



Town of Port Royal

Established 1744

“Behold Us Rising”

**August 15, 2017, 7:00 p.m.
Port Royal Town Council Meeting
Official Minutes**

Members Present: Bill Henderson, Sharon Farmer, Gladys Fortune, JP Wilkerson, Alex Long, and Vice Mayor Monica Chenault

Members Absent: Mayor, Jim Heimbach

Others Present Town Manager Travis Quesenberry; Town Clerk Terri Harrison; Town Attorney, Jean Kelly.

Audience: None present.

The Meeting was called to order at 7:00 p.m.

A quorum was established.

08-10 REPORTS OF MEMBERS OF THE TOWN COUNCIL

Sharon Farmer stated that she is still seeking bid proposals for the bathroom renovation project. Green River will be providing a bid proposal; this company is located in Fredericksburg, Va.

Monica Chenault clarified that the funds paid to Jessie for her help with the 4th of July Event came from the Festival Committee Checking Account.

08-10 CONSENT AGENDA

Upon motion by Bill Henderson with a second by JP Wilkerson, Council voted to approve the Consent Agenda. Voting Aye: Henderson, Farmer, Fortune, Wilkerson, Chenault and Long, Absent: Heimbach.

08-11 Report of the Town Attorney:

Jean Kelly respectfully requested Council for form a two person committee to review the draft Town Code prior to advertising for the Public Hearing to allow for discussion and revisions if needed. Ms. Kelly proposed that two members from Council meet with the Town Manager, Town Attorney and Town Mayor. Alex Long suggested that it be a work session, to which all members of Council would be invited, and those wishing to participate or available to participate would have the opportunity.

Upon motion by Alex Long with a second by Gladys Fortune, Council voted to schedule a work session to be held on September 7th at 6:00 PM in Town

Chambers to review the draft Town Code. Voting Aye: Chenault, Henderson, Farmer, Wilkerson, Fortune, and Long. Absent: Heimbach.

The Town Attorney also addressed the question she received via e-mail pertaining to Conflict of Interest. She clarified that Conflict of Interest applies to Localities with a population of 3,500 and over; therefore, the statute does not apply to the Town of Port Royal. Secondly, she stated that such a decision by Statute would fall under the Commonwealth of Virginia. She stated that in the capacity of Town Attorney, she would give an opinion that there is not a conflict of interest with regard to the extension of Caroline Street per the Statute. She stated that if an individual of Council feels uncomfortable in voting, they may always abstain from voting.

8-12 Board/Commission/Agency Representatives and Public Hearings:

None

8-13 Formal Presentations and Reports:

None

8-14 Action Items:

08-14.1: Upon motion by JP Wilkerson with a second by Gladys Fortune, Council voted to approve the Resolution of Appropriation of the FY 17-18 Corporate Budget and FY 17-18 Water Budget. Voting Aye: Chenault, Henderson, Farmer, Wilkerson, Fortune, and Long. Absent: Heimbach.

08-14.2: Upon motion by Alex Long with a second by JP Wilkerson, Council voted to authorize the Town Manager to execute a Soil Testing Agreement with Port Royal Partners, LLC and M&M Soil Consultants for work on the AP Hill Property with the addition of an additional item: - “#6 Port Royal Partners, LLC shall be responsible for all costs associated with this project”. Voting Aye: Chenault, Henderson, Farmer, Wilkerson, Fortune, and Long. Absent: Heimbach

Upon Motion by Alex Long with a second by JP Wilkerson, Council authorized the expenditure of up to \$200.00 for additional Banners. Voting Aye: Chenault, Henderson, Farmer, Wilkerson, Fortune and Long. Absent: Heimbach.

Alex Long requested that the Council place on the Agenda for the September meeting the Town’s formal request to be on record for VDOT to change the speed limit through Town on Rt. 301 from 300 feet south of the Rt. 17 intersection, and also the Town Limits on Rt. 17.

8:15 Discussion items:

Tabled to the September 19, 2017 Town Council meeting

8-16 Town Manager Report:

The Town Manager reported that things are continuing on schedule with the Water Improvement Project; the Town received revised drawings and they have been approved by the Town Manager and VDOT - waiting now on the approval from Virginia Department of Health. This approval is expected within the next two weeks.

Jim Heimbach asked that the Town Manager take a look at the Soft Launch and bring to the Council's attention the need for additional pea gravel for the Soft Launch. The Council requested the Town Manager to look into pricing of the pea gravel.

The Town Manager stated that the Mayor is requesting business cards and if any other members of Council would like them, the Town will pay to have them made.

It was noted that the Mayors Discretionary fund is low; Council agreed to appropriate \$500.00 to be transferred into the Discretionary Fund.

8-17 Information Items:

Monica Chenault reported on the upcoming Event: Saturday, September 16th 2017 from 10:00 am to 7:00 pm – 5th Annual Charter Day Fall Festival. Monica stated that she is still in need of tents, tables and chairs.

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

Respectfully submitted,



M. Therese Harrison
Town Clerk