

Town of Port Royal

Council Minutes October 21, 2014

The Port Royal Town Council met on Tuesday, October 21, 2014, for their regular Town Council meeting. Members present were Mayor Nancy Long, Vice Mayor Jim Heimbach, Bill Henderson, Phyllis Sue Carpenter, Monica Chenault, Della Mills and Gladys Fortune.

Town Manager Bill Wick was present.

A quorum was established.

Announcements, Agenda Additions:

Mayor Long stated that the Parks and Recreation Department will be having a Halloween Party at the Fire House on October 28, 2014.

Vice Mayor Heimbach stated that Historic Port Royal will have their regular general meeting on October 28, 2014 at 7pm in Town Chambers.

Minutes & Treasurer's Report:

The Packet of information provided to the Council contained the draft version of the September 16 meeting of the Town Council. However, each member had received electronically the corrected version. There were some misspelled words noted in the draft version. The Clerk stated she would re-send to all members of Council the corrected version on Wednesday following the meeting.

Motion was made by Jim Heimbach to accept both the Treasurer's Report and Minutes from September 16, 2014, and October 7, 2014. Motion was seconded by Gladys Fortune. Motion Carried.

There was some discussion with regard to the updated second revision of the Meals Tax Form. Members of Council had received a copy. The Clerk asked that one be forwarded to her for the office. Bill Wick stated he would send one the next day electronically.

Town Manager's Report:

Copy attached. The Clerk asked the Manager if he would forward a copy of his report electronically for this report and for future reports. He stated that would not be a problem and said that he would send one out on Wednesday following the meeting.

It was noted for the record and for the purposes of updating the Town website and Facebook page that the Town Manager would keep regular office hours on Mondays from 9:15 AM to 11:45 AM.

Old Business:

King Street Progress Report:

The report was given by Jim Heimbach and Bill Wick.

Jim Heimbach reported that the Virginia Department of Game and Inland Fisheries (DGIF) grant of \$10,000 is a reimbursement grant, therefore the work must be completed and the funds expended prior to submitting an application to receive the proceeds. The money must also be spent prior to the end of December 2014.

The King Street Project is also funded by a National Park Service grant in the amount of \$28,000.00. That money can be made available prior to expenditure of funds, but it is currently enmeshed in Federal paperwork result from original assignment of an incorrect DUNS number—the DUNS for Port Royal, South Carolina, rather than Port Royal, Virginia. Getting this error corrected has turned out to be a major hassle.

After a discussion with regard to the completion of the soft launch by Northern Neck Marine Construction for a total cost of \$14,115.00, of which the Town has already made payment in the amount of \$7,000.00, motion was made by Bill Henderson to remit payment from the Town funds in the amount of \$7,115.00 as a loan to be reimbursed once the grant proceeds are received. Motion was seconded by Della Mills. Motion carried.

Jim Heimbach made a motion to approve Appropriation #201410-01 in the amount of \$7,115.00 to Northern Neck Marine. Motion was seconded by Bill Henderson. Motion carried. Disbursement will be made following this meeting. A request for check form will be prepared by Bill Wick, Town Manager.

MetroCast Update:

The Town Manager stated that a public hearing is not needed to renew the contract with MetroCast. Motion was made by Jim Heimbach for the Town to renew the contract. Motion was seconded by Monica Chenault. Motion carried.

Next Council Meeting:

On November 4, 2014, at 7:00 PM, the Council will meet at Anthi's Restaurant. The reason for this venue is that the Town Hall will be used as a voting place. Bill Wick will contact Anthi's to ensure that space is available in the back meeting room.

Charter Day Update:

Monica Chenault, Committee Chair for the event, gave a report. Her calculations show the expenses to be \$4,753.53 and the income to be \$4,668.00. She stated that the calculations are not final as she is waiting on the cost of some expenditures from the Town Clerk. The Clerk stated that she has not received all the income that is still outstanding or all the bills or invoices for payment. The committee was commended on doing such a great job with this event. It was noted that one couple who attended the event and participated would like to help the committee in the future with some items for the silent auction table from their mother's estate.

