



Town of Port Royal

Established 1744

“Behold Us Rising”

**Port Royal Town Council
May 5, 2015
Council Minutes**

The Port Royal Town Council met on Tuesday, May 5, 2015, in the Town Chambers. Members present were Mayor Nancy Long, Vice Mayor Jim Heimbach, Bill Henderson, Phyllis Sue Carpenter, Monica Chenault, Della Mills, and Gladys Fortune.

A quorum was established.

The Town Manager and Town Clerk were both in attendance.

Approval of Minutes:

Motion was made by Jim Heimbach to accept the minutes as presented, seconded by Monica Chenault. Motion carried.

Mayor’s Comments:

The Mayor asked if there were any changes to the agenda. Jim Heimbach stated he would bring up his proposal regarding carrying of weapons under discussion of the Town Code in old business.

The Mayor welcomed the new *Free Lance-Star* reporter, Dawnthea Price.

Town Manager’s Report:

Bill Wick stated that the pier is finished, although the signs need to be put up. Bill Henderson said he will coordinate with Rick Chenault to organize the signage placement. The Mayor stated that there are still some clean-up and parking issues to finalize.

Old Business:

➤ **Grant Administrator’s Report:**

The water grant administrator circulated via e-mail a copy of a contract presented by Dewberry from Tara at USDA Rural Water for Council to review. After a brief discussion, Jim Heimbach stated that he did not have any objection, however he wished to highlight Attachment B, which speaks to Proprietary Rights. Jim stated that he hoped there could be an oral agreement to be more flexible than called for by the language. Motion was made Jim Heimbach to authorize the signing of the contract to enter a contractual agreement. Motion was seconded by Monica Chenault. Motion carried.

➤ **Water System Discussion:**

Bill Wick stated that he and Joey Schieble have informally agreed on the terms, but the contract must go to Charles Culley, who will then refer it to the Board of

Supervisors and then to Sands Anderson. Finally it will come to the Town of Port Royal for Council's review. Then back to the Board of Supervisors for approval.

➤ **Section 2-204 – Carrying of Firearms:**

Motion was made by Jim Heimbach and seconded by Della Mills to add Section 2-204 – Carrying of Firearms – *With the exception of designated law-enforcement officers, no officer or employee of the Town shall carry a firearm, either openly or concealed, while engaged in any activity for which the officer or employee receives payment from the Town.* The motion carried unanimously.

- **Festival Committee** – Monica Chenault reported that they raised \$210.00 (mostly from the Town tours led by Jim Heimbach), of which \$190.00 was received in cash; she asked how to handle the cash. Jim said it should be handled the way other revenues are handled: give the cash to Terri and she will give you a receipt and make the deposit into the appropriate account. The Committee is continuing their sales of dogwood and pine tree seedlings at \$7.00, and will also be selling key rings and medallions at \$5.00 each. The Committee reported that their expenses exceeded the \$300.00 authorized at the last meeting; since the check had not been received they requested an additional \$78.00. Monica stated that there was some confusion as to set up with regard to the food table and reiterated that the committee is responsible; therefore, any changes must be communicated to her, Phyllis Sue, or Gladys..

Jim Heimbach stated that the committee is doing a remarkable job. Council agreed.

➤ **Port Royal Codes:**

Chapter 4 – Della Mills reviewed the changes she has suggested with Council. Jim Heimbach asked for a copy of her changes in writing so that he can edit the final code. Della stated that she would give him the paper she is working from with her edits. Monica Chenault brought up questions concerning cats running at large, and how they are to be handled in the Code. It was decided by Council that Della and Monica would get together and review and bring their suggestions back to Council.

Chapter 6 – 7 – Tabled per Bill Wick

- **Decals** – Terri Harrison reported on decals. The new shipment has been ordered and received, minimum order of 100 decals, report requested and delivered by the County listing vehicles in the old and BLA areas of town with licensed vehicles, letters have been mailed to citizens requesting payment for decals. There was a total of 89 citizens, 59 in the old part of town and 30 in the BLA. The Clerk stated that she can send letters but has no real way to enforce the payments to be made by citizens. She is researching further how the Town of Bowling Green handles theirs.
- **In House Clean Up** – The back storage area and the closet in the Town Hall have all been cleaned out and organized by Bill Henderson. Edgar assisted with the building of shelves. Bill stated that he would still like to have Edgar put up a couple more shelves in the closet where the cleaning supplies are stored. Council agreed by common consent. Bill will coordinate with Edgar.

