



Town of Port Royal

Established 1744

“Behold Us Rising”

**July 18, 2017, 7:00 p.m.
Port Royal Town Council Meeting
Official Minutes**

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

Members Absent: Alex Long

Others Present Town Manager Travis Quesenberry; Town Clerk Terri Harrison; Zoning Administrator Kevin Wightman; David Sadler - Caroline County IT Manager; Kathy Beard - Caroline County Department of Tourism, and Mr. Charles Culley - Caroline County Administrator.

Audience: None present.

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

A quorum was established.

07-12.1 PROPOSED CORPORATE BUDGET AND WATER BUDGET FOR FISCAL YEAR 2-17-2018.

The Mayor opened the Public Hearing at 7:01 pm to hear comments regarding the proposed Corporate Budget and Water Budget for Fiscal year 2017-18. The Public Hearing had been properly advertised in the Caroline Progress, and notices were placed on the Town Web-site. The Mayor called for comments from the audience. Hearing none, he called a second time, hearing none, he called a third and final time. The Mayor asked Council if they have received any comments from citizens, hearing none, the Mayor closed the Public Hearing at 7:15 pm.

PUBLIC COMMENT

The Mayor opened the floor to Public Comment, hearing none, The Mayor closed the floor to Public Comment.

07-13 PRESENTATION BY KATHY BEARD and CHARLES CULLEY REGARDING THE WORLD WAR I AND WORLD WAR II LEGACY PROJECT

Kathy Beard and Mr. Culley provided a presentation and led a discussion outlining the World War I and World War II Legacy project, and reviewed with the Town Council how Council may be involved. The hopes of Ms. Beard is for the closing ceremony to be held in Port Royal on November 11th at the site of the Veterans Memorial. Plans are still being formulated.

07-11 REPORTS OF MEMBERS OF THE TOWN COUNCIL& Town Manager

Sharon Farmer stated that she is still seeking bid proposals for the bathroom renovation project. Jim Heimbach stated that he and Ed Donaldson have looked at the bathrooms and determined that the bathroom wall is not a weight bearing wall.

Bill Henderson suggested that the Town Council approve additional funds for the extra work that Joe Fortune did in preparation for the 4th of July. Monica Chenault stated that she had already written a check from the Festival Committee Account in the amount of \$150.00, with approval from the Mayor. She stated that she also paid Jessie Quesenberry \$50.00 for helping with car parking. These funds will be reimbursed from the Mayor's discretionary fund back into the Festival Account. The Mayor and Council expressed their gratitude to Monica Chenault for the work she did on the 4th of July event and presented her a thank you card with a gift card to show their appreciation.

Monica Chenault reported on the 4th of July Event and the upcoming Charter Day event. She requested assistance from the Town Council in recruiting sponsorship. She also reviewed other areas in need of assistance, such as overflow parking and handicap parking. Upon recommendation of the Mayor, she will meet with Bill Henderson and present a full report at the August meeting with regard to the upcoming event.

J P Wilkerson submitted paperwork to the Town Manager from the Port Royal Volunteer Fire Department Fire Programs. He indicated that there may be a discrepancy in the dollar amount outstanding. The Mayor and the Town Manager will review and communicate with David Jenkins.

Travis Quesenberry provided an update of the water project; there were some revisions made to the plans which have been resubmitted by Dewberry to all parties involved. Bid opening is still slated for late September early October, and completion of the work is estimated for end of May 2018. The Town Manager has communicated with VDOT with regard to areas around Town with drainage issues and also regarding signage on Rt. 301 at Water Street. And, Royal Farms is still working to resolve their permitting issues with their Septic System. This discussion led into the Mayor stating that the Town is still considering the possibility of leasing the property across from Royal Farms and behind Hornes Restaurant (owned by A.P. Hill) with the intent of having a sewage disposal area which Royal Farms would be able to utilize and with the possibility of Hornes also using the leased area for sewage disposal. The Silver Companies has agreed to pay for the perk tests and other investigations that A.P. Hill is requiring. Bill Henderson raised concern of the Town being liable for the cost incurred and asked that before any of this is finalized, it be brought before the Council for comment and decision. Mayor Heimbach stated that it would, that it is all in the preliminary stages at this point. Mayor Heimbach assured the Council that the Town's cost would be \$0.00

and that he has formally asked A. P. Hill for permission for investigation work to be performed on the property.

07-10 CONSENT AGENDA

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

07-14 Action Items:

07-14-1: Upon motion by Bill Henderson with a second by Sharon Farmer, Council voted to authorize the Town Manager to sign an engagement letter with Davis and Associates for the Town audit for the fiscal year ending June 30, 2017. Voting Aye: Henderson, Farmer, Fortune, Wilkerson, Chenault and Heimbach. Absent: Long.

07-15 Discussion Items:

07-15-1: The council accepted the Final Financial Statement and Independent Auditor's Report dated June 30, 2016 prepared by Davis and Associates Certified Public Accountants, PLLC.

07-15-2: Kevin Wightman reviewed with Council Part III (Maintenance Code) of the Virginia Uniform Statewide Building Code with regard to active enforcement verses by complaint, and also provided comments and led discussion with Council regarding the Maintenance Code. Mr. Wightman also provided a report regarding other properties in the Town. The council deferred the Maintenance Code to the August meeting.

07-15-3 Sharon Farmer reviewed with Council a new program called GoVirginia. The purpose of this program is to bring localities together to work towards promoting more business and therefore allowing for more jobs for citizens. The Council will consider a special meeting in the future to further explore this idea.

07-15-4 upon request by the Town Attorney, **a Motion was made by Bill Henderson with a seconded by J P Wilkerson to reschedule the Joint Public Hearing that was originally set for August 15, 2017 with the Port Royal Planning Commission and the Port Royal Town Council to September 19, 2017 for the purpose of the recodification of the Town code. Voting Aye: Henderson, Farmer, Fortune, Wilkerson, Chenault and Heimbach, Absent: Long.**

07-15-5 The Council discussed the possibility of mailboxes for each Council member for Town correspondence and minutes. The discussion turned to the size of the packages and the ability for all Council members with the exception of Ms. Fortune to receive their packets in electronic form. This will enable members to view items not necessarily needed to be printed and to also have them stored electronically on their computers for future reference. Town Council agreed that all future correspondence and agenda packages will be submitted to Town Council members electronically, with a hard copy provided only to Ms. Fortune.

Upon motion by Gladys Fortune with a second by Bill Henderson, Council voted to adjourn the meeting at 9:55 PM. Voting Aye: Henderson, Farmer, Fortune, Wilkerson, Chenault and Heimbach. Absent: Long.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Marie J. Harrison".

M. Therese Harrison
Town Clerk