

Town of Port Royal  
March 16, 2015  
Town Council Minutes

The Port Royal Town Council met at 7:00 pm on Monday, March 16, 2015, in Town Chambers for their regular meeting.

Members present were Mayor Nancy Long, Vice Mayor Jim Heimbach, Bill Henderson, Phyllis Sue Carpenter, Monica Chenault, and Gladys Fortune. Della Mills was absent.

The Town Manager and the Town Clerk were both present.

A quorum was established.

**Town Council Minutes –**

- Motion was made by Jim Heimbach to accept the Council minutes with the date change in the first paragraph to match the date stated in the heading of the minutes. Motion was seconded by Bill Henderson. Motion carried 6-0.

**Mayor's Comments:**

- Mayor Long spoke briefly with respect to the water leak on Rt. 301. The problem is still being resolved. The County is assisting the Town with locating and identifying the problem.

**Town Manager's Report:**

- Bill Wick, Town Manager, reported that there remains an outstanding invoice for Alex Com & Associates for an additional \$500.00 for the King Street Project. Secondly, there is a payment due to Total Comfort for the recent heating problem in the Town Hall in the amount of \$937.00.
- The council discussed the importance of changing out air filters on a regular schedule. It was decided that either Bill Henderson or Edgar Yates will do this. It was also decided that the cheapest filters be purchased and changed on a monthly basis.
- Motion was made by Jim Heimbach to approve appropriation of \$937.00 to Total Comfort Heating and Air. Motion was seconded by Phyllis Sue Carpenter. Motion carried 6-0.
- Motion was made by Jim Heimbach to approve an appropriation in the amount of \$500.00 to Alex Com and Associates. Motion was seconded by Bill Henderson. Motion carried 6-0.

**Public Comment:**

- Jim Heimbach announced that on Wednesday, March 18, 2015, at 10:00 am there will be a gathering to place the new insert in the Kiosk and loading of the brochure rack at the Wildlife Refuge. All citizens are encouraged to attend. Ann Graziano with Rappahannock Wildlife Friends Group will be in attendance.

**Old Business:**

**Water Grants Administrator –**

- Alex Long gave a brief synopsis of where he is with respect to the grant application process. The Council was sent an email with attachments from Bill Wick, Town Manager, on Alex's behalf. (Copy attached in the Town minutes book.)
- Motion was made by Jim Heimbach to support the efforts of Alex Long and to adopt the Resolution addressed to the Virginia Department of Health. Motion was seconded by Nancy Long. Voting for were Mayor Long, Jim Heimbach, Phyllis Sue Carpenter, Monica Chenault, and Gladys Fortune. Bill Henderson abstained. Della Mills was absent. Motion carried 5-0-1.

### **Water System Discussion-**

- Jim Heimbach reported that conversations continue with the County and the Town entering into an agreement where the County would oversee/manage the Town water system. Jim and Bill Wick have met with Joey Schieble. Bill Henderson requested that Jim obtain from Joey an itemized account of all the fees that the County would charge the Town.

### **Festival Committee –**

- Monica Chenault, chairperson for the Festival Committee, reported that the committee has met on three occasions and has a planned meeting set for this Friday, the 20<sup>th</sup> of March.
- The committee has set up their bank account.
- The Committee has begun to place orders for items that the committee is purchasing for future events, including a sign board, bright yellow with “Port Royal Event” and an arrow.
- Plans are underway for the July 4<sup>th</sup> event. 36 vendors have expressed interest and 5 have already paid. This year, new vendors have 2 weeks in which to get their money to the committee. The returning vendors will only have to pay half price for being assured their place at the event.
- Historic Port Royal asked the committee if they wished to share in the cost of advertising for the July 4<sup>th</sup> event. The Council discussed the prior year mix up with advertising and decided it was in the best interest of the Committee and the Town to not share in the cost of advertising.

### **Herb Collins Appreciation Day –**

- Motion was made to appropriate \$300.00 for refreshments by Nancy Long, motion was seconded by Jim Heimbach. Motion carried 6-0. The Festival Committee has agreed to be in charge of this event. It is expected to have an attendance of no more than 50.

### **Garden Week –**

- Nancy Long reported that plans are coming along for Garden Week. She stated that she has met on a few occasions with Kathy Beard (Economic Development and Tourism).

### **Zoning & Planning Workshop –**

- March 31, 2015, Michael Chandler will join Alex Long and other members of planning and zoning to hold a workshop. Nancy Long will provide light refreshments. The event will be held at the Fire House.

### **King Street Issues –**

- Bill Wick reported that work is progressing well with the Pier. It should soon be open to the public for fishing.

### **Port Royal Code – Chapter 4 (Continued)**

- Chapter 4 – Tabled
- Bill Henderson asked if the Town Manager had obtained the fees needed to continue with Chapter 6 & 7. The Manger had not heard back at this time. Bill Henderson suggested omitting these two chapters.

### **Property Maintenance Violations**

- Bill Henderson questioned if the information regarding the violations that were determined had been discussed with the Zoning Administrator. The town manager stated that they had not, to date, because there have been more pressing issues at hand; but he would be certain to complete this task ASAP.

### **New Business:**

#### **Budget and Finance –**

- Motion was made by Jim Heimbach to approve the 3<sup>rd</sup> Quarter appropriation and to pass the General Fund Appropriation. (Copies were distributed to the council a week prior to the meeting and is attached to the Town minutes book for record) Motion was seconded by Phyllis Sue Carpenter. Motion carried 6-0

**Sidewalk Repairs –**

- Bill Henderson re-introduced to Council the need for the Town to address the potential hazard the existing sidewalks hold. Bill shared with Council a map showing all the sidewalks and those in the most need for repair.
- A bid was received for the removal of debris and repair/replacement of sidewalks, raised where needed with dirt, sand, etc., at \$70.00 per square or a minimum of \$2,380.00. Bill proposes 11 squares needing immediate replacement.
- Motion was made by Bill Henderson to award the contract and to allot \$2,500.00 for the first step, or 1/3 the total cost of repairing the most dire condition sidewalks in town. Motion was seconded by Jim Heimbach. Motion carried 6-0

**BLA – 911 Addresses**

- Phyllis Sue prepared a spreadsheet of the newly acquired residents and their addresses which were taken in with the recent Boundary Line Adjustment. She shared the list with the Council for their record.

**Hearing no further business, the meeting came to a close at 9:20 pm.**

Respectfully Submitted,

*M. Therese Harrison*