



Town of Port Royal

Established 1744

“Behold Us Rising”

**Town of Port Royal
Council Minutes
January 19, 2016**

The Port Royal Town Council met on Tuesday, January 19, 2016, at 7:00 pm for their regular Town Council Meeting.

Mayor Jim Heimbach called the meeting to order. Terri Harrison took the roll. Members present were Mayor Heimbach, Vice Mayor Della Mills, Bill Henderson, Phyllis Sue Carpenter, and Monica Chenault. Gladys Fortune was absent.

A quorum was established.

Approval of Meeting Minutes

The Minutes from the December 15, 2015, and January 5, 2016, meetings were received by Council. There were corrections with regard to the names listed, which were noted. Motion to accept the Minutes as corrected was made by Della Mills and seconded by Phyllis Sue Carpenter. The motion carried 5-0.

Agenda Revisions/Additions

Jim Heimbach stated that a request for a Public Hearing notice will be added under new Business.

Public Comments

Jim Heimbach asked the two citizens in attendance, Chris Flora and Peggy Sue Roberts, if they would like to address the Council. Peggy Sue stated that she is happy with the way things seem to be going with the Town and moving ahead, and she expressed interest in being considered as a candidate to fill the un-expired term of Nancy Long. Mayor Heimbach thanked her for her interest in wanting to serve and explained the Council would shortly be going into Closed Session to discuss candidates for this seat. Monica Chenault asked Peggy Sue if she had any interest in serving on the Planning Commission. She said she would be happy to serve on the Planning Commission if not the Town Council.

Alex Long, Grant Administrator for the water system, addressed Council and stated that things are moving along. He passed out handouts (which are attached to the minutes book for reference). Alex stated that the Town would need to hold a Public Hearing to make citizens aware of the recent Environmental Review. Alex also shared with Council that due to the size of a lot of the reports pertaining to the Grant process, a Dropbox account has been created for Council members and staff to download and or view documents. The Preliminary Engineering Report (PER) is located in the Dropbox presently.

The Administrator gave the original copy of the PER & Environmental Review to the Town Manager and stated that it must be retained in the Town Hall. The Grant Administrator asked that the records reflect this.

Alex Long, Planning Commission Chair, reported that their last meeting was cancelled due to lack of a quorum. Alex stated that he will be more aggressive about attendance and meeting dates. The Commission has a lot of work ahead of them.

Mayor/Town Manager Comments

The Mayor reminded Council that there will be a Public Meeting at 7:00 pm on February 16, before the Council meeting, to discuss the status of the contract for the water system.

Della Mills reported a water leak in the Victory Mobile Home Park; the Town Manager has already been in contact with Joey Schieble, with Caroline County. He stated that they are busy with leak issues, but would send a crew down at their earliest convenience, most likely before the end of the week, weather permitting.

Mayor Heimbach reported that both he and the Town Manager would be meeting later this week with Joey Schieble

Bill Wick reported that there is work scheduled for the Rappahannock bridge and that the company has contacted Tim Locklerr to request usage of his riverfront access for the purpose of locating their work-related equipment. The Town Manager spoke with Tim Locklerr, who assured him that the access area to his property where the gate is located will be repaired once the work is completed and grass seed will also be sown. The company intends to make repairs from the top of the hill on Locklerr's side all the way down to where the sign is located. Council—particularly Bill Henderson—expressed some concern about possible damage to the King Street corridor. Bill Wick and Jim Heimbach will have further conversations with both the Locklerrs and the company performing the work to ensure that no Town property is damaged as a result of their utilizing the Lockerrs' property. The Town Manager will invite Jess Tabang—representing the bridge-repair contractors—to the February Town Council meeting to address the Council on their plans.

Closed Session to Discuss Nominees to Fill the Open Seat on Council

Jim Heimbach stated that he moves that we enter Closed Session pursuant to VA Code Section 3711 (A1), Discussion of Personnel. Motion was seconded by Della Mills. The Town Manager, Town Clerk, and public attendees were asked to leave the Council room during the Closed Session.

...

The Council came out of Closed Session. Each member of Council was asked to Certify that only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were heard, discussed or considered in the Closed Session to which this certification applies, and only such business matters as were identified in the motion by which this Closed Session was convened were heard, discussed or considered in the meeting to which this certification applies.

Jim Heimbach stated, "I so certify."

Bill Henderson stated, "I so certify."

Phyllis Sue Carpenter stated, "I so certify."

Della Mills stated, "I so certify."

Monica Chenault stated, "I so certify."

Jim Heimbach announced that, after careful review of the interested candidates, the Port Royal Town Council selected Joseph P. Wilkerson to fill the unexpired term of Nancy Long. Jim thanked Peggy Sue Roberts for her interest.

The Council then appointed Peggy Sue Roberts to serve on the Port Royal Planning Commission effective today. This appointment was made by Common Consent.

Old Business

Festival Committee Final Report: A copy of the final accounting for Charter Day was distributed by Monica Chenault, Chair of the Committee. A review of expenditures and possible changes for future events were discussed. The Council thanked the committee for their hard work on the events they undertake.

