

**TOWN OF PORT ROYAL
COUNCIL MINUTES
SEPTEMBER 16, 2015**

The Port Royal Town Council met at 7:00 PM on Tuesday, September 16, 2015 in Town Chambers.

Mayor Long called the meeting to order.

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

The Town Manager, Bill Wick was in attendance. The Town Clerk, Terri Harrison was in attendance.

A quorum was established.

Minutes:

The minutes of the August meeting were distributed electronically and by hand delivery. Motion was made by Gladys Fortune to accept the minutes as presented, Motion was seconded by Bill Henderson. Motion carried.

Treasurer's Report:

The report of financial figures provided by the Town Accountant was presented by Vice Mayor Jim Heimbach and received by Council. Motion to accept the report was made by Gladys Fortune and seconded by Della Mills. Motion carried. 7-0

Appropriation 201509-01, Town Operations, for FY16Q2:

Jim Heimbach reviewed with Council the expenditures and receivables that this Appropriation would cover. Motion was then made by Jim to adopt Appropriation #201509-01 in the amount of \$11,215.00 to cover Town Operations during October, November, and December, 2015. Motion was properly seconded by Bill Henderson, Motion carried. 7-0

Mayor's Comments:

Nancy reported that she had attended the retirement party given for Ray Campbell and he extended his thanks to the Town Council for the flag he was given as a retirement gift.

Nancy stated that Susan Minarchi has been sworn in as Clerk of the Circuit Court for the time until the election.

The Town Hall will be unavailable on November 2, 3, and 4 for Election set up and Election Day.

Tree Lighting is planned for December 12. The Mayor has spoken with Caroline Promise. The Mayor asked Phyllis Sue Carpenter if she would speak to Rev. Green, Pastor of Memorial Baptist Church. Phyllis Sue stated that she has already received approval from the Port Royal Volunteer Fire Department.

Town Manager's Report:

Bill Wick reported that he is still following up with property maintenance violation issues. He is seeking bids for electrical and plumbing work for the projects approved for the Town Hall. He and Terri are following up on delinquent water customers. Bill stated that VMS advised that the Town does not need a special liability insurance rider for Charter Day. The Council then discussed the moon bounce and slide that are being loaned by Salem Baptist Church. Phyllis Sue stated that the committee is having a difficult time finding volunteers to man the blow-ups. Jim Heimbach proposed that the Town get an additional deputy at the rate of \$35.00 for two 2-hour time periods (for a cost of \$140.00), and limit the use of the blow-ups to the specified periods. Phyllis Sue also stated that, to date, she only has two people volunteering to fill this area, she and a 19-year-old. After further discussion with regard to the blow-ups, Jim Heimbach proposed that the town's liability insurance be increased, suggesting that this would likely not be expensive. Bill Wick will call VML to see what the additional coverage will cost, and either call each member of the Council or e-mail each member.

Council Comments:

Monica Chenault stated that she is no longer receiving bank statements for the Festival Committee. Bill Wick will investigate why the paper statements are not being received. Terri pointed out that the bank uses taxpayer identification numbers to manage accounts, and so statements for the Festival Committee's account may have been moved to Account, Inc., along with the other Town accounts.

Bill Henderson stated that the two banners authorized by Council at the September 1 meeting have been purchased. One was available at the meeting for members to see.

Old Business:

JLUS - Nancy reported that she attended the meeting; it is now being called the Executive Community Committee. The group will meet quarterly and share information among localities. She stated that one area they are researching is how to get the DC Pay Scale in Caroline County rather than being tied to the Richmond Pay Scale. She also stated that the folks at AP Hill stated that they want to continue to keep open the lines of communication.

Festival Committee:

Monica reported that plans are going smoothly. The VFW have confirmed that they are coming to work the Veterans' Memorial Event. The JROTC Color Guard and Big Brass Band have confirmed attendance; this will be a part of the opening Ceremony. This year they will have a real stage, 20x30, borrowed from Stafford County. The costumes will be judged by the pirates this year for both kids and adults. To date, 85 vendors have registered, nearly all of whom have already paid. Monica stated that with the lack of volunteers to man the Blow Ups, the committee has decided to set two time periods, one from 11 am to 1pm and the second from 2pm to 4 pm. She also stated that she and other volunteers working would have the deputy's cell numbers so they can be called in the event a problem should occur. Monica reported that the Committee purchased two Tents with Festival Committee money. She asked if these would remain the property of the Festival Committee. Jim Heimbach suggested that, since the Town will be having other events, e.g., the Grand Opening of the Port Royal Landing and the

Veterans' Memorial opening, the Town should reimburse the Festival Committee for the cost of the two tents and have them remain property of the Town. This recommendation was accepted by Council.

Monica mentioned that she has received some information with regard to the Town using the term "Charter Day." The Virginia State Library responded to a query from Jim Mason that the Town was not chartered in 1744, although it was indeed founded by authority of the House of Burgesses and the Governor in October of that year. The Council entertained a brief discussion, tossing around changing the name to Founders' Day in the future. Jim Heimbach noted that nobody knows what "Charter Day" means anyway. No decision was made with regard to the possibility of a name change for the event.

Contract with County for the Water System:

Bill reported that the contract has been drafted and forwarded by the County to its attorney, Sands Anderson, for review, and Bill has shared it with the Town Attorney for her review. Once reviewed, Bill Wick will share with the Council members for final review and decision.

Security Camera System:

Tabled, pending further review.

Veterans' Day Event and Memorial Dedication:

The Festival Committee is ready to help with the program for the Veterans' Day event. They will also be selling bricks on that day. There was a brief discussion on expenses for food and invitations. The Committee requested the Mayor to invite the dignitaries. Nancy agreed, stating that she would invite them for both Charter Day and Veterans' Day. Once the date is determined for the Veterans Memorial, she will then proceed with sending those invitations.

New Town Hall/Library Sign:

Bill Henderson had previously sent, via e-mail, proofs of two proposed Town Hall/Library signs for Council to examine. After much discussion, it was decided that the Town would go with Style A with cut-in letters and no gold leaf.

New Business:

None

Hearing no further business, the meeting came to a close. Motion to adjourn was made by Gladys Fortune and seconded by Jim Heimbach. Motion carried 7-0.

Respectfully Submitted:

M. Therese Harrison

M. Therese Harrison, Town Clerk