year.

Mayor Bugg: Great.

J. Brown: I'd like to see us use some of this for equipment for electronic meetings that we talked about nobody has brought that up, but that would certainly a problem early on with COVID, not being able to have meetings.

Mayor Bugg: Very good point, yeah. Wayne being the first participant.

F. Westbrook: Uh huh.

S. Phillips: What kind of equipment would you be interested in?

J. Brown: I don't know what it is going to take for us to have zoom meetings for example.

S. Phillips: Is there a member of council that does not have a computer? A tablet, cell phone? So everyone has a home device.

S. Phillips: Most organizations will now offer both where you can such as Wayne is doing tonight, participate in the meeting remotely via phone, is there a specific device you are looking that you would find more beneficial than another?

J. Brown: No, I just think it would be good to be able to have effective meetings and we are not set up to do that right now. I don't know what it's going to take. I think it would be nice to have microphones in this room for example, it is very difficult with the muffled mask to understand what people are saying.

N. Keane: I was just going to add that everyone has their own computer and so forth, there is still the work that needs to be done to make them be able to meet efficiently because some people have never done, never been set up, so the experience that I have had in other jurisdictions, is that they spent some CARES Funds money with an IT person who will go to the individual homes of people who need it to set this up and so forth. I mean it is not a lot of money but it is something that you can use CARES money to do. You get the Zoom or WebEx or whatever software capability and everybody uses the same one and there might be some cost associated with that.

A. Marchetti: Technology and what it looks like that we would be prepared to....



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Mayor Bugg: Absolutely... .

A. Marchetti: ...I think it's a lot of the stuff we talked about last time the town should move in that direction....

B. Schaschek: I agree with it, we should....

S. Phillips: How would the town like for me to move forward on that, what would, so again, you just mentioned an IT person, because if you have a remote meeting and use Zoom, and assuming that all members of council or some members are at home you have to have an administrator on those meetings and it could not be staff because staff participate so there is generously someone who is administrating the meeting making sure that all members have stayed on and have not lost connectivity and if they have they are reaching out to that member of council or planning commission member making sure that they can reconnect, that their mics are on, that they are not on mute...

J. Brown: How would we include the community?

S. Phillips: How would we include the community? That, again the community could call in as tonight, you could have someone with their cell phone in their pocket and anyone can join meetings that way. Are you referring to visual?

B. Schaschek: Yes.

F. Westbrook: The community would have a log in number, a meeting number and that is just distributed a day or two before the meeting and they could log in with that number for our meeting.

S. Phillips: So, anyone with a phone, a tablet, a PC, access to the internet, that's how the public will participate in the meetings. But again that would require an administrator of the meetings.

J. Brown: I didn't hear that last one.

S. Phillips: So that would require someone to be the administrator. How would the town like for me to solve that?

L. Brown: How many other localities, I mean...

S. Phillips: They have a larger staff, they have an IT department.

N. Keane: Our IT guy can't he do it?

S. Phillips: I don't know that he would be able to make that commitment during the meeting. I don't know. That is the concern was that he might not always be...

L. Brown: We have to know how many hours it would take for him to have our meetings held....

A. Marchetti:consistently, what happens after January when everyone starts working...

L. Brown:what his hourly rate might be.

A. Marchetti:be able to do it between now and January because beyond December, because in January we don't have money for....

S. Phillips: But if you want to purchase the equipment, if you would like additional equipment, if you want me, again, what equipment would be right for the town to purchase because the



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town is not responsible, the equipment belongs to the town, what is purchased using CARES Funds. The date the town needs to be concerned about is December 30th because if this money is not spent as of December 30, it returns at this time, they may change that date, but right now that's the date that we have to be aware of. Is there any interest in the small business grant?

Mayor Bugg: Yes.

S. Phillips: Okay.

W. Nunnally: Well before we got to that Tripp, now can I say something?

Mayor Bugg: Yeah.

W. Nunnally: Is any of the money available for remodeling?

N. Keane: No, I don't think so.

S. Phillips: Remodeling what?

W. Nunnally: Office....

F. Westbrook: Maybe the air conditioning but that's about the only thing.

S. Phillips: It could be used to make sure that HVAC equipment is compliant with replacing, Nancy....

N. Keane: Well, I was going to say in line with the fact that we have to, the issue of a temporary office, we can't social distance, there could be expenses related to COVID that can be used in a rental, or an owned property if it's related to COVID. If it's related to the HVAC like you said which is a requirement of the Virginia Department of Health.

W. Nunnally: Well, if it's a place we could occupy temporarily as I understand it is going to need remodeling for us to get into it and really work it. I don't know how much that is going to cost. I'm not really up on that but I know that there is some expense that will be there and I'm just wondering if we can cover that expense out of this money.

Mayor Bugg: I have a bunch of new information to review in closed session about that so we will bring you up to speed on all that.

W. Nunnally: Okay.

Mayor Bugg: Is there any action that is required now of town council regarding CARES?

S. Phillips: No, again, I was just looking for town council to provide feedback on how to spend this money because our next meeting is October and if you are going to...

A. Marchetti: Have time to spend it....

S. Phillips: Right...

F. Westbrook: We'll call a meeting specifically for that purpose.

A. Marchetti: The small business grants assuming we have the second \$35,000, that \$10,000 be set aside for 10 \$1,000 grants I believe Kilmarnock did \$1,000 grants.

B. Schaschek: Did we get samples with those applications?

A. Marchetti: I haven't seen those but my suggestion just because of time to use their guidelines and use their system.



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F. Westbrook:probably....

A. Marchetti:might be, and....

B. Schaschek: I thought that's what we decided last time.

A. Marchetti: Put a note and when the application window if five businesses apply and the window closes then we know that we got the leftover money can be reallocated and spent elsewhere but we should know that pretty quickly.

F. Westbrook: [talkover] I think we already have the application, do we Sharon?

N. Keane: I think we already have it.

Mayor Bugg: What happens next, I mean, when can we being working on safety equipment...

S. Phillips: We have spent some money on facemasks and things of that nature. Is the town council interested in hand sanitizing stations for the business districts?

F. Westbrook: I think we said last time that we were interested in that.

S. Phillips: Okay, okay.

B. Schaschek: And by the tennis courts.

S. Phillips: Again, I think I have some, again contactless solutions.

Mayor Bugg: Yes.

A. Marchetti: Payroll and set aside and then as we get closer to the expiration of what needs to be spent, the number we would have to potentially spend is small enough each week, each month.

F. Westbrook: Let's say if like staff might be out because they are self-quarantined or whatever this money would be spent to hire a temp to come in and help.

A. Marchetti: And continue to pay staff...

F. Westbrook: Yeah, and maintain the staff, okay.

A. Marchetti: Yes, the town has to be ready if it happens.

F. Westbrook: We can use COVID money as well if anything happens.

A. Marchetti: I think you have to set aside some money in case it does and then if it doesn't it can be reallocated.

D. Patteson: [inaudible]. First time sitting in the back, it is difficult to hear with everyone's mask on, and so any type of system that would, microphone or whatever you have that is going to enable everybody to hear would be wonderful. We certainly need to speak up.

S. Phillips: So I did purchase some clear masks if any member of council would be interested in staff wearing the masks or you would be interested in wearing the masks.

F. Westbrook: Face shield.

S. Phillips: I have a face shield type that covers over your forehead and then there's one that sits on your chin and it is a small clear mask from here to here so if you are interested in trying any of those things on, stop by the office.



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E. ADJOURN

Mayor Bugg: Anything else on the CARES Act. I see we have a number of members of public here so I think I'm going to go ahead and move to adjourn this meeting. Before I do so were there any other announcements that need to be made during this workshop.

W. Nunnally: Adjourn.

Mayor Bugg: There he is, miss you Wayne.

F. Westbrook: True to form.

Mayor Bugg: Can I get a second.

A. Marchetti: Second.

Mayor Bugg: All in favor.

Group: Aye.

Mayor Bugg: All opposed. The meeting is adjourned.

Respectfully submitted,
Sharon L. Phillips, Clerk

Albert D. Bugg, III Mayor



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NOTICE

The Irvington Town Council will hold a special called meeting today, Wednesday, November 11th, 2020 at 1:00 p.m. at Irvington Baptist Church.

AGENDA

A. CALL TO ORDER – *Frances Westbrook, Budget & Finance Chair*

Frances Westbrook: We will call the meeting to order.

B. ROLL CALL - *Sharon Phillips, Clerk*

Frances Westbrook: Roll call vote please. Start with Anthony.

Committee Members Present: Anthony Marchetti present.
 Mayor Tripp Bugg present.
 Frances Westbrook present.

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

Guests: See attached sign in sheet

C. WEALTH MANAGEMENT

Frances Westbrook: Old school, I save myself for last. Alright the first thing on the agenda is Wealth Management which refers to the idea that we would use someone like VML or Davenport to take a look at our finances and help determine with information that we would give them what we look like now and the future, how we might service debt, financial policies among other things. So, I will say this real quick and I would like for us to discuss it, the mayor and I visited two banks last week and this week and both have indicated that we do not necessarily need the information that will be forthcoming from the services of Davenport and VML in order to make a loan of this nature. We don't have to jump through those hoops now or in the near future to make this happen. So, I'd like some comments from the rest of the committee and the mayor, what you all think.

Anthony Marchetti: I mean, I guess the bank not needing that doesn't surprise me, for you know a collateralized loan. I think maybe because we are about to enter into some, whatever long term commitment, I think that's many more of a reason, not that we need it more but I still think it is something the town should do especially if we look at adding additional revenue streams and you know, it's not about where the town was or is, but where we want to take it



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and I think this would be you know, helpful and advantageous and I think it would be hard for the town long term, long range plan without having something like this. Having information on hand to make those decisions, you know, in particular about, especially if we are taking on a big commitment like a new office, that seems more of a reason to have somebody say here is how you can help pay for it, here is what you have left, here is what your borrowing capacity will be on top of it, here is what else you can do, here are some ways to do it. Like I said, in order to make any decision about this, this would be helpful is my two cents on it.

Mayor Bugg: Yeah, it became clear to me during the meetings with the two banks that is in fact true. Both of them suggested they could do it without audited financials, but they also suggested they would prefer to have those, it just makes sense that they would want those.

Frances Westbrook: Yeah, which is one aspect of....

Mayor Bugg:aspect of it, so that is a starting point right there and I think we....

Anthony Marchetti: ...yeah and I will interject, I feel like that an audit, I know there's different levels of them, you know, an audit is probably something that should go hand-in-hand with this because even with all of this I don't think we have all the information without an audit. I imagine, I imagine the bank asked for an audit.

Frances Westbrook: No.

Mayor Bugg: They didn't ask for one.

Anthony Marchetti: They don't, you don't have to have it....

Mayor Bugg: VCB stated in their letter that while one is not required, one would be preferred.

Frances Westbrook: And that's pretty much what Chesapeake said....

Anthony Marchetti: ...said, okay...

Mayor Bugg:that too...

Frances Westbrook: So, they're fine with this dollar amount, I mean if we are looking at \$300,000, they are perfectly fine with that you know, which one bank would do unsecured. If we got above the \$300,000 it would have to be secured.

Anthony Marchetti: I still think an audit....

Frances Westbrook: Neither of them needed the stuff from the financial people...

Anthony Marchetti: Sure.



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Frances Westbrook: ...Davenport and VML to do any of this. In fact, one of the things that we talked about that Tom Richardson told us, shared with us, was one of the services that VML, Davenport offer is to help finance, find ways of financing loans, one of those being, a popular one is bonds and typically you'd be paying, let's just say it's Davenport....

Anthony Marchetti: Yeah.

Frances Westbrook:so we don't have to back and forth, in order to, Davenport to do it, they would have to do all the paperwork, all the legal work, their lawyers to get up a bond package to help us finance something. It's probably a \$50,000 or \$60,000 fee for them to do that and then once that whole bond package has been formed it is put out on the market for other banks to bid on. Well, we're probably too small to have a bond package big enough to be attractive enough for banks to actually say let's aggressively go after that one, so I do think for us, small as a town we are, small dollars it seems to be, that to use them for financing is, is probably not...

Anthony Marchetti:probably makes sense sure...

Frances Westbrook:going to be the way for us to go....

Mayor Bugg: Yeah.

Frances Westbrook: ...it's going to cost us a lot to have them do it and, and it's questionable whether they would even find one to buy the bond package.

Anthony Marchetti: I mean at this point if all we need to finance at this point, or all we want to finance is this building and if....

Frances Westbrook:that's right...

Anthony Marchetti: ...they'll do that locally, yeah I agree with that....

Frances Westbrook:yeah...

Anthony Marchetti:I don't think we need to spend \$50,000 or \$60,000...

Frances Westbrook: I totally agree that we need to do the audit thing and of course that's part of the package that is in with Davenport and the other one, that part of the services they can offer, and we do seriously agree with that. I do think that this, this idea of speaking with Davenport and VML that we put that in the next budget cycle, we're looking at possibly \$10,000 to Davenport, \$17,000 with VML to do the services they are projected in doing, and I think that if this goes in the next budget cycle, they are not going to start it now, they are not going to start midcycle more than likely and we are halfway through the year, before they could get to it, it would probably be at least February, so, well maybe January and they are not going to have a full year to look at, and quite frankly, I'd like for Sharon to have a whole year ready to hand over to somebody to do an audit and the money, we could use the money better now



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for a down payment, the \$10,000 that we budgeted and look for it to happen on the next budget cycle, effective July 2021.

Anthony Marchetti: Yeah, my only problem with that is we're not going to have these tools until the end of next year, the middle of next fiscal year, so I'm not comfortable making any decisions especially not a \$300,000 one...

Frances Westbrook: Yeah....

Anthony Marchetti:without somebody else looking at it and saying that's an okay decision for you to do....

Frances Westbrook: You want Davenport to pass judgement on this, on the \$300,000?

Anthony Marchetti: This part, this is going to be a big part of the financial health going forward so yeah, I think an audit and this, I think the sooner we can have this, the sooner we have the tools to make big decisions like this.

Frances Westbrook: What if the town council says they want to go through with the prefab which has to happen before December 30th as far as putting out any COVID monies.

Anthony Marchetti: I mean, I can only control my vote so...

Frances Westbrook: Oh, I know....

Anthony Marchetti: I'll put my two cents out there, but...

Frances Westbrook: Okay.

Anthony Marchetti: If everybody else votes a different direction then...

Frances Westbrook: I gotcha...

Anthony Marchetti:I can't do anything about that.

Frances Westbrook: Okay, fair enough.

Anthony Marchetti: I'm saying me personally, I'm not comfortable voting on this until there's been an audit and this, and I think this and an audit go together.

Frances Westbrook: So, saying that, I'm guessing probably a year before all of that was ready to go.

Anthony Marchetti: I mean didn't Davenport, if we turned in the last fiscal year for an audit, so that we had one....

Frances Westbrook: Uh-uh...

Anthony Marchetti: Why are you saying no?



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Sharon Phillips: You don't have a financial policy, you don't have an advisor at this point, and generally when we do an audit you have a policy in place and then for a year you apply that policy to your day-to-day operations....

Frances Westbrook: Now I'll correct that if I may, please and I apologize for interrupting, we do have a financial policy that was done...

Sharon Phillips: ...no we don't....

Frances Westbrook:about 5 or 6, yes we do Sharon, please....

Sharon Phillips: ...you do not have a financial policy....

Frances Westbrook: It was voted into the minutes, you have a copy of it, we do have it, now I will go as far as to say it's not the best that we could do and that was done because when I talked to several CPA's about doing an audit on us about 5 or 6 years ago they stated that until we had a financial policy in place for them to do an audit again they couldn't do anything, so it was, it was Mike Bombay and myself and Jerry Latell I think who did that financial policy, so I'm happy to bring a copy.

Anthony Marchetti: I would say that I, I mean, my two cents is that....

Sharon Phillips: ...Nancyellen would you speak to the financial policy....

Nancyellen Keane: No, you can bring it, we should talk about it when we have it here. I don't really, I don't think this is probably the time to get into it.

Anthony Marchetti: My recommendation would be for an audit as soon as we are able to do an audit whatever that means. I don't think that Davenport financial health is that separate for an audit, don't have to have a financial policy for them to assess our financial health right.

Sharon Phillips: Davenport is not going to do your assessment. Davenport is not going to do the audit.

Anthony Marchetti: Correct yes, I'm saying assessment versus audit.

Sharon Phillips: A company such as Robinson, Farmer, Cox....

Anthony Marchetti:yeah CPA firm is going to do the audit.

Sharon Phillips: Right, would do the audit, so when you have the financial policy in place, you generally apply that for a year....

Anthony Marchetti: ...and then....

Sharon Phillips: ...at the conclusion of the fiscal year....

Anthony Marchetti: ...And then run an audit....



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Sharon Phillips:you back audit....

Anthony Marchetti: Okay.

Sharon Phillips: ...that's when you audit the previous years.

Anthony Marchetti: I understand that. So again, my recommendation would be to have an audit as soon as we are able, if that means....

Sharon Phillips: I think you're 18 months from that.

Anthony Marchetti: Okay.

Nancyellen Keane: Whichever audit firm you pick you usually get their, you get them to determine whether your policies are correct for their audit....

Anthony Marchetti: Okay.

Nancyellen Keane: And if they're not, then they would suggest things to change or add, or whatever, but you wouldn't just like, you, they need to see what your policy is.

Frances Westbrook: Right.

Anthony Marchetti: So, I guess then the next step is figuring out what our policy is or isn't or needs to be, but....

Frances Westbrook: And that is one of the things that Davenport lists on their proposal, financial policies.

Anthony Marchetti: So then to me it make sense to go ahead and, I mean cause this is separate from an audit, so Davenport can do their part, I'm asking, can Davenport could they be commissioned to do this what they propose right away including helping us to establish financial policies and while we would be operating without the audit it would at least be....

Frances Westbrook: I would think they could be, I do.

Anthony Marchetti: Okay, yeah. Well, I would think then if we could, I would recommend my vote would be to engage Davenport to go through that process as soon as we can because again if we are making big decisions I feel like this is going to be a very important tool for at least for me to feel comfortable making big long term commitments and decisions, you know above and beyond just interest rate. That's just how I feel.

Frances Westbrook: Any more comments Mr. Mayor.

Mayor Bugg: No, I would like to see this information as well, we have never had an audit....

Frances Westbrook: No, never, never, that I'm aware of.



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Mayor Bugg: I'm in favor of getting those as soon as we can, it just seems prudent so.

Anthony Marchetti: Yeah, that's what I mean, I think we are making these big decisions now...

Mayor Bugg:never done it...

Anthony Marchetti: ...if that means we're 18 months out, let's start whatever steps we need to to have an audit as soon as we can, but that being in addition to our separate from what services Davenport would also offer. I guess we were asked to bring back a recommendation to council on one or the other.

Frances Westbrook: Uh, I wasn't under that impression, I know others were, I was under the impression that because we had not read those two documents that we were going to read those and kind of determine what the scope of everything was. At this time, I am going to say flat out, I am not in favor of doing anything with those two at this point in time. We can't do any of that, at any point in time to make any decisions on this unless we say this is predicated on that then we're at least 18 months....

Anthony Marchetti: What are we, what are we....

Frances Westbrook:months down the road...

Anthony Marchetti:what are we going to get a loan on, I'm not comfortable okaying....

Frances Westbrook:well that's what I'm saying...

Anthony Marchetti:until there's a master plan...

Frances Westbrook: ...yeah so we'd be a good 18 months before anything would even start to happen as far as an office building, is that what you're saying?

Anthony Marchetti: Yeah, I'm just saying that, what's why can't this get started and how is this going to get started if....

Frances Westbrook: That's what I'm asking you I guess.

Anthony Marchetti: Asking specifically what?

Frances Westbrook: Are you saying that your vote for going forward with a new town office is predicated on reports from Davenport or VML?

Anthony Marchetti: Uh, I would like to have that information to make a big decision like this....

Frances Westbrook: You would like to have that first before...

Anthony Marchetti: I would be more comfortable....

Frances Westbrook:okay...



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Anthony Marchetti: ...I am also not comfortable moving forward on a new town office without knowing what it looks like or a master plan, or seeing, um, you know who is going to design it, some big decisions and I think there is a lot more questions that need to be asked or answered before....

Frances Westbrook:right....

Anthony Marchetti: ...selecting the physical building. I mean, I think we all agree there need to be a new town office. Obviously, we'll hear tomorrow what the public thinks on it, but....

Frances Westbrook: So, it sounds like you're in favor of going with the architect route, stick build versus prefab.

Anthony Marchetti: I'm not against, I'm not against a prefab...

Frances Westbrook: Uh huh.

Anthony Marchetti: ...I am just maybe against making a decision on any of it, being rushed in a decision, so I have some questions into Nancyellen that I'm waiting to hear back on whether we can escrow any of the COVID funds, whether....

Nancyellen Keane: Um, we can prepay some things that we're doing like if, if we are going to do site preparation of the North Commons, and do a survey, we can spend the money there and sign a contract to spend the money, you can't "escrow"....

Anthony Marchetti: For like brick and mortar, or a building....

Nancyellen Keane:you can sign a contract with a construction company and put down your deposit, which would be the COVID money probably, if you want to get rid of that first. Or you could sign a contract with somebody and put that down, yeah, as long as the money is put down before December, well by December 30th.

Anthony Marchetti: I was asking about septic site, or survey because whatever goes on this, on the North Commons, if that's the direction it goes, there has to be, you can't put a building on there without septic....

Nancyellen Keane: Right.

Anthony Marchetti: ...and you don't know where to put your septic without a survey and site work if the money that was going to go towards brick and mortar could go towards those services then we have time to master plan and, I'm not necessarily against the prefab but I think there's a lot of other things we have to figure out and explore before we put a deposit down on it. I think we just need to hear from the public, um, I mean talk about leaving a lasting impression, I guess whatever happens over there is going to shape Irvington for well beyond anybody sitting in this room so, I certainly think it deserves some planning and some input and some feedback. That's where I'm at so if we can use the COVID money for some of the other parts of it I'd be more comfortable....



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Nancyellen Keane: As long as it's spent before December 30th....

Anthony Marchetti:than committing...

Nancyellen Keane: ...yes, if we were going to do site preparation, surveying, site plan for this lot....

Anthony Marchetti:yeah....

Nancyellen Keane: ...lot, we have the town office on, septic and that kind of thing I think there's about \$70,000 budgeted, or the thought is that that is how much that would cost to have....

Sharon Phillips: Infrastructure costs....

Anthony Marchetti: ...and that's more than we are going to put towards it from COVID correct.

Nancyellen Keane: Probably.

Anthony Marchetti: I mean....

Nancyellen Keane:you're only getting \$70,000....

Anthony Marchetti: ...that's what I mean...

Nancyellen Keane: COVID or \$71,000....

Anthony Marchetti: Obviously I think if we can take advantage of the COVID money towards this project seems like a great way because I don't think otherwise, we are going to, we have a burning need to use, we would be able to use all the money so, putting it towards the project but I'm not okay with having to pick a building before we've....

Nancyellen Keane: Yeah.

Anthony Marchetti:you know master planned it, know what else is going to go, what else can go, where it can go on that particular property especially not hearing from anybody in the town.

Frances Westbrook: No, I agree with what you say...

Mayor Bugg: I agree....

Frances Westbrook:with slowing this down and taking our time as far as the building, I mean that's my personal preference, um....

Anthony Marchetti: I just want to get it right, I think we want to have the town's support.

Frances Westbrook: And I do feel we are backing ourselves a little bit into a corner just because we've got this COVID money to spend, that seems to be the overriding....



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Anthony Marchetti: Sure, I don't think we'd be here talking about a mortgage today if it wasn't because we had, if it wasn't because of the COVID.

Frances Westbrook: I think you're probably right. But Nancyellen do you know, can the COVID monies be spent on site prep or does it have to be spent on the building itself?

Nancyellen Keane: No it can be spent, if the reason that we are looking to build a building is COVID....

Frances Westbrook: Uh huh....

Nancyellen Keane: ...okay, and that is the reason we're looking into this is because of our old office not being able to be utilized with social distancing....

Frances Westbrook:alright...

Nancyellen Keane: um,.....

Frances Westbrook:well let me ask you...

Nancyellen Keane:so yes....

Frances Westbrook:this then....

Nancyellen Keane:use the money for the site preparation...

Frances Westbrook: ...okay....

Nancyellen Keane: ...but if you then come out you know in February and say well we're not, we just spent \$70,000 Federal money and now we're not going to do this building....

Frances Westbrook:that wouldn't fly....

Nancyellen Keane:be a good thing...

Anthony Marchetti:yeah....

Nancyellen Keane: So, you would have to kind of, you have to kind of, be realistic with the residents...

Sharon Phillips: So, I might interject there....

Frances Westbrook: Yeah....



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Sharon Phillips:cause there's a relevant point to the timing of that....

Frances Westbrook: ...right...

Sharon Phillips:so if the council and budget and finance committee would like to shift and use the COVID money on the site prep and stuff, I think that that is going to change, I think that you should be aware of how that impacts your timelines because the window of opportunity is December 30th, for the CARES money, if you choose to apply that to your site prep that is going to change, you should keep in mind how much you think you would need for a loan because as both banks have shared, if you keep your lending under \$300,000 you should be able to maintain a comfortable in good faith loan where they will take the town's balance sheets, not financials—not audits...

Frances Westbrook:right...

Sharon Phillips: But they will take your financial sheets, your reports....

Frances Westbrook:our balance sheets and P&L's....

Sharon Phillips: ...and your budget, but if you exceed that threshold, you are now into a very different category of loan, it is no longer a good faith loan and you would require years of audited financials....

Frances Westbrook:uh, that's not what I understood at all....

Mayor Bugg: No, looking at Susan's letter.....

Frances Westbrook: ...no, uh-uh...

Sharon Phillips: Susan's letter is different than....

Frances Westbrook: Chesapeake's, okay that's the one that I have not seen, but it was indicated....

Mayor Bugg:yeah...

Frances Westbrook: ...at Chesapeake....

Mayor Bugg:I'll give you Chesapeake's....

Frances Westbrook:they would go \$500,000 but that would have to be, anything over \$300,000 would have to be a secured note. Under \$300,000 would be unsecured. The security and collateral of course would be the raw real estate over there, and I was under the impression,



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here we go, and during the, yeah, during the term of the note with Chesapeake we would have to provide annual financial statements, that's fairly typical, and it's my understanding we would not have to have audited statements at all, I mean, financials to go into this loan even if we went up to the \$500 mark, I mean....

Sharon Phillips: I thought the threshold was around \$400,000 from VCB and Chesapeake Bank, if you kind of exceed that \$400,000 you are no longer in the friendly loan, you're in a secured loan, it is that threshold where you would have to have some audit....

Frances Westbrook: See I didn't understand that...

Nancyellen Keane: ...didn't they say audited or reviewed by....

Sharon Phillips: ...I was going to say there are three types of audits....

Mayor Bugg: Reviewed financials is the wording...

Frances Westbrook:reviewed was what, yeah...

Nancyellen Keane: Which is a similar concept it's just...

Anthony Marchetti:a lower level of an audit right...

Nancyellen Keane:yeah, but you actually have to have an audit...

Anthony Marchetti: Yeah, it's an audit it's just not as thorough as the.....

Nancyellen Keane:yeah...

Sharon Phillips: ...but you would still have to have a policy in place and we would still have to follow that policy for a year and then audit at the conclusion of it and if you have to have 2 years of audits you are looking at 2023 or 2024, you are looking at 2 years of audits being 24 months and 6 months to get ready for it, so you are looking at 2½ years. So, you are going to do your site work now but then you would be roughly 2½ years before you could build. The concern is that we have, we have a 24-month lease, we have a 2-year lease on the property where we are...

Anthony Marchetti: Third year option right?

Sharon Phillips: ...with a 3rd year option...

Mayor Bugg: Yeah.

Sharon Phillips: So you are looking at 2½ years before you could move into that loan, then you are looking at your construction phase.



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Anthony Marchetti: ...over a certain amount.

Frances Westbrook: But we are also assuming that we would be financing the full amount and that may not be the case. I mean we certainly have the ability...

Anthony Marchetti: ...if we have to pull the cash out to, to keep it....

Frances Westbrook: ...the revenue....

Mayor Bugg:well we'll have to hold off....

Frances Westbrook: We can raise real estate taxes, we can implement a meals tax, we can make the money happen....

Anthony Marchetti:I was gonna say if we have time now...

Frances Westbrook: ...and we have time to do that so...

Sharon Phillips: But you are still looking at audited financials and again it's just conversation, you're looking at audited financials and the time frame for those...

Frances Westbrook: If it's a certain dollar amount...

Sharon Phillips: ...yes, and so, you also, to me one of the biggest things that council needs to consider is the need and the need is to meet the needs of the public and to meet the needs of staff, and staff, the needs are two departments, zoning, clerk/treasury at the minimum you need two offices. You need a bathroom, you need an ADA compliant building and you need a meeting facility. There is a significant difference in the factory built financial scenario and the stick-built financial scenario. A stick-built financial scenario I think is going to push you outside of the friendly loan scenario and is going to push you into a secured loan, so again just be conscious of the timing. I also think if we are pushing out 2½ to 3 years you may very well cross administrations. An additional thing is we are 35 months before we no longer have a town office. So you are looking at 2 ½ years to potentially get what you need ready to get the loan that you would need. So here, again that's where the budget and finance committee is going to come into all these variables if you implement a new revenue stream, if you increase your current revenue streams, you can capture your cash and that's the task of the budget and finance committee is to come up with the bucket of money versus a bucket of loaned money. So, but, at the same time, you do have a need for a town office, if you go with a stick-built product, again I think by the time you get your financials in place to qualify for a different kind of loan you are then looking at construction building time 18 months whereas again that, factory-built product is a different calendar.

Anthony Marchetti: Yeah, I agree with that. I don't think I mean we can commission a factory-built in 6 months, you know what I mean...



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Sharon Phillips: I don't....

Frances Westbrook: Okay...

Sharon Phillips:what is the, I think it is relevant to ask the committee what the confidence level from the public on a factory-built product.

Anthony Marchetti: I think the public is going to want to have their input on the design on all of it and I think we are going to need the public's support. I think we are going to want them to want it to be there.

Frances Westbrook: I don't know that we can let them get involved, we'll never get a decision.

Anthony Marchetti: I'm just saying...

Frances Westbrook: We put that out to an architect....

Anthony Marchetti: Well that's what I mean.

Sharon Phillips: So you are going to go stick-built which is going to change your lending.

Frances Westbrook: Well, yeah, what I hear....

Anthony Marchetti: I'm not making that decision, I'm just saying, hear what people want to say.

Frances Westbrook: Here's the answer, here's the answer, VCB will do upwards of \$500,000 with no audited financials, they are more than happy to do it, it would definitely be a secured loan, but they will do up to \$500,000 which is what we asked for to consider. They wrote this up for \$250,000, \$350,000 and \$500,000. Now anything over \$500,000 I don't know what they would do, and what they would ask, but now \$500,000 is something we can do without audited financials.

Anthony Marchetti: I still think it is important to do it right instead of quick, we've got 3 years to secure another rental spot if we have to go another year, I mean I think everybody would like to move straight from a rental situation into a new town office, that we can work with that as a goal but we've also got time if it doesn't look like that timeline will be hit again, personally I'm not comfortable making a decision for something that is going to sit over there that I'm going to drive past and see from my front porch rushing that decision on what it looks like or feel that I'm backed into a corner, I'd love to use the COVID money for it, sounds like we don't have to make a decision on which building to use and still take advantage of the COVID monies to me that seems like the best case scenario, but honestly it is not enough money for me to rush a decision even if we couldn't, borrowing it over 15, 20 or 30 years.

Frances Westbrook: Um, see I'm still in the frame of mind that we can start this Davenport thing but we don't need that to do this building, now hear me out....



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Anthony Marchetti: I understand that...

Frances Westbrook: We can still take our time in doing this, we could still go to an architect right now and have them start doing site plans and coming up with a design that we can have all the pretty pictures to show and that could probably happen in I don't know 6 months or so that that might could happen, that kind of time frame, maybe 9 months before we'd say that looks good you know go with that, and I still think we could be in a stick-built going through all the proper channels having the buy-ins from everybody and the renditions from professionals and still be in that building probably by the time our rent runs out.

Anthony Marchetti: The timeline you know especially if you get locked into...

Frances Westbrook: I don't think it's impossible.

Anthony Marchetti: I agree, I mean...

Frances Westbrook: Yeah.

Anthony Marchetti: Build a house in 6 to 8 months if you've got somebody on it.

Frances Westbrook: Yeah, yeah...

Anthony Marchetti: We've got 35 of them....

Frances Westbrook: Yep, so I think that's scenario along with what VCB is saying over here, I think a town office is entirely possible satisfying you know let's not rush into it, let's take our time a little bit and we can still be in by the time we are out of that building.

Mayor Bugg: I agree.

Frances Westbrook: But we can't do it if we're going to wait on results on...

Anthony Marchetti: I would like to start this process and we can continue talking about plans for, I mean honestly I think the next decision is what do we, what can the COVID money be used on and if it is site plan, septic, whatever, then we don't have to decision—we don't have to make any decision on, that's the only decision that has to be made right now and then how many months before we have a site plan and renditions from an architect, you know what I mean, we are still probably 6 months away from having to decide...

Frances Westbrook: Exactly, but Nancyellen, here's a good question....

Anthony Marchetti: I think this will be ready in what 30 days from when we commission it, 25 days...

Frances Westbrook: No I think it's probably several months at least, what do you think....

Anthony Marchetti:didn't they have a....

Nancyellen Keane: I don't think probably not.



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Frances Westbrook: Oh really, a question for you Nancyellen....

Anthony Marchetti: Yeah so, I mean we commission this but probably before we've selected a firm to do the other work, we'll have this information back and then we sit around and wait for a couple months....

Frances Westbrook: ...for them to do it....

Anthony Marchetti: ...for them to do it....

Frances Westbrook: Um, with using the COVID monies to start the site prep work or whatever we use it for, down payment to architect whatever that is, you know for years we've been saying we are going to be building a town office, it's been at last if not the last two comprehensive plans we always pay homage to it over and over again, the fact that we've already been talking about that for years and it's documented, comprehensive plan and minutes, is that going to get in our way when we now say the reason we're building a town office is because of COVID.

Nancyellen Keane: No, because we are in COVID.

Frances Westbrook: So, you...

Nancyellen Keane: 520 square foot office.

Frances Westbrook: So, you're secure, so you're secure in that knowledge that that can't be held against us, that that...

Nancyellen Keane: Yeah, I think so, I think that it's pretty clear you weren't going to do it, it's been in the comprehensive plan for 20 years.

Anthony Marchetti: But also regardless of whether we can use this money, we have to build a town office so....

Frances Westbrook: Exactly...

Anthony Marchetti: If we find out in an audit that we can, then it just means we have to borrow more or come out of pocket for more, I mean maybe COVID is accelerating this to the point.

Mayor Bugg: Mother nature says...

Anthony Marchetti: But it's not the only reason we're....

Mayor Bugg: Yeah....

Anthony Marchetti:it's being done.

Frances Westbrook: But it's the reason we are doing it now....



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Anthony Marchetti:yeah COVID is accelerating it and of course using the, trying to take advantage of this available money.

Sharon Phillips: The conversation with Davenport was not specific to the lending side of this conversation it was a much larger..

Frances Westbrook: Yeah but it's listed on there too about financing options and that's what they mean, but they would present the option of doing bonds.

Sharon Phillips: Sure.

Frances Westbrook: But that's just, yeah, one of the things...

Nancyellen Keane: ...it this isn't even big enough for a bond.

Frances Westbrook: That's what we were saying earlier.

Anthony Marchetti: Yeah, I understand that they weren't specifically analyzing us to determine if we could get a loan for an office, I understand that completely, but again as we are tasked with making a 5 year, 10-year capital budget that's where that is going to be really important and obviously them knowing that we are moving forward with this project is going to factor into ultimately what vehicles, what they think we can do, what it shows we can do, how we get there so.

Frances Westbrook: Okay.

Mayor Bugg: Good.

Nancyellen Keane: Can I just mention one thing, you all talked about putting money down for architectural plans and all that, or it takes 6 to 9 months to get architectural plans, one of these things that I've seen that is the factory-built, that's included....

Frances Westbrook: Yeah.

Nancyellen Keane: ...you don't pay for that, I mean you pay for that, but it is part of the actual building price, so....

Anthony Marchetti: And I'm not necessarily ruling out the factory-built, I'm, what I'm not comfortable doing is putting the cart before the horse and jumping the gun on that decision if the COVID money can be used on things that have to be...

Nancyellen Keane: Right but all I'm saying there probably are design drawings you can look at very quickly and it wouldn't be 9 months from now.

Sharon Phillips: Is there a time frame for how long these preliminary site plans and such do they have an expiration?



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Lara Brown: I'd say they are only good for about 60 days.

Sharon Phillips: No, no, no, once we so maybe...

Mayor Bugg: Have plans drawn up...

Anthony Marchetti: Well like the health department, the septic if somebody comes out and says this is how much capacity you can have, I'm sure that health department permit is for 2 years....

Lara Brown: There's usually a...

Anthony Marchetti: 2 years...

Lara Brown: ...health department...

Anthony Marchetti: 2 years....

Sharon Phillips: So, if the thought is to use CARES money to do the preliminary work and it takes 6 months, I don't know, to get that done and then it has a 30-day window, would the council be ready, are you ready in 7 months.

Anthony Marchetti: What would have a 30-day window.

Sharon Phillips: That's what I'm....

Anthony Marchetti:no health....

Lara Brown:asking for estimates for infrastructure...

Anthony Marchetti: Once you have a site plan you own the site plan, you paid for it. The septic the permit is good for 2 years before you would have to have it reevaluated or reexamined.

Sharon Phillips: Okay so you have time for that, so then you have a year or 2 years so...

Anthony Marchetti: ...saying 2 years on the septic, which would be at that point the only permit that we have in hand.

Sharon Phillips: So again the 35 months is still....

Anthony Marchetti: Yeah.

Frances Westbrook: Oh, still a window....

Anthony Marchetti: Yeah, and I think we...

Frances Westbrook: Yes....



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Anthony Marchetti: ...should move forward you know with the goal being to be moving in in 34½ months, right I don't think I'm trying to take my foot off the gas to...

Frances Westbrook: That's the real window is the, the rental term that we are in now.

Sharon Phillips: have 35 months before we would need to again, the need is to have a town office to meet the needs of the people...

Anthony Marchetti: ...and we may find out on the septic that you've only got enough here for 2 bathrooms so that what we plan to go on there, you know what I mean, can just be an office, you know what I mean, a lot of that is going to drive what we can do and should do, is there enough septic for a bigger town hall facility.

Mayor Bugg: The current town we are renting has there been any indication they are dead set on getting us out of there by some certain date.

Anthony Marchetti: Well, that was my point, we've also got 35 months to....

Mayor Bugg: Yeah.

Anthony Marchetti: ...if Julian says we'll give you one more renewal and we'll know, you'll know a year, 18 months out.

Sharon Phillips: We requested a 2-year renewal and they only offered a one.

Frances Westbrook: So we've got 2 years plus 1 year renewal correct.

Sharon Phillips: It's 35 months.

Frances Westbrook: Now if we were just a month or two from moving in there I don't think they are going to kick us out, but...

Anthony Marchetti: And I think we can ask...

Frances Westbrook: ...it sounds like they won't give us an additional year.

Anthony Marchetti: ...and they might give it they just might not want to commit that far out now...

Frances Westbrook: ...right...

Anthony Marchetti: ...and 2 or 3 years from now...

Frances Westbrook: Who knows...

Anthony Marchetti: ...they might say yeah, I mean, we'll give you another year....

Frances Westbrook: ...who knows...

Anthony Marchetti: I think they're going to be and if not and we have to find another rental not ideal but again I think we have time, but I'm certainly okay to move forward with



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whatever's gonna happen have it done in that 3-year, 35 month window but I'd rather rush the back half when we've all made the decisions, let's hurry up and get it built, get it there, but then rush this, the decisions on the front end.

Frances Westbrook: Okay, so let's if we can, Nancyellen, you wanted to say something.

Nancyellen Keane: I just wanted to mention that we probably have to rezone the property...

Frances Westbrook: Yeah.

Mayor Bugg: Oh yeah.

Frances Westbrook: Alright, if we can then ramp up this whole wealth management, we've kind of gone all over the place necessarily so, but as far as this wealth management thing then, Anthony, what I'm hearing you suggest is that we go ahead with that so that we can get the wheels in motion, the financial policy stuff happening so that then an audit can follow....

Anthony Marchetti: Correct.

Frances Westbrook: Um...

Sharon Phillips: Do you have proposed motions?

Frances Westbrook: No, but I'm not quite ready for that yet, um....

Anthony Marchetti: So, I guess we would have to....

Frances Westbrook: I don't know that we, yeah we'll come up with a recommendation, it is going to be a split recommendation, because I still think, I'm still trying to figure out in my mind on this, we don't need the Davenport stuff to proceed with the town building, that's, the bank part is not...

Anthony Marchetti: I understand that.

Frances Westbrook:um, so yes I can see going forward with that, um....

Anthony Marchetti: ...and this is currently in the revised budget, the Davenport money?

Frances Westbrook: Yes, the \$10,000 is in that, it is in that, um, and I will say I was mostly thinking of that in conjunction with this building, with the town office, I was neglecting to think about it in terms of going forward with our capacity to determine doable capital budgets....

Anthony Marchetti: Yeah cause....

Frances Westbrook: ...that's a very valid aspect of that....

Anthony Marchetti:this building, this project is not the only thing I think the town wants to do and needs to do....



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Frances Westbrook: ...well it's probably the biggest thing we are going to want to do or think for quite some time.

Anthony Marchetti:it's significant sure...

Frances Westbrook:yes...

Anthony Marchetti:which will affect what else we can do, but there are some other things...

Frances Westbrook: ...and what is the other part of the capital budget, you know how much of a capital budget, I'm talking dollars now, do we see in the next 5 years especially when we are taking this on and going to be paying a monthly, biannually or however we structure this, the debt service.

Anthony Marchetti: Well again, I think this is where this is valuable because they can say if you add this meals tax, if you do this on real estate tax, here is how it changes your revenue and therefore how we can adjust you...

Frances Westbrook: You know both of them had several tiers and I think Davenport's first tier came in about \$10,000 and VML came in about \$17,000. If the financial policy stuff and that first tier, is that part of, I don't have that paperwork.

Sharon Phillips: I still think you would work with your auditor for the policies...

Frances Westbrook: Here you go, review existing financial policy guidelines to provide recommendations in amending and enhancing the town's current policies, the best position for the town to continue a positive, yeah, so that's in that first scope of services....

Anthony Marchetti:services, yeah...

Frances Westbrook:I think, that's number....

Anthony Marchetti: ...and they said for these services not to exceed and they have....

Frances Westbrook:\$10,000, okay so that's the deal, and that's what we budgeted \$10,000.

Anthony Marchetti: ...\$10,000 in the budget....

Frances Westbrook: ...and I think you can add on their bigger packages for even more money, you can get even upwards of \$30,000 on either of these.

Anthony Marchetti: ...they had an hourly rate if you need additional....

Frances Westbrook: ...they did, I saw you passed that one, I think they do too.

Anthony Marchetti: ...talking about something else.

Frances Westbrook: Here we go, alright development of financial policy \$6,000....



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Anthony Marchetti: They are basically giving you like an a la carte...

Frances Westbrook: So, yeah theirs is kinda grouped...

Anthony Marchetti: ...so we can pick...

Frances Westbrook: ...this has an a la carte...

Anthony Marchetti: ...we did all three we're looking at...

Frances Westbrook: ...any two reports \$11,000....

Anthony Marchetti: ...\$19,000, oh sorry \$15,000 for all three....

Frances Westbrook: I don't know where I got the \$17,000 figure from. Okay, that might be another part of Davenport.

Anthony Marchetti: ...Davenport is less expensive and they're local, but....

Frances Westbrook: This would get us ready for an audit....

Anthony Marchetti: ...Davenport is offering that as well, as part of their scope.

Frances Westbrook: Yeah but theirs wasn't....

Anthony Marchetti: ...it's rolled in...

Frances Westbrook: ...we get, it's rolled in yeah, so it would be the \$6,000 for just financial, development of that financial policy versus \$10,000 to get all this other stuff package, so that does sound like the better deal. Is that what you think.

Anthony Marchetti: I mean right now I would say Davenport would be, would be my choice and unless we are going to do only one of these scopes it's going to be the least expensive option.

Frances Westbrook: I guess it depends on what we're after the fastest or if we're at this point we don't need the speed, I mean we certainly don't need to do the loan necessarily, if we just want to kind of hurry up and get an audit done then obviously the financial policy has to be done first.

Anthony Marchetti: Maybe it's worth exploring does a CPA need to do the financial, should a CPA do the financial policies they are the ones that are going to review it or....

Sharon Phillips: I think you would work in partnership with them, again, you would choose which auditing company you are going to move forward with and then they will work with you on your auditing, on your policies so that after the conclusion of the fiscal year, that the treasurer would apply that policy across that fiscal year and then the auditing company audits to that policy.



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Frances Westbrook: But I think Davenport on here specifically VML specifically help you do your financial, guide you make amends or whatever, now they may hire an auditing firm, CPA firm to do that for them, they may have their in-house people, I don't know.

Anthony Marchetti: I think that is a question for them is do we need to bring in whatever CPA firm we choose.

Frances Westbrook: If we, well, reading that they're going to do it for the fee that they're charging so I am imagining that they are going to bring in their own people whether it is in-house people or they contract it out.

Anthony Marchetti: Yeah....

Frances Westbrook: So I'm....

Anthony Marchetti:great if they I guess....

Frances Westbrook:yeah, so that, if we just did the fi--, and I'm not abdicating for this, if we did just the financial policy part on either of those, well it doesn't look like Davenport gives us that option, VML does, or whoever VML uses. That would give us inline to have an audit done almost 2 years down the road, is that what you're saying, it's going to take about 2 years.

Sharon Phillips: 18 months.

Anthony Marchetti: Before we get back the first...

Frances Westbrook: Or...

Anthony Marchetti: ...audit correct...

Sharon Phillips: ...so I have some calendars printed....

Frances Westbrook: Or if we go with the Davenport thing and they do the package for the \$10 grand the question for me would be would they be able to work off of the financial policy aspect of this first or is there a reason, is this an order they are advocating and there's a reason and that's why financial policy is number 6 on the list instead of number 2.

Anthony Marchetti: Maybe a question for the two firms.

Sharon Phillips: So July 1st of 2021, you would begin your fiscal year 21/22....

