



# Town of Port Royal

Established 1744

*“Behold Us Rising”*

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**June 20, 2017, 7:00 p.m.  
Port Royal Town Council  
Council Meeting  
Official Minutes**

Members Present: Mayor Jim Heimbach, Bill Henderson, Alex Long, Sharon Farmer, Gladys Fortune, and JP Wilkerson

Members Absent: Vice Mayor Monica Chenault

Others Present Town Manager Travis Quesenberry; Town Clerk Terri Harrison; Town Attorney Jean Kelly; Zoning Administrator Kevin Wightman.

Audience: None present.

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

A quorum was established.

The Mayor opened the meeting.

The agenda was amended to add a presentation by Kevin Wightman, Zoning Administrator.

Kevin Wightman gave a brief report to Town Council regarding 909 Caroline Street.

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

REPORTS OF MEMBERS OF THE TOWN COUNCIL:

Alex Long, Chairman of the Planning Commission, gave a brief report on a Community Planning Conference he recently attended. He stated that he talked with a person with the Department of Environmental Quality with regard to the deep ditches along Route 301, and there may be some grant money available to the town. Alex suggested he will follow up with the Virginia Department of Transportation regarding the possibility of installing sidewalks along Rt. 301 in Port Royal.

JP Wilkerson thanked the Council for the calls he has received while out with his recent foot surgeries. He thanked Council for the nice card and gift that he also received. He thanked Terri Harrison, Town Clerk, for the professional manner in which the packets are prepared and made available prior to the Town Council Meetings, and ensuring that he still continued to receive his packages while absent.

Sharon Farmer presented two bids on the restroom renovation project. (Copies attached) Since there was some discussion of the possibility of combining the two

small restrooms into a single larger ADA-compliant facility, Jim Heimbach will contact structural engineer Ned Donalson to determine whether the wall between the two restrooms is weight-bearing. Item tabled for further review.

Bill Henderson stated that he has received two complaints with regard to the large German shepherd dog running around town. There is one family feeding and providing him shelter. The Town Manager was asked by Council to send a letter to the resident regarding the dog and the Town's leash requirement as stated in the Town Ordinance.

Jim Heimbach stated we had what appeared to be vandalism to the Little Free Library located on the Town Green. However, with the ability now to view recordings from the security cameras, it was determined that it was simply a gust of wind which blew the door open and knocked a few books out onto the ground. Jim noted that, had it been a case of vandalism, the same recording would have allowed identification of the perpetrator.

#### 06-10 CONSENT AGENDA

Noting that the available balance in the Water Account will soon exceed the value of the outstanding loan from the Corporate Account, Mayor Heimbach suggested that Council approve moving funds to pay off the loan.

**Upon motion by Alex Long with a second by JP Wilkerson, Council voted to create a policy whereby any transfer of funds over \$1,000.00 requires a motion to be made by Council. Voting Aye: Henderson, Long, Farmer, Fortune, Wilkerson, and Heimbach. Absent: Chenault.**

**Upon motion by Sharon Farmer with a second by Gladys Fortune, Council voted to repay the loan to the Water Account back to the Corporate Account. Voting Aye: Henderson, Long, Farmer, Fortune, Wilkerson, and Heimbach. Absent: Chenault.**

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

#### 06-11 TOWN OFFICIALS' REPORTS:

##### 06-11.1: Report of the Town Attorney

Town Attorney Jean Kelly provided an overview of the Town Code and recommended that Council schedule a Public Hearing to discuss assembly of Town Ordinances into a coherent Town Code document.

**Upon motion by Bill Henderson with a second by Gladys Fortune, Council moved to hold a Joint Public Hearing with the Port Royal Planning Commission, which will be properly advertised and held on August 15, 2017, at 7:00 PM at the Town Hall for the purpose of public notice and input into the recodification of the Code of Port Royal with the expectation that action will be taken at the regular session of the Port Royal Town Council. Voting**

**Aye: Henderson, Long, Farmer, Fortune, Wilkerson, and Heimbach. Absent: Chenault.**

06-11.2: Report of the Town Manager

The Town Manager updated the Council on the Water System Project. Estimated work completion date, May 25, 2018.

The Town Manager reported on the Action Items from the May meeting. Letters have been sent out as instructed by Council, the tall grass has been mowed on the lots on Frederick Street and a copy of the invoice has been sent to the property owner for payment.

The Town Manager stated that the Town is required to submit a Construction Procurement Survey on a quarterly basis. He will register the town and make the quarterly reports as required by the State.

The VML Insurance Renewal has been paid.

The Town has received a categorical exclusion from the requirement to prepare an environmental assessment for the water-system project under the Virginia Water Supply Revolving Fund.

06-12 Board/Commission/Agency Representatives and Public Hearings:

06-12.1: Planning Commission Vacancy

Alex Long, Planning Commission Chair, reported to Council that the Commission received a formal written resignation from Thomas Golden. Alex recommended Terri Harrison to fill the unexpired term of Thomas Golden.

**Upon motion by Alex Long with a second by Bill Henderson, Council voted to appoint Terri Harrison to fill the unexpired term of Thomas Golden on the Port Royal Planning Commission. Voting Aye: Henderson, Long, Farmer, Fortune, Wilkerson, and Heimbach. Absent: Chenault.**

06-13 Formal Presentations and Reports:

None.

06-14 Action Items:

06-14.1 Center for Urban and Regional Analysis – Technical Assistance Services Proposal for Port Royal Comprehensive Plan

After review of the proposal, Alex Long recommended to Council that they not accept this proposal. The Council was in agreement.

06-15 Discussion Items:

06-15.1: Ordinance Adopting and Enacting New Town Code and Ordinance Recodifying the Town Code

Taken up earlier during Town Attorney's Report.

06-15.2: FY2017-2018 Budget Discussion

Council reviewed the draft budget proposal submitted by the Town Manager and suggested a small number of revisions.

**Upon motion by Alex Long with a second by Bill Henderson, Council voted to accept and authorize the FY17-18 Budget as presented tonight with the discussed changes to be presented at a properly advertised Public Hearing on July 18, 2017. Voting Aye: Henderson, Long, Farmer, Fortune, Wilkerson, and Heimbach. Absent: Chenault.**

06-15.3: Draft Financial Statement and Independent Auditor's Report

**Upon motion by Alex Long with a second by J P Wilkerson, Council voted to accept the Financial Statement and Independent Auditor's report for the year ended June 30, 2016, prepared by Davis and Associates Certified Public Accountants, PLLC. Voting Aye: Henderson, Long, Farmer, Fortune, Wilkerson, and Heimbach. Absent: Chenault.**

**Upon motion by Alex Long with a second by Gladys Fortune, Council voted to adjourn the meeting at 8:30 PM. Voting Aye: Henderson, Long, Farmer, Fortune, Wilkerson, and Heimbach. Absent: Chenault.**

Respectfully submitted,



M. Therese Harrison  
Town Clerk