

**Town of Port Royal
Council Minutes
April 15, 2014**

The Port Royal Town Council met on Tuesday, April 15, 2014, for the regular Town Council meeting. Members present were Mayor Long, Jim Heimbach, Bill Henderson, Della Mills, Monica Chenault, Gladys Fortune, and Bill Wick.

A quorum was established.

Consent Agenda:

Motion was made by Jim Heimbach to accept the consent agenda, motion was seconded by Bill Wick. Motion carried.

Public Comment:

None

Old Business:

Boundary Line Adjustment:

Bill Wick reported that the boundary survey was in process and should be completed later next week. The town will hold a final Public Hearing on April 30th at the Town Hall to receive comments on the proposed boundary line adjustment agreement between the Town and the County.

Town Manager Position:

Motion was made by Jim Heimbach to establish the position of Town Manager with the amended position description. Motion was seconded by Gladys Fortune. Motion carried. A notice of the employment position available and the position description will be posted on the bulletin board at the Town Hall and also in the post office.

Motion was made by Jim Heimbach to establish a salary for the Town Manager position in the amount of \$600.00 per month; motion was seconded by Della Mills. Voting for were Mayor Long, Jim Heimbach, Della Mills, Monica Chenault, and Gladys Fortune. Bill Wick abstained. Motion carried.

The Council entertained a discussion with regard to the payment arrangement for the Town Manager. In an effort to get the Town through this period of time, the Manager will work under contract on a deferred payment until September 2014. Beginning with the September payment each month thereafter will include two months' back pay until caught up. The Council also entertained a brief discussion with regard to purchasing a computer for the town manager. It was not decided if it would be a desktop or a laptop.

Water Rate Increase:

Motion was made by Jim Heimbach to increase the water rates by \$10.00 for both residential and commercial accounts (this being in addition to the already set fee schedule) and to hold a Public Hearing to announce the proposed rate increase at the regular Town Council meeting in May with an effective date of the rate increase beginning July, 2014. Motion was seconded by Bill Wick. Motion carried.

King Street Project:

The planned clean-up of the area went well; there were approximately 10 volunteers in attendance including Nancy Long, Bill Wick, and Jim Heimbach. Mayor Long advised Council that Kevin Wightman advised that a drawing of the installation is required bearing the stamp of a professional engineer. This was not included on the last drawing, which was a sketch rather than an engineering design. The Council entertained a brief discussion with regard to the engineer drawing.

Planning Commission Update:

The Planning Commission has been meeting regularly and is close to completing the comprehensive plan for Council review. The Commission held a public meeting and has handed out surveys to citizens of the Town to get an idea of how the citizens would like to see the Town grow in the future.

New Business:**Water System:**

Jim Heimbach reported to Council that he has been gathering information with regard to the water system and the thought of the possibility of privatizing. Jim will continue to gather more information and report back to Council. Jim and Bill Wick have met twice with representatives of Aqua Virginia.

Lawn Maintenance Bids:

The town will accept bids until the 16th of May. Council will review bid proposals at the May meeting.

Hearing no further discussion, motion was made by Jim Heimbach to adjourn the meeting. Motion was seconded by Bill Wick. Motion carried.

Respectfully submitted:

Terri Harrison