Frances Westbrook: Right.

Sharon Phillips: ...you could apply, you would take the rest of this year....

Anthony Marchetti:yeah....

Sharon Phillips: ...the remaining 6 months if you will or actually I will say the first 6 months of 2021, to get your policies in place...



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Anthony Marchetti: ...that you could apply it starting the new fiscal year....

Sharon Phillips: ...and then you would apply it starting July 1...

Frances Westbrook: Yeah.

Anthony Marchetti: For 12 months.

Sharon Phillips: ...and you carry it through to June 30 of 2022 then your auditor will audit that prior year and then you are of course still moving forward you now started the fiscal year 22/23, and then when you look at it, so June 30th of 2023, you would have your second year of audits so actually however long it takes them to perform the audit, so what's interesting is again we're looking at 35 months. September of 2022 is when you enter, excuse me let me change, October 1st of 2022, you start your last 12 months of your renewed, of your option on your lease.

Frances Westbrook: We would invoke that additional year at that point.

Sharon Phillips: At that point, you have the option to utilize that last year, so July, at the conclusion of June of 2023, that's when you would have your second year of your second financial year that you....

Nancyellen Keane: You wouldn't get that audit result until like September.

Sharon Phillips: Okay. So....

Nancyellen Keane: Or October even.

Frances Westbrook: Right.

Sharon Phillips: ...jumping to the September 30th of 2023 is the last day that the town office can be at 4203 unless there is a conversation nor negotiation. So the point being, but we're thinking....

Frances Westbrook: We're not thinking of time factor as far as...

Sharon Phillips: I gotcha....

Frances Westbrook: ...audits go anymore, yeah, yeah, yeah....

Sharon Phillips: ...but that's, that's....

Frances Westbrook: ...where it would happen if we were required to have audits for...



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Sharon Phillips: ...the loan....

Frances Westbrook: ...for the loan, okay. So, I think, are, I'm at the point Anthony where I could recommend going forward with one of those two companies but I think we still have a few more questions for them.

Anthony Marchetti: I'm okay going...

Frances Westbrook: So I think it would be good....

Anthony Marchetti: ...set up a meeting....

Frances Westbrook: ...maybe as committee you and I can go or they can come to us and we have a meeting or whatever, you know here, or....

Anthony Marchetti: ...something that is fairly unfamiliar to me so I certainly would like to learn more...

Frances Westbrook: Yeah.

Anthony Marchetti: ...um, and maybe if we are leaning towards one or the other can, I'd like the one we are leaning towards to....

Frances Westbrook: Mayor would you like to be a part of that...

Mayor Bugg: To the extent that I can, yeah...

Sharon Phillips: I might recommend that you just go ahead and commit to a public meeting.

Frances Westbrook: A public meeting.

Nancyellen Keane: Yeah, because if the two of you are going it would be, have...

Frances Westbrook: So they probably could come to us...

Anthony Marchetti: Yeah, that's what I mean, open it up so people can come.

Frances Westbrook: That's right, that's true, that's a good point.

Sharon Phillips: You might just recommend, a recommendation that you would take that to council would be that during the month, now again you're getting into a holiday season....

Frances Westbrook: Yeah....

Sharon Phillips: COVID numbers are absolutely through the roof but you might recommend going back to what your recommendation to council would be is that maybe over the next 30 to 45 days or even if it pushes out to January, I'm not sure where you want to be on that, that



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the budget and finance committee hold a public meeting and invite the vendor of choice but I do think it is going to have to be a public meeting but that might be your recommendation....

Frances Westbrook: ...yeah....

Sharon Phillips: ...back to council potentially and so if we are taking a look at some calendars, if we are, the town council meeting in December is December 10th, if we think that we could accomplish it with Christmas and Thanksgiving....

Frances Westbrook: I'm thinking that if they can be here in the next 2 weeks that's when we have that meeting.

Sharon Phillips: Or you could...

Frances Westbrook: ...yeah...

Sharon Phillips: ...January meeting is January 8th.

Anthony Marchetti: I'd say coming...

Frances Westbrook: I don't think we can wait that long.

Mayor Bugg: As soon as possible.

Anthony Marchetti: We ask them when is your next....

Female: ...Thanksgiving the last week....

Nancyellen Keane: January 8th is a Friday.

Anthony Marchetti: I just think we need to have the meeting before December.

Nancyellen Keane: January 7th is not our....

Frances Westbrook: Would you be amenable in the next 2 weeks if Davenport could be here.

Anthony Marchetti: Yeah, I'd say let's move on it.

Mayor Bugg: I would.

Frances Westbrook: Just keep rolling on it.

Anthony Marchetti: I'm confident somebody can make it, make time, now we just have to deal with however much notice you need for meetings.

Frances Westbrook: Three days.



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Sharon Phillips: See what Davenport's schedule is going to be and we'll try to pull a 3-day special call.

Anthony Marchetti: That's perfect.

Frances Westbrook: Yeah, as long as we can meet that 3-day notice thing I would say anytime...

Anthony Marchetti: Yes....

Frances Westbrook: ...basically this time of the day...

Mayor Bugg: We'll make it happen.

Frances Westbrook: We'll make it happen. Are these dates bad for you, is that your court date...

Mayor Bugg: I am a moving target so get a date that works for the two of you and then check with me.

Frances Westbrook: Okay.

Anthony Marchetti: Generally speaking during business hours during the week is ideal and will probably be ideal for somebody at Davenport.

Frances Westbrook: I think, finally I think it will slow down the next couple of weeks.

Anthony Marchetti: Yeah, it would be nice to go to the December meeting with...

Mayor Bugg: Yeah, I agree.

Anthony Marchetti: ...questions answered and...

Sharon Phillips: So how about if they are not available next week, if Davenport, and again we are pushing the....

Frances Westbrook: Yeah...

Sharon Phillips: ...the 3-day notices and...

Anthony Marchetti: ...sure....

Sharon Phillips: ...how about if you'll take a look at your calendars if I look at something for the first week of December.

Anthony Marchetti: Uh huh.



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Frances Westbrook: Let's rule out the week of the 16th or the 23rd first and if that doesn't work for them, then I would say go that first week in December. The only time out of those three whole weeks that I cannot do it is December 1st. That is the only day that...

Sharon Phillips: Okay, um....

Frances Westbrook: I can make anything else happen.

Sharon Phillips: Lara did the planning commission choose December 8th. Okay.

Frances Westbrook: Are you good?

Anthony Marchetti: Yeah I'm....

Frances Westbrook: ...pretty much....

Anthony Marchetti: ...if we're doing normal business hours during the week.

Sharon Phillips: Lara just shared something about December 8th....

Frances Westbrook: What's that, Pearl Harbor Day or is that the 7th.

Mayor Bugg: 7th.

Frances Westbrook: Oh okay.

Mayor Bugg: I'm good that week except for Thursday, I'm out all day.

Anthony Marchetti: Tuesday through Thursday, the first week in December.

Mayor Bugg: I can do Monday too.

Sharon Phillips: Monday the 30th.

Mayor Bugg: I can do that.

Sharon Phillips: So we are looking at potentially Monday the 30th.

Frances Westbrook: If they can't do it before then, I really don't want to wait.

Sharon Phillips: Wait a minute you eliminated the week of the 16th.

Frances Westbrook: No I said sometime the 16 or the week after that and...

Sharon Phillips: I'm sorry I thought you said it was eliminated.



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Frances Westbrook: ...and if we have to push it into the first week of December that's what, I', sorry.

Sharon Phillips: Okay, so right now, I'm...

Anthony Marchetti: Maybe them for their first....

Mayor Bugg: Yeah.

Anthony Marchetti: ...their availability giving us enough time to schedule the meetings.

Sharon Phillips: Can everyone take a look at their calendars for next week and then the week of Thanksgiving. Can we eliminate the week of Thanksgiving?

Mayor Bugg: Yes.

Frances Westbrook: I'm well, then that means if it's next week then we're going to have to post notice.

Sharon Phillips: It's going to have to be the latter part of the week.

Frances Westbrook: Yeah, I'm good anytime that week or the week of Thanksgiving. I'd be fine with the Monday of Thanksgiving.

Mayor Bugg: Yeah I would too.

Frances Westbrook: Tuesday, maybe.

Mayor Bugg: Actually I....

Sharon Phillips: Alright so I am going to circle Monday, November 23rd or Monday, December 30th, excuse me I said that wrong. I'm going to circle Monday, November 23rd or Monday, November 30th.

Anthony Marchetti: Possibly the end of next week right.

Frances Westbrook: I'm afraid my...pop out....

Anthony Marchetti: Whatever works let me know.

Frances Westbrook: That sounds great.

Sharon Phillips: So, again, not that you have not, that it is cast in stone, but if you would consider what you think your motion would be, that the budget and finance committee would make....



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Frances Westbrook: Alright if you want to draft something, can I see it before the meeting tomorrow since we're going to, I'd like to know...

Sharon Phillips: I think it would just be recommend holding a meeting with Davenport and then you would come back to council in December.

Frances Westbrook: Yeah, hold it, as soon as Davenport can find a slot for us and then we'll come back to them at the December meeting, is that pretty much what we're saying.

Anthony Marchetti: Sounds good.

Frances Westbrook: Whew, alright, next item.

D. CARES ACT

Frances Westbrook: CARES Act, so this is where we are supposed to decide what we are going to do with that money. Now some of it and we've got two scenarios here, one are we going to use any of it on this building if we think we can do something by December 30th that that money could apply towards, or and if so, how much are we going to use, we don't know how much is going to be left to make decisions on. If we can't spend what we want to by December 31st then we have the whole bucket that's left to deal with.

Anthony Marchetti: It has to go back by then.

Mayor Bugg: Did we ever determine how much we wanted to set aside for these grants.

Frances Westbrook: Well, I think we were trying to back into it in determining how much of it we were going to use to plug into the building and I think initially we were working off maybe around \$40,000 which may still be a good number, it could be that we want to go more like \$50,000 and \$20, it looks like, do you still have much more spending left to do as far as supplies and stuff for CARES.

Sharon Phillips: Might we start with what we think might be the cost for the site preliminary stuff.

Lara Brown: \$70,000.

Sharon Phillips: \$70,000.

Frances Westbrook: \$70,000 is the site work.

Anthony Marchetti: What in that number Lara.

Lara Brown: Approximately \$70,000 for a master site plan and plan of engineering plans.

Sharon Phillips: But the master site plan is for the North Commons only.



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Lara Brown: Yeah.

Sharon Phillips: So, if you want, that's I think a key talking point.

Frances Westbrook: Yeah.

Sharon Phillips: The site plan is for the North Commons only, it is not for the Commons.

Anthony Marchetti: Okay.

Frances Westbrook: Yes, no...

Mayor Bugg: Yeah.

Frances Westbrook: ...we decided awhile back we weren't going to do anything with the Commons based on that survey that the Commons committee did.

Sharon Phillips: But I, I think it is relevant to appreciate everyone else's expectations...

Frances Westbrook: Yeah.

Sharon Phillips: And I think that there are members of council that expect their understanding or their interpretation of a master site plan is not limited to the North Commons.

Frances Westbrook: Well, this one will be so we need to make that obvious.

Sharon Phillips: Okay.

Frances Westbrook: Okay, so you're saying Lara then master site plan there, hires a professional, we let them know what, how we are going to be using that piece of property and they come up with a master site plan to include things like the town office, possibly the community center, the parking....

Lara Brown: ...parking, storage....

Frances Westbrook: ...storage...

Anthony Marchetti: Does the septic fall under that.

Lara Brown: Not under the master site plan, that's part of the survey and engineering plans.

Anthony Marchetti: Okay.

Lara Brown: Separate.

Frances Westbrook: Yeah, once they me--.



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Anthony Marchetti: I imagine they can't master plan it until they know where the septic is or...

Frances Westbrook: They can't master, or they can't do it until they know where the building is going.

Anthony Marchetti: I'm just trying to figure out if septic....

Lara Brown: surveyed in the location of the septic and drain field before they can position where the structure would go.

Anthony Marchetti: So I mean all of that is still a bigger dollar amount than we have so basically whatever, whatever isn't spent in one of the other buckets....

Frances Westbrook: We would have to come up....

Anthony Marchetti: ...can go towards...

Frances Westbrook: ...yeah.

Sharon Phillips: So my question there is you have an amended budget. Are there any monies in your amended budget that would allow you so it's been suggested that the preliminary work is \$70,000....

Lara Brown: How much, I'm sorry....

Sharon Phillips: No, please go ahead.

Lara Brown: Roughly \$30,000 of that \$70,000 includes actually installing the septic and the drain field, you wouldn't have to do that part until you were ready to get your [inaudible] for the building, so you could spend roughly \$45,000, \$40 to \$45,000 on the master site plan for the survey....

Anthony Marchetti: \$40 to \$45,000 all in planning no construction.

Frances Westbrook: That would be it.

Anthony Marchetti: And that makes sense no point to put a septic field in 2 years before it's going to get hooked up that.

Frances Westbrook: So okay then if we could, so what do you think budget \$45 or budget \$50,000 of the COVID take care of all that site stuff, I mean, usually some stuff pops up that adds onto the cost, you know somebody have some idea or something, should we just...

Anthony Marchetti: Let's go at it the other way how much have we spent and what's left, how much do we think on the business grants are we looking at \$1,000 or \$1,500 per grant.

Sharon Phillips: Another bucket and that was your AV.



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Anthony Marchetti: Yep, audiovisual.

Sharon Phillips: And that was a very large bid.

Anthony Marchetti: Yeah it was like \$30 something.

Sharon Phillips: You would have to consider again if that is going to, again you've got \$70,000 if you are looking at \$45 for this and I suspect again I am going to ask my question if you think there is money in the capital....

Frances Westbrook: There is for the building.

Sharon Phillips: ...that would offset your site plan.

Frances Westbrook: We could spend out of the capital plan, capital budget for the site plan....

Sharon Phillips: Or just offset some.

Frances Westbrook:or just offset some of it yes.

Anthony Marchetti: Yeah.

Frances Westbrook: I mean we have I think \$250,000 I think in the capital budget for a new town office and then there's additional money after that, actually some of those additional monies is for the site work, not the plan but the site work for adding on another office or the parking, that kind of stuff, so....

Anthony Marchetti: Then let's work backwards and figure out what we've spent, what do we need, and then....

Sharon Phillips: I think you said less than \$5 and that's a high number....

Anthony Marchetti: Okay.

Sharon Phillips: So, if we look at what we are still considering.

Frances Westbrook: We've spent less than \$5....

Sharon Phillips: In CARES Fu—

Frances Westbrook: \$5,000?

Sharon Phillips: That's not true, that's not true....

Frances Westbrook: Yeah, it's less than \$1,000 isn't it....



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Sharon Phillips: Actually, your rent.

Frances Westbrook: Oh that's right.

Anthony Marchetti: Prepay again.

Frances Westbrook: That's right, that's right.

Sharon Phillips: So, if everybody wants to take a moment and jot a couple numbers down.

Frances Westbrook: Alright, shoot.

Sharon Phillips: So, the rent and I think that's, we've already spent \$2, we are getting ready to, we've been in the office....

Frances Westbrook: So, we've spent about \$2,700 for rent so far...

Anthony Marchetti: Plus deposit.

Frances Westbrook: \$2,700...

Sharon Phillips: That came out of contingency I do believe.

Frances Westbrook: Plus another \$1,350.

Bonnie Schaschek: \$3,441.57.

Sharon Phillips: Thank you.

Frances Westbrook: That's for 3 months, \$3,147.

Nancyellen Keane: That's P&L for October. That's what our CARES expenses are.

Sharon Phillips: What's on the horizon is that prepayment.

Anthony Marchetti: Of 6 more months.

Sharon Phillips: Of 6 more months and I think that's \$8,000 and some change.

Frances Westbrook: So, we're looking at roughly almost \$12,000 total for rent from the time we got into the building until the end of June, so, that's money that we are using CARES for.

Sharon Phillips: Has anyone heard from the, has the budget and finance committee heard anything back from the, is there any kind of conversation as to whether that might be...



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Frances Westbrook: Not formally but Bonnie if you want to, I don't want to put you on the spot if you want....

Sharon Phillips:CARES, budget and finance.

Frances Westbrook: Yeah.

Bonnie Schaschek: I did have an opportunity to take....

Frances Westbrook: Well, we are talking monies here.

Sharon Phillips: ...council meeting...

Bonnie Schaschek: ...and I did go through the pros and cons of it, I have worked on, I think you would be better off with a service whether it is GoTo Meeting or WebX where you can do your live streaming and there's storage out there, for to buy all of this equipment, to rewire all of this place I don't see that happening and you need to hire somebody to set this up every single time. This is, if you want to put something over in at Compass or over at the school for concerts this might be what you want to do, but for your meetings I don't think so, you're better off with one of the other services. The big problem even if you spent this \$10,000 you thought you were going to live stream, live streaming in this area whether it is from the church or....

Mayor Bugg: Yeah.

Bonnie Schaschek: Is not good.

Anthony Marchetti: Not so live.

Bonnie Schaschek: Not good. But, if you use one of the meeting places that does video you can then store it in the cloud and anybody can go back and look at it. When it's not live it comes through great. It's just when you try to do things live.

Frances Westbrook: Okay so then can we....

Bonnie Schaschek: My recommendation based upon what they asked me I'd say do not go with this.

Frances Westbrook: You'll be prepared for that at tomorrow's meeting.

Sharon Phillips: So that bucket....

Frances Westbrook: So, we are looking at zero is what we are kind of hearing as far as CARES money towards that.

Anthony Marchetti: Yeah because that would be an ongoing operating expense.



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Mayor Bugg: Yeah.

Frances Westbrook: Okay.

Bonnie Schaschek: But you're looking at anywhere between \$13.00 a month and \$50.00 a month and that includes they take the minutes and record them and send through a transcript.

Frances Westbrook: Well 3 years from now when we get into something more permanent we may make a different decision.

Anthony Marchetti: Sure and I agree with that if we are not in our long term....

Frances Westbrook: And that's not a decision....

Bonnie Schaschek: Yeah.

Frances Westbrook: What we're....

Anthony Marchetti: Yeah.

Sharon Phillips: So looking at what again \$70 is our big bucket and we're looking at about \$12,000 in rent, we've spent just a little bit in I'm sorry.

Frances Westbrook: Let's just say roughly \$1,000 has already been spent in other areas wouldn't you say.

Sharon Phillips: You've already spent \$3,147 and we are going to spend an additional \$8,000 more in rent.

Anthony Marchetti: So we've got \$12K for that.

Frances Westbrook: Alright but I'm talking about supplies now you've spent a little over \$700...

Sharon Phillips: So Bonnie's number was \$3,147.

Bonnie Schaschek: \$3,441.00

Sharon Phillips: Sorry, I'm wrong, \$3,400, so \$3,500 so far.

Frances Westbrook: For your supplies and stuff.

Sharon Phillips: For everything COVID thus far.



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Frances Westbrook: Alright, wait, wait, wait, let's back up a minute because I think we are mixing apples and oranges. We anticipate spending a grand total of \$12,000 from COVID for rent.

Sharon Phillips: Uh huh.

Frances Westbrook: Alone.

Sharon Phillips: Uh huh.

Frances Westbrook: What do you estimate we are going to spend out of COVID for just supplies, some you've already done, you've spent a little under \$800 to date I think.

Sharon Phillips: So, Bonnie's number of \$3,500 was....

Anthony Marchetti: Was all inclusive.

Sharon Phillips: ...includes everything I've spent to date and now....

Frances Westbrook: But that doesn't include any rent.

Sharon Phillips: Yes, it does.

Frances Westbrook: Well, see that's what I'm trying to do is get the rent out of it.

Sharon Phillips: Wait a minute.

Frances Westbrook: Alright we've already addressed the rent at \$12,000.

Sharon Phillips: \$3,500 is spent thus far, that number does include some rent.

Frances Westbrook: Okay, that's not what I'm asking.

Sharon Phillips: On Thursday's budget you are going to have a conversation about the prepayment of rent. That prepayment of rent is going to be roughly \$8,000.

Frances Westbrook: I get that, okay, but that's part of the \$12,000 total in rent between October and the end of June.

Sharon Phillips: Uh huh.

Frances Westbrook: So, we've got rent taken care of, now what I'm asking is in the future...



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Sharon Phillips: Uh huh, between now and December...

Frances Westbrook:between now and December, supplies only, what do you anticipate....

Sharon Phillips: \$800.

Frances Westbrook: So we've done a little under \$800 and that's going to be it you're thinking.

Sharon Phillips: I don't think there's anything major.

Frances Westbrook: Okay, alright so that's another, I'm talking about what we've got to allow for COVID right now, so those are supplies and what are we thinking about and doing for small business grants total.

Anthony Marchetti: So originally I had suggested \$1,000 grant, 10 of them, but I'm not sure there will be 10 qualifying businesses left.

Sharon Phillips: If you want to put some money and when you talk about your bucket of small business grants so it's not just the dollar value and the number of grants, we're probably going to have to have our IT person have a, he will have to put some of those things on the web, we will have a bill from him, let's say \$2,000, I don't know, I'm just guessing....

Frances Westbrook: Alright...

Sharon Phillips: ...for him to take, that's probably bigger than what I can do, I can post a notice for the town but as far as building a website...

Frances Westbrook: Uh huh.

Sharon Phillips: So, we're going to add some payroll or a vendor line item for that.

Frances Westbrook: Alright well let me show you this then, right now with the rent and the supplies we have \$57,000 left of that roughly \$70,000 of COVID funds. So, if we were to do \$10,000 now we're down to \$47,000, \$10,000 for grants, now we're down to \$47,000 we are whittling away and rightly so some of the monies we might use to put down on the building so it looks like we are right back to the \$40,000 because that would still, \$40,000 sounds like right now a comfortable amount to use towards the building and that would give us as you're saying Sharon rent money, whatever we have already spent for supplies, sounds like we are going to need something to help pay a vendor to do while we're doing a, or whatever and it would still give us \$10,000 for this. We should be comfortable with that.

Mayor Bugg: Yeah.



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Anthony Marchetti: Keep in mind if only \$5,000 goes out to grants that money goes back in the pool.

Mayor Bugg: True.

Anthony Marchetti: So by the end or middle of December you know we had talked about leaving some money reserve in case we had to do payroll for if any staff were to get sick and we had to pay them while they're out and hire a replacement as we get closer to the end of the month we'll know the amount we will need, but basically towards the end of December there should be down to a penny what we have left which can then I assume get paid out to a vendor for.

Sharon Phillips: So how about this, again, we are just talking, that's the point of the workshop is to deal with, to identify....

Frances Westbrook: Brainstorm kind of...

Sharon Phillips: ...take into Thursday's meeting so, I'll get, work with budget and finance committee to make sure that when we walk into Thursday's meeting we have a very fine number of what we've spent thus far and the distinction between the rents...

Anthony Marchetti: Yeah...

Sharon Phillips: ...and that way we have a solid number so that the number you communicate to the public you won't have to lay your plan out.

Anthony Marchetti: I agree with Bonnie, I think saying \$40 gives us some wiggle room and likely could end up with \$2,000 more.

Frances Westbrook: Yeah, doing the figures right now and the rent at \$12,000, supplies at \$800, grant at \$10,000, new building at \$40,000 we are still going to have roughly \$7,000 to, to have to, to play with which could go towards vendor or whatever and it could be too at this point after we especially if we hear from Bonnie formally tomorrow you know of that \$7,000 we may decide \$2,000 or \$3,000 goes towards a vendor and the balance of this goes towards some sort of AV or....

Sharon Phillips: I think keeping about that \$7,000 window....

Frances Westbrook: Uh huh.

Sharon Phillips:is a wise choice.



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Frances Westbrook: Yeah.

Sharon Phillips: There are a couple of things on the horizon that we, that we've talked about with CARES money but again I think a \$7,000 safety net....

Anthony Marchetti: Yeah, I'm...

Mayor Bugg: Yeah.

Anthony Marchetti: ...all for it...

Sharon Phillips: ...safety net is a wise...

Frances Westbrook: Alright so just keep that in mind we are going to have roughly give or take some change \$7,000 then that's not accounted for yet. Does that sound....

Anthony Marchetti: And again, potentially more if we set aside \$10 for the business grants and you only get five applicants....

Frances Westbrook: Okay...

Anthony Marchetti: ...then that money again, if they don't....

Frances Westbrook: Okay....

Anthony Marchetti: ...we'll know that by whatever the closing deadline is for the grants.

Frances Westbrook: So, then we agree that that's our recommendation for CARES how it should be distributed roughly leaving us \$7 in our pocket for the time being. Perfect. Whew.

Sharon Phillips: This is impressive, serious accomplishment.

Mayor Bugg: Last thing for consideration before we all depart.

Frances Westbrook: Oh no, we've got one more thing.

Mayor Bugg: Oh we do.

Frances Westbrook: Yeah we are going to hash out the North Commons Development.

Anthony Marchetti: Good try Mr. Mayor.

Frances Westbrook: I think that might be short and sweet because we've all....



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Sharon Phillips: You've got to go for these CARES grants. The applications, because you need to walk into Thursday's meeting...

Anthony Marchetti: And then we've got, that's got to be action on this so that there's time to apply.

Frances Westbrook: We have to approve the application or at least this draft...

Sharon Phillips: You should be, I think the goal of this is for you guys to take a look at these and again, these are highlighted numbers that's where the town council, that is where the budget and finance committee would make a recommendation to council that you reviewed them, you agree with them and you are going to recommend these documents to council for approval Thursday so that we can execute this because we have less than 45 days....

Mayor Bugg: Great.

Sharon Phillips: ...before this money has to be returned.

Frances Westbrook: Is this part of the packet that was sent out.

Sharon Phillips: This was not part of the packet that was sent out....

Frances Westbrook: Then they're not going to have time to read this between now and tomorrow. How are they going to know...

Sharon Phillips: Who?

Frances Westbrook: The council.

Sharon Phillips: ...you're going to recommend the budget and finance committee is going to recommend these documents.

Frances Westbrook: Yeah but if they haven't read it they are not, I wouldn't take it on just a sheer recommendation, I would want to read it.

Anthony Marchetti: They are not finalized yet anyway, we have to.

Nancyellen Keane: They are not, you have to make a recommendation so we can....

Anthony Marchetti: We have to put in numbers and names yeah....

Nancyellen Keane: ...this is what we...



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Frances Westbrook: I understand.

Sharon Phillips: I hear you, you're right, if we can get feedback from you today, I will solidify them, I will update them with your recommendations and it is my intention to distribute them before tomorrow, if I can.

Frances Westbrook: I understand that, but I bet you there's going to be people who won't even see, get it.

Sharon Phillips: Then you have December 10th.

Frances Westbrook: Yeah.

Sharon Phillips: The next opportunity is December 10th.

Nancyellen Keane: And then the money has to be out and back....

Anthony Marchetti: I'm sure, so we just have to explain, review it now, review it ahead of time, and just make note and what the timeline is, if somebody is not comfortable voting they don't have to vote, they can ask to move it....

Frances Westbrook: Yeah....

Anthony Marchetti: ...maybe they'll be okay and take the recommendation, you know.

Sharon Phillips: They are fairly straight forward so....

Frances Westbrook: I hear that, but you know how I am about not being able to read documents that I'm getting ready to put my name on as a vote and I wouldn't ask anybody else...

Anthony Marchetti: I'm not saying you're wrong, but we can, we got to do everything we can to move it forward or there is not going to be time for people to apply and....

Frances Westbrook: ...due diligence, and whether it's this or anything else we make excuses for this now it will be an excuse for something else later and in my opinion to have them, this and say vote on it tomorrow is not due diligence on anybody's part.

Anthony Marchetti: Well you've still got to fill it out before anybody can do anything with it so let's....

Frances Westbrook: I agree....



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Anthony Marchetti: ...let's start there...

Frances Westbrook: I agree with that.

Anthony Marchetti: ...put the information in front of them as soon as we can.

Nancyellen Keane: Do you want to walk through it Sharon a little bit.

Sharon Phillips: Alright so I think that the first page is more as you read on the top it says I see it more as a press release, the Town of Irvington creates small business grant program. The first highlighted area is the Town of Irvington has established X grant funds. I think we just decided maybe it was 10, \$10,000.

Frances Westbrook: I think that was what we...

Sharon Phillips: Okay.

Frances Westbrook: For grants, yeah...

Sharon Phillips: To support small business recovery following COVID-19 outbreak. Grants of up to \$1,000 was that the suggestion Anthony.

Nancyellen Keane: I think you're going to end up wanting to make it grants of \$1,000, not up to....

Sharon Phillips: Okay.

Nancyellen Keane: Because everybody, it needs, the subjectivity needs to be taken out of it, everybody, you qualify you get X.

Sharon Phillips: Okay.

Frances Westbrook: Alright so, grants of \$1,000 each.

Anthony Marchetti: Real quick, do we think, I skipped ahead and saw some of the ineligible, do we think there's....

Nancyellen Keane: Let us get there.

Anthony Marchetti: Well, the reason I'm asking is because the amount of remaining eligible businesses might determine how much each grant could be or should be.

Nancyellen Keane: That's true, could up the amount.



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Anthony Marchetti: If there's only five eligible brick and mortars then...

Sharon Phillips: \$2,000.

Anthony Marchetti: ...then maybe we do \$2,000 or \$1,5000.

Sharon Phillips: So again, fairly standard stuff. Mr. Mayor we are looking for a quote from you, again, you don't have to it's just a press release.

Mayor Bugg: Yeah.

Sharon Phillips: And again, it identifies that it is a partnership between Irvington and the county, EDA and got a CARES relief fund to our small business, said, I'm assuming that would be Mayor Bugg.

Mayor Bugg: That'll work.

Sharon Phillips: As a town we cannot grant or loan money directly to businesses so this partnership is vital. The grant program is part of the Town of Irvington small business grant campaign to small businesses and residents during this pandemic. The Town of Irvington will start accepting applications on.. Now if you will flip to....

Frances Westbrook: Quick, quick question, on the second page of what you were just reading.

Sharon Phillips: Uh huh.

Frances Westbrook: When you say they have to be current on all taxes and fees are you talking federal, state, local, all.

Nancyellen Keane: You're not going to be able to do that. We are going to have to change that for Irvington....

Mayor Bugg: Yeah.

Nancyellen Keane: Because unless it's just your real estate tax..

Frances Westbrook: I was gonna say, why don't we say local or county fees, because we can document that, if they're behind on their real estate or personal property...

Sharon Phillips: Alright so we are going to say on all local or all Irvington....

Frances Westbrook: All local taxes and fees. I would say county.

Bonnie Schachek: None of which are due until the end of December.



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Frances Westbrook: Yeah but they may still owe 2 years ago.

Sharon Phillips: Are we saying county and town.

Frances Westbrook: I think maybe yes. I mean because that's part of the whole COVID thing anyway isn't it.

Sharon Phillips: So my recommend—there's a someone has laid out this path work they've already done the....

Frances Westbrook: Uh huh.

Sharon Phillips: ...the hard work here, when it comes to that timeline, I recommend that this start again probably the day after or the Monday following your town council meeting on Thursday so you would have start of the application, close of the application dates, the application review, and I can pull up some suggested dates and times because we have to, because there is a time frame as to when it has to go to EDA and their required time frame to distribute the....

Anthony Marchetti: Yeah, have to be pretty aggressive.

Frances Westbrook: Did you tell me they needed 7 days to turn around.

Nancyellen Keane: I think our agreement said 5, but....

Frances Westbrook: 5...

Nancyellen Keane: ...doublecheck it....

Frances Westbrook: ...okay.

Nancyellen Keane: I think there's a date and Sharon you know more about this, in December which we have to, I mean do we have to report that to Lancaster of what monies are coming back by December 18th, is there some December 18th trigger date in this.

Sharon Phillips: So there's the grant reporting side is that what you're talking about.

Nancyellen Keane: Either that or letting them know that we are going to have money leftover that is coming back to them at the end of this whole schmele.

Sharon Phillips: So the recommendation is that, the small business grant opened November 13th, I don't know if we can feasibly....



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Frances Westbrook: So you're going to put it in next week's paper.

Sharon Phillips: Well, so...

Nancyellen Keane: Yeah, you're right, you need to put it in the paper or the....

Frances Westbrook: So this first thing is a press release so I'm assuming that goes in the paper.

Nancyellen Keane: Right.

Sharon Phillips: So, we look at...

Nancyellen Keane: ...but only next week's paper.

Frances Westbrook: Yeah.

Sharon Phillips: So, if you want to start the applications, you can open your application window even before your press release hits, you can have your stuff ready to roll, if you'd like to start November the 13th and I'm trying to find out when there....

Nancyellen Keane: Sharon, why don't you do it starting the 23rd because it's not going to be in the paper until the 19th, if you're lucky.

Bonnie Schaschek: ...the post office on...

Sharon Phillips: If everybody would just kind of with your pencils your timeline, the dates are for the application, we can modify these, but just look at the intervals, we are looking at time frames between November 13th would be the start, the close would be November 30th, application review is November 30th through December 4th, okay and then forward of approved listed EBA would go out December 4th, then the announcement of businesses to approval is December 7th.

Frances Westbrook: Wait say that again.

Sharon Phillips: Announcement....

Frances Westbrook: Oh announcement. Okay.

Sharon Phillips: And then the disbursement date is the week of December 7th.

Frances Westbrook: So, December 7th is the announcement and beginning disbursements.



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Sharon Phillips: So, if you need to adjust these times because either we are prepared or not prepared, newspapers or if the town council thinks there is not a confidence level that council will take the recommendation at Thursday's meeting and we had to have a special called meeting we would obviously need to address these time frames but they are very narrow windows, again, from November 13th to November 30th obviously includes a holiday as well. So, they're closing, the application will close November 30th, and then from November 30th from December 4th is only a week....

Frances Westbrook: That's right.

Sharon Phillips: ...staff would review the received applications and make sure that they meet the criteria. If an application meets the criteria....

Frances Westbrook: Then it's an automatic....

Sharon Phillips: ...staff would move that applicant into the approved list....

Frances Westbrook: Yeah.

Sharon Phillips: ...that approved list is December 4th, so these are some...

Anthony Marchetti: Is there any possibility for a rolling like if an application comes in November...

Sharon Phillips: There are some, there is some dialog on that later in here.

Anthony Marchetti: Okay.

Sharon Phillips: So I penciled those dates in, just to pencil them in just to see where we want to go.

Anthony Marchetti: On that schedule we would at least know by the December 10th or 12th meeting how much was....

Frances Westbrook: You could probably announce it at that meeting.

Sharon Phillips: Yes. Uh huh.

Frances Westbrook: Yeah.

Anthony Marchetti: Also, how much was left and not used.



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Sharon Phillips: So, at top of page 2, it says and be current on all county and town taxes and fees as of, what is our date on that....

Frances Westbrook: The date of the application.

Sharon Phillips: Okay. As of, why wouldn't we do it as of the release, the release being November 12th.

Frances Westbrook: The release date, oh I'm in the wrong month.

Nancyellen Keane: No date of application.

Frances Westbrook: If we are going to start taking applications on the 13th then I would say as of the 13th.

Nancyellen Keane: So it's the date of the person's application, the date they submit an application they have to be current on their taxes.

Frances Westbrook: Okay.

Nancyellen Keane: As of date of application.

Sharon Phillips: As you can see on the bottom of that page for information regarding the Town of Irvington small business grant please contact name, title and phone number. I assume, who would you like for that to be.

Frances Westbrook: Well, who do you think.

Sharon Phillips: It needs to be her.

Anthony Marchetti: I nominate.

Frances Westbrook: I mean at the risk of being a real smart Alec.

Mayor Bugg: Yeah.

Nancyellen Keane: Can I ask a question Sharon.

Sharon Phillips: Yes ma'am.

Nancyellen Keane: About that page, the last bullet says franchise not headquartered in the Town of Irvington corporate limits, do you really mean franchises or do you just mean any business that's not headquartered....



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Sharon Phillips: I think that...

Nancyellen Keane: Franchises have a meaning....

Sharon Phillips: But I, on this....

Frances Westbrook: Yeah.

Sharon Phillips: ...but I think there are some businesses that have more than one location.

Frances Westbrook: Well like the bank.

Sharon Phillips: Oh sure.

Nancyellen Keane: That's not a franchise.

Frances Westbrook: No.

Anthony Marchetti: They are also listed.

Frances Westbrook: But that comes into play of the business not even located in Irvington, is that.

Sharon Phillips: So what's the suggestion if we don't say franchise.

Frances Westbrook: Am I answering your question.

Nancyellen Keane: Uh huh. Just say businesses not headquartered in the Town of Irvington corporate limits.

Mayor Bugg: There you go.

Sharon Phillips: Okay, alright, if you flip to the next page...

Frances Westbrook: But the term headquartered might be problematic. How about business not physically located.

Nancyellen Keane: So, okay stop for just a second, so if you, if the business not located in the Town of Irvington that eliminates people who might live in Irvington and if they could qualify for this but their business is in White Stone....

Frances Westbrook: Or wherever....



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Nancyellen Keane: ...business is in Kilmarnock, okay....

Frances Westbrook: Exactly.

Nancyellen Keane: However, this does not, let's just say the bank, okay, it does not capture the bank because the bank is in Irvington, it just says business not located in the Town of Irvington. Well there, bank business in Irvington.

Frances Westbrook: Well, there's somewhere in here, I mean....

Nancyellen Keane: So do you want them to go, I'm not saying I'm against it, I'm just saying that that language doesn't capture that circumstance.

Frances Westbrook: Well, if that's the case then there may be some other type businesses that would fall under that same category, I mean why is it that, I'm not advocating for it but what is it about the bank that we feel it doesn't fall in the criteria.

Nancyellen Keane: It does if you say business not located in the Town of Irvington, they are located so they would be eligible, they are not ineligible. This is the list of ineligible.

Frances Westbrook: Alright how about....

Nancyellen Keane: But they are not a franchise so the way you had it before said, franchises not headquartered in the Town of Irvington, but franchise is like a Wendy's.

Frances Westbrook: How about something like satellite businesses that belong, I mean, they are not their main headquarters.

Nancyellen Keane: Formula.

Frances Westbrook: Okay, oh man. No, no...

Nancyellen Keane: That's what you're talking about.

Frances Westbrook: ...I mean, no, no, no I'm talking about like with....

Lara Brown: Located in the Town of Irvington.

Nancyellen Keane: The bank is eligible.

Frances Westbrook: Yeah.



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Nancyellen Keane: I'm just saying...

Frances Westbrook: I don't think they're going to apply.

Nancyellen Keane: ...maybe you want them to be eligible.

Frances Westbrook: Right.

Anthony Marchetti: We'll right above it it says banks are ineligible.

Nancyellen Keane: Banks are ineligible, like the gas station, like um....

Bonnie Schachek: I think that's a franchise.

Nancyellen Keane: Yeah, maybe that is.

Anthony Marchetti: I don't know.

Frances Westbrook: No they're private.

Anthony Marchetti: Yeah.

Frances Westbrook: They're privately owned.

Anthony Marchetti: I don't know how you get the Shell part of it or the....

Nancyellen Keane: The word franchise is not headquartered.

Frances Westbrook: I don't know, I thought they were privately owned.

Anthony Marchetti: The mom and pops retail store.

Frances Westbrook: The one right up here on the corner.

Anthony Marchetti: Yeah, yeah the only gas station. Yeah I mean I understand the big fuel itself is but I don't know about the....

Frances Westbrook: Most of them are privately owned and they just contract with whatever fuel company they want to fill their tanks.

Anthony Marchetti: Yeah I mean...

Nancyellen Keane: So, gas stations would be...



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Anthony Marchetti: ...I think it would be affected.

Nancyellen Keane: ...gas station would be able to get it.

Frances Westbrook: ...would be eligible.

Nancyellen Keane: See but the way it was phrased before was franchises not headquartered in the Town of Irvington wouldn't be able to get it because it would be ineligible.

Frances Westbrook: Yeah.

Nancyellen Keane: See, so now it is eligible. So, I'm just trying to make sure everybody realizes....

Anthony Marchetti: No that's good. I think the people that own the gas, convenience store was probably drastically affected by it so I hope that they, we can write them in to be eligible.

Frances Westbrook: So are we good with this then just saying business not physically located as the last bullet.

Nancyellen Keane: It's up to you.

Mayor Bugg: That works.

Frances Westbrook: Works for me.

Nancyellen Keane: And that would be the same change all the way through because, you know a lot of this stuff is repetitive stuff.

Sharon Phillips: Alright the next page the program, again highlights, I think we just decided \$10,000 it's tentative we can change it if we need to.

Anthony Marchetti: Sure.

Sharon Phillips: ...and then the under disbursement of funds I know you are reading along, the Town of Irvington CARES small business grant program will offer a one time grant and we are going to take out up to and we are going to say one time grant of \$1,000 at this point to qualifying small businesses to assist businesses due to COVID-19. Flipping the page, eligibility requirements, applicants must be authorized representatives of small businesses with no more than how many employees, this is where council has to decide.

Frances Westbrook: I thought that was an automatic from the Federal government in the COVID stuff that that was a predetermined number.



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Nancyellen Keane: I don't think so, I think different places have....

Frances Westbrook: Really. I thought, it strictly....

Nancyellen Keane: ...different numbers....

Frances Westbrook:okay I thought there was an iron number in there...

Nancyellen Keane: I don't think so...

Frances Westbrook: Okay.

Nancyellen Keane: ...I've seen a jurisdiction in Virginia that said 10, I've seen some that said 2, down the road they've got 2 in there.

Sharon Phillips: I think it is significant that you do have where they have with no more than, I think there is something that says you can't be a sole proprietor.

Mayor Bugg: Yeah.

Frances Westbrook: Yes, our community.

Anthony Marchetti: Well going back to the gas station, they probably....

Nancyellen Keane: I think it's family run.

Anthony Marchetti: Family run, so I don't think they technically have employees.

Sharon Phillips: Well so let's think, let's think about....

Anthony Marchetti: I don't know how they file their taxes but....

Nancyellen Keane:says no more than, so it could be....

Frances Westbrook: We could say 10, 10 will automatically exclude Northern Neck Insurance.

Nancyellen Keane: And the Tides Inn.

Frances Westbrook: And the Tides Inn which would probably be just fine.

Nancyellen Keane: And you might be excluding the Dandelion.



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Frances Westbrook: Now are we talking full time, we talking part time, I mean.

Sharon Phillips: It says full time.

Nancyellen Keane: Okay, okay.

Frances Westbrook: Good, I, alright let's ask you, if you were applying, I know you can't but...

Anthony Marchetti: I mean I've got...

Frances Westbrook: How many...

Anthony Marchetti: The full and part time is at least for me in our businesses, because there are some people that work full time but they work three shifts full time, it's not full time hours but...

Frances Westbrook: How many employees do you have.

Anthony Marchetti: Right now I've got 6 or 7.

Frances Westbrook: Okay.

Anthony Marchetti: That again, some only work 2 or 3 shifts, some of them work 4 or 5.

Sharon Phillips: How many do we think are potentially, so when you kind of run a mentalist of what your businesses in Irvington are...

Frances Westbrook: Yeah.

Sharon Phillips: ...high volume businesses are, they are going to be your restaurants...

Frances Westbrook: That's what I'm thinking of is the restaurants who were all...

Anthony Marchetti: I think 10...

Sharon Phillips: Front of the house, back of the house...

Frances Westbrook: Yes.

Sharon Phillips: Part time...

Anthony Marchetti: Is 20 too high, yeah.



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Nancyellen Keane: You are only going to have a couple or three full time people, full time equivalent don't you think.

Frances Westbrook: Well I think somewhere like the Dredge, by the time you look at the people in the back, I think they might have...

Anthony Marchetti: I think they might have 10 people working on a Friday night.

Frances Westbrook: Yeah but I'm thinking as far as key employees that are putting in 40 hours a week you are probably looking at a minimum of 5 there, you have to have an executive and assistant check is probably full time, you have to have a hostess whoever is taking care of everything up front full time.

Bonnie Schaschek: But isn't it up to them to distribute the funds. You're not...

Frances Westbrook: We are trying to determine only business that have less than X number of employees qualify.

Nancyellen Keane: ...just says up to with no more than....

Sharon Phillips: Once you guys establish the criteria staff approves the application.

Lara Brown: Should be funds to their employees....

Frances Westbrook: No, no, no, we're just....

Sharon Phillips: I didn't understand your question.

Frances Westbrook: No, just trying to determine how many employees is too many to, for this to be of any help to small businesses, that's the target is a small business.

Sharon Phillips: So, I think what's also relevant in this conversation is which businesses aren't eligible so if we flip the page real quick I think it might help us eliminate independent contractors operating multilevel or network such as Avon or Mary Kay we don't, I don't think we need to identify there, big platform Air B&B's who work with other than Air B&B I don't think we, home based businesses, nonprofits, banks, businesses engaged with speculation on real estate, these are the ones that are ineligible so you don't need to worry about your staff count.

Frances Westbrook: Right, right.

Sharon Phillips: ...there, franchises and we are going to change that.



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Frances Westbrook: Yeah....

Sharon Phillips: ...to businesses not....

Frances Westbrook: So this is the same list that we just went over a few minutes ago.

Sharon Phillips: Right.

Frances Westbrook: Yeah.

Nancyellen Keane: Go back to the page before where you were talking about the no, this has other eligibility, this is eligibility requirements, the other is the ineligibility requirements, so the eligibility requirements we are talking about picking the number of employees that are eligible, for the business to be eligible they have to have....

Frances Westbrook: Less than....

Nancyellen Keane:less than, it gives the staff the ability to say this person qualifies or not....

Frances Westbrook: This is a true small business, we are defining what a small business is.

Nancyellen Keane: The other thing is do they have to provide receipts showing their business, some of the expenses they made the second bullet point. Grant applicants must demonstrate, what they do is they bring receipts to the town office with their application showing they spent money on face masks, or whatever, and then the third bullet says must be in business for a year and must be in good standing with local taxes and licensing that is going to have to be rewritten for Irvington because we don't have licensing, we've got the requirement we mentioned before for making sure that they are paid up on their local taxes by the date of their application but there's really no other way to determine what businesses located in Irvington unless you ask them for the front page of their tax return showing their business and their address you know, we don't have a business license.

Frances Westbrook: No but....

Nancyellen Keane: Other jurisdictions have.

Frances Westbrook: ...don't you think we know anybody and everybody that will come in....

Nancyellen Keane: I think you think you do...

Mayor Bugg: Yeah.



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Nancyellen Keane: ...but somebody will show up...

Mayor Bugg: And surprise us.

Bonnie Schaschek: Because 22480 zip code is Irvington....

