



# Town of Port Royal

Established 1744

*“Behold Us Rising”*

---

## Town of Port Royal Council Minutes July 19, 2016

MEMBERS PRESENT: Mayor Jim Heimbach, Vice-Mayor Della Mills, Bill Henderson, Phyllis Sue Carpenter, Monica Chenault, J P Wilkerson, and Gladys Fortune.

MEMBERS ABSENT: None.

OTHERS PRESENT: Town Manager Bill Wick, Town Clerk Terri Harrison, Town Attorney Jean Kelly

AUDIENCE: Edgar Yates, Chris Flora

The Mayor called the meeting to order at 7:00 p.m.

### ANNOUNCEMENTS/AGENDA ADDITIONS AND REVISIONS:

Mayor Heimbach reported that Elizabeth Heimbach and Nancy Wick had attended the recent board meeting of the Caroline Library and reported that the funds received from the recent insurance claim for the damaged book drop will be sufficient to replace the book drop and also provide for new servers for the library computers.

Mayor Heimbach also shared with Council a front-page newspaper article from the *Rappahannock Times* that had been given to him by Carolyn Davis of Historic Port Royal, showing a picture of Port Royal's Town Pier, with a story stating that Tappahannock officials hope to build a pier along the Rappahannock at the bottom of Church Street and intend to base their design on Port Royal's Pier.

### PUBLIC COMMENT:

Edgar Yates, Town Maintenance Specialist, stated that he has decided to retire at the end of July, 2016. Mr. Yates clarified that he will continue the grass cutting contract, which is separate from his other Town duties. The Council will add this item under New Business for discussion.

### STATE OF THE TOWN REPORT:

The Town Manager reviewed with Council the state of the Town. A copy of his report is attached for reference.

### **Consent Agenda:**

The minutes for the June 21 Public Hearing, the June 21 Town Council meeting, and the June and Fiscal Year 2016 financial reports were received by Council and reviewed.

**Upon motion by Mr. Wilkerson, with a second by Vice-Mayor Mills, Council voted to approve the Consent Agenda. Voting Aye: Henderson, Carpenter, Wilkerson, Chenault, Mills, Fortune, and Heimbach.**

### OLD BUSINESS:

#### Update of Water System Grant/Loan

Mayor Heimbach reported that the money for the project has been approved. He also reported that Doug Meyer of VDH is anxious to get the project moving; he feels that it may be difficult to have the tank completed by April 1, 2017, which had been established as a deadline. Mr. Meyer also asked where the town stands with regard to the Consumer Confidence Report. Mayor Heimbach assigned the Town Manager to speak with Joey Schiebel to see if the County would be

able to prepare this mail-out for the Town. The Mayor noted that the County will be doing this in the future under the terms of our contract, but this would be an add-on. The Mayor reported that Dan Siegel of Sands Anderson will submit a proposal to act as the Town's Bond Counsel; the Town is required to solicit at least four bids including any available disadvantaged firms. The Town Attorney stated that when the four bids are brought forward, if Sands Anderson is awarded the contract, the Town will need to provide a waiver and consent to conflict since the firm also represents Caroline County.

#### Update of Water Contract with the County

The Town Manager reported that he has met with Joey Schiebel to discuss fees and names on the water accounts. The Town Clerk will work with the Manager to prepare a list for the County, including meter serial numbers. The Clerk stated that, upon the reinstatement of Quickbooks, she will be able to run a report of active accounts.

#### Ordinance Revision

The Town Attorney presented a spiral notebook to each Council member and the Town Manager containing copies of all Town ordinances for which copies were available. These include the portions of the Bowling Green Town Code that Council had previously been working to adapt to Port Royal. She requested that the Council meet for a work session to review the ordinances. The Work session will be limited to a three-hour meeting. The Council agreed to the work session, which was scheduled for August 9 at 2:00 pm, in the Town Hall. It is noted that the ordinance review will exclude zoning ordinances at this time. Notice of the work session will be posted in the Post Office, at the Town Hall, and on Facebook.

#### Planning Commission

The Council discussed the need to bring the Planning Commission up to full five-person membership and considered several possible nominations.

**Upon motion by Vice-Mayor Della Mills, with a second by Ms. Fortune, Council appointed Monica Chenault, Robert Bryan, Charles McGuire, Nancy Wick, and Rick Chenault to the Port Royal Planning Commission for a term of one year effective immediately. Voting Aye: Henderson, Carpenter, Wilkerson, Chenault, Mills, Fortune, and Heimbach.**

Ms. Chenault reminded Council that the Planning Commission meets at the Town Hall at 7:00 pm on the fourth Monday of each month. The Town Attorney stated that the Planning Commission needs a staff person who will be responsible for preparing all the paperwork necessary for the meetings and maintaining all minutes and documents associated. This is not a responsibility which should be left up to a member serving on the Commission. The Mayor suggested that the Planning Commission take this discussion up at their first regular meeting.

