



Town of Port Royal

Established 1744

“Behold Us Rising”

Town of Port Royal Meeting Minutes

December 16, 2015

Call to order

Mayor Nancy Long, called the regular meeting of the Port Royal Town Council to order at 7:00 pm on December 16, 2015 in the Port Royal Town Chambers. Mayor Long will resign her seat effective December 31, 2015, at midnight to pursue her newly elected position on the Caroline County Board of Supervisors. The Council and staff all wish her well. Mayor Long served the citizens of Port Royal as Mayor for seven terms.

Roll call

Terri Harrison conducted a roll call. The following persons were present: Mayor Nancy Long, Vice Mayor, Jim Heimbach, Bill Henderson, Phyllis Sue Carpenter, Della Mills, Monica Chenault, and Gladys Fortune. Town Manager Bill Wick and Clerk Terri Harrison also were in attendance. A quorum was established.

Approval of minutes from last meeting

The minutes from the November meeting were approved. Motion was made by Jim Heimbach and seconded by Bill Henderson. Motion carried 7-0.

Finance Report for Month of November 2015

Jim Heimbach reviewed with Council the financial report for the month of November. Motion was made by Bill Henderson and seconded by Phyllis Sue Carpenter to accept the report. Motion carried 7-0. A copy of the report was submitted to all members of Council for their review prior to the meeting. A copy of the report is attached to the Minutes Book in the Council Chambers.

Mayor's & Town Manager's Report:

Mayor Long reported that she and Bill Wick attended the reception for the retirement of Calvin Taylor and Wayne Ackers that was hosted by the Caroline County Board of

Supervisors. The Town gifted Mr. Taylor with a book titled *County Crossroads*, and Mr. Ackers with an old style Virginia flag. Items were purchased from the Picket Post. Bill Henderson presented the bills for reimbursement to Mayor Long, who then turned them over to Bill Wick.

Mayor Long gave a brief report that she received just prior to attending the meeting from the Grant Administrator (Water). A copy of the report is attached. In summary, it stated that, since the Environmental Study has been completed and accepted, it will be necessary for the Town to hold a Public Meeting in order to be in compliance with the terms of the water grant being sought. The report also stated that the Town will need to have an audit completed by a CPA. Jim Heimbach will take the lead in pursuing a CPA for review of the accounts. Council was asked if they knew of any CPAs that may be interested to let Jim Heimbach know.

The Mayor thanked everyone who helped with the decorating of the Town Hall and Town for both the HPR Carriage event and for the Tree Lighting.

Town Manager's Report:

The Town Manager reported on three business properties in town that are new and upcoming, the first being the Old Port Royal Square, now known as Memory Lane. He stated that no permits for work have been issued pending a report from the State Health Department stating that the septic system passes all inspections and is in compliance with State laws. The second is the Old Virginia Ham Country Store, now more commonly known as the yellow building next to the Post Office on Main Street. The owners began work, but were issued a stop work order by the Town Manager, stating that there is asbestos in the building. No further activity has been witnessed there. And last, the "Seafood Man" on the corner utilizing Bo's Gift Shop, who is based in Urbanna, Virginia, has expressed much interest in obtaining a commercial building in Town. He has entertained some conversation with the owner of the commercial building next to the newly renovated Chrysler dealership, the former Pizza Place.

Old Business:

Security System:

Mayor Long reported that she has met with both MetroCast and Dominion Virginia Power regarding a security system installation. Dominion stated that they will be able to supply power to the existing pole at the bottom of King Street with an electrical circuit/outlet that would be in an enclosed waterproof box. Metrocast stated that they presently have a booster in place on the poles adjacent to Cleo Coleman's property, and so access to the Internet is not an issue. Mayor Long also received a proposal from Jerry Carnellow with Dillard Alarm. He has offered to come to a Council meeting to answer any questions regarding the system. Mayor Long will provide a copy of the proposal for

the Minutes book. Mr. Carnellow suggested that it would be cheaper to do two separate systems: the first system at the pier with 4 cameras with a one year installation warranty and a three year warranty on parts and labor at a cost of \$3,635; the second at the Town Hall with 4 cameras and one monitor and the same warranty as noted above at a cost of \$4,530. The Council entertained a brief discussion, including inviting Mr. Carnellow to the January meeting, but no definite decision was made.

