



# Town of Port Royal

Established 1744

*“Behold Us Rising”*

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Port Royal Town Council Meeting  
October 15, 2013

The Port Royal Town Council met on Tuesday, October 15, 2013, at 7:00 pm for their regular Town Council meeting. Members present were Mayor Long, Jim Heimbach, Bill Henderson, Della Mills, Monica Chenault, and Bill Wick. Oliver Fortune was absent.

A quorum was established.

The Mayor called for an affirmation of the closed work session held on October 7<sup>th</sup>, at 6 p.m. on the Boundary Line Adjustment.

Jim Heimbach, Bill Henderson, Della Mills, Monica Chenault, Bill Wick, and Nancy Long certified that to the best of their knowledge, only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the Closed Meeting to which this certification applies, and only such public business matters as were identified in the motion by which the said Closed Meeting was convened were heard, discussed or considered by Council.

Motion was made by Bill Wick to close the closed meeting; motion was seconded by Jim Heimbach. Motion carried.

**Agenda Changes:**

Report on the new toddler swing: Jim Heimbach reported that the new toddler swing that he and Liz donated to the town is now installed; he thanked Bill Henderson for his assistance in the installation of the swing.

Mayor Long thanked all those who were able to attend Mr. Taylor’s meeting. She was unable to attend herself do to a scheduling conflict.

**Consent Agenda:**

Motion was made by Jim Heimbach and seconded by Della Mills to accept the consent agenda, which included the minutes from the September 17<sup>th</sup> Council meeting, the October 9<sup>th</sup> work session, and the treasurers’ report. Motion carried.

**Zoning and Building Inspector Report: Kevin Wightman**

Kevin met with Council to go over some regulations as outlined by the Uniform Statewide Code. He stated that property maintenance in Port Royal is enforced on a complaint basis. He reviewed requirements with respect to the rules which govern the enforcement of grass cutting and the requirement for parking to allow for ingress and egress. Fire and rescue services must be accessible to each mobile home. Della Mills stated for the record that she has both a personal and business interest in this topic of discussion. Kevin stated that each lot must have adequate parking or there must be communal parking made available. Mr. Wightman stated that you cannot enforce something if you can’t prove where the lot lines are. It was noted for the record that

there was not a layout of the park available showing lot lines and boundaries for the council or Kevin Wightman to view.

**Public Comments:**

None

**Old Business:**

BLA – Mayor thanked the Council for their continued work on this project. The Mayor reported that we are currently waiting for the revised map. Once that is received, she, Bill Wick, and Jim Heimbach will review the wording and legal descriptions and proof the document. The Council discussed a date for their public hearing. Bill Wick will clarify the number of days and appropriate dates for the public hearing notices to run in the paper. He will report back to the clerk and the mayor. The Council is considering the advertisement to run on November 7<sup>th</sup> and 14<sup>th</sup>, and to hold the public hearing on the 19<sup>th</sup> at their regular meeting date, beginning at 6:00 pm. \*(These were only suggested dates and times and not agreed upon by Council). The Mayor stated that the County plans to hold their public hearing on the 26<sup>th</sup> of November. The Mayor will notify Council as to the final date and time of the Town’ public hearing after Vice Mayor Wick clarifies notice requirements.

**JLUS-**

Tabled

**Port Royal Landing –**

Mayor Long reported that the meeting went well with the National Park Service. They were happy with the amount of parking that is available.

Jim Heimbach stated that he could see the possibility of some confusion with the name we have given the project, i.e., “Port Royal Landing.” Since there is already a subdivision in the Port Royal area with that name, he felt that the Council should consider changing the name. He suggested “Port Royal Harbor.” The Council was in agreement about the possible confusion but did not agree on or vote on a new name or take action. Mayor Long stated that she was not sure that the name at this point could be changed. Jim Heimbach offered to draft a letter to send concerning the possibility of the name change. Mayor Long will forward to Jim Heimbach the address and contact person.

**Historic Port Royal – Water Connection –**

The Council discussed the previously approved motion, which was made by a prior council) with regard to the water connection for the Doctor’s Office located adjacent to the Town Hall on King Street. Historic Port Royal will be responsible for the actual cost of the connection by a licensed plumber and will pay to run the line. The Town will not charge Historic Port Royal a connection fee as outlined by the Town water ordinance. This fee was waived by prior motion. The Council, at the time that Ken Clark passed away, stated that their wishes were to place a water fountain on the town green near the Doctor’s Office at some time as a memorial to Ken Clark, the water operator for the town of Port Royal who died of Cancer. The Council will continue to research the cost of a water fountain.

**Water Bills –**

The water bills are mailed and current. A few residents claimed not to have received the last billing. All bills are being sent monthly; a standard bill is sent to all water account

holders on file and any accounts with an unpaid balance receive a separate invoice for past-due charges. The clerk plans to send out water bills on the first week of the month, prepare past-due letters on the second week of the month, type minutes of Council meetings on the third week of the month, and run off copies of the next billing cycle on the fourth week of the month.

**Tree Lighting** –The 6<sup>th</sup> annual tree lighting will be held on the town green on December 13<sup>th</sup>. Saint Peter’s will be offering soup and bread, hot chocolate, and cookies. They will be using the Fire Department kitchen and seating hall. Mayor Long suggested that the town allow \$75.00 to purchase cookies and ornaments for the tree. Motion was made by Bill Henderson and seconded by Bill Wick to give \$75.00 towards the purchase of the cookies and ornaments. Motion carried.

**New Business:**

Bill for Ceiling Repairs – Mayor Long reported that the drop ceiling in the clerk’s office gave way due to age and the type of materials used in supporting the ceiling tiles. The repair work was completed in a timely manner so as not to interrupt the hours of operation of the Port Royal Branch Library. The Council commended Mayor Long for taking care of the repairs so quickly. Jackie Stearns was contacted and came out and gave the office and library an additional cleaning for the month at a cost of \$45.00. The Council approved the regular cleaning date for Jackie, which would be the next week. Mayor Long asked that the clerk contact her and request her to clean the window sills, shades, and glass. Motion to approve the additional cleaning for the month was made by Jim Heimbach and seconded by Bill Wick. Motion carried. Mayor Long expressed that the credit goes to Rick Chenault for arranging for the repairs to be done on a Saturday.

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

Respectfully Submitted,

M. Therese Harrison  
Town Clerk/Treasurer