

**Town of Port Royal
Council Minutes
March 18, 2014**

The Port Royal Town Council met on Wednesday, March 18, 2014, in Town Chambers for their regular Town Council meeting. Members present were Mayor Long, Jim Heimbach, Bill Henderson, Della Mills and Bill Wick. Monica Chennault was out of town on business and unable to attend.

A quorum was established.

Consent Agenda:

The minutes, Treasurer's report, and Clerk's report were reviewed by Council. Motion was made by Jim Heimbach to accept the reports as presented, and seconded by Bill Wick. Motion carried.

Planning Commission Update:

The Planning Commission presented a copy of the survey they will be circulating to members of the Town and future growth area to seek input on their vision of the Town. This document will be used as a tool for the Planning Commission with their updating of the Comprehensive Plan. A copy of the survey is attached as a permanent record.

The Council entertained a brief conversation regarding the work that the Planning Commission is presently working on, i.e., updating the Comprehensive Plan and the Zoning Ordinance. The Mayor stated she would like the Planning Commission to consider temporary adoption of the County of Caroline's Zoning Ordinance so that we would have it in place in July when the boundary line adjustment will become effective. Jim Heimbach stated that it is essential that zoning maps be completed prior to the boundary adjustment and requested that the Planning Commission report to Council their target dates or end dates for solid recommendations for their zoning and comprehensive ordinances.

Public Comment:

There were no citizens in attendance.

Old Business:

Council Vacancy:

Mayor Long read a letter that she received from Gladys Fortune in response to the Council's need to fill the unexpired term of Oliver Fortune, who passed away earlier this year. Her letter stated that she would like to be considered by the Council to fill the unexpired term of her late husband. Jim Heimbach stated that, while there is no one who could ever fully fill Oliver's seat on Council, Gladys will come as close as anyone possibly could. With that being said, Jim Heimbach entered a motion to accept Gladys Fortune to fill the unexpired term of Oliver Fortune. Motion was seconded by Della Mills. Motion carried. Town Clerk Terri Harrison will prepare an official letter of Council's actions addressed to Ray Campbell, Clerk of the Court, Caroline County. Gladys will need to be sworn in prior to the April meeting.

Town Website:

Jim Heimbach stated that the website is up and available; all minutes and agendas since 2009 are on the website along with contact information. The Planning Commission committee chair is listed as a contact, local businesses are listed, and there is a link to Historic Port Royal. The Council suggested that the website address be added to the bottom of the Town letterhead. Bill Henderson stated that he would have the address added to the town letterhead and he will forward the new electronic stationary to all Council members.

King Street Project:

The Council entertained a lengthy discussion with regard to the King Street Project. There are a few areas of the project that are causing some issues at the present time. The Department of Game and Inland Fisheries (DGIF)

has a moratorium on construction in the Rappahannock River through June so that the fish habitat is not disturbed. Therefore no work can be done with respect to installing the pilings for the soft launch/fishing pier until July, but the DGIF grant expires at the end of May, requiring all construction to be completed by that time. The second issue is with a Dominion Power live back-up wire in the area of the soft launch; this wire is exposed at low tide. Dominion Power stated that it is reflected on the GIS maps. The compromise Dominion Power offered the Town is that they will mark the location of the wire by hiring a diver to do this, and pass the cost of the diver to the Town. The estimated cost of the diver is approximately \$3250.00. Mayor Long stated that no funds for this will be taken from Town funds; the only funds that will be used will be grant funds. Jim Heimbach suggested that we accept this, but simultaneously request a \$10,000 or higher grant from Dominion Power for electrical work associated with the pier and soft launch. The last issue is one with clarification from the Deacons of Memorial Baptist Church regarding off-hours use of their parking lot for patrons of the pier and soft launch. Bill Wick will be scheduling a meeting and reporting back to the council.

Boundary Line Adjustment:

Survey/Bid. The Town has been advised by the County's attorney that there was some missing language in the last public hearing with regard to the boundary line adjustment, and therefore the Town will need to hold a second public hearing on the agreement between the County and the Town. Motion was made by Bill Wick to hold the public hearing on April 15th in the Town Hall prior to the regularly scheduled Town Council meeting. Motion was seconded by Jim Heimbach, motion carried. Terri will place an ad in the Caroline Progress on March 31 and April 7. An electronic copy of the advertisement will be sent to Terri by Bill Wick for submission of the notice.

