

**Town of Port Royal  
Council Minutes**

**December 18, 2013**

The Port Royal Town Council met on Tuesday, December 18, 2013 for their regular council meeting. The meeting opened promptly at 7:00 pm.

The roll was taken; members present were Mayor Long, Vice Mayor, Bill Wick, Jim Heimbach, Della Mills, Bill Henderson, Monica Chenault. Councilman Oliver Fortune was absent due to a recent operation.

A quorum was established.

**Consent Agenda:**

Motion was made to accept the consent agenda and the Clerks report as presented by Jim Heimbach and seconded by Bill Wick. Motion carried.

**Mayors Report:**

Mayor Long thanked all who helped prepare for the Tree Lighting. It was a huge success.

**Citizens Comments:** (There were no citizens in attendance).

**Old Business:**

**JLUS-** The Mayor reported that the committee is scheduled to meet on Thursday, December 19, 2013 at 9:00 AM. The committee plans to explore their options and determine where they are going at this point. The comments that they had previously submitted were not resolved, the *consultants* working with the two towns and Caroline County stated that they felt that they were acting in good faith.

**King Street Project:**

The committee chaired by Jim Heimbach for the review of the work proposals met, the members consisted of Jim Heimbach, Sharon Farmer and Bill Carpenter. Four bids were received and two of them met the qualifications set forth in the guidelines. After careful review, the committee recommended to the council that the bid be awarded to Northern Neck Marine Construction, Inc. The committee made two additional recommendations to the scope of work as outlined in the bid proposal. They included:

- To place the plank boards closely up against one another; rather than leaving a space.
- Placement of the handrail horizontal as opposed to being situated on an angle.

The council discussed other aspects of the project, and agreed that the details would be better handled in a work session as opposed to being handled during a council meeting.

Therefore, the committee unanimously recommends that the bid be offered to Northern Neck Marine Construction, Inc. Motion was then made by Bill Wick and seconded by Della Mills to offer the bid to Northern Neck Marine Construction, Inc. Motion carried.

Jim Heimbach received another grant for the project. The proceeds were received by the American Endowment Foundation in the amount of \$3,000.00. These funds will be deposited into the Escrow

Account and set aside for the use of the King Street Project. (it was noted for the record, this is the second grant check received, the first was in the amount of \$5,000.00.

**Town Web-site:**

Jim Heimbach reported that the web site is up and running. The log in is [www.townofportroyal.us](http://www.townofportroyal.us) he explained to council that each member presently has their own mailbox set up within the site. To access your mailbox the following instructions were outlined:

Type in from the web site: mail.townofportroyal.us your log in is each individual person's name, ie, [terriharrison@townofportroyal.us](mailto:terriharrison@townofportroyal.us) password is PortRoyal!@12

Jim Heimbach suggested that the council members and staff begin using this email address for town business. This would be the first steps in a procedure for ensuring that all pertinent emails are housed in a central location.

**VSWM Draft Ordinance:**

Mayor Long reported that the draft ordinance is due by January 15, 2014; she ensured council that she would have it complete and delivered.

**Boundary Line Adjustment:**

Bill Wick reported that a public notice was run in the Caroline Progress on December 12, 2013 requesting bids from interested survey companies wishing to do the required survey for the Boundary Line Adjustment. Mr. Wick reported that he had received legal guidance from the Virginia Municipal League stating that the town is not required to advertise for survey companies bid, however, by placing it in the paper would show the town is working in good faith. This too, would look good as an insert to the packet that will go before the Circuit Judge for review. Bill Henderson questioned when the deadline was for the bid proposals to come in, Bill Wick stated the deadline is Thursday, December 19, 2013. Monica Chenault questioned if an email was sent out advising council that the request for bid to survey had gone out to council members. Bill Wick stated, no. Bill Wick welcomed anyone who wished to submit a bid; however he said it was not a requirement to have more than one bid to choose from. Bill Henderson stated that with the short notice, it would be difficult for contact any potential Surveyors and have them submit their bid before the deadline.

**Proposal on Ordinances:**

Jim Heimbach sent out after the last meeting an electronic copy of the Town of Bowling Greens ordinances along with an outline of each chapter designated to a specific council member for review. It was determined at the meeting that some members of council did not receive the electronic version. Jim Heimbach will forward a copy in word format to Terri Harrison for her to print a copy and send out to each member of council the section assigned to them. He requested that while the council is free to make their comments on the paper version, it was requested that they put their comments on the word version using *Track Changes and Final Show Markup*. The council all agreed to review the document and be prepared to submit their changes at the January council meeting. Mayor Long reminded council that the George Washington Regional Commission has graciously agreed to assist the town with this project.

**Electronic Communication:** Tabled. Della Mills will research and report back to council at a later council meeting.

**Employee Structure** – The council felt a need for a subcommittee to be formed to work on this project. There is a lot to be considered, and organized prior to July when the boundary line becomes effective. Jim Heimbach and Della Mills agreed to work together on this committee. Della has the financial expertise and Jim Heimbach has the personnel management background.

Monica Chenault asked the council if they had considered bringing back the town deputy. The council said there were no definite plans at this time, however with the BOA, changes will be made and this may be one to consider at a later date.

**War Memorial Brick Sales** – Bill Henderson reported that he felt that it would be better to wait until after the winter to make the first order. There are still a few folks who have indicated a definite desire to order one, but have not submitted their application and money yet. With winter being here, no work could begin, and the bricks would just have to be stored somewhere. Council agreed that this was the best plan.

**New Business:**

**Rural Water Development Program**

Nancy Long and Jim Heimbach met with the US Department of Agriculture agency for rural development to discuss possible program planning grants and low interest loans for up to 45% to replace the water system. Jim stated that he felt there was no need to go back to the grant that the town applied for last year, due to there being so many areas we didn't score well. He stated that the first stage is to begin applying for planning grants. The council gave their consent for he and Nancy, and Bill Wick to further their conversations with the department in seeking grants to benefit the town.

**Work Sessions with GWRC -**

Council agreed to work sessions outside of the regular council meetings. They did stipulate not to have regular set meetings, however has them on an "as needed" basis.

**Computer for Town Office \_**

Jim Heimbach and Bill Henderson researched the local sales this past week and found a Dell Inspiron computer that would be suitable to fit the needs of the town office, to include such time when the BOA is finalized. The total cost of the computer was \$473.84. Mr. Heimbach paid for the computer and therefore submitted his receipt for payment.

Jim Heimbach wished everyone on council a Merry Christmas!

Hearing no further business, the meeting came to a close at 8:25 pm.

Motion was made by Jim Heimbach and seconded by Bill Wick to adjourn the meeting.

Respectfully submitted:

M. Therese Harrison  
Town Clerk

