



Town of Port Royal

Established 1744

“Behold Us Rising”

**April 18, 2017
Port Royal Town Council
Official Minutes**

Members Present: Mayor Jim Heimbach, Vice-Mayor Monica Chenault, Bill Henderson, Alex Long, Sharon Farmer, Gladys Fortune.

Members Absent: J P Wilkerson (due to recovery from recent surgery).

Others Present: Interim Town Manager Steve Crosby; Town Clerk Terri Harrison; Travis Quesenberry, candidate for Town Manager position.

Audience: Thomas Golden

Mayor Heimbach opened the Town Council Meeting at 7:00 PM.

ANNOUNCEMENTS AND AGENDA ADDITIONS AND REVISIONS:

Mayor Heimbach stated that Port Royal Library Board Delegate Elizabeth Heimbach would not be addressing the Council this evening as listed on the Agenda.

PUBLIC COMMENTS:

Travis Quesenberry, Candidate for Town Manager, addressed the Council and gave a brief biography. Council members had already received a formal written application, and the Mayor and Vice Mayor had met formally with him prior to tonight’s meeting. Mr. Quesenberry has worked in local government his entire career, based mostly in the Hampton Roads area of Virginia. In 2002 he and his family moved back to his hometown in this area. He is retiring on April 27, 2017, after 38 years of local government service. He stated that he would be available to begin work on May 1, 2017, if he is chosen by Council to fill the position.

Thomas Golden, Town resident addressed council with a formal request for paving the portion of Middle Street that is alongside of his home. The Council entertained a lengthy discussion with regard to who is responsible based on right of way. Once ownership is determined the Council will revisit the request from Mr. Golden.

Upon motion by Sharon Farmer with a second by Gladys Fortune, Council voted to hire a Title Company with a spending cap of \$500.00 to determine ownership of the unpaved extension of Middle Street. Voting Aye: Henderson, Long, Chenault, Farmer, Fortune, and Heimbach. Absent: Wilkerson.

STATE OF THE TOWN REPORT:

A copy of the Interim Town Manager's report is attached.

CONSENT AGENDA:

Upon motion by Alex Long with a second by Gladys Fortune, Council voted accept the Consent Agenda. Voting Aye: Henderson, Long, Chenault, Farmer, Fortune, and Heimbach. Absent: Wilkerson.

OLD BUSINESS:

Update on Royal Farms:

Royal Farms continues to have problems with regard to their drain field. They have been advised that they may be required to have either 5 or possibly 10 acres available for the drain field. It is not certain that the needed land is available.

Update on Water System:

The Mayor stated that the water lines will not be pushed to the back of the easements on Town Streets; however, on Rt. 301/Main Street they may need to have space. The only place a new easement is needed is next to Mid-Atlantic Laboratories and the Port Royal Tavern. Laboratory Director John Storke will meet with Dewberry Engineer Heather Campbell and Mayor Heimbach on Thursday, April 27. Monica Chenault asked if an easement would be required on her and her husband's property. Mayor Heimbach said that he did not believe so, based on the conversation a week ago, but he will follow up with the Engineer and give her the plat provided by Rick Chenault.

Planning Commission Update:

Alex Long reported that the Planning Commission worked on preliminary designs for a Town Historic Zoning District. The Commission is also moving along on the updated Comprehensive Plan.

Upon motion by Alex Long with a second by Monica Chenault, Council voted to change the number of members serving on the Planning Commission to five (5) until such time as the Council chooses to increase the number. Voting Aye: Henderson, Long, Chenault, Farmer, Fortune, and Heimbach. Absent: Wilkerson.

Festival Committee:

Monica Chenault reported that she has not had an opportunity to continue conversations with the lead Pirate with regard to the possibility of making Charter Day a two-day event, so that will be considered for another year. However, she did request permission for the Pirates to camp out on the Town Green the night before the event. Alex Long raised the questions of liability insurance and stated he felt a motion was in order when allowing usage of the Town Green. Council agreed to have the Town Manager check the insurance coverage with VML, and will decide at the next meeting about allowing a camp-out based on insurance.

Monica reported that she is having good responses with Vendors. The Pirate event is on Charter Day, September 16, 2017. The Fourth of July event in conjunction with Historic Port Royal is quickly approaching and the Kids Fishing Day is upcoming on June 3. Volunteers are needed, as always. (It was noted that registration for the Kids Fishing Day is being handled by Elizabeth Heimbach.)

Town Hall Renovations:

Sharon Farmer reported that she has scheduled a meeting with Mr. Fixit at 11:00 am on Thursday April 20th to receive a bid on the renovation of the Town Hall restrooms and to ensure the work will be ADA compliant. There was some discussion of the possibility of having a single unisex restroom to provide more space, but this was not resolved.

Grass Cutting Bids:

The Town Manager reported that only one bid was received. The Council unanimously agreed to accept the bid from Edgar Yates, noting that his work has always been more than satisfactory. The Mayor asked that Bill Henderson contact Edgar and advise him of Council's action.

CLOSED SESSION:

Upon motion by Bill Henderson at 8:17 pm with a second by Alex Long, Council voted to enter into closed session to discuss a personnel matter pursuant to VA Code Section 3711(a1). Voting Aye: Henderson, Long, Chenault, Farmer, Fortune, and Heimbach. Absent: Wilkerson.

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The Council came out of Closed Session at 8:30 pm. Each member of Council was asked to Certify that only personnel 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 personnel matters 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.

Mayor Heimbach stated, "I so certify."

Vice Mayor Chenault stated, "I so certify."

Bill Henderson stated, "I so certify."

Sharon Farmer stated, "I so certify."

Alex Long stated, "I so certify."

Gladys Fortune stated, "I so certify."

NEW BUSINESS:

Notice of Public Hearings:

The Port Royal Town Council will hold two Public Hearings at 7:00 pm or as soon thereafter as possible on Tuesday, May 16, 2017.

- The purpose of the first Public Hearing is to receive public comment on a resolution authorizing the issuance of a general obligation and water revenue bond of the Town, consisting of a principal repayment loan of approximately \$320,000 and a principal forgiveness loan of approximately \$480,000, to be sold to the Virginia Resources Authority as administrator of the Virginia Water Supply Revolving Fund.
- The purpose of the second Public Hearing is to receive public comment on a resolution authorizing the issuance of not to exceed \$212,000 principal amount of a general obligation and water revenue bond of the Town to be sold to the U.S Department of Agriculture, Rural Development.

Copies of the Public Notices and draft Resolutions are on file.

Selection of Town Manager:

Upon motion by Alex Long with a second by Bill Henderson, Council voted to offer Mr. Quesenberry the position of Port Royal Town Manager on an *at will* basis at a monthly salary of \$2,000.00, with the Town paying the FiCA but not including pension or health insurance. Voting Aye: Henderson, Long, Chenault, Farmer, Fortune, and Heimbach. Absent: Wilkerson.

Request to Subdivide Madison Property:

Bill Henderson, representing Historic Port Royal (HPR), requested that the Council refer to the Planning Commission consideration of a request to subdivide the Madison property to allow HPR to purchase and renovate the historic structure located on the property. However, because the Subdivision Ordinance includes a requirement for adequate land for a septic system, the requested subdivision may not be permitted. Further discussion of the request was postponed to allow HPR to further develop its ideas, consider other options, and seek legal advice.

Upon motion by Monica Chenault with a second by Alex Long, Council voted to adjourn the meeting at approximately 9:15. Voting Aye: Henderson, Long, Chenault, Farmer, Fortune, and Heimbach. Absent: Wilkerson.

Respectfully submitted,



M. Therese Harrison
Town Clerk