



Town of Port Royal

Established 1744

“Behold Us Rising”

Town of Port Royal Council Minutes June 2, 2015

The Port Royal Town Council met on Tuesday, June 2, at 7:00 pm in Town Chambers.

The Mayor called the meeting to order.

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

A quorum was established.

The Mayor asked if there were any changes or additions Council wished to make. Mayor Long moved that the closed session be moved to the end of the agenda. Council was in agreement. Della Mills requested the review of Chapter 4 be tabled. Council was in agreement.

Minutes & Treasure’s Report:

Motion was made by Della Mills to approve the minutes and to accept the Treasurer’s report. Motion was seconded by Gladys Fortune. Motion carried.

Clerk’s Report:

The Town Clerk provided a report for Council. The report is attached for the permanent record.

Town Manager’s Report:

The Town Manager reported that he has met with Rappahannock Electric Co. and the lights will soon be set at the locations determined by Council.

The pier project is continuing: signage is being coordinated by Bill Wick, Bill Henderson, and Rick Chenault.

Grants Administrator Report:

The Grant Administrator, Alex Long, reported on the progress of the Virginia Department of Health (VDH) revolving fund application. The full application was submitted by April 1, 2015. A copy of the full report is attached for permanent record.

Alex Long, Planning Commission Chair, conveyed to Council that the Planning Commission is scheduled to meet on June 22, 2015, to continue their work on the Comprehensive Plan and Zoning Ordinance.

Vice Mayor Jim Heimbach stated that the Grant Administrator has done an exceptional job with getting the grant request completed.

Old Business

Conflict of Interest:

Mayor Long circulated the Conflict of Interest document for signature of Council members who were not present at the last meeting. The document will be filed in the Clerk’s Office.

Town Zoning Needs:

Vice Mayor Jim Heimbach emphasized the importance of moving forward with the Zoning Ordinance Review. Nancy Long stated that we have in place our own ordinance for the original section of Town, and that we have the County’s in place for the properties acquired by the Boundary Line Adjustment.

USPS 911 Addresses:

Monica Chenault reported on the progress she is making with the 911 addresses and the delivery of mail and packages. She stated that she drafted a forceful letter and submitted by e-mail. The next morning she heard from two people from the USPS. She requested a copy of all the mailing and 911 addresses for Town citizens. The Clerk will compile as complete a list as she has. The Council entertained a brief discussion with regard to the 911 addresses and felt the County should be able to supply us with data. A copy of the report is attached for permanent record.

Water Maintenance Report:

Bill Wick stated that he has met with Joey Schiebel, and the County needs from the Town a letter stating that the Town of Port Royal wishes to enter into a discussion regarding an agreement with the County for the maintenance and management of the Town's water system.

A formal motion was made by Jim Heimbach that a letter be drafted by the Town Manager to be reviewed by the Town Council and signed by the Mayor stating that the Town of Port Royal so desires to enter into a discussion regarding an agreement with the County for the maintenance and management of the Town Water System, and wishes to have a written proposal from the County for full Council review. Motion was seconded by Della Mills. Motion carried 6-0

Festival Committee Report:

Monica Chenault reported on the progress of the preparations in place of the committee as they prepare for the July 4th event and Charter Day. To date there are 40 vendors signed up with additional vendors pending. The beer licenses for both events have been received. The location is still pending. Port Royal necklaces and key chains are being sold to raise funds for the committee efforts. Seedlings are also for sale, White Dogwoods, and Virginia White Pines for \$7.00 each. The committee is ordering 2 Porta Potties for the July 4th event and Historic Port Royal will also order 2 Porta Potties. The billing will be maintained separately for the two organizations. The next scheduled meeting is June 12th at 4:30 pm. 2015.

Gladys Fortune, a member of the committee, requested that the committee accept her resignation. Gladys stated that she felt she was unable to fulfill her duties as she has family members coming in for the 4th of July Holiday. Monica Chenault accepted her resignation. Monica stated that she understood and thanked Gladys for her service.

Port Royal Codes:

Chapter 4 – Tabled.

King Street Report:

Bill Wick reported on the progress of the King Street Project. The pier is in place and now signage is being finalized. Bill Henderson stated that the signs necessary cost approximately \$18.00 each. The other area of concentration is parking, to include two handicap spaces. Bill Wick is meeting with VDOT engineers this week to review possibilities with regard to parking. The Council decided that with the pier ready, it needs to be opened to the public. A copy of this report was given for permanent record.

Jim Heimbach reported that the Soft Launch needs to be modified. Jim also stated that there is a possible grant available in the amount of \$60,000.00 that may be obtainable for the King Street Project and the Port Royal Water Trail.

The Council then entertained a brief discussion of having a soft opening of the fishing pier. Some members of Council felt it would be a waste of revenue, that we should wait until it is complete and have the opening at that time. No motion was made either way.

Town Maintenance Efforts:

Bill Wick reported that, while the Town has had great response from the letters sent to property owners with regard to property maintenance violations, there was one to whom he had to draft a more forceful letter. The letter was read to Council, and the Council entertained a brief discussion with regard to the property owner and the correspondence exchanged between the Town and the property owner.

Bill Henderson suggested that the Town purchase three banners that depict the Town Seal with the wording "Behold us Rising." The intent of the banners is to be used around the Town in various locations that are being worked on, built, or cleaned up; for example, the new business being built in the Town and the Holloway clean-up endeavor. The Council gave Bill Henderson approval by common consent to spend up to \$200.00 for three banners, sizes 5' and 3'

Bill Henderson again reiterated the great response the Town has had with the letters on the property maintenance Issues.

New Business

Playground Access:

Jim Heimbach reported that he had been approached by a citizen of the Town requesting that the playground area where the swings are located be made handicap accessible. Jim agreed to build a ramp with Council's approval. The Council agreed by common consent.

The Council entertained a brief discussion with regard to the playground and vandalism. Bill Henderson stated that he was told that if you have probable cause you can have the persons who are doing the vandalism barred from the property. He stated that he knew this was the case for residential property but was not certain if the same rules would apply to the Town Green. The Town Manger will get a determination from VML or the Town Attorney and report back to Council.

Other New Business:

Jim Heimbach requested Council permission to store in the back shed two plastic benches that the Ruritan Club is donating to the Town until he and Bill Henderson can pour a concrete footing in which to anchor the benches to prevent their removal. One bench is to be in memory of Oliver Fortune and the second bench has not yet been dedicated.

Jim Heimbach shared with the Town Council that the Port Royal Ruritan Club recently made a \$500.00 donation to the Caroline County Little League in Oliver Fortune's name. There was an article in the *Caroline Progress* written by Sarah Vogelsong and Jim thanked Sarah for the nice write-up.

Citizen Comment – None

Hearing no other business to come before the Council, Mayor Long moved that the Town Council convene a closed meeting under the Virginia Freedom of Information Act in order to discuss personnel performance under Virginia Code section 2.2-3711(A)(1). The motion was seconded by Jim Heimbach. Motion carried.

Motion to conclude the closed session and reconvene was made by Jim Heimbach and seconded by Monica Chenault. Motion carried.

Mayor Long reopened the Council for certification by each Council member that only employee performance was discussed during the closed session.

Nancy Long: I so certify
Jim Heimbach: I so certify
Bill Henderson: I so certify
Della Mills: I so certify
Monica Chenault: I so certify
Gladys Fortune: I so certify

There being no other business the Mayor asked for a motion to adjourn. Motion was made by Jim Heimbach and seconded by Della Mills. Motion carried unanimously.

Respectfully Submitted:

M. Therese Harrison