



# Town of Port Royal

Established 1744

*“Behold Us Rising”*

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**Town of Port Royal  
Council Minutes  
September 20, 2016**

MEMBERS PRESENT: Mayor Jim Heimbach, Bill Henderson, Phyllis Sue Carpenter, Monica Chenault, J P Wilkerson, and Gladys Fortune.

MEMBERS ABSENT: Vice Mayor Della Mills

OTHERS PRESENT: Town Clerk Terri Harrison

AUDIENCE: Chris Flora

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

ANNOUNCEMENTS/AGENDA ADDITIONS AND REVISIONS:

Agenda Additions:

- Old Business:
  - Street Lights
  - Board of Zoning Appeals
- New Business:
  - Carpet Cleaning – Library
  - Appropriation for FY17- Town Operations
  - Leave Request – Town Clerk

Announcements:

Mayor Heimbach shared with Council correspondence received by the Town for a mandatory Waterworks Business Operations Plan and a Department of Environmental Quality Chesapeake Bay Preservation Act – Compliance Review. He mentioned that these are activities that he would hope that the Interim Town Manager can take a major role in.

PUBLIC COMMENT:

Chris Flora addressed Council and stated that 409 Market Street is presently under Contract. The potential buyer will be contacting the Town Mayor.

STATE OF THE TOWN REPORT:

No Report

CONSENT AGENDA:

The minutes for the August 16th Town Council meeting and the August Fiscal Year 2016 financial reports were received by Council and reviewed.

Monica Chenault questioned the line item for “Seed Money”. The Festival Committee received this money and it appears to be being carried in two places on the report. Mayor Heimbach will communicate with the Accountant and get clarification and report back to the Council at the October meeting.

**Upon motion by Mr. Wilkerson, with a second by Ms. Fortune, Council voted to approve the Consent Agenda. Voting Aye: Henderson, Carpenter, Wilkerson, Chenault, Fortune, and Heimbach. Absent: Mills.**

CLOSED SESSION:

**Upon motion by Mr. Henderson, seconded by Ms. Carpenter, Council voted to go into Closed Session at 7:20 pm in accordance with VA Code Section 3711 (A1), Discussion of Personnel. Voting Aye: Henderson, Carpenter, Wilkerson, Chenault, Fortune, and Heimbach. Absent: Mills.**

**Council came out of closed session at 8:00 pm upon motion by Ms. Carpenter, seconded by Ms. Fortune. Voting Aye: Henderson, Carpenter, Wilkerson, Chenault, Fortune, and Heimbach. Absent: Mills.**

Mayor Heimbach read the certification statement: "I certify that only public business 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 business matters as 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." As called upon, each member of Council responded, "I so certify."

OLD BUSINESS:

Water System Grant/Loan Update:

Jim Heimbach gave a brief report on the status of the Water System; he stated that members of Council may have seen some topographic survey activity around town recently.

Planning Commission Update

Monica Chenault reported that the Commission had met; their meetings are the fourth Monday of each month at 7:00 p.m. She stated that Kevin Wightman, the Building Official for both Caroline County and the Town of Port Royal, attended the meeting as requested. He gave an informal report on how the Town has operated in the past under the present MOU, signed by Mayor Nancy Long with regard to the processing of Building Permits, Zoning Applications, and Maintenance Violations, with both The Clerk, and then with the Town Manager. He stated he reviews the Building Permits and then returns them to the Town. When asked by the Planning Commission Chair why many Maintenance Violations were not followed up, he stated that all Maintenance Violations should have been addressed by his office, and that he was not aware of any reports that the Town Manager handled on his own, therefore could not speak on those violations. He stated that the Town is required by law to pay a 2% fee to the State on all Permit fees. Monica Chenault reported that the Planning Commission received a letter of resignation, and therefore has an un-expired term to fill.

Water Line:

1. Bill Henderson reported that the placement of water line to the Museum of American Medicine for the memorial fountain in memory of Ken Clark can be placed on hold, he stated that Historic Port Royal, Inc. will be holding their Board Meeting tomorrow, Wednesday, September 21 and will confirm this by vote. He will move forward with the installation of the water line to the back of the town hall.

**Upon motion by Ms. Carpenter, with a second by Ms. Chenault, Council authorized Mr. Henderson to move forward with the installation of the water line on the back of the Town Hall. Voting Aye: Heimbach, Henderson, Chenault, Carpenter, Chenault and Fortune. Absent: Mills.**

Festival Committee Update

Monica Chenault gave a brief report on the committee's activities and where they stand with Charter Day. To date they have 64 vendors signed up. Still need tents, tables and chairs, and volunteers. The Mix House had to cancel, as that is the same date as their Grand Opening of their new location in the Town of Bowling Green. The Council commended Ms. Chenault on the good work of the committee.

Security System

Mayor Heimbach reported that Vector will be here within the next two weeks to begin installation of the two (2) cameras on the Town Hall. Mayor Heimbach reported that Historic Port Royal does not wish at this time to partner or have cameras placed on the Museum which is situated on the Town Green. Placement of the security cameras at the Port Royal Landing is still under consideration.

