



Town of Port Royal

Established 1744

“Behold Us Rising”

Town of Port Royal Town Council Minutes April 19, 2016

The Port Royal Town Council met on Tuesday, April 19, at 7:00 pm for their regular Town Council meeting.

The Mayor called the meeting to order.

The Clerk took the roll; members present were Mayor Jim Heimbach, Vice Mayor Della Mills, Monica Chennault, Gladys Fortune, Bill Henderson, and J.P. Wilkerson. Phyllis Sue Carpenter was absent.

A quorum was established. The Town Manager and Town Clerk were also in attendance.

The Mayor called for additions or revisions to the Agenda. Under New Business, he added a JLUS MOU and naming a Compensation Committee.

Public Comments: None

Town Manager’s Report:

- Regarding progress on the yellow commercial building on Rt. 301, “the old smokehouse”, Bill Wick reported that they now have all necessary permits required to commence work, and the asbestos has been removed. Monica Chenault questioned the EPA Certification, and the Town Manager stated that everything was in the files, if she would like to view it at any time.
- The Town Manager next reported on Memory Lane, stating that the issue of cooking BBQ on premises and selling to the public has been addressed and the owners of the business will refrain from cooking/selling of food without proper permits. Monica Chenault questioned the septic issues there and questioned if that was all in order. The Town Manager stated that everything was cleared with the Health Department and Kevin Wightman. He stated that all supporting documentation was in Town files.
- The Town Manager has met with Rappahannock Electric Co-op and beginning next month (May 2016), the Town will begin to receive utility taxes, both current taxes and taxes back to the boundary line adjustment, date of July 1, 2014.

- Neighborhood Watch – As a result of the recent meeting with Sheriff Lipka and members of his staff, the Town Manager felt that it would be a good idea for the Town to begin a Neighborhood Watch again. The Town had one in the past. Bill will take the lead to look for folks around town, other than Council members, to participate.
- The fence Issue in the mobile home park owned by Patricia Posner remains unresolved. The building manager, Kevin Wightman, Della Mills, and Ms. Posner will meet in the next week to 10 days or when possible.

Consent Agenda:

- The minutes from March 15 and 22 were provided to Council in advance of the meeting. Hearing no changes or amendments, motion was made by Bill Henderson to accept the minutes as presented and seconded by Monica Chenault. Motion carried 6-0.
- Finance Report – The March 2016 report was distributed prior to the meeting for review. Jim Heimbach reviewed the report with Council. The Council accepted the report as presented.

Old Business:

Update on the Water Grants/Loans

- Mayor Heimbach reported on the progress of the water system grants. He has prepared and submitted a detailed response to a series of questions posed by the Virginia Resources Authority, which is reviewing the Town's credit-worthiness. Jim shared the response with Council.

Contract with Caroline County and the Town for the Water System Management

- Bill Wick gave a brief update on the contract; members of Council each were given a copy to review prior to the meeting. Motion was made by Bill Henderson to accept the language in the contract, motion was seconded by Gladys Fortune. All members of Council voted in favor of the motion, which carried 6-0.

Proposed Auto-Oriented Uses Zoning Ordinance

- Members of Council were in receipt of the updated proposed auto-oriented uses zoning ordinance prior to the meeting. Motion was made by JP Wilkerson to accept the proposed ordinance; motion was seconded by Della Mills. Voting for acceptance were Mayor Heimbach, Vice Mayor Mills, Bill Henderson, J.P. Wilkerson, Monica Chenault, and Gladys Fortune. Phyllis Sue Carpenter was absent.

Fee Schedule Report

- Tabled.

Security System/Video Cameras

- Bill Wick reported that he has been in conversation with Dillard Alarm. The promised proposal was not received in time for this meeting, and therefore it will be placed back on the May agenda.

Post Office Bulletin Board Policy

- A draft resolution drafted by Mayor Heimbach was given to each member of Council prior to the meeting. The intent of the Resolution is to establish the policy of the Port Royal Town Council regarding postings on the Port Royal Post Office Bulletin Board. Motion was made by Bill Henderson to adopt the resolution, and seconded by Gladys Fortune. Motion carried 6-0.

Streetlights

- Tabled for discussion at the May meeting pending further gathering of information, including a review of the Town by Sgt. Chris Hall of the Caroline County Sheriff's Department assessing dark areas that may lead to crime and identification of pole numbers marked by Della Mills. Terri is to supply a map of the town to Sheriff Lippa.

