



The Town of Port Royal
Town Council Minutes
March 10, 2020

The Port Royal Town Council met on Tuesday March 10, 2020 at 6:00 PM in Town Chambers for their regular monthly town council meeting.

Sherry Gravatt of Atlantic Union Bank arrived at 5:30 for updating of signature cards on the town bank accounts prior to the beginning of the meeting.

The Mayor called the meeting to order.

Roll was taken by the Town Clerk.

Members present: Mayor Long, Vice Mayor Sharon Farmer, Donna Wilkerson, J P Wilkerson and Jeff Isaacs. Absent: Bill Henderson and Gladys Fortune,

Others in Attendance: Allyson Finchum, Town Manager & Zoning Official, Terri Harrison, Town Clerk, Nancy Quesenberry and Cookie Davis.

A quorum was established.

Presentation of Resolutions; The Mayor called each recipient up individually and read the resolution presented to each. The resolutions were each framed similar to the one received earlier this year by Cleo Coleman.

(copies of the resolutions are in the February council package).

- Travis Quesenberry
- Bill Henderson
- Terri Harrison
-

Amendments to the Agenda:

None

Public Comment:

None, no public in attendance after the presentation of the Resolutions.

REPORTS OF THE TOWN COUNCIL:

- Sharon Farmer, Vice Mayor – Stated no report at this time.
- Gladys Fortune – Absent.
- Bill Henderson – Absent.
- Jeff Isaacs – Stated no report at this time.
- Donna Wilkerson – Stated no report at this time
- Alex Long, Mayor – Reported that he had spoken to the Postmaster General and sent letters, copies which were attached in the February Town Council Packet. Mayor Long also stated that he has been made aware that the Postmistress stated she has been authorized to put any mail received for the Town of Port Royal Government in their box no matter how it is addressed.

CLOSED SESSION: PERSONEL; at request of Sharon Farmer

Upon motin by Sharon Farmer that the Town Council of the Town of Port Royal convene in Closed Meeting, pursuant to the Virginia Freedom of Information act, Stated Code Section 2.2-3711 (A)(1), for discussion, consideration, and consultation concerning the assignment, appointment, performance, demotion, disciplining, or resignation of specific public officers, appointees, or employees of the Town. Invited to attend the closed Meeting, as necessary, are the Town Manager, Town Clerk, and the Town Attorney, because they are deemed necessary and their presence will easonably aid the Council in its consideration of the topics to be discussed, pursuant to the Virginia FOIA Section 2.2-3712(F). Motion was seconded by Donna Wilkerson. Voting AYE: Long, Wilkerson, Wilkerson, Farmer, Isaacs. Opposed: None; Absent: Fortune and Henderson.

Ms. Farmer requested that the Town Manager, Allyson Finchum remain for the session, but that the Town Clerk was to leave. 6:25 PM.

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Sharon Farmer moved that the Town Council of the Town of Port Royal return to Open Public Meeting and certify by roll call vote to be recorded in the Council meeting minutes that to the best of each Council member’s knowledge (i) only public business matters lawfully expempted from open meeting requirements uder Virginia law and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened, were heard, discussed or considered in the Council’s Closed Meeting.

- Sharon Farmer - I so certify.**
- Donna Wilkerson – I so certify.**
- J P Wilkerson – I so certify.**
- Jeff Isaacs – I so certify.**
- Alex Long – I so certify.**

The meeting returned to open meeting at 7:16 PM.

The mayor stated to the town clerk that they had been apprised of some issues;

- Communication
- Job descriptions not clearly identified
- Personnel reports to Town Manager.
- Town Manager needs more specificity.

Upon motion by Sharon Farmer with a second by Donna Wilkerson, council directed the town manager to policies and procedures and updated job descriptions for town employees. Voting Aye: Long, Isaacs, Wilkerson, Wilkerson, Farmer; Against: None; Absent: Fortune and Henderson. Motion carried. Mayor Long stated that we all need to just do the best we can, pick each other up and move forward.

Consent Agenda:

Upon motion by Jeff Isaacs and seconded by J P Wilkerson, the Minutes of the February 2020 meeting were adopted as presented. Aye: Mayor Alex Long, Vice Mayor Sharon Farmer, J P Wilkerson, Donna Wilkerson and Jeff Isaacs. Absent: Bill Henderson and Gladys Fortune. Motion carried.

