



Town of Port Royal

Established 1744

“Behold Us Rising”

Town of Port Royal Council Minutes May 17, 2016

The Port Royal Town Council met on Tuesday May 17, 2016, at 7:00 PM in the town chambers for their regular Town Council meeting.

The Mayor called the meeting to order.

The Clerk call the roll. Members present were Mayor Jim Heimbach, Vice Mayor Della Mills, Bill Henderson, Phyllis Sue Carpenter, J P Wilkerson, Monica Chenault, and Gladys Fortune

The Town Clerk and Town Manager were also in attendance.

A quorum was established.

Council announcements/Agenda additions and revisions:

- The Mayor made one announcement with regard to the damage to the Book Drop that the Library uses. It appears as though someone backed into the box and caused damage. The incident is being investigated by the County Sheriff.
- Shannon Allen with Vector Security gave a PowerPoint presentation for a proposed security system for both the Town pier and Town Green and office area, including two cameras at each location. This is a leased system with a minimum lease of 5 years, with no charge for service calls or system adjustments. At the end of the lease, it may be worth approaching Vector for a yearly lease. Hardware for the pier area would be \$1450.00 installed and \$60.00 per month. The Town Hall would be \$1100.00 installed and \$60.00 per month. The anticipated start to finish set-up time is two days for the pier and one day for the Town Green.

Public Comments:

- Chris Flora proposed submitting a zoning request to abandon the road and lot line between the commercial property previously known as Majestic Auto and the trailer park with 8 trailer sites and making the property he owns commercial from Rt. 301 to King Street. Concerns were raised with regard to losing control over what moves into that area to ensure it is compatible with the residential area.

State of the Town Report:

- The Town is growing with five building permits received, three for 422 Frederick Street, one at the Port Royal Volunteer Fire Department, and one for the yellow building.
- Pier Issues – Cleaning of fish and other inconsiderate behavior needs to be dealt with.
- Letters for grass ordinance violations are going out, first for the Brooks brothers' property located behind Cadon Manor and next to Mr. Golden.
- Progress is continuing on schedule for the Convenience Store on the Corner of 301.
- The water was turned off on a residential lot for non-payment and turned back on the same day after partial payment was received.
- Decals – Number based on last year totaled 135; however, the form is inaccurate and includes vehicles that are no longer owned by residents. The Town will further discuss this matter under new business with a proposal coming from Bill Henderson on a means of collecting delinquent auto decal payments.

Consent Agenda:

- Motion was made by Bill Henderson and seconded by Gladys Fortune to accept the Consent Agenda, including minutes and the financial report.

Old Business

Security System Proposal:

- Motion was made by J P Wilkerson to accept the proposal with the amendment of placing the security system on the Town Hall to begin with, or to include the pier if doing the installations separately would increase the cost. The motion was seconded by Della Mills and carried unanimously.

Report on the Pier Dedication:

- Phyllis Sue reported on the pier dedication. There were approximately 75 people in attendance. Mr. Herb Collins gave a nice speech. Monica did a wonderful job placing the pictures of the day on the Facebook Page; she did pay the \$26.00 fee for the advertising on Facebook feature. The Mayor gave special thanks to David Carpenter for his help in decorating and getting prepared and serving the refreshments.
- July 4th and Charter Day – It is suggested that we change the name Charter Day to Founders Day since we technically were not a chartered colonial Town. The Council agreed with the change. Things are on track for the celebration on Monday, July 4. A lot of vendors have already submitted applications and payments. The next Committee meeting will be this Friday at 4 pm in Town Chambers. Founders Day is Saturday, October 1, 2016. This is a very popular event.

Sidewalk Repairs Update:

- Bill Henderson reported that there was a discrepancy in his prior proposal to the Council. He based his calculations on the first spec sheet, which indicated 3x3 squares, which are actually 4x4, increasing the cost to almost \$20,000. The options were to replace only 120 squares at the original cost, or to replace all 170 squares at the additional cost. Motion was made by Phyllis Sue Carpenter to continue with the sidewalk project to complete it in its entirety. Motion was seconded by J P Wilkerson. Motion carried unanimously.

Chairs for meeting room:

- Motion was made by Della Mills and seconded by Monica to approve the purchase of 25 chairs from Costco at a cost of \$15.00 per chair. Motion carried unanimously. Phyllis Sue will purchase the chairs and transport them to Port Royal. The Town Manager will see that she has a tax exempt form to save on the sales tax.

Streetlights Proposal:

- Della Mills prepared a draft of proposed additional streetlight locations. The Council reviewed the proposal. Motion was made by Gladys Fortune and seconded by Della Mills to approve the installation of the additional lights. Motion carried unanimously. The Mayor instructed the Town Manager to prepare a list of the pole numbers for the light installation and give it to the Town Clerk, she is to go back around and confirm the numbers for accuracy. The Town Clerk will notify Dominion VA Power of the Town's request for additional lighting.

Water Contract with Caroline County:

- Motion was made by Bill Henderson to approve the proposal as written by the County for the Water Operations for the Town of Port Royal. Motion was seconded by Gladys Fortune. Motion carried unanimously.

New Business

Request from C L Flora:

- There was no action taken by the Town Council with regard to the discussion of the proposed rezoning request. Mayor Heimbach stated that the Floras will fill out one of Caroline County's Permits for request for rezoning and submit it to the Town. The Floras will submit this permit application to the Port Royal Planning Commission. After the Planning Commission has reviewed the request, they will make a recommendation to Council. Once the recommendation has been made it will be brought back to the Agenda as an action item.

Town Auto Decal Collection:

- Bill Henderson suggested that the town implement guidelines for the billing and collection of auto decals. Bill suggested that a notice accompany the January, February, and March water bills, stating that auto decal payments are due and must be paid by April. After April 15 the Town will assess a \$5.00 late fee on each vehicle registered in the Town. All delinquent accounts will be

turned over to the Sheriff's Department by October 15. The Council agreed that it was a good procedure, they will refer this to the Town Attorney so that she may develop an ordinance and incorporate into the Town Code.

Mutual Aid Draft:

- The Mayor circulated a draft copy of the Mutual Aid Agreement for Council to take into consideration. Motion was made by Phyllis Sue Carpenter to accept the Agreement, motion was seconded by Bill Henderson. Motion carried. The vote was unanimous.

Draft Water Ordinance:

- The Town Council was not prepared to take action on the Water Ordinance; they requested more time to review the document. The Council agreed to hold a special meeting on Tuesday, May 24, 2016, at 7:00 pm in Town Chambers to review the proposed water ordinance. Monica Chenault advised Council she will be out of town on business and unable to attend the meeting.

Proposed Public Meeting:

- The Council will hold a Public Meeting on Monday, June 20, in the firehouse to review with residents the proposed water rate increase and the effects of the contract the Town is entering into with the County for the water operations. A Public Hearing will be held on Tuesday, June 21, 2016. Jim Heimbach will draft the letter for all citizens to receive regarding the public meeting and change in procedure for the water system. It is of most importance that all citizens in the town on water supplied by the town be notified. Terri will deliver the letters door to door.

Hearing no further business, the meeting came to a close at 10:15 pm. Motion to adjourn was made by Gladys Fortune and seconded by J P Wilkerson. Motion carried.

Respectfully Submitted,
M. Therese Harrison