



Town of Port Royal

Established 1744

“Behold Us Rising”

Town of Port Royal Council Minutes September 15, 2014

The Port Royal Town Council met on Monday, September 15, 2014, at 7:00 pm in Town Chambers. It was noted that the change in the regular meeting time had been properly posted in the Post Office and had been placed on the Town’s Facebook Page.

Members of the Council present were Mayor Long, Vice Mayor Jim Heimbach, Bill Henderson, Phyllis Sue Carpenter, Monica Chenault, and Gladys Fortune. Della Mills was unable to attend the meeting. Bill Wick, Town Manager, was in attendance.

A Quorum was established.

The Mayor welcomed all and called for any corrections or changes to the agenda.

- The Mayor stated that she had one addition, an update on the Community Engineering Corps (CEC).
- Jim Heimbach reminded everyone of the Ruritans meeting on Thursday the 18th. The speaker will be Calvin Taylor. Those wishing to attend for dinner should arrive around 6:30 pm, and those not wishing to have dinner, 7:15pm in the Port Royal Fire Department’s meeting room.
- Jim Heimbach reminded Council that next Monday (Sept. 22) at 4:00 pm, the Port Royal Unit of the Rappahannock Refuge will hold a meeting. They will meet at the entrance of the Refuge, weather permitting. If the weather does not cooperate, the group will meet at the Town Hall in Town chambers. New signage boards will be installed within the next couple of weeks at the Refuge.
- The Lyra Concert at St. Peter’s will be held tomorrow night, Tuesday the 16th of September, at St. Peter’s Episcopal Church. This is a Russian singing group. Mayor Long emphasized that children are encouraged to attend.

Consent Agenda:

Motion was made by Jim Heimbach to accept the minutes and the treasurer’s report as presented. Motion was seconded by Bill Henderson. Motion carried.

Council members reviewed a few areas, and the following guidelines were set.

- Water bills will be pre-labeled and mailed on the 5th of each month.
- Future financial reports will be out a week prior to the meeting after review by the audit committee (Jim Heimbach & Della Mills).
- Minutes will be out by Friday following the meeting.

The Council discussed the present meals tax form. Motion was made by Monica Chenault to amend the current meals tax form to eliminate the deductions language presently on the form. There will be a due date and there will be a fee for filing late. Motion was seconded by Jim Heimbach; motion carried.

Town Manager's Report:

A copy of the Manager's report is attached for review. Monica Chenault stated that she and Bill Wick have been traveling around to local events to meet with vendors and to invite them to Charter Day.

Old Business:

Jeff Sili of the Caroline County Board of Supervisor was unable to attend meeting due to illness.

MetroCast Television Franchise: Bill Newborg, General Manager for Virginia, addressed the Council, stating that MetroCast presently serves the Town and operates in nine states. He stated that, unfortunately, the franchise tax is no longer is paid to the localities but to Virginia; however, the only portion which is paid to the localities is the Video piece. In order to move forward, a Public Hearing must be held, Motion was made by Monica Chenault to hold a public hearing on the next regular Town Council meeting date at 7:00 pm. Motion was seconded by Bill Henderson; motion carried. Bill Wick will place the ad in the Caroline Progress.

King Street Report: Jim Heimbach reported that things are moving along well on the project. He met with Frankie Davis with Northern Neck Marine Construction and gave him the go-ahead last Wednesday to begin the project. He has signed an agreement for about \$14,000. He will need \$7,000.00 before they will begin the work, which will begin this weekend. They will be putting up a turbidity curtain and the soft launch should be completed in 5 to 7 days. Before Frankie Davis can begin the work on the pier itself, he needs to receive \$20,000, which will come from the Natural Park Service grant. Overall, the pier is underway; however the pier will have to be straight for now without the original idea of the T on the end. However, as funds are obtained the pier may be added on to.

Work Sessions: The Mayor received clarification that votes may be held at any properly advertised meeting of the Town Council; however, conduct of a work session is set by protocol. After a brief discussion, the Council stated that, going forward for the remainder of the 2014 calendar year, the Port Royal Town Council will hold two meetings per month: October 7 and 21, November 4 and 18 and December 2 and 16.

The Work Session set for September 22, 2014 at 7 pm will be to discuss the Health Department Grant possibilities, the Work Session dated September 29 will be an opportunity for AquaVirginia to speak. The Council will mail out a flyer, and have the Fire Department room reserved in case there are a large number of citizens in attendance

During the October 7 meeting, Council will review Chapter 4, and at the meeting scheduled for November 4, the Council will discuss Chapter 5. Since November 4 Election Day, and the Town Hall will be in use for voting, the Council will meet at Anthi's Family Restaurant. The Town Manager will put up notices.