Finance Committee Report: Jim Heimbach reviewed with Council the Finance Committee Report. A copy of the report is attached to the public file.

Fee Schedule: A copy of the current fee schedule for Caroline County was given to each member of Council in their packets for review. The Council appointed Bill Wick, Monica Chenault, and Della Mills to review and make a proposal at the February Council meeting of a fee schedule for adoption for the Town of Port Royal. Once a proposed draft is formulated, the Town will pursue with Public Hearings, etc.

Security System: Bill Wick will follow up with Nancy Long and obtain contact information for the Security Systems that she researched.

Town Audit: The Mayor obtained two proposals for auditing purposes. After review of the two proposals, motion was made by Della Mills and seconded by Phyllis Sue Carpenter to retain the services of Davis and Associates.

Sidewalk Repair: Bill Henderson revisited the ongoing repair that was approved last year. The Town Council allocated \$2500 @ \$90 a square foot. The contractors that did the work last year told Bill that they had underbid the job, and would not be able to do it at the same rate this year. Bill Henderson will make some calls and Chris Flora said he would also give Bill some names of some brick masons/contractors. Della Mills suggested increasing the budget since the Town is in better financial shape. Bill Henderson stated that he would report back in February at the Council meeting.

Electrical Repairs for Town Hall: Bill Wick stated that he had received two proposals. The first came in at \$750.00 and the second came in at \$730.00. One would run the wires to the outside outlets through the attic and down the outside of the building, the second would run the wires through the crawlspace under the building. Chris Flora was asked for his opinion on these two options, and he pointed out that running the wires down the outside of the building will involve visible conduits. Based on this opinion, the Council decided to choose the proposal calling for the wiring to run through the crawlspace. The Council asked Bill if these bids included lighting the sign in front of the Town Hall; he stated they did not. Motion was then made by Della Mills to have Bill complete the task with the added lighting and not to exceed the cost of \$1000.00. Motion was seconded by Bill Henderson. Motion carried.

Completion of Town Code Revision: Jim Heimbach suggested to the Council that they ask the Town Attorney to complete the Code Revision. He has spoken to her already and she is agreeable, at a fee of \$5,000.00. (He stated that she may have to ask for another \$1,000.00; it just depends once she sees what all is entailed). The Council was agreeable. Monica Chenault questioned if the work they had previously done would be taken into consideration. Jim stated yes, that he would forward all the notes to the attorney. Motion was then made by Della Mills to approve the proposal and seconded by Phyllis Sue. Motion carried.

Board of Zoning Appeals: The Town Clerk provided a list of the most current BOZ appointments. However all terms are expired. The names presently listed and willing to serve again are Patricia Posner, Terri Harrison, and John Gilliland. Della will do more research and report back at the February meeting.

Honoring of Nancy Long: The Festival & Events Committee will take this task on and once they have made plans report back to the Council and discuss budget.

Receipt of Final Invoice for Pier Repairs: Motion was made by Monica Chenault and seconded by Della Mills to approve \$22,753.00 to pay the final invoice for the pier extension.

New Business

Urban Crescent Draft Letter on Funding for Public Education: A copy of the draft letter was distributed with the Council packets. The Council supports the efforts and wish to send a letter of support.

Proposed Tourism Committee: Mayor Heimbach stated that he would like to see the Town form a Tourism Committee. The Council supported his idea. Jim will meet with Gary Wilson with Caroline County Department of Economic Development and Tourism. Jim will look for appropriate people to serve on the Tourism Committee who will promote both the development and the historic character of the Town.

Request for Proposals for the Water System: The Town Council approved the placement of advertisements in the *Free Lance Star* seeking proposal from engineering firms. Alex Long will take responsibility for placement of the ad which will run beginning Friday and all of the following week.

Other Items Discussed

Signage at the top of King Street: Bill Wick will contact VDOT on Wednesday and request they remove the sign blocking off King Street. The Council deemed the pier officially open.

Festival & Events Committee: Members are Monica Chenault, Bill Wick, and Phyllis Sue Carpenter. Their list of events at this time are:

- Nancy's Goodbye
- Pier Soft and Launch Grand Opening
- Wildlife Refuge and Port Royal Water Trail
- Grand Opening for two new businesses
- Veterans Memorial Dedication on Memorial Day.

Historic Markers: The Town Manager will look into getting VDOT's brown Historic Markers for the roadside leading to Port Royal.

Folding Chairs for Council Chambers: Report from Phyllis Sue regarding new chairs for the Council chambers will be given at the next meeting.

Items for next agenda to include:

- BZA Appointments
- Folding Chairs
- Sidewalk Repairs
- Tourism Committee
- Fee Schedule Proposal

Hearing no further business, the meeting came to a close. Motion to adjourn was made by Monica Chenault and seconded by Della mills. Motion carried.

Respectfully Submitted:

M. Therese Harrison
Town Clerk