

**Town of Port Royal
Council Minutes
March 3, 2015**

The Port Royal Town Council met on Tuesday, March 2, 2014, at 7:00 PM in Town Chambers for their regular Town Council meeting. Members present were Mayor Nancy Long, Jim Heimbach, Bill Henderson, Phyllis Sue Carpenter, Monica Chenault, and Gladys Fortune. Also in attendance was the Town Manager, Bill Wick, and the Town Clerk, Terri Harrison. Council member Della Mills was absent.

A quorum was established.

Minutes and Treasurer's Report:

Motion was made by Jim Heimbach to accept the minutes and financial report with the noted calculation change (ending balance formula error) as discussed by Council on the financial report. Motion carried.

Town Manager's Comments:

Bill Wick reviewed with Council some of the work he is following up on. He is in conversation with both property owners and REC with regard to additional lighting on Rt. 301. He has been given a questionnaire to fill out and return. He suggested that Council consider adding a 4th light to Route 301 south of Horne's. Jim Heimbach reminded council that with additional lights comes additional expense. Bill also reviewed with council site plans for the new commercial business, C. L. Flora Construction, locating in the Town of Port Royal. Bill indicated that he had met with Chris Flora for three hours to discuss his plans for the future site. Bill indicated that Chris originally had hoped to have a well installed on the property. Bill Wick spoke with Chris after conferring with Mayor Long, stating that a well is not allowed in the town. Bill Henderson reiterated that these types of questions should be fielded to Kevin Wightman, the Building Official.

Jim Heimbach noted that neither he nor anyone else on Council has a copy of a Town water ordinance forbidding new wells; the Secretary promised to scan the ordinance and send it to him. Jim also reminded Council that the intention after passing the new Town Code is to revoke all previous ordinances, so it is important that any older ordinances with content that the Town wishes to keep be brought forward.

Public Comments:

None

Old Business

Water System/County Update:

Jim Heimbach reported that both he and Bill Wick met with Joey Schieble to further discuss the option of the Town entering into a contractual agreement with the County for the Water System and Operational Maintenance. Joey walked them through what the County would do:

- Read water meters,
- Send out collection letters, and
- Collect water bills and notify town when money is not received.

The cost projection would be an annual fee of \$14,745 and there would also be a start-up clerical fee. The County provided a report that details their proposed fees. The Council entertained a lengthy discussion. More research will be done and brought back to the table for a later discussion. Jim Heimbach will research companies that do billings and David Gonce will be contacted to see if he is interested in reading the water meters. This would be for payment in addition to his regularly monthly pay. Jim Heimbach asked Bill Wick to get a determination from Legal Counsel if landlords may be able to be held responsible in any way for either paying their tenants' water bills, and/or paying when tenants vacate the premises and the Town business office is not notified by either the tenant or the landlord.

Port Royal Town Code Chapters 6 & 7:

Tabled until the Town Manager receives a determination on fee schedules.

Port Royal Town Code Chapter 4:

Tabled due to the absence of Della Mills.

Town Attorney:

Jim Heimbach reminded Council that the Town Manager is the only person authorized to speak to the Town Attorney upon Council's approval. The Council may authorize another member of Council to speak to the attorney in special circumstances.

Festival Committee:

Monica reported that the committee (Monica Chenault, Phyllis Sue Carpenter, and Gladys Fortune) has met 2 times. They have invited Nancy Long and Elizabeth Heimbach to meet with the group and go over details relevant to the Garden Tour and the Booth Trail. Cookie Davis, representing HPR, and Michelle Darnell, with Belle Grove, also met with the committee to discuss upcoming events. The committee plans to focus its energy during Garden Week on selling bricks for the Veterans Memorial. The plan is to have Living History Walking tours, led by Jim Heimbach, at a cost of \$20.00 per ticket. The tour will begin at the Peyton Brockenbrough House and will include Saint Peter's Episcopal Church, Riverview, and Townfield. HPR will have all four museums open as well.

The Festival Committee stated that it would like to have a separate account with a debit card and a Square Card. The Council entertained a lengthy conversation regarding the committee opening a separate bank account. The committee felt strongly that it is a necessity. After much discussion, motion was made by Nancy Long to approve the opening of a separate bank account at Union First Market Bank with a start-up fund in the amount of \$500.00 provided by the town as a loan to establish the account. Motion was seconded by Jim Heimbach. Motion carried. In turn the committee will report back at the next Town Council meeting with a budget for members of Council to review.

Motion was made by Bill Henderson to allow Monica Chenault to obtain two (2) Squares. (It was noted for the record that there is no fee unless a card is swiped, at which time there is a 2.79% fee. Motion was seconded by Jim Heimbach. Motion carried. Council stated that the fee should be passed on to the consumer at 3.00%.

It was further resolved that the Port Royal Town Council recognizes the Festival Committee as a semi-autonomous entity of the Town.

Authenticating Town Physical Addresses:

Phyllis Sue Carpenter reported that she is still working on obtaining some current 911 (physical addresses) for residents in the Boundary Line Adjustment area. She will report back once she has heard back from the Caroline County Planning Commission.

King Street Report:

Bill Wick reported that all pilings have been driven for the pier and construction of the supporting structure for the decking is underway. He also reported that the soft launch needs to be extended approximately 25 feet to withstand storms.

Chairman of the Planning Commission - Dinner/Training:

Mayor Long reminded Council that on March 31 at 6:00 pm, the guest speaker that Alex has invited will be in the meeting room at the Port Royal Volunteer Fire Department. Monica Chenault reminded Council that he stated that light refreshments would be served. Jim Heimbach suggested that the Town extend an invitation to the Planning Departments of King George County, Town of Bowling Green, and Caroline County.

New Business

JLUS Report:

Nancy Long circulated a draft of the resolution. Due to a typographical error, the document will have to be retyped and sent back out to Council for their signatures. However, motion was made by Bill Henderson to approve the resolution with corrections in spelling. Motion was seconded by Gladys Fortune. Motion carried.

Herbert Collins Appreciation Day:

The Council acknowledges all the good works and offerings made by Herbert Ridgeway Collins over the years. Therefore the Town wishes to hold an Appreciation Day in his honor. There was discussion with regard to the Festival Committee taking on this responsibility; however it was the consensus that it remains a Town event. Bill Henderson will coordinate with Mr. Collins with respect to a suitable time, preferably May 2, 3, or 16 or 17.

Changes in Dates of Town Council Meetings:

Motion was made by Phyllis Sue Carpenter to change the date of the March 17 regular Town Council meeting to Monday, March 16, 2015, at 7:00 pm in Town Chambers. Motion was seconded by Gladys. Motion carried. Monica Chenault will place the information on the Facebook Page and Bill Wick will post notices at the Town Hall and the Library.

Motion was made by Jim Heimbach to cancel the meeting scheduled for Tuesday, April 21, 2015. Motion was seconded by Monica Chenault. Motion carried.

Letter of Support for New Hope Project:

Motion was made by Phyllis Sue Carpenter that the Town pass a resolution of support for the New Hope Project. Motion was seconded by Jim Heimbach, who also graciously offered to write the resolution. Motion carried. Jim will draft a resolution and send it to Council by e-mail for edits and/or approval.

Privatizing of the Water System:

Jim Heimbach stated that he would like the Town Manager to contact the Town Attorney and begin conversations regarding the procedures to be adhered to for the potential privatization of the Town Water System.

Hearing no further business, the meeting came to a close at 10:15 pm. Motion to adjourn was made by Gladys Fortune and seconded by Bill Henderson.

Respectfully Submitted:

Terri Harrison
Town Clerk