Survey for Boundary Line Adjustment:

Motion was made by Jim Heimbach and seconded by Bill Wick to engage the services of WW Webb & Associates, PLLC, to do the necessary survey for the Town as part of the requirement to fulfill the package of documentation to be presented before the judge for the request of the boundary line adjustment. Estimated cost of services as reported by Bill Wick are \$6,500.00. Approximate length of time to complete the job is three (3) to four (4) weeks. Motion carried. Bill Wick will obtain a copy of the contract to be signed by Mayor Long and WW Webb & Associates, have it signed, make a copy for the Town files, and mail the original.

Water System Grant Procurement:

The Town Council discussed the need for additional help in researching available grants that may be suitable for the Town of Port Royal for the aging water system, tower, and lines. Jim Heimbach reached out to Kevin Byrnes to see if he would be available to work as a consultant for the Town of Port Royal, in an effort to seek grants and funding. Mr. Byrnes requested that Councilman Jim Heimbach speak to Tim Ware of the George Washington Regional Commission due to his past relationship with that organization. Jim Heimbach did, and was given their approval for the relationship. He was informed that Darren Coffey of the Berkley Group is acting as the consulting group for the George Washington Regional Commission. Mr. Coffey suggested that one avenue the Town might explore would be to privatize the system, whereby an individual or outside company purchases the water system and supplies the Town residents/businesses with their water. They are also responsible for rates and fees that the Town residents would be responsible for paying. After a lengthy discussion, motion was made by Bill Wick for the town of Port Royal to enter into an agreement with the consulting services of Kevin Byrnes, and that Jim Heimbach will be the immediate contact for Mr. Byrnes. Motion was seconded by Jim Heimbach. Motion carried. A copy of the agreement is attached with the minutes.

New Business:

Local Fire Safety Programs:

Mayor Long and Fire Chief Loftus met and reviewed the laws that govern the Fire Safety Programs and grant monies that the Port Royal Volunteer Fire Department have been receiving for several years. In past years, the Fire Department filed their necessary paperwork, the documents were notarized by Terri Harrison, Town Clerk, and submitted by the PRVFD. Once the payment was issued, it was made payable to the Town of Port Royal. The Town then disbursed the proceeds to the PRVFD. However, Mayor Long was advised by Chief Loftus that

these proceeds when received may remain in the Town's account and that the Fire Department personnel can meet with the Town to discuss what equipment they would like to use the funding for. The Town has the authority to limit the amount of money and to have some say in how these funds are to be disbursed. The Town may utilize some of the funds if in fact what they wish to use them for expenses that fall within the criteria set forth by the Fire Safety Programs Administrator. The Council made no determination on how the funds will be handled for the grant that has just been applied for that would be for the past two years.

Water Pump Update:

On March 15, 2014, the water system shut down. It was determined that Pump Number One was causing the breaker to kick, and Pump Number Two was not cycling on as it is set up to do by the relay switch. David Gonce, the water operator, was contacted. He called David Jenkins, who went to the well house and threw the breaker. David Gonce stated he was going to contact Atlantic Pump to have them come out and look at the pump and give a bid on fixing it. Mayor Long stated that she contacted Bob Harrie of Harrie Heating and Air. He too will give a bid proposal. The Mayor was given the authority by the Town Council to go with the lowest bid. Mayor Long stated that, since David Jenkins made two trips to the town, a thank-you note and a check for \$50.00 was in order. Council agreed. Terri will submit a check and a thank-you note to David Jenkins.

Work Session Dates:

April 8th – Work on Bill Wick's portion on Fees and Jim Heimbach's Chapter 2 completion.

April 14th – to finalize the budget portion.

Hearing no further business, the meeting came to a close. Motion to adjourn was made by Bill Wick and seconded by Della Mills. Motion carried.

Respectfully Submitted,

Marie Therese Harrison

Attachments:

Planning Commission Survey
Consulting Services Agreement
WW & Associates PLLC Bid Proposal
Public Hearing Notice

3/20/2014 3:50 PM