Frances Westbrook: Yeah.

Bonnie Schaschek:and you've got other things in that zip code that is not in Irvington property.

Sharon Phillips: So there is language in this, you're absolutely correct, there's language in this that speaks...

Frances Westbrook: Yeah...

Nancyellen Keane: Well under the eligibility requirements which is probably on the same page that we're on, it should probably have a bullet point that says they must be physically located in the Town of Irvington.

Sharon Phillips: So doesn't bullet point 1 speak to that where it says with principal place of business in the Town of Irvington municipal limits.

Bonnie Schachek: ...I would say corporate limits of the Town of Irvington.

Mayor Bugg: Yeah.

Nancyellen Keane: I guess it's because, are you looking at the press release or are you looking at the program.

Frances Westbrook: No we've moved on.

Bonnie Schachek: Program.

Nancyellen Keane: Okay so look at page 2 of the program under eligibility.

Frances Westbrook: That's where we are.

Sharon Phillips: Right.

Nancyellen Keane: Okay you've already said it there at the end of the sentence.

Sharon Phillips: And the suggestion was to make it corporate limits of the Town of Irvington.



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Mayor Bugg: Yep.

Nancyellen Keane: Okay.

Sharon Phillips: And then we move to the third bullet.

Frances Westbrook: Did we decide the number of employees.

Nancyellen Keane: No.

Sharon Phillips: If we hold on just a second.

Frances Westbrook: Okay, sorry, sorry.

Sharon Phillips: The third bullet point is must be in business for a year, and in good standing with local which we will change to county and town taxes and though I suspect we are going to eliminate licensing.

Anthony Marchetti: Have to.

Mayor Bugg: Yes.

Sharon Phillips: Okay, now if we can switch gears again and go back to the staff count, again if the ineligible organizations are nonprofits and banks you don't need to worry about the staff count for Steamboat Era Museum, anybody that is a home based business, don't have to worry about your banks, um....

Nancyellen Keane: Real estate.

Sharon Phillips: Real estate, you don't have to do staff counts there, do we think that Northern Neck Insurance would qualify.

Nancyellen Keane: No.

Frances Westbrook: No because of the number of employees.

Bonnie Schaschek: Too many people.

Sharon Phillips: Okay that's fine.

Frances Westbrook: The only thing that is left then are basically your shops, your restaurants and your professionals.



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Anthony Marchetti: You just want to make sure that that number isn't too small for a restaurant count....

Frances Westbrook: Right.

Sharon Phillips: With no more than 15.

Anthony Marchetti: 15 or 20 yeah.

Sharon Phillips: 15.

Mayor Bugg: 20.

Frances Westbrook: Let's say 20.

Sharon Phillips: So again flipping the page the CARES Small Business grant program ineligible organizations the last bullet I did modify to say businesses not headquartered in the Town of Irvington corporate limits....

Frances Westbrook: A lot of this is redundant.

Nancyellen Keane: Not physically located.

Mayor Bugg: Yeah.

Nancyellen Keane: In every...

Frances Westbrook: Yeah, a lot of this is very redundant, yeah.

Nancyellen Keane: Because it goes to different people.

Frances Westbrook: Okay.

Nancyellen Keane: For us gets ones, applicant gets one.

Sharon Phillips: Eligible use of funds, again emergency grants of \$1,000 to qualifying small businesses and this is what in the expenses can such as employee wages and rent, the emergency relief is targeted specifically to help local businesses with a commercial location within the Town of Irvington, comfortable there...

Anthony Marchetti: Yep.

Mayor Bugg: Yes.



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Sharon Phillips: Okay, eligible uses of grants, funds, include again, that's on their end, they have to make sure they have everything the money is qualifying, we are just sharing that.

Anthony Marchetti: Yeah anybody that's in business will have, has qualifying expenses.

Sharon Phillips: So if you flip and you look at your required documentation, your current W9 form, documentation to support business interruption caused by COVID-19, profit and loss mandated by executive orders etc., documentation to support use of funds, receipts of purchased personnel PPE, invoice and receipts for operations, payroll, rent, mortgage.

Frances Westbrook: This sounds like a lot to me to get together in just one week's time.

Sharon Phillips: Look at your dates.

Frances Westbrook: I am, if we push that one week further then we'd be looking at December 12th instead of the 6th to wrap this up.

Sharon Phillips: So again, I might gently remind you that you have also asked to meet with Davenport.

Frances Westbrook: Yes, but what's that have to do with this.

Sharon Phillips: A lot of meetings. You are going to have to have....

Frances Westbrook: This wouldn't require an additional meeting for us, I'm just saying push, give them 2 weeks to respond instead of one week to respond is what I'm saying.

Mayor Bugg: Yeah.

Frances Westbrook: Is what I'm saying.

Anthony Marchetti: They've got the 13th through the 30th to get the application in.

Frances Westbrook: No they don't, they have one week.

Bonnie Schachek: No they don't, it's the 13th through the 30th.

Mayor Bugg: Yeah we've got the 13th.

Bonnie Schachek: They are going to post it in the post office on Thursday.

Frances Westbrook: That's just a week isn't it.



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Anthony Marchetti:won't go into the paper until the following week....

Frances Westbrook: That's 2 weeks. Is that 2 weeks.

Mayor Bugg: ...after Thanksgiving.

Anthony Marchetti: It's the Friday after Thanksgiving.

Bonnie Schaschek: So, 2 weeks and 2 days.

Frances Westbrook: Okay, I wrote down the 20—sorry, so it's going through the 30th, alright that works, that gives them 2 weeks for all that. Might I just as a side recommend that we include a W9 in the package and already have our information filled in Town of Irvington because it has to be, it's being given to us a W9 is asking for their Federal ID number, so if we have, if we can download one, add our information, the town's information to it and just print out copies, everybody can get a copy and then they don't have to say I don't have a W9 and you can go online. I haven't got time to well you know, that would be an easy thing.

Nancyellen Keane: I think that's a very nice thing to offer.

Frances Westbrook: Makes it easier on them.

Sharon Phillips: Okay if we look at the FAQ my business is not in Irvington, my business is not in Irvington, am I eligible or considered not eligible then, so and we will modify the last bullet point to reflect so it's consistent with the other bullet points. Can I submit a paper copy, now I think that this is a relevant time to introduce the topic of contactless solutions, other jurisdictions with larger staff and just simply greater capacity, have taken this to be completely online and contactless where you can actually....

Anthony Marchetti: ...upload it to...

Sharon Phillips:upload the form, I don't think we have enough time between....

Frances Westbrook: To make that happen....

Sharon Phillips: ...now and the 13th of November being Friday....

Anthony Marchetti: Could they scan and email something to you if they had that capability.

Sharon Phillips: Absolutely. So, I think that we should say yes, however it is important to remember that the grants will be, I think we take that out, that Q-line, that's no longer relevant.



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Frances Westbrook: But they'll be considered in order of receipt is that what you're basically....

Sharon Phillips: So actually, what I think that we might suggest is that yes you can submit a paper copy, do we need to change this language....

Nancyellen Keane: Yeah, I mean are you even going to offer it online.

Frances Westbrook: No.

Sharon Phillips: Wait a minute, I think that we have these documents available online they can print them, what we're not going to have is the button that says upload your stuff....

Frances Westbrook: Yeah, sent it to the town.

Sharon Phillips: ...and the user would download these, print them....

Nancyellen Keane: You know what you need to put in the paragraph to explain to them because I think it needs to be clear to somebody reading it that it needs to be downloaded onto paper, signed and either hand delivered, emailed or mailed to us.

Frances Westbrook: I think the real question is, can I submit this online and the answer to that is no, however you can download the forms, print them out, fill them out, and fax them to us.

Sharon Phillips: No fax. No fax.

Frances Westbrook: No fax, oh okay.

Anthony Marchetti: Wrong decade.

Frances Westbrook: ...and you cannot fax them to us....

Sharon Phillips: ...email...

Anthony Marchetti:email....

Sharon Phillips: Okay and I'll come up with the language that, but email your completed document and we do continue to capture the language that says incomplete applications will not be returned for resubmittal. We do need that copy right.

Anthony Marchetti: I think so.

Frances Westbrook: Um, Sharon, where it says can I submit online...



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Sharon Phillips: Uh huh.

Frances Westbrook: ...would we want to add one more sentence saying it's important to remember that it's first come first serve kind of language there.

Sharon Phillips: Well I think that's what that cue ine is suggesting, so I think that....

Frances Westbrook: You'll get that all stra---

Sharon Phillips: I think at first glance....

Frances Westbrook: Yeah....

Sharon Phillips: Can I submit a paper copy of the application, yes, period. Can I submit online, no, but you can submit by email, it is important to remember that grants will be in a cue line as they are taken.

Frances Westbrook: That's what I'm looking for, bingo.

Sharon Phillips: Okay. I was unable to submit my application on time, will there be additional grants in the future.

Bonnie Schaschek: No clue.

Anthony Marchetti: No.

Sharon Phillips: But we just keep the language that's there.

Anthony Marchetti: That's fine.

Sharon Phillips: How do I demonstrate business interruption, include the executive order mandated that your business closed, profit and loss indicating decreases, purchasing personal protective equipment to protect employees. Keep...

Anthony Marchetti: Before I lose, to jump back to what businesses are not eligible....

Sharon Phillips: Uh huh.

Anthony Marchetti: ...on the FAQ, the first one is business, businesses with no employee....

Sharon Phillips: Uh huh.



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Anthony Marchetti: ...that's the only place that it said with no employee....

Sharon Phillips: Ah, so we are looking at consistency across that...

Anthony Marchetti:the other question is going back to the gas station if the husband and wife if they are not W2 employees of their own business....

Frances Westbrook: That would automatically kick them out is what you're suggesting.

Anthony Marchetti: It might if I was done reading it.

Frances Westbrook: Because they are not officially employees, not by definition. Not by standard....

Anthony Marchetti: If they have a brick and mortar retail they were clearly affected by this.

Frances Westbrook: Yeah they are a mom and pop operation.

Anthony Marchetti: Yeah they are by definition who we are trying to help so, want to make sure if the husband and wife aren't paid as W2 employees, they are like well, I guess we don't qualify, I don't know.

Frances Westbrook: No but instead in lieu of that, I mean what banks ask for, if you're not a W2 employee then a bank will ask for the front page of your schedule C.

Sharon Phillips:is what you're talking about...

Anthony Marchetti: Okay, I just want to clarify that so that they don't see the restrictions and think and not apply because they don't think they do qualify.

Frances Westbrook: So maybe we should say a W2 or schedule C.

Anthony Marchetti: Schedule C, right and I think that, I think yeah, I think...

Frances Westbrook: That's what banks do.

Anthony Marchetti: I think that solves it.

Frances Westbrook: What page is that on?

Anthony Marchetti: It's on the FAQ it says what businesses are not eligible, the very first bullet point.



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Sharon Phillips: Are we keeping that.

Anthony Marchetti: That's the only place....

Frances Westbrook: Oh okay....

Anthony Marchetti:under ineligible....

Nancyellen Keane: If that's the only place why not just take it out.

Frances Westbrook: Just take it out altogether.

Anthony Marchetti: Okay, that's what I said and then everything would be uniform across.

Frances Westbrook: Yeah. Do we ask for a W2 for any kind of documentation through this.

Anthony Marchetti: They're going to have, well...

Sharon Phillips: Just a W9.

Frances Westbrook: Then that's asking for your Federal ID number so. Okay so if we are not asking for a W2 then we don't have to say anything about a schedule C.

Anthony Marchetti: So we can just remove that line then.

Sharon Phillips: So I'm going to take out businesses with no employees.

Frances Westbrook: Or you could say businesses with more than 20 employees if you wanted to leave it in there or at least that would clarify.

Sharon Phillips: Businesses with more....

Frances Westbrook: Do you want to leave that in like that?

Sharon Phillips: So actually I'm seeing legal....

Frances Westbrook: Yeah....

Sharon Phillips: What is the recommendation.



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Nancyellen Keane: Well we are saying in other location if you have more than 20 employees you are not eligible, we need to put this in that list in FAQ what businesses are not eligible....

Anthony Marchetti: ...yeah I think....

Nancyellen Keane:businesses with more than 20 employees....

Anthony Marchetti:that should be the same all throughout the....

Nancyellen Keane: ...the question about no employees is another question because it does say somewhere else in these papers...

Anthony Marchetti: ...independent contractors...

Nancyellen Keane: ...you know like if it is a sole proprietorship, you're not eligible, that means you have no employees....

Frances Westbrook: But why would you single out a small mom and pop.

Nancyellen Keane: ...I think that the Federal government does, but I'll have to doublecheck that....

Frances Westbrook: I mean my point is....

Nancyellen Keane: ...doesn't it say somewhere in here sole proprietorship....

Sharon Phillips: I think so....

Nancyellen Keane:I thought I saw that....

Sharon Phillips:I think it's in...so we'll come back to that, how about if we keep...

Nancyellen Keane: ...either say businesses with no employees or greater than 20 employees if we can figure that out, but I don't know the answer to the no employees.

Frances Westbrook: I don't see the sole proprietor term under ineligible businesses.

Anthony Marchetti: ...independent contractors...

Frances Westbrook:it says independent contractors working on a gig platform, not and that implies you're not a brick and mortar....

Sharon Phillips: Is it on the actual application, the grant application?



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Nancyellen Keane: Yeah, I need to doublecheck this and I don't have...

Mayor Bugg: Okay.

Nancyellen Keane: Well I want to figure out what the law is...

Frances Westbrook: I think it would be a shame to disqualify, yeah....

Nancyellen Keane: ...probably all we can do.

Sharon Phillips: If we flip and we are now looking at I am not current with my tax obligation with the county would I be eligible once I am current. If you start yes, businesses are eligible for grants as long as they are no outstanding, as they are not outstanding with the town as of the date of the application.

Bonnie Shascheck: I thought you said earlier the county and the town.

Frances Westbrook: Yeah county and town.

Sharon Phillips: Okay, there's same place, you're right, with the county, well wait a minute though, this question is specific to the county.

Bonnie Schaschek: So no, they are not eligible. If they are not current with the county....

Frances Westbrook: That's true if they're not current with the county that's the end of it.

Nancyellen Keane: How will we check that?

Sharon Phillips: That's the other thing, if I get a flood of applications if I get 10 applications I can reach out the treasurer of Lancaster County and confirm it over the phone. It's also available online.

Nancyellen Keane: It is, okay, I was just trying...

Anthony Marchetti: And you are only going to have to go on last year's, see what you've got there....

Sharon Phillips: But I think Bonnie...

Frances Westbrook: So the question, the answer to the question is wrong....

Sharon Phillips: Okay.



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Frances Westbrook:I am not current with my tax obligations with the county, would I be eligible once I am current, well yes, but as long as you're current with the town also.

Nancyellen Keane: And as long as you are by the time you submit this application.

Sharon Phillips: That's what I'm saying, I think the language should say yes, businesses are eligible for grants as long as they are no outstanding, as long as they are not outstanding with the county and the town as of the date of the application.

Frances Westbrook: Yes.

Sharon Phillips: Correct.

Nancyellen Keane: There's nothing in the application form Sharon of the number of employees at all, whether it's more than 20 or...

Sharon Phillips: No.

Nancyellen Keane: So I will go back and look at that...

Sharon Phillips: Okay.

Nancyellen Keane:and let you know....

Sharon Phillips: Okay. Okay, what is the deadline to submit and looking back at our previous page we decided that....

Anthony Marchetti: November 30th....

Sharon Phillips: ...the 30th....

Anthony Marchetti: ...that's the first round of dates was....

Sharon Phillips: Okay. Why is my application FOIA'able. Again, that's relevant people need to understand that the town will keep, there again, that's going to fall under record retention. Would I receive my grant funds, when do I receive my grant funds and how will I know my application status. Applicants will receive an email when the application is submitted, applicants also receive an email notifying them whether or not the application has been approved or not approved. Grant funds will be sent via check within 2-3 weeks after the submission deadline.



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Anthony Marchetti: Do you want to put specific dates into that once we've settled on them so they don't bother the crap out of you.

Sharon Phillips: So if that's, if that's the case then we would relanguage and say grant funds, grant funds will be sent via check following December 30th, after December 30th.

Frances Westbrook: Well we said that you were going to send the list....

Nancyellen Keane:no the grace was...

Anthony Marchetti:five days...

Frances Westbrook: ...the list says December 4th...

Anthony Marchetti: Five business days from when...

Sharon Phillips: Disbursement date is December 7th...

Frances Westbrook: Right...

Sharon Phillips: So do we say that, what's the suggestion for that...

Frances Westbrook: I would say just CYA that we say 2-3 weeks, or 2 weeks, wait application review December 7th, 30th, alright back it up, alright if the close of application is the 30th, if we let that language the same 2-3 weeks after the close of application that falls within the December 7th disbursement or is that the disbursement date, yes....

Sharon Phillips: Just a vendor, doing some work sorry.

Frances Westbrook: So if we're closing this on December 7th, if you keep that language of 2-3 weeks that works in very well with the disbursement date and gives them a little bit of cover if it takes longer.

Sharon Phillips: Uh huh.

Anthony Marchetti: ...that's fine....

Frances Westbrook:leaving this language in there.

Sharon Phillips: Alright moving on, we're leaving the language the same, alright, flip the page again, this is and it looks dreadful on here because this is an online form, this is a draft, I



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suspect that I will rework this, but, the Town of Irvington Business Grant Program, the Town of Irvington is establishing a \$10,000 grant fund to support small businesses, one time grants of....

Frances Westbrook: \$1,000....

Sharon Phillips: \$1,000, um, first come, first serve, subject to availability of funds and again this is an online form so what you're not seeing is that there, but I will, this will have to be modified to not be an online submission, so I'll create boxes where they can insert their text handwriting. Date of the application, requested grant amount, I think we just, it's a \$1,000 right.

Frances Westbrook: Delete that, okay.

Anthony Marchetti: Did we determine....

Sharon Phillips: We think it's variable, I'm sorry go ahead.

Anthony Marchetti: I didn't know if we're going to try to...

Sharon Phillips: Up it...

Anthony Marchetti:based on how many we thought qualified and might apply.

Frances Westbrook: It makes it simpler if we can just do the \$1,000 and if we still have \$10,000 we can always go back and divvy it up between, that would be another round for EDA.

Sharon Phillips: ...we don't want to say there's an option for a second round unless there's some kind of extension.

Frances Westbrook: Okay, that's good...

Anthony Marchetti: I'm just talking about how many....

Sharon Phillips: So now ask the legal question, let's just say that it's crafted as it is right now, \$10,000, we don't know how many will qualify, what if you do only get 5 applications, could you without revisiting this, could you give \$2,000.

Frances Westbrook: To each of the 5.

Nancyellen Keane: I would probably would want to go out, the reason is you didn't tell everyone in town that applied that it would be more money and you just, you don't want to, that's just not, that's not a good...



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Anthony Marchetti: ...because somebody would say I would have applied if I had known it was \$5,000 you know.

Nancyellen Keane: Yeah, some people think it is too much effort to give somebody an I9 and a couple of receipts, and fill out an application form for a \$1,000 bucks, if they have got businesses. If it's \$2,000 they might, I don't know.

Frances Westbrook: Okay.

Sharon Phillips: And it's a fairly standard contact information, primary business, contact name and title, business function, again, these are, if you see anything that you question or challenge, if you selected retail or other, please specify below. Entity type, so this is where, is this where sole proprietor...

Nancyellen Keane: Say that again, tell me which page...

Sharon Phillips: On the third page of the actual application...

Nancyellen Keane: Okay.

Sharon Phillips: ...and it's, the header is entity type....

Nancyellen Keane: ...oh yeah, okay I didn't see it, um, I am not exactly sure because this form was created by you know somebody else.

Frances Westbrook: I'd do away with that whole thing....

Mayor Bugg: Yeah.

Nancyellen Keane: They wanted to know some of this stuff we might not care to know, for example, the business function category and all that...

Frances Westbrook: I'd do away with that....

Nancyellen Keane: We do not care about that.

Sharon Phillips: You want me to take it out.

Frances Westbrook: Yeah. Take off the business entity part, I mean, I imagine if someone wants to be able to tabulate how many restaurants, how many this, how many that to receive grants...



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Nancyellen Keane: In this particular jurisdiction that used this form, I think they required that they have at least two employees and so for it to be a sole proprietor, if somebody checked that, then they wouldn't get the money. That was to fair out....

Frances Westbrook: Well no, no...

Nancyellen Keane: I'm just telling you that's why they did that....

Frances Westbrook: I know but a sole proprietor you can certainly have employees, I mean, my first husband was a general contractor, we had six employees....

Nancyellen Keane:that's true....

Frances Westbrook: ...yeah...

Nancyellen Keane:it would just be owned by the, I don't know, I'll check it and let y'all know tomorrow.

Sharon Phillips: Wait a minute are we keeping, is this information relevant to me this is data...

Frances Westbrook: I think so too, which we don't...

Sharon Phillips: ...you get 10 applications, do we know more than we didn't know....

Anthony Marchetti: Yeah, is anything in that box going to matter.

Sharon Phillips:business function...

Nancyellen Keane: Yeah we don't need that.

Frances Westbrook: We don't need that. We need entity type and I think Nancyellen is saying yes.

Bonnie Schaschek: Exactly, simple and sweet.

Mayor Bugg: As simple as possible.

Frances Westbrook: Alright so do away with entity type.

Sharon Phillips: Thank you.

Frances Westbrook: Alright, bingo.



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Sharon Phillips: Did you receive an EIDL or a PPL.

Frances Westbrook: Do we have to ask that.

Bonnie Schaschek: Did they receive a what.

Anthony Marchetti: I think it's irrelevant because I don't....

Sharon Phillips: Wait a minute, I think it's legal...

Frances Westbrook: We may be required....

Nancyellen Keane: I don't know the answer to that either, I'll have to check that, I don't know.

Sharon Phillips: Okay.

Frances Westbrook: If we don't have to...

Nancyellen Keane:put it in there, if we don't have to have it we won't put it in there.

Sharon Phillips: Okay so then the next section is I certify that my business is a for profit benefit enterprise located in the Town of Irvington corporate limits, suffered business interruption, mandated or volunteer or partial response to COVID-19 pandemic, operational for at least 1 year prior to March 2020 is current on all taxes, fees, permits, I don't think, I think we should eliminate permits, or actually do we, we are supposed to have health, I don't know....

Frances Westbrook: That's not up to us, you're talking about health permits and all....

Sharon Phillips: This is just a certification...

Frances Westbrook: Yeah....

Sharon Phillips:they have to be certified...

Frances Westbrook: Take out permits...

Sharon Phillips: ...if they get audited...

Frances Westbrook: ...that's their problem.



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Bonnie Schaschek: Take out licenses and permits.

Frances Westbrook: Yeah we don't need permits, licenses, but fees and taxes.

Sharon Phillips: Where do you see licenses.

Nancyellen Keane: It's not.

Sharon Phillips: Okay so is current on fall fees, taxes, fees and taxes.

Frances Westbrook: Actually its fes instead of fees, I'm just being...

Sharon Phillips: Oh yeah a typo...

Frances Westbrook: ...introducing a little whatever it is, alright I withdraw the comment.

Sharon Phillips: Not a franchise with headquarters located outside of the Town of Irvington corporate limits.

Frances Westbrook: Why don't we just say not a franchise period.

Nancyellen Keane: We are not using franchise.

Frances Westbrook: Oh.

Mayor Bugg: Yeah.

Frances Westbrook: You're changing it...

Nancyellen Keane: Say you're located in the town...

Frances Westbrook: So if we don't use franchise what do we use?

Sharon Phillips: We are saying....

Bonnie Schaschek: Businesses within the town of Irvington and its corporate limits.

Anthony Marchetti: Physically located.

Sharon Phillips: This is a not.

Frances Westbrook: Yeah.



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Sharon Phillips: It is not a business.

Nancyellen Keane: You don't need it to be not. Just say I certify that my business and go down to this number is a business located inside the Town of Irvington....

Frances Westbrook: Very good. Well you already said that in the first one.

Nancyellen Keane: ...in one....

Frances Westbrook: You already said it in the first one so just get rid of that one altogether.

Sharon Phillips: Thank you.

Sharon Phillips: Now contact and operations, number of full time employees in the Town of Irvington as of February 29th is that relevant.

Frances Westbrook: Is this data mining again?

Sharon Phillips: I'm not sure, I don't know....

Nancyellen Keane: I think it might be, I think so, I have a feeling some of these jurisdictions want to know what kind of businesses they have, they have business licensing we don't have....

Frances Westbrook: Yeah, take it all out...

Sharon Phillips: Let me ask this question.

Mayor Bugg: Yeah.

Frances Westbrook: Take it all out.

Sharon Phillips: Wait a minute let me ask this question, do you think that when we do our grant reporting that someone else is tracking the loss of staff...

Frances Westbrook: Who are we going to do a grant report to?

Sharon Phillips: So...

Nancyellen Keane: The county.

Sharon Phillips: The county is going to audit these.



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Frances Westbrook: Oh okay.

Nancyellen Keane: You need to ask them that. You need to ask the county tomorrow, I mean just call them up and say what is, do you need all this information for some reason.

Frances Westbrook: Where did this form come from?

Sharon Phillips: Kilmarnock.

Mayor Bugg: Okay.

Nancyellen Keane: That's the county, they have a real...

Anthony Marchetti: I mean the question was in there probably originally when they were doing the PPP loans and you had to prove that you had employees and that you were in business by, basically when COVID hit and ultimately affected it, that you just didn't start a business to collect handouts.

Nancyellen Keane: Right, right.

Frances Westbrook: So you're saying Kilmarnock you think is probably data mining.

Anthony Marchetti: I'm just saying that's where that date came from, now whether or not they need to see that for tracking of it I don't know.

Nancyellen Keane: They have a business license so, but your're right PPP loans...

Sharon Phillips: So I'm going to call the county and see if they need this for our grant reporting, if they don't this comes off.

Nancyellen Keane: Right.

Sharon Phillips: Okay, why again, does that apply to every, again does that apply to the why do businesses close.

Nancyellen Keane: Yes, just ask them....

Frances Westbrook: Yes, that's not relevant to, we don't even require business license so...

Anthony Marchetti: Yeah, yeah.

Frances Westbrook: A lot of this, current status of business.



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Sharon Phillips: Okay so are we just...

Frances Westbrook: Getting rid of that.

Sharon Phillips: So, so....

Frances Westbrook: We don't care if they own or rent, any capital reserves or credit, I don't know, I mean if you are asking that question then if they do have a lot of reserves then are we going to tell them no they can't have it.

Sharon Phillips: As long as it doesn't affect the criteria...

Anthony Marchetti: Should be irrelevant to the...

Bonnie Schaschek: ...it's not a business eligibility.

Nancyellen Keane: I would just ask the county if they need to see any of this for any reason.

Sharon Phillips: Okay, I will do so.

Frances Westbrook: I think the whole rest of it with the exception of the signature line is probably could be considered irrelevant for us.

Sharon Phillips: Okay.

Mayor Bugg: I agree.

Anthony Marchetti: Yeah.

Sharon Phillips: I will take care of that.

Anthony Marchetti: I would say the shorter, more streamlined it can be of course easier for everybody, those applying and those reviewing it so.

Frances Westbrook: And then the checklist on the back, you just, a little bit of change on the verbiage there and it looks like other than all this middle stuff you're good.

Sharon Phillips: Alright so, the checklist, maybe, oh, oh this is a suggestion.

Frances Westbrook: Yeah.

Sharon Phillips: Sorry, so the reason the word maybe, so the word maybe, do we want the front page of their 2009 tax returns.



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Frances Westbrook: I don't know why.

Sharon Phillips: Because you have to verify that they are current.

Nancyellen Keane: No, no.

Frances Westbrook: That won't tell you if they are current or not.

Nancyellen Keane: The only reason is we would want anything like that is we don't have a business license and we can't prove that they really have a business that was in, you're saying they have to have been in effect or been in....

Anthony Marchetti: For a year....

Nancyellen Keane: ...March 1st of 2020 and if they have filed taxes for that business that would be a confirmation that they....

Frances Westbrook: Yeah...

Nancyellen Keane: ...do exist...

Frances Westbrook: ...but do we really...

Nancyellen Keane:it's really the only way to know.

Frances Westbrook: Do we really think that somebody from Irvington is going to come in here that we don't know that we are going to have to say are you really in business in Irvington, I mean we are so small.

Nancyellen Keane: Yes I do, but I'm just telling you that you know if there's only five of them, that's better than a big town where...

Frances Westbrook: Yeah.

Sharon Phillips: So are we going to keep front page.

Frances Westbrook: Some of them, some of them are going to really balk at giving you that kind of personal information.

Nancyellen Keane: Tell them to black out the numbers, we don't need the numbers, we just need to see that they filed a return and the name of the business in Irvington.



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Anthony Marchetti: Well they could have started their business in January of 2020 and not added 2019 tax return...

Nancyellen Keane: That's true...

Anthony Marchetti: Unlikely but....

Frances Westbrook: Well you know...

Anthony Marchetti: ...it does leave room to...

Nancyellen Keane: That's true....

Frances Westbrook: When you go to vote they're happy to take your electricity bill to prove that you live in that jurisdiction, just saying.

Nancyellen Keane: Yeah maybe they have a utility bill in the name of the business you know...

Frances Westbrook: And it has their physical address on it.

Nancyellen Keane: Yeah.

Frances Westbrook: So they need to bring something to prove their physical....

Bonnie Schaschek: I think we should know everybody that has a business, really.

Frances Westbrook: I think so too.

Anthony Marchetti: We probably do it case by case, unless somebody shows up that we've never seen or heard of before and be like...

Bonnie Schaschek: If you get an application that you don't know who it is...

Anthony Marchetti: I mean it is kind of hard to fake a brick and mortar in a town that you can throw a rock across.

Nancyellen Keane: You can't ask someone to give you that if you're not asking....

Anthony Marchetti: Everybody.

Frances Westbrook: Let's just leave the maybe in there. Then just leave the maybe in there, and you might say front page of that or utility or if you wanted to but I guess it sounds like if



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the maybe stays there we'll ask for it if we think we need it. Is that what you're saying Nancyellen.

Sharon Phillips: Let's take out the word maybe, if necessary...

Mayor Bugg: Yes.

Sharon Phillips: So if we took maybe out and then put a semicolon and put as required.

Anthony Marchetti: It either is or isn't required though.

Nancyellen Keane: Is or isn't required.

Anthony Marchetti: Yeah.

Sharon Phillips: Keep maybe....

Nancyellen Keane: Yeah I don't know about that wide maybe.

Frances Westbrook: The maybe does sound funny.

Nancyellen Keane: You know you either provide this, a document like give me a utility bill or not, if you are not going to require it nobody has to do it.

Anthony Marchetti: I mean.

Frances Westbrook: Well we have that on a checklist and say proof of...

Bonnie Schaschek: Business address.

Frances Westbrook: ...of their physical business address and you can say in there for example or parenthesis front page of your 1040 or whatever they file and/or utility bill or....

Sharon Phillips: Just proof and....

Nancyellen Keane: ...some proof...

Anthony Marchetti: ...yeah, what they provide, if you have questions then you...

Bonnie Schaschek: Could be their insurance.

Frances Westbrook: Well yeah it could be insurance documents that has their...



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Anthony Marchetti: That gives you lots of options if word it like that.

Sharon Phillips: There you go.

Frances Westbrook: Just say proof of location.

Sharon Phillips: Yeah that's good.

Frances Westbrook: Proof of physical location.

Sharon Phillips: Ladies and gentleman that is our...

Frances Westbrook: Well this could add 30 minutes onto the agenda.

Anthony Marchetti: Are we leaving it at 10, \$1,000....

Sharon Phillips: I'm sorry.

Anthony Marchetti: Are we leaving it at 10, \$1,000...

Mayor Bugg: That's what I have.

Anthony Marchetti:grants.

Frances Westbrook: Well that's what we accounted for when we....

Anthony Marchetti: We had \$10,000, do we think there is 10 businesses, do we think, okay....

Sharon Phillips: There could be.

Frances Westbrook: I think...

Anthony Marchetti: ...I don't want to short it, I just want to...

Bonnie Schaschek: I would leave it at 10 and see what happens.

Anthony Marchetti: Okay.

Frances Westbrook: Yeah.

Bonnie Schaschek: I think Nancyellen is right there's going to be quite a number of people that say I'm not wasting my time filling this out because a lot of the businesses here didn't close.



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Mayor Bugg: Yeah.

E. NORTH COMMONS DEVELOPMENT

Frances Westbrook: Alright we have one more thing that we've got to deal with and that is the idea of a North Commons development and I think we've already kicked this around right much, I do have figures here and it may be a moot point at this point but showing what the effect on our retained earnings and what our monthly payments would be in different scenarios. But I don't know right now if that's even where we are. I mean it sounds to me that we are leaning more towards going back to town council with the idea of doing a site development first which gives us time to deal with some of this other stuff. So does that mean that we're putting on hold both options. I mean, we would probably want to do some, a site development before we can put a modular or whatever over there.

Anthony Marchetti: I think that's the first step regardless of what happens afterwards.

Frances Westbrook: Alright so what do we want to do with the rest of this then, do we...

Anthony Marchetti: When you say rest of it...

Frances Westbrook: Well, town council is going to have to decide which way they are going to go on this, um, do we want to look at these numbers I mean...

Nancyellen Keane: Yes, yes and let people sort of know what they are going to do....

Mayor Bugg: Yeah, it's a good spreadsheet.

Frances Westbrook: Alright so let's go to this one, it has a bar in the middle, I made copies and it's gray a light gray, up at the very top let's do this first it says mortgage interest monthly total payment. These are different dollar amounts, you are going to see two different percentages there for interest. The 3.5 roughly represented Chesapeake Bank and since this was done I didn't have anything to look at for Virginia Commonwealth Bank, she gave us an idea and I don't even remember what she said, it was less than the 3...

Mayor Bugg: 2.5....

Frances Westbrook: 2.5, regardless the 5% is an aggregate interest rate over a 15 year mortgage, both banks are talking about ARMS which would be a fixed rate for a fixed period of time, 7 year, 8 years, 10 years, after that, then the thing starts going to prime plus whatever they would, whatever their rate is at that time, so the 5% is more of an aggregate over a 15 year period, okay, so, that's why we have that there for each of the three different mortgage amounts. Your monthly payment is in that third column. The last column is the total amount



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paid. Now some quick calculations on my part before I came in here today, if we were trying to cover the total amount paid back in a 15 year span, we would have to increase just say real estate rate, if we do \$250,000 we are going to look at coming up with less than a 1% increase in real estate, if we do \$500,000 we are going to be looking at anywhere from 1.2 to 1.4 increase in real estate taxes that could cover principal and interest payback. Okay, so that's just to give you an idea of what it would take to generate the revenue for us to pay this. Now we may look more at something like a combination of meals tax and real estate or whatever but that is just if we were only considering real estate we would be looking at. Moving down, so we're already decided here that we are going to do a CARES Act contribution of \$40,000 alright hold on, I'm....

Anthony Marchetti: Question, do we want to, I know the sale of the town hall will ultimately affect it but...

Frances Westbrook: Yeah.

Anthony Marchetti: ...do we want to put a, do we want to put a number in there where it's....

Frances Westbrook: Well alright....

Anthony Marchetti:listed different...

Frances Westbrook: ...let's skip down to where it says build with mortgage where, those set of four figures just above that gray line, if it's going to cost us \$313,000 to build, this column right there that I'm reading from now is just town hall. The very next column over to your right is the town hall with community center, okay so we've got two scenarios there, if we build just a town hall at \$313,000 subtract the CARES Act of the \$40,000 we just talked about earlier, sale of town hall at roughly \$85,000 then that gives us \$188,000 that we need to come up with.

Anthony Marchetti: So, that's what I was getting at the sale of town hall number.

Frances Westbrook: Yeah and I just, I didn't....

Anthony Marchetti: Yeah, I just didn't know if we wanted to put a number if I was....

Frances Westbrook: A different number...

Anthony Marchetti:if I was looking at the property for \$110,000 and I would say oh the town if planning on \$85, then my offer is going to be...

Frances Westbrook: I don't think we have to worry about that.



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Anthony Marchetti: Okay.

Bonnie Schaschek: I think you can only use what the assessed value is...

Anthony Marchetti: Okay, and that's what we can say, I just, I was just making sure we weren't weakening our bargaining position.

Frances Westbrook: Yeah, so that's the assessed value and...

Anthony Marchetti: I'm fine with that.

Frances Westbrook: Alright so that leaves us with \$188,000 and you can see what it is with the Commons Center added or the community centered added on, with the \$500,000 if we did the total package and the same drawn downs that leaving us with \$375,000 we would have to finance. Then below the line we are looking at different scenarios of the mortgage packages, \$100,000, \$250,000, \$500,000. The \$100,000 only really applies to the town office by itself because once you get to \$250, then we are, it doesn't, if you look at the \$250, we only have to come up with...

Bonnie Schaschek: You're making money.

Frances Westbrook: Yeah, we're making money so that obviously doesn't apply where it really gets into play if we decide to do it with the town commons attached and follows the same rules of that we just went through below, I mean above, so, we can go through the whole thing or you can just read it, the 15-year mortgage on a I'm losing track, hold on just a moment. So with the \$100,000 mortgage we would be applying, everything above the line is the same, everything below...

Nancyellen Keane: I have a question for you Fran.

Frances Westbrook: Um, go ahead.

Nancyellen Keane: The question I have is, my, I, you know, my recollection may be hazy on this, you all have money in the bank, CD's that you have retained, a part of the reason being concerning The Tides in and the ability to get tax year round and so forth...

Frances Westbrook: That's the \$80,000 contingency....

Nancyellen Keane:\$80,000 that was put aside you know...

Frances Westbrook: Uh huh.

Nancyellen Keane: ...but over and above the \$80,000 there is more...



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Frances Westbrook:there is...

Nancyellen Keane:my question is would you be interest, were you thinking of a scenario where you'd use some of that money or was all of that money supposed to always stay in the bank account and be, I think it's something like \$300,000 or something I can't remember.

Frances Westbrook: Yeah and each scenarios, like the \$100,000 mortgage where it says town contribution of \$88,000....

Nancyellen Keane:is that what you're going to....

Frances Westbrook: ...that's the scenario, if you go down to \$250,000, well you wouldn't put that much contribution in like you said we'd be making money but it's the same thing with the other column where you are building both the community room and...

Nancyellen Keane: It's the contribution, the town contribution is what we'd have to look at and how we'd come up with that.

Nancyellen Keane: Okay.

Frances Westbrook: Alright, obviously the less contribution we put in there, you know the more we are ultimately financing.

Nancyellen Keane: Right.

Frances Westbrook: So....

Nancyellen Keane: There's also, I don't know if anybody mentioned it at the beginning because I came in a few minutes late at the beginning of the meeting but there was a call made to USDA about their terms....

Frances Westbrook: Uh huh...

Nancyellen Keane:and of course we don't have a sheet from them because they haven't done any review or analysis of us, but it's possible that you could get a loan from them if not at the beginning of the construction or the end. You can possibly refinance with USDA eventually in the future with for a 4-year fixed loan, they were talking 2.1%...

Sharon Phillips: 2% and their suggestion was given the previous scenarios which was what you've now moved away from using the CARES money for bricks and mortar so I think that their offer still has relevance in that if you wanted to go with this or Chesapeake Bank or any



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of your local lending institutions you could go there if you were worried about your ARM, USDA would take their loan and go with either.

Nancyellen Keane: ...as a...

Sharon Phillips:so they would give you a 2. something very low interest over...

Nancyellen Keane: For 40 years...

Sharon Phillips: and there's no penalty for prepayment.

Frances Westbrook: Alright so....

Sharon Phillips: But we don't have time, now again...

Frances Westbrook: The USDA I think are pretty slow process isn't it....

Sharon Phillips: Right.

Mayor Bugg: Yeah.

Nancyellen Keane: They have to analyze us because there are some issues about lending money in certain areas where that involve....

Frances Westbrook: ...like bald eagles and....

Mayor Bugg: Yep I'm sure.

Nancyellen Keane: So but they do because of the....

Anthony Marchetti: DQ'd because of the eagles....

Mayor Bugg: Yeah.

Sharon Phillips: But they do work with our sister jurisdictions that are small like we are, so, but, again I suspect that you would go with a more conventional and then you would have the option to refi with the USDA should you choose.

Frances Westbrook: Okay, well basically this column, the one on the far right is telling us that if we have a \$100,000 mortgage we have to come up with \$275,000 if we do a \$250,000 mortgage we have to come up with \$125,000, if we were to do a \$500,000 mortgage then we'd be coming up with....



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Bonnie Schaschek: Nothing.

Frances Westbrook:nothing, so, the bottom line of this is the net result on our retained earnings, we have, this is just a snapshot in time of right now to date because we can't project our retained earnings in the future. We don't know what our revenue stream is going to be each year at 15 years down the road, so this is just that today's snapshot of what it would do to our retained earnings and that's the important part, that's the bottom line for us on all of this. That's the true cost of what it's going to do to us. Okay. Someone in the audience, if you'll flip the second page, someone in the audience is going to say why can't you just keep the town hall that you were in. Someone is going to ask that question.

Frances Westbrook: Well, we can't do it, but um, if we were to stay there we've already put money into you some you know pretty serious repairs to make it completely ADA compliant which would be, I'm just saying answering someone saying why can't we just stay, we've already had somebody say, you don't need a new town office, why can't you go back to the old town office. In order to make that place ADA compliant and COVID compliant we have to spend \$380,000 approximately to stay in that old town office to make it do what we need it to do is all I'm saying.

Nancyellen Keane: The other thing that is a real problem with that office....

Frances Westbrook: Uh huh....

Nancyellen Keane:besides everything you are saying, is that we only have approval for the septic for one full time employee...

Mayor Bugg: Uh huh.

Frances Westbrook: And we just found that out, yeah I mean we have not been operating, we've never known that knowledge before, this is just a talking point Sharon if someone asks that question well, if we wanted to stay there.

Sharon Phillips: Why not just leave it at no. Why entertain it.

Frances Westbrook: Because the point if we spend \$380,000 for that we can spend less than that and have a brand new town office.

Sharon Phillips: But why would you indulge, why would you, so why would you even suggest that \$300,000 would remedy that.

Frances Westbrook: I wouldn't suggest it all unless someone asks the question. I mean I wouldn't bring that up, I'm just saying if someone asks this question then there's a dollar figure assigned to that of what it would cost us to even stay there.



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Sharon Phillips: But I don't think we can stay there.

Nancyellen Keane: By the way Fran, where did you get, where is the \$380, is it like going up and building another floor or something....

Frances Westbrook: ...property....

Bonnie Schaschek: Retained earnings, the \$380 is your retained earnings.

Nancyellen Keane: No, she said it would cost \$300,000.

Frances Westbrook: You know Bonnie just corrected me, she is absolutely right, there is no, excuse me you're right, there's no, there's no affect on the retained earnings, that's what I was trying to say, if we stay there it doesn't take any of our retained earnings away, I'm sorry.

Anthony Marchetti: Then we can only have half an employee there which....

Frances Westbrook: It's the next step....

Mayor Bugg: ...zero people...

Frances Westbrook: Yeah, if we kept, yeah....

Nancyellen Keane: I see what you're saying...

Frances Westbrook: ...it's the next step....

Nancyellen Keane:you had gone into some effort to look into how much it would cost to renovate....

Frances Westbrook: No, no, no....

Group: Talkover.

Frances Westbrook: No, no, it's the next step that does show that, if we upgraded the town hall....

Anthony Marchetti: Yeah the next one shows....

Frances Westbrook:the next one shows we....

Anthony Marchetti: \$100,000....



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Frances Westbrook: ...put \$100,000 into it to upgrade it is all I'm saying, is what I'm saying here.

Anthony Marchetti: ...you still don't have septic, you can't, you still can't put three full time employees in there.

Frances Westbrook: No, no, no.

Mayor Bugg: I think we can nix that.

Nancyellen Keane: ...sheet....

Frances Westbrook: Alright, well I'm not going to give them this sheet at all.

Mayor Bugg: Yeah.

Frances Westbrook: ...this is just what we're talking about. If we stay, if we continue to rent where we are now, it's going to be \$163,000 plus dollars of rent for 15 years. Wherever we would go if someone said just keep renting, that's approximately what we would spend to keep renting for 15 years.

Anthony Marchetti: I think that's a valuable number for them to know....

Frances Westbrook: So that one, if we build new with no mortgage...

Anthony Marchetti:that time, they are going to have a hard time as cheap as money is right now....

Frances Westbrook: ...if we build new with no mortgage it is going to be whatever it cost \$313,000, \$500,000 whatever it's going to be with the community center, those are some numbers that we can throw out there that it is what it is.

Nancyellen Keane: These numbers are just sort of round figures you got from somewhere because they are not going to reflect, building the stick-built.

Frances Westbrook: No, what this is, sort of in between.

Mayor Bugg: In between, these are mortgage scenarios.

Frances Westbrook: The \$313,000....

Lara Brown: Rough estimates...



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Frances Westbrook:yeah Lara rough estimates....

Nancyellen Keane: ...new at the time....

Frances Westbrook: Yes.

Bonnie Schaschek: Doesn't include closing fees, doesn't include site prep, doesn't include...

Nancyellen Keane: Right, I think those numbers you called out too...

Frances Westbrook: So then we'll just toss this one altogether and not even bring this into play.

Anthony Marchetti: I think the costs are...

Bonnie Schaschek: ...questions you want to be able to answer.

Anthony Marchetti: I think the cost to rent, the town is going to spend \$163,000 for 15 years to rent at the current....

Sharon Phillips: What's your confident level that someone is going to ask that.

Bonnie Schaschek: 100%.

Sharon Phillips: How many people.

Bonnie Schaschek: Probably about 3 or 4.

Frances Westbrook: What question is that.

Nancyellen Keane: A reasonable expectation to...

Frances Westbrook: What question are you talking about.

Sharon Phillips: Sending us back to 235 just wondering.

Bonnie Schaschek: No they are just going to ask why, a lot of people understand that you can't go back in, but they are going to want to know why you are just not going to stay renting, and continue to use the Baptist Church.

Sharon Phillips: Yeah, I think we are going to get asked that question.



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Nancyellen Keane: Oh okay yeah renting and using the Baptist Church.

Sharon Phillips: The taxpayers of Irvington are in favor of renting long term?

Mayor Bugg: We'll find out tomorrow.

Frances Westbrook: I guess we'll find out.

Nancyellen Keane: And using the Baptist Church.

Bonnie Schaschek: And using the Baptist Church.

Sharon Phillips: I can see them being in favor of this, yeah.