Budget for FY16 Q3

The proposed budget was presented by Jim Heimbach and reviewed with Council. Each member was given a copy of the proposed budget several days prior to the meeting date. Motion was made by Gladys Fortune and seconded by Monica Chenault to adopt the proposed budget as presented for FY16Q3. Motion carried 7-0

Planning Commission Report:

The Planning Commission report was given by Monica Chenault, the Council member seated on the Planning Commission. She reported that they met and reviewed the Flood Plain Ordinance, and are still reviewing the Zoning Ordinance. There were some areas that the Chairman needed to research for clarification with regard to overhead lighting and setbacks. The board is scheduled to meet on the 28th of December at 7:00 pm in Town Chambers. Meetings are open to the public and citizens are encouraged to attend. Monica stated that the Commission will be holding a Public Hearing once the Zoning Questions are clarified, because they will be referring to Council for their consideration and approval of the re-designation of current zoning on a property located on Rt. 301, changing the current zoning which states that property must be 10 acres or more to develop to 5 acres or more.

King Street Update:

Jim Heimbach reported that NNMC is working on the pier and anticipate completing the project, including repairs to the soft launch, before Christmas and certainly by the end of the year. The George Washington Regional Commission has reimbursed the Town for the first payment on the pier as well as for the soft launch repairs, the latter with funds available from the Port Royal Water Trail project.

Water Contract Discussion:

The Town Manager distributed copies of the proposed contract for County operation of the Port Royal water system that was received from the County Attorney. The Council discussed several conditions stated in the contract that were not in keeping with what was previously discussed by and between the county waterworks department and the Town Council. Council was asked to take the report home and read over it and address any

areas of concern to the Town Manager in an email, but to copy all, including Terri Harrison, the Town Clerk. Bill Wick will compile all the questions/concerns and, after the holidays, a committee will meet to review the contract again. The contract was tabled.

VDOT Resolution:

Mayor Long drafted a Resolution for Council's review and sent it to the Town Manager, who inadvertently mailed it to VDOT prior to Council's review and signature. The Clerk asked for a copy for the files; the Town Manager stated he would provide one, as he has a copy on his computer.

County Water Fees:

The Mayor reminded Council of their need to work towards increasing the water rates at least an additional \$5.00 per month. Bill Henderson recommended that Council needs a better idea of what the costs of County management of the water system will be before setting water rates. The decision was tabled pending further review of the contract with the County.

Notice of Vacancy on Town Council:

Monica Chenault stated that a notice is already on Facebook regarding the Council vacancy that will result from Nancy Long's planned resignation. The Town Manager stated that he would post notices at the Post Office and on the bulletin board on the front of the Town Hall.

Report of Christmas Party:

Phyllis Sue Carpenter reported on the enormous turn-out for the Christmas Party. It was well attended and the pizza was a huge hit with the children, as were the juice boxes. She acknowledged all the churches and folks who helped make the event a success. She did state, however, that when Mr. Donnell Howard was speaking and thanking folks who had helped out, he failed to mention Memorial Baptist Church.

Update of Proposed Business Coming to the Intersection of Rts. 301 & 17:

A brief discussion was held with regard to the new business which may be locating at the intersection. No permits have been issued to date. A site plan was available for Council to review. Town Council members and staff were asked not to mention the business's name at any time with anyone, as the company wishes to remain silent until plans are finalized. Mayor Long stated that the County has offered to send Planning Commission staff to assist the Town.

Closet on back of the Town Hall:

Monica questioned the status of the procurement of the items already appropriated for, i.e., the step ladder, coffee pot, and heater in the office; electrical outlets; and a small refrigerator. She stated that the items are difficult to reach in the bump-out shed on the back of the Town Hall without the use of a ladder. Monica also stated that some items are missing from the shed. Bill Wick stated that he would contact the electrician tomorrow. Nancy Long suggested, while putting in electrical outlets on the outside of the building, possibly placing one on the corner closer to the fire department. Jim Heimbach suggested that the items that would be damaged by wetness, such as the songbooks, could be kept in the closet attached to the meeting room. The tables need to be removed and, if they cannot be sold, they should be regarded as trash for Edgar to dispose of.

New Chairs for Chamber Room:

Phyllis Sue Carpenter reported on chairs she had found at Target that are folding, padded, and brown in color. She said the cost approximately \$20.00 plus applicable taxes. Jim Heimbach suggested that, if the decision is to purchase these chairs, their price with a quantity discount at the Target website should be explored. This could include shipping direct to the Town Hall. Phyllis Sue agreed and will report back at the January meeting.

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

Respectfully submitted,

Terri Harrison
Town Clerk