

Port Royal Town Council
July 15, 2014

The Port Royal Town Council met on Tuesday, July 15, 2014, at 7:00 pm in Town chambers.

The meeting was called to order by Vice Mayor Jim Heimbach in the absence of Mayor Nancy Long, who had a family medical emergency.

Roll was taken by the Secretary. Present were Vice Mayor Heimbach, Bill Henderson, Della Mills, Monica Chenault, and new member Phyllis Sue Carpenter. Absent were Mayor Long and Gladys Fortune.

Town Manager Bill Wick and Building Official Kevin Wightman were in attendance.

A quorum was established.

The Council expressed its appreciation for the newest member of Council, Phyllis Sue Carpenter, who had been selected to fill the unexpired term of Bill Wick.

Jim Heimbach asked if there were any changes to the agenda. Hearing none, he stated that since Kevin Wightman was present, Council would move the agenda item regarding the review of the Building Permit Process to the top so that Mr. Wightman would not have to stay for the entire meeting.

Kevin Wightman began by updating the Council on the new septic system and drain field that was recently placed on the property located on Main Street. He stated that the Authorized On-Site Soil Evaluator (AOSE) had completed a soil evaluation and obtained the necessary permits from the Virginia Department of Health, which is the issuing body for septic permits. Mr. Wightman stated that the process followed was the proper procedure as outlined by the Virginia Department of Health, and noted that the AOSE is the official designated to assess septic systems and drain fields in order for a permit to be issued.

Mr. Wightman next explained the process for dealing with property maintenance issues and the manner in which they have been handled in the past. He stated that property maintenance is handled on a complaint basis. The Town and the County have in place a Memorandum of Understanding (MOU) signed by both parties which allows him jurisdiction over the town of Port Royal and the Town's building and zoning permit/application process as well as written maintenance complains. Complaint forms have been available in the Town Office and are now available electronically as well for Council members and citizens. The forms may either be signed by the person making the complaint or may be left unsigned or submitted anonymously. Forms are to be turned into the Town office and the Manager or the Clerk will see that the forms are properly submitted. Alternatively, the concerned citizen may file the complaint orally with the Town Manager or Clerk, who will complete the form and file the complaint on behalf of the Town without identifying the source of the complaint. A copy of the form will be maintained in the Town office. Council entertained a brief conversation with regard to abandoned buildings, the barn, Lyceum , Brockenbrough-Peyton house, and uncut grass at several locations. He stated that he was not

aware of any complaints having been made on the above mentioned. The Town Clerk also stated that she had not received any requests to have the buildings inspected; however, she had discussed the uncut grass with Mr. Wightman prior to the Fourth of July event. One member of Council stated that she had reported them. Mr. Wightman stated that a form can be filled out and submitted and he will act on the complaint, but he cannot act without a written complaint.

Hearing no further discussion on Building and Property Maintenance, the Council thanked Mr. Wightman for his time coming to the meeting.

The council formally welcomed Phyllis Sue Carpenter to the town council.

Consent Agenda:

Motion was made by Bill Henderson to accept as amended the minutes from the May 20, 2014, June 17, 2014, and July 2, 2014, meetings. Motion was seconded by Della Mills. Motion carried.

Motion was made by Della Mills to accept the Treasurer's report, seconded by Bill Henderson. Motion carried.

Old Business:

King Street Update: Town Manager Bill Wick stated that the parking issue is still not resolved. He stated that the Memorial Baptist congregation would be making a final decision soon with regard to usage of the parking lot owned by Church. He also shared a revised map showing a change in the size of the fishing pier. Mr. Wick stated that he has obtained a quote for Porta Johns at the rated of \$100.00 per month, which includes cleaning and emptying them on a weekly basis.