Bonnie Schaschek: A lot of them understand that the building is not safe.

Mayor Bugg: Yeah.

Frances Westbrook: Alright then we'll just, we'll use the rental figure and then the estimates.

Anthony Marchetti: Yeah and then, I mean, do we want to share that the septic is only rated for one.

Bonnie Schaschek: I would.

Frances Westbrook: That would be why we can't.

Bonnie Schaschek: That is one of the reasons why we can't upgrade.

Mayor Bugg: Good point.

Anthony Marchetti: I just want to make sure, I think it's a great reason to say no matter with or when COVID is over we can go back. Well irrelevant we can't. We can't yeah.

Bonnie Schaschek: During this evaluation this is what we found.

Anthony Marchetti: ...found out.

Frances Westbrook: Okay.

Bonnie Schaschek: And that's a very, good reason to put in here why even with the upgrades we can't go back.



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Frances Westbrook: I'll get copies of those documents from Sharon, I can do hard numbers with those percentages...

Mayor Bugg: I've got all mine...

Frances Westbrook: They are spec sheets.

Mayor Bugg: I put everything on the computer so you can just have that.

Sharon Phillips: Fran in your rental assessment did you put a variable, see I think you should add a variable....

Frances Westbrook: But then that is just a shot in the dark, based on what we are doing right now, I mean as an iron clad number.

Sharon Phillips: But I think that there would be some need to show that rent, renting for 5 years is obviously not...

Anthony Marchetti: ...saying for....

Frances Westbrook: But then we say if we stay at the same rent for 15 years this is what it would cost us, then in fact it would cost more because rent will go up. I mean we can say that but to throw in a number with an unknown variable I'm a little uncomfortable with it, but we can add that phrase to it.

Anthony Marchetti: Even if you doubled that rent to a 30 year which people think in 30-year mortgages, I mean that's the cost of owning this building if that doesn't say scream....

Frances Westbrook: Yeah...

Anthony Marchetti: ...why rent, because after that, at some point it's going to cost you more to rent, it will cost the town more to rent than to own.

Mayor Bugg: Back to where I was. I had one last thing to add. I thought I'd break it up. Jackie reached out to me about a community survey I'm not sure how long ago the last one was, I just wanted to mention it to the budget and finance committee, so you have that on the horizon for your next meeting, um, I don't think we are going to address that in detail today but...

Frances Westbrook: To do a survey....

Mayor Bugg: A community survey, um.



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Nancyellen Keane: There would be a cost for it.

Mayor Bugg: There will be a cost for it so I just wanted to give you guys a...

Frances Westbrook: Well okay I was thinking that's not our....

Sharon Phillips: Wait, wait, wait, the bigger larger conversation is you just passed your amended budget...

Mayor Bugg: Yeah.

Sharon Phillips: ...there's no money in your current budget which carries you through June 30th to use select a vendor for a community survey, so when the budget and finance committee sends out requests for budget items in January....

Frances Westbrook: That needs to be on....

Sharon Phillips:that is when that needs to be addressed.

Frances Westbrook: Well....

Nancyellen Keane: Does the council want to do a survey.

Mayor Bugg: I think they should.

Sharon Phillips: Also timed with your comp plan.

Frances Westbrook: Yes, but here's what needs to happen that we've tried to make happen in the past and hasn't, when we put out a request for different people for items to be considered on the budget, we really, really need for each committee to do that, planning commission has not done that unless you all, you personally have gone to them at the last minute I know at least 2 years in a row, Lara I'm sure will help take care of that this year, but when it comes to things even like human resources, or facilities, or any of those, we need to have them provide us with a figure so we don't have to make it up at a whole clause.

Sharon Phillips: So we again so Jackie again, is going to have, it was a request for an agenda item and it did not make the agenda and the reason it didn't make the agenda is because again your amended budget doesn't have that dollar value....

Frances Westbrook: Right.

Sharon Phillips:when the budget and finance committee sends out their request for agenda items in January for the next fiscal year that should be something if council....



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Frances Westbrook: Yeah.

Sharon Phillips: ...is in favor of it, is also, is it something that happens in the next fiscal year when does it time out with your comprehensive plan....

Frances Westbrook: Right....

Sharon Phillips:you would need to select a vendor, you would need to go through, we need a couple quotes, so again, what do we think that budget item would be and move through the process....

Frances Westbrook: Yeah.

Sharon Phillips: ...just like you're doing...

Frances Westbrook: And she will need to provide us with...

Sharon Phillips: ...staff...

Frances Westbrook: Well whoever, but we will need that information and in addition because we are going to be starting to look at the new budget process in January so we are also going to need copies of all existing contracts....

Sharon Phillips: So, that's just mentioned, budget and finance just heard it....

Frances Westbrook: Yep.

Sharon Phillips: ...you could answer her, again, we just don't want the question to go unnoticed.

Frances Westbrook: And I hear that and yes, but it is still going to be incumbent on her to come to us, I mean, I don't know that we can chase down everybody....

Sharon Phillips: Again, we just want to make sure the question was heard and acknowledged...

Frances Westbrook: Okay.

Sharon Phillips: ...and that there is a though process...

Frances Westbrook: Alrighty, so just as a bug, contracts we'll need and people asking for donations, we need to have documentation that they're...



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Sharon Phillips: 501..

Frances Westbrook:yes that kind of stuff and you know other localities ask for their financials, you know so, it's, send letters out in plenty of time and if they want to do presentations for the budget goes that needs to be scheduled January February not wait until the end of March, okay, I mean March at the latest because at that time we've already pretty gotten some pretty firm figures and getting ready to, so and in the past we, you know push at the last minute with presentations....

Sharon Phillips: We are going to do it right this year.

Frances Westbrook: Alright, so. Alright.

Mayor Bugg: I don't have anything further do you.

Frances Westbrook: Nope.

F. ADJOURN

Sharon Phillips: Motion to adjourn.

Anthony Marchetti: I'm good until tomorrow.

Frances Westbrook: So motion to adjourn.

Anthony Marchetti: Second.

Frances Westbrook: Done.

Mayor Bugg: Excellent.

Respectfully submitted,
Sharon L. Phillips, Clerk

Frances E. Westbrook, Chair



**TOWN OF IRVINGTON, VIRGINIA
CONNEMARA CORPORATION
18700 MARY BALL ROAD, WHITE STONE, VA 22578
TOWN COUNCIL SPECIAL CALLED MEETING
& PLANNING COMMISSION SPECIAL CALLED MEETING
to be held as a Joint Public Hearing
TUESDAY, DECEMBER 08, 2020 5:30 PM**

A. Call to Order - Mayor Bugg 5:30 pm

B. Roll Call - Town Council:

Bugg - Present
Westbrook - Present
Schaschek - Present
Brown - Present
Patteson - Present
Marchetti - Present
Nunnally - Present

Planning Commission:

Harris - Present
Chapman - Present
Kimmeth - Present
Capps – Present
Robinson - Present
Braly - Present
Forrester – Present

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

Guests: See attached sign in sheet

C. Public Hearing

1. Resolution 2020 - Alga; Conditional Use Permit for replace and extend existing pier, R-1 Tax Map 34F 13

No Public Comment.

2. Resolution 2020 - Smith R-1, Tax Map 27 22A [THIS RESOLUTION TABLED]

3. Resolution 2020 - Webb; Conditional Use Permit for new pool, inside the RPA, redevelopment, no further encroachment and no increase in impervious cover R-1, Tax Map 34 21D

Public Comment - Wayne Savage from Bay Engineering gave a presentation on this CUP.



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Mr. Ian Cheyne [inaudible on name and address] - spoke in objection about CUP in general, particularly about a swimming pool that could be in the RPA.

Commissioner Robinson inquired about the pool being built in the existing pool and patio area. Mr. Savage from Bay Engineering gave information about the pool and patio area [existing] pertaining to the redevelopment. He also offered information to the citizen comments.

Vice Mayor Westbrook inquired about grandfathering restraints, etc. to which Mr. Savage responded that this particular site does meet Chesapeake Bay Act requirements, etc.

No further public comment - Mayor Bugg adjourned the meeting at 5:42 pm.

Respectfully submitted,
Sharon L. Phillips, Clerk

Albert D. Bugg, III Mayor



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18700 MARY BALL ROAD, WHITE STONE, VIRGINIA 22578
TOWN COUNCIL SPECIAL CALLED MEETING
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THURSDAY, DECEMBER 10, 2020 5:30 PM**

A. Call to Order - Mayor Bugg 5:30 PM

B. Roll Call - Town Council

Bugg - Present
Westbrook - Present
Nunnally - Present
Marchetti - Present
Schaschek - Present
Patteson - Present
Brown - Present

Planning Commission –

Harris - Absent
Chapman - Present
Kimmeth - Present
Capps - Present
Robinson – Present
Braly - Present
Forrester - Present

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

Guests: See attached sign in sheet

C. Public Hearing - Mayor Bugg gave an overview of the town hall building including condition, etc., then asked for public comments.

Public Comments -

George Kuper [address not stated] - submitted e-mail letter to the town office previously, spoke against overall change from R-1 to B-1 or B-2.

Ian Cheyne 63 Hayden Hall Lane - spoke in general about Steamboat Road being a dead end street with no appropriate turn around, parking issues, more traffic, etc.



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Mary Cay Bradley 991 King Carter Drive - spoke in favor of the change but acknowledged possible traffic issues, etc.

Zoning Administrator - Lara Brown received and read aloud approximately 25 emails pertaining to the issue.

With no other persons to speak, Mayor Bugg declared the meeting adjourned at 6:00 pm.

Respectfully submitted,
Sharon L. Phillips, Clerk

Albert D. Bugg, III Mayor



**TOWN OF IRVINGTON, VIRGINIA
BUDGET & FINANCE COMMITTEE *of the*
IRVINGTON TOWN COUNCIL
IRVINGTON BAPTIST CHURCH
MARCH 2, 2021, 3:30 PM**

A. CALL TO ORDER

Frances Westbrook: We are calling this meeting to order, Budget and Finance Committee workshop, Tuesday, March 2, 2021, called to order at 3:39. I guess we will do roll call since it is being recorded Anthony.

B. ROLL CALL

Budget & Finance Committee Members Present: Anthony Marchetti present.
Fran Westbrook present.

Staff Present: Lara Brown Zoning Administrator

Guests Present: See attached sign in sheet

C. WORKSHOP

Frances Westbrook: And we have five visitors and one more visitor, and a half. Just to let you know to pass out, it's recorded, there is a profit and loss statement for the previous fiscal year and a profit and loss statement for the current year through the end of February, and these were provided to us by the accounting firm Robinson, Farmer & Cox. Alright, so Anthony on the worksheet, the three columns that is headed by fiscal year 2020-21, that's the year we did an amended budget so the original budget is the first of those three columns at \$203,000 and then we amended the budget at \$312,000 so I took the actuals year-to-date through the end of February so we can compare them to the amended budget.

Anthony Marchetti: Okay.

Frances Westbrook: Okay, but I thought we'd keep the original, the first budget on her just for comparison purposes or reference of whatever we need. So, we will begin the task of just talking through it. Revenue first, we have got occupancy tax, the amended budget showed \$98,000, we are at the \$65,000 mark now and The Tides Inn is getting ready to open up sometime in March.

Anthony Marchetti: Two weeks, March 15th.

Frances Westbrook: Two weeks.

Anthony Marchetti: Yeah.

Frances Westbrook: Alright.

Anthony Marchetti: So, we'll have half of March, April, May and June.

Frances Westbrook: So, I guess the question is are we going to make up that kind of money in between now and the end of June.

Anthony Marchetti: I mean we can go back and look at, to get an example, but the previous year, what their actual occupancy rate is.

Bonnie Schaschek: Did it through the end of May, get your May and June.



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Fran Westbrook: That's right, but still the cashflow. So, that's true. So well the last figure we got from them for occupancy.....

Anthony Marchetti: I don't think last year's March, Apr—well they weren't open in March, but...

Fran Westbrook: No.

Anthony Marchetti:the last year won't be a good comparison because of COVID, they weren't, they didn't open until May or June.

Frances Westbrook: But then they stayed open through the end of December...

Anthony Marchetti: Correct.

Frances Westbrook: ...ish.

Anthony Marchetti: ...in December.

Frances Westbrook: So, we had extra couple of weeks there.

Anthony Marchetti: The previous year if we looked at a, you know April/May comparison.

Frances Westbrook: So we're looking at an additional \$30,000+ for occupancy tax to meet that \$98,000 we projected which I think maybe we might, they might hit it.

Anthony Marchetti: That's what I'm saying, I would have to go back and look at what the actual from 2019 and expect it to be similar, if not more, especially was an increased rate.

Frances Westbrook: That may be a worksheet that Sharon has.

Anthony Marchetti: Yeah, I think she has it, gets it reported monthly.

Frances Westbrook: So, let me write that down. Get the occupancy tax worksheet.

Anthony Marchetti: Yeah, be interesting to see....

Bonnie Schaschek: They were averaging about \$13,000 a month when they were open.

Frances Westbrook: About \$13,000 based on your worksheets there.

Bonnie Schaschek: Some months a little bit more, some months a little bit less.

Anthony Marchetti: Yeah, an average.

Bonnie Schaschek: About \$13,000, I think you'll make up...

Anthony Marchetti: That would be pretty close then.

Bonnie Schaschek: Yeah, yeah, I think so.

Frances Westbrook: I think we'll probably hit the \$98,000 this year so I guess the question is, I've got an email into Williams, Williamson, Susan, is it Williams or Williamson at The Tides Inn. Susan Williamson.

Lara Brown: Oh, she works there.



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Frances Westbrook: That's what I'm saying is it Williams or Williamson.

Lara Brown: ---

Frances Westbrook: You're not sure. I can't remember but asking for their projected room revenue and meals and beverage.

Bonnie Schaschek: You might want to talk to Jim.

Frances Westbrook: I don't have his email.

Bonnie Schaschek: I can send it to you.

Frances Westbrook: Alright, so, she can sit right here if that would be easier for you, are you okay, does that, I mean.

Bonnie Schaschek: Or if you feel comfortable you can call Susan, or if it's Williams...

Frances Westbrook: It's Williamson.

Bonnie Schaschek: I'll send you his information.

Frances Westbrook: Okay, that'd be good.

Bonnie Schaschek: They just did their budgets last week or the week before.

Frances Westbrook: Alright, so I've got that note. Our real estate tax I found interesting...

Anthony Marchetti: It would also be worth asking them if they know what their plans are for the winter for next year.

Frances Westbrook: They've said that they were going to be, once they open in March, they are going to be open year round I think.

Anthony Marchetti: I know they are working towards year-round...

Frances Westbrook: Uh huh.

Anthony Marchetti:I'm not sure if they were committing to year round for this upcoming winter.

Frances Westbrook: Oh, you think that might be the case.

Anthony Marchetti: I don't know, I mean.

Frances Westbrook: You don't know.

Anthony Marchetti: I don't know if they are or aren't but that might affect our projected, if they are open, I mean this year they were really only closed for 45 days February and half of March. It would be worth asking Susan.

Frances Westbrook: Yeah. Alright so that is another question for her. Yeah, I thought I'd go ahead and ask for the uh....

Anthony Marchetti: Food and bever---



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Frances Westbrook: Yeah ...meals and beverage, yeah food and beverage revenue, their estimates for that just in case we decide to....

Anthony Marchetti:it would be great to have that...

Frances Westbrook: ...yeah and then we won't have to go back to them. Alright so we are going to leave that blank right now. Real estate tax we projected \$63,000 and we are close to \$60,000 we are not getting any more revenue in this year unless there is a few, light payments coming in but it is not going to amount to much of anything so, if that's any indication the \$60,000, I'm thinking we ought to stay with \$60,000 based on that \$59, what do you think, this represents the last assessments that the revenue was based on.

Anthony Marchetti: I think that's...

Frances Westbrook:you think that's....

Anthony Marchetti: ...\$60....

Frances Westbrook: Local sales tax where it seems to be right around what we budgeted; I would suggest we stick with the same \$25.

Anthony Marchetti: I mean we still have a few more months to go in the year but...

Frances Westbrook: ...uh huh, and like I say \$25,500, I don't think we are going to collect enough to go up to \$26.

Anthony Marchetti: Okay.

Frances Westbrook: You want to do \$25,500?

Anthony Marchetti: Sure.

Frances Westbrook: Same thing the personal property tax, I don't see it being any more than that unless we have a whole lot of people move into town. That's just \$12.00 per vehicle.

Anthony Marchetti: And when was that? Was that from, those would have been mailed out....

Frances Westbrook: They are mailed out in October...

Anthony Marchetti: ...but as reported in as of January 1st, though right?

Frances Westbrook: As of January 1st, this year, yep, actually you should have just gotten the return...

Anthony Marchetti:yeah...

Frances Westbrook: ...in the mail here recently.

Anthony Marchetti: ...I feel like you might see an up...

Bonnie Schaschek: You see it, you pay, you pay it the same time you pay your taxes.

Frances Westbrook: Right.

Anthony Marchetti: Yeah, I'm just trying to figure out when they...



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Frances Westbrook: It would be, it would be domiciled here January 1st of this year will get billed in October of this year.

Anthony Marchetti: Okay, may go up some, but at \$12.00 a car probably not significantly.

Frances Westbrook: And we have not been pursuing this whole golf cart tax, but that's minimal anyway at this point.

Anthony Marchetti: Yeah.

Frances Westbrook: At \$10.00 a golf cart so even if we get busy with the golf cart stuff you know we might say \$95. Alright. Bank franchise, we have not received that yet, that comes in June doesn't it, so we won't know, but we did up the rent \$1,000 a month so it stands to reason it will be \$12,000 and we've got a contract for that amount with them, so unless we redo the contract it is going to remain at \$12,000.

Anthony Marchetti: And that's the septic?

Frances Westbrook: Yep.

Anthony Marchetti: The septic, monthly septic.

Frances Westbrook: Billed, yeah, exactly.

Anthony Marchetti: \$12,000 again.

Frances Westbrook: Cable TV and communications, it looks like it has been...

Bonnie Schaschek: I thought that bank franchise was a certain percentage of the deposits that were in the bank at a certain rate.

Anthony Marchetti: Yeah, a percentage of that goes....

Frances Westbrook: No, wait a minute, no, no, no, hold on, where--town property rental, I'm sorry....

Anthony Marchetti: That's the \$12, well that's \$1,000 a year.

Frances Westbrook: That's \$1,000 a year, alright I misspoke on that so the bank franchise tax, thank you Bonnie, so we went from \$10, to \$12....

Anthony Marchetti: But the last actuals were \$11,455.

Bonnie Schaschek: Uh huh.

Frances Westbrook: Yeah, we budgeted \$10, and we got \$11,455, so we upped it, we rounded it up to \$12.

Anthony Marchetti: On the amended?

Frances Westbrook: Uh huh. So, based on the previous year of the \$11,000, and I think right now, I mean we don't have any real estate that's up for sale, we are almost at full occupancy if you will, so I would think that some of these people are going to be banking with Chesapeake.

Anthony Marchetti: I would think so.



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Frances Westbrook: So, I would feel comfortable staying with the \$12, not knowing yet what we've gotten from them since it doesn't come in until June.

Anthony Marchetti: I agree, I don't think it would be that much, it shouldn't be that drastic from the last actual....

Frances Westbrook: Uh ah.

Anthony Marchetti: I would think if anything it would be more of...

Frances Westbrook: I think it will be a little bit more. Cable TV and communications, boy they charge per hour of all of us watching TV right now it would be then \$2,000 wouldn't it, so if this is through the end of February, we only have 4 months left to go and we're just halfway there, it almost doesn't make sense to me.

Anthony Marchetti: I mean they got...

Frances Westbrook: We are a little over halfway there.

Anthony Marchetti: A percentage or cut of everybody that...

Frances Westbrook: It's a tax that goes on their bill or a fee, that goes on their bill that comes back to us.

Anthony Marchetti: Is that for Atlantic Broadband, does that include internet?

Frances Westbrook: It's Atlantic Broadband, uh huh.

Anthony Marchetti: Not just actual TV or cable?

Bonnie Schaschek: No, that's, it's just Atlantic Broadband.

Anthony Marchetti: Just Atlantic Broadband.

Frances Westbrook: Well, but that's anybody who has Verizon phone also, the landline.

Anthony Marchetti: Okay.

Bonnie Schaschek: [inaudible].

Frances Westbrook: Yeah, I don't think it is on cell phones.

Anthony Marchetti: I was just clarifying that it included internet as well as...

Frances Westbrook: If that's who you use as your internet provider, yes.

Bonnie Schaschek: Yeah, and if you have Direct TV or Dish they also, there is a small fee.

Frances Westbrook: Here's the one on that, so that's Dish Network. Four months to go and we're just past the halfway mark.

Bonnie Schaschek: See this is where you see a lot of people got rid of landlines.

Anthony Marchetti: Well, that's what I was trying to figure out, see we don't do, I don't do TV and we don't do city internet so....



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Bonnie Schaschek: You're doing streaming and stuff like that?

Anthony Marchetti: Yeah stream---

Bonnie Schaschek: That's not included in that.

Anthony Marchetti: And that's what I was wondering if more people are moving to streaming than that might, you might see a reduction in we're not doing any TV or cable, we're just streaming.

Frances Westbrook: So, you're streaming over the internet as opposed to subscribing...

Anthony Marchetti: Correct....

Frances Westbrook: ...to broadband or....

Anthony Marchetti: ...my internet is from Atlantic...

Frances Westbrook: Yeah.

Anthony Marchetti: I assume everyone has internet or tries to, but it's the other ones the phone and the TV...

Bonnie Schaschek: It's the TV.

Anthony Marchetti: ...probably less land lines and less cable packages being sold or bought if it's a percentage of a bill.

Frances Westbrook: Well, we've been right around \$2,000 in the past, our actual so far is not going to support that \$2,000 so....

Anthony Marchetti:well I mean..

Frances Westbrook: ...maybe take it down \$1,500 or \$1,800...

Anthony Marchetti: It's \$1,100 over, what is it, 8 months so far.

Frances Westbrook: Uh huh.

Anthony Marchetti: And we've got 4 months to go.

Frances Westbrook: Right.

Anthony Marchetti: Be another \$500, \$50 if it stays at that rate. So \$1,600, \$1,700.

Frances Westbrook: Let's take it to \$1,700 and see where that gets us. Alright permit and zoning fees, now this is where it's going to increase because of our increased fees.

Bonnie Schaschek: And the amount of work that Lara is doing.

Frances Westbrook: Yeah.

Anthony Marchetti: Yeah, but it's actually gonna go up with the amount of new residents and real estate transactions certainly is going to result in, now I mean it looks like we were pretty accurate on the amended, but that wasn't for a full year of the new fees.



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Frances Westbrook: That's right.

Lara Brown: Their fees went up in November.

Frances Westbrook: In November, and they are \$200 for CUP and...

Lara Brown: And \$100 for a zone.

Frances Westbrook: I would suggest maybe we go to \$4,000 on that.

Lara Brown: I was going to recommend \$3,800.

Frances Westbrook: \$3,800, Want to go with \$3,800?

Anthony Marchetti: Sure.

Frances Westbrook: Okie Doke.

Anthony Marchetti: If anybody knows it's Lara.

Frances Westbrook: Yes indeed. Interest income, boy we've taken a hit on that now haven't we? So, we've got 4 more months to go on that so, so, we're going to be lucky if we hit \$1,000 total probably.

Anthony Marchetti: Time to move it all into bit coin.

Frances Westbrook: There you go, so I'd say let's leave it at \$1,000, we know interest is probably not going to go any lower, I mean it is about as low as it can go right now.

Anthony Marchetti: ...I...

Frances Westbrook: So, if we say \$1,000...

Anthony Marchetti:any lower and it's free.

Frances Westbrook: Yeah, unless the Feds take some sort of action, I don't see it changing. Now the fire grant at \$10,000, it hasn't been paid out yet this year, but that is a done deal every year. The \$10,000 happens through that grant every year, so that will stay the same. Same thing with the Lockey Wiley Fund. We just transferred \$10,000 from that account into our general operating so we can make that appropriate donation, so that will stay \$10,000.

Bonnie Schaschek: \$2,000.

Anthony Marchetti: \$2,000.

Bonnie Schaschek: \$2,000.

Frances Westbrook: What'd I say?

Anthony Marchetti: \$10. Fire grant \$10, and Lokey Wiley \$2.

Frances Westbrook: Locki 2, jiminy cricket Fran, miscellaneous income, we didn't spend any in the previous fiscal year, we budgeted for it this year, so far, we have not used it. I'd say we just, I think we ought to just knock that one off the list altogether.



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Anthony Marchetti: There's bound to be some miscellaneous income but seems to have a \$50.00 line item.

Frances Westbrook: I know and if we haven't used \$50, I mean...

Bonnie Schaschek: It was if you sold some books or if you got reimbursement for printings or something.

Anthony Marchetti: Gotcha. I mean if it's easier to have it on there in case you need it, then, I guess it doesn't hurt anything, but at the same time....

Frances Westbrook: Well, we can keep it in there, I mean who knows.

Bonnie Schaschek: Someone may donate something.

Frances Westbrook: Yeah, I mean, well we'll just keep the \$50 in there, small potatoes. The Virginia Tourism Grant, that's the one item I really don't know anything about where we are on....

Anthony Marchetti: So, we should be able to bill for a lot of it, I don't know the number....

Frances Westbrook: Alright, hold on, let me....

Anthony Marchetti:I mean, that's probably something we could put on the next agenda is to ask what we need to do just submit receipts so that we can....

Frances Westbrook: Yeah....

Anthony Marchetti:get some of that money back....

Frances Westbrook: ...so far we've gotten back \$11,290.

Bonnie Schaschek: Well, that's what we paid out.

Frances Westbrook: I mean yes, we've paid out that amount of money, we budgeted, so we haven't gotten any money in according to the financials. Nothing has come in on that.

Anthony Marchetti: So, we've just, we have to go and submit I guess receipts or....

Frances Westbrook: I thought we were supposed to do that monthly?

Anthony Marchetti: I think you need; I think you can, it's up to us when we do it, but...

Frances Westbrook: Yeah.

Anthony Marchetti: No reason for us not to do it at least....

Frances Westbrook: Alright, let me add that...

Anthony Marchetti:all in this budget then....

Bonnie Schaschek: Yeah, Dudley was supposed to follow-up with that remember.

Anthony Marchetti: Then we should put in a request to bill for everything we can to date.

Frances Westbrook: Alright there will be another one.

Jeff Ewing: ...couple hundred dollars off and finish it off and then....



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Anthony Marchetti: Yeah, that's what I mean and bill for the whole thing and keep it, weren't we trying to keep it on this permanent budget so that we didn't have to carry anything over.

Frances Westbrook: Yeah.

Anthony Marchetti: We had the option to draw it out, I don't think anybody wanted to.

Frances Westbrook: I'd just as soon get it all over with, so we need to update that.

Anthony Marchetti: If we spent the majority of what we had to spend, we might as well get paid back for it.

Frances Westbrook: So, but that could very easily come off of here for the new fiscal year, we may be finished with it by the end of June.

Anthony Marchetti: Yeah, I think it will be fine, we find out in the next week we can figure that out.

Frances Westbrook: Yeah.

Anthony Marchetti: I would say that will be a line item on the next budget.

Frances Westbrook: Yeah, so theoretically that should be a zero and we are not going to be receiving anymore COVID funds probably so that's going to be a zero. Alright Anthony I'm going to go down the list and read my numbers to make sure we jive. We don't have anything yet on occupancy tax. Alright. I'm just going straight down, \$60,000, \$25,500, \$9,500, \$12,000, \$1,700, \$1,000, \$3,800, \$1,000, \$10,000, \$2,000, and \$50.

Anthony Marchetti: 00.

Frances Westbrook: 00, okay. Okay, employee expense, we were pretty close previous fiscal year, I would imagine there may be some raises involved.

Bonnie Schaschek: Can I ask you a question?

Frances Westbrook: Uh huh.

Bonnie Schaschek: With the COVID funds you have, actually in this budget, that's going out until December of 21.

Frances Westbrook: The end of this year.

Anthony Marchetti: We have until the end of the calendar year to spend it now, don't we?

Bonnie Schaschek: Yeah, you have until the end of the calendar year, so are you not going to put it in your existing budget, is it...

Anthony Marchetti: Wouldn't it be whatever is currently remaining in this budget?

Frances Westbrook: Well, this is money in revenue.

Bonnie Schaschek: Uh huh.

Frances Westbrook: But we are not going to get anymore monies.



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Bonnie Schaschek: Right. But you haven't used all this....

Anthony Marchetti: ...We may carry---

Bonnie Schaschek: ...these funds yet....

Anthony Marchetti:we may carry them over, what hasn't been spent yet.

Frances Westbrook: We may have to carry them over, but I've got this written down on Virginia Tourism Grant, figure out where we are on this. I don't have, it's hard to tell because of our financials, I've just gotten these, so I haven't had a chance to go back and plus our detail doesn't tell me enough on this where we are in the contract, that's the unknown.

Anthony Marchetti: Bonnie is taking about CARES and you're talking about Virginia Tourism.

Bonnie Schaschek: I'm talking about COVID funds.

Frances Westbrook: Oh, I thought you were talking about...

Bonnie Schaschek: No, no...

Frances Westbrook:Virginia Tourism Grant...

Bonnie Schaschek:no, no, you had zeroed out COVID, but COVID is going out until December so from July....

Frances Westbrook: The Virginia Tourism Grant that you're talking about....

Bonnie Schaschek: No, I'm talking about COVID.

Frances Westbrook: Well there won't be any more funds coming in on COVID.

Bonnie Schaschek: Right.

Frances Westbrook: ...for the next...

Bonnie Schaschek: But you've booked all of COVID as revenue.

Frances Westbrook: The receipts that we got from COVID, that's right.

Bonnie Schaschek: Okay, now it's going until December of 2021, so now you've, on your books from July through December which is part of your new budget....

Anthony Marchetti: Still be able to spend, have COVID expenses....

Frances Westbrook: No, no, no, this COVID right here will end December 21st, we're.

Female: This is on the next fiscal year.

Frances Westbrook: That's on the next fiscal year.

Bonnie Schaschek: Which is what you're doing now.



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Frances Westbrook: But we still won't be getting any more funds and that's all the funds we are ever going to get.

Bonnie Schaschek: Yes.

Frances Westbrook: And even if the carryover, we are still not going to include the carryover because these funds are already in our bank account.

Anthony Marchetti: We have to balance them to expenses though....

Bonnie Schaschek: But there's, you haven't taken any expenses out of it yet.

Frances Westbrook: Well, supposedly we have based on these reports we've taken out....

Jeff Ewing: \$23,420 under that expense.

Frances Westbrook: Yeah, \$23,420 and that's based on what the accountants have said.

Bonnie Schaschek: How much is it?

Frances Westbrook: \$23,420.

Bonnie Schaschek: \$23,420, am I not looking at this right?

Frances Westbrook: Are you looking at the, look at the one for July through February of 2021.

Bonnie Schaschek: I am.

Female: Halfway down.....

Bonnie Schaschek: Oh, I see. Thank you.

Frances Westbrook: Okay.

Bonnie Schaschek: I was looking all the way at the end, I'm like....

Frances Westbrook: You were looking for it under a different...

Bonnie Schaschek: ...yes but this has to be a net zero, that's not really income. Anything we don't use has got to get sent back.

Anthony Marchetti: Yeah, has to be an expense that matches to it.

Bonnie Schaschek: Exactly.

Anthony Marchetti: Or it's given back so, I guess what we don't know is how much, what our, how much of the \$70 we will have spent by June 30th.

Bonnie Schaschek: Exactly.

Anthony Marchetti: And then how much, but that needs to be, if we haven't spent it all there needs to be a number that carries over, I guess we won't know that towards the end of the....

Frances Westbrook: We won't know that figure until the end of June, so....



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Anthony Marchetti: But it's likely to be a figure.

Bonnie Schaschek: Yeah.

Frances Westbrook: Yeah, but we are still not receiving any more money.

Jeff Ewing: I would just budget the expense knowing how much you have left as long as however much is left matches however much you budget, you don't go over you'll be fine and it and carryover to the fiscal year.

Frances Westbrook: So, the aggregate of where we are now would go over.

Jeff Ewing: ...that expense not go over your budget.

Anthony Marchetti: ...allotted...

Frances Westbrook: So, I'm not sure I understand this. So, the aggregate between what we spent versus what we've received is what we would plug in for our revenue for the new fiscal year.

Jeff Ewing: I wouldn't do that necessarily.

Frances Westbrook: We should zero that out for the new fiscal year.

Jeff Ewing: You wouldn't budget the revenue that's already come in, it's like balance sheet activity so...

Frances Westbrook: Yeah.

Jeff Ewing: ...I, I would just maybe drop it down behind your net asset calculations so that you have your revenues and you have your standard operating and then kind of lower this and you have past year COVID activity, so you want to budget the expense so it's kind of coming out of a different fund.

Frances Westbrook: We budget the expense. We have to.

Jeff Ewing: Yeah.

Frances Westbrook: We don't, we can't budget the revenue.

Jeff Ewing: You wouldn't budget the revenue.

Frances Westbrook: Okay, that's, alright, that, I understand that.

Jeff Ewing: Yep.

Frances Westbrook: So, in the revenue for the COVID CARES Act for the proposed new budget you would have a zero there because we are not receiving any new funds but we will have to budget the difference between \$70,490 minus what we have already received the \$23,000, the difference between the two would be what we plug in.

Jeff Ewing: So it will be the \$47,000 minus anything that goes between now and June.

Frances Westbrook: Yes.

Anthony Marchetti: Yeah.



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Frances Westbrook: So that's...

Anthony Marchetti: ...follow....

Frances Westbrook: Okay, I follow that, but I thought you were saying we need to put something in on the revenue side and I didn't understand that. Okay I'm with you. Alright are we good.

Anthony Marchetti: I'm good.

Frances Westbrook: Now onto expenses, alright we've got employee expense which is of course not only salaries and matching taxes but it's the VML portion of the bonding and that's it. We've got 4 months to go, I don't know what's going on here because I would expect the \$35,000 to be...

Bonnie Schaschek: There are some conferences in that too.

Frances Westbrook: That's what it is. That's right we were counting on sending Lara to a conference or two, and that also includes subscriptions to a couple of services for Sharon, membership dues, we put all that in employee expense. Lara did you have a membership in something also related to zoning?

Bonnie Schaschek: We did that under dues and subscriptions in office expense.

Frances Westbrook: I think that is for the attorney and all, I think we kept all the employee stuff together.

Bonnie Schaschek: Okay.

Frances Westbrook: What's the figure you're showing on....

Bonnie Schaschek:for last year.

Frances Westbrook: ...for dues and sub--

Bonnie Schaschek: ...employee costs and seminars...

Frances Westbrook:dues and subscriptions \$808.

Bonnie Schaschek: I had \$1,300 last year.

Frances Westbrook: For?

Bonnie Schaschek: For conferences and seminars and [inaudible].

Frances Westbrook: Alright look at dues and subscriptions.

Bonnie Schaschek: Dues and subscriptions, we had \$1,200.

Frances Westbrook: I'm showing \$808.

Bonnie Schaschek: For last year?

Jeff Ewing: \$808 the year before.

Frances Westbrook: Through February this year, uh huh.

Bonnie Schaschek: That's what, yeah, that's what we had budgeted \$1,300.



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Frances Westbrook: I know some of that, a big chunk of that was the organization that Nancyellen belongs to. I don't know. I don't know. Well anyway but the employee expense, talk to me about that Anthony.

Anthony Marchetti: When, I guess it would have picked up the amended budget number is factoring in the new zoning administrative position, we may have done this after that started.

Frances Westbrook: Would have done...

Anthony Marchetti: I'm just making sure the---

Frances Westbrook: ...oh the \$65 didn't include an admin position?

Anthony Marchetti: Well, no, that the new zoning, but it must have before that started....

Frances Westbrook: Yeah.

Anthony Marchetti:before we did the process.

Frances Westbrook: How long were we without zoning?

Bonnie Schaschek: Never because we double paid.

Frances Westbrook: No, I mean a zoning administrator.

Bonnie Schaschek: Right, but we were paying Sharon the zoning administrator's salary, so she was getting two salaries.

Frances Westbrook: That's right.

Bonnie Schaschek: We were never not paying for it.

Frances Westbrook: That's right.

Bonnie Schaschek: She got paid two salaries.

Anthony Marchetti: The town administrator or town manager really, right.

Bonnie Schaschek: He was....

Frances Westbrook: He was the zoning.....

Bonnie Schaschek:zoning administrator...

Frances Westbrook:administrator yeah.

Anthony Marchetti: When he was town manager, he was doing that as well.

Frances Westbrook: We can't have a town manager.

Bonnie Schaschek: ...can't have a town manager.

Anthony Marchetti: Well, whatever he was doing...

Frances Westbrook: He was zoning, yeah.



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Anthony Marchetti: ...whatever his title was.

Frances Westbrook: Yeah.

Bonnie Schaschek: But that salary was always being paid even after he left because Sharon stepped in and was doing it, so.

Frances Westbrook: It doesn't make sense to me....

Anthony Marchetti: Then I would say our...

Frances Westbrook: Alright employee expense....

Anthony Marchetti:expense should be....

Frances Westbrook:includes conferences, seminars and workshops, the bonding, all the payroll taxes, and the salaries and the workmen's comp. insurance.

Anthony Marchetti: Then I would think our....

Frances Westbrook: But my point is, you know we've still got \$30,000 to go in that category, that's not going to happen in the next 4 months. You see what I'm saying.

Anthony Marchetti: I do. The year-to-date looks low.

Frances Westbrook: Yeah.

Lara Brown: [inaudible].

Bonnie Schaschek: Are you behind on paychecks?

Lara Brown:no, \$35 was just until February correct.

Frances Westbrook: February...

Anthony Marchetti: ...looks....

Frances Westbrook: ...so you have four more pay periods.

Anthony Marchetti: ...does that include February.

Frances Westbrook: March, April, May and June.

Cay Bradley: About \$15,000....

Anthony Marchetti: Does that include February?

Cay Bradley:based on the \$32,500, you can take out another \$16,000 and change.

Lara Brown:oh yeah that's probably....

Female:in paychecks, I didn't figure out taxes but...

Frances Westbrook: Yeah.



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Bonnie Schaschek: That's probably right.

Frances Westbrook: But that will bring us up to \$5,000.

Bonnie Schaschek: Uh huh.

Frances Westbrook: I don't understand the difference is what I'm saying, if we were paying zoning administrator salary anyway...

Bonnie Schaschek: But back in November, Lara when did you come on?

Lara Brown: July 1.

Bonnie Schaschek: July 1, but in July 1, what they cut her hours in salary so she wasn't making as much as what Roy had been and what was initially budgeted.

Frances Westbrook: But \$10,000 difference. Uhhhhh, alright that's another, well that's going to be a big town council deal, we are going to have to get...

Anthony Marchetti: We have to factor in the new budget if there is a treasure position.

Frances Westbrook: Well, it still, on the outside it will still be the same of what we have of Sharon's salary pretty much.

Anthony Marchetti: Yeah.

Frances Westbrook: So that part would pretty much stay the same I would think. Still, well, golly, I'm going to have to talk to unless, well, I haven't heard anything from Dudley as far as potential raises or anything, that has to come to us from HR so I'm going to leave that, let's leave that one until Dudley has had a chance to do his thing.

Anthony Marchetti: I mean if you back up conferences and if we were off on our estimate of \$6,500 the \$60,000 is probably there, reasonable place, but some....

Frances Westbrook: \$60, it is possible they may start doing some conferences now soon or whatever, they usually don't kick in until around September or October, and they are lot less expensive when they are zoom.

Anthony Marchetti: Yeah.

Lara Brown: Yeah, you don't have to worry about hotels, eating....

Anthony Marchetti: Yeah, travel and, salaries and everything, expenses.

Frances Westbrook: I feel okay plugging in the \$65 again if you want to do that because, or we can just leave it open and wait.

Anthony Marchetti: I mean it looks like the actual if I had to guess would be between \$60 and \$65, so.

Frances Westbrook: Well, the two previous years, or the previous year it was \$63 but we paid out actually almost \$64,500 so, lets stick with the \$65,00 since we paid our \$64,478 the previous year. I'm still going to talk to Dudley. Basically if we can get a good idea of what this is going to be even though we are doing



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some educated guesses on this, the bottom line is what we need to decide what and if we are going to do a new tax, raising tax or whatever so that was my main goal today so if we have to start looking at a new tax then we can hit the road running pretty hard you know to make sure that happens by March 18th when we take this to the town council, so. Alright professional services, that's Nancyellen.

Anthony Marchetti: I believe that \$25,000 on the amended included \$10,000 for an audit.

Bonnie Schaschek: ...that firm.

Anthony Marchetti: Davenport.

Bonnie Schaschek: Municipal firm, \$12,000 for the municipal firm.

Frances Westbrook: That was leading up to at some point getting an audit done but that was the first leg of it. I don't think we ever got our question answered as to VML is paying Robinson, Farmer, Cox's fees for us on this...

Anthony Marchetti: I thought somebody said no...

Frances Westbrook: They were not, so then...

Anthony Marchetti: ...that was not being covered under insurance.

Frances Westbrook: That is going to come under this fiscal year so that's where some of that \$25,000 is going to get used this year.

Anthony Marchetti: But presumably that would not be, you wouldn't have a, an amended annual review, we wouldn't have an ongoing...

Frances Westbrook: So actually, I'm sorry say that again....

Anthony Marchetti: I was saying other than a potentially annual review or audit we wouldn't have third party CPA...

Frances Westbrook: For audit purposes or whatever....

Anthony Marchetti: We'll have a treasurer.

Frances Westbrook: ...we'll have a treasurer. I would think under professional services the \$15,000 came about because it was Nancyelle's \$12,000 but a \$3,000 bonus. So as far as professionals go I think we have a base of \$12,000.

Anthony Marchetti: Correct, that's where the \$15,000 is coming from.

Frances Westbrook: Yes.

Anthony Marchetti: Just Nancyellen on that line item.

Frances Westbrook: It was \$12,000 plus a \$3,000 bonus so the base on that would be \$12,000 and then...

Anthony Marchetti: Fran, just a thought, do you think, jump back up to the employee expense, do you think it's a touch low since December we haven't had a treasurer expense.



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Frances Westbrook: No we have been paying her her regular salary.

Anthony Marchetti: Okay.

Frances Westbrook: We haven't split anything out. She is still getting her full salary.

Anthony Marchetti: Okay.

Frances Westbrook: Okay, so yeah. So my question is then, with having gone through this audit, now grant it, they are doing, they are looking at expenditures, they are looking at all deposits, receipts from it's an 18 month period I think they are looking at, so they are looking at, they being Robinson, Cox, Robinson, Farmer, Cox, they are looking at all of our revenues, our receipts, whatever you want to call them, deposits, they are looking at all the income side and they are looking at all expenses over \$100.00. So if they are doing that for this past 18 month period including where we are now, I think through December of last year going back 18 months I think is what it is, we are not going to have an audit expense coming up but the questions is where are we on this Davenport thing and if that's the case then the \$12,000 plus the other \$12,000 that we talked about to Davenport will put us right back.

Bonnie Schaschek: It was only \$10,000 to Davenport.

Frances Westbrook: It was only \$10,000 not \$12,000.

Bonnie Schaschek: It was \$10,000.

Anthony Marchetti: It was \$10,000, it was \$15,000 for Nancyellen and \$10,000 for Davenport which is where we got the \$25,000 from.

Bonnie Schaschek: Yeah.

Frances Westbrook: Alright, but we won't be doing the \$3,000 bonus again. What I'm saying is the \$12,000 then plus the \$10,000.

Anthony Marchetti: If Davenport goes back in there then....

Frances Westbrook: If Davenport and one of the purposes...

Bonnie Schaschek: You may have to put it in because Dudley will want it back in there.

Frances Westbrook: Will want it...

Anthony Marchetti: I assume that would be the discussion but....

Frances Westbrook: Well, let's plan on it because there will be a discussion so, let's plan on it, let's put it in there.

Anthony Marchetti: Yeah, that's why there was \$25,000 in the amended budget was because of that so, \$12,000 and \$10,000, so \$22,000 would be the number.

Frances Westbrook: Yeah so \$22,000 for that number and that's going to be Davenport, alright so we will expect a talk on that. VML they went up so is it \$4,884, let's do a round \$5,000, they may go up on us again.



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Anthony Marchetti: I mean do we still have 4 month's worth of expenses on that or is that....

Frances Westbrook: We pay that annually...

Anthony Marchetti: ...up front...

Frances Westbrook:yeah we usually pay that all up front. Public safety and code enforcement, that \$11,000 I had to do with the idea of trying to get a town, a part-time police and I think that has kind of died on the vine, I don't know where we are on that, we certainly haven't talked about it.

Anthony Marchetti: I think if it....

Bonnie Schaschek: That's the fire grant and code enforcement.

Frances Westbrook: Isn't fire grant...

Anthony Marchetti: Isn't that the one that we just give back out?

Bonnie Schaschek: That's in public safety.

Frances Westbrook: So, then what's the extra \$1,000?

Bonnie Schaschek: Um, we had, a....

Frances Westbrook: Oh, I know what it is, it's \$1,000 that we send to Kilmarnock Fire. We sent \$10,000 the fire grant is with White Stone and we sent \$1,000, no, no, no, wait a minute, that's under, hold on, that's under charitable donations.

Bonnie Schaschek: No, that's public safety.

Frances Westbrook: Hold on, alright the money we sent to Kilmarnock under fire and rescue, that's under the charitable donations.

Bonnie Schaschek: Right.

Frances Westbrook: So, go back to this, so the \$10,000 is the fire grant, what's the other....

Bonnie Schaschek: \$500 was for code enforcement.

Frances Westbrook: So, we upped it to \$1,000 for code enforcement last year.

Bonnie Schaschek: I guess so.

Frances Westbrook: So code enforcement is, what that meant to us a couple of years before was we had to take a town resident, we had to keep sending him letters to cut his grass and every time we did that it was the legal fees, it was the newspaper notices, all that kind of stuff, so we threw that in there in case that happened again.

Bonnie Schaschek: Because we were talking about the buildings being Trick Dog...

Frances Westbrook: Yeah.

Anthony Marchetti: Yeah.



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Bonnie Schaschek:do something...

Frances Westbrook: So, I'd say let's knock that down to \$500 so that we have it should we need it and so we go back down to \$10,500 or anything it could be you know some of these homes that are in bad repair falling in and nobody is living in them, we may have to take some action on safety issues there so. Office expense budget of \$15,500, we are already at \$15,600, it's probably going to go up some, I don't imagine it's going to go up a whole more. It just depends.

