

**Port Royal Town Council**  
**May 19, 2015**  
**Draft minutes**

The meeting was called to order at 7:10 p.m. With Della Mills, Gladys Fortune, and Jim Heimbach absent. The Town Clerk/Treasurer was not present and the Minutes and Treasurer's report were tabled until the next Council meeting scheduled for June 2, 2015. Motion: Monica and 2<sup>nd</sup> Bill Henderson, unanimous.

The Mayor reported that she attended an open house held by A.P. Hill this morning and after a 30 minute breakfast social they were given a bus tour of the base.

Old Business: The Conflict of Interest form was passed around to members present and will be held until the 2nd of June to get remaining signatures. This is to have all signatures on one sheet with the current term dates.

The Grants Administrator asked Mayor Long to report that Heather Campbell of Dewberry had been down and met with the Town Manager, Jim Heimbach, Mayor and himself to begin her research. Also he had a meeting with Alan Roberson in Fredericksburg.

Water Maintenance report by Bill Wick: A letter was received from the VDH asking for changes to the Plan of Action form submitted by the Town. The letter states that an end date must be included. Bill also stressed that we must continue to look for a short-term fix of the Tower. The Manager is attempting to reach some companies suggested by Heather Campbell. Bill Henderson will contact a friend of his to hire to take drone pictures of the top of the water tower. Mr. Henderson estimated \$50-100 dollars would be what they would charge. He was asked to arrange for this to be done.

The County has requested a letter of understanding stating that we are interested in entering into a contract with the County's utility Department for water system operations and billing of water fees. Charges for repairs would be a separate call when needed arrangement. Mr. Henderson requested that the current operator, David Gonce, be given an opportunity to offer services to the Town. This would allow us to compare the 2 services before making a decision. Council agreed and the Town Manager will contact Mr. Gonce. The Town Manager stressed that we needed to make a decision soon for the County as it will take time to get the contract written and on the Boards' agenda.

Festival Committee: Monica reported that the next meeting would be Friday at 4:30 at the Town Hall. The Mayor was asked to discuss the possibility of using her field lot and the lot on the south corner of Caroline and Frederick. The Mayor will discuss it with her husband.

The contact with the accounting firm in King George was discussed. Motion to accept the contract as presented was made by Monica Chenault and 2<sup>nd</sup> by Phyllis Carpenter, unanimous.

Bill Henderson reported that the signs were up on King Street and look good. Bill Henderson also reported that he is getting ready to order the first bunch of memorial bricks for the Veterans memorial.

A request was made that the Clerk be requested to: 1. Compile a list of current businesses, indicating which have renewed their licenses; 2. Report on decal sales; 3. Inform whether w2's or whatever tax forms as are required been issued to employees and/or independent contractors for tax returns?

There being no further business a motion to adjourn was made by Monica and 2<sup>nd</sup> by Bill Henderson, unanimous.

Respectfully submitted: Nancy Long, Mayor