Back Room Project:

The Town Manager reported that he would like to utilize the side room/closet area of the meeting room as a place to keep a coffee pot and things of that nature for meetings so that there are some minimal refreshments available, e.g., bottled water. Therefore the plan of action is:

- Evaluate the contents of the back shed on the back of the Town Hall to see if the water operator can utilize any of the water-related items. The Water Operator has been contacted and will be down within the week to evaluate.
- The Mayor and Town Manager will meet with Edgar Yates to determine what items need to be discarded, sold, or maintained.
- Any proceeds received from the sale of the scrap, e.g., old pipes or other metal, will be turned over to the Town of Port Royal.
- Bill Henderson will work with Edgar with regard to the building of shelves to house items that presently are stored in the side room/closet area. Bill Henderson was given a budget of \$200.00 for shelving.

Election:

The Mayor reminded Council that the Election is November 4. The Council Room and the Library will not be available the day before the election, the day of the Election, or the day after until all election materials have been removed.

Internet Access for the Town Hall:

The Council entertained a brief discussion of the pros and cons of the Internet access provided by the library and available after-hours. Some members of the Council felt it encouraged vandalism, while some members felt it was a necessity for adults and children who might not have Internet access available in their homes. The Council discussed whether the library should turn off the WiFi when it is not open. Jim Heimbach stated that he had spoken to Maureen Dorosinski (the Caroline County Library Director) at the last Ruritans meeting, where she was the guest speaker. She said that she would check with the other libraries in the County to see how this is handled. Bill Henderson stated that the Wi-Fi is an Attractive Nuisance; Della Mills is opposed to turning off the Wi-Fi. Jim Heimbach stated that he was reluctant to turn off the internet unless you can prove the vandalism is done by the same kids using the Wi-Fi. The decision rests on the Library staff, not the Town Council. All agreed that a larger police presence would discourage vandalism, and Mayor Long will contact Tony Lippa to ask for additional patrolling. No determination was reached by Council regarding the library's WiFi.

It was, however, agreed that the Town should have its own Internet access, and the Town Manager was charged with discussing the matter with MetroCast to establish the cost. This discussion is also to include the possibility of bundling telephone service with Internet access to replace the Town's current Verizon telephone service.

New Business:**Meeting with the USDA Agency for Rural Development :**

A meeting is scheduled for November 6, 2014, at 7:00 PM in the Town Hall.

Town Meeting on the Water System:

A Town Meeting will be held on November 11, 2014, at 7:00 PM, at the Fire House. The focus will be for members of Council to describe the options available to the Town regarding the water system and to solicit the views of Town residents.

Payroll:

Procedure set for the administering of the payroll. All payroll checks will be prepared prior to the Council Meeting date for that month's payroll. The checks will not be distributed until after the end of the month. This will streamline the necessary signatures and request for check forms that must be signed. The paycheck for the Town Clerk/Treasurer will be authorized by the Mayor or Vice Mayor and signed by the Town Manager; the paycheck for the Town Manager will be authorized by the Mayor or Vice Mayor and signed by the Town Clerk/Treasurer; all other checks will be authorized by the Town Manager and signed by the Town Clerk/Treasurer.

Christmas Tree Lighting:

The lighting of the Town Christmas tree is set for December 12. The Ladies of Saint Peter's have offered to provide dinner. A committee was formed for this event. Members include Nancy Long, Jim Heimbach, Phyllis Sue Carpenter, and Bill Wick. Edgar Yates will place the wreaths on the Town Hall windows sometime between Thanksgiving and the first day of December.

Christmas Bonuses:

The Council agreed by common consent to give the town employees Christmas Bonuses as they have in the past, with the addition of Bill Wick.

Agenda for Next Council Meeting:

Council was reminded that the next Council meeting will conclude the review of Chapter 4.

Hearing no further business, motion was made by Della Mills to adjourn the meeting. Motion was seconded by Gladys Fortune. Motion carried.

The meeting came to a close at 9:25pm

Respectfully Submitted:

M. Therese Harrison