



Town of Port Royal

Established 1744

“Behold Us Rising”

**Port Royal Town Council
October 20, 2015
Council Minutes**

The Port Royal Town Council met on Tuesday, October 22, 2015, in the Town Chambers. Members present were Mayor Nancy Long, Vice Mayor Jim Heimbach, Bill Henderson, Phyllis Sue Carpenter, Monica Chenault, Della Mills, and Gladys Fortune.

A quorum was established.

The Town Manager and Town Clerk were both in attendance.

Approval of Minutes:

Motion was made by Jim Heimbach to accept the minutes of the September Council meeting as presented, seconded by Bill Henderson. Motion carried.

Acceptance of the Finance Committee’s Report:

Jim Heimbach, on behalf of the Finance Committee, reviewed with the Council the financial reports prepared by the Town Treasurer, Jamie Brissey of Account Inc. After review, motion was made by Phyllis Sue Carpenter to accept the quarterly report presented by the Finance Committee and seconded by Monica Chenault. Motion Carried. It was noted for the record that the Mayor requested that a summary statement be provided monthly to the Clerk for the Minute’s book that gives a breakdown of the expenditures and also an accounting of the special funds held in escrow.

Mayor’s Comments:

The Mayor asked if there were any changes to the agenda. Jim Heimbach shared that Chris Flora and Bill Green both attended the October Ruritan meeting and praised the Town Manager for all he has done to assist them.

Phyllis Sue Carpenter questioned if we should consider a Ribbon Cutting for the two new businesses. Mayor Long stated that she has already spoken to each of the business owners with regard to a Ribbon Cutting, and they each declined at this time, stating that they are just not ready yet.

Bill Henderson, Treasurer of Historic Port Royal, Inc., shared with Council that HPR will be hosting a Christmas Open House on December 5, the cost per person is \$75.00. There will be two homes open, the Heimbachs’ and the Farmers’ and a trolley ride through town and ending back at the Town Hall, Portrait Gallery, for light refreshments. It was requested that the Town Hall have the Christmas decorations up by the Friday after Thanksgiving. Terri will coordinate with Edgar with regard to the decorations.

The Council set the date of Memorial Day, 30 of May as the official grand opening of the Veterans Memorial. This will allow sufficient time to have the brick work completed and the flag pole erected.

The Mayor thanked the Festival Committee for all of their hard work on the Charter Day Event.

The Mayor reminded all to come out to vote on November 3. She further stated that the Town Hall would be occupied on November 2, 3 and 4. No one is to occupy the premises at that time. She also stated that in the event that she is elected to the Board of Supervisors that Council will need to think about filling her seat.

Town Manager's Report:

Bill Wick stated that he and the Mayor had met again with Joey Schieble with regard to the County taking over the water system billing and management. The contract is still in the hands of the County Attorney. Once received and reviewed by the Board of Supervisors for Caroline County, it will then be shared with the Town Council for final review. Mayor Long stated that she and the Town Manager were working with Joey with regard to aligning our rates for connections, etc., with the County rates.

Old Business:

Security System – Jim Heimbach revisited the unfinished business of the security cameras. The Town Manager stated that the company, Dillard, that he had been asked to investigate does not do business in Virginia. Bill Henderson and Nancy Long each stated that they used the service, and suggested that perhaps he had an incorrect contact number. Nancy Long and Bill Henderson will obtain contact information and bring back further research and data on the cameras at the next meeting. Jim Heimbach emphasized the importance of completing this project. The item was tabled.

Charter Day Report – Monica gave a brief report on the event. She stated that, while the need to reschedule the even was painful, it was the best solution the committee could come up with that would work with most people's schedules; there was no easy answer on the decision that had to be made with respect to a rescheduled date. It was unfortunate to have to cancel, but Virginia had been placed under a State of Emergency by the Governor due to the impending Hurricane. The Council shared a few views on the date and time of the reschedule. Phyllis Sue, a committee member, recommended that in the future, events should not be stated as Rain or Shine, and an agreed upon makeup date should be included in the advertisements. Phyllis Sue questioned if the advertised Beer Garden was there. Gladys Fortune stated that there were many citizens in the town who were not happy with the event being held on Sunday. Jim Heimbach commended the committee on doing the best that they could under very difficult circumstances, and the he suggested that the committee get together and debrief. Jim stated that the committee needs to plan for the future, not try to reconstruct the past. Monica reported that all invoices were not in and or paid to date, and that she would have a full report of income and expense at the next Council meeting.

Christmas Budget – Motion was made by Jim Heimbach to allow a not-to-exceed budget of \$200.00 to purchase supplies necessary for the tree lighting that will be held on December 12. Motion was seconded by Della Mills. Motion carried.

Short Term Loan for Pier Construction – Motion was made by Jim Heimbach to grant a short term loan from the Capital Fund in the amount of \$7,500.00 to the King Street Project. Motion was seconded by Bill Henderson. Motion carried. Further discussion with regard to the completion of the pier included ensuring that proper signage is up in time at the Pier in order for citizens to realize that the pier is closed due to repairs. Bill Henderson was requested to have a few extra keys made to fit the lock on the bulletin board at the bottom of King Street.

Town Liability Coverage – Motion was made by Jim Heimbach to increase the Town's liability insurance coverage and to begin paying the insurance premium on an annual basis rather than quarterly. Motion was seconded by Della Mills. Motion carried.

New Business:

Physical Address – It was brought to the attention of Town officials that the Town Hall does not have the physical address listed on the front of the building. Bill Henderson will take on the project of placing the 911 address on the front of the Town Hall.

Asset Management Program – Jim Heimbach will take the lead to head up a committee to begin keeping a record of assets of the town and determining maintenance schedules and depreciation. Bill Henderson and Nancy Long and Terri Harrison will assist on the committee.

Extension of Caroline Street – The Town Manager has received a request to have a streetlight placed at the end of Caroline Street. The mayor advised that the first order of business is to determine who owns the street first and proceed from there. Bill Wick will contact V-Dot and get a determination and bring back the information to the next council meeting for further discussion.

Cell Phone for Town Manager – Mayor Long brought before Council the need for the Town Manager to have an up to date cell phone. It is necessary for him to have one that allows text messaging and internet. Bill Wick will go to Verizon and shop for the phone that best suits his needs and bring back a proposal to the Council at the November meeting.

Seasonal Flags – This item was added to the agenda. The Council discussed decorative seasonal flags for the town for Christmas. Bill Henderson stated that he would research and send out electronically some designs for Council to review.

Christmas Bonus – The Mayor excused the Town Manager and the Town Clerk from the meeting in order for the Council to discuss Christmas bonuses.

Jim Heimbach reported to the Town Clerk that a motion to adjourn was made by Gladys Fortune and seconded by Della Mills and unanimously accepted.

Respectfully Submitted
M. Therese Harrison