



Town of Port Royal

Established 1744

“Behold Us Rising”

**Town of Port Royal
Council Minutes
February 21, 2017 at 7:00 p.m.
Port Royal Town Hall**

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

MEMBERS ABSENT: J P Wilkerson (due to recent surgery).

OTHERS PRESENT: Interim Town Manager Steve Crosby and Town Clerk Terri Harrison.

AUDIENCE: Chris Flora and Elizabeth Heimbach.

Mayor Heimbach opened the regular Town Council meeting at 7:00 p.m.

ANNOUNCEMENTS/AGENDA ADDITIONS AND REVISIONS:

None.

PUBLIC COMMENT:

Elizabeth Heimbach, who serves on the Caroline County Library Board, addressed the Council on behalf of the Friends of the Library. She thanked the Council for allowing the Library the use of the space and thanked Bill Henderson for recently cleaning out the hall closet to allow the Library to share storage space with the Town Clerk’s office materials. She thanked Steve Crosby for obtaining a plastic sign hanger for Town documents to be placed in. She stated that the Board is excited about making some changes to the Library to make it more inviting. Bill suggested they use the “Open” flag that was originally purchased for the Town Clerk’s Office use.

STATE OF THE TOWN REPORT:

A copy of the Interim Town Manager’s report is attached. Alex Long suggested that the Town consider holding a public meeting to allow Dewberry to make a presentation to the citizens regarding the proposed location and other information pertaining to the new water system. The Mayor said we would take this up further down in the agenda under Water System update, however agreed that this is something that needs to be done.

CONSENT AGENDA:

Upon motion by Mr. Bill Henderson, with a second by Mrs. Gladys Fortune, Council accepted the Consent Agenda. Voting Aye: Henderson, Chenault, Long, Fortune, Farmer. And Heimbach.

OLD BUSINESS:

Update on Royal Farms:

Royal Farms is presently having a problem with DEQ with regard to storm water infiltration. David Nunnally and Mike Finchum of Caroline County Planning are working with DEQ to work out a solution.

Update on the Water System:

Mayor Heimbach reported that all bills presently received from Dewberry have been paid from the line of credit with Union Bank. Roughly \$101,000 has been disbursed, \$93,000 to Dewberry and \$8,000 to our

Bond Counsel. Additionally, the Mayor moved about \$4,000 to the Water Construction Account to avoid being charged a fee for a below-minimum balance.

Upon motion by Mr. Alex Long, with a second by Mr. Bill Henderson, Council voted to hold a Public Meeting inviting Representatives from Dewberry to report on the water system, including proposed placement of the tank and new well house, and to answer any questions that citizens may have. Voting Aye: Henderson, Chenault, Long, Fortune, Farmer, and Heimbach

Planning Commission Update

Monica Chenault, Chairman of the Planning Commission tendered her resignation effective immediately.

Upon motion by Mr. Alex Long, with a second by Ms. Gladys Fortune, Council voted to accept the resignation of Monica Chenault from the Port Royal Planning Commission. Voting Aye: Henderson, Long, Fortune, Farmer, and Heimbach. Abstaining: Chenault.

Upon motion by Mrs. Monica Chenault, with a second by Ms. Gladys Fortune, Council voted to appoint Mr. Alex Long to fill the unexpired term of Ms. Monica Chenault as the Council Representative on the Port Royal Planning Commission. This term ends in January 2019. Voting Aye: Henderson, Chenault, Long, Fortune, Farmer, and Heimbach.

Upon motion by Mr. Bill Henderson, with a second by Ms. Gladys Fortune, Council voted to remove Mr. Robert Bryan from the Port Royal Planning Commission due to three consecutive absences. Voting Aye: Henderson, Long, Fortune, Farmer, and Heimbach. Abstaining: Chenault.

Upon motion by Mr. Alex Long, with a second by Ms. Gladys Fortune, Council voted to appoint Mrs. Phyllis Sue Carpenter to the Port Royal Planning Commission to fill Mr. Robert Bryan's unexpired term of office. Voting Aye: Henderson, Long, Fortune, Farmer, and Heimbach. Abstaining: Chenault.

VCU and Comprehensive Plan:

Alex Long will attend his first Planning Commission meeting next Monday at the regular scheduled meeting. He will discuss with the Commission and bring back to Council a menu of services which are offered by VCU and bring back to Council the suggestions of the Planning Commission.

Street Light Update:

Gladys Fortune reported that a Work Order has been submitted and that the process has begun for the selected streetlights to be replaced, based on the recommendation and Council-approved map. The Town Clerk has a Work Order number and contact person.

Audit Update:

Steve Crosby reported that all the documentation that was requested by the Auditors have been given to them.

Town Code Update:

On Monday, February 20, the Council met with the Town Attorney for the announced Work Session. Members of Council were each given chapters to review and make comments and recommendations. These responses made by Council are to be e-mailed to Steve Crosby or submitted to him, and he will be the Gate Keeper, he in turn will forward information on to Jean Kelly, the Town Attorney.

NEW BUSINESS:

Advertisement for Permanent Town Manager:

The council discussed the need to begin advertising for a permanent Town Manager. A copy of the proposed notice is included with this packet. Terri was asked to contact the Town website provider to

determine if the site can accept resumes and applications for employment through the site. Steve will place advertisements in the Free Lance-Star and register the notice with VML and several other points of contacts that he has.

Gift:

Upon motion by Mr. Alex Long, with a second by Mrs. Gladys Fortune, Council voted to grant permission to the Town Manager to send a card to Mr. J P Wilkerson and include a monetary gift in the form of a \$100 gift card. Voting Aye: Henderson, Chenault, Long, Fortune, Farmer, and Heimbach.

Proposal from Berkley Group on Zoning and Subdivision Ordinances:

Tabled

Inquiry about Use of Pier by a Commercial Outfitter:

The Council discussed the request and offered the following comments:

1. The Landing is public and any organization, whether or not for-profit, is welcome to use it on a non-exclusive basis, but no advertising matter is to appear at the pier or soft-launch.
2. During times of events (such as July Fourth) it is permitted to place kayaks on the front lawns of residential property, but housing them there indefinitely is not permitted as it would constitute a business.

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

Respectfully Submitted:

A handwritten signature in blue ink that reads "Marie J. Harrison". The signature is written in a cursive style.

M. Therese Harrison