

Town of Port Royal

Joint Public Hearing of the Port Royal Town Council &

Port Royal Planning Commission

March 19, 2013 ~ 7:00 pm

The Port Royal Town Council met on March 19, 2013 at 7:00 pm for a Public Hearing on the Water Grant Procedure and their regular Town Council meeting in Town Chambers.

The meeting was properly advertised in the Caroline Progress and a quorum of both the Town Council and the Planning Commission was established.

Members present for the town council were Mayor Nancy Long, Bill Wick, Jim Heimbach, Bill Henderson, Della Mills, and Oliver Fortune. Monica Chenault was absent due to a work-related business trip out of town.

Members of the planning commission present were Chairman Alex Long, Terri Harrison, Elizabeth Heimbach, Mark Hampton, and Nancy Wick.

Mayor Long opened the public hearing at 7:00 pm; she welcomed those in attendance and thanked them for coming out. Mayor Long stated that the purpose of the Public Hearing was to review the water grant process and bring citizens up to date on the water grant application filing status and to adopt necessary documentation to become a part of the grant application. Mayor Long stated that due to snow and scheduling we would have to reconvene the public hearing on March 26th so that Mr. Jason Clark of WW& Associates, 3040 Avermore Square Place, Charlottesville, VA 22911 could be in attendance to go over the Preliminary Engineering Report.

Mayor Long stated that there was a sign-up sheet near the door for citizens to sign if they wished to make comments during the time allowed for public comment.

Mayor Long introduced Kevin F. Byrnes, AICP, of George Washington Regional Commission, Director of Regional Planning and Regional Demographer.

The meeting was then turned over to Mr. Byrnes who stated that this was the second CDBG Water Grant Public Hearing and presented a handout, a copy of which is attached to the minutes for public record. Mr. Byrnes stated that he would be summarizing policies and

certification statements required by the State. The handout summarized topics to be presented and discussed at the Public Hearing: a Master Resolution that enacts the appendixes that will be a part of the resolution if adopted; a handout calling for a continuance of the Public Hearing until 3/26 for the presentation by the Project Engineer on the Town Water System and recommendations; and final vote and discussion on the next steps to follow. The Project Management Team (PMT) is to meet on Wednesday, March 20, with the Project Engineer to review findings and recommendations of the Preliminary Engineering Report; discuss process to complete a partial "Environmental Review" to fulfill CIG application requirements; and identify prospective types of contractor services required to implement the project to be specified in Appendix E, Section 3 Business and Employment Plan. My Byrnes completed his overview and turned the meeting back over to Mayor Long for public comments.

Mayor Long thanked Mr. Byrnes for his report and asked if there were any citizens who wished to speak. The chair recognized Alex Long, Planning Commission Chair. Mr. Long first thanked the council for their long hours and their vision of seeing that there is a better way if we all work together. His stated to council that this is a "boot strap"; that council needs to look at the bigger picture with ideas of locating the water tower on the hill and installing fire hydrants. He recommends doing the best we can at this stage but look toward the bigger area/community. Councilman Heimbach stated that is very much in the minds of the PMT and the Council, to have larger water lines and fire hydrants, but indicated that there is a flow requirement that we may not be able to meet with the ground-tank option. The advantage of the ground tank is that it can be re-located if later down the road we wish to move it to the hill. Mr. Long stated that if the hydrants could at least be in place, even if capped off, so that they are readily available if in fact the time came that we could utilize them at such time as the lines could support the flow.

Jim Heimbach suggested that the town sign a formal contract with Historic Port Royal for a cultural evaluation. He will prepare the contract for signature. This will be included in the grant application.

Mayor Long asked if there were more comments; hearing none, she closed the public comment and recessed the public hearing until Tuesday, March 26, 2013 at 7:00 PM. The council took a ten-minute break and then opened their regular town council meeting.

Mayor Long stated that Monica was absent on business travel and she was glad that Oliver was back with us and doing well after his recent surgery.

Consent Agenda: Motion was made by Bill Wick and seconded by Oliver Fortune to accept the consent agenda. Motion carried. (Reports are attached to file along with Clerks report on audit, water bills, decal notification, grass bids, spring clean-up).

New Business:

VML Dues – Motion was made by Jim Heimbach and seconded by Oliver Fortune to pay the dues.

VSMP Requirements: Mr. Byrnes discussed with council the Virginia Storm water Management Program requirements, he stated that the regulations took effect in 2011, all cities and counties are required to comply, however towns are exempt. He provided a template that may be transferred to the town’s letterhead; He stated that the document could be brought to the meeting scheduled for April 21 for signatures and that this will allow us to qualify for an extension in order to comply with the ordinance for the administering of the storm water management. The council accepted the template and will comply with the ordinance.