Board of Zoning Appeals

Tabled

**NEW BUSINESS:**

Yellow Building Development and Plans

Mayor Heimbach reported that he and Ms. Chenault met with Mike Finchum of Caroline County Planning and Development to discuss the property owner's intent to open a retail site for the purpose of selling antiques and collectibles. The owners of the building were advised to prepare a site plan and begin conversations with VDOT. The owners have an opening date in mind of November of 2016. Upon receipt of the permit applications and site plan, the Town will move forward with submitting the information to Kevin Wightman, Town Building Official.

Appointment of Interim Town Manager

**Upon motion by Ms. Chenault, with a second by Mr. Wilkerson, Council moved to appoint Mr. Steve Crosby as the Interim Town Manager. The position will be classified as Independent Contractor. Voting Aye: Heimbach, Henderson, Chenault, Carpenter, Fortune and Wilkerson. Absent: Mills.**

Approval of Position Description of Maintenance Specialist

**Upon motion by Mr. Wilkerson, with a second by Ms. Chenault, Council approved the Position Description of the Maintenance Specialist with the omission of the word, *Expedient*. Voting Aye: Heimbach, Henderson, Chenault, Carpenter, Wilkerson and Fortune. Absent: Mills.**

Selection of Maintenance Specialist

Tabled pending Interviews. Committee interviewing will be Ms. Chenault and Mr. Wilkerson. The town received three (3) applications.

Nomination and Selection of Planning Commission Members:

**Upon motion by Ms. Chenault, and seconded by Mr. Henderson, Council appointed Ms. Cleo Coleman and Mr. Thomas Golden to the Planning Commission for a one year term beginning September 20, 2016. Voting Aye: Heimbach, Henderson, Chenault, Carpenter, Fortune and Wilkerson. Absent: Mills.**

Approval of Sign Placement at Soft Launch:

Mayor Heimbach reported that he has received approval from Miss Utility for the placement of the new sign at the Landing indicating that the site is part of the Port Royal Water Trail.

**Upon motion by Mr. Henderson and seconded by Ms. Carpenter the Council approved the placement of one post with three signs next to the Power Pole at the Landing. Voting Aye: Heimbach, Henderson, Carpenter, Wilkerson, Chenault and Fortune. Absent: Mills.**

Approval of Use of Space at Town Hall by Ebenezer Baptist Church 9/24

Mayor Heimbach received a request from Ebenezer Baptist Church for their annual Walkathon on September 24, 2016. The Town has always welcomed the group in the past.

**Upon Motion by Mr. Henderson, with a second by Ms. Fortune, Council authorized Ebenezer Baptist Church usage of the Town Green/Hall for their annual walkathon on September 24, 2016 with Mayor Heimbach responsible for the opening and closure of the building. Voting Aye: Heimbach, Henderson, Chenault, Carpenter, Chenault and Fortune. Absent: Mills.**

Decision on Port Royal Water System Application

**Upon motion by Mr. Wilkerson with a second by Ms. Carpenter, Council accepted the County's Water Application pending legal review and clarification. Voting Aye: Heimbach, Henderson, Chenault, Carpenter, Fortune and Wilkerson. Absent: Mills.**

Carpet Cleaning

Mr. Henderson commented on the overall cleanliness and appearance of the Library located in the Town Hall. The carpets are in need of cleaning. The Council entertained a brief discussion and it was decided that Mayor Heimbach would request his wife Elizabeth Heimbach, who serves on the Library Board, to bring up the request at their next board meeting, to have the carpets professionally shampooed or authorize the Town to do this, and to have the electrical service inspected to ensure that, with the increased number of computers added along with the water fountain and the small refrigerator, the electrical circuits are not overloaded. This item is tabled pending report back from the Library Board.

Town Hall Security Update

Mayor Heimbach received a call concerning the Library door being left un-locked and the risk that imposes on the newly purchased computers in the Library. The Mayor had new keys made and the locks changed on the Library door, the Clerk's Office door, and the two Council Chamber door. Keys have been distributed as follows:

Library Door - Heimbach & Harrison (and 2 keys to Library staff)  
Clerks' Office Door - Heimbach, Harrison & Stearns  
Council Chambers Exterior Door - Heimbach, Harrison, Stearns, Henderson & HPR President  
Council Chambers Hall Door – Heimbach & Harrison

Discussion continued and it was determined that an additional key to the Council Chambers would be made for Ms. Chenault so that she may have access to the room for Planning Commission Meetings and other various meetings. The Clerk was asked to have a complete set made to maintain in the locked cabinet in the Office for back up and the key made for Ms. Chenault, as mentioned.

Appropriation for Town Operations in FY17

**Upon motion by Mr. Wilkerson, with a second by Ms., Council approved Appropriation 201607-01 from the General Fund for Town Operations in Fiscal Year 2017 in the amount of \$59,100.00. Voting Aye: Heimbach, Henderson, Chenault, Carpenter, Fortune, and Wilkerson. Absent: Mills.**

Respectfully Submitted,

M. Therese Harrison  
Town Clerk