Water System Update: Jim Heimbach stated that research is ongoing with regard to the two major options for the water system:

- (1) Privatization. With privatization, the Town would sell the water system and would no longer be responsible for repairs, billing, and collections. However, the new owner would fully control the system and decide on repairs or improvements and would also control the rate in which water is billed. Guidelines exist which govern allowable billing rates and rate increases. The guidelines are based on the size of the system, the poverty level of the community and other factors. Jim stated that Aqua Virginia is the only water system that he presently is aware of willing to consider purchasing out system and he and the Town Managers have met with a representative of the company.
- (2) Continued Town ownership. Under this option, the Town would continue to own and operate the water system and would be responsible for repairs, improvements, maintenance, operations, and billing. Repairs to the current system are feasible only if the Town can obtain a significant grant accompanied by a long-term low-interest loan. The Virginia Department of Health (VDH) has a grant/load program and the Mayor, Vice-Mayor, and Town Manager met with them in Culpeper to discuss the process and Port Royal's eligibility. VDH offered a high degree of optimism that the Town would receive a grant and loan if it should apply; the Town's proposal would be due next Spring. Additionally, the Mayor, Vice-Mayor, and Town Manager

met with Alan Roberson of the American Waterworks Association, which has introduced a program to assist small towns like Port Royal in obtaining grants.

To give an idea of the costs involved, Jim noted that, in addition to the approximately \$400,000 cost of replacing the water tower, the cost of running new lines is in excess of \$65.00 per foot and we have 10,000 feet of water lines, and so the cost of replacing the water lines (which continue to develop significant leaks) is at least \$650,000.00.

Jim suggested that Council invite Cliff Parker of Aqua Virginia and Alan Roberson of American Waterworks to the August Town Council meeting to speak with all members of Council about the two options. Council agreed with this suggestion and Jim will issue the invitations.

Charter Day Update: The event is set for October 4, 2014. The committee feels confident that there are no close-by conflicts on that date at this point. The committee reported that vendor applications are completed and available on the Town's Facebook page. There is an incentive for returning vendors. Historic Port Royal has offered to hold a joint event in which they will offer a House Tour. This will be beneficial to both parties, in that they can share the cost of advertising. Council approved the idea of a joint event.

New Business:

Purchase of Computer: The council agreed to purchase a new computer for the Town Manager once the first check is received from Sharon Carter, Commissioner of Revenue, for the one half year's portion of business licenses from the newly acquired businesses in the BLA.

Fiscal Management: Proposed General Principals – a handout was circulated prior to the Town Council meeting for members to review prior to the meeting. The Council accepted the proposal and discussed some areas where communication is lacking. Monica Chenault stated that communication is key, noting that work is being done and monies are spent without the full Council being made aware of these expenditures. She mentioned, for example, the railings that were just replaced on the walkway to the Town Hall. She also mentioned the window pane that is in the process of being repaired. She stated that she feels that prior to these types of expenditures being paid an email should be sent out advising the Council members. Monica requested also a copy of the building-maintenance MOU between the Town and the County; she stated that she had never seen a copy of it and was not aware that one even existed. Terri said she would email out a copy and print a copy for Gladys Fortune. Terri said that she would email out when she is paying something that is not a reoccurring item. Bill Henderson stated that he was given permission to work with the maintenance employee with respect to small repairs, he was given Council's permission to make repairs up to \$200.00.

The Vice Mayor called for any other new business: The council entertained a brief discussion on what they can do to show the newly acquired areas that they are a part of the town. Council members are to think about ideas and ways to welcome them, and work on ways to improve Rt. 301.

Monica stated that she had received on Facebook, as a Private Message, a complaint from a person who was traveling through Port Royal. She had car trouble and her cell phone was dead so she entered into a business on Rt. 301. She felt that she was not treated with much kindness, and was allowed to use the phone for only two minutes before it was taken from her and she was ushered out the door and had the door locked behind her. The complaint was issued by the young women's mother. The Council agreed it was unfortunate, but was not sure that there was anything they as a Council can do. Bill Wick, the Town Manager, will meet with the business owners to discuss ways in which the Town could help or be more involved with emergencies such as this. Phyllis Sue Carpenter stated that the churches, both Memorial and St. Peter's, have an understanding with Hornes, that if someone comes in and is unable to buy food in an emergency situation, to feed them and the churches will reimburse Hornes. Perhaps similar arrangements could be made with other Town businesses.

Hearing no further business, the meeting came to a close at 9:20 pm.

Respectfully submitted,

Terri Harrison