Bonnie Schaschek: You have to take into account the lease, the yearly lease for the printer because that was not in this budget, that was done afterwards.

Frances Westbrook: Well, that was supposed to cover, the lease, the cost of the lease....

Anthony Marchetti: Included ink correct?

Frances Westbrook: ...included ink and paper....

Bonnie Schaschek: Right.

Frances Westbrook: ...as long as we didn't go over a certain number of copies....

Bonnie Schaschek: Right, but that whole expense is not in your office expenses.

Frances Westbrook: But the expense for renting it...

Anthony Marchetti: After that there would be some savings back on future expense...

Frances Westbrook: Uh huh.

Anthony Marchetti:for ink and paper.

Frances Westbrook: I thought, I thought I understood it to be a wash.

Bonnie Schaschek: No.

Frances Westbrook: This is the copier that will do 11 x 17's, so we have, we have a monthly rental on that.

Anthony Marchetti: We pay a monthly fee but that includes up to a certain amount of pages or something right and I don't know if that's paper or ink but.

Bonnie Schaschek: I think it is up to a number of pages.

Frances Westbrook: Yeah, it's metered in the contract it tells you how many copies per month and then they either come out and take a reading and call...

Anthony Marchetti: It would be a new monthly expense but we won't have, if we stay within the limit we wouldn't have....

Frances Westbrook:paper and ink....

Anthony Marchetti:paper and ink expenses...

Frances Westbrook: ...right.



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Anthony Marchetti: ...it's not going to be perfect everytime but there is some offset I don't know...

Frances Westbrook: There is some offset.

Anthony Marchetti: I don't think it's a new wash but.

Frances Westbrook: Alright under office expense we have copier rental on there with a question mark. I would suggest we go to \$16,000.

Anthony Marchetti: I mean I guess Bonnie's point is this didn't include that, that monthly, so maybe try to figure out what we think the net expense is going to be.

Frances Westbrook: You're at 107% of your office expense right now and we still have 4 months to go.

Anthony Marchetti: I think it is up more than that, that's not including....

Bonnie Schaschek: Yeah.

Anthony Marchetti: ...some of the current is including the rent, I mean the rental printer anyway.

Bonnie Schaschek: No, it's under processing fees.

Cay Bradley: Guys you have \$4,000 in repairs and maintenance under office expense this year, but it is related to the old office building which hopefully we will not incur that \$4,000 again.

Frances Westbrook: Alright hold on.

Cay Bradley: ...sorry to interject....

Frances Westbrook: No, no, no, glad to have you do it. Maintenance repairs, \$2,060.....

Cay Bradley: No, no on the first page of the profit and loss statement for July through February...

Frances Westbrook: Yep.

Cay Bradley: Two lines up from the bottom, repairs and maintenance....

Anthony Marchetti: \$4,253....

Cay Bradley: \$4,253.69.

Frances Westbrook: Oh that was for the old office.

Cay Bradley: That's what I'm saying, so that is, I think that is part of keeping the office expenses so high is that you all didn't foresee needing to do repairs and maintenance at the old office building and particularly not to the tune of almost \$5,000.

Frances Westbrook: I think you're right.

Cay Bradley: So before you start worrying about the printer fee I think is minor, I would worry about making sure you take that out.



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Frances Westbrook: We need to take that out. Alright, so now repairs and maintenance under computer Bonnie, that's what we pay, what's his face that comes in and does the monthly stuff and updates or whatever needs to do.

Bonnie Schaschek: That's him.

Frances Westbrook: Yeah, that's him, Henley.

Bonnie Schaschek: Yeah.

Frances Westbrook: And processing fees are going to remain about the same.

Anthony Marchetti: Yeah, so to Cay's point right now year-to-date without that one time repair we are at \$11 and change year-to-date expenses.

Frances Westbrook: So actually, if we knocked off \$4,000 but yet we've got to allow for that copier...

Anthony Marchetti: To end up being right what...

Frances Westbrook: It's probably going to end up right around \$15,000 and if we have any overages...

Anthony Marchetti: ...we can sharpen that pencil by looking at the lease, the printer lease.

Frances Westbrook: Yep. So, let's plug in \$15,000 for now so that we have an idea of expenses versus revenue as far as tax purposes go, so let's plug in the \$15,000 there. Thank you, Cay. So, let me put that over here.

Bonnie Schaschek: You're doing \$15,500.

Frances Westbrook: I think even \$15,000 for now but we are going to have to copier rental contract.

Anthony Marchetti: We will be able to look at how many months we had the new copier and see whether we are regularly over or not, and we can just do that times 12.

Frances Westbrook: I think she said usually getting ready for a town council meeting we were averaging over 100 pages, so she goes through a ream of paper easy on just one meeting, so, there's 10 reams to a box, that doesn't even get us through a year and that's just town council meetings, so.

Anthony Marchetti: At one point it was suggested I don't know tablets for town council members that the packet could be on, is that possible, CARES, would that fall under possible AV, probably.

Frances Westbrook: It would fall under CARES if we decide to do that.

Anthony Marchetti: I mean that could be a lot of....

Frances Westbrook: But that would come under CARES, you're right it would reduce....

Anthony Marchetti: It would reduce office expenses, ongoing....

Frances Westbrook: That big load of paper once a month, but then the rest of the month I would imagine...

Anthony Marchetti: ...be similar....



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Frances Westbrook: ...yeah, so the paper and ink, that sounds like a small potato, but it does add up. Municipal expense, this, now we did have \$2,500 in there for election expense we had to do this year, so we don't have to do that again for 2 years. So, of that \$10,000 spent, \$2,500 of it is election expense, the rest of it stays in, that's what the county....

Anthony Marchetti: ...charges to collect taxes....

Frances Westbrook: ...charges to collect real estate and personal property as well as the outside sources for printing and mailing the real estate and personal property tax bills. \$10, \$13, \$8, we might could take it down to \$8,000. \$75, I think we might could take it down to \$8,000. Alright town council, public notices, conferences, seminars, workshops, alright we spent \$2,500 in public notices. Lara, alright in the past it has been the zoning applicants that paid the postage for the certified letters and the ads in the paper....

Lara Brown:for their own...

Frances Westbrook:their own stuff and I know at one time we talked about going up on the fees that the town would take that on, do you know if that's the case or not.

Lara Brown: No, the applicant still pays.

Frances Westbrook: Is still paying for all their stuff, okay.

Bonnie Schaschek: Can you go back to that one, to the municipal.

Frances Westbrook: Uh huh.

Bonnie Schaschek: You just going to put in for the collection fee because you also had \$1,000 for codification of ordinances and you also had \$1,000 for the comprehensive plan last year.

Frances Westbrook: I'm just looking at what we spent so far, and we didn't, we haven't done, we haven't certainly spent anything on codification and I don't think that is going to happen between now and June, so that's not going to go up, so next year....

Bonnie Schaschek: Next June.

Frances Westbrook: ...that could be that software we were talking about.

Bonnie Schaschek: I think you are going to cut yourself short on....

Frances Westbrook: How much was the software codification that you looked into?

Bonnie Schaschek:expense, it was about \$1,000.

Frances Westbrook: \$1,000.

Bonnie Schaschek: Yeah.

Frances Westbrook: And the comprehensive plan?

Bonnie Schaschek: We put \$1,000 in, because you are always going to have to be printing and now what's her name is going to do a survey.



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Frances Westbrook: The comprehensive, yeah, if we do a survey that could add some money in there, Cay can I put you on the spot, ballpark what you think someone would charge us to do a survey similar to maybe what you did.

Cay Bradley: It's hard for me to ballpark that, but I would say you are talking at least \$5, and probably more because you know part of it is even if you manage to get a professor and a class to do it, you still have to pay to get everything printed, you have to pay to mail everything, you should kick them something even if they are willing to do it mainly for free so I don't think you're going to get it for less than \$5 and I think it's going to cost you a lot more than that actually.

Frances Westbrook: Okay.

Julie Harris: I have a question about that. Would that go under comprehensive expense or would that go under planning?

Frances Westbrook: The comprehensive plan goes under municipal; we are required to do that and we have to do it every 5 years, the question is how soon are we going to do it again, I know last year we changed some things in the comprehensive plan but you know we didn't look at the whole package.

Julie Harris: Right.

Frances Westbrook: So, there's two schools of thought here since we did do something last year that theoretically it reset the clock, but if it doesn't reset the clock we are in year seven.

Julie Harris: It was 2017.

Frances Westbrook: Um....

Julie Harris: The last one.

Female: We are only in year 7, we are nowhere near year 7.

Frances Westbrook: No, we should be doing a comprehensive plan this coming fiscal year if we do....

Bonnie Schaschek: It's every 5 years.

Lara Brown: Every 5 years.

Female: It was last done in 17.

Julie Harris: It's 2017. In the planning commission bylaws, it says that the chairman shall appoint a comprehensive plan committee, that's why I was wondering if, where is the best place to put that.

Frances Westbrook: It's always gone under municipal expense because of....

Bonnie Schaschek: It's a requirement.

Frances Westbrook: ...it's a requirement, planning, because it only happens ever so many years, planning commission expense as far as our budget goes and the way we look at it are all your other expenses. This is where we post under planning commission any of the cost for CUPS that are outside of the fees and things whether you have to, your meeting notices....



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Julie Harris: What I was saying it's in the bylaws that the chairman plans it, a chairman designates the comprehensive plan committee, so would that include the survey...

Frances Westbrook: I mean, we....

Julie Harris:would it be split....

Frances Westbrook:it hasn't been traditionally, and town council usually has the entire planning commission to do the comprehensive plan, I mean it's going to take all of you pretty much...

Julie Harris: ...maybe that should look into changing the bylaws, it be everybody.

Cay Bradley: You can appoint everybody to the committee....

Julie Harris: Well, you could.

Cay Bradley: ...I don't know that the bylaws have to necessarily be changed for that one thing, there is a way around it.

Frances Westbrook: Yeah. But I think traditionally the municipal expense for the comprehensive plan has always shown up there.

Bonnie Schaschek: Uh huh, it has.

Frances Westbrook: It has. So, alright back up to office expense, I mean excuse me....

Bonnie Schaschek: Municipal.

Frances Westbrook: ...back to the municipal expense....

Anthony Marchetti: The year before was \$8,700 without any election.

Frances Westbrook: Right, yeah, well see our election this year was \$2,800 and some change, excuse me, it was \$2,500, almost \$2,600....

Anthony Marchetti: Yeah, I was looking at the 20, the total municipal expense was \$8,700, \$8,744 and did not have any election expenses in it.

Frances Westbrook: I'm thinking we might need to go to at least \$1,500 because if we do that survey....

Bonnie Schaschek: Uh huh.

Frances Westbrook: I mean certainly maybe between now and then Jackie, between now and the next few days Jackie will have something, so let's do \$15,000 for municipal then. It could be argued that I think it could be argued that we wait and do it when we do the comprehensive plan because we are going to do one when we do the comprehensive plan anyway. That's part of it, now, if that happens and the fee, we get quoted by the company that does the comprehensive plan with the planning commission will reflect that cost in what they quote us and if we have to do it on our own then we have to build it in here. I'm only saying that it could be argued that we wait one more year for the comprehensive plan. Let's build it in here and then town council, they're going to have to make a decision on that. How they're going to handle it.

Anthony Marchetti: Does that put the municipal expense back up to.



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Frances Westbrook: \$15. Alright another note to self. Survey cost. I don't know of anything else that is coming up in municipal expenses.

Bonnie Schaschek: I would leave it there you might have a special election too.

Frances Westbrook: Okay town council I think we should keep it at \$3,000 we are almost at that mark now and we still have COVID in place. We've had \$3,000 each year it seems like for a while. Planning commission. Alright Julie.

Julie Harris: Well first of all I'd like to request \$500 for a new zoning district map.

Frances Westbrook: Uh huh.

Julie Harris: We have a lot of changes and what we have needs to be brought up to date.

Frances Westbrook: I think we have been complaining about that map for a while.

Julie Harris: Yeah, and as far as public notices they seem to be going up and kind of a lot of notices so I defer that to Lara, it looks like currently we are at \$629 so what do you think would be a good request.

Frances Westbrook: This would be the newspaper ads.

Julie Harris: Uh huh.

Frances Westbrook: Um, I'm wondering, hold on here....

Lara Brown: I mean maybe \$900. The applicants are still paying for them so I guess those ads are just for you know the town council....

Frances Westbrook: For the meeting, yeah.

Lara Brown: Maybe \$900.

Julie Harris: So, \$900 plus \$500.

Lara Brown: Uh huh.

Frances Westbrook: So, we are saying \$1,400.

Julie Harris: Correct.

Frances Westbrook: Alright Anthony think about this, every time, supposedly we are paying the church is it \$200 a month or \$200 every time we use it.

Bonnie Schaschek: You don't have to pay the church anything.

Anthony Marchetti: Donation...

Bonnie Schaschek: I know but I think it's just periodic.

Anthony Marchetti: I mean I think it was \$300. If we are having one meeting a month it's the same number but it is when we have multiple meetings that it's....



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Frances Westbrook: My question is where do we account for that money here, are we going to split it between planning commission and town council or, or do we plug it in back here where we do charitable donations.

Bonnie Schaschek: It can't go under charitable donations.

Frances Westbrook: That's right it can't.

Bonnie Schaschek: It's just an office expense because you are not meeting at the office you are meeting here, so....

Frances Westbrook: Go back up to office expenses, if we are looking at \$15,000 there....

Bonnie Schaschek: Where is it....

Frances Westbrook:where have we been putting the money for the church?

Bonnie Schaschek: It's coming out of separate.

Frances Westbrook: It's been coming out of two different accounts; it hasn't been consistent.

Bonnie Schaschek: Right.

Frances Westbrook: It's been going into conferences and seminars I thought I saw once or twice, what was the other category? You know we probably should have a rent category on here because we are going to have to start doing rent for the town office at the end of this calendar year. Are we not?

Jeff Ewing: There is a line item for rent.

Frances Westbrook: There isn't, that's my point.

Jeff Ewing: I'm looking at it right now on the budget.

Frances Westbrook: Town office rent but that was for, yeah, that was put into COVID, so why couldn't we just relabel that town office and meeting space rent.

Bonnie Schaschek: That's fine.

Frances Westbrook: That's good Joe. Town hall. You're hired.

Anthony Marchetti: Okay where did you decide?

Frances Westbrook: Alright so, we'll get to it in a minute, well let's just do it now, almost next to the last line item on the worksheet that says town office rent.

Anthony Marchetti: Yeah.

Frances Westbrook: So, if we add meeting space rent, in other words if we put that all in the rent then we need to consider what we are going to have to pay for that office for January through June of the fiscal year we are working on because it won't go under COVID then.

Anthony Marchetti: Yeah, correct.

Frances Westbrook: So, we are going to have to do that....



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Anthony Marchetti: Is this meeting space fall under?

Frances Westbrook: That's what I think. We can't count it as a charitable because that messes the church up.

Bonnie Schaschek: I would say, I would just leave it office rent and meeting place because then if you meet someplace else and...

Anthony Marchetti: Yeah like Connemara....

Frances Westbrook: ...or whatever...

Anthony Marchetti: I mean, I'm just wondering if that can be a COVID related expense.

Frances Westbrook: Not after December of this year it can't.

Anthony Marchetti: Well yeah.

Bonnie Schaschek: But for right now....

Frances Westbrook: ...right now it is...

Anthony Marchetti: I'm thinking short term, yes after December we don't know.

Frances Westbrook: So, for 6 months on the proposed budget that we have to deal with rent...

Anthony Marchetti: Yeah, I gotcha....

Bonnie Schaschek: Up until then you can use it as a COVID, after that it has to go back.

Anthony Marchetti: ...budget for it, I think that's a good place for it to live, it's not right here....

Frances Westbrook: So that's another question then....

Bonnie Schaschek: So last year you had after COVID was done in December so for the remaining 6 months you have \$8,200 in rent.

Frances Westbrook: So, it would be another \$8,200 for the last 6 months, so the question is what we are paying the church. I know we talked, we upped it.

Bonnie Schaschek: Yeah, I don't think it's monthly.

Frances Westbrook: I thought it was we are here monthly.

Bonnie Schaschek: Bear in mind we never paid them anything so then we gave them \$300 because we hadn't paid them anything in several months and then we made a contribution and I don't have the check register, if you had the check register, he has the check register, and you could see where it's going.

Frances Westbrook: Who does.

Bonnie Schaschek: Where it's going.

Frances Westbrook: Do you have the, you have the last financials we got from Thursday's meeting on your computer.



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Anthony Marchetti: I do.

Frances Westbrook: There should be, the check register itself, I think you are going to find a couple of checks made payable to Irvington Baptist.

Bonnie Schaschek: So how much did you give the planning commission?

Frances Westbrook: \$1,400 and that includes \$500 for the tax map.

Bonnie Schaschek: Okay.

Frances Westbrook: The map that we have now that we paid for was done incorrectly by the people that we hired to do the last planning, the last comprehensive plan....

Bonnie Schaschek: Uh huh.

Frances Westbrook: ...it wasn't done....

Bonnie Schaschek: ...yeah we had budgeted for a map last year so....

Frances Westbrook: ...but nobody did anything about it.

Anthony Marchetti: It's going to take a minute to sort that....

Frances Westbrook: That's alright.

Anthony Marchetti: ...through each page. Packet.

Bonnie Schaschek: It will not download to a tablet in its entirety so it....

Frances Westbrook: No it won't.

Bonnie Schaschek: ...be able to open it. So it's only if you do....

Cay Bradley: I think, I can download it from my iPad.

Bonnie Schaschek: You can.

Cay Bradley: Yeah.

Anthony Marchetti: Can you open it through a drop box link or something where you view it through the....

Cay Bradley: So I download it through, I download it off the town website.

Bonnie Schaschek: And you can open everything.

Cay Bradley: Yeah.

Bonnie Schaschek:147 pages.

Cay Bradley: Mine did yeah.



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Frances Westbrook: Now I tell you what I've done recently. I had trouble downloading all the gobble-d-gook I was getting, well so I stopped downloading it through Google, I now download it through, what's the one Fox.

Cay Bradley: Firefox.

Frances Westbrook: Firefox, comes through like a charm, crystal clear, I've not gotten any gobble-d-gook, I've done it the last few times.

Bonnie Schaschek: Really.

Frances Westbrook: Yep.

Bonnie Schaschek: I'll try it.

Frances Westbrook: Yep, and plus I can print, I don't have to do the adobe thing, I don't have to download it to adobe and have them convert it, so I can print it.

Bonnie Schaschek: Well, I never had to do that, it's just that I went straight to my tablet, but the file was so huge as being a PDF it wouldn't go through.

Cay Bradley: That may be your internet speed causing you trouble because you are not under our main, so I have Atlantic Broadband, it's your internet, it's not the tablet, it's the internet. Would be my guess basically.

Frances Westbrook: I think, my desktop is older, and I thought that was one, I mean my desktop is at least 8 years old now and I was attributing that to the fact that I couldn't download from the town and get it to print right but since I started opening everything up in Firefox it's been fine. Plus, I can print it without, before it forced me to go to adobe or some other similar.

Bonnie Schaschek: I would say \$9,400 but you need to check to see if the rent increase too.

Anthony Marchetti: So, the checks I'm seeing to Irvington Baptist were for \$200.

Frances Westbrook: You're not seeing one or you saw just one.

Anthony Marchetti: I'm scrolling through.

Frances Westbrook: Oh, okay.

Anthony Marchetti: There's, I've seen two and each one has been for \$200.

Bonnie Schaschek: \$200.

Frances Westbrook: Okay, see I thought we decided to give them something monthly for some reason but....

Anthony Marchetti: And it might be, but...

Frances Westbrook: Yeah...

Anthony Marchetti: ...scroll through, it looks like it's going chronologically and back in July and August I imagine if I keep scrolling I'll find one each month, yeah it looks like \$200 each month as I get through.



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Frances Westbrook: Alright so Bonnie if we are doing \$200 each month that's going to give us for 6 months of that, 12 months of that, well 6 months because COVID has been part of it.

Bonnie Schaschek: We did \$8,200, plus the \$1,200.

Frances Westbrook: Plus the \$1,200....

Bonnie Schaschek: Gets you to \$9,400.

Anthony Marchetti: Do we still need to account for the, we still have to account for the 6 months it will be covered by COVID so we can.

Bonnie Schaschek: That's someplace else.

Anthony Marchetti: Yeah.

Frances Westbrook: Alright so we are going to put \$9,400.

Bonnie Schaschek: Yeah, just check to see if there was a rent increase from last year.

Frances Westbrook: Yeah, I've got my note here to check on that, so alright so for town office rent we are going to say \$9,400. Alright, now that we've gone through that, alright planning commission is the last thing we did at \$1,400. Utilities, looks like it's costing us, we are going to have to stick with the \$15,000 I think. Our actual year-to-date is a mixed bag of old place and new place.

Frances Westbrook: Yeah, I think so, let me look and see what we got, what's happening is our electric bill is going to be higher because this has, this new office space we are renting has HVAC whereas Steamboat office had heating fuel so it's six one half dozen the other I suspect.

Anthony Marchetti: It's at least a new HVAC unit so....

Frances Westbrook: Yeah....

Anthony Marchetti:new office....

Frances Westbrook:yeah it's a new unit so at least it'll be a little more efficient I would imagine, but we are at \$9,700 and we budgeted \$15, and I don't think there is anything glaring under utilities that says there is something different in there....

Anthony Marchetti: \$15 is probably....

Frances Westbrook: Let's do \$15, it's more square footage there, we spent \$13,600 the previous fiscal year, so I think maybe \$15 is a good number, so \$15,000 under utilities. Alright town maintenance, this has to do with all the grass cutting, the trash pickup, and we probably need to take a look at that contract again for the grass and other stuff that he does, street cleaning, we need to have a really good firm understanding on that don't we Bonnie.

Bonnie Schaschek: Uh huh.

Frances Westbrook: Alright so that is another thing but, in the meantime,, I don't imagine it is going to be any less than what it has so it looks like we can probably, the last good year that we can depend on looks like is the previous fiscal year, so we spent roughly \$10,000, we budgeted \$15,000 this year and we've only



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spent \$5,000 but part of that has to do with we haven't been doing anything. I don't think they've been cutting the grass quite as often.

Bonnie Schaschek: Yeah, they were cutting.

Frances Westbrook: But they were cutting at least an extra time when we had Farmer's Market.

Bonnie Schaschek: We wish they did but they didn't.

Frances Westbrook: We didn't do street cleaning.

Bonnie Schaschek: Yeah we didn't do street cleaning, yeah.

Frances Westbrook: No, we did....

Bonnie Schaschek: Dominion did the street cleaning for us, they said they'll do it once a year, so yeah.

Frances Westbrook: So \$10,000, I hate not, so yeah, I think we can knock that down to \$10,000, Anthony what do you think:

Anthony Marchetti: Did you say the year that had the \$9,700 did that include a street cleaning?

Frances Westbrook: Yes.

Anthony Marchetti: Okay.

Bonnie Schaschek: My only thing would drop it down is there contract is for \$14,000 isn't it.

Anthony Marchetti: ...this area...

Frances Westbrook: We would have budgeted more than \$1,500 wouldn't we.

Bonnie Schaschek: Well, you did \$1,500 for Ambrose, I would just check with their contract.

Frances Westbrook: But year-to-date Ambrose right now is just a little over \$600.

Bonnie Schaschek: Uh huh. Yeah, but I think Arrowhead or whatever....

Frances Westbrook: It's Arrowhead.

Bonnie Schaschek: I thought their contract, I don't know.

Frances Westbrook: You know Rannie was the one who really had his fingers on that one the whole time.

Bonnie Schaschek: And it really wasn't a contract it was some sort of agreement or something.

Frances Westbrook: Yeah, it was something weird....

Bonnie Schaschek: ...put something in writing.

Frances Westbrook: It was a proposal it was never a contract I think was what.

Anthony Marchetti: ...bill on services rendered I'd assume.

Bonnie Schaschek: Yeah.



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Frances Westbrook: Yeah.

Anthony Marchetti: Bill on services provided. His proposal was \$14,000.

Frances Westbrook: You think that's what it was, I don't think it was, but maybe it was.

Bonnie Schaschek: I think.

Frances Westbrook: I don't know.

Bonnie Schaschek: I can't remember.

Frances Westbrook: The year before, yeah, the year before it was \$97, we budgeted \$15,500 the previous fiscal year but we spent \$9,700.

Bonnie Schaschek: That's right because they didn't do any street cleanings. They did one where the guy was blowing.

Anthony Marchetti: You are looking at the most recent proposal.

Frances Westbrook: I think we are going to have to look at their....

Bonnie Schaschek: Yeah, look at the most recent one. But put whatever you want in there.

Frances Westbrook: Alright Anthony give me a number.

Anthony Marchetti: Alright I'm just.

Frances Westbrook: I mean I'm vacillating on...

Anthony Marchetti: I'll just pick a number without seeing their proposal but....

Bonnie Schaschek: I would say \$15,000.

Frances Westbrook: You want to leave it at \$15.

Anthony Marchetti: You can always back it down.

Bonnie Schaschek: Between now and the 18th.

Frances Westbrook: Yeah, it's on my list I'm generating. Mayor's discretionary fund, there was a reason we upped that to \$2,000. I think we knock it back down to \$1,000; we haven't used any of it. It's been \$750.

Bonnie Schaschek: Uh huh.

Frances Westbrook: And when we did the amended budget, we upped it to \$2,000.

Bonnie Schaschek: I think some of that had to do with the move, so we didn't have to keep....

Anthony Marchetti: There was some aspect behind it so that....

Bonnie Schaschek: Yeah....

Frances Westbrook: There was something, yeah....



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Anthony Marchetti: I would say \$1,000 even.

Frances Westbrook: I'd say let's knock it down to \$1,000. Alright here we go COVID. So let's just say so far we've spent \$23,400, maybe we get to the \$25,000 mark, no that's not true because we have some expenditures coming up with North Commons that we've been doing.

Cay Bradley: No those aren't under COVID I thought.

Anthony Marchetti: That won't be....

Frances Westbrook: They won't be COVID.

Jeff Ewing: So for 6 months the rent right....

Anthony Marchetti: \$600, so basically the same, at least \$9,400, because we have \$9,400 on the back side of these months.

Jeff Ewing: Are there any other usages that are known between now and the fiscal year?

Frances Westbrook: Rent so far is it. So that's the \$8,200 for 6 months isn't it.

Bonnie Schaschek: Yeah.

Anthony Marchetti: Whether or not we....

Frances Westbrook: So it's going to be at least \$8,200, so that figure will go from \$23, to \$33....

Anthony Marchetti: Wouldn't it be \$9,400; didn't we budget \$9,400 for the second half of the year for meeting space and office. Wouldn't it be \$9,400....

Frances Westbrook: That' be another \$9,400 there....

Anthony Marchetti: For the first 6 half of the months. I mean that's know.

Frances Westbrook: So that's going to take us to about \$32,800.

Anthony Marchetti: I'm sure there are other expenses we don't know what they are.

Frances Westbrook: Yeah, so let's just say we'll round it up to \$3,800 that the actual will be at the least. So we are looking at \$37,000 that we should put in the budget for next year so maybe we should say \$35,000, half of it. We are going to be close to spending half of it by the....

Anthony Marchetti:budget is spent on half....

Frances Westbrook: No, no....

Jeff Ewing: ...if you are planning on taking \$9,400 out in rent and no other use happens you have about \$37,600 left....

Frances Westbrook: Uh huh.

Jeff Ewing: And you would want to budget \$37,600 or you might budget \$35,000 and know that you've got \$2,500....



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Frances Westbrook: A little bit of a....

Jeff Ewing: Wiggle room....

Frances Westbrook: ...a little bit of cushion for this year.

Bonnie Schaschek: Well you can't have a cushion, you can only spend what you've got.

Frances Westbrook: I know that but as far as what we can spend between now and the end of this calendar year....

Bonnie Schaschek: Oh yeah, okay.

Frances Westbrook: Alright so maybe go \$35?

Anthony Marchetti: Yeah, sounds good to me.

Frances Westbrook: And then there may be some other ideas that pop up with town council. I think we are going to leave contingency fund alone for now, some of these other figures when they add up will dictate what that will be. Alright charitable donations, fire and rescue that will be \$25, that hasn't been disbursed yet this year. So, it'll be \$25, the following year Steamboat Era Museum that first one is the actual donation. We have two-line items here, this first one is the actual donation so we'll leave that the same and Lancaster Library at \$2,000 that remains the same, community events, now we didn't really do anything this year.

Bonnie Schaschek: Are we doing two donations to the Steamboat Museum.

Frances Westbrook: One is for the crab festival.

Cay Bradley: ...town council, we are always happy to take a donation, you will be given the, you will receive the letter of sponsorship for the crab festival.

Frances Westbrook: That's the second one I was talking about.

Bonnie Schaschek: That \$500 was the, for the plaque with the....

Cay Bradley: That was 2 years ago guys....

Bonnie Schaschek: That was just being carried forward because we didn't do the new budget, just accepted the old one.

Frances Westbrook: Yeah.

Bonnie Schaschek: So, do we want to leave it in as an additional donation.

Frances Westbrook: I'd just leave it in and let the town council you know talk that one out.

Bonnie Schaschek: Works for me.

Frances Westbrook: Yeah, I mean when it comes to these charitable donations, I feel a little awkward doing too much to these figures because that's really a town council thing.

Bonnie Schaschek: Yeah.



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Frances Westbrook: And I don't, the community events I mean this goes back, do we see ourselves next summer having a 4th of July parade.

Bonnie Schaschek: Nope.

Frances Westbrook: Do we see ourselves, well no we don't do anything for turkey trot, that's VIA, this is mostly the....

Bonnie Schaschek: It's the....

Frances Westbrook:Farmer's Market, excuse me....

Bonnie Schaschek:parade....

Frances Westbrook:4th of July parade....

Bonnie Schaschek: ...and uh, Christmas Even which we didn't do Christmas Eve this year....

Frances Westbrook: No.

Jeff Ewing: Which I think we will do by the time December of 21 comes around it will be.

Frances Westbrook: Well, if it's outside and we are up to 25 people outside now.

Jeff Ewing: I think \$1,000 would be helpful.

Frances Westbrook: So, we would...

Jeff Ewing: Maybe the fall and December, something....

Frances Westbrook: Yeah.

Bonnie Schaschek: Maybe we can reinstate the golf cart dues or something.

Frances Westbrook: Plus, that included, well it was 4th of July parade, it was the Christmas stuff which included judging the house, the decorated houses....

Bonnie Schaschek: Yeah....

Frances Westbrook: The goody bags and stuff that we did at the Christmas tree. Let's put \$5 in there, I don't know about the parade but....

Bonnie Schaschek: I don't think so.

Frances Westbrook: We'll just see.

Jeff Ewing: By July....

Frances Westbrook: I'm hoping so. Alright flags and banners, this is what the guy charges us and he has been very good to us but that has been mostly because of Rannie's relationship with him....

Bonnie Schaschek: That's the putting up and taking down....



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Frances Westbrook: Uh huh. Multiple times during the year, I would suggest that we probably go up to \$5,000 on that we need to do that whole contract thing with him too though. We did go up on the amended budget didn't we.

Bonnie Schaschek: Was it....

Frances Westbrook: Well, that's because the previous year was \$32 and we ended up paying him almost \$42, that's why we went up to the \$42. This year we spent over...

Bonnie Schaschek: I think go with the \$5,000.

Frances Westbrook: I think we should go with the \$5,000 because....

Anthony Marchetti: Especially if he is doing more, having to supply more labor like for the Christmas lights....

Frances Westbrook:and the bucket truck and all that kind of stuff that would make, yeah so....

Anthony Marchetti: I think \$5,000 is good.

Frances Westbrook: But that's still a contract. I'm sorry did you ask me a question?

Anthony Marchetti: I said I agree I think \$5,000 is a good number.

Frances Westbrook: So that's the flags and banners contract on that. Alright Irvington Crab Festival we'll leave that at \$1,200, WIFI we don't do anymore but we have Jeff as an FYI, whenever we have a line item in a budget we have to leave it on there for 3 years until it cycles off and you may have already known that but I've always thought that was a dumb thing but anyway so, there is nothing there, trolly....

Bonnie Schaschek: We have to go \$500 especially if you want to put the extra stops in, that's what we had planned to do....

Frances Westbrook: That's what we had planned to do so we'll say \$500 for trolly. Virginia River Realm....

Bonnie Schaschek: But we do need to get the public's buy-in on those extra stops over, I guess by you that would....

Cay Bradley: It will bring you around to the marina.

Bonnie Schaschek: Yeah, yeah.

Frances Westbrook: Yeah, that will be something we will have to pitch to the public. Virginia River Realm that is going to stay at \$2,000. Virginia Tourism Grant now here we go, this is what we were getting into, hopefully by next year though this is going to be done right, isn't that what we said...

Bonnie Schaschek: ...supposed to be run by...

Anthony Marchetti: I think it is up to us, I mean like yeah, if we go ahead and spend the money, then I think we agreed we were not going to have a carryover from one budget to the other.

Frances Westbrook: So, alright so for now.



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Bonnie Schaschek: We've already spent the money.

Anthony Marchetti: Yeah, I feel like we're done, I can't say that definitively, but I feel like if we are not done we are close to it....

Frances Westbrook: Close to it....

Anthony Marchetti:we can be done before the end of the fiscal year.

Frances Westbrook: Alright mayors discretionary that now appears elsewhere. Miscellaneous support, we had this on here because there were some things that I think Sharon was posting to miscellaneous, but I think....

Bonnie Schaschek: We moved it up into....

Frances Westbrook: We moved it so that....

Bonnie Schaschek:that's where she was putting the chocolate and[inaudible]

Frances Westbrook: ...that's right...

Bonnie Schaschek: ...awards and that type of stuff.

Frances Westbrook:okay so I'm going to delete that line item as appearing elsewhere and the Irvington Golf Tournament we'll leave that at \$2,000.

Bonnie Schaschek: That's the Irvington Mayor's....

Frances Westbrook: It's the Irvington Mayor's....

Bonnie Schaschek:you changed the name....

Frances Westbrook:yeah, Irvington Mayor's. well by golly, alright so it's the occupancy tax, I've got that note on here need to check on, talk with, alright let's see alright Anthony as far as meals tax go, if we decide to go that route, I was just listing the restaurants which is Hope & Glory, The Vine, Tides, Office Bistro, The Dredge and Local does that sound, does that get them all?

Anthony Marchetti: In the town yes.

Frances Westbrook: In the town.

Anthony Marchetti: And I guess The Tides, I don't know if room service, I didn't know if room service would be counted or if it is just their dining establishment.

Bonnie Schaschek: It goes under service; I was always charged a meal tax on...

Frances Westbrook: Yeah, I think even though...

Anthony Marchetti: I just think we need to clarify if we ask them for their food and bev is that the entire resort food and bev property or do they need to separate out room service from Fish Hawk.

Frances Westbrook: I would think it is room service as well as any catering they do the special groups that may come in....



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Anthony Marchetti: Like wedding events?

Frances Westbrook: Yeah, uh huh, I would think it would be all of that. Alright occupancy tax right now includes Hope & Glory, Tides, and any short-term rentals. I think that's about it. Here are, you might want to look at that, you might want to take a picture of this, these are state codes here that I was looking at as far as meals tax go, and actually you can find this on LIS.gov and then you choose Virginia but it already take you, but these are all the state codes that had to do with meal tax and licensing procedure and everything else, so. Okay, so if you want to take a look at that. So, letters for charities as far as them coming before us, March 18th is the date we have set aside to have a workshop with town council. Now we were trying to have the charitable organizations and the other groups either submit in writing to us and/or come to town council to do whatever kind of presentation so if we can limit them to 5 minutes if they want to come I'm thinking the 18th might be a good time so they are not taking up our regular town council meeting and if we get them first and on the 18th all we are doing is budget so there is not going to be anything else on the agenda so if you're okay with that concept I'll run that by the mayor....

Anthony Marchetti: Yeah.

Frances Westbrook: ...to see if he is okay with them coming in for presentations on March 18th.

Anthony Marchetti: ...budget related makes sense.

Frances Westbrook: Yeah. So, occupancy tax, food and beverage, I've gotten these QuickBooks reports that was on my list too, so I think we're good. What I'll do is run these numbers and get new totals after, particularly I need to plug in something for the occupancy tax so as soon as I can get something...

Bonnie Schaschek: Just the 98....

Anthony Marchetti: I think where we're at might be close, if anything I would feel like The Tides being open more and having higher room rates and their....

Bonnie Schaschek: But less rooms....

Anthony Marchetti:less rooms, I'd be curious to see how that changes numbers, they looked like they were pretty full last year but albeit....

Frances Westbrook: If you all want to run with the \$98,000, I'll plus that in here....

Anthony Marchetti: I think it's a good place...

Frances Westbrook: So why don't I do that and then what I can do then is update this and then I can send this to Sharon, and she can send it out to those that were here, Jeff do we have your email address or whatever where she can send you a copy if you want.

Jeff: I will reach out to her.

Frances Westbrook: Okay, are you going to give her, anyway, or are you?

Jeff: I will.

Frances Westbrook: Alright.

Bonnie Schaschek: Before you close up can I just ask a question on this budget.

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Frances Westbrook: You can ask all the questions you want; I'm just gathering this stuff together.

Bonnie Schaschek: And I think Jeff you are going to have to answer this for me. We have all of our revenue and revenue, this is hypothetical numbers here, okay, and our revenues come up to \$200,000, let me know if they are....

Jeff: Right.

Bonnie Schaschek: ...now we have our expenses plus our donations and all that and that's going to come up to \$250,000....

Jeff: Right.

Bonnie Schaschek: ...and the reason that it's at \$250,000 is because you've got COVID expense in there....

Jeff: Yep.

Bonnie Schaschek: ...but you don't have the offset...

Jeff: Right.

Bonnie Schaschek:so it's going to....

Jeff:so you either, it's a presentation issue...

Bonnie Schaschek: Yes.

Jeff: ...what I would suggest is you take your town income that stayed the same, you take the town expenses, take out the COVID CARES Act money from the town expenses, then you get the net town amount....

Bonnie Schaschek: Exactly...

Jeff: ...at the end and then after that you say COVID revenue from prior financials plus this amount, COVID expense from current financial minus this amount and those two amounts should zero.

Bonnie Schaschek: Perfect, that's....

Jeff: ...or you have a little overage or amount to be refunded....

Bonnie Schaschek: ...yeah....

Jeff: So that when you look at the budget you see how we are bringing in \$200,00, if we are spending \$200,000....

Bonnie Schaschek:right....

Jeff:good even though it looks like we're spending \$200,000....

Anthony Marchetti: \$50...

Frances Westbrook: So, see on this last page you don't....



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Bonnie Schaschek:yeah....

Frances Westbrook:before we get to the capital budget I could do this line item he's talking about right here after....

Bonnie Schaschek:after you total....

Frances Westbrook: ...after total....

Bonnie Schaschek:perfect...

Frances Westbrook:yeah....

Bonnie Schaschek: ...because otherwise it....

Anthony Marchetti:it doesn't paint an accurate picture at quick glance, yeah.

Frances Westbrook: ...yeah it will still show that we've got those expenditures to happen....

Bonnie Schaschek: ...right....

Frances Westbrook: ...but we don't have any other revenue coming in...

Jeff:right, there's no matching revenue.

Frances Westbrook:yeah....

Bonnie Schaschek: ...but it's utilizing what's sitting in that special account.

Jeff: Yes.

Frances Westbrook: Exactly, alright so here are my notes.

D. Adjourn - A motion to adjourn.

Anthony Marchetti: So moved.

Frances Westbrook: All in favor.

Anthony Marchetti: Aye.

Frances Westbrook: Aye. We're adjourned.

Respectfully submitted,

Sharon L. Phillips, Clerk

Frances Westbrook, Chair



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL PUBLIC HEARING
IRVINGTON BAPTIST CHURCH
TUESDAY, MARCH 9, 2021 6:00 PM**

NOTICE: the Irvington Town Council will hold a Public Hearing on Tuesday, March 9, 2021 at 6:00 PM; Irvington Baptist Church.

AGENDA

1. CALL TO ORDER – Mayor Bugg

Mayor Bugg: I will go ahead and call this meeting to order. This is the Town of Irvington, Virginia Town Council Public Hearing held on March 9, 2021, 6:00 p.m. at the Irvington Baptist Church. I have called this meeting to order. We will start with roll call.

2. ROLL CALL – Mayor Bugg

Mayor Bugg present.

Members of Council Present:

Frances Westbrook present.

Bonnie Schaschek present.

Wayne Nunnally present.

Jackie Brown present.

Anthony Marchetti present.

Dudley Patteson present.

Staff Present:

Lara Brown Zoning Administrator

Nancyellen Keane, Esq., Town Attorney

Sharon Phillips, Town Clerk, FOIA Officer

3. PUBLIC HEARING

Mayor Bugg: Thank you council. That will bring us to the portion of this meeting, the public hearing which is the whole purpose of this meeting. We will start with item #1 which is the Rezoning Application 2020.RZ2_ICN Enterprises.

1. Rezoning Application 2020.RZ2_ICN Enterprises

Mayor Bugg: We will start with item #1 which is Rezoning Application 2020.RZ2_ICN Enterprises. The town seeks public comment on the rezoning of parcel Tax Map #33 422 from R-1 to B1; at 4203 Irvington Road. Is there anyone from the public that would like to speak about this? Mrs. Brown would you like to speak on this?

Jackie Brown: I just want to read a letter from Vineyard Meadow and Vineyard Row Development with regard to this application. Vineyard Grove and Vineyard Meadow that they do not support rezoning to B1. While we understand that B1 would be consistent with the adjacent properties and shop fronts to the south, we are concerned that the B1 designation is overly permissive allowing some uses which are inconsistent with the charm and village and character of this area of the town. While it is unlikely to be the intention



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of the current applicant, allowing future by-right uses such as service stations and supply yards to be inappropriate for the location. So, I just wanted that to go on record.

Mayor Bugg: Thank you. Council any comments, any questions for Mrs. Brown.

Wayne Nunnally: Would they have to get a CUP to get a service station.

Jackie Brown: All uses permitted in B1 and B2 require a CUP.

Bonnie Schaschek: But across the street and next door they are all R1's why would we do B1 versus a B2 which is the transition from residential to business?

Jackie Brown: Directly to the right of the property all the way down to ? shops and ? are all B1. To the left of this parcel is R2. Across the street from the parcel is R1 until you get to the blue house that sits, and then it starts with B1 again down to the office, Café, The Dandelion, and the church, all that's B1.

Anthony Marchetti: I also think the square footage of the building is too big for it to be B2, so I think it's B1 or not at all.

Jackie Brown: The applicant has withdrawn their option, is the applicant here? Or the applicant's agent, no. They wish for the application to be considered only for B1 right now, B2 is not in their application any longer as an option.

Anthony Marchetti: There is a square footage requirement on B2, and I believe that the building exceeds what is allowed in B2, square footage wise.

Jackie Brown: And the applicant...

Anthony Marchetti:so I don't think it can be B2.

Jackie Brown: And the applicant also stated that B2 designation would no longer allow it to be residential use in the future which is what it was prior to them renting it to the Town for a Town Office. The public hearing part of this you know we can discuss, Town Council meeting.

Frances Westbrook: Question. Does anyone know how far on either side of Irvington Road that the comprehensive plan addresses, it seems to me, I don't know how far it goes but we address the issues future uses and what they might be going towards Kilmarnock, and I thought it went up to the Vineyard, so if that's the case then we anticipated perhaps it being B1 or B2 sometime in the future. Is that?

Jackie Brown: To the Vineyard, yeah.



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Frances Westbrook: To the Vineyard, I thought that was the case, I just wasn't sure.

Mayor Bugg: Anyone else? With that that will take me to Item #2.

2. Conditional Use Permit Application #2020.CUP12_ICN Enterprises.

Mayor Bugg: Conditional Use Permit Application #2020.CUP12_ICN Enterprises.MB The town seeks public comment on a conditional use permit for a Town Office in B-1; Tax Map #33 422 at 4203 Irvington Road. Does the public have any comment on that? Mrs. Brown, council, anything further? That takes care of that one. Okay number 3.

3. Conditional Use Permit Application # 2020.CUP17_Stephens

Mayor Bugg: Conditional Use Permit Application #2020.CUP17_Stephens. The town seeks public comment on a new pool inside the RPA, redevelopment, no further encroachment and no increase in impervious cover, R-1; Tax Map #33 361 at 416 Steamboat Road. Does anyone from the public have any comments about that? Mrs. Brown, or council?

Jackie Brown: No.

Mayor Bugg: Nothing further I'll move on to Item #4.

4. Conditional Use Permit Application #2020.CUP13_SandersRobinson.

Mayor Bugg: Conditional Use Permit Application #2020.CUP13_SandersRobinson. The town seeks public comment on a new pier for private use; Tax Map #33 252B; M-1 at Carters Creek Road/King Carter Drive. Does the public have anything to say about that application?

Fred Minton: I have a question.

Mayor Bugg: Yes sir. Could you please stand and state your name and address?

Fred Minton: There seems like to me there are four pier requests for that property.

Jackie Brown: Four separate applications, four separate pier requests, yes sir.

Fred Minton: How many slips are we talking about?

Jackie Brown: It's one residential pier on each of the four parcels.



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Fred Minton: So is this a precursor to the ?

Jackie Brown: No.

Fred Minton: It's commercial?

Female: No, it's private.

Fred Minton: It's private.

Jackie Brown: Four residential properties.

Fred Minton: Four slips....

Jackie Brown: Four piers, four piers, four residential private piers.

Fred Minton: Got it.

Bonnie Schaschek: Do them all at once.

Mayor Bugg: Yeah.

Wayne Nunnally: Do ya'll remember if that replaces 27 slips....

Jackie Brown: Sir?

Wayne Nunnally: Do ya'll remember was that 27 slips is that right...

Jackie Brown: 45.

Wayne Nunnally: 45, so now we are going down to 4.

Mayor Bugg: For the record, you know what I'm going to do, I'm going to read all of them so we can talk about all of them at once, so we don't have to go through each one individually. I am going to move to Item, #5 and I will read that for the record.

5. Conditional Use Permit Application #2020.CUP14_SandersRobinson

Mayor Bugg: Conditional Use Permit Application #2020.CUP14_SandersRobinson. The town seems public comment on a new pier for private use; Tax Map #33 252A; M-1/R-1 at Carters Creek Road/King Carter Drive.

