



# Town of Port Royal

Established 1744

*“Behold Us Rising”*

---

## Town of Port Royal Council Minutes July 7, 2015

The Port Royal Town Council met on Tuesday, July 7<sup>th</sup>, at 7:00 pm in Town Chambers for the regular Town Council Meeting, preceded by a Public Hearing for the purpose of hearing comment on the proposed Rate Fee Schedule for Building, Electrical, Mechanical and Plumbing, under Commercial and Industrial Fee.

The Mayor called the Public Hearing to order at 7:00 PM.

The Public Hearing was properly advertised for two consecutive weeks, prior to the meeting, and a quorum was established.

The Mayor read the proposed rate fee increase as described in the Public Hearing notice. There were no citizens in attendance.

The Mayor called for any comments or concerns, hearing none, she called a second time, hearing none, the Mayor then closed the Public Hearing at 7:02 pm.

The Regular session of the Town Council opened at 7:03 PM.

A quorum was established.

The Mayor asked everyone to keep Della Mills and her mother in their thoughts and prayers. The Mayor stated that there has been good feedback and articles in the papers for the job well done for the 4<sup>th</sup> of July event. Everyone involved should be commended for their hard work and job well done.

The Mayor stated that the next Town Council meeting both she and Monica Chenault will be out of town. The meeting will be chaired by Vice Mayor, Jim Heimbach.

### **Minutes**

The minutes were sent out via E-mail. Town Clerk Terri Harrison stated that she had inserted Della Mills name in the Certification of the Closed Session, and in fact it should reflect Phyllis Sue Carpenter, she will make the correction. Motion was made by Gladys Fortune to accept the minutes as presented, with the notation that the correction will be made to the final set, motion was seconded by Monica Chenault. Motion carried. .

### **Town Manager’s Report:**

The Town Manager reported that he was in receipt of a response to the letter he mailed to Mr. Collins regarding Property Maintenance Issues at the Print Shop. He stated in his response that he will secure the Print Shop. (A copy of the letter was not submitted for the files, copy of letter may be retained by Town Manager).

Council questioned the status of Christ Garner’s property. Bill Henderson stated that he has placed No Trespassing Signs on the property. Monica Chenault questioned what the Building Official was doing with respect to property maintenance issues. The Town Manager stated that he was first mailing letters to citizens to give them the opportunity to comply. The areas are being handled, in –house first. He stated that, Chis Garner was his next victim.

**Public Comment:** None

**Old Business:**

**Adoption of Cell Tower Ordinance** – Motion was made by Bill Henderson to adopt the fee schedule fee for Cell Tower as worded in the Caroline County Fee Schedule. Motion was seconded by Gladys Fortune. Motion carried. Monica Chenault questioned the cost of the ad. The Clerk stated it was \$137.50.

**Festival Committee Report** – Monica Chenault reported on the expense and income of the July 4<sup>th</sup> event. A copy of the report is attached to the minute's book. Monica stated that overall it was a good event, extremely exhausting, but good. She stressed the absolute need for more volunteers to help with the events. The committee is exploring various avenues for obtaining volunteers. The committee will be having a de-briefing meeting this Friday at 4:30 PM in the town chambers. All are welcome to attend as the meetings are open to the public.

**FEMA Floodplain Draft Ordinance** – Mayor Long distributed a copy of the draft Floodplain ordinance via E-mail. She explained that this updates our existing ordinance, but because it deals with land use, then we need to forward it to the Planning Commission and ask them to review it and send it back to the Town Council. Motion was made by Phyllis Sue Carpenter to forward the draft FEMA Floodplain Ordinance to the Planning Commission, motion was seconded by Gladys Fortune. Motion carried.

**Planning Commission Appointees** – The Town Manager Bill Wick recommended that the Town Council appoint two members to the Planning Commission, Terri Harrison and Bruce Fussils. He stated that after review, it was determined that Terri Harrison is a candidate to serve. Monica Chenault brought up the question of the legality of Mr. Fussils joining as his wife is already a member. The council entertained a brief discussion. Monica Chenault stated that if it is determined that there is no conflict of interest in the Code for husband and wife serving together on Planning Commission, then she would have no problem with it. Bill Wick will seek a determination of the Code. Motion was then made by and properly seconded that Terri and Bruce be appointed to the Planning Commission with the condition that the Attorney states that there is no conflict of Interest.

**New Business:**

**Town of Port Royal Fee Scheduled examination** –Bill Wick suggested that Council do a review of surrounding counties fee schedules compared with the Town of Port Royal's. Bill Wick will coordinate the meetings, Bill Wick, Nancy Long, Bill Henderson and Monica will review the fee schedules.

**Other New Business:** Monica Chenault stated that she has still not received a complete 911 listing for town residents. Bill Wick stated that the town doesn't have a complete listing; the council discussed again the avenues that they may have to obtain this data from the County. Bill Wick stated that he will get his list to Monica.

Monica Chenault brought up the fact that funds were appropriated months ago for the purchase of a refrigerator, phone, coffee maker, ladder and items are still not purchased and at the town hall. Bill Wick stated that he has found a refrigerator. There was no further discussion with regard to items not purchased.

Hearing no further business, the meeting came to a close; motion to adjourn was made by Gladys Fortune and seconded by Monica Chenault. Motion carried.

Respectfully submitted –

Marie Therese Harrison  
Town Clerk