Old Business:

Water Grant

Motion was made by Jim Heimbach to accept Resolution 13-01 with one change to specify the tank option based on the recommendation to be made by the PMT at its next meeting. Motion was seconded by Bill Wick. Motion carried.

Boundary Line Adjustment –

Mayor Long stated that the Board of Supervisors met on March 12th and agreed to enter into discussion to develop a Boundary Line Adjustment. Mr. Culley and MR. Finchum will serve on the committee for the county. No dates have been set for meetings.

King Street Update: Bill Wick reported that the committee is still in the planning stages and fact-finding and grant-obtaining status. Bill distributed a document showing a source of funds to be used for the project.

Veterans Memorial Update:

Bill Henderson reported that one person to date has made a brick purchase. Brick sales are slower than he had anticipated or hoped. He stated that members forming the organization are Jim Heimbach, Bill Henderson, Morton Upshaw, and Bill Carpenter.

JLUS -

Nancy reported that she had attended a basic meeting with AECOM who will be interviewing each town/county individually.

PRVFR -

Special thanks went out to Bill Wick for writing the grant application for the ladies auxillary for the Port Royal Volunteer Fire Department in an attempt to obtain funds for new kitchen appliances. The grant is offered by Rappahannock Electric.

Motion was made to recess the meeting by Jim Heimbach and seconded by Bill Wick. The meeting will continue on Tuesday, March 26, 2013, at 7pm in town chambers.

Respectfully Submitted,

M. Therese Harrison

Reconvene

March 26, 2013

The Port Royal Town Council and the Port Royal Planning Commission reconvened on Tuesday, March 26, 2013, for the continuation of their Public Hearing and Council meeting. Members of council present were, Mayor Nancy Long, Jim Heimbach, Bill Henderson, Della Mills, Monica Chenault, and Bill Wick. Oliver Fortune was absent due to complications from a recent surgery. The council expressed their well wishes for Oliver's recovery.

Members of the Planning Commission present were Chairman Alex Long, Monica Chenault, and Terri Harrison.

A quorum was established.

Mayor Long opened the meeting and introduced Jason Clark of W&W Associates and welcomed back Kevin Byrnes.

Mr. Clark provided a handout of his presentation to each council member, copy attached to permanent file. He reviewed the handout and was open for questions. Mayor Long stated that since there were no citizens in attendance, she would now open the floor to council or Planning Commission Discussion. Both bodies entertained a brief discussion with regard to the size of the proposed tower and the placement of the tower. Hearing no further discussion Mayor Long called for the close of the Public Hearing at 7:45pm.

The regular town council meeting then opened for continued discussion of the water grant with emphasis on Resolution 13-01.

It was further resolved by Jim Heimbach to adopt Resolution 13-01 with the amendments as noted to be changed. Changes are noted in yellow highlight in the proposed copy of Resolution 13-01. Motion was seconded by Bill Wick. Motion carried.

It was further resolved to adopt Resolution 13.02 by Jim Heimbach, and seconded by Bill Wick. Motion carried.

Bill Wick made a motion to adopt "Conflict of Interest" resolution as presented, copy attached for permanent record, to be a part of the grant application. Motion was seconded by Jim Heimbach. Motion carried and all members signed the resolution; Bill Wick agreed to carry the resolution to Oliver Fortune's home to obtain his signature.

The council discussed areas of possible weakness in the grant application process, Jim Heimbach indicated after discussion with Kevin Byrnes and Jason Clark they identified one area of need as being with the future maintenance and upkeep of the water system if we receive the grant and make the upgrades. The town presently operates with seven unpaid council persons, one part time clerk, and a licensed water operator. Jim Heimbach suggested to council that we put some language in the grant application stating that we intend to obtain the services of the engineering firm or other qualified persons to prepare for us a manual o how to maintain the new tank and system. Mr. Byrnes stated that GRWC will remain on call to assist with this type of request as well. The council agreed to the language and gave Jim Heimbach permission to insert the verbiage as he sees fit.

Mayor Long stated that the council needed to discuss future water rate adjustments. The council entertained a brief discussion on the proposed rates. Della Mills made a motion to schedule a Public Hearing on May 21, 2013 at 7pm to propose a rate increase of \$5.00 per month Residential and \$10.00 per month Commercial effective July 2013 and another rate increase of \$5.00 per month Residential and \$10.00 per month Commercial effective July 2014. Motion was seconded by Monica Chenault. Motion Carried. Notice will be placed in the Caroline Progress for two consecutive weeks prior to the May 21st meeting of the PRTC.

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

Respectfully Submitted,

M. Therese Harrison

Town Clerk