



# Town of Port Royal

Established 1744

*“Behold Us Rising”*

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## **The Town of Port Royal Council Minutes April 7, 2015**

The Port Royal Town Council met at 7:00 pm on Tuesday, April 7, 2015, in Town Chambers.

The Roll was taken; members present were Mayor Nancy Long, Vice Mayor Jim Heimbach, Bill Henderson, Phyllis Sue Carpenter, Monica Chenault, Della Mills, and Gladys Fortune.

Town Manager Bill Wick and Terri Harrison, Town Clerk, were also present.

A quorum was established.

### **Public Comment:**

- Silvia Sellers addressed Council with a request coming from the Port Royal Library and the Port Royal Ruritan Club. The two bodies are jointly requesting permission to place a small box on the Town Green near the playground that would be a free library book exchange. The two bodies would be responsible for building, installing, and maintaining the free library and ensuring that the books that are left are appropriate. Sylvia also talked on behalf of the Library and all the good work that is being done in the community with the programs currently being offered. The Mayor thanked her for her request and stated that it would be reviewed by Council under new business.

### **Approval of Council Minutes for March 16, 2015:**

- Clarification was made that the list of residents distributed by Phyllis Sue Carpenter was prepared by the County. The list still needs additional work to ensure that tenants of property owners are included.
- Motion was made by Jim Heimbach to accept the minutes with the amendment and the motion was seconded by Gladys Fortune. Motion carried.

### **Town Manager Comments:**

- Bill Wick stated that it is his responsibility to distribute the agenda. He works with the Mayor to draft the agenda. He asked that no one other than himself send out the agenda, to lessen confusion.
- Bill Wick reported that the town has received a check in the amount of \$19,000.00 from the Fire Safety Programs. It was also noted for clarification that monies in the past received by the Fire Safety Programs were received by the Town and then turned over to the Port Royal Volunteer Fire Department. Rulings have changed, and now the municipality which receives the revenue maintains it until such time that the Fire Department submits a request for the purchase of equipment.
- Bill Wick stated that he has received fees from C. L. Flora for Building and Zoning Permits. Monica Chenault stated that there should be silt fencing in place. The Town Manager stated that Kevin Wightman would address any issues relating to permit regulations.

### **Mayor's Comments:**

- Mayor Long reported that plans are coming along with regard to Garden Week. She has been advised by Kathy Beard, Department of Tourism for Caroline County, that over 1500 tickets have already been sold.

- **Appropriation for Herb Collins Day:**  
Jim Heimbach stated that at the last Town Council meeting it was decided that the Town would appropriate \$300.00 for supplies and refreshments for Herb Collins Day, however an appropriation was not available for documentation. Therefore, tonight, Jim proposed an appropriation in the amount of \$300.00 to be paid to the Activities Committee for the preparations for Herb Collins Day. Bill Henderson seconded the appropriation. The motion passed by common consent.

**Old Business:**

- **Water System Discussion:**  
Jim Heimbach distributed a synopsis of fees the county would charge if they were to enter into a contractual agreement with the Town of Port Royal to assume responsibility of overseeing, billing, and collecting for the water system. Jim stated that the agreement would be contractual and that either party could terminate the contract at any time. Motion was made by Jim Heimbach to proceed with making a formal request to the County to prepare a proposal offering a contract with the Town of Port Royal for overseeing of the water system, billing, collections, and meter reading. Motion was seconded by Gladys Fortune. Motion carried.
- **Maintenance Violations:**  
Town Manager Bill Wick reported that he and two members of Council toured the town and determined five properties needing Property Maintenance Violation notices. He has drafted and mailed letters to four of the five. With regard to the fifth one, he is still researching the owner's name and mailing address.
- **Port Royal Code Chapter 4: Tabled**
- **Port Royal Code Chapter 7: Tabled**
- **Festival Committee:**  
Monica Chenault, Chair of the Festival Committee, reported that the group has met on several occasions to finalize and further their plans for the upcoming activities: Herb Collins Day, Garden Tour week, 4<sup>th</sup> of July, and Charter Day. The committee is focusing attention on the Veterans Memorial and promoting the sale of bricks. The committee, with the assistance of David Carpenter, is now offering Virginia pines and dogwood seedlings for sale.
- **Water Grant Administrator:**  
Alex Long gave a review of a possible loan/grant that is being offered. He was made aware of it by the Virginia Department of Health. A copy of Mr. Long's report is attached for future reference.
- **Port Royal Landing:**  
Bill Wick reported that the pier is near completion. The hand rail is next to be installed. The Council then held a brief discussion with regard to cameras for surveillance. The Council will research prices of cameras.
- **Canoe Trip:**  
Bill Henderson shared with Council that Brent Hunsinger will be kayaking down the Rappahannock and plans to make a stop at Port Royal. He will be needing a place to camp out overnight. Mayor Long stated that he could stay on their riverbank/yard. He should be here on May 1, weather permitting. Bill Henderson stated that this would be a great opportunity for the Town to get some publicity in the paper by hosting him.
- **Audit Report:**  
Jim Heimbach reported that the accounting firm retained by the Town to look over the books has completed the task and found things to be in order. The accountant strongly suggested that the

Town move to a more sophisticated means of accounting now with the additional revenue coming into the Town. Their suggestion was QuickBooks. The Clerk stated that she had signed up for a free one-month trial of QuickBooks and had already begun the set-up as far as company name, address, and logo, and viewed some tutorials.

- **Proposed Additional Street Lights:**  
The Town Manager and Bill Henderson mapped out the areas they felt were in need of additional lighting. A copy of a map showing the proposed areas was handed out by the Town Manager. Copy attached for minutes book.
- **Library Return Box**  
The Director of the Caroline County Public Library has suggested placing a book dropbox along the sidewalk in front of the library. The council agreed to their request. Town Manager Bill Wick will coordinate with the librarian as to the placement.

**New Business:**

- **Resource-Sensitive Mandates:**  
The Town Clerk will mail letters to the property owners in the Resource Sensitive areas along the Rappahannock River reminding them that every five (5) years they must have their septic systems pumped out and supply the Clerk's office with proof thereof. She noted that the Heimbachs have already complied with this requirement.
- **Storage Room Renovations:**  
The Town Council approved two hours work to be paid to Edgar for finishing up the rear building and assisting with removal of trash from the storage room. Bill Henderson will work with Edgar to complete this task. The Council also approved by common consent the purchase of window shade, small refrigerator, coffee maker, water, and coffee supplies.
- **Appropriation for Flags, Brackets for the Area between the Post Office and the Intersection:**  
Council agreed and passed by common consent.
- **Little Library:**  
Motion was made by Bill Henderson and seconded by Jim Heimbach to approve the "Little Library" as proposed by Sylvia Sellers in her report to Council, with the understanding that the Town is not responsible or liable for any items and as long as the Ruritans or library personnel take care of it. Motion passed unanimously.

Hearing no further business the meeting came to a close at 9:23pm. Motion to adjourn was made by Gladys Fortune and seconded by Della Mills. Motion carried.

Mayor Long reminded everyone that there would not be a Town Council meeting on April 21, 2015.

Respectfully Submitted

M. Therese Harrison  
Town Clerk