

**Town of Port Royal
Council Minutes
November 19, 2013**

The Port Royal Town Council met on Tuesday, November 19, 2013 for both a Public Hearing on the Proposed Boundary Line Adjustment and the regular Town Council meeting.

Members present were Mayor Long, Jim Heimbach, Bill Henderson, Della Mills, Monica Chenault, and Bill Wick. Council member Oliver Fortune was not in attendance as he is recovering from a recent surgery.

A quorum was established.

The meeting opened promptly at 7:00 pm. The minutes of the Public Hearing are recorded separately.

Agenda Changes:

Jim Heimbach requested that the Town Management item be taken out of closed session and moved back to the open session under new business. Nancy Long added speed limits in town.

Consent Agenda:

Motion was made by Jim Heimbach and seconded by Bill Wick to accept the Consent Agenda. Motion carried.

Public Comments:

Morton Upshaw addressed the council with a question with regard to the proposed boundary line adjustment; he wanted to know if the council has a specific layout of the area. The Mayor stated that the map on the wall outlined the proposed areas.

Bill Henderson discussed the brick sales and that he hopes after the holidays to submit the first order. He also stated that some families have purchased more than one brick; he stated that his intention is to place family members as close together as possible.

Phyllis Sue Carpenter stated that she felt that Charter Day was a huge success. She stated that the committee members should be highly commended for their good works.

Old Business:

JLUS – The Mayor reported that the committee had met this week with the County, Town of Bowling Green, and A. P. Hill. She reported that there was some dissatisfaction with the consultants and that they requested also some formatting changes.

King Street Project:

Jim Heimbach stated that he had been in contact with the Park Service with regard to the possibility of changing the name of the project. They stated that there would be no problem with changing the name, if the council so desires. The Mayor suggested that over the holidays, the members of council begin thinking of some possible names.

Jim Heimbach reported that he has contacted ten companies who have expressed interest in receiving RFPs (Request for Proposal) for the project. He stated that the proposals had to be submitted to him

by 6:00 pm on Friday, November 22, 2013. He is hoping to receive between 3 and 5 proposals. He stated that a committee needed to be formed for final review of the proposals and suggested possible members. The final decision will be based on price and competitive range. The council agreed with Mr. Heimbach's recommendation that the committee should consist of three people with not more than one from the town council. Since Bill Carpenter was in attendance, Mr. Heimbach asked him to serve, and he agreed. Jim Heimbach will be the lead on this committee and indicated that he plans to invite Sharon Farmer to be the third member.

Tree Lighting:

The Tree Lighting will be December 13th beginning at 5 pm. The Episcopal Church Women will be providing two types of soup for the event, serving from the Fire House. Terri will put up the Christmas decorations on the town hall after Thanksgiving; the tree to be used will be the original tree closer to the Fire House where the festivities will be centered.

New Business:

Town Website:

Jim Heimbach reported that he is in the beginning, very early stages of setting up the Town website. The site is up for viewing, but he again emphasized that it is far from completion. The address is www.townofportroyal.us. He noted that e-mail addresses will be available for all members of Town Council and the Planning Committee.

VSWMP –

The Mayor stated that this is a required ordinance. She stated that the County has agreed to administer the ordinance for Port Royal and the Town of Bowling Green. Steve Manster is going to send the Mayor a copy of the draft ordinance. She will forward it to Council once received. The deadline for completion is January 15th, 2013. Jim Heimbach, Bill Wick, and Nancy Long were agreeable with the County overseeing the draft VSWMP ordinance. Bill Henderson and Monica Chenault wish to review it and will give their determination to Nancy Long prior to Jan 15th if they agree to allowing the County to oversee the ordinance.

BOA-

The town has had their Public Hearing, the town has a statement by the Board of Supervisors that once the town finishes this, we can always come back to the County for more. Motion was made by Bill Wick to accept the Boundary Line as it has been modified, as indicated on the map. Motion was seconded by Monica Chenault. Motion carried.

Christmas Bonuses – The council by common consent agreed to the following Christmas bonuses for 2013: Terri Harrison \$100.00, clerk & treasurer; Edgar Yates \$50.00, maintenance; Jackie Stearns, \$25.00, cleaning. The Council also elected to give Kevin Wightman a memorial brick.

Ordinances:

The council entertained a lengthy discussion on the town's ordinances and the state they are in at the present time. The council discussed the possibility of reviewing and possibly using the town of Bowling Green's ordinances with appropriate changes that would make them more suitable to the Town of Port Royal. Mr. Heimbach suggested that, whatever action the Town takes to make the

Town ordinances current, at such time we revoke all past ordinances. Mr. Heimbach had downloaded Bowling Green's code and will forward to each member of Council a suggested section to review and make changes/comments. The work will then be brought back to the Town Council and then forwarded to the Planning Commission for their review. Once the Planning Commission is finished reviewing the work, they then will send it back to the Town Council. The Council will hold a Public Hearing and then adopt the new updated ordinances.

Speed in Town:

The mayor stated that she had received a citizen complaint on members of the Town Council speeding through town. She stated that we all need to be mindful of the speed and set a good example.

Electronic Communication:

Della Mills reported on the need for council and staff to be more careful with e-mail communications. All communication via email should be copied to the Town's email address and then Terri should print and make a notebook of all correspondence. That makes it available should someone request to see it. Jim Heimbach stated we need to determine what we need to keep. Monica stated that State Law requires that documents be retained for 3 years.

Computer Update:

Terri was requested by the Mayor to begin researching computers and to do some price comparison. This can be done over the holidays and reported back at a later Council meeting.

Town Management Proposal:

Jim Heimbach stated that with the expansion of the town there will be a need for additional staff to assist the needs of the citizens. A proposal was distributed (copy attached to minutes book). The Council agreed that additional staff would be necessary; the Council will review the recommendation and report back at the next meeting.

Planning Commission:

Regular meeting dates have been set for the first Monday of each month at 7 pm in the Town meeting room.

Town Crier:

The town council named Mike Newman as the official Town Crier. Hearing no further business, the meeting came to a close at 9:25 pm

Motion to adjourn was made by Jim Heimbach and seconded by Della Mills. All members of council were in favor.

Respectfully Submitted:

Terri Harrison
M. Therese Harrison
Town Clerk