- **Zoning Issues** – Jim Heimbach stated that the Zoning Ordinance has been a topic for a year and a half and is nowhere near being updated and finalized. Jim stated that this is priority ahead of the Comprehensive Plan, because of the likelihood of commercial development along Rt. 301 and the need for property maintenance in the Historic District. Bill Wick stated that he is in conversation with Mike Flinchum to see if the County could assist the town with writing a draft zoning ordinance.

New Business:

- **Compensation Committee** – Jim Heimbach explained to Council the need for a committee to review employee performance and evaluation on an annual basis along with reviewing the job descriptions to see if changes need to be made. He suggested that the committee consist of three Council members. The Council entertained a brief discussion with regard how the meetings of the committee will discuss with Council members whether in open or closed session. It was determined that the committee would meet with each employee and then in May or early June report to the rest of the Council in closed session to provide recommendations and discuss. The Council would then vote to approve any change with regard to employee status in open session by the June meeting in order for the change to be made if necessary with the beginning of the fiscal year, beginning in July. Hearing no further discussion, motion was then made by Jim to create the Compensation Committee; motion was seconded by Gladys Fortune. Motion carried. Motion was made by Bill Henderson to appoint Jim Heimbach, Monica Chenault, and Nancy Long to serve on the committee. Motion was seconded by Della Mills. Motion carried.
- **Town's Treasurer Function –**
Bill Wick stated that at the time he began as Town Manager he was asked to research finding an accountant that could absorb the functions of the Town Treasurer, as the town was growing and to prepare for future growth. He stated that Accounts Inc. had done the recent review of the Town's books and he was pleased with his working relationship with them and asked them to consider handling this function for the Town. Bill stated that he received a proposal from Accounts Inc. stating that for a 14-month contract they would carry out the duties handling the corporate account at a rate of \$200.00 per month. Jim Heimbach stated that this was in no way a reflection on the work Terri has done, but that the town is growing and the accounts are becoming more complex with the different funds to be set up. Terri will continue to handle the water account. Motion was then made by Jim Heimbach to sign the contract with Accounts Inc. at a rate of \$200.00 for 14 months with no increase. Motion was seconded by Phyllis Sue Carpenter. The Mayor called for questions, Monica Chenault asked if there was a copy of the contract that the rest of the Council could see. She stated that we have a policy to review contracts and have our attorney review them. Bill Wick stated he had a copy of the contract and would be happy to share it tomorrow morning. Jim stated that Monica's was a valid point and one which should be followed; therefore he withdrew his motion. The Council then discussed the idea of reviewing the contract and voting by email.

➤ **Conflict of Interest**

Mayor Long stated that she was not sure if Council members had to fill out a conflict of Interest statement at the beginning of each term or if one would be sufficient. She will review this and report back at the next council meeting.

➤ **Town Charter**

Jim Heimbach asked if the Town Charter had been updated to reflect the change in months that Town Council elections are held. The Charter presently assumes May rather than November and thus designates June as the month of the first post-election meeting of each Council. Mayor Long stated that she was certain that this was handled for all the municipalities which made the change last year. Jim will do further research and confer with Jean Kelley on procedures for making the change, if not already in place.

Hearing no further business, the meeting came to a close at 9:10 pm. Motion to adjourn was made by Gladys Fortune and seconded by Bill Henderson. Motion carried.

Respectfully Submitted,

M. Therese Harrison
Town Clerk

VISIT US AT WWW.TOWNOFPORTROYALVA.US



TOWNOFPORTROYALVIRGINA

419 King Street ~ P.O. Box 29 ~ Port Royal, Virginia 22535 or (804) 742-5331