



Town of Port Royal

Established 1744

“Behold Us Rising”

**Port Royal Town Council
Minutes
February 16, 2016, 7:00 p.m.
Public Hearing/Meeting & Regular Council Meeting**

The Port Royal Town Council met at on Tuesday, February 16, 2016, in town chambers for a Public Meeting to discuss the Water System Renovation Project to be followed by the regular Town Council meeting

Mayor Jim Heimbach called the meeting to order at 7:00 pm.

Terri Harrison, Town Clerk, took the roll call; members present were Mayor Jim Heimbach, Vice Mayor Della Mills, Bill Henderson, Phyllis Sue Carpenter, Monica Chenault, and Gladys Fortune. Town Manager Bill Wick was in attendance.

A quorum was established.

The first item on the Agenda, was the Public Meeting. The leader, Alex Long, was not present at the time; therefore, Mayor Jim Heimbach proceeded with the regular Town Council meeting with Council’s approval.

Council Announcements/Agenda Additions and Revisions -

- Della Mills stated that it would be beneficial for the Town to establish an account with Box it Up across the street for packets that require handouts that are several pages long. Town Manager, Bill Wick stated that the Town already has an account established. In the future, packets that need to be copied by either the Planning Commission or the Town Council may be copied there, upon Council’s approval. No one opposed.
- Jim Heimbach stated that in the future he will never vote for any ordinance or zoning change without a legal review. Jim shared with Council an excerpt provided by Jean Kelley of Section 15.020.4 of the Code of Virginia, which outlines the manner in which Public Hearings are to be properly advertised and by whom, and the manner in which such hearings are to be conducted and recorded in Town records.

Alex Long, Grant Administrator arrived.

- Jim Heimbach called for adjournment of the Town Council meeting until completion of the Public Meeting. Motion carried by unanimous voice vote. The Mayor then opened the Public Meeting. Alex Long addressed the Council in the absence of any citizens in attendance. Alex stated that the Town is in receipt of the Environmental Report which is a requirement for the Grant Loan Package

from the Virginia Department of Health. He stated that, once the Engineering Company has been retained, he will discharge his duties over to the Town Council. Mayor Heimbach commended Alex Long on his good works for the Town.

The Mayor asked the Council if they had any questions for the Grant Administrator. Hearing none, and with the absence of citizens in attendance, the Mayor closed the Public Hearing at 7:08 pm.

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Mayor Heimbach reopened the regular session of the Port Royal Town Council at 7:08 pm.

Old Business:

Minutes of the January 19th and February 9th 2016 meetings:

- The Minutes were corrected to include JP Wilkerson, who was inadvertently omitted from the members in attendance for the Special Called February 9th meeting. Motion was made by Della Mills to approve both sets of minutes as amended. The motion was seconded by Gladys Fortune. Motion carried 7-0.

Reports:

- The Town Manager shared with council the following items:
 - The pier is completed
 - The Locklerr property issue has been resolved
 - The water system contract with the County is under review by the County's attorneys, Sands Anderson Marks and Miller. We should have a final report before the March meeting.

The Council requested that each month, beginning in March, the Town Manager provide a "State of the Town Report" that will be added as an agenda item.

Finance Committee Report:

- Jim Heimbach reviewed with Council the financial status of the Town. Copies of the report were provided to Council in advance of the meeting and are attached to the minutes for future reference. Gladys Fortune questioned the status of the street lights that were turned off. She was inquiring if they will be turned back on, and stated also that there are lights that are not lit. She and Bill Wick will coordinate during the day and determine if the lights she is speaking of are just bulbs out or lights that were intentionally turned off.

Fee Schedule –

- Monica Chenault reported that she and Della Mills met to review the fee schedule. They were unable to proceed pending receipt of fee schedules for King George and the Town of Bowling Green. The Town Manager stated that he would get them the next day and forward copies to both Della and Monica.

Security System –

- Tabled

Sidewalk Repairs –

- Tabled

Board of Zoning Appeals –

- Tabled

New Chairs for Council Chambers:

- Phyllis Sue researched and shared with Town Council chairs for the Chamber Room. After much discussion with regard to the look and feel of each chair, it was decided that Phyllis Sue would order one tubular chair and one mahogany chair and the Council will make a decision at the next Council meeting after they have had chance to see the chairs.

Tourism and Economic Development Committee –

- Jim Heimbach reported that he has spoken to Herb Collins who enthusiastically agreed to serve on the newly developed committee. He also has met with Staci Martin of the Virginia Tourism Corporation, who has also agreed to serve on the committee; she comes with experience in project management and grant proposal preparation. She presently gives courses on grant writing. She will be an asset to the newly formed group. More information will be shared as this committee is only beginning to be formed.

New Business:

Festival/Events Committee Report –

- The committee gave a review of upcoming events. Nancy Long's Goodbye Celebration is set for February 27 at 2:00 pm. The Town Manager agreed to contact the Press and Jim Heimbach will write letter to Mark Warner, Rob Wittman, Margaret Ransome, Ryan McDougale, members of the Board of Supervisors, Charles Culley, David Storke, and Steve Manster. The budget for expenses was set at \$100.00. There will be light refreshments served.
- The Pier Dedication is set for May 14 at 2:00 pm. Mayor Heimbach will contact the same people as for Nancy Long's celebration.
- The opening of the Veterans Memorial is set for Memorial Day.

Official Town Announcements Bulletin Board:

- The Mayor will speak to the Postmistress to seek permission for the Town to have a Bulletin Board in the Post Office for Official Town Business ONLY. This would give citizens the opportunity to be better informed of what is going on in the Town.
- **Auto Decals**
Motion was made by Della Mills to order new decals for the Town with our logo on the front, designed by Bill Henderson, and numbered. Motion was seconded by Monica Chenault. Motion carried. Bill Henderson will arrange for printing.

Ordinances Recommended by Planning Commission:

- The Mayor asked Council to decide on whether to move ahead on the ordinance recommendations coming from the Planning Commission and place public notices out at the earliest practical date. A question raised regarding rezoning an area zoned for mobile homes to business will be referred to Jean Kelley, Town

Attorney. After much discussion, a motion was made by Bill Henderson to hold a Public Hearing on the recommended ordinances. Motion was seconded by Gladys Fortune. Voting for were Mayor Heimbach, Bill Henderson, Gladys Fortune, JP Wilkerson, and Phyllis Sue Carpenter. Monica Chenault abstained due to conflict of interest and Della Mills voted no as she was waiting on clarification from the Town Attorney regarding the Business District question.

- Public Hearing Date: Motion was made by Bill Henderson to hold a Public Hearing at 7:00 p.m. on March 22, 2016, in the Town Chambers. The motion was seconded by Phyllis Sue Carpenter; motion carried.

Adjournment:

Hearing no further business, the meeting officially came to a close at 8:47 pm. Motion to adjourn was made by Gladys Fortune and seconded by Monica Chenault. Motion carried.

Respectfully Submitted

M. Therese Harrison