



# Town of Port Royal

Established 1744

*“Behold Us Rising”*

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## Town of Port Royal Town Council Minutes June 16, 2015

The Port Royal Town Council met on Tuesday, June 15, 2015, in town chambers for the regular Town Council meeting.

Roll was taken.

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

### **Minutes**

Motion was made by Jim Heimbach to accept the minutes as presented. Motion was seconded by Gladys Fortune. Motion carried 6-0.

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

Mayor Long advised Council that Della Mills is taking care of her mother, who has serious medical conditions.

Mayor Long thanked all who came out for the meeting on Thursday, June 11, 2015, with the Health Department and the Department of Environmental Quality.

Mayor Long advised Council that County Parks and Recreation will be having a Soccer Camp on the Town Green on June 23. It is a one-day event beginning at 10:00 am and ending at 11:30 am.

### **Town Manager's Report:**

None

### **Old Business**

#### **Closed Session on Recommendations of the Compensation Committee:**

Motion was made by Jim Heimbach to move the closed session to the end of the meeting to allow the employees to go home. He stated that he would be sending out an e-mail that evening after the Town Council meeting advising the employees of the outcome of the meeting. Motion was seconded by Bill Henderson; motion carried 6-0.

#### **Port Royal Landing:**

Bill Wick reported that the Port Royal Landing fishing pier is completed (pending receipt of a grant to allow its extension). The Town will in the future need to do some more repairs to the soft launch. Signage is in place and parking seems to be working out O.K. However it was noted that the Town Manager was advised by VDOT that the Town cannot bar cars from the landing. There will be two (2) designated handicap parking places nearest the pier. The Port Royal Volunteer Fire Department visited the site to see the dry hydrant and reported that they had a depth issue with the fire truck and the location of the sign, which will have to be moved to allow the fire truck better

accessibility. Monica Chenault reported that the Handicap chemical toilet does not have a ramp leading up to it, making it difficult for wheelchair access. Bill Wick said that he was aware of that and had already placed a call to the company providing the service.

Bill Wick recommended to Town Council that they add additional signage thanking AlexCom Northern Neck Marine Construction for their work with the pier and soft launch. Jim Heimbach suggested that a small plaque attached to the pier would be appropriate and sufficient. Council agreed, feeling that NNMC and AlexCom provided services for which they were paid.

Jim Heimbach recommended to Council that the soft launch be repaired using the existing funds remaining in the Fire Programs line item since it will continue to deteriorate until the design flaws are repaired. Council agreed, and the Town Manager will contact NNMC for a proposal.

#### **911 Follow-Up:**

Monica Chenault reported that she had not received the report from the Clerk and Manager of the 911 listing. The Manager stated he had one for her. Jim Heimbach reported that he had received a telephone call from someone in Bowling Green who is experiencing similar problems; he referred the caller to Monica.

#### **Festival Committee:**

Monica Chenault, Chairperson of the Festival Committee, advised Town Council that the event now will be a Street Festival due to some issues with regard to the sale of beer on private property. She shared with Council a map of the tentative layout of the event. She has placed notices on Facebook that the committee is in need of volunteers, some of which would be at the beer truck for a two-hour shift. Plans are coming along well; the vendor turn out is good and folks are still reserving spots.

#### **Water Service Comparison of Costs, County & Town:**

Jim Heimbach shared a water service comparison worksheet. He stated that the County's proposal comes out slightly higher than operating the water system ourselves. The three highest costs of operating the system are the Water Operator's fee, the Treasurer's salary, and the cost of electricity. Bill Henderson questioned the estimated cost of the County's vehicle fuel, as it would calculate out to 50 trips per month based on the figures the County provided. He also questioned the cost of benefits, which are roughly about 50% of the salary figure.

After much discussion, motion was made by Jim Heimbach to move ahead with a one-year contract with the County with the understanding that we will turn on water for accounts that have been turned off, and we will require a semi-annual meeting with Joey Schiebel to discuss the water management. The motion was seconded by Phyllis Sue Carpenter. The motion carried 6-0.

#### **Water Disconnects:**

Mayor Long requested that the Town Clerk and Manager work together to get the 60+ past-due water accounts paid or disconnected. David Gonce stated that he would turn off the accounts which need to be turned off. The procedure will be first to send a letter demanding payment; second, place a notice on the door of the home ten days prior to the turn off date; and third, on the tenth day, have the service disconnected.

## **New Business**

### **Appropriations:**

Motion was made by Jim Heimbach to approve Appropriation 2015-06-01 in the amount of \$10,850.00 from the General Fund for Town Operations during the First Quarter of FY 2016. Motion was seconded by Bill Henderson; motion carried 6-0.

Motion was made by Jim Heimbach to approve Appropriation 2015-06-02 in the amount of \$1,300.00 from the Port Royal Landing Fund for the payment of Local Services LLC for the rental of the handicap-accessible portable toilet (\$100 for June and \$1,200 for monthly payments throughout FY 2016). Motion was seconded by Bill Henderson. Motion carried 6-0.

Motion was made by Jim Heimbach to approve Appropriation 2015-06-03 in the amount of \$1,575.00 from the Fire Programs Fund payable to Silver Creek Inc. for extra costs of installing a dry hydrant at the Port Royal Landing (Invoice No. 473). Motion was seconded by Bill Henderson. Motion carried 6-0.

### **Adoption of Permit for Cell Tower:**

The Cellular One Cell Tower located in the Town of Port Royal since the Boundary Line Adjustment is seeking a permit to add additional services to the existing tower. The County Building Inspector, Kevin Wightman, advised the Town Manager that a permit is required. The cost, according to the Caroline County Fee schedule, would be \$1,850.00 for new construction and \$1,350.00 for co-location. The Town presently does not have this fee schedule on the books. The Town will need to have a public hearing to adopt the fee schedule for Cell Towers (Building, Electrical & Plan Review) prior to issuing a permit to the customer.

Motion was made by Jim Heimbach to add the Cell Tower Fees to the Town's Fee Schedule and to hold a public hearing on July 7 at 7:00 pm prior to the scheduled Town Council Meeting. Motion was seconded by Bill Henderson; motion carried 6-0.

### **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 issues under Virginia Code section 2.2.-3711(A)(1). The motion was seconded by Jim Heimbach. Motion carried 6-0.

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Motion to conclude the closed session and reconvene in open session was made by Jim Heimbach and seconded by Nancy Long. Motion carried 6-0.

Mayor Long reopened the meeting for certification by each Council member that only employee issues were discussed during the closed session.

Nancy Long: I so certify

Jim Heimbach: I so certify

Bill Henderson: I so certify

Phyllis Sue Carpenter : 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 Gladys Fortune and seconded by Monica Chenault. Motion carried 6-0.

Respectfully Submitted:

M. Therese Harrison