6. Conditional Use Permit Application #2020.CUP15_SandersRobinson MB

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Mayor Bugg: Item #6 Conditional Use Permit Application #2020.CUP15.Sanders Robinson MB. The town seeks public comment on a new pier for private use; Tax Map #33 252; M-1/R-1 at 902 King Carter Drive.

7. Conditional Use Permit Application #2020.CUP16_SandersRobinson

Mayor Bugg: And lastly, Item #7 Conditional Use Permit Application #2020.CUP16_SandersRobinson. The town seeks public comment on a new pier for private use; Tax Map 33 252A; M-1/R-1 at XX King Carter Drive. So, we will talk about all these, all four items at once now. Thank you, Bonnie, for that reminder. Anyone else from the public? Yes ma'am, if you can please state your name and address that would be appreciated.

June McGeorge: My name is June McGeorge, 220 Sanders Lane. I am an owner and member of Crockett's Landing, Inc. I am here to represent all the board members and owners of our corporation. In regards to CUP16 and as adjacent property owners, we have a cause for our attorney to object to this application. In 2013 we signed an agreement with the previous owners Bruce Sanders and have a dated, recorded, dated bound readjustment which outlines a 60' fairway between our dock and any future docks built on the adjacent property. While we want to be a good neighbor with Mr. Robinson and don't object to him building docks within his boundary. He is asking for us to vacate this fairway and readjust the boundaries. This would impede our ability to properly run our marina and we do not wish to readjust this boundary line and our president of our Corp. has given Lara the court documents, the deed and the agreement, so you do have those documents where it does outline the 60' fairway which would infringe upon us.

Mayor Bugg: Thank you.

Wayne Nunnally: How much infringement is it?

Jackie Brown: I'm not, I think his dock would come out....

June McGeorge: There's a drawing and you have it, and it would infringe upon the 60' that we're allowed.

Mayor Bugg: While you're up there sir, could you just give your name and address.

Snowy McGeorge: I'm her husband.

Mayor Bugg: Same address?

Snowy McGeorge: Yep.



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Mayor Bugg: Got it.

[a lot of background talking]

Mayor Bugg: [gavels].

Frances Westbrook: I see what you're saying.

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

Barry Robinson: My name is Barry Robinson and...

Mayor Bugg: Yes.

Barry Robinson: I'm the owner of these parcels and while I understand the feedback from my neighbors here, I am also a little frustrated to begin with because Carroll Davies reached out to me a month ago, myself, I believe. The zoning administrator did not have any issues with this, we agreed after I offered to give them additional rights. All they wanted to do is vacate this fairway at my cost and I had the legal agreement drawn and given to them in 24 hours, now today at the last minute I hear there is an objection. I too did a little bit of research and spoke to Jay Woodward of the VMRC and interestingly enough this agreement that is referred to is not valid. Two parties, two private parties cannot give deeded rights to water. The State of Virginia owns the water. There is only one governing body who can do that and that is the VMRC, point one. Point two, if you want to refer to this agreement, it is pretty clear in here that refers to a commercial pier that is going to be built and only concurrently, concurrently with that commercial pier being built with this 60' fairway be in effect. This is a private pier only going out 100', clearly does not impact any repairing rights, the repairing line of this pier is 30' from the pier which refers to in here is a fairway in the event a commercial pier is built, so my request is that these permits be approved. Mr. Woodward and my legal counsel says that this governing body right here has no jurisdiction over this. This is a by-way pier and I am certainly willing to work with my neighbors here as I offered well over a month ago, but you know coming up with this red light at this point in time I think is disappointing. Okay, again, Jay Woodward said he would be happy to talk to owners and explain to them that no two people can give the rights to water to anyone. This is the equivalent of if my neighbor across the street and I reach an agreement and said I'm going to give you rights to the street that is publicly owned, I can get that recorded, when you record a document, nobody reads it for its legality. All it is is a recorded document. So, it appears there's an objection and we can't work it out we'll settle it in court is all I have to say. Not to be rude here, but I also have the right if you want to use this agreement, to go to the end of the pier and use a chain saw and cut off 5' of their pier. It also says that in here too. That's all I have to say.

Mayor Bugg: Thank you.



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June McGeorge: May I....

Mayor Bugg: Yes.

June McGeorge: This is an attorney matter which is we have been advised we have a boundary line that states the 60' fairway so to me this is an attorney matter. I don't see how the town can be involved giving permits when there is an infringement. So, like I say our attorney has advised us to object.

Mayor Bugg: Council. Mrs. Brown anything?

Jackie Brown: No.

D. ADJOURN

Mayor Bugg: Thank you. With that, that covers all the items that we want to discuss at the public hearing. Is there a motion to adjourn?

Wayne Nunnally: Motion to adjourn yeah.

Mayor Bugg: Is there a second?

Anthony Marchetti: Second.

Mayor Bugg: All in favor?

Group: Aye.

Mayor Bugg: Opposed. We are adjourned.

Wayne Nunnally: Before you do that, I would like to comment on one of our members T-Shirts. I think it is so appropriate.

Mayor Bugg: What's up Doc. Thank you.

Respectfully submitted,
Sharon L. Phillips, Clerk

Albert D. Bugg, III Mayor



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A. CALL TO ORDER

Frances Westbrook: So, while Anthony is visiting the restroom, the Agenda is up there. There is a copy of the figures that we talked about at the last workshop, and then there is a worksheet here for what we are going to try.

Frances Westbrook: We will call this meeting to order. For the benefit of the tape recorders we will have roll call.

B. ROLL CALL

Budget & Finance Committee Members Present:	Anthony Marchetti present. Fran Westbrook present.
Staff Present:	Lara Brown, Zoning Administrator Sharon Phillips, Town Clerk, FOIA Officer
Guests:	See attached sign in sheet

C. WORKSHOP

Frances Westbrook: Okay we are going to go over this capital improvement budget Anthony, that first line-item cash assets that's the total dollar figure from our balance sheet, all the cash assets of \$465,800 based on the budget worksheet that we did last week there's a -\$10,450 that would go to the capital budget contribution so that's that figure there year end contribution just based on our preliminary budget. Restrictive funds of \$76,281 would be the bike path and COVID signs. So those we can't use. We do have a standing contingency fund of \$80,000, we want to maintain that minimum so that is not available of course and then we have the sale of the old office which potentially is available to us, that gives us total funds available \$381,073. Okay Anthony here goes the discussion. Under storage shed we did not do any of those items last year, so I left them on for this upcoming capital budget year. It could be that by the time this worksheet gets to the town council they may just decide to take it off or add to it, but I didn't feel like you and I had the information to deal with that. Do you have any thoughts one way or the other.

Anthony Marchetti: I mean at this point I think the question is, you know master plan.

Frances Westbrook: And that I'll make a comment on when we get down to each....

Anthony Marchetti: I think Lara might help us figure out land....

Frances Westbrook: I agree. The commons itself, the tennis court care, we just did some repair work....

Anthony Marchetti: ...this year....

Frances Westbrook: ...and there is nothing on the table yet for playground or the commons landscaping but to your point just a moment ago some of that may come out when we get a master plan.

Anthony Marchetti: Yeah.

Frances Westbrook: Lighted lanterns, electrical renovations, we were budgeting annually to buy these things, so I left those along for the time being. It could be as they extended across for another 2 years each for the lanterns, the electrical and the flags and banners, as we replace those items. Technology and



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municipal information, to be quite honest I don't even remember what that is. Bonnie do you have any idea?

Bonnie Schaschek: That was from MuniCode.

Frances Westbrook: Ah, okay, that's that software...

Anthony Marchetti: ...puts our...

Frances Westbrook:that puts all our stuff online. Yeah, so....

Anthony Marchetti: ...so we think....

Frances Westbrook: ...leave that there...

Anthony Marchetti:keep trending towards having things successful online...

Frances Westbrook: ...yeah.

Anthony Marchetti: ...and this year with COVID your in-person limitations.

Frances Westbrook: So, we'll leave that there. Now to the crux of the matter. New town office. Now I chose to go with the stick-built numbers only because that is the kind of worst case scenario as opposed to Chesapeake Homes and taking those numbers off of some information that was given out at the town council here a little while back, I have down here surveying and engineering plan plus the master site plan. We still owe on the existing contract with Bay Design the engineering and surveying part, roughly \$22,000 and so I added to that the balance for a master site plan \$12,500, so the master site plan would be exactly what you are talking about Anthony it would give us the overall layout of the North Commons, this would go here, that would go there, and until we decide where things are going to go, you know it is kind of hard to move forward, so that's what that master site plan entails. The architectural, now this includes a site plan, that's not the master site plan, so it's entirely different, right Lara.

Lara Brown: Uh huh.

Frances Westbrook: That would be \$84,000.

Anthony Marchetti: Is that for just like a building design itself, so like building plans?

Lara Brown: So yes the building plans and....

Frances Westbrook: The site work around it.

Lara Brown: Uh huh, yes.

Frances Westbrook: Sidewalks whatever....

Lara Brown: Anything that is involved in designing the building.

Anthony Marchetti: I have no frame of reference, it seems, but I have no frame of reference so, I mean, just what knowing you get a set of house plans for.



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Lara Brown: Different architects provide different sources and a figure. This figure provides architectural services and ongoing, they are at the construction process, not just here is your blueprints go build it, but it provided the architectural services along the way, meeting with the building on the job site making sure it is built to the specs of the plans and so forth. So, it is a higher figure than just a homeowner going out and getting a set of blueprints from an architect and then having it built but this is an architect providing services throughout the process.

Frances Westbrook: So that's what the supervisors watching the entire process.

Lara Brown: Right.

Anthony Marchetti: And you think it is necessarily needed or just an option.

Lara Brown: Is it needed?

Anthony Marchetti: My experience is pretty limited, but if you work with a good GC and you have a set of plans then I don't know how much of that number is....

Lara Brown: It just depends on how hands on the town council wants that involvement you know because that can be a very involved process for someone who is...

Anthony Marchetti: And that \$84 is not including any site planning from Bay Designs then correct.

Lara Brown: Correct.

Anthony Marchetti: Okay.

Lara Brown: The companies work together.

Anthony Marchetti: Yeah.

Lara Brown: An architect is not going to do the septic drain field, yeah the architect would work with Bay Design Group to let....

Frances Westbrook: Which is what we're seeing with Tides Inn right now. You've got Bay Design and you've got other people, helping manage.

Lara Brown: Their landscape architects and their, yes....

Frances Westbrook: Yeah. Septic, it looks like it is going to run about \$40 grand.

Lara Brown: I just got that word today that North Commons is not a suitable soil, not your suitable soil for a regular cheap drain field.

Anthony Marchetti: Do we have a surprise there. Can we afford an engineer system on the other side.

Lara Brown: You can but that is not going to be pretty.

Frances Westbrook: Well an engineer can run you upwards up \$30,000 pretty easy, I mean...

Anthony Marchetti: It's, it's...



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Lara Brown: They estimate \$30,000 to \$40,000 so I told Fran to shoot for \$40,000.

Anthony Marchetti: Yeah but conventional is \$10,000 to \$20,000....

Lara Brown: Right.

Anthony Marchetti: So in one sense.

Lara Brown: Yes.

Anthony Marchetti: But that \$40,000 is the engineer's ballpark.

Lara Brown: The \$40,000 is in their estimate yes.

Frances Westbrook: Alright the office building itself, we are estimating around \$228,000.

Anthony Marchetti: Do you have a square footage?

Lara Brown: Yes, that would be...

Frances Westbrook: 1,300 per square.

Lara Brown: Uh yes 1,300, sorry I couldn't find it on my sheet of paper.

Frances Westbrook: And then the meeting hall comes in at \$245,000 and that's roughly priced at \$1,400 per square foot.

Lara Brown: 1,400 square foot total yes.

Frances Westbrook: Oh I'm sorry, I'm sorry.

Lara Brown: 28,000 was an estimate for a 1,300....

Frances Westbrook: ...square foot....

Lara Brown: ...office in the building and a meeting hall space would be 1,400 square feet.

Frances Westbrook: So, if we separated those in case we wanted to phase a meeting hall in at a later date, upgrades include if I'm not mistaken, it's the front porch that we decided to go with all the way across the building, is that correct Lara, or is that the back area.

Bonnie Schaschek: ...Chesapeake, Chesapeake....

Lara Brown: Well, it depends on what option you are looking at....

Frances Westbrook: Uh huh.

Lara Brown:for the factory built one it was for upgrades including like beefy columns on the front instead of little 4 x 4 code, it was including the upgrade of the vinyl siding like on the shaker style as opposed to just the lap siding, so it was upgrades regarding....

Anthony Marchetti: That would go with the modular option not the stick built....



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Lara Brown: That was for the modular option, for the stick-built option the brand was for the outdoor covered porches and so forth. Does that make sense? It just depends on what column you are pulling from.

Frances Westbrook: Alrighty, then parking lot we are looking at \$66,000.

Lara Brown: Again that depends on what the surface is...

Frances Westbrook: Uh huh.

Lara Brown: ..is it gravel, is it pavement, is it pavers, you know, the permeable pavers that is really popular now, which is better for drainage so again it just depends on what option, but that is a middle of the road option.

Frances Westbrook: That includes not only the parking but also the lighting and the walkways.

Lara Brown: Right.

Frances Westbrook: Landscaping and this is North Commons obviously would run us about \$17,000 and you know that depends on how fancy we get, that's, but in this stick-built option which also includes shrubs, trees and mulch and then any technology, audiovisual components that would go into the new building roughly \$35,000. Now that's not provided by the vendor that's just a guesstimate on what it might cost.

Lara Brown: What the town might want to include.

Frances Westbrook: Right. So, with all of that it looks like a total capital improvement is \$847,500. Ah, and we are short \$466,00, there's a surprise. Of course, obviously we had to do some a financing package with all of this but um, town council is going to need to decide which way they are going to go, so this is as I said earlier kind of the worst case, costlier option of stick-building so.

Klaus Schaschek: Can I ask a question?

Frances Westbrook: Sure.

Klaus Schaschek: There is no drainage in this town office piece.

Lara Brown: No what?

Klaus Schaschek: Drainage because everything is waterlogged there and...

Frances Westbrook: Oh direct drainage?

Klaus Schaschek: Yeah.

Frances Westbrook: I think that's part of your surveying, engineering and site planning.

Lara Brown: Well that is going to depend on how much land disturbance total that will be done over at the North Commons and that will be, if it's under the 2,500 square foot threshold then they do not have to do the drainage engineered plans but if it goes over then they would and what they would then do is have to present plans from VDOT and back to us on what that would require so at this time it doesn't include that, you're right.



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Anthony Marchetti: Is that square footage just for the building itself or for parking lot and you know what I mean, for the disturbance.

Lara Brown: Um, let me see if I can remember it correctly.

Anthony Marchetti: I'm assuming it is just for the building, the parking lot would be a square footage equate..

Lara Brown: Yeah, uh huh, it also depends on drain field, that's part of it, I don't think Bay Design is ready or prepared to answer that yet.

Anthony Marchetti: Okay.

Lara Brown: Everything that they are designing and trying to do right now would try to be under whatever the threshold is to prevent having to do that type of site work, that can get very expensive, you know, if you look at Compass where they put in that big, looked like a pond you know....

Frances Westbrook: Uh huh.

Lara Brown: ...that's where all their drainage from around the property and that was over \$1 million dollars.

Frances Westbrook: Did that come through VDOT? Were they the ones that had to approve that or.

Lara Brown: Many agencies are involved in approving....

Anthony Marchetti: ...storm water runoff....

Lara Brown:thank that's the term I was looking for storm water runoff....

Frances Westbrook: So that's not any drainage. No engineering drainage.

Lara Brown: No, use the term Anthony used storm water runoff.

Frances Westbrook: Oh, excellent...

Lara Brown:provisions.

Frances Westbrook: Okay.

Anthony Marchetti: Constructing a meeting hall would put us over the threshold then which would trigger that at least a review.

Lara Brown: It's possible but again whatever....

Anthony Marchetti: Just don't know yet.

Lara Brown: Uh huh.

Frances Westbrook: Is it a formula for acreage, or square footage, is there a ratio that you have to meet or it is a set footage like you said.

Lara Brown: It's total land disturbance....



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Frances Westbrook: Okay.

Lara Brown: I mean, it depends on your like your parking, like ya'll decide to use permeable pavers as opposed to asphalt that plays into the formula, I mean there is a lot that I just can't give you a blanket yes or no....

Anthony Marchetti: Sure, I'm just trying to get an idea of how much, most people know that construction projects don't always end up what the budget looks like on paper.

Frances Westbrook: They never do do they.

Anthony Marchetti: So, I was trying to figure what a fair reasonable percentage.

Lara Brown: I mean I know it would be great to have it for your budget right now but I just don't think Bay Design....

Anthony Marchetti: Sure, I understand.

Lara Brown: ...get that done in the next you know....

Anthony Marchetti: ...a lot of other decisions whether....

Lara Brown: Right.

Anthony Marchetti: ...that's trigger that so....

Lara Brown: ...right.

Frances Westbrook: So those are the jumping off figures Anthony, you seem to be okay with this going forward to our workshop with council to stimulate conversation.

Anthony Marchetti: Yeah, I mean obviously it's probably a lot of conversation at present...

Frances Westbrook: Uh huh.

Anthony Marchetti: ...I believe we voted to explore and pursue more time to sell....

Frances Westbrook: That's right.

Anthony Marchetti: ...and I think this needs to be one of the next conversations is this is what it looks like....

Frances Westbrook: Uh huh.

Anthony Marchetti: ...and then decide from there if we are going to go in that direction. This is what it could look like and what it could cost.

Frances Westbrook: Well, you know obviously we are going to get some more work done as far as the surveying, engineering and master site plan because we have already signed that contract and that'll happen throughout the remainder of this fiscal year and I think it is very possible that we may be into the new fiscal year before any serious stuff starts happening so.



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Bonnie Schaschek: That was going to be my question.

Frances Westbrook: What's that.

Bonnie Schaschek: That was going to be my question to you, do you seriously consider that this can all get happened in this fiscal year....

Anthony Marchetti: ...and that's how quickly....

Frances Westbrook: No....

Anthony Marchetti: ...move...

Bonnie Schaschek: ...I think some of this has to move into 2022.

Anthony Marchetti: Oh definitely.

Frances Westbrook: I was thinking everything from septic down might go into the, well maybe from the office building down would go into the next, into the 2022.

Klaus Schaschek: But this will give you a total so that you know that you need some money.

Anthony Marchetti: You need a total amount, one or two....

Bonnie Schaschek: Yeah, but just so it's realistic going across, this will be a very hard pill for anybody to swallow.

Klaus Schaschek: Could you just summarize the new town office in itself so that people know what the whole budget would cost, like know you have the summary of all the capital expenses.

Frances Westbrook: Oh, you mean a subtotal for just that, that's a good idea Klaus. Alright subtotal for new office, I can do that.

Klaus Schaschek: It's about \$7, or \$8,000.

Frances Westbrook: Yeah and for conversational purposes for the town council for the joint workshop I'm going to leave all these figures Anthony through this column and throughout that conversation as everybody kind of adds to it we will slide which will probably go into the following fiscal year.

Anthony Marchetti: I would think in the next, before we start the next fiscal year I would think we at least come to the decision on whether or not this is the direction we are going to pursue.

Frances Westbrook: Oh yeah.

Anthony Marchetti: If the answer is yes then I think we can a little more concretely start, okay well if we say yes today and we start tomorrow what does that look like from a timeline, if we say no then, none of this would be on the capital budget and....

Bonnie Schaschek: I think you have some other options on the table right now too so.

Anthony Marchetti: Correct, so....



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Klaus Schaschek: ...but that's the most important and the most expensive so.

Frances Westbrook: Right, that's exactly right.

Anthony Marchetti: I think all options should be on the table right now so we can make a decision.

Bonnie Schaschek: Maybe we'll hear others tonight.

Frances Westbrook: Yep so if we decide to go that way it will be a whole different setup on here and in addition to that, well this would go into effect July 1, you know who knows as we get further into whatever we are going to do September or October we might have to amend those.

Bonnie Schaschek: Oh yeah.

Frances Westbrook: Depending on what our new figures are and what hard figures we may get so. I'm hopeful this will be a good set of figures for conversation for town council.

Bonnie Schaschek: But you are going to carry out the \$5,000, \$5,000, \$1,000 and \$2,000 down across to 24.

Frances Westbrook: I can go ahead and do that for those three items.

Bonnie Schaschek: I would do the municipal as well in case you add extra modules going forward.

Frances Westbrook: Okay.

Bonnie Schaschek: Or obviously it's not going to get done right now.

Frances Westbrook: Right. So, we can throw that in there so that it stays. Stays in our heads. And then council can look at what kind of time frames.

Bonnie Schaschek: Uh huh.

Frances Westbrook: If we are going to stick-build otherwise, there might be the idea of an amended capital budget in the future so.

Anthony Marchetti: Still going to be one time on the North Commons on the corner right. Is that what that item is for.

Frances Westbrook: Yes there were a lot of trees cut down at that tornado that ripped through and that's initially where we thought we might put the concrete slab for the storage shed, but that as you said earlier would be subject to what this master site plan will look like. We probably should still take those stumps down.

Anthony Marchetti: I think it is hard to keep the grass and keep it with the stumps there, so if the stumps were out it would be easier to maintain.

Frances Westbrook: You won't have to worry about anybody tripping over the darn things or whatever or running over there playing.

Bonnie Schaschek: Sharon, did they ever come last year to remove some of those stumps.



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Anthony Marchetti: They cleaned it up at the end of the year. Whatever they did, they cut down.

Sharon Phillips: I don't know off the top of my head.

Frances Westbrook: I couldn't remember either, I don't think....

Bonnie Schaschek: I thought we were going to have them do it because it was a mess and they couldn't cut the grass.

Anthony Marchetti: Yeah, that's why it got out of control, get the lawn mower over there.

Bonnie Schaschek: For some reason I thought they had come but I don't know, but I haven't walked back there for awhile so.

Anthony Marchetti: If they cut it down low enough a bush hog can go over it.

Frances Westbrook: I don't either. That would be a simple thing of walking over there and looking at it.

Anthony Marchetti: I drive by there you would think I would have noticed.

Bonnie Schaschek: They wanted to put the entrance to where Chesapeake on that side road versus Chesapeake Drive....

Frances Westbrook: On the other side of the curb.

Bonnie Schaschek: So, they had to clean some stuff out there.

Frances Westbrook: Well, anything else. Lara I'm hopeful that you'll be able to be at the workshop for the town council on this which is the 18th.

Lara Brown: Uh huh, yeah.

Frances Westbrook: If you could, and you handle questions on aspects of the new town office.

Lara Brown: I just reread that email that I received today from Bay Design Group and it's a one-acre threshold that if you go over a one acre threshold it would trigger the next level of storm or management phase with the EQ if the total disturbance remains under the one acre threshold then the contract price that we currently have with Bay Design Group is already covered.

Frances Westbrook: So, the one acre land disturbance threshold.

Lara Brown: One acre threshold.

Frances Westbrook: Okay. Alrighty.

Anthony Marchetti: Lara do you have any numbers for, we starting looking at playgrounds awhile back.

Lara Brown: Yeah, um....

Anthony Marchetti: I know it was a giant range just like anything it can...



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Lara Brown: You know I haven't pursued that with Holly or anyone else that I was meeting with, just frankly due to COVID we just hadn't pursued the playground any longer but I can give you some estimates you know based on if we did....

Anthony Marchetti: I just didn't know if you had gotten any kind of ranges you know, something would look like this, look like this, look like this.

Lara Brown: If we did just like one feature that was just a playground feature, including the install and the required ground cover that you have to have for insurance purposes we are looking at roughly \$75,000 if you want to include some of the exercise like the outdoor exercise equipment....

Anthony Marchetti: Like stationary bike.

Frances Westbrook: For adults?

Lara Brown: Yeah, then you're over \$125,000 or \$150,000.

Anthony Marchetti: Okay.

Lara Brown:threshold and you could even go even further if you wanted to include...

Anthony Marchetti: Yeah...

Lara Brown: I thought that was a good, the last time that we met....

Frances Westbrook: Can we put in a fishing pond.

Lara Brown: A fishing pond?

Frances Westbrook: Yeah.

Lara Brown: With the drainage?

Anthony Marchetti: Yeah, a drain pond.

Frances Westbrook: Yeah, from across the road, do a pond feature.

Anthony Marchetti: Stock the drainage pond.

Frances Westbrook: That's right.

Bonnie Schaschek: So, Fran I have a question on the tennis court. You know we approved tennis court repairs is that going to be done in this fiscal year or will that probably go into June/July the next budget, but I don't think they've done it yet.

Frances Westbrook: I thought they had, hadn't they. I don't know. Sharon do you, off the top of your head.

Sharon Phillips: They have not been done, tennis court repairs are weather temperature sensitive and they anticipate when we have consistent weather between 60 and 70 degrees they will do them. There will be an update about that during tonight's town council meeting. They are also waiting for the significant amount



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of ground water to dry up so the repairs are weather dependent and it's about a 4-day turnaround for them to do the repairs.

Frances Westbrook: That makes sense, so I'll put that figure back in there.

Sharon Phillips: So they are anticipating late April or May.

Anthony Marchetti: It should still be this fiscal year.

Frances Westbrook: Yeah.

Anthony Marchetti: The current one.

Frances Westbrook: That's right, it will not go in on this one.

Anthony Marchetti: Correct.

Frances Westbrook: Yep.

Bonnie Schaschek: That's why we have to figure it out. I would leave it in there just in case.

Frances Westbrook: Well, it is on the current...

Bonnie Schaschek: But you are going to be ending the current, if they are not going to start it before April of May by the time and if anything happens.

Frances Westbrook: No, it will still be on the current capital budget. This one won't take effect until July 1.

Bonnie Schaschek: Okay.

Frances Westbrook: So, if they get in around April or May or even June....

Bonnie Schaschek: And that's phase one, it says phase two.

Lara Brown: So, this budget, the capital budget is adopted within a different time frame.

Frances Westbrook: No.

Bonnie Schaschek: It's adopted at the same time.

Frances Westbrook: I'll look at that really close, I'll go back and look at that real close, closer. Alright are you good?

Anthony Marchetti: Yeah, obviously some discussion to ensue.

Frances Westbrook: Yeah I'm sure.

Anthony Marchetti: Good numbers to have a conversation.

Frances Westbrook: Good stepping off point so.



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Anthony Marchetti: Did we determine that a, for technology AV that COVID funds could be used for some of that or all of that.

Frances Westbrook: If it is billed by the end of December. We have to use any of the COVID funds by the end of this calendar year.

Anthony Marchetti: ...to purchase them...

Frances Westbrook: I think if we knew exactly what we wanted plus I imagine a chunk of that would be in the meeting hall as opposed to just the offices but it's possible.

Anthony Marchetti: Yeah, right.

Frances Westbrook: Whenever I try to do something like that and I come around to actually using it I bought the wrong stuff.

Anthony Marchetti: Truth is I'm pretty sure that's the last thing to go in so, if we are years ago, if we go that route we are years from.

Lara Brown: It will be outdated.

Sharon Phillips: It will be outdated before you crack the box.

Bonnie Schaschek: Exactly, just a teaser.

Anthony Marchetti: Just looking for ways to save.

Frances Westbrook: Well, unless there's anything else. I would say this concludes.

Bonnie Schaschek: So we are going to stick with the stick-built versus Chesapeake homes or are you just using these because these are the figures.

Frances Westbrook: I'm using these right now as sort of the worst-case scenario as far as cost goes and that will be part of the conversation I'm sure.

Anthony Marchetti: We already know how big the build is, like looking at this total just on the stick-built between stick and I mean it is pretty significant.

Bonnie Schaschek: Yeah I thought so.

Frances Westbrook: \$66 plus.

Bonnie Schaschek: \$260 some thousand.

Lara Brown: You don't have the architectural fees.

Anthony Marchetti: Right I think if we are going to talk about the town office on North Commons that we need, when we have that conversation it should be like all options on the North Commons not just the most expensive one.

Bonnie Schaschek: Yeah I thought it was like \$200,000 or \$300,000.



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Anthony Marchetti: Yeah pretty substantial, that's why I'm asking because obviously this is a big number but and even \$200,000 or \$300,000 less is a big number but it is less of a big number.

Klaus Schaschek: Less large.

Anthony Marchetti: Yeah still \$200,000.

Bonnie Schaschek: I think we have to call it a Chesapeake Home versus a prefab or whatever you call it.

Anthony Marchetti: I agree.

Bonnie Schaschek: I walked through one of them and it is absolutely gorgeous and the options that you can put in there, I'll tell you if I was building now I wouldn't go into...

Anthony Marchetti: I would have to guess a stick-built option I mean most contractors are still, I mean, we would be lucky if we got 2025/2026 budget.

Bonnie Schaschek: Yeah.

Frances Westbrook: Anthony to answer your question it looks like it is a difference between Chesapeake Home and stick-built is roughly \$167,500.

Lara Brown: Just for the home itself.

Frances Westbrook: Yeah. No, I was adding all of those.

Lara Brown: Hold on.

Anthony Marchetti: The survey and engineering line item would stay, architecture would come out, septic would stay, office building would be revised, meeting hall, they never did the meeting hall.

Lara Brown: Shoot, my fingers aren't working, hold on. It's about \$150,000 just in the building itself between the two but then you have to take into account the \$84,000 for the architectural services that you wouldn't have for the prefab, septic is the same for both of them, I'd say it's at least \$250,000 to \$300,000 like ya'll were saying difference.

Anthony Marchetti: Chesapeake to stick-built. That's a giant number actually.

Female: There's a meeting hall, not a meeting hall....

Bonnie Schaschek: There was a meeting hall in the other one.

Cay Bradley: That's what I'm saying stick-built not a meeting hall for the cost of everything. Talking a meeting hall.

Lara Brown: I agree with Bonnie, have ya'll ever gone and walked through the one in Kilmarnock? It's worth doing. They're entry level options are amazing.

Anthony Marchetti: I would say there are probably some false stigma when you say, it's built the same way....

Bonnie Schaschek: It is stick-built but it just comes.



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Anthony Marchetti: It is stick built inside which is better for the product and they build to scale with no waste so yeah, I mean.

Lara Brown: In some ways they are a lot more efficient.

Bonnie Schaschek: If you watch This Old House these days they have....

Anthony Marchetti: It is stick-built inside and the location is transported.

Klaus Schaschek: ...built in this time frame.

Anthony Marchetti: Correct, that's what I'm saying if we were trying to do stick-built we are probably looking at 2025/26 budget.

Bonnie Schaschek: At least 3 years.

Frances Westbrook: By the time they got to it.

Lara Brown: And even if you went with the prefab version you, there are still a lot...

Bonnie Schaschek:options...

Lara Brown: ...of options as far as you know making it cuter on the outside, giving it some curb appeal let's say.

Frances Westbrook: Making it more Irvington.

Cay Bradley: It could be a town office instead of a house.

Lara Brown: Right, yeah.

Cay Bradley: Sorry I don't mean to trash Irvington but....

Anthony Marchetti: I think it would be important to see how high ends or.

Frances Westbrook: I can run a second column for 2021/2022 and do the Chesapeake Homes.

Bonnie Schaschek: Why don't you just do a separate sheet for Chesapeake Home because then it gets confusing on the columns.

Frances Westbrook: That's probably a good idea.

Anthony Marchetti: Separate sheet, just with those column totals.

Frances Westbrook: Alright, what term do we want to use, modular prefab, I mean there is some negativity to all of this.

Bonnie Schaschek: I would suggest Chesapeake Homes.

Frances Westbrook: Chesapeake Homes. I'll say Chesapeake type building or Chesapeake homes, we'll just leave it. Alright I can certainly do that. Alright so I'm going to look closer into the tennis court repair, note on that surveying/engineering master plan does not include any storm water runoff provisions in my subtotal.



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Lara Brown: The goal is to try to keep the total disturbance to a one-acre threshold so it wouldn't trigger the....

Anthony Marchetti: Additional storm water.

Lara Brown: The DEQ review of the storm water....

Anthony Marchetti: I think it would be interesting to see the total of the Chesapeake, what the Delta or if we were to look at another option to purchase like what else is available for houses.

Female: [inaudible]

Anthony Marchetti: Yeah if there are any just say the Chesapeake is \$100,000 more than something you buy on the market but for \$100,000 you get something brand new compared, what we are providing and what we think the maintenance cost would be over 30 years compared to something new and taking all of the options and looking.

Klaus Schaschek: With decreased equity you have \$100,000 so the equity is higher if you buy something.

Anthony Marchetti: Right and then look it over, 30, 40, 50 and beyond year fix versus what if you buy how long if you have to put significant money into it.

Frances Westbrook: You would have to do renovations.

Klaus Schaschek: Usually put 15 and 20 years because it goes along with your mortgage payments. I have one question the shed, is it part of the one-acre.

Lara Brown: Well, that is something that Bay Design needs to know when they do the total calculations is is that shed going on that property because if it is then yes that needs to be calculated into determining what....

Anthony Marchetti: If it is multiple parcels....

Frances Westbrook: It is it's two parcels.

Anthony Marchetti: ...Having DEQ look at it

Lara Brown: We are surveying it as not one parcel but as they go together so the one-acre threshold is for both parcels.

Frances Westbrook: That's a total for both.

Lara Brown: Yes.

Frances Westbrook: Okay.

Anthony Marchetti: I don't remember what the lot was you know...

Lara Brown: It's almost two perfect squares.

Frances Westbrook: It's pretty equal.



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Lara Brown: Yeah, it is a little bit different.

Anthony Marchetti: It would be circumstantial I mean potentially the office could end up on one parcel right.

Frances Westbrook: Uh huh.

Anthony Marchetti: If that's the way Bay Design says well the septic has to go over here and....

Bonnie Schaschek: If it's engineered it can go with it....

Frances Westbrook: ...the master site plan....

Lara Brown: Another option to consider is and this is coming from Bay Design Group not from the Town of Irvington but in their email they said that the committee or the council, emails are hard to follow, may want to ask what a connection fee would cost if the owner of the septic next door to the Commons would consider a connection to that.

Frances Westbrook: The owner next door.

Bonnie Schaschek: I don't think we want to get into that again.

Anthony Marchetti: Yeah, I think, across the road.

Lara Brown: He just said you may want to ask the owner of the....

Bonnie Schaschek: ...septic system....

Lara Brown:The Hope & Glory and....

Anthony Marchetti:The Vineyard....

Lara Brown:septic system and the shops and all that tie into so you may want to ask what it might cost.

Frances Westbrook: They are going to be much much higher volume than what the town....

Lara Brown: Bay Design just offered that...

Frances Westbrook: I gotcha.

Lara Brown: ...possible avenues.

Anthony Marchetti: If you are building in \$40,000 for your own septic I think it is probably money well spent.

Klaus Schaschek: Well there is maintenance thereafter too so that's, so, I think it is about comparison if the chart you know what I mean would say \$1,000 a year then you have to consider.

Anthony Marchetti: We can ask and they can either say no or no they don't want to join or yes here is the cost at least we can...

Klaus Schaschek: Certainly, cost benefit you know.



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Bonnie Schaschek: But you need to look at the way they bill that back to them.

Klaus Schaschek: That's one of the considerations but.

Frances Westbrook: Alright so I'll run a separate sheet for the Chesapeake Home cost and....

Bonnie Schaschek: One other thing to consider is that if you purchase some place you still have the use of the North Commons. Once you build on it you no longer have the use for activities and parking and all of that kind of stuff so that has to be....

Anthony Marchetti: Definitely curious to see what the site plan comes back how much parking....

Bonnie Schaschek: Yeah.

Anthony Marchetti:it has and I don't know if we've requested amount or if there would be room to add it back.

Lara Brown: So, something that you could consider when talking with the principal engineer Mr. Burton, um, to try to keep the project at the threshold to not trigger a...

Frances Westbrook: Land disturbance.

Lara Brown: ...you could have the required parking for your town office and town hall and your parking spaces are determined on your use of the building and how many staff are in there, what's your max occupancy, you know everybody at one time, so there is a formula again for parking, so you could have, let's just say it's 15 parking spaces for your proposed building, the rest of the property could be green space like it is right now because you allow parking over there for your Farmer's Market and your events without having a parking lot that is graveled or paved with designated you know lined parking spaces. So, you could still do that maybe on the parcel on the left and just still allow people to park in there at their will if it's not you know of course too saturated and of course depending on the where the engineered septic is, and you are not riding over that. So, there are some options again, I mean it's a process of deciding what do you want, what are the needs and we know that parking is needed for events and so forth. Do you want it to just stay like it is on that side or do you want it to be more laid out you know and exact.

Anthony Marchetti: Certainly keeping the green spaces are a cheaper option.

Lara Brown: One option that he recommended for anyone for a permeable type parking solution he said if you go down to Windmill Point they used permeable pavers down there for parking and he said that will save you, not save you money, but would save you from triggering the....

Anthony Marchetti: ...disturbance yeah....

Lara Brown: They are very expensive but again what's the cost of having to do the storm water plan versus putting in some of the permeable pavers for parking I don't know, I mean it's a lot to weigh and consider.

Frances Westbrook: Well certainly environmentally sound so, I mean it's a nice option.

Lara Brown: He said West Point too, he said if you go to West Point and take your first right over that first bridge then you can see these permeable pavers....



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Anthony Marchetti: Oh, at that pavilion.

Lara Brown: Uh huh.

Frances Westbrook: That is a neat pavilion.

Lara Brown: Yeah.

Anthony Marchetti: I've never pulled in there but you can see it from the road.

Frances Westbrook: You can see it from the top of the bridge if you know exactly where to look as you start coming down into West Point....

Bonnie Schaschek: You just had to go by it before the new bridge was put in and you were using the old one.

Lara Brown: ...maybe I'll get an annual of what permeable pavers.

Anthony Marchetti: Get your name on it.

Bonnie Schaschek: We've done it before, we've done fundraisers in White Stone and all that kind of stuff and people they did it over at Christ Church as well as well.

Anthony Marchetti: Paver, you can get your name on it.

Bonnie Schaschek: You can get your name on it.

Anthony Marchetti: Or you can put your grandkids name on it.

Lara Brown: How about a whole parking lot family, a parking space if you buy pavers for this one.

Anthony Marchetti: I'll ask a question, I'm sure there's not an answer but just a thought, if there is a meeting hall space and that is kind of picturing something similar to this, is there not an opportunity to potentially have, just to carry the roof on further and to have storage there.

Bonnie Schaschek: Uh huh.

Anthony Marchetti: That would....

Klaus Schaschek:combine the shed with that....

Anthony Marchetti: ...separate detached slide shed...

Frances Westbrook: You need a lot of square footage for these Christmas lights and....

Bonnie Schaschek: You need at least this size.

Frances Westbrook: Almost.

Bonnie Schaschek:for the amount of stuff that is floating around town right now.

Frances Westbrook: Maybe not quite this bit but still....



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Bonnie Schaschek: Maybe not quite as high but by the time you rig up how to hang up those lights so they don't get squished or whatever are up off the ground so critters don't get into them.

Bonnie Schaschek: But that's not everything I mean we still have stuff in people's garages and storage....

Lara Brown: What is the size of this building on the storage shed do you know.

Bonnie Schaschek: I want to say when we were looking at it with Rannie it was 16 x 20, 30...

Klaus Schaschek: 20 x 40.

Bonnie Schaschek: We started smaller and then he made it bigger.

Klaus Schaschek: And he had a certain height requirement because he wanted to drive the truck in so off the truck they could take the stuff down.

Frances Westbrook: Yeah.

Anthony Marchetti: I've seen how they hang over at the Tides shed, like the rafters or whatever they are hanging from.

Bonnie Schaschek: But that's only just a portion of what the town has out in storage.

Anthony Marchetti: I assume everything we have in storage is stuff that is still used or needed or....

Frances Westbrook: Well we have all those lanterns that came to us what were there 13 of them that came to us from The City of Richmond that we've been storing a way to figure out how we are going to incorporate those.

Bonnie Schaschek: You've got the bell.

Frances Westbrook: We've got the bell from the bell tower.

Bonnie Schaschek: Yeah.

Frances Westbrook: I think all of those have been stored by David Cheek.

Bonnie Schaschek: Uh huh.

Frances Westbrook: And then we've got....

Bonnie Schaschek: ...all the flags and stuff.

Frances Westbrook: I think all the flags are...

Bonnie Schaschek: ...well they used to be over in the brick house next to us, I don't know where they moved them to.

Frances Westbrook: Rannie's, the brick house behind this house.

Bonnie Schaschek: Yeah. Do you know where they moved to Sharon. The flags.

Sharon Phillips: The flags are with the banners, they are with the, everything over at The Tides.



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Frances Westbrook: Thank's so much. Appreciate it. Alright anything else.

Anthony Marchetti: I don't think so.

Frances Westbrook: Alright, I'll get this squared away and I'll send everything to Sharon so she'll have it to send to the town council before the workshop.

Anthony Marchetti: Do you have any way of figuring out.

Respectfully submitted,

Sharon L. Phillips, Clerk

Frances Westbrook, Chair



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SPECIAL CALLED MEETING *TO BE HELD AS A WORKSHOP*
IRVINGTON BAPTIST CHURCH
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AGENDA

A. CALL TO ORDER

Mayor Bugg: Go ahead and call this meeting to order Irvington Town Council will hold a special called meeting to be held as a workshop on Thursday, March 11, 2021, 5:30 p.m. at the Irvington Baptist Church. I've called this meeting to order let's start with an introduction, comments and then I will be turning things over to you Mrs. Brown and the public thank you for making it this evening, I think this is a good thing for all to work on in terms of the council and I will be mentioning some points in this and Mrs. Brown as I just stated will also be presenting some things as well. Last May council directed the town attorney to draft amendments to the town code to clarify that every dock in every zone of the town requires a CUP. Last fall I received feedback that we should review those requirements to determine if all are necessary. I asked the zoning administrator and the town attorney to look at this issue and determine whether there is any benefit to continuing to require CUPS for docks in all zoning districts. They also looked at the issue for CUPS for pools. The zoning administrator will make a presentation after which there will be discussion. I received information from other individuals particularly one individual on the planning commission and I certainly appreciate his input, Mr. Chapman, I'm glad to see you made it this evening. Given the time constraints I do not believe that we will be able to discuss all issues involving CUPS but I believe that we can hopefully make significant progress in discussing the possibility of dealing with docks and pools. So, with that I will turn it over to Mrs. Brown.

B. ROLL CALL

Members of Council Present:	Mayor Bugg present. Frances Westbrook present. Bonnie Schaschek present. Wayne Nunnally present. Jackie Brown present. Dudley Patteson present.
Staff Present:	Nancyellen Keane, Esq., Town Attorney Lara Brown, Zoning Administrator Sharon Phillips, Town Clerk, FOIA Officer
Guests:	See attached sign in sheet

C. WORKSHOP

Lara Brown: I'm going to come sit closer to the recorders. Good evening. First, I want to quickly walk through the process a waterfront landowner must follow for a riparian pier in the Town of

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Irvington in a residential zone. The landowner or agent submits a JPA to VMRC. The Virginia Marine Resource Commission, VMRC reviews the application and disseminates to the appropriate state agencies for review, typically Army Corp of Engineers, Habitat Fisheries, whoever needs to see the application. The project is advertised in the local paper and the adjacent landowners are noticed. Landowner receives the response from VMRC, the Army Corp of Engineers regarding the necessary permits or they receive a response of no permit necessary; proceed with your proposed private noncommercial riparian pier. Then, the landowner must now come to the town and apply for a CUP for the proposed pier that was just approved through the JPA process with the Commission and the Corp or they get a response of no permit necessary. The project runs in the paper again, and now this time property owners within 300' are noticed along with property owners within 500' across waterways as our code stipulates. Public hearings are held both by the planning commission and town council or as a joint hearing and both take action as stated in the town code. If the CUP is approved, the applicant must now come to the town and apply for a zoning permit. Then, they have to apply for a building permit through the county. If you look at State Code Section 28.2-1203, Virginia Code provides statutory authorizations for private piers provided the following are met. This is stated in #5. The piers do not extend beyond the navigation line or private pier lines established by the commission or the corp. Number 2, the piers do not exceed 6' in width and finger piers do not exceed 5' in width. Number 3, any T or L head platforms and/or floating docking platforms do not exceed 400 sq. ft. but please note our code is more stringent in this aspect, our L or T-heads do not extend beyond 200 sq. ft. Number 4, if prohibited by local ordinance, open-sided shelter roofs or gazebo type structures shall not be placed on platforms as described in #3, those L or T-heads. But may be placed on such platforms if not prohibited by local ordinance. Number 5, the piers are determined not to be a navigational hazard by the commission. These are the five items that the Commission and the Corp look at when they review the landowner's application. They look at these five items. Now set that aside for a minute, and look at the letter from the Commonwealth of Virginia memo. This is from the Corp to the Commission. Effective May 20th, of last year, 2020, the Corp advised the Commission that the Corp no longer uses the general permit maps as guidelines but rather relies solely on their own navigation review on a case-by-case basis to ensure the following: 1) There is no conflict with other uses of the waterway and 2) In addition, VMRC has long had the authority and responsibility to internally review all projects from a navigational standpoint to ensure that they will not conflict with other users of public waterways in the Commonwealth. I just paraphrased right there what was in the letter that I handed out. Accordingly, the habitat management staff of VMRC will no longer use the US Corp maps as documentation for an established navigation or pier line when reviewing private, noncommercial riparian piers that otherwise meet the exemption criteria and State Code 28.2-1203. If a pier meets all the other qualifications for statutory authorization, as stated in the code, the applicant will be issued a no permit letter, no permit necessary. And lately that is what I have been receiving from the commission is NPN's. No permit necessary because they meet the statutory requirements of the state code. If the applicant proposes that their pier



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extends beyond ¼ width of the waterway then the commission will say to the applicant a permit will be necessary.

Wayne Nunnally: Then who issues that?

Lara Brown: The Commission, VMRC. Yes sir. Uh huh. As the zoning administrator for the Town of Irvington I trust the reviewing process for reviewing piers on behalf of the Commission and the Corp and if an applicant comes to the zoning office with the appropriate paperwork stating their pier meets the statutory requirements, he or she should apply for a zoning permit and skip the CUP process. By eliminating the CUP process for piers, it would greatly cut down on unnecessary staff time to push paperwork through a process that the landowner is allowed to have by right. Ask yourself, what are we reviewing during the process that hasn't already been reviewed by the Commission and the Corp. In addition to piers, I also think you should consider eliminating pools outside of the RPA in the CUP process. Are there any questions before the Mayor opens up the floor for discussion amongst the town council that you have regarding the reviewing process that the Commission or the Corp uses when they review the applications. In the last, since I've started working here last July, we have 11, in all of 2020, there have been 11 CUPs brought to the town. Eight of those have been for piers, for pier request to just give you an idea of what's coming through, and you know, you've been attending the meetings, you, so, that is a lot of hours going to reviewing the applications, writing the letters you know for the applicants that they have to submit to all the landowners, you know putting the ads in the Rappahannock Record, y'all are here for meetings and so, there are a lot of hours that's involved in, and as you know processing a CUP, are we duplicating efforts that the Commission and the Corp are already vetting.