Outstanding Accounts: Motion was made by Bill Henderson and seconded by Monica Chenault to approve appropriations 201409-03 and 201409-04, which will allow remittance to AlexCom in the amount of \$4,550.00 and \$7000.00 to Northern Neck Marine Construction for the Port Royal Landing.

Motion was made by Jim Heimbach to pass appropriation 201409-05 to remit payment to Webb and Associates in the amount of \$3,250.00 which represents half payment. Motion was seconded by Phyllis Sue Carpenter. Motion passed.

Motion was made by Nancy Long to pass appropriation 201409-06 to pay Caroline Progress one half of the balance due from the printing of the Public Hearing notices in the amount of \$741.00 for June 19, 2014, advertising. Motion was seconded by Jim Heimbach, motion carried.

Charter Day Committee Update: Monica Chenault, Committee Chair, reported that the event plans are going well. She reported, however, that they have lost their help with advertising costs due HPR no longer being involved with the event. She was notified by Cleo Coleman, President of Historic Port Royal, that the Board of Directors had revisited the idea of partnering with the Charter Day Committee and having homes open for tours, and decided that they would not be participating this year. Monica reported that she has 29 reserved spaces to date for vendors; 26 spots have either been paid or are delegated. She stated that she is in need of volunteers for the event. She asked if the ABC license was in the office, she was advised that it is in the file with the vendor applications. She stated that at this time, we have not had any businesses interested in corporate sponsorships. She has mailed out letters to local businesses in Caroline County inviting them to be involved with the Town. She stated that Belle Grove has given the committee a gift certificate for a night's stay and she has been told that Union First Market Bank will be donating a gift basket. She stated that she and Bill Wick have visited several other events in the area to seek out new vendors. The committee have all worked long hours together and have done a great job.

Second Quarter Budget Appropriations: Motion was made by Jim Heimbach to accept the proposed second quarter budget appropriation form (2QFY2015) in the amount of \$10,340.00. Motion was seconded by Gladys Fortune. Motion carried.

Motion was made by Jim Heimbach to establish the following accounts:

- Port Royal Landing Fund
- Contingency Fund
- Capital Fund
- Charter Day Fund
- Fire Programs Fund
- Mayor's Discretionary Fund
- Town Manager's Discretionary Fund
- Veterans Memorial Fund

Motion was seconded by Monica Chenault. Motion carried.

New Business

Ebenezer Baptist Church has requested use of the Town Green and the restrooms for their annual walkathon on Oct 25, 2014. They also requested permission to park some Antique Cars along the Town Green. The Council granted permission. Bill Wick will be responsible for opening the Town hall so that they may utilize the restrooms.

Protocols for Town Hall Usage: Bill Wick will maintain a log for usage of the Town Hall. Anyone wishing to make use of the meeting room will contact Bill Wick and he will notify Council when a request is received. When the room is utilized, someone from the Town Council or staff must be available to open and to lock up at the time the meeting is over. (It was noted for the record that Richard Moncure has requested usage of the meeting room on Friday at 10:00 AM to talk about fracking with Floyd Thomas and Wayne Acors. Bill Henderson stated that he felt that we must be mindful that if there is a topic in the future for which the meeting room is requested to be used, that we must in turn allow both sides of the topic, if requested to be permitted to use the room.)

Town Hall Vents: Bill Henderson reported that he has received bids from two companies for the placement of vents where the openings are around the Town Hall building at ground level. First bid came from Mark Henderson in the amount of \$1,200 for the ten (10) vents. The second bid came from R&M Maintenance in the amount of \$900.00 for the same scope of work. Motion was made by Bill Henderson to award the job to R&M Maintenance for the placement of the 10 vents. Motion was seconded by Jim Heimbach. Voting for were Mayor Long, Jim Heimbach, Bill Henderson, Phyllis Sue Carpenter and Gladys Fortune. Abstaining was Monica Chenault, who recused herself due to the conflict of interest. Motion carried.

CEC Update: Mayor Long stated that the Community Engineering Corps needs a form signed and returned. Nancy Long will read the form and sign off on it. Council supported this decision

Motorized Toys: Mayor Long reminded Council that anything motorized must be licensed to operate on the Town streets. If anyone is seen operating an unlicensed vehicle, toy, or moped on Town streets, they are encouraged to try to get a picture and to contact the Sheriff's Department. Mayor Long stated she would also like Council to consider passing a Golf Cart Ordinance to allow for the usage of them on Town streets.

Hearing no further business, the meeting came to a close at 9:40 pm. Motion to adjourn was made by Jim Heimbach and seconded by Monica Chenault. Motion carried.

Respectfully Submitted

Terri Harrison

Attachment: Town Manager's Report