Upon motion by JP Wilkerson and seconded by Jeff Isaacs, the February 2020 financials were accepted as presented. Aye: Mayor Alex Long, Vice Mayor Sharon Farmer, J P Wilkerson, Donna Wilkerson and Jeff Isaacs. Absent: Bill Henderson and Gladys Fortune. Motion carried.

It was recommended by J P Wilkerson that if the financial report had basic debits and credits it would be helpful. The Mayor agreed and stated that he and JP would work with the accountants.

Reports:

Town Attorney: None.

Town Clerk: See attached document.

Town Zoning Official –Reported on the yellow building. Stated she is working on grass letters as the grass is beginning to grow; stated letters will go out every two weeks. JP Questioned if the Census Signs are a violation of our town ordinances? Allyson said she would research and report back to JP.

Town Manager: Reported that she had met with Cookie Davis, of HPR. They are planning an April 25th event. They have requested use of the town green.

Upon motion by Jeff Isaacs with a second by J P Wilkerson, council agreed to allow used of the town green for the April 25th, 2020 event with the conditions as follows:

- a. There will be no explosions; gun powder or liver ammunition.**
- b. No alcohol.**
- c. The provide proof of Insurance**

Voting Aye: Long, Isaacs, Wilkerson, Wilkerson, Farmer, Against: None. Absent: Fortune, Henderson. Motion Carried.

The Town Manager asked Council if they wished to participate in the July 4th event. She would be willing to organize it. The Mayor stated it is a lot of work with little volunteer help, that has been the problems in the past with town events. The mayor asked Allyson to put together a plan of what she had in mind and place it on the April Agenda.

The town manager also stated that Historic Port Royal is requesting a donation towards the music for the April 25th event. The cost of the music is \$600.00.

Upon motion by Sharo Farmer and seconded by Jeff Isaacs the council approved a donation to HPR in the amount of \$200.00. Voting Aye: Long, Isaacs, Wilkerson, Wilkerson, Farmer, Against: None. Absent: Fortune, Henderson. Motion Carried

Council discussed that cost of the flags due to Picket Post in the amount of \$180.00; This was taken into consideration at the time the donation for HPR was made.

Town Engineer: No report.

Action Items:

Upon motion by Jeff Isaacs with a second by Donna Wilkerson, council approved the authorization of the town manager to work with the town engineer to set up the ACH payments to USDA from the towns water account in the amount of the first installment being \$651.00 due April 8, 2020. Voting Aye: Long, Isaacs, Wilkerson, Wilkerson, Farmer. Against: None. Absent: Fortune, and Henderson. Motion carried.

Upon motion by Jeff Isaacs with a second by Donna Wilkerson, council appropriated \$5,000.00 to be used by the Port Royal Planning Commission for printing and supplies. Voting Aye: Long, Isaacs, Wilkerson, Wilkerson, Farmer. Against: None. Absent: Fortune, and Henderson. Motion carried.

Upon motion by Donna Wilkerson with a second by Jeff Isaacs for the town to request assistance from the county for the Sunrise Service, specifically the borrowing of chairs delivery and pick up. Voting Aye: Long, Isaacs, Wilkerson, Wilkerson. Against: Farmer; Absent: Fortune and Henderson. Motion carried.

The Town Manager was tasked with sharing information provided by the VML with regard to remote meetings in the event this would be necessary based upon the COVID-19.

Discussion Items:

Discussion of the Rt. 301/17 Corridor: - Tabled.

Sharon Farmer asked council if they were aware of VML being against expanding broadband into rural areas? None were aware. Sharon Farmer will bring back information pertaining to the subject to the April town council meeting.

Sharon Farmer questioned if the Comprehensive Plan was finished. Alex Long explained we are still wrestling with 301. Once the PC has a plan they need to hold a public hearing and then refer their recommendation to the town council for finalization.

Upon motion by Donna Wilkerson and seconded by Sharon Farmer, Council voted to adjourn the meeting of the Port Royal Town Council. . Voting Aye: Mayor Long, Vice Mayor Farmer, Donna Wilkerson, J P Wilkerson and Jeff Isaacs. Absent: Gladys Fortune and Bill Henderson. Motion carried.

The meeting is adjourned to Tuesday, April 14, 2020 at 6:00 PM at the Port Royal Town Hall. 419 King Street, Port Royal, VA 22535

Respectfully Submitted,

M. Therese Harrison