Wayne Nunnally: I agree.

Mayor Bugg: I do as well.

Bonnie Schaschek: Of those 11, how many were, that didn't require a permit that could just go with the zoning permit only?

Lara Brown: Since I've been here, they've all been NPN's, no permit necessary.

Mayor Bugg: Wow.

Bonnie Schaschek: Then we've been wasting our time.

Dudley Patteson: I'd like to add that I've looked at this from a human resources standpoint, Lara as we all know has worked overtime, but we don't know how much and I'm here to report that since August she has logged in more than an additional 30% of her time in working on just getting through the volume that she's gotten and she and I had a conversation and if the pier and dock CUP was something that we could agree upon it was covered by the VMRC and The Army Corp of Engineers then if we weren't involved, then she could then focus on the CUP matters that matter



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the most to the town and therefore from a human resources standpoint I want to free her up and that means we don't review CUPS for docks and piers.

Wayne Nunally: I think it makes sense. If they issue the NPN...

Lara Brown: NPN, no permit necessary.

Wayne Nunally: Why should we get involved.

Mayor Bugg: That's my thinking as well.

Lara Brown: They are looking at each one on a case-by-case basis for you know, is it a navigational hazard in the water, and I would think that our main concern were to make sure that our piers that are in Carter's Creek are not a navigational hazard. That would be a primary concern and they are looking at that, both the Corp and the Commission.

Wayne Nunally: If they, the town wouldn't be involved at all, just make the application to VMRC.

Lara Brown: Well I would....

Bonnie Schaschek: They would still need a permit.

Lara Brown:recommend that they, once they go through their process with the Corp and the Commission, their JPA process, they would just have to come for a zoning permit and when they come for a zoning permit, I could review the construction plans to make sure that 6' in width, L or T-head, meets our requirements that are in ordinance, I would think that all of that could be handled, not think, but I know all of that could be handled within the zoning permit process to make sure they meet the applicable guidelines as stated on our ordinance.

Bonnie Schaschek: I agree with that.

Frances Westbrook: I have a question please. We have a requirement that property owners within 300' are noticed. Is that an Irvington thing or is that a state thing?

Lara Brown: That's an Irvington thing...

Frances Westbrook:so we could decrease....

Lara Brown: ...Irvington expands that to not only 300' by land but 500' by water.

Frances Westbrook: So, would it be reasonable to think just adjacent property owners, those that are gonna on either side of the dock are or would we be letting go some sort of control that is necessary.

Nancyellen Keane: If you're not going to do it, you don't need to send the letters. You're not going to do a CUP for the dock, you're not going to need to send a letter.



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Frances Westbrook: Even if for some reason, say the navigation I, or the X navigational, even if they did have to apply for a CUP, my question is would they have to notice all these people, could we lessen the distance in other words just to adjacent....

Lara Brown: If you don't have it...

Nancyellen Keane: It applies to more things than just a dock or pool, that would apply to everything, so I think you need to talk about that in the conversation about the CUP process.

Frances Westbrook: Okay.

Lara Brown: So, if you don't have in your ordinance, if you eliminate piers from your ordinance, you're not eliminating 300' notification for other things that you require CUPs for. So if you still require a CUP for someone to run a business in B1 they would still follow that requirement of notifying the landowners the 300' and 500' if they happen to be on the water.

Frances Westbrook: I see that being a bigger deal for a business, but for residential is all I'm asking.

Wayne Nunally: Well, if we, I think we got to do this. We've got to cut this red tape. If they do look at, VMR comes in and says you need a permit, and then they issue their permit, would that trigger anything for us?

Lara Brown: That's up for you to decide. Since they're the ones dictating whether or not it's a navigational hazard or not they wouldn't issue their permit if they foresee a problem.

Wayne Nunally: Okay, alright.

Lara Brown: They would still have to go through their process.

Bonnie Schaschek: So when would we have to issue a permit for a dock?

Frances Westbrook: You mean a CUP.

Bonnie Schaschek: CUP, sorry. Thank you.

Nancyellen Keane: ...zone....

Lara Brown: Do you want to do it in the business district but not the residential, the R1, I mean that's I think something to discuss.

Frances Westbrook: But is it a riparian right also in the business or industrial.

Lara Brown: In the business district, it would be considered a water dependent use, like marinas fall under the water dependent use which is like what The Tides Inn just went through.

Bonnie Schaschek: I guess I'm curious as to why we have two separate sections in our ordinances where one stipulates a CUP and the other one is kind of vague.



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Nancyellen Keane:it tells me somebody added at a different time...

Bonnie Schaschek: ...it's not consistent....

Nancyellen Keane:maybe in the past, they weren't done at the same time, maybe, there are two things brought together when they did the last codification maybe I don't know.

Wayne Nunally:we're doing it...

Frances Westbrook:same way we did it, just reverse it...

Nancyellen Keane: You all could very easily amend the code to remove the words you know that are in the R1 zoning district or docks, that whole item, and then the swimming pools is another item that is in the R1 district, that Lara needs to talk to you about, because she hasn't gone through that discussion because that one doesn't really have anything to do with the VMRC.

Lara Brown: The wording for docks in the R1 permitted uses it states #11, both docks for private use provided all structures, mooring pylons are landward of the US Army Corp of Engineer navigation line which as you now know no longer exists dated April 2nd, 1980, any boat dock to be constructed whether there is no navigation line depicted requires a conditional use permit so that navigation line is no longer on their maps. Also in that same section under R1 #6, swimming pools are permitted with conditional use permits and I guess my question for you, for the council is, you know if the pool is outside of the RPA, or you know land, you know, inland, do you want to require a CUP or do you want you know to just let the property owner submit a zoning permit for that and as long as the drawings show that the pool meets the setback requirements is that sufficient for council for doing a zoning permit as opposed to a Conditional Use Permit and a zoning permit.

Frances Westbrook: How would you address with a pool, adding additional impervious surface to the property. Let's just say it butts up to, it doesn't go into the RPA, is that an issue for us to...

Lara Brown: As long as it's outside of the RPA it's not our issue at all.

Frances Westbrook: ...It's not our...

Bonnie Schaschek: But I will tell you when you go to the county, they, you have to have a complete drawing of where your patio, well this is what we had to do anyway, they wanted a complete drawing....

Lara Brown: Everything that you are proposing....

Bonnie Schaschek:space where the patio was, and all of that kind of stuff, but you still, even though we issue a, we shouldn't issue a permit before you get one from the county, but you still have to get one from the county as well.

Wayne Nunally: Yeah, put a fence around it and all that stuff.



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Bonnie Schaschek: Oh yeah, they require that, actually it's the State.

Wayne Nunally: I think you've done a fabulous job and I think we should follow your recommendations would be my....

Bonnie Schaschek: I agree. I think we are spinning our wheels for nothing.

Wayne Nunally: Yeah.

Mayor Bugg: And it sounds like this will significantly reduce the number of meetings and amount of work related to these....

Nancyellen Keane: How many CUPS were for pools.

Lara Brown: Last year two.

Nancyellen Keane: Out of 11, 8 plus 2. There is only one that was for something else, what was that?

Lara Brown: That was yeah.

Nancyellen Keane: Business.

Bonnie Schaschek: Now we did have the pools that were within the RPA but with setbacks and they were doing some special things....

Lara Brown: Redevelopment.

Bonnie Schaschek:so we would still have them do a CUP for that because it was within the RPA even though they had work arounds.

Lara Brown: I think anything within the RPA correlated should go through that process.

Frances Westbrook: So if they breach the RPA no matter how much then it would trigger.....

Lara Brown: Well, it's a redevelopment and it's a much bigger plan....

Bonnie Schaschek:yeah exactly....

Lara Brown:a much more involved process.

Frances Westbrook: Sounds good to me.

Bonnie Schaschek: Works for me.

Nancyellen Keane: So, what is it that you all want us to do from here on out?

Frances Westbrook: First of all, I'd like to say I'm highly in favor of it in residential, I have a little reservations about the business application or business side of it, but I think, you said it's riparian rights so....



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Wayne Nunally: What I'd like to see is this for myself is to draw it in such a way if it's outside the RPA all they need is the zoning permit. If the Corp has issued a NPR then all we have to do is do a zoning permit.

Bonnie Schaschek: So, in order to accomplish that do we have to modify our existing ordinances?

Frances Westbrook: Yes.

Nancyellen Keane: Yes.

Mayor Bugg: Yeah, so what is the best path Nancyellen to make this happen?

Nancyellen Keane: Just drafting an amending ordinance but would have to go through the planning commission...

Mayor Bugg: Okay.....

Nancyellen Keane:since it's a zoning, and so ya'll would have to probably adopt the schedule, it would be, it's the same thing you would have to do to pass an ordinance. It is a zoning ordinance...

Bonnie Schaschek: It is a zoning ordinance and there's no problem in that.

Nancyellen Keane: Yeah.

Frances Westbrook: Let's do it.

Bonnie Schaschek: ...not so...

Lara Brown: And are you saying that you would like to see that applied to pools as well, not in the RPA?

Bonnie Schaschek: Yes.

Frances Westbrook: Yes.

Wayne Nunally: It's wonderful when we can agree.

Frances Westbrook: So I think that we....

Wayne Nunally:I was going to ask....

Frances Westbrook: ...do away with CUPS....

Wayne Nunally:can we do a motion....

Frances Westbrook: ...in our...

Nancyellen Keane: Not here but maybe in the next meeting, do.....



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Frances Westbrook: Oh, that's right, it's a workshop we can't do anything.

Nancyellen Keane: So we could do a schedule, it's a matter of how much time, that's adding a lot to your upcoming budget schedules and stuff, so I don't....

Bonnie Schaschek: It shouldn't take but a moment.

Nancyellen Keane: It's up to you all.

Wayne Nunally: I'd say let's do it as quickly as we can.

Nancyellen Keane: Okay.

Bonnie Schaschek: I mean how long could it take to our existing meeting 10 minutes, it's not like we don't know...

Wayne Nunally: I'd say let's do it as quickly as we can.

Nancyellen Keane: I just didn't want to propose a schedule and have that be a problem.

Bonnie Schaschek: What do you think can you just add an extra 10 minutes to the meeting to get this done.

Frances Westbrook: To the 18th?

Bonnie Schaschek: Well, the 18th is a workshop.

Frances Westbrook: That's a workshop.

Bonnie Schaschek: I'm just talking regular meetings going forward.

Frances Westbrook: Sure.

Wayne Nunally: When's the first meeting we do it.

Mayor Bugg: I agree.

Frances Westbrook: Yeah.

Wayne Nunally:then we find something else....

Bonnie Schaschek: So how long is it going to take, are you going to be able to draft it by then?

Lara Brown: I'm ignoring you.

Mayor Bugg: Exactly.

Nancyellen Keane: Yes, but do you all want to adopt a schedule at the April meeting, or do you want us to just assume that.....



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Bonnie Schaschek:get a consent..

Wayne Nunally: I'd say let's do it as quickly as we can.

Nancyellen Keane: ...it's a regular meeting for each meeting, and just not schedule any new meetings, so it would end up going through...

Lara Brown: Does it go to planning commission first?

Bonnie Schaschek: It has to go to....

Nancyellen Keane:planning commission. Just like a CUP I mean, they go together.

Female: You can get a consent at a workshop.

Nancyellen Keane: Yeah, that's true we can get the schedule at the workshop on the 18th is that acceptable.

Frances Westbrook: But we can't vote on it at a workshop right.

Nancyellen Keane: Um....

Bonnie Schaschek: Just a consensus.

Nancyellen Keane: ...maybe a consensus over a written document that we can....

Frances Westbrook:that works for me....

Bonnie Schaschek: And that's on the 18th.

Frances Westbrook: This means you can't take up a whole lot of budget and finance time you know. I'll come get you.

Wayne Nunally: Whatever Bonnie says I say.

Mayor Bugg: Alright any other questions....

Bonnie Schaschek: So after the 18th it can be passed onto the planning commission for them to work on.

Nancyellen Keane: Yeah, and you would prefer to have a joint public hearing right.

Bonnie Schaschek: Yes.

Mayor Bugg: Yes.

Wayne Nunally: Well, this workshop so much on, if we follow the same schedule for the short term rental stuff to go to the planning commission?

Frances Westbrook: We haven't talked about that yet.



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Mayor Bugg: I've got that on the agenda for....

Frances Westbrook: ...yeah, on the agenda...

Mayor Bugg:6:30....

Lara Brown: Now what, can you educate me on what the planning commission would be doing with this on the 18th, after it's approved, do they draft what the ordinance....

Nancyellen Keane: No, we would, I guess I would be, direct the ordinance, because you are amending the current ordinance and they would then make any changes or suggestions, they make a recommendation to council like they would for any zoning ordinance. It's just a requirement unfortunately, state law, it's not.

Mayor Bugg: Yeah.

Frances Westbrook: Okay then um, at some point in the future we need to talk about the CUP process as a whole....

Bonnie Schaschek: Are we not doing it tonight?

Frances Westbrook: No, evidently not, I was under the impression it was going to be a joint but if we could schedule a time that is joint between town council and planning commission to address all those other items sometime in the future, near future then we can....

Mayor Bugg: Yeah, we have time to talk about them now if you have any....

Nancyellen Keane: I don't have anything prepared.

Mayor Bugg: Okay, well let's do that. We can...

Wayne Nunally: Brainstorm.

Mayor Bugg: Yeah....

Wayne Nunally:Mr. Chapman present his very thorough ideas it could shorten the CUP process so, has everybody gotten that?

Mayor Bugg: Yeah I think so.

Frances Westbrook: Yep, yep.

Wayne Nunally: It's a good place to start.

Nancyellen Keane: The only observation that I have is I don't know how you all are going to come out on the issues that Lara presented tonight so I wasn't sure but, if you all are going to proceed the way you've said to remove the requirement for a CUP for a dock and a pool outside of RPA you are eliminating 90 to 95% of the CUPs that you are going to get, so the question



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becomes you know, you can talk about the CUP process, that's fine and I'll be happy to prepare something with Lara for that, but it is going to only apply to one or two CUPs a year, maybe a business or something, a home occupation, something that we've seen in the last couple of years, because you've only been doing CUPs since November of 2019. It's a conversation that may not have a whole lot to go on with it.

Frances Westbrook: Well, it will be a short workshop.

Bonnie Schaschek: But I think we need to have the discussion because if we have first readings and second readings before we even discussed it and then, joint public hearings, it's putting the cart before the horse so I think we need to switch this process a little bit, so it makes sense. Even if it's only twice a year.

Mayor Bugg: That's appropriate. We can discuss that with the commission.

Nancyellen Keane: Well what meeting do you have suggestions for Fran for, to do it, because I don't have a schedule.

Frances Westbrook: Would you want to give a part of one of your planning commission meetings to a joint workshop, well it should be a....

Julie Harris: Well maybe one before the next planning commission meeting.

Frances Westbrook: Before your planning commission meeting.

Lara Brown: Uh huh. Like 5:30 kind of thing.

Frances Westbrook: I think actually rather than having another whole separate meeting I would rather see a 5:30 slot before one of our regular monthly meetings.

Julie Harris: That's what I'm saying.

Dudley Patteson: I agree.

Nancyellen Keane: So, have they been taken like for April and May or are you using the budget.

Frances Westbrook: No I don't think they've been taken, actually alright May 18th is going to be our workshop, the 8th, there is already a public hearing for budget on the 8th.

Julie Harris: Our next meeting is the 13th.

Mayor Bugg: That's what I thought.

Lara Brown: April is going to be weird where you have your meeting before we do.

Bonnie Schaschek: Is that because it falls on Friday....

Lara Brown: Yeah....



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Bonnie Schaschek:or something....

Frances Westbrook: Thursday....

Lara Brown:yeah the first is on a Thursday.

Bonnie Schaschek: Once every 7 years we hit it.

Frances Westbrook: I'd be okay with the 13th, personally, what does everybody else think.

Nancyellen Keane: Is that April 13th?

Frances Westbrook: Yes. Or we can look at May 13th, that 5:30 slot tonight is taken on May 13th.

Bonnie Schaschek: I doubt if we are going to get any CUPs in between now and then so.

Frances Westbrook: I mean the plan is for the town council meeting at 6:30 on the 13th hopefully we will be voting on the budget, but that shouldn't, I've moved all the time consuming stuff prior to that.

Nancyellen: May....

Frances Westbrook: Want to look at May 13th.

Mayor Bugg: It works.

Julie Harris: May 13th?

Frances Westbrook: Uh huh.

Julie Harris: Is that for a town council meeting or for a planning commission meeting.

Frances Westbrook: It would be, that's a town council meeting and we would start at 5:30....

Mayor Bugg: Like this....

Frances Westbrook: ...with a workshop, like what we are doing today.

Bonnie Schaschek: Now would planning commission, would the planning commission get it beforehand so that they had a chance to look at it all before that date or no.

Frances Westbrook: I don't know why they couldn't discuss it at their next planning commission if they wanted to.

Nancyellen Keane: What do you mean....

Bonnie Schaschek: I don't know we are going to have a workshop, you said it has to go to the planning commission for them to review and stuff, can they do that all before the 13th of May?



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Frances Westbrook: Or would we do it together at a....

Nancyellen Keane: Workshop, I guess if we are going to do in May to review the CUP process itself, maybe the 300' notices and stuff...

Bonnie Schaschek: Okay.

Nancyellen Keane: ...but the other piece which the planning commission has to review is an ordinance amendment and that's for the CUPs and docks....

Bonnie Schaschek: Alright, sorry I was confused.

Nancyellen Keane:it's allowed.....

Bonnie Schaschek:too many things....

Julie Harris: So, the planning commission would receive that April 13th meeting?

Nancyellen Keane: Yes, because you're going to get a consensus on the schedule on the March 18th workshop and tell me what schedule you want and then I'll have it drafted so it can go out to the council and the planning commission within what a week or two after that, at least 2 weeks before the meeting and they'll meet in April and there will be a public hearing either in April or May at one of the meetings that's joint....

Frances Westbrook: ...for the ordinance thing...

Bonnie Schaschek:changing of the ordinance....

Nancyellen Keane: ...yeah....

Frances Westbrook: ...that's the 13th....

Mayor Bugg: That works.

Lara Brown: May 13th.

Mayor Bugg:13th at 5:30.

Wayne Nunally: Is that a Friday?

Dudley Patteson: Mr. Mayor, I'd like to commend Lara for a well-done presentation. I think she's one of the few people that have persuaded everyone on town council to agree to something this year and in addition to that she has also cut our workload down considerably and I think that is well done.

Lara Brown: Thanks.

Wayne Nunally: I said it first.



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL
SPECIAL CALLED MEETING *TO BE HELD AS A WORKSHOP*
IRVINGTON BAPTIST CHURCH
MARCH 11, 2021, 5:30 PM**

Lara Brown: Can I go home now.

Mayor Bugg: In time, thank you for your continued involvement and along this process and sharing your thoughts on it as well and I continue to welcome the contributions, input and staff thank you for all of your work on all of this, I guess this is a good change so with that, with that.

D. ADJOURN

Mayor Bugg: Is there a motion to adjourn.

Wayne Nunally: Move to adjourn.

Mayor Bugg: Second.

Dudley Patteson: Second.

Mayor Bugg: All in favor.

Group: Aye.

Mayor Bugg: Meeting is adjourned.

Respectfully submitted,
Sharon L. Phillips, Clerk

Albert D. "Tripp" Bugg, Mayor



**TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL
REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
MARCH 11, 2021, 6:30 PM**

NOTICE: the Irvington Town Council will hold a Regular Monthly Meeting on Thursday March 11, 2021 6:30 pm; Irvington Baptist Church.

AGENDA

A. CALL TO ORDER – Mayor Bugg

Mayor Bugg: I will call this meeting to order. Notice: The Irvington Town Council will hold a Regular Monthly Meeting on Thursday, March 11, 2021 at 6:30 p.m. at the Irvington Baptist Church. I'd like to first start with a moment of silence. Thank you. This meeting has been called to order, that will take us to the roll call.

B. ROLL CALL – Mayor Bugg

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

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

Guests: See attached sign in sheet.

Mayor Bugg: Great. All present. Thank you council and I thank you to the public for joining us this evening.

C. APPROVE AGENDA

Mayor Bugg: Next item on the agenda is the actual approval of the agenda. Council have you had a chance to review this agenda.

Wayne Nunally: Mr. Mayor, I'd like to amend it, I make the motion for the report of the facilities, streets, sidewalk committee to be held in closed session.

Mayor Bugg: Excellent and....

Nancyellen Keane: Are you going to move it to the end or leave it where it is?

Wayne Nunally: If we move it to the end, I don't want anybody waiting around.

Mayor Bugg: Yeah. Okay.

Lara Brown: I'm sorry, what's the amendment.

Mayor Bugg:of closed section. This is for real estate purposes under Code 2.23711A3 and I believe Mrs. J. Brown may have a motion as well concerning legal matters that we be seeking advice from the town attorney, the town attorney during closed session as well, is that correct?

Jackie Brown: That is correct.

Mayor Bugg: And would that be your motion as well?

Jackie Brown: Yes.

Mayor Bugg: Okay.

Wayne Nunally: So, we are putting it right after announcements.

Mayor Bugg: Correct.

Wayne Nunally: Right before adjourn.

Nancyellen Keane: Mr. Mayor there is a bunch on the second page that was added, I don't know if you have it....

Mayor Bugg: I do. So right after announcements?

Wayne Nunally: Yes sir.

Mayor Bugg: Okay.

Frances Westbrook: Mr. Mayor, you and I had talked and I asked if you would please put under new business committee discussion.....

Mayor Bugg: Okay.

Frances Westbrook: And I don't see it on here so if you could add that under new business, Item, it would be Item #9.

Nancyellen Keane: What committee do we know.

Mayor Bugg: What other committee's so we can just narrow it down.

Frances Westbrook: I think we are just going to talk about the committee in general and....

Mayor Bugg: Alright Mr. Nunnally has made his motion is there a second concerning a closed session for real estate matters.

Bonnie Schaschek: Second.

Mayor Bugg: Any further discussion. All in favor.

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

THE MOTION TO AMEND THE AGENDA TO INCLUDE A CLOSED SESSION FOR REAL ESTATE PURPOSES UNDER CODE 2.23711A3 IS PASSED 6-0.

Mayor Bugg: Opposed. That is added to the agenda as part of the closed session. Next, we will come to Mrs. J. Brown with a motion for legal advice from the town attorney. Okay is there a second?

Wayne Nunally: Second.

Mayor Bugg: Further discussion. All in favor. Opposed.

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

THE MOTION TO AMEND THE AGENDA TO INCLUDE A CLOSED SESSION FOR LEGAL ADVICE FROM THE TOWN ATTORNEY IS PASSED 6-0.

Mayor Bugg: Mrs. Westbrook I will let you state your motion.

Frances Westbrook: I move that we add a topic of committees under old business, I mean under new business, Item #9 please.

Wayne Nunally: Second.

Mayor Bugg: Any further discussion.

Dudley Patteson: I'm sorry what was that again.

Frances Westbrook: Item #9 under new business committees.

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

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

THE MOTION TO AMEND THE AGENDA TO ADD THE TOPIC OF COMMITTEES AS ITEM 9 UNDER IS PASSED 6-0.

Bonnie Schaschek: May I ask a question, I have a subject that I want to talk about, can we just do it in round table.

Mayor Bugg: Yeah, that's alright.

Sharon Phillips: Mr. Mayor are you going to do your highlighted items.

Mayor Bugg: Thank you Madam Clerk. There are a number of items to also be added to the agenda under new business.

- Item #3 consideration of a motion to allow us of the Town Commons use for VIA for 2021 Farmer's Market dates, next item is consideration of a motion to appropriate \$2,000 from community support and tourism, Lancaster Community Library.
- Next item would be consideration to appropriate \$498.71 from the general operating, US Bank.
- Next item will be consideration of a motion to appropriate \$2,000 from general operating, mayor's discretionary fund.
- Next item would be consideration of a motion to appropriate \$1,901.85 from the CARES Fund, ICN Enterprises, property insurance.
- Next item is consideration of a motion to appropriate \$172.44 from general operating, Safeguard.
- Last we have consideration of a motion to appropriate \$399.77 from general operating, Rappahannock Record.

Mayor Bugg: Would someone make a motion....

Wayne Nunally: Is that consideration of a motion to appropriate \$1900 be 7, is that coming out of your \$2,000.

Mayor Bugg: Yes, and I understand why numbers may be off. If you look under 6 and you read down, you'll see the third line down from 6 it begins with consideration, that should be 7, 7 should be 8 and 8 should be 9 and then we'll have 10 committee's discussion.

Frances Westbrook: Very good.

Mayor Bugg: So, would someone like to make.

Wayne Nunally: I so move.

Dudley Patteson: Second.

Mayor Bugg: Further discussion. All in favor.

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

THE MOTION TO AMEND THE AGENDA TO INCLUDE THE FOLLOWING ITEMS IS PASSED 6-0.

- **Consideration of a motion to allow us of the Town Commons use for VIA for 2021 Farmer's Market dates, next item is consideration of a motion to appropriate \$2,000 from community support and tourism, Lancaster Community Library.**
- **Next item would be consideration to appropriate \$498.71 from the general operating, US Bank.**
- **Next item will be consideration of a motion to appropriate \$2,000 from general operating, mayor's discretionary fund.**

- Next item would be consideration of a motion to appropriate \$1,901.85 from the CARES Fund, ICN Enterprises, property insurance.
- Next item is consideration of a motion to appropriate \$172.44 from general operating, Safeguard.
- Last we have consideration of a motion to appropriate \$399.77 from general operating, Rappahannock Record.

Mayor Bugg: Opposed. Those items are added as well

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

Mayor Bugg: Next item on the agenda will be the approval of the treasurer's reports. Council it looks like we have 11 sets of minutes, so what would you like to do.

1. September 23, 2020 Workshop Minutes
2. October 8, 2020 Meeting Minutes
3. October 15, 2020 Meeting Minutes
4. November 17, 2020 Meeting Minutes
5. November 18, 2020 Meeting Minutes
6. December 10, 2020 Meeting Minutes
7. December 17, 2020 Meeting Minutes
8. January 7, 2021 Joint Public Hearing Minutes
9. January 7, 2021 Meeting Minutes
10. January 14, 2021 Meeting Minutes
11. February 25, 2021 Meeting Minutes
12. Treasurer's Reports (4)

Frances Westbrook: I would like to point out that we have one set of January 7th minutes which was our meeting that followed the joint public hearing minutes, do we not, we don't have the joint public hearing though or I don't.

Mayor Bugg: I have not seen them I don't think. Anyone else.

Wayne Nunally: I would just like to make a point, I've never seen and I may be the only one but I haven't seen the August minutes.

Nancyellen Keane: I thought they were approved.

Dudley Patteson: Mr. Mayor I'd like to suggest if any council member has an issue such as the one that Mr. Nunnally suggested that they contact the clerk and see what she can do to satisfy whatever the shortcoming is. We don't need to deal with it at our meeting tonight.

Wayne Nunally: Dudley it is not a matter of shortcoming it is a matter of reading the thing and putting them together so we can approve them or not. Right now we've got what 358 single spaced....

Dudley Patteson: Excuse me 358...

Wayne Nunally: ...yeah or so pages single spaced to work with and trying to remember back to September. It's going to take a little time to get the things read.

Dudley Patteson: I think all of us are under a lot of pressure, 5 years ago there was 27 total meetings that council was involved in, town council meetings were 13, planning commissions 12, etc, we are up with meetings 167% since 2016, 167% going from 27 to 80 meetings a year and if we are going to do that and put our staff in a position where they can't win....

Wayne Nunally: We are going to prevent a lot of that by changing our pier and dock and swimming pool appointments....

Dudley Patteson: That was like, that was Lara, this I'm referring to the position of clerk and I think that we need to while the investigation is going on, we need to wait until the end of that for any human resource issues and certainly none being....

Wayne Nunally: ...human resource, we're talking about minutes....

Dudley Patteson:you were com--, I just said if there was an issue just please check with the clerk and not take the time of council thank you.

Frances Westbrook: Well, I think once we get caught up, hopefully we'll stay caught up, so we won't have an issue.

Dudley Patteson: Thank you.

Wayne Nunally: Have you read all the minutes.

Dudley Patteson: Pardon.

Wayne Nunally: Have you read all the minutes?

Dudley Patteson: No.

Wayne Nunally: Well, how can we approve them if we haven't read them.

Bonnie Schaschek: I have read $\frac{3}{4}$ of them, and I am not going to approve them because they are several errors in it and there is omissions in them, I will be sending a request in to the staff to request recordings because the only way I'm going to be able to verify and who said is by listening to the recording and comparing it, because I know in some cases, I didn't say it, Jackie said it, or Fran said it or I did say something and that is not what I said, so only by listening to the recording am I going to be able to verify the minutes so at this point in time, and I'm going to take the time to do it, I'm not asking anybody else to do it but I do plan on doing it, I will not approve the minutes as they stand right now.

Frances Westbrook: I don't think any of us really want to approve them tonight necessarily because I doubt any one of us has read all of them.

Dudley Patteson: But....

Frances Westbrook: It's hard to remember going that far back also.

Dudley Patteson: And Bonnie I think, yeah you do have a good point, I think that just get with the clerk get the...

Bonnie Schaschek: I will....

Dudley Patteson: And, and....

Bonnie Schaschek:[inaudible].

Dudley Patteson: Excellent.

Bonnie Schaschek: And that's what I said, I will do it, I'm just not in a position to pass this tonight.

Dudley Patteson: Okay, let's move on.

Bonnie Schaschek:I mean, it's an awful lot and you know, God bless the person who typed this all up.

Dudley Patteson: I know.

Mayor Bugg: Alright, so we are going to table these.

Wayne Nunally: Can't do anything else.

Mayor Bugg: Yes, yes, Madam Clerk.

Sharon Phillips: So, may I, how, how would we like to proceed with this, this will be the second time that they've all been printed, I'm not sure why, five of them were distributed on the last agenda when they were tabled the last time, and so I printed them all again, council was quite concerned with 317 pages, and this time if they are tabled again....

Bonnie Schaschek: I don't think you need to print them again.

Sharon Phillips: Okay, then we continue to add to them. I--

Wayne Nunally: We certainly don't need to print them....

Sharon Phillips: We talked about a process....

Wayne Nunally: ...go over and over....

Sharon Phillips: ...I appreciate Ms. Schaschek going through them and requesting....

Wayne Nunally:one [inaudible] why reprint the minutes that have already been presented.

Dudley Patteson: Well, let's, we will accept the minutes as presented at this meeting at our next meeting when hopefully we are closer to coming up with a solution.

Wayne Nunally: Certainly, we don't need to keep on printing them.

Dudley Patteson: I don't think so.

Frances Westbrook: No, no, don't.

Dudley Patteson: Everybody in agreement with that?

Frances Westbrook: So, we'll table these until next month. I'll make a motion.

Mayor Bugg: You make the motion.

Wayne Nunally: Second.

Mayor Bugg: Any further discussion. All in favor.

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

THE MOTION TO TABLE THE MINUTES IS PASSED 6-0.

Mayor Bugg: Opposed. Council I will challenge all of you to try to and get these things done at the next meeting.

Bonnie Schaschek: I have some done already

Mayor Bugg: Good.

Wayne Nunally: Please let's, have this meetings minutes available to us.

Sharon Phillips: Last month's minutes are....

Bonnie Schaschek: They're here.

Mayor Bugg: We'll tackle them all.

Wayne Nunally: When we come back.

Bonnie Schaschek: No, they're here.

Wayne Nunally: You misunderstood, I want the minutes of tonight at our next meeting, I don't want to postpone those.

Bonnie Schaschek: I think they're pretty much caught up.

Frances Westbrook: I think after we get caught up then we'll be....

Bonnie Schaschek: I think they're caught up we just need to get them approved now.

Mayor Bugg: We're getting there. Treasurer's report. Mrs. Westbrook.

Frances Westbrook: Well once again as last meeting until we get the audit process completed I suggest we just kind of file these away as informational at this point and then we'll tackle that when we get the report.

Mayor Bugg: That works. Thank you to you and Anthony for your work and continued efforts in this regard.

E. PUBLIC COMMENT

Mayor Bugg: Next item on the agenda is public comment. By a show of hands can I see how many people wish to speak. Decent number okay. When you do talk, I just ask you to step forward, state your name and address and do the best you can to limit your comments so we can

keep things on schedule but certainly want to welcome you to say what you need to say this evening so. With that, yes.

Sharon Phillips: Mr. Mayor, I have two, two people that were not able to attend this evening, may I add them.

Mayor Bugg: Go ahead.

Becca Sterrett: Good evening, my name is Becca Sterrett and I along with my husband and two children are a full-time resident of Irvington. I was recently made aware of the proposed short term rental ordinance being proposed by the council. I have some significant concerns about the proposal. Although we do not own an STR we live directly across from one and only two doors down from another. In the 3 years that we have lived here, we have never been a problem with any of the short-term renters. The only reason we have ever even know someone is there is by the changing of the cars in the driveway. In fact, we have often used STR's ourselves to host family members visiting from out-of-town and it has been so lovely to have places like that for them to stay so close by. I am baffled that the town is taking such an aggressive stance against STR's. By actively trying to suppress this form of business the council is effectively stating that they do not want tourism in Irvington. By the same measure council is also actively working against the businesses of Irvington which thrive on financial support that visitors to our area provide. Should STR's be regulated? Absolutely. But the current proposal is extreme and frankly the language appears to indicate that it is emotionally driven. Example, our residential communities are not business districts. I have read over the proposed ordinance, excuse me, I have read over the proposed updates to the proposal by the Irvington Business Association and while the regulations are still stringent, they appear much more reasonable. I urge the council to support their reasonable STR regulations proposed by the Business Association rather than the unnecessarily extreme measures in the initial proposal provided by Mr. Nunnally. I appreciate your consideration and hope you take into account the voices of your constituents as well as the significant ramifications this decision could have for the businesses of Irvington. The second is from Laura Vickers and David Pumphries. Dear members of the town council and residents of Irvington. We have owned our historic Irvington home since the mid 2000's. We fell in love with the area after a visit to The Hope and Glory and we adore the peace and quiet and quaintness the town has to offer. Initially we had rented a house as a standard long-term rental. When our last long-term renter had to move in with her children due to health issues, we pivoted on renting short term, we pivoted to renting short term to allow us to improve and enjoy the house as well. In that time, we have never had a complaint from a neighbor. In fact, a few residents of Irvington and the immediate area have had overflow relatives and guests stay in our house. The majority of this guestbook for our house was to attend weddings at The Tides Inn or family reunions. Many come to explore the area for the first time or are returning because they too have been smitten with Irvington. All come to spend money at local businesses which we hardly promote. Many have gone on to visit repeatedly and several have been inspired to buy property in the area or stay while they are checking in on contractors working on their second homes. We are invested in maintaining the home and it is kept in much better shape than when it was a standard tenant occupy. Our guests are instructed that they are visiting a residential area and we make it clear that noise, events, parties or gatherings are not allowed nor tolerated. This has never been an issue for us. We already have hard-wired Nest smoke CO2 detectors which update us immediately if there is an issue. Due to the nature of our jobs, we have our phones with us 24/7. We also have a Nest smart lock for added security for

us and the guests and an outdoor camera pointing in our driveway. We do not allow more than four guests. We have a semicircular driveway that provides plenty of off-street parking to our guests. We have weekly trash pickup and have regular lawn cutting during the growing season. We have no issue having local representatives or adhering to common sense rules and regulations. Our house is covered by a policy specifically for short term rentals and is backed by Lloyd's of London. It has and always has been our intention to be good neighbors with the eventual goal of living full time in the community. Short term rentals allow for people to explore the area at various price points and bring a boost to the economy. We have seen others join us with offering short term rentals and appears that they work hard and maintain their properties as well. Thank you for your consideration. Laura and David, excuse me Laura Vickers and David Pumphrey. Thank you sir.

Mayor Bugg: Thank you.

Frances Westbrook: Who was the first one from Sharon. I'm sorry.

Sharon Phillips: Becca Sterrett.

Frances Westbrook: Thank you.

Mayor Bugg: Yes.

Sam Van Saun: Sam Van Saun, 146 Virginia Road and I am here with my hat on of President or Chair of the Irvington Virginia Business Association. I'd like to speak concerning the STR ordinance that Wayne Nunnally offered up the last town council meeting. It was about a year ago, I'm sure you all remember that Rannie Ransone, Mayor at the time, called for a process to begin to discuss short term rentals in Irvington. That process did not move forward properly and therefore was set aside. In early summer last year Rannie brought us all together, residents and town council members under the big tree right over there at the commons to share views on the subject. There was not one person in attendance who did not want to allow short term rentals in Irvington but there were certain concerns expressed and a consensus that putting a few guidelines in place would alleviate all of those concerns. It's one year later now and once again during budget season the STR issue has been raised. Speaking on behalf of the Irvington Virginia Business Association which now has over 30 members by the way. These are the points we would like town council to consider. Town council has a process it goes through to get things approved. Any action taken concerning short-term rentals should go through a proper process as well. We expect that process to be based on the input of Irvington residents and to reflect a consensus. Let's start with a couple basic requirements for STR's and see how that goes. That may be all we need. The IVBA supports a simple and standard registration for STR's so that if a problem arises the town knows who to contact. The owner or manager of the property. There's already an approved occupancy tax and a registration of STR's would provide a way for the town to reach out concerning payment if necessary. A set of requirements concerning STR's may be created to include items such as the noise ordinance which owners or managers of STR's would be required to sign when they register. You know just like a page, a one page of bullet points that they read and then say we agree and sign here. There is no need for CUPs for STR's. Requiring such would be a waste of the town's time and staff resources and would further create unnecessary backlog. The IVBA looks forward to working with you all on this process. Thank you.

Mayor Bugg: Thank you. Who wants to speak next.

Greg Kirkbride: I will.

Mayor Bugg: Yes sir.

Greg Kirkbride: I'm Greg Kirkbride, 364 Chesapeake Drive in Irvington. I'm here on behalf of the Irvington Farmers Market, I'm the market manager and we are asking the town to approve the markets to be held on the Commons for the season, which is from May through November, the first Saturday of every month. I deeply appreciate that I am on the agenda or this item is on the agenda as item #3 so you are making a consideration of that. The Town of Irvington allowed the Farmer's Markets to be held from August to November of 2020 per agreement between the Village Improvement Association and the Town of Irvington signed by the parties. I have also furnished a markup of the agreement as a proposal for the 2021 season. We successfully demonstrated as the Village Improvement Association that we could hold the market safely and address the precautions that we came to in the agreement and the precautions from the Governor's guidelines for phase 3 for all business sectors. Governor Northam has recently eased some of the COVID related restrictions effective March 1, 2021, by Executive Order which primarily allows the gatherings to have more people than previously, but it still incorporates the same phase 3 guidelines that we followed during the 2020 Farmer's Markets. VIA will continue to take those precautionary members, uh, measures during the 2021 season and I have also reached out to Tappahannock and Heathsville who are starting their markets in April so that I can find out exactly what they're doing also. I'm asking for approval or at least an indication that we can hold our markets during the 2021 season so that I can get back to our vendors and nonprofit organizations to give them some lead time that they need to be able to prepare. VIA very much appreciates the support the Town of Irvington has given the Farmer's Markets throughout the years. We want to continue to hold them with emphasis on the health and safety of our community. Thank you.

Mayor Bugg: Thank you. A job well done. Next. Yes sir.

Barry Robinson: Good evening everybody. My name is Barry Robinson and I have a house at 137 York Road I purchased back in 2013, and I'm here tonight to talk about the short-term rental ordinance. I must admit when I was made aware of this and I read this document I was in a state of shock and speechless. While the document starts out saying that it is representing both sides of the parties or people that are interested or concerned about this, it is clearly one-sided. It is a violation of rights, it's an overreach of the town's jurisdiction the way it's written. How does it plan on enforcing this? Since I believe that there are many elements of this that are not within a jurisdiction how does the town plan on paying for legal action when and if it is brought to the town for violating rights. There are elements in here that violate people's personal privacy. For example, you have to provide the name of people that are staying there to the town in case they want to be contacted. That's a violation of people's privacy. This ordinance as mentioned earlier was previously thrown out because it didn't follow the protocol and frankly, I'm in a state of shock that it was loaded back on the website. It is totally not acceptable as a taxpayer in this town. You know I reflect on this and I keep hearing, so I bought here and I do share like everybody else does here how great this town is by recently investing a large sum of money I buying some additional property. I must admit when I first read this the first thing in my mind was I made a huge mistake making that investment. I keep on hearing that this is a tourist town and there are people that don't want it to be a tourist town. If the town does not want short-term rentals and for it to be a tourist town, then why does the town website promoting short term rentals. It doesn't make any sense.

Let me remind everybody that the roots of this town go back over 100 years ago and this was a major tourist location. It was a stop for people going from Baltimore to Norfolk, and there are significant amount of transients in this town. I contend that the town as it exists today is not true to its heritage if you really want to be technical about it. What problem is this trying to solve and is it really even a problem or is it just people scared that there is new people in town that they don't recognize. Again, how is it going to be enforced. The proposed ordinance talks about a safe close knit thriving community, is there any evidence that exists that says having short-term rentals violates that. It says towns intend to, reduce desirability of the town. I think you've heard from other owners that in fact these are drawing people to the town that later buy and invest in this town. Doesn't want it to adversely affect property values. Well common sense will tell you that it increases property values, not trying to solve that problem. Doesn't want to promote the purchase of single-family homes. Well why would you not want to promote the use of single-family homes. I was shocked when it says that the short-term rental provision of the town feels as though or at least as it was proposed is not a property right. If it's not a property right, again why are you advertising it on the town website. After going through the CUP process to get a simple pier installed at my new properties I can tell you that requiring homeowners that want to do short term rentals that go through CUP process is overly burdensome and a waste of people's time and again what problem has short term rental houses caused this town to result in having to go through the CUP process. I'll be honest with you, this CUP process is like going to a proctologist. I don't know what else to say. It is completely overreaching. I challenge this council and I hear there is efforts to reduce the amount of these CUP's but it is a waste of everybody's time on most of these. Let me just go over some of the things I think are overly reaching. The CUP process in itself. It says that in order to have an STR you have to have a primary residence in Irvington. Okay, once there's one then you can't have one within 200'. Well that's a violation of homeowner's rights especially considered again these are promoted on the town website. It says that you have to have proof of ownership, proof of insurance, have a detailed management plan, make sure trash is disposed of and noise. Aren't there existing ordinances that already reflect this. The fact that the zoning administrator can basically rescind the CUP if there is a complaint by a neighbor, I'm a little bit concerned about that given some of the things I hear in this town about small town politics and I think that is not acceptable. It says the owner has to be within 10 miles of the property at all times. Come on give me a break. You have to be available 24/7. Okay. It says that you can have a short-term rental if it's your primary residence if you have an ancillary structure like an apartment, well those aren't allowed in Irvington last I checked. It goes on to say you have to have smoke alarms and safety equipment, ya'll need to tell me to put my socks on in the morning too. The interesting point was that recently the tax for short term rentals was increased from 2 to 4%. Okay, now there is a proposal I less than a year to increase it to 8%. I'm just wondering has The Tides Inn been informed that their taxes for their guests are going to double before they just invested 10's of millions of dollars on what they're doing. What are ya'll going to do with all this money. What's the plan? I invested here in 2013 and started renting on VRBO in 2014, I've had 6 seasons. I've had over 120 families stay at this house. There has not been one complaint from any neighbor. In fact, my neighbor's use the house when they have guests come from out of town. Again, what problem are we trying to solve. Is there a problem? And finally I just want to echo what has already been mentioned, I got a newsflash, the people that are coming and staying in these short-term rentals, they're your grandchildren, and your children and your family members who are coming here who want to stay in this town to visit you and they use these houses. Yes,

The Tides Inn and Hope and Glory, but people don't want to come stay there for a week. These short term rentals promote what I thought this town was about which is small town values and family. I just cannot comprehend the way this thing was written. So, with that, you know I thank you for listening, those of you who are beginning to know me know I'm straight to the point, and I don't like wasting people's time but I think ya'll should think long and hard about going down this path and really think what this town is all about. Again what problem are you trying to solve? Is there really a problem? Has there ever been a documented problem because of these. You talk about noise and safety, has there ever been a complaint. If I have a house and it's not a short-term rental and have a party and a neighbor complains does that mean I can never have a party again? I mean seriously if you live next to a short-term rental and there's something going on over there, go over there and say hello, don't be scared of these people, they're families coming here with their kids who want to stay here. Again, what problem are we trying to solve? I'm not aware of any problems. Anyway, thank you.

Mayor Bugg: Thank you. Yes sir Mr. Chapman.

Tom Chapman: Tom Chapman, 62 Old Mill Cove Road. First, I'd like to commend the zoning administrator and the council for their work during the workshop to eliminate CUPs for pools and docks and getting the ordinances changed in light of that. I'd also like to say though since you're going to have to have meetings on revising ordinances you ought to take the next step and develop the ordinance change required to take our CUP approval process from five meetings to three and then you can have one meeting, you have a public hearing, you have the two PC meetings and two town council meetings and you will change it so in the future CUPs will only require three meetings and there's no reason to not do that at the same time. The language that's required to change the ordinance I think is relatively modest. So, I recommend you do that at the same time. Thank you.

Mayor Bugg: Thank you.

Albert Pollard: Albert Pollard 48 Steamboat Road speaking to the proposed ordinance of short-term rentals. Some of the previous speakers have spoken to the short terms, I just wanted to focus on a path forward. As a town resident and as a short-term rental owner, I do agree that there should be a minimum registry and some kind of level of like regulation but some minimum standard and I just wanted to offer my services if this is referred to the planning commission to a special committee, I'd be happy to serve and feel that I've got a good perspective of an owner and a resident, so thank you all for all your work.

