

**Town of Port Royal  
Council Minutes  
December 16, 2014**

The Port Royal Town Council met on Tuesday, December 16, 2014, for their regular Town Council Meeting. Members present were Mayor Long, Vice Mayor Jim Heimbach, Bill Henderson, Della Mills, Gladys Fortune, Phyllis Sue Carpenter, and Monica Chenault.

A quorum was established.

Motion was made by Jim Heimbach and seconded by Gladys Fortune to accept the Minutes of the October 14, 2014, meeting and the minutes of the November 18, 2014, meeting. Motion carried.

The Treasurer's report was tabled until the January 20, 2015, meeting. There was a problem with the calculation formula in the ending balance of the Corporate Account. (It is noted for the record that the correct beginning balance carried forward and there was no change in the data on the line items).

The Clerk reported that she had received a call from Ray Campbell, Clerk of the Court, stating that anyone who has not yet been sworn in on Town Council must do so prior to December 31, 2014.

Town Manager's Report: Attached for the record.

Public Comments: None

Water System Report – Alex Long gave a review of his work and research to date. He stated that the Town needs a Preliminary Engineering Report to give us an idea of what costs we are looking at for work. Alex Long asked the Town Council for their permission to pursue grant funds available; Jim Heimbach stated that he had already been granted that permission by the Town Council.

Alex gave a short report on the work of the Planning Commission. He stated that they are presently working on three (3) items that the Commission plans to bring to the Council for their approval. They are:

1. Defined Historic District along with a Zoning Ordinance for the Historic Overlay District.
2. Taking the R&D District from one (1) house per (10) ten acres of land to one (1) house per five (5) acres of land.
3. The changing of the present Zoning of the Mobile Home Park that fronts Rt. 301 from Mobile Home Zoning to Business Zoning at no cost to the property owner. This will help the town in that it will eliminate a mobile home park in the Town and it will help the property owner who has received a notice from the Building Official of a possible violation of the Zoning Ordinance. Bill Henderson stated he would like more information to be made available on the item; he would like the town to have a paper trail.

The Town Council was in support of the above mentioned.

Projection of Third Quarter Town Budget – Proposed by Jim Heimbach (copy attached). Motion was made by Bill Henderson and seconded by Monica Chenault to approve the proposed Third Quarter Budget. Motion Carried.

Jim Heimbach stated that in an effort to make the meeting times more manageable for the Budget Committee, he will take the lead on the Corporate Account and Della Mills will take the lead on the Water Account.

Motion was made by Della Mills and seconded by Monica Chenault to approve Appropriation #201412-01, funding Town operations for the third quarter.

Street Lights – Lower US 301 proposed locations were identified by Bill Henderson for recommendation. Bill Wick will contact Rappahannock Electric and contact the property owners for their approval on the placement of the lights. Bill Wick will place an article in his next newsletter, guidelines for requesting of lights.

Water Leak Report – Bill Wick distributed a copy of the report that he received on the leak on Water Street/Main Street. A copy of the report is attached. Bill Wick will be meeting with Joey Schiebel, who works with Caroline County, to discuss the County doing water repairs for the town.

King Street Report – Jim Heimbach stated that the funds received for the project must be committed by December 31, 2014, for the completion of the soft launch/pier at the end of King Street. Jim Heimbach stated that there would be another check received by the Town Council in the amount of \$1,000.00 by an anonymous donor.

Tree Lighting and Christmas Dinner – The event was well attended, both Memorial and St. Peter's church provided dinner. The Town is paying for Santa's Suit to be cleaned. Caroline's Promise was in attendance.

Continuation of Chapter 4 – Port Royal Code, Nuisances and Offenses, Vicious Dogs and remaining chapters, – Upon recommendation of Jim Heimbach, the Council agreed to have committees meet to go over the remaining chapters and then report back to the Town Council for their approval, rather than going over each chapter, line by line. The Council was in agreement.

Sidewalks and Safety Issues – Bill Henderson asked Council to re visit the topic of the sidewalk maintenance that is much needed. The Council asked him to research the cost and report back to council with maps of areas in need of repair and cost quotes.

The Council discussed the Garner Property and the safety issues there. Bill Wick will contact Kevin Wightman and ask him to take a look at the property.

Hearing no further business, motion was made by Bill Henderson and seconded by Gladys Fortune to adjourn the meeting. Motion carried.

Next meeting will be held on Tuesday, January 6, 2015.

The Mayor wished everyone a safe and Merry Christmas!

Respectfully Submitted,  
Marie Therese Harrison