

Town of Port Royal
February 3, 2015

The Port Royal Town Council met on Tuesday, February 3, 2015 for their regular Town Council meeting. Members present were Mayor Long, Vice Mayor Jim Heimbach, Bill Henderson, Phyllis Sue Carpenter, Monica Chenault, Gladys Fortune. Della Mills was absent due to illness.

The Roll was taken. A quorum was established.

Approval of Minutes:

Motion was made by Jim Heimbach to accept the minutes of the January 20 meeting. The motion was seconded by Gladys Fortune. Motion carried 6-0

Public Comments: None

Old Business:

Water System Update

The Mayor, Bill Wick, and Alex Long met with the Board of Supervisors last Tuesday to discuss the possibility of the County taking over the maintenance and billing of the Town's water system. This was not on the Board of Supervisors' agenda, but the BOS met with the three during a work session after they excused themselves from the regular session. More information was requested by the Board of Supervisors with regard to figures and they requested that a formal request come before the Board of Supervisors. The meeting lasted about eight minutes. Bill Henderson questioned if they were still discussing ownership of the Town's water system. Bill Wick stated no, that they have no intention of entertaining the idea of owning the Town's water system. That information brought up at the last meeting was false, that it was only a couple on the members of the Caroline County Board of Supervisors that had made mention of that.

Port Royal Town Code Chapter 6 & 7 Review

The Town Manager passed out a draft copy of the Code Chapter 6 & 7 for review. The Council will take the copy home and review the changes made by the committee—Bill Henderson, Phyllis Sue Carpenter, and Bill Wick. Bill Henderson went over in their entirety all changes suggested by the committee. He stated that just prior to coming to the Council meeting he had received a copy of the Town's current Business License Fee Schedule. He circulated the only copy of the fee schedule for Council to review; Town Clerk Terri Harrison made copies for everyone at the end of the Council meeting. (A copy is attached for the record).

Town Attorney

The Town Manager reported that he, Jim Heimbach, and Nancy Long met with Jean M. Kelly, Attorney-At-Law. She was interested in being Town Attorney for Port Royal, and she has a background in town ordinances and town government. The Council discussed her fees schedule. Jim Heimbach stated that he would like to recommend that the Council enter into an agreement with Ms. Kelly. Nancy Long said that we need to have her define her travel fees. Ms.

Kelly had suggested that the Town should check with VML for risk insurance. Monica questioned if anyone had responded to the newspaper article; Bill Wick responded that there had been no responses. Jim Heimbach made a motion that the Council retain Ms. Kelly as the Town Attorney. Motion was seconded by Monica Chenault. Motion carried 6-0

Acceptance of Credit Card Payments

The Council entertained a brief discussion on whether or not the Town would benefit by the acceptance of credit and debit cards. Bill Henderson spoke briefly about the cost of a card-swipe machine and the cost of each transaction. More information was needed for the Council to make an informed decision. The subject was tabled until the next Town Council Meeting. Bill Henderson will obtain information regarding the cost of the card swipe machines. Terri Harrison will obtain information from Union First Market Bank and Monica will obtain information on the Square, the device that attaches to cell phones and laptops. The Town Manager, Bill Wick, will place the item on the next agenda under Old Business.

Schedule of Fines

Jim Heimbach stated that in going through all the ordinances in the proposed Town Code, he noted that there were fines for various offenses, but no centralized place to find such fines without searching through the Town Code. He had considered removing the dollar amounts of the fines from the Code and creating a document, a Schedule of Fines, that would list all the fines in a single location. However, in speaking to Jean Kelly at their meeting Monday morning, he mentioned the idea and Ms. Kelly felt that it was not a good idea. Therefore, Jim withdrew this item from further discussion.

Sign Ordinance

Discussion arose with regard to the sign ordinance and if in fact it was ever finalized and enacted. Monica Chenault stated that she possesses emails showing proof that the sign ordinance did pass Town Council. Terri Harrison also stated that she too sent copies of minutes and emails to Nancy Long. The minutes reflected that the ordinance passed, but there were a few typographical errors to be corrected. Alex Long, Chairman of the Planning Commission, had the electronic version and was going to make the corrections and refer back to Council. Nancy Long will ask Alex to find the copy on his computer.

Port Royal Landing Update

The estimated date of the completion of the pier is the end of February. The pier at this time will be only 100 feet long pending hoped-for further grant money. The Virginia Coastal Zone Management Program is offering grants for projects impacting coastal zones. Any grant application from the Town of Port Royal must go through the George Washington Regional Commission, and GWRC president Tim Ware has offered to help. Jim Heimbach has prepared a grant request for funds to complete the pier to its planned 200-foot with T cap. The Rappahannock River Wildlife Refuge Friends Group is working with Jim to submit a second grant request for a "Port Royal Water Trail" to encourage paddling in canoes or kayaks from the King Street soft launch to several different Refuge tracts.