Mayor Bugg: Thank you Mr. Pollard. Mr. Trollip

Jason Trollip: Good evening. My name is Jason Trollip. I'm the not so new anymore general manager of The Tides Inn. I'm here a couple of, but I just want to add my support first and foremost to the short-term rental discussion and just to say I think it requires quite a bit more than what is being put on the table. I think there should be a lot more of a consultative process taken. Would love to be involved. We all see the benefits of short-term rentals via Air BNB even though we are a hotel that doesn't benefit from tourism, we benefit from tourism in this area so, we'd love to see more of a consultative process in that regard. We have been closed for about 6 weeks. We open on Monday so we look forward to seeing all of you back at The Tides Inn next week. It's been almost a full year that I've been here and I'm often told of the current and historical importance of

the hotels in Irvington and the roles that they play and what they mean to the town and the surrounding areas and our success is often the town's success and certainly the vice versa is true too. In fact I'm often very surprised at how often the residents of Irvington feel a real sense of ownership in The Tides Inn and that's just in the time that I've been there it's successes and failures in fact many residents feel obligated to let me know how to run the hotel as well. I really don't mind that. Having a successful hotel or restaurant, bar, shop, really requires getting some foot traffic and we need more exposure to a broader audience outside of Lancaster County. In 2019 the Irvington tourism grant looked like it was a good way to start looking at tourism with far more care and attention that was started by my old friend Stuart Barwise and Dudley and a couple of others and you know I came in at a time where the pandemic had hit and it was a little bit difficult but it was a lifeline to many in the town to gain a little bit more exposure for our local businesses which were otherwise flattened due to the pandemic managed to survive throughout this time. Flackshack and Susan from Flackshack was asked to take on this difficult job and has been extremely successful in creating some exposure for the town and the surrounding areas. Their success is hard to measure but if you know what to look for you can see it and for those of us that are in the marketing realm all the time you can see the success there every single day. Whether it is social media followers or engagements, likes, shares, click through's I'm not going to bore you with all of this, the sentiment of residents and local businesses, media, website and indeed sales in increased occupancies in the hotel and things like Air BNB's but also restaurants and the like. What Flackshack has been able to do for the town is really create a mechanism to speak directly to tourist. The Love of Irvington campaign I think has been a huge success. It's only starting and what it's been able to achieve in its 6 or 7 months I think has been nothing short of extraordinary. Due to their work we've got a far more professional branding, thoroughly researched and strategically designed name and logo and informative and visual website with local business listings which promotes the town's essence, news articles which validate how great our town is. Great social media which amplifies our messaging and enables us to reach a far greater amount of people. The media outreach which provides Irvington and the partnerships with current marketing with Northern Neck Tourism which is also important, Virginia's River Run and Virginia Tourism Corporation. I'll leave behind some of the positive comments that I've seen on all of these platforms, from tons of people who have just had nothing but rave reviews on what's been achieved so far. The problem is it's not largely supported in this council and in fact just getting payments made to Susan at Flackshack has been extremely challenging. There is someone who has been asked to put all her time and efforts into really professionalizing the town's image on a worldwide web but because of whatever feelings of the council, has kind of been treated as an outsider more than anything else. Whatever historical issues there may have been in how this was launched initially, how it was applied for, or handled really needs to be looked upon in conjunction with what is best for the town and there's a brand of tourism that we have. Recently as was mentioned the lodging tax was doubled, the short-term rental taxes have come to 4% and there is also some discussion about a meals tax and all of these also have a significant impact on smaller businesses in Irvington on a small, medium and large local businesses. The question is how does, how do implementing these new taxes measure up against the resistance to promote the tourism of the town. We want to know you know where these taxes are heading for, what are they for. Is there a plan for you know the revenue that will be generated by these taxes or is it just to increase the bank account. We'd like to know what those are. My request to the council tonight is that we please ensure that Susan from Flackshack's payments are received on time and without delay

because of the job she is doing and I would like the council to consider what the future of this concept looks like because after June the funding runs out and unless we reapply for a further tourism grant whatever is being done by Susan at Flackshack comes to an end. Someone needs to pick it up, take it over, otherwise it pretty much just falls flat on its face. I think we can all agree that she's done such a great job so far that we'd like to continue that.

Mayor Bugg: Thank you. Who is next from the public yes.

Mary Cary "Cay" Bradley: Mary Cary Bradley, 991 King Carter Drive. So I have four topics, I'll be quick I promise. Okay, first of all with respect to the minutes. I understand ya'll have a huge volume of minutes. I have FOIA request, I get them shortly after yall get them, it's a crap load of paper, I get that. I really encourage you all however and Bonnie I think you are suggesting that to work with Sharon so that when you guys get to the table you are not going through on September da-ta-da, page da-ta-da, line da-ta-da, that will be hours and hours on end if I spend the time reading the minutes I don't want to read them again. So please thank you for mentioning that. Second topic, I encourage you all to share all agenda items and materials in a timely manner. There was a motion made in December that you all should receive all of your materials on Friday before the meeting so that you have time to prepare for the meetings. I think that it is also important that you guys not add items to the agenda or bring papers to the table so that those of us who have FOIA requests are also informed when we come to the meeting. In case you don't know, I am the self-titled queen of FOIA for the Town of Irvington, so if y'all need anything let me know, I have it, but again I cannot come prepared to speak in public comment if I don't have any idea something is going to be on the agenda. So, just like you all, I would like to be prepared, I think it is important that you guys try to make sure that your public is prepared. My third item is following up on Jason and putting on my hat as the President of the Steamboat Era Museum. We already know and it's actually in the email from Susan that the work that she has been doing has already given us more business. We have sold books which given that we have been closed for a year is actually a big deal for us, and we know that there are people going to our website, so again I understand there is a lot of historic and a lot of history about that grant but I just want to say as another grant partner, it's been really useful. The last topic is short-term rentals. So, Sam I'm going to correct you, it was a year ago that we had a meeting about the short-term rentals, but the short-term rental committee had been meeting for a number of months prior to that.

Sam Van Saun: That's right, I'm sorry.

May Cary "Cay" Bradley: That's okay, because those of you who were on council last March 1st received an email from me where I expressed some concerns about the short-term rental committee and how the work was being conducted. The ordinance was drafted without a whole lot of input from the short-term committee members, those meetings were very short. I remained concerned that the ordinance that Mr. Nunnally shared with you all last month has not necessarily had as much input from the people who were originally on the committee, which was officially disbanded, or from the public. Like Mr. Robinson said I am still confused about what the problem is with short-term rentals, I find it difficult to think about regulating them if have not articulated the problem. I also find it, I live next door to short-term rentals, I've never had a problem, I know if I did have a problem I can contact the owners and the owners would deal with it, which I think is the appropriate way to handle it. The last thing I'd like to say sort of related to that is for those of you don't know this, I was trained in social work, sometimes I have graces, sometimes I don't, but

in social work we always talk about role and function and needing to make sure that you understand what your role is and what your function is. I would really encourage all of us whether it is a council member, a member of the public, another organization in town to consider what our role and function is. I'm not sure if it's my role and function as a resident of Irvington to draft an ordinance. So, I would just encourage all of us to think about what is our role and function and how can we continue to move the town forward. Thank you.

Mayor Bugg: Thank you. Anyone else from the public. Thank you to all of you for your comments. With that that will take me to the next item on the agenda which is the Mayor's Report.

F. MAYOR'S REPORT

Mayor Bugg: I'll start with my intentions. My family and I have purchased a house just outside of Irvington which requires considerable renovations. Wish us luck. This will likely be my family's final home or at least close to it, so we are delighted. For the foreseeable future I am renting a cottage in Irvington and will continue to live here for some time. I will be remaining here as mayor. I'm not certain at this time how long I will remain in Irvington, but you will be the first to know when I leave. The next item I'd like to speak about is again Flackshack. Madam Clerk since you are the gatekeeper of much of this information I appreciate you sharing it with me but I will gladly turn it over to you for additional comments to what you've heard from the public concerning Flackshack and their performance.

Sharon Phillips: Thank you Mr. Mayor. So council I distributed this afternoon the document that you have in front of you and just a couple of high level talking points. They are using successes measured in a variety of ways through social media, sentiment, websites and sales of course which were affected by COVID. As Jason mentioned of course The Love Irvington was a mechanism for Irvington to speak directly to tourists. I think what's really interesting about the Love Irvington campaign are the various platforms she is using. She uses Instagram, Twitter, Pinterest, Facebook, Google, Yelp, and Virginia.org. They also have co-partnerships, Northern Neck tourism, Virginia River Realm and the Virginia Tourism Commission. As far as analytics go, I thought her analytics were impactful. Now these analytics were as of March 6th and they have gone up since then. She has over 1,800 followers, there are 585 posts, and there are 58,000 impressions which is substantial given that this is organic, these are not paid for ads. This is organic media marketing. There were over 6,000 engagements and interactions. The website in the past 30 days has had 300% increase and a 209% increase in unique visitors. Just a couple of positive feedbacks, I won't go through them all as they are on your form and you can read them. But there is positive feedbacks from The Tides Inn, from The Steamboat Era Museum, Northern Neck Tourism, Windswept which of course is right here in our community and I just think some of the comments, Chesapeake Donut Company, Miss Mary Seafood, The Tides Inn, The Virginia River Realm, The Dandelion, there are just a lot of good things going on about, there's a lot of information in this, I know that council has asked for updates along the way. The mayor and I of course attend those grant meetings. This is just an excellent opportunity to kind of take an in depth look at what's going on with Love Irvington. If there is any questions, I'm happy to answer. Thank you.

Mayor Bugg: Thank you. With that that concludes my mayor's report.

G. REPORT FROM THE TOWN ATTORNEY

Mayor Bugg: The next item on the agenda would be from the town attorney.

Nancyellen Keane: No report.

H. REPORT FROM THE ZONING ADMINISTRATOR

Mayor Bugg: That will take us to the next item report from the zoning administrator, Mrs. Brown.

Lara Brown: Okay, thank you. You all have a recent report in your 300 page packet. Somewhere in there. This past month there were three renewal zoning permits from Sanders Yacht Yard, there was one zoning permit issued to Hope and Glory and then before I talk about the pending zoning permit that I'd like to spend a little bit of time about and get your opinion on, I originally stated in my zoning report because this was done last Friday, there were no updates on the North Commons at this time from Bay Design Group but I did receive something from them today and I stated that earlier at the budget and finance workshop that email, I have not read the whole email extensively, but basically the soil samples came back and the North Commons will not be able to support traditional conventional septic if development is pursued over there the town would have to look at an engineer septic which of course is the more expensive option but those figures were given to the budget and finance committee to add to your, I mean at their workshop today. At this time, I think as you move forward with your plans for the North Commons and future town office Bay Design Group has recommended that they take a pause on their work right now while we digest where the North Commons is at this point and how you would like to move forward in your research and they'll take direction from the mayor or myself or the committee working on this. When you would like them to continue their services.

Nancyellen Keane: That contract requires in writing a statement to them to not work, to stop work, so I'm just telling you.

Lara Brown: We don't have to make a decision on that tonight, but that's just at their recommendation as we look at the, where we are today, but you know, and I'll put together, what I'll do is put together a summary of what Bay Design Group has done to date so that you can look at that and...

Nancyellen Keane: That's be good.

Lara Brown: ...make a decision at your next meeting. Will that be okay?

Mayor Bugg: Great.

Lara Brown: Alright what I'd like to proceed with right now is a pending zoning permit #2021-08, you have the materials on this pending zoning permit that I issued last week. This application is requesting a modification to the building envelope to incorporate the proposed swimming pool and terrace. This property already has a CUP. A CUP already exists on this parcel to locate a pool within the approved building envelope. The applicants are requesting to modify it not increase it. As a zoning administrator I have the authority to approve the zoning permit however, this one is a little unique, a lot of history and I'm asking the council if you want to approve the adjusted building envelope as was done previously on March 9, 2017 or through a public hearing process or allow me to approve the zoning permit and the proposed adjusted envelope. The timeline of events you have in your packet of how all of this has come about, is listed here, if this is something that we need to discuss, I'm happy to answer questions. I would like to note though of the 12,287 square feet approved allowable space to locate the primary residence which is there right now, this would

include an accessory building only 7,599 square feet are in use right now. Adding the proposed pool and terrace of 943 square feet will increase the total impervious cover to 8,542 square feet, still well below the approved 12,287. The designer, the architect is proposing to remove portions around the envelope to allow for the pool and terrace. The portions that are being removed are green indigenous vegetation and will remain green indigenous vegetation, it's just the applicants desire the pool and terrace be in a more desirable location for them.

Wayne Nunnally: Would it be appropriate to make a motion to let Lara issue the permit.

Nancyellen Keane: She already has the authority to do that.

Lara Brown: But since....

Wayne Nunnally: ...she wanted it, she wanted....

Nancyellen Keane: She asked us a question yeah....

Lara Brown: The last time it was modified it went to town council to approve it and since that was what was done I didn't know if that was the process you wanted to do this time or since it seems like all of the requirements are still being followed and all the requirements are still being met, if you think it necessary to do that process again or allow me to go ahead and...

Wayne Nunnally: Well, I motion that we let Lara do it, if that needs a motion or not. We don't need to go through all that again. So do we need to make a motion to let Lara do it, is that what you're saying.

Nancyellen Keane: If you would like to you can, but she can do it..

Frances Westbrook: How about if we just turn down the prospect of doing a process like we did the previous time.

Wayne Nunnally: Okay.

Bonnie Schaschek: There would be too much time....

Wayne Nunnally: Yeah we don't want to do that..

Bonnie Schaschek: I think we just go ahead and issue....

Lara Brown: Okay, thank you, that concludes my report unless you have any other questions. Thank you very much.

Mayor Bugg: Thank you Mrs. Brown.

I. REPORT FROM THE BUDGET & FINANCE COMMITTEE

Mayor Bugg: Budget and Finance Committee.

Frances Westbrook: Uh, short and sweet, last week we did meet and completed a worksheet if you will general operating and community related budget item, line items. Today we've met and worked on the capital budget worksheet, we were sending these two worksheets out to town council pretty soon. I want to remind you that we will be meeting on March 18th, 5:30 here as a workshop and we will get those things to you shortly. Anthony do you have anything you'd like to add.

Anthony Marchetti: Nope.

Mayor Bugg: Thank you.

J. REPORT FROM THE FACILITIES, STREETS & SIDEWALKS COMMITTEE

Mayor Bugg: Next item on the agenda is report from the facilities, streets and sidewalks committee, Mr. Nunnally.

Wayne Nunnally: Been moved to closed session. That would take us to old business. Madam Clerk I will send, let you take the readings and proceed.

K. OLD BUSINESS

1. Second Reading Resolution 2021-01 TC Rezoning Application – Rezone Parcel from R-1 to B-1; Tax Map 33-422.

Sharon Phillips: Resolution 2021-01 TC Rezoning Application – Rezone Parcel from R-1 to B-1; Tax Map 33-422.

Mayor Bugg: Is there a motion?

Bonnie Schaschek: Motion for what?

Mayor Bugg: To approve, do we need to take a vote Nancyellen?

Nancyellen Keane: Yeah, does anybody have any further questions or discussion for Lara about it I guess we should ask her.

Mayor Bugg: Yeah.

Lara Brown: In my last report basically we did not receive any other objections since the last reading, just an email from Vineyard Grove Development that stated you know they object to B1 as they stated in their previous letter that I read the last time.

Wayne Nunnally: What was the planning commission's recommendation?

Lara Brown: Oh, I'm sorry, you should know that. The planning commission made a recommendation to approve it 4 to 3, 4 yes's and 3 no's.

Mayor Bugg: Any further questions council for Mrs. Brown on this one.

Lara Brown: Were you going to share the planning commission map Mrs. Westbrook, or do you want me to discuss that or, the rezoning, I mean the future land use map and the...

Frances Westbrook: Oh no, I left mine in the car, I figured you had yours here so.

Lara Brown: I don't know if you want to talk about that.

Frances Westbrook: You're doing a great job.

Lara Brown: It was mentioned at the public hearing of what was the future land use and the comprehensive plan, I brought the map from the comprehensive plan if anyone needed to look at it but the future land use shows business use from I call it the triangle here down to where the town office is currently located. On both sides however it stops on the other side of the road three houses

before the vineyard. So in red is the business, notates the business and it's pretty much the same on both sides. I don't know, if you want to pass it around, pass it around.

Mayor Bugg: Anything further council? Motion to approve, would someone like to make that motion?

Dudley Patteson: I do.

Mayor Bugg: Is there a second?

Anthony Marchetti: Second.

Mayor Bugg: Any further discussion?

Mayor Bugg: Opposed. Resolution is approved.

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

THE MOTION TO APPROVE READING RESOLUTION 2021-01 TC REZONING APPLICATION – REZONE PARCEL FROM R-1 TO B-1; TAX MAP 33-422 IS PASSED 6-0.

2. Second Reading Resolution 2021-02 TC Conditional Use Permit Application – Town Office in B-1; Tax Map 33-422

Sharon Phillips: Resolution 2021-02 TC Conditional Use Permit Application – Town Office in B-1; Tax Map 33-422

Mayor Bugg: Mrs. Brown.

Lara Brown: There were no objections to this application.

Wayne Nunnally: The planning commission?

Lara Brown: 7 yes's recommended to approve.

Mayor Bugg: Is there a motion to approve?

Wayne Nunnally: So moved.

Dudley Patteson: Second.

Mayor Bugg: Any further discussion? All in favor?

Mayor Bugg: Opposed. Resolution passes.

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

THE MOTION TO APPROVE RESOLUTION 2021-02 TC CONDITIONAL USE PERMIT APPLICATION – TOWN OFFICE IN B-1; TAX MAP 33-422 IS PASSED 6-0.

3. Second Reading Resolution 2021-03 TC Conditional Use Permit Application – Build Pool Inside RPA, R-1, Tax Map 33-361

Mayor Bugg: Next item.

Sharon Phillips: Resolution 2021-03 TC Conditional Use Permit Application – Build Pool Inside RPA, R-1, Tax Map 33-361.

Lara Brown: No objections to this application and planning commission recommended to approve unanimously.

Dudley Patteson: What was the vote.

Mayor Brown: Unanimously.

Dudley Patteson: Thank you.

Mayor Bugg: Is there a motion to approve?

Wayne Nunnally/Bonnie Schaschek: So moved.

Mayor Bugg: Second.

Anthony Marchetti: Second.

Mayor Bugg: Any discussion. All in favor.

Mayor Bugg: Opposed. This resolution is approved.

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

THE MOTION TO APPROVE RESOLUTION 2021-03 TC CONDITIONAL USE PERMIT APPLICATION – BUILD POOL INSIDE RPA, R-1, TAX MAP 33-361 IS PASSED 6-0.

4. Second Reading Resolution 2021-04 TC Conditional Use Permit Application – Construct New Dock for Private Use in M-1, Tax Map 33-252B

Sharon Phillips: Resolution 2021-04 TC Conditional Use Permit Application – Construct New Dock for Private Use in M-1, Tax Map 33-252B.

Mayor Bugg: Mrs. Brown.

Lara Brown: No objections to that application and planning commission voted unanimously to approve.

Mayor Bugg: Is there a motion to approve?

Wayne Nunnally: So moved.

Dudley Patteson: Second.

Mayor Bugg: Any further discussion. All in favor.

Mayor Bugg: Opposed. This resolution passes.

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

THE MOTION TO APPROVE RESOLUTION 2021-04 TC CONDITIONAL USE PERMIT APPLICATION – CONSTRUCT NEW DOCK FOR PRIVATE USE IN M-1, TAX MAP 33-252B IS PASSED 6-0.

5. Second Reading Resolution 2021-05 TC Conditional Use Permit Application – Construct New Dock for Private Use in M-1/R-1, Tax Map 33-252A

Sharon Phillips: Resolution 2021-05 TC Conditional Use Permit Application – Construct New Dock for Private Use in M-1/R-1, Tax Map 33-252A.

Lara Brown: No objections to this application, planning commission voted unanimously for approval.

Mayor Bugg: Is there a motion to approve.

Wayne Nunnally: So moved.

Mayor Bugg: Second.

Bonnie Schachek: Second.

Mayor Bugg: Any discussion. All in favor.

Mayor Bugg: Opposed. This resolution is approved.

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

THE MOTION TO APPROVE RESOLUTION 2021-05 TC CONDITIONAL USE PERMIT APPLICATION – CONSTRUCT NEW DOCK FOR PRIVATE USE IN M-1/R-1, TAX MAP 33-252A IS PASSED 6-0.

6. Second Reading Resolution 2021-06 TC Conditional Use Permit Application – Construct New Dock for Private Use in M-1/R-1, Tax Map 33-252

Sharon Phillips: Resolution 2021-06 TC Conditional Use Permit Application – Construct New Dock for Private Use in M-1/R-1, Tax Map 33-252

Lara Brown: No objections to this application.

Mayor Bugg: Is there a motion to approve.

Lara Brown: Planning commission voted to approve it unanimously.

Dudley Patteson: So moved.

Bonnie Schaschek/Frances Westbrook: Second.

Mayor Bugg: All in favor.

Mayor Bugg: Opposed. This resolution is approved.

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

THE MOTION TO APPROVE RESOLUTION 2021-06 TC CONDITIONAL USE PERMIT APPLICATION – CONSTRUCT NEW DOCK FOR PRIVATE USE IN M-1/R-1, TAX MAP 33-252 IS PASSED 6-0.

7. Second Reading Resolution 2021-07 TC Conditional Use Permit Application – Construct New Dock Private Use in M-1/R-1, Tax Map 33-253A

Sharon Phillips: Resolution 2021-07 TC Conditional Use Permit Application – Construct New Dock Private Use in M-1/R-1, Tax Map 33-253A.

Lara Brown: There is one stated objection on this application, at the public hearing planning commission did vote unanimously to approve it.

Mayor Bugg: Motion to approve.

Dudley Patteson: So moved.

Frances Westbrook: Second.

Mayor Bugg: Further discussion. All in favor.

Mayor Bugg: Opposed.

Wayne Nunnally: No.

Mayor Bugg: This resolution is approved.

Vote:	Frances Westbrook	aye	
	Bonnie Schaschek	aye	
	Dudley Patteson	aye	
	Anthony Marchetti	aye	
	Jackie Brown	aye	
	Wayne Nunnally		no

THE MOTION TO APPROVE RESOLUTION 2021-07 TC CONDITIONAL USE PERMIT APPLICATION – CONSTRUCT NEW DOCK PRIVATE USE IN M-1/R-1, TAX MAP 33-253A IS PASSED 5-1.

L. Discussion of short-term rentals – Wayne Nunnally

Mayor Bugg: Next item on the agenda is short-term rentals, Mr. Nunnally I don't know if you have anything to add or no.

Wayne Nunnally: Now that I, I think I have accomplished my job. I wanted to create a discussion on this matter and I think that's exactly what we've done. I take no pride in authorship of the proposed model ordinance, I drew that to get the people, the constituents here to get a dialog on this subject because it is a subject that we have to deal with. It is a source of income. Mr. Robinson made almost 120 rentals, I have to audit the book on that one, but what I intend to do, just a minute is to move that this matter be sent to the planning commission for tweaking and looking at and then bringing something back. I have, believe me, I know that I cannot do it. So that is going to be my purpose to create this dialog, work with the planning commission and the planning commission bring us back an ordinance we all can agree on. I have never had concept whatsoever to stuff this ordinance down your throat. It was not my intention, my intention all along is to as some of you commented on, we need regulation, we need some guidelines, we need to know what we can do, you know and that's the purpose of this ordinance and bringing this discussion to the forefront. I thank you for all of your comments, I took nothing personal and I think, believe me Mr. Robinson, I've been here a long time. I love this town. My wife is a 7th generation here, and her family gave the land to this church in 1892, so I know a little bit about this history too. I love it very much and I would never do anything to harm it and I see the benefit in short-term rental, but I also see the benefit in having some regulations and the short-term rental paying its way. Thank you for this discussion, it's been a lively one and I feel very confident that I have done what I wanted to do. Thank you.

Mayor Bugg: Thank you Mr. Nunnally and thanks to the public again. I have some additional comments and thoughts regarding short-term rentals. As a follow-up to all of the comments today I want you to know that I received another version as you mentioned Sam of this document yesterday from the Irvington Business Association for those on council who haven't seen it, I'm happy to circulate it after the meeting. In the meantime, I'd also like to ask staff to review both documents and report back at the next meeting. The documents should be reviewed for these issues. One, achieving a consensus of the town about the purpose of a new law or laws governing short-term rentals. I certainly think we have made some ground towards that. I believe that will continue, so thank you. Second, implementation and enforcement requirements as these affect residents and staff and legal compliance being the third component. I think all of these should be taken into account and again I do believe we have covered some ground, made some progress and that progress will continue so thank you.

Wayne Nunnally: That referred to the planning commission to come back with such an idea.

Mayor Bugg: I'm glad that you asked that.

Wayne Nunnally: Kick the can down the road.

Mayor Bugg: I'm glad you asked that since the conversation is just beginning, I believe it is somewhat premature to send it to the planning commission just now, Nancyellen.

Nancyellen Keane: I just wanted to mention that it's not a zoning ordinance at the end of the day after the discussions, you don't have to send it to the planning commission, if you decide to have a zoning ordinance you would have to send it to the planning commission, so for example if it is only a registry, it would not necessarily be a zoning ordinance it would be some other, it would have its own section in the code as sort of like your golf cart ordinance is in a certain part of the code, has its own chapter, so all I'm saying is it may not be appropriate to send over whatever you end up with to the planning commission, I don't know.

Frances Westbrook: Can I make a comment.

Mayor Bugg: Certainly.

Frances Westbrook: I mean, to my knowledge, this council, this body has never ever sat down and discussed short-term rentals.

Bonnie Schaschek: Right, it has never happened.

Mayor Bugg: Yeah.

Dudley Patteson: Right.

Bonnie Schaschek: As far as a discussion.

Frances Westbrook: So, I think it would behoove us to at least body to have the conversation and see where we're going with it or want to go or you know, talk about it a little bit so. I've heard a lot of comments tonight and I feel like we're getting blamed for also kind of shoving something out there to the public, we've never talked about it.

Dudley Patteson: I don't think we've talked about it, but if you listen to the folks tonight there were at least two people that volunteered to be involved in that process. One being The Tides Inn

and I think when it, speaking as a business owner in that world I think that we should have a select group of people that represent all sides of the issue and have a good dialog as a committee, town council should have a representative on that, possibly a planning commission member and then pick some others to truly explore with more thought and more information what we would like to see here in Irvington.

Frances Westbrook: But before you take that step I think town council ought to at least have an opportunity to talk about it at least as a body and see where we, how we are going to do what we are going to do and maybe and probably a committee is a very good way to start, but as I said we've never talked about it yet, so I'd like to see us have the opportunity to do that first.

Dudley Patteson: When would you like to do that?

Frances Westbrook: We can put it on the next agenda.

Mayor Bugg: Yeah.

Dudley Patteson: Okay.

Bonnie Schaschek: Do you want to do it as a workshop, or part of the meeting....

Frances Westbrook: No, do it as part of the agenda....

Dudley Patteson: Let's do it part of the meeting...

Frances Westbrook:monthly meeting.

Wayne Nunnally: That's what I thought we did last month.

Mayor Bugg: You kicked it off. Alright that sounds like a good idea to me. Anything further.

Lara Brown: Do you want staff to prepare anything ahead of time?

Mayor Bugg: Yeah, that would be helpful.

Bonnie Schaschek: If we could have a copy of both of what's been offered.

Mayor Bugg: Comments and thoughts after looking at all that and anything else you may want us to consider that's very helpful.

Wayne Nunnally: Did you propose some sort of rules and regulations?

Sam Van Saun: We were working on revising what you had put out there to make some adjustments to it, we decided in the end instead of presenting a revised version just to prevent the guidelines that I talked about today as points of discussion and a way forward.

Wayne Nunnally: I'd love to see those.

Mayor Bugg: Yeah.

Frances Westbrook: That would be helpful too.

Sam Van Saun: I don't think we have the final version but I'm happy to give you my notes from tonight.

Female:give them...[inaudible].

Mayor Bugg: Probably send it to Sharon so she can circulate it to all of us. Great.

Frances Westbrook: Excellent.

Mayor Bugg: Alright.

M. Discussion of research on the survey and to discuss town planning - J. Brown

Mayor Bugg: Discussion on research on the survey and town planning, that has been moved to closed session so that takes us to new business.

N. NEW BUSINESS

- 1.** Consideration of a motion to appropriate \$2,778 from Community Support and Tourism; FlackShack.

Mayor Bugg: The first item under new business would be a consideration to appropriate \$2,778 from Community Support and Tourism as payment of FlackShack.

Frances Westbrook: So moved.

Mayor Bugg: Is there a second.

Anthony Marchetti: Second.

Mayor Bugg: Any further discussion? All in favor.

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

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

Dudley Patteson: I, does this bring them current.

Sharon Phillips: So this check, the reason that this motion is on the March agenda, this payment would be for April, this check would be held until the end of the month. The invoice is in-house but because of the way the meeting schedule is, if you did not, if I didn't put it on the agenda until April it would be a breach of contract again.

Frances Westbrook: So, it's been a timing thing for us, that's gotten us, so that's April.

Dudley Patteson: For April good.

Mayor Bugg: All in favor.

Mayor Bugg: Opposed. Motion passes. 6-0. Thank you.

- 2.** Consideration of a motion to allow use of Town Commons from Steamboat Era Museum for 2021 CrabFest.

Mayor Bugg: The next item is consideration of a motion to allow use of Town Commons from Steamboat Era Museum for the 2021 CrabFest.

Wayne Nunnally: So moved with COVID guidelines.

Bonnie Schaschek: With COVID guidelines, second.

Mayor Bugg: Any further discussion.

Nancyellen Keane: I have one thing.

Mayor Bugg: Yes.

Nancyellen Keane: This one and the next one on the agenda can we just agree to extend the contract that they have from last year for a year so that we don't have to, and the mayor can sign it.

Wayne Nunnally: So moved.

Frances Westbrook: The exact same thing.

Mayor Bugg: Alright Wayne you made that motion.

Wayne Nunnally: Yes.

Mayor Bugg: Is there a second.

Bonnie Schaschek: Second.

Mayor Bugg: All in favor.

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

Mayor Bugg: Opposed. Items 2 and 3 are approved.

Frances Westbrook: Items 1 and 2.

Bonnie Schaschek: 1, 2 and 3.

Frances Westbrook: Oh excuse me.

THE MOTION TO ALLOW USE OF TOWN COMMONS FROM STEAMBOAT ERA MUSEUM FOR 2021 CRABFEST WITH COVID GUIDELINES AND TO EXTEND THE CONTRACT THAT THEY HAVE FROM LAST YEAR FOR A YEAR AND THE MAYOR TO SIGN IT IS PASSED 6-0.

3. Consideration of a motion to allow us of Town Commons from VIA for 2021 Farmers Market dates

THE MOTION TO ALLOW THE USE OF THE TOWN COMMONS FOR VIA 2021 FARMERS MARKET DATES AND TO EXTEND THE CONTRACT THAT THEY HAVE FROM LAST YEAR FOR A YEAR AND THE MAYOR TO SIGN IT IS PASSED 6-0.

4. Consideration of a motion to appropriate \$2,000 from Community Support and Tourism; Lancaster Community Library

Mayor Bugg: The next will be item 4 consideration of a motion to appropriate \$2,000 from Community Support and Tourism of Lancaster Community Library.

Bonnie Schaschek: This has to come out of the Wiley CD and put into the operating expense in order to make a payment.

Frances Westbrook: Yeah I think it's transferred from one to the other.

Bonnie Schaschek: It is more than just a motion to approve it.

Wayne Nunnally: So moved. Out of the Wiley...

Mayor Bugg: Is there a second.

Bonnie Schaschek: Second.

Mayor Bugg: Any further discussion. All in favor.

Group: Aye.

Mayor Bugg: Opposed. Motion passes.

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

THE MOTION TO APPROPRIATE \$2,000 FROM COMMUNITY SUPPORT AND TOURISM; LANCASTER COMMUNITY LIBRARY AND TO MOVE THE FUNDS FROM THE WILEY CD TO OUR GENERAL OPERATING IS PASSED 6-0.

Nancyellen Keane: Somebody just said it was more than a motion to appropriate, what do you mean.

Frances Westbrook: It's move the funds from the Wiley Foundation to our general operating.

Nancyellen Keane: Are you authorizing that?

Frances Westbrook: Yeah, that's a motion.

Bonnie Schaschek: I get the motion.

Frances Westbrook: Okay.

Mayor Bugg: Motion passes.

5. Consideration of a motion to appropriate \$498.71 from the General Operating; US Bank

Mayor Bugg: Consideration to appropriate \$498.71 from the General Operating to US Bank.

Frances Westbrook: Is that the copier, what is this?

Bonnie Schaschek: The printer.

Frances Westbrook: The printer.

Female: What is it.

Bonnie Schaschek: The lease on the printer isn't it.

Sharon Phillips: Yes.

Frances Westbrook: I think I ask that every month and I apologize but the US Bank is just not familiar to me yet.

Bonnie Schaschek: So moved.

Wayne Nunnally: Second.

Mayor Bugg: Any further discussion? All in favor.

Mayor Bugg: Opposed.

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

THE MOTION TO APPROPRIATE \$498.71 FROM THE GENERAL OPERATING; US BANK IS PASSED 6-0.

6. Consideration of a motion to appropriate \$2,000 from General Operating; Mayors Discretionary Fund

Mayor Bugg: The next item on the agenda is consideration of a motion to appropriate \$2,000 from General Operating Mayors Discretionary Fund.

Wayne Nunnally: I have a technical question on that. The charter says we have to have four people town council to agree to spend over \$100 I believe. If we give you \$2,000 then you spend \$2,000 tomorrow it looks like that would not be in conformance with the charter. So do we have to say we give you the \$2,000 but you cannot spend over \$100 at a time.

Frances Westbrook: It's in our budget.

Bonnie Schaschek: This is in the budget.

Nancyellen Keane: This is in the budget.

Mayor Bugg: This is just the appropriation.

Nancyellen Keane: So if four of you vote on this motion to appropriate then it's okay.

Frances Westbrook: Yeah, it was passed in our budget for this fiscal year, so now we are just appropriating like any other item in our budget.

Mayor Bugg: To do list.

Frances Westbrook: What are you doing with this money.

Mayor Bugg: Nothing yet.

Bonnie Schaschek: Buying a house.

[laughter].

Dudley Patteson: So moved.

Mayor Bugg: Motion.

Dudley Patteson: So moved.

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

Mayor Bugg: Opposed. Motion passes. 6-0.

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

THE MOTION TO APPROPRIATE \$2,000 FROM GENERAL OPERATING; MAYORS DISCRETIONARY FUND IS PASSED 6-0.

7. Consideration of a motion to appropriate \$1,901.85 from CARES Funds; ICN Enterprises (property insurance).

Mayor Bugg: Consideration of a motion to appropriate \$1,901.85 from CARES Funds to ICN Enterprises property insurance.

Wayne Nunnally: So moved.

Frances Westbrook: Second.

Mayor Bugg: Any further discussion. All in favor.

Group: Aye.

Mayor Bugg: Opposed. Excellent.

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

THE MOTION TO APPROPRIATE \$1,901.85 FROM CARES FUNDS; ICN ENTERPRISES (PROPERTY INSURANCE) IS PASSED 6-0.

8. Consideration of a motion to appropriate \$172.44 from General Operating; Safeguard

Mayor Bugg: Next item is consideration of a motion to appropriate \$172.44 from General Operating Safeguard. What is that.

Bonnie Schaschek: What is that?

Frances Westbrook: What is that.

Sharon Phillips: Checks.

Mayor Bugg: Motion. A

Dudley Patteson: So moved.

Frances Westbrook: I'm sorry second.

Mayor Bugg: Discussion, all in favor.

Mayor Bugg: Opposed. Motion passes 6-0.

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

THE MOTION TO APPROPRIATE \$172.44 FROM GENERAL OPERATING; SAFEGUARD IS PASSED 6-0.

9. Consideration of a motion to appropriate \$399.77 from General Operating; Rappahannock Record

Mayor Bugg: Last, consideration of a motion to appropriate \$399.77 from General Operating that's for the Rappahannock Record.

Wayne Nunnally/Dudley Patteson: So moved.

Anthony Marchetti: Second.

Mayor Bugg: All in favor.

Mayor Bugg: Opposed.

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

**THE MOTION TO APPROPRIATE \$399.77 FROM GENERAL OPERATING;
RAPPAHANNOCK RECORD IS PASSED.**

Frances Westbrook: We're just getting our rhythm.

Mayor Bugg: I know. Last thing I am going to have is the committee discussion Fran.

Frances Westbrook: Right, right, there has been some discussion with whether we should have committees or whether we should not. I think we probably should maintain committee but for some time I have often thought that you can't have a committee of one person so I'd like for us to consider appointing or moving to have a second person on HR. We have at least two people on our committee so we are going to get into the same standard.

Wayne Nunnally: I think it's a great idea. I don't see how you can have a committee of one....

Dudley Patteson: It's worked pretty good for me. The only comment I have on that I don't have any objection but I do think we need to wait until the, since the investigation does involve some HR matters we just to change the game right now and make a shift would be a little early. Once that's done then let's consider who that might be.

Frances Westbrook: Why don't we decide who it's going to be and it will make it effective whatever.

Wayne Nunnally: We don't need to wait, I mean, Dudley may need a little advice when we hear from the lawyers who knows. I think we should make it a committee member or whoever it is on their tonight and be done with it. My thinking. Who wants to be on it. Bonnie you want to be on it. I'm not....

Dudley Patteson: Again, I'm just making an objection that it is something that should not prematurely be made. We've got some issues.

Wayne Nunnally: Why are you refusing help.

Dudley Patteson: I'm not refusing help. It's....

Wayne Nunnally: What's the problem with it.

Dudley Patteson...it's just the timing of it, it could be next month and that's happy. I'm happy with that.

Wayne Nunnally: We might need another person to review some of your actions. Well.....

Dudley Patteson: I don't think so.

Mayor Bugg: What's the thought on the compromise. The two sides of possibly appointing someone now and then take effect after the investigation, sort of combination of two sides. I didn't get any feedback on that.

Dudley Patteson: We can add somebody, we can say there is a second position on the HR committee but that committee member could be determined post the investigation.

Wayne Nunnally: I think you're right there, appoint Bonnie tonight and her position becomes effective at the end of the investigation.

Mayor Bugg: Anthony you were going to say something.

Anthony Marchetti: I agree with the compromise.

Wayne Nunnally: That was a great compromise.

Dudley Patteson: What's the compromise.

Anthony Marchetti: Appoint someone tonight that becomes effective when the, after the investigation ends.

Dudley Patteson: That's fine, yeah, that's fine.

Mayor Bugg: Is there a motion.

Frances Westbrook: Then I second.

Wayne Nunnally: To appoint Bonnie.

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

Mayor Bugg: Opposed. Motion passes. 6-0.

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

THE MOTION TO APPOINT BONNIE TO THE HR COMMITTEE AFTER THE INVESTIGATION IS PASSED 6-0.

O. ROUNDTABLE

Mayor Bugg: We have round table on here, I believe we probably covered most of the topics but it's round table if anyone wants to add anything we haven't discussed, have at it.

Bonnie Schaschek: I would like to add something that we haven't discussed.

Mayor Bugg: Yeah.

Bonnie Schaschek: And I don't want a decision tonight, this is just something to consider for the next meeting and that is we do have quite a bit of the CARES Funds sitting there and I think we should do another round of grants for our businesses. We had kind of a rushed process the last time, we have plenty of time right now. I think it would be nice to do another grant.

Wayne Nunnally: Good idea.

Frances Westbrook: I like that idea.

Wayne Nunnally: We will put that on the agenda for next....

Frances Westbrook: We can just follow the same procedure. Same amount, well we'll discuss it next month okay, cool.

Jackie Brown: Is there other money to be used from the COVID funds.

Frances Westbrook: I think we've spent.

Bonnie Schaschek: \$22,000 about.

Frances Westbrook: So far.

Bonnie Schaschek: I think it would be appropriate to get some microphones, I've mentioned that before and they are not terribly expensive but it's very difficult to hear with these masks and you know being across the room from people.

Dudley Patteson: I agree.

Mayor Bugg: I think we are going to need those even without the masks I think they are going to be beneficial.

Frances Westbrook: You think we can make that happen by the next meeting.

Mayor Bugg: We can try.

Jackie Brown: The other thing that came to mind because of the situation with wanting to display something to the group in the closed session I don't know if this flat screen television has a place that you can put a thumb drive in or not but I have one in my shop and you just put a thumb drive in and it plays it all day long. We could get for the church in return for.....

Lara Brown: Yes it does.

Bonnie Schaschek: Plus you can connect it up to a PC.

Frances Westbrook: What.

Bonnie Schaschek: You can connect it to a PC as well.

Frances Westbrook: HDMI or.

Bonnie Schaschek: There is an HDMI as well as a USB.

Jackie Brown: Okay.

Frances Westbrook: I think you'd be good.

Mayor Bugg: Any further comments or thoughts in that regard.

Wayne Nunnally: How are we going to get the microphones. Sharon who was the fellow with the deal with the computers.

Sharon Phillips: Bill Cronheim

Wayne Nunnally: He may be the person to talk to about getting the, I guess.

Frances Westbrook: You mean our regular IT guy Henley or the other man.

Bonnie Schaschek: No E S....

Wayne Nunnally: Do we need....

Dudley Patteson: That would be an off the shelf product. I mean, staff...

Lara Brown: I have researched it because they are confusing because you just can't buy microphones from Amazon. Sharon and I have looked at that but those microphones have to be hooked into wolfers and stuff, I'm not very savvy on that but you would need 7 and they have to be hooked into a thing, you don't just put them on the table and use it.

Wayne Nunnally: Dudley seems to know about it appoint him to get us some microphones.

Dudley Patteson: I've got enough in HR Committee, I can't take on....

Frances Westbrook: You need a third person.

Dudley Patteson: I want a secretary.

Bonnie Schaschek: I'll do some research.

Mayor Bugg: You want to do it. Okay, it's up your alley.

Dudley Patteson: We can use three and have to, council members....

Bonnie Schaschek: I'll do some research on it, they have some independent standing ones.

Lara Brown: Okay.

Bonnie Schaschek: And if you just have them periodically....

Dudley Patteson: Ex-officio of the HR committee is going to take on this.

Barry Robinson: I don't know what y'all are talking about but they have wireless and we bought them because of the whole remote work thing, they are not that expensive but I mean you are going to spend \$150 or \$200 a set but.

Bonnie Schaschek: That's alright.

Barry Robinson: I would recommend this headset versus a microphone is all I'm saying.

Wayne Nunnally: Good idea.

Mayor Bugg: Thank you Mr. Robinson.

Bonnie Schaschek: Do you have a business card and I'll give you a call.

Barry Robinson: I'll drop it by the office on Monday, I'll ask our IT guy to give you the information on what we use.

Bonnie Schaschek: Okay, thank you.

Barry Robinson: And I'll get this to Lara.

Bonnie Schaschek: Okay, thank you.

Mayor Bugg: Great.

Bonnie Schaschek: Thank you very much.

Mayor Bugg: Anything further from round table.

Dudley Patteson: I would like council at its next meeting to consider providing something for our staff.

Wayne Nunnally: Something, what.

Dudley Patteson: Something for our staff, Lara and for Sharon as I said earlier the volume of work is, has increased substantially, they have done their best to keep up with it, they, it's our fault that we are where we are with this big stack because we didn't recognize it soon enough and we should have and I think they should be given a 2-week paid vacation every year. They have no other benefits, they don't have life insurance, they don't have anything and this would be a benefit that we can provide the position to thank them for the tireless time that they have spent in our behalf trying to keep us organized and I think it is a reasonable request and I feel that they deserve every second of paid vacation that they take. I think we need to make that a motion at our next meeting. If you all have any concerns please come to me and I'll be happy to field them but I would like that to be a motion next time. You just don't have this type of volume and not be thankful for people that are in the trenches helping us.

Mayor Bugg: Thank you Dudley. Absolutely. Thank you staff.

P. ANNOUNCEMENTS

Mayor Bugg: Are there any announcements. With that that will take us to the closed session so, you have your reading.

Frances Westbrook: Yes I do. Right from the pages of past meetings. I Frances Westbrook move to go into closed session pursuant to Section 2.2-3711A3 of the Code of Virginia for real estate matters or discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the town and pursuant to Section 2.2-3711A8 of the Code of Virginia for consultation with legal counsel employed or retained by the council regarding specific legal matters, and requiring their provisions of legal advice by such counsel.

Wayne Nunnally: Second.

Mayor Bugg: Roll call vote.

Nancyellen Keane: You don't really need to.

Mayor Bugg: All in favor.

Frances Westbrook: We need to get the vote.

Mayor Bugg: All in favor of going into closed session.

Mayor Bugg: Opposed. Into closed session.

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

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

Bonnie Schaschek: Okay they are recording.

Frances Westbrook: Whereas as the Town of Irvington has convened a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom 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 Virginia Law. Now that be it resolved that the board hereby certifies to the best of each members knowledge that one, only public business matters were lawfully exempted from open session requirement by Virginia Law was 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 considered by the board. Is there any member who believes there was a departure from the motion to go into closed session, if so state the departure. There being no statements we shall certify.

I, Tripp Bugg so certify.

I, Wayne Nunnally so certify.

I, Jackie Brown, so certify.

I, Anthony Marchetti, so certify.

I, Dudley Patteson, so certify.

I, Bonnie Schachek, so certify.

I, Frances Westbrook, so certify.

Mayor Bugg: Excellent with that is a motion regarding the survey presented by QuantiSoft.

Jackie Brown: I move that we put \$6,500 in the budget to accept the contract with QuantiSoft.

Wayne Nunnally: [inaudible].

Jackie Brown: And for the lawyer to review the contract.

Mayor Bugg: Excellent.

Jackie Brown: I thought she's probably already done it.

Mayor Bugg: Any further discussion. All in favor.

Mayor Bugg: Opposed. A motion passes.

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

THE MOTION TO PUT \$6,500 IN THE BUDGET TO ACCEPT THE CONTRACT WITH QUANTISOFT IS PASSED 6-0.

Q. ADJOURN

Mayor Bugg: With that is there a motion to adjourn.

Wayne Nunnally: Move we adjourn.

Dudley Patteson: Second.

Bonnie Schaschek: Wait, wait, are you going to have him make an appointment for the...

Female: No motion. No motion for it.

Bonnie Schaschek: We don't need a motion for it.

Mayor Bugg: All in favor.

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

Mayor Bugg: Meeting adjourned. Thank you council.

Respectfully submitted,

Sharon L. Phillips, Clerk

Albert D. "Tripp" Bugg, Mayor