

**TOWN OF IRVINGTON, VIRGINIA**

**TOWN COUNCIL SPECIAL CALLED MEETING**

**IRVINGTON TOWN OFFICE**

**THURSDAY JULY 29, 2021; 6:30 PM**

**AGENDA**

1. **CALL TO ORDER – Frances Westbrook**

Frances Westbrook: I’d like to call to order the meeting of Irvington Town Council. This is a special called meeting held at the Town Office at 4203 Irvington Road. This is Thursday, July 29th, 2021, at 6:30 p.m. If I please will have a roll call.

1. **ROLL CALL – Frances Westbrook**

Wayne Nunnally, present.

Dudley Patteson, present.

Chris Braly, present.

Bonnie Schaschek, present.

Jackie Brown, present.

Frances Westbrook, present.

Anthony Marchetti, absent.

 **Staff Attending the Meeting**

 Nancyellen Keane, Esq. Town Attorney.

 Laurel Taylor, Town Clerk & FOIA Officer

Frances Westbrook: Before we get into the agenda, I would just like to introduce Laurel Taylor to you all. She is our new town clerk, and we are so happy to have her here. Town Clerk, Clerk of the Council and FOIA Officer, so, thank you Laurel. We are pleased to have you.

Laurel Taylor: Thank you.

Frances Westbrook: Next item on the agenda, by way of explanation, we are having some issues trying to get the signatures done at the bank because of what the bank requires, and we haven’t received the minutes as yet, which is what they asked for. Talking with Chris and Nancyellen, that they will accept a letter stating what we want to have done. I’ll pass one around for you to see what we have done. We will take that to Vickie at Chesapeake Bank tomorrow. She will have the paperwork ready Monday for Anthony and I to go by and sign and we are back in business, so that should work great.

Chris Braly: Madam Mayor.

Frances Westbrook: Yes sir.

Chris Braly: This agenda has not been posted on the website and we need to make sure that—

Frances Westbrook: Chris, yeah, told me he did--

Chris Braly: It is not on the website and so we need to make sure that the IT person helping us posts it on the website before…

Frances Westbrook: Did you look everywhere….

Nancyellen Keane: The original call cause there were two…

Chris Braly: The call was…

Frances Westbrook: Oh, the call was, yes.

Chris Braly: The agenda we are operating from was not on the website, so we need to make sure that we put stuff on the website.

Frances Westbrook: Well, what’s necessary is the call be on there. It’s not necessary to have the agenda although we have done that in the past.

Chris Braly: The agenda needs to be posted and distributed to the public body. We received the agenda 3 days ago. It needs to be on the website.

Frances Westbrook: Okay, so noted.

Chris Braly: Please, thank you.

Frances Westbrook: Thank you. Any other quick comments before we go into closed session.

1. **CLOSED SESSION – Dudley Patteson**

Dudley Patteson: Absoutely, I Dudley Patteson move to go into closed session pursuant to 2.2-3711A1 for personnel matters concerning the Town Clerk.

Francis Westbrook: No, hiring zoning administrator.

Dudley Patteson: That’s what it says. I’m just reading what it says here.

Francis Westbrook: Oh.

Dudley Patteson: Zoning administrator and pursuant to 2.2-3711A8 for legal….

Frances Westbrook: No, no, forget that, sorry. It’s just the first one Dudley.

Dudley Patteson: I got it. Okay, may I start over?

Frances Westbrook: Yes, you may.

Dudley Patteson: And get it right.

Frances Westbrook. Yes sir.

Dudley Patteson: Pursuant to 2.2-3711A1 for personnel matters concerning the zoning administrator. Call for vote.

Chris Braly: Second.

Frances Westbrook: Roll call. We have a second.

 Wayne Nunnally, yes.

 Dudley Patteson, yes.

Chris Braly, yes.

 Bonnie Schaschek, yes.

 Jackie Brown, yes.

Frances Westbrook: And I don’t get to vote, I remembered this time. Alright, we are now in closed session. We are going to have the attorney and the….

1. **RETURN TO OPEN SESSION – Dudley Patteson**

Dudley Patteson: Whereas the Town of Irvington has convened a closed session on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act and whereas Section 2-2-3712 of the Code of Virginia requires the certification by the board that such closed session was conducted in conformity with Virginia Law. Now there be it resolved that the board hereby certifies to the best of each members knowledge only public business matters lawfully exempted from open session required by Virginia Law were discussed in closed session to which this certification resolution applies and only such public business matters were identified in the motion convening the closed session was heard, discussed or considered by the board. Is there any member who believes there is a departure from the motion to go into a closed session. If so, so state the departure. We need to take a vote.

Frances Westbrook: Roll call vote. We need to make a motion.

Bonnie Schachek: You have to so certify.

Frances Westbrook: …say certify.

**ROLL CALL VOTE**

I, Wayne Nunnaly, so certify.

I, Dudley Patteson, so certify.

I, Chris Braly, so certify.

I, Bonnie Schachek, so certify.

I, Jackie Brown, so certify.

I, Frances Westbrook, so certify.

 Frances Westbrook: Now, Mayor will entertain a motion.

 Nancyellen Keane: You’ve got to come back in, oh, you’re already in okay.

 Frances Westbrook: Yeah.

 Nancyellen Keane: I forgot you’re talking about…

 Dudley Patteson: Ready.

 Frances Westbrook: Yeah.

Dudley Patteson: I’d like to make a motion to appoint Justin Nelson as Zoning Administrator, Building Official and Flood Plan Administrator for the Town using the existing job description effective August 1, 2021, to work during office hours 9:00 a.m. to 1:00 p.m. Monday through Friday, plus five floating hours per week, at a salary of $2,166.66 per month and conditioned upon a satisfactory background check.

Chris Braly: Second.

Frances Westbrook: Any discussion? All in favor, roll call vote, please.

**ROLL CALL VOTE**

Wayne Nunnally, Aye.

Dudley Patteson, Aye.

Chris Braly, yes.

Bonnie Schaschek, yes.

Jackie Brown, yes.

MOTION PASSES 5-0.

Dudley Patteson: Second motion?

Frances Westbrook: Please sir.

Dudley Patteson: Second motion is to authorize the mayor to execute an employment contract between the Town and Justin Nelson on the terms stated in the prior motion provided the condition has been satisfied.

Frances Westbrook: Any discussion?

Chris Braly: Second.

Frances Westbrook: I’m sorry, I jumped that too, didn’t I. Roll call please.

**ROLL CALL VOTE**

Wayne Nunnally, yes.

Dudley Patteson, yes.

Chris Braly, yes.

Bonnie Schaschek, yes.

Jackie Brown, yes.

MOTION PASSES 5-0.

Frances Westbrook: Motion passes.

Wayne Nunnally: Now, is it my turn.

Frances Westbrook: Motion to adjourn.

1. **ADJOURN**

Wayne Nunnally: Motion to adjourn.

Chris Braly: Second.

Frances Westbrook: Any discussion. All in favor?

Group: Aye.

Frances Westbrook: Meeting is adjourned very much.