

Town of Port Royal

“Behold Us Rising”



Established 1744

Port Royal Town Council
Meeting Minutes
October 24, 2024
6:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

CALL TO ORDER OF THE TOWN COUNCIL

J.P. Wilkerson, Mayor, opened the Town Council Meeting at 6:05 p.m.

Members Present: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, and Angela Golden (remote).

Members Absent: Justin McArdle, David Carpenter

Others Present: Allyson Finchum, Town Manager and Trish Chenault, Town Clerk

AMENDMENTS TO THE AGENDA

None

PUBLIC COMMENT

No Comments

10-10 APPOINTMENTS

None

10-11 REPORTS

- **10-11.1** Reports of Members of Town Council
 1. J.P. Wilkerson, Mayor = None
 2. Donna Wilkerson, Vice-Mayor = Talked about the upcoming Christmas party. She has booked a Santa, and there will be hot dogs, chips, cookies and gifts.
 3. Angela Golden = None

4. David Carpenter = Absent
 5. Justin McArdle = Absent
- 10-11.2 Reports of Staff
 1. Town Manager/Zoning Administrator – The Town Manager told council about a new business in town called “The She Shed Florals” which is located where the kickboxing was. There are also inquiries where Bo’s market is with a gentleman who would like to open a used car dealership. The Town Manager has also had communication with Royal Farms, and they are expected to open in December 2024. Their easement has also been finished.
 2. Clerk/Treasurer – The Town Manager spoke about the Meals tax that has been collected as well as the business licenses. Also discussed was the need for a detailed water report from Caroline County. Mayor Wilkerson feels the Town needs this to determine the rate should the Town need to raise the water rates. He would also like to know how many gallons are being pumped out every month from the Town.

10-12 CONSENT AGENDA – September 2024

- **10-12.1** Approval of Meeting Minutes of the September 26, 2024, Town Council Meeting

On the motion of Vice-Mayor Donna Wilkerson, seconded by Council Member Angela Golden, which carried a vote of 3-0, the Town Council voted to approve the Consent Agenda as presented.

Voting Aye: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, and Angela Golden.

Opposed: None.

Absent: Justin McArdle, David Carpenter

Motion passed unanimously. No further discussion.

10-13 Financials – September 2024

Review and questions as to documents.

On the motion of Vice-Mayor Donna Wilkerson, seconded by Council Member Angela Golden, which carried a vote of 3-0, the Town Council voted to approve the Financials as presented.

Voting Aye: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, and Angela Golden.

Opposed: None.

Absent: Justin McArdle, David Carpenter

Motion passed unanimously. No further discussion.

10-14 ACTION ITEM

- 10-14.1 Set dates of November and December 2024 Town Council meetings.

The Town Council decided to have the November meeting on November 21, 2024, which will be a joint Public Hearing meeting with the Planning Commission starting at 6:00pm. The December meeting will be December 19, 2024, at 6:00pm.

- 10-14.2 Approval of Letter of Support for Planning Grant for Historic Port Royal

On the motion of Vice-Mayor Donna Wilkerson, seconded by Council Member Angela Golden, which carried a vote of 3-0, the Town Council voted to approve the letter of support for the Planning Grant for Historic Port Royal.

Voting Aye: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, and Angela Golden

Opposed: None.

Absent: Justin McArdle, David Carpenter

Motion passed unanimously. No further discussion.

- 10-14.3 Approval of Disconnection Policy related to Non-Payment of Water Services

On the motion of Vice-Mayor Donna Wilkerson, seconded by Council Member Angela Golden, which carried a vote of 3-0, the Town Council voted to approve the new disconnection policy related to non-payment of water services.

Voting Aye: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, and Angela Golden

Opposed: None.

Absent: Justin McArdle, David Carpenter

Motion passed unanimously. No further discussion.

10-15 DISCUSSION ITEMS

- 10-15.1 Discussion of Code Amendments

The Town Manager went over the Amendments that were attached in the packet. Staff went over fines, etc. The Town will need to advertise a joint public hearing with the Planning Commission.

10-16 INFORMATION ITEMS

Mayor Wilkerson spoke about Royals Farms's grass being high, and the ongoing issue with his driveway due to their construction.

ADJOURNMENT

On the motion of Council Member Angela Golden, seconded by Vice-Mayor Donna Wilkerson, which carried a vote of 3-0, the Town Council motioned to adjourn the October 24, 2024, Town Council meeting at 7:25 pm.

Voting Aye: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, and Angela Golden

Opposed: None.

Absent: Justin McArdle, David Carpenter