Monica stated that there have been Facebook posts asking when the Pier will be completed. Bill Wick reiterated that completion is expected before the end of this month. Bill also stated that

MetroCast discussed with him the idea of a blanket fishing license pier permit—that is, people would be able to fish from the pier without possessing a Virginia license because MetroCast will have purchased a blanket license covering fishing from the pier. In return, MetroCast would wish to install a small sign informing people that the free fishing is courtesy of MetroCast.

Festival Committee

Monica Chenault asked the Council to formally appoint a Festival Committee. She also questioned the legality issues of three Town Council members meeting for the purpose of discussing Events for the Town. Mayor Long stated that as long as the meetings are posted, that there should be no problem. Jim Heimbach raised the question of the Facebook Page and whether that would work as a means of a place to post such meetings. The Town Manager will seek the advice from VML. Hearing no further discussion, motion was then made by Jim Heimbach to appoint the Town's Festival Committee. Monica Chenault, will serve as the Chairman of the Committee, and serving with her will be Phyllis Sue Carpenter and Gladys Fortune. Town Manager Bill Wick will sit in on meetings when time allows. Motion was seconded by Nancy Long. Motion carried. 6-0

Garden Tour Update

Mayor Long will be attending a meeting tomorrow with Kathy Beard and the Garden Tour Committee to discuss traffic handling in Caroline County on the day of the Garden Tour. She will report back to Council after her meeting, and she invited anyone wishing to go with her to the meeting to call her and set up arrangements.

Repayment of \$7,000 Loan to the Port Royal Landing

Motion was made by Bill Henderson and seconded by Gladys Fortune to pay back the \$7,000.00 to the general fund. Motion carried. 6-0

Notification of When the Port Royal Office is Open

Monica Chenault addressed Council with the concerns she has that the Town needs better signage that shows that the Town Business Office is open. Bill Henderson and Terri Harrison will work on better signage for the Town Business Office.

Authenticating Physical Addresses

Monica Chenault stated that this continues to be an ongoing issue. Bill Wick will research 911 addresses for properties in the original Town and Phyllis Sue will work on obtaining physical address for the BOA properties.

Back Storage Building

Bill Henderson and Bill Wick met with Edgar Yates, who will begin cleaning out the back storage area as the weather allows. He will salvage what can be taken to Summit for recycling. Bill Henderson stated that he will not remove any of the old water meters or the old water fountains. The Council entertained a short discussion with regard to the old lawn mower and weed eater that are there. Bill Henderson suggested placing a sign at the Post Office offering them for sale for \$50.00. He stated that we don't even know if they are in working condition.

New Business:

Town Audit

Town Manager Bill Wick met with Account Inc., which was a Vendor at the last Charter Day Event, and discussed engaging their services to conduct the Town Audit.

Monica Chenault questioned if we needed to open this up for bids, since the cost for their services is estimated to be approximately \$500.00. Motion was made by Jim Heimbach to allow Bill Wick to check with Ms. Kelly, the newly appointed Town Attorney, to see if it is required for the Town to seek bids for expenditures over \$500.00 and if not to continue with obtaining the services of Account Inc. The motion was seconded by Bill Henderson. Motion Carried. 6-0

New Office Building

Chris Flora will be erecting a small office building and storage area in the back for his building equipment. Chris also has nice plans for additional plantings and screening. He is a homebuilder and also recently purchased a lot in Portobago Bay with intentions of building their home there.

Library Book Return Box

Caroline Library is offering to the Town a free book-return box. If the Town decides to accept the box, the Town Council will need to determine where to place it. Motion was made by Monica Chenault to accept the box with the provision that we are not responsible for any damage to the box due to vandalism, etc., and, if at any time the Town Council decides they wish to have it taken away, the Library will remove it. Motion was seconded by Jim Heimbach. Voting for were Nancy Long, Jim Heimbach, Monica Chenault, Bill Henderson and Gladys Fortune Voting against was Phyllis Sue Carpenter. Motion carried 5-1

Planning Commission Chair

Town Manager Bill Wick shared with Council an e-mail he received from Alex Long regarding an education opportunity, "Learning more about Planning and Zoning." The Planning Commission will host the event and light refreshments will be served. The Council discussed inviting others from Bowling Green, but a definite decision was not made. The meeting will be on Tuesday, March 31 at either 6:00 or 6:30 p.m. and is expected to last three hours. The venue is to be determined, but Anthi's was suggested. Jim Heimbach suggested that the Council should express appreciation to Alex for setting this up.

Town Hall Internet and Wi-Fi

The Town Manager announced to Council that the Town business office is now equipped with its own Internet connection and password-protected Wi-Fi. Bill Wick asked that the password not be shared. Future plans will be to add three video-surveillance cameras, one for the front of the Town Hall, one for the rear, and one at the pier.

Hearing no further business, the meeting came to a close. Motion to adjourn was made by Gladys Fortune and seconded by Monica Chenault. Motion Carried. 6-0

Respectfully Submitted:

Marie Therese Harrison