#### Festival Committee

Committee Chair Monica Chenault reported on the July Fourth event. She concluded that, despite the inclement weather, the event was a qualified success. She reiterated that the events need more volunteer help from the rest of the Council or citizens.

Ms. Chenault also discussed plans for Charter Day, which will be held on October 1, 2016, beginning at 9:00 am and concluding at 5:00 pm. She suggested the Council consider purchasing some additional tables and tents for the events. The Mayor offered to discuss with Ann Graziano, president of the Friends of the Wildlife Refuge, the possibility of sharing these types of equipment, as well as of using the Wildlife Refuge maintenance shed for storage.

Phyllis Sue Carpenter announced her resignation from the Committee, based on family needs. She said she will continue to help as she is able. Remaining on the Committee are Ms. Chenault and Town Manager Bill Wick. They will solicit new members.

Ms. Chenault also announced that, for the first time, the Town of Port Royal will participate in National Night Out. It will be held on August 2 between 6:00 pm and 8:00 pm. The Sheriff's Department will be visiting each participating locality to bring awareness to the citizens. This gives the citizens an opportunity to meet with Town officials and Sheriff's Department. personnel. The County is responsible for placing signage advertising the event.

**Upon motion by Mr. Wilkerson, with a second by Mr. Henderson, Council appropriated \$300.00 for the supplies needed for National Night Out. Voting Aye: Henderson, Carpenter, Wilkerson, Chenault, Mills, Fortune, and Heimbach.**

#### Update of Security System

The Town Manager stated that he is working with Vector Security on the security system and will report back at the August meeting. He stated that Dominion VA Power will not allow a security camera to be placed on their pole at the pier and he is looking for an alternative.

#### Town Hall Heating and Cooling

The Town Manager reported that he had received one estimate for repair or replacement of the unit serving the Library and Town Office, but felt that the estimate was high and he is containing other contractors to obtain further bids.

#### Water Lines/Service in back of Town Hall

The Town Manager will contact Joey Schiebel to get a proposal from the County to run the needed lines. He stated it will most likely be September or October before they will be available to do the installation.

#### Plans for Auto Decal Sales

Mr. Henderson wrote up draft procedures and gave them to the Town Manager to share with the Town Attorney, but she has not received them. The Town Manger will forward them to her tomorrow (Wednesday, July 20).

#### Water Bills

Pending. Waiting for the credit-card issue to be resolved in order to have QuickBooks reinstated.

#### NEW BUSINESS:

##### Schedule of Fees for Water Service

The Mayor provided, as part of the information package distributed prior to the meeting, a list of the specific services for which fees must be determined, as well as the fee schedules of Bowling Green and Caroline County for comparison.

**Upon motion by Bill Henderson, with a second by Della Mills , Council agreed to propose the following fees, which will be the subject of a Public Hearing: Extension of the water system—Actual cost + 20%; Availability fee for standard ¾” pipe--\$8,000, for 1” pipe--\$20,000, for 1½” pipe--\$40,750. For 2” pipe--\$64,000; Connection fee for all pipe sizes--\$750; Deposit--\$100; Reconnection fee after disconnection for non-payment--\$100; Voluntary turn-off or turn-on--\$25. Voting Aye on the Fee Schedule: Henderson, Carpenter, Wilkerson, Chenault, Mills, Fortune, and Heimbach.**

#### R2 Zoning Amendment Request

**Upon motion by the Vice-Mayor, with a second by Mr. Wilkerson, the Council directed the Planning Commission to review the R2 Zoning category as a whole in the Zoning Ordinance of the Town proper (Old Town) and report back with their recommendations to the Council at their August meeting. Voting Aye: Henderson, Carpenter, Wilkerson, Chenault, Mills, Fortune, and Heimbach.**

Purchase of Tape Recorder for Meetings

**Upon motion by the Vice-Mayor, with a second by Mr. Henderson, the Council directed the Town Clerk to purchase a suitable recording device. Voting Aye: Henderson, Carpenter, Wilkerson, Chenault, Mills, Fortune, and Heimbach.**

Schedule of Public Hearing for Schedule of Fees and FY 2017 Budget

**It was decided by common consent to schedule a Public Hearing on August 16 regarding the proposed Schedule of Fees and FY 2017 Budget.**

Resignation of Employee

Edgar Yates addressed Council, stating that he would be retiring as of the end of July, and therefore no longer will be filling the Maintenance Position. Edgar clarified that he will continue with the grass-mowing contract. The Council regretfully accepted. The Council praised Edgar for his good work. Monica Chenault, Chair of the Compensation Committee, reminded her committee that they need to meet again to complete their review of employees and contract personnel, Edgar and Terri; at that time they can discuss possible additional compensation for Edgar to retain his services.

Hearing no further business, motion was made by Della Mills to adjourn the meeting at 9:16 pm. Motion was seconded by Gladys Fortune. Motion carried.

Respectfully Submitted

M. Therese Harrison  
Town Clerk