Sidewalk Repair

- Bill Henderson made a proposal for sidewalk repairs. Bill obtained three bid proposals, and after a lengthy discussion, a motion was made by Della Mills to accept the bid proposal from Preston Johnson for 170 3'x3' squares @ \$13,500.00 and authorize a little extra in the event he needs additional. Motion was seconded by J.P. Wilkerson, Voting for were Mayor Heimbach, Bill Henderson, Della Mills, J.P. Wilkerson, and Monica Chenault; voting against was Gladys Fortune. Motion carried 5-1.

Board of Zoning Appeals

- Tabled

New Chairs for Council Room

- Tabled

Tourism and Economic Development Committee –

- Jim Heimbach reported on the enthusiasm of the newly formed committee. He stated that both Caroline and King George counties are participating, which puts the Town of Port Royal in a good place, being in the center of the two counties. He stated that the next meeting will be held in the Town Chambers at 7:00 on Wednesday, April 27, 2016. All citizens are welcome to join the meetings.

Veterans Memorial Update

- Bill Henderson reported on the completion of the masonry work. He encouraged everyone to be sure to take a look at the project so far. The

back wall is up, acknowledging each branch of the Service, and the flagpole is in place. Bill encouraged the Council to sell more bricks, so he can place another order soon.

Planning Commission Appointments

- The Mayor recommended the following motion for reappointment and reconstitution of the Port Royal Planning Commission, that Robert Bryan, Charles McGuire, Nancy Wick, Rick Chenault, Monica Chenault, and Peggy Roberts be appointed to serve on the Planning Commission for a term of one year beginning April 19, 2016, and expiring on April 18, 2017. Motion was seconded by Della Mills. Motion carried 6-0.

New Business:

JLUS MOU

- Motion was made by Bill Henderson and seconded by Monica Chenault to accept the JLUS MOU that had been previously distributed to Council. Motion carried 6-0.

Festival Committee

- Committee Chair Monica Chenault reviewed the plans for the upcoming events. The Pier Grand Opening is scheduled for May 14; Phyllis Sue is overseeing the food, Bill Wick is arranging for a Color Guard, and Jim Heimbach is inviting the dignitaries. Motion was made by Gladys Fortune to appropriate a budget of \$300.00 for food and supplies for the event, motion was seconded by J P Wilkerson. Motion carried 6-0.
- The 4th of July Celebration will be held on the 4th of July. The event will run from 9 am to 4 pm with set-up between 7:30 am and 8:30 am. The festivities will be on the Town Green. The Town's celebration will be fully coordinated with the activities of Historic Port Royal.
- Charter Day will be celebrated on October 1, the first Saturday in the month, rain or shine. There will be no refunds for adverse weather conditions.
- National Night Out Celebration. This is an event put on by the Police Department in localities. More information to follow.

Public Hearing on Crystal Springs Application

- The Council was reminded of the upcoming Public Hearing scheduled for 7:00 pm one week from tonight in the Town Chambers. This will be a Joint Public Hearing of the Planning Commission and the Town Council for the Crystal Springs Application for Special Exception and Access Management Exception. Members of Council were asked to familiarize themselves with the application and supporting documentation.

Water Rate Increase

- The Council has worked towards increasing water rates over the past several years in an effort to get the rates in line with where they need to

be. Therefore, motion was made by Della Mills to increase the Residential Rate for Water to \$45.00 per month and the Commercial Rate to \$60.00 per month. A rate increase requires a Public Hearing, therefore the motion was amended to include the Public Hearing to be held prior to the June Council meeting, with the rate increase planned to be effective July 1, 2016. Motion was seconded by J.P. Wilkerson. Motion carried 6-0.

Compensation Committee

- The Compensation Committee lost Member Nancy Long when she joined the Board of Supervisors, and Mayor Heimbach stated that he is stepping down from the committee. Therefore a new committee was named by members of Council. Motion was made by Bill Henderson to appoint Monica Chenault, Gladys Fortune, and J.P. Wilkerson to serve on the Compensation Committee for one year, effective on this date.

Lawn Bid

- The Town Council reviewed the proposals that were received for lawn maintenance. Motion was made by Bill Henderson, and seconded by Gladys Fortune, to accept the proposal submitted by Edgar Yates for this season at a rate of \$135.00 per cut @ 3 cuts per month or as needed upon approval by the Town Manager, Clerk, or Mayor. The Town Manager will notify all parties who submitted proposals.

The Mayor reminded Council members that, if they wish to run again for the next Town election, they need to file by June 14th to have their name properly printed on the ballot. Bill Wick handed out packets of information and necessary forms for filing. The Clerk offered her services in notarizing the documents.

Hearing no further comments, the meeting came to a close at 9:10 p.m. Motion to adjourn was made by Gladys Fortune, seconded by Della Mills, and adopted 6-0.

Respectfully Submitted,
M. Therese Harrison