



Town of Port Royal

Established 1744

“Behold Us Rising”

**Port Royal Town Council
November 17, 2015
Council Minutes**

The Port Royal Town Council met on Tuesday, November 17, 2015, in the Town Chambers. Members present were Mayor Nancy Long, Vice Mayor Jim Heimbach, Bill Henderson, Phyllis Sue Carpenter, Della Mills and Gladys Fortune. Monica Chenault was absent.

A quorum was established.

The Town Clerk was in attendance. The Town Manager is presently on Medical Leave. (It was noted for the record that the Town Manager attended the meeting for the special presentation.)

Opening Comments:

Jim Heimbach reported that this Wednesday, November 18, at 7:00 p.m., there will be a public meeting in the Town Hall to discuss possible relocation of the new maintenance shed in the Port Royal Wildlife Refuge. Also on the agenda will be discussion of the placement of two observation stands in the Refuge, one overlooking the Rappahannock River and the other overlooking Roy's Run. Everyone is invited and your opinions are welcome.

At 4:00 that same afternoon, they will be doing a group walk-around to scout out possible locations for the maintenance shed and the observation stands. Again, everyone is welcome to join in the walk.

Bill Henderson, Treasurer of Historic Port Royal, Inc., shared with Council that HPR will be hosting a Christmas Open House on December 5; the cost per person is \$75.00. There will be two homes open, the Heimbachs' and the Farmers', and a trolley ride through town and ending back at the Town Hall's Portrait Gallery, for dessert. It was requested that the Town Hall have the Christmas decorations up by the Friday after Thanksgiving.

Certification of Closed Session

Pursuant to Section 2.2-3711 and in accordance with the Code of Virginia and the Freedom of Information Act, the Port Royal Town Council certified that during the closed session held at the close of the meeting of October 20, 2015, the only business discussed was with regard to employee Christmas Bonuses. The Mayor called for the Certification from each member of council present.

Vice Mayor Jim Heimbach, I so certify.

Bill Henderson, I so certify.

Phyllis Sue Carpenter, I so certify.

Della Mills, I so certify.

Gladys Fortune, I so certify.

Mayor Long, I so certify.

It is noted for the minutes book that Monica Chenault was absent from the meeting, therefore from the certification.

Public Comments:

Presentation: Chris Flora first congratulated Mayor Long on being elected to serve on the Caroline County Board of Supervisors.

Chris Flora has entered into a contract with Mrs. Patricia Posner to purchase the majority of the land in the block of the Town bounded by Main, Cumberland, King, and Back Streets. Mr. Flora addressed Council with regard to his interest in the Town and to seek clarification of town zoning. A copy of his letter and proposal is attached to the minutes for permanent record.

Approval of Minutes and Acceptance of the Finance Report:

The minutes were received by Council; there was a correction noted with regard to the name of the new business owner, changing from Bill Green to Bob Green. Motion was then made by Bill Henderson to accept the minutes as corrected, and the finance report as presented by Jim Heimbach, Finance Committee Chairman. Motion was seconded by Della Mills. Motion carried.

Mayor's Comments:

Mayor Long welcomed the Town Manager back, who was present for part of the meeting. (It is noted for the record that the Town Manager, Bill Wick, is on medical leave while he recovers from major back and spine surgery).

Town Manager's Report:

None

Old Business:

Asset Management Program -- Jim Heimbach reported that he and Bill Henderson have been working to create a data base of all assets of the town and compile a timeline as of purchase dates, scheduled maintenance, etc.

Port Royal Landing Pier Update – Jim Heimbach reported that the pier is nearing completion. Anticipated date of being finalized is end of November, weather permitting.

Acquisition & Installation of Security Cameras – Mayor Long stated that she has met with MetroCast and they can put in a line now on King Street. She plans to meet with Dillard Alarm on November 18, 2015, to look at the possibility of security cameras. She will report back at the December meeting.

Physical Address on Front of Town Hall – Bill Henderson painted a piece of wood matching the colors of our new Town Hall Sign, and placed the 911 address on it and adhered it to the front of the building. Mayor Long shared that the new pier has been given a 911 address—1 King Street. The Council discussed placing a sign at that location.

Update on US Postal and 911 Addresses – Tabled. No new information to share at this time.

Extension of Caroline Street and Proposed Light Addition: Mayor Long stated that she has met with the Farmers and the Fussells and they would accept the road being taken into the VDOT maintenance agreement; however, they do request a “No Parking after Dark” sign placed at the end of the road, and they would prefer not to have a street light installed. Mayor Long also spoke with Thomas Golden regarding the extension of his street being taken into the VDOT maintenance agreement. He very much wants to have it done. Mayor Long pointed out to him that it would make it become a public street, and that would take away his extra personal parking. He stated he was fully aware of that and still would like to have it taken in. Mayor Long suggested that Council prepare an official Resolution to VDOT for 35 MPH all the way on Rt. 301 within Town limits and the taking in of the streets into the Maintenance Agreement. Bill Henderson stated we should get all the things needing VDOT attention listed in the Resolution. Nancy Long will prepare a draft Resolution and bring it to the next Town Council Meeting for Council Review.

Update on repairs requested by Gladys Fortune – The Council was informed that repairs that are still pending. The Council decided that they would take this project on themselves; Bill Henderson and Edgar Yates will do the repairs to the yard and also at the same time do the repairs to the large hole behind the Fire House.

Charter Day Report on Income and Expenses – Tabled

Seasonal Flags – The Council agreed to purchase 24 Merry Christmas banners and 24 Season's Greetings banners. Jim Heimbach proposed authorizing Bill Henderson to purchase more brackets and poles as necessary to put up the banners all the way to the Intersection of Rte. 17 and Rt. 301. Council accepted this proposal.

Water System Fee Review with County – Mayor Long met with Joey Schiebel to go over fees with the county. Nancy Long suggested that the Council consider increasing water rates by \$5.00 again in June or July. No report has been finalized to date.

Update on Electric and Water Installation at the Town Hall – Tabled

Update on Appropriated Items: Ladder, Coffee Pot, Microwave, Heat Unit in Office – Tabled

Tree Lighting – Due to conflicts, the date of the tree lighting is changed to December 11 at 5:00 PM. It will be a smaller event than the past few years. Mayor Long will make sure that the churches are made aware of the date and time change.

New Business:

Appropriation Request from the PRLF to Northern Neck Marine Construction -- Motion was made by Jim Heimbach to appropriate \$1,800 from the Port Royal Landing Fund to Northern Neck Marine Construction for improvements to the soft launch. Jim assured Council that the money is available in the Fund. Motion was seconded by Bill Henderson. Motion carried.

Flora Land Co. Issues – The Council reviewed briefly the questions that Mr. Flora presented. Alex Long, Chairman of the Planning Commission, advised Council that there presently is not zoning on the Town's Book for townhouses. Alex stated that also an amendment to the Comprehensive Plan needs to be made. The Council will further review with Kevin Wightman, the Building Official.

Letter to Council -- Mayor Long addressed the Town Council with a letter of resignation, effective December 31, 2015, at midnight. She will be joining the Caroline County Board of Supervisors. The Council wished her well.

Hearing no further business, the meeting came to a close.

Motion to adjourn was made by Gladys Fortune and seconded by Della Mills. Motion carried.

Respectfully Submitted,

Marie Therese Harrison

Enclosure