

# Town of Port Royal

“Behold Us Rising”



Established 1744

**Port Royal Town Council**  
**Adopted Meeting Minutes**  
**February 21, 2023**  
**6:00 p.m.**

## **INVOCATION AND PLEDGE OF ALLEGIANCE**

### **CALL TO ORDER**

Alex Long, Mayor, opened the Town Council Meeting at 6:03 p.m. and noted a quorum was present.

Town Clerk called roll.

**Members Present:** Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden, J.P. Wilkerson, Justin McArdle.

**Members Absent:** None

**Others Present:** Allyson Finchum, Town Manager/Town Clerk.

## **AMENDMENTS TO THE AGENDA**

JP Wilkerson requested to add Discussion Item 1-18.1 Cigarette Tax.

On the motion of Donna Wilkerson, seconded by Angela Golden, which carried a vote of 5-0, the Town Council voted to adopt the amended agenda.

Voting Aye: Mayor Alex Long, Donna Wilkerson, Angela Golden, and Justin McArdle and J.P. Wilkerson.

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

**PUBLIC COMMENT**

None. Public comment closed.

**REPORTS FROM TOWN COUNCIL MEMBERS**

Donna Wilkerson, Vice-Mayor – None.

Angela Golden – Thanked the Town Manager for assistance on correcting the trash violation at the trailer park.

J.P. Wilkerson – Updated Council on the AED. Caroline County will order the device with repayment by the Town.

Justin McArdle – None.

Alex Long, Mayor – Thanked the Vice-Mayor and the Town Manager for their time to arrange the certificates of deposit at the bank. The Detention Center is constructing a firing range. Senator McCain and Senator Warner will be present to tour the facility this Thursday. The contract with ICE is being renegotiated.

**CONSENT AGENDA**

**Approval of Meeting Minutes of the January 17, 2023 Town Council Meeting**

On the motion of Angela Golden, seconded by Justin McArdle, which carried a vote of 5-0, the Town Council voted to approve the minutes of the January 17, 2023, Town Council Meeting.

Voting Aye: Mayor Alex Long, Donna Wilkerson, Angela Golden, and Justin McArdle and J.P. Wilkerson.

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

**Financials – January 2023**

The mayor noted the Town’s current net income of \$99,000 includes the COVID funds and other grant funds.

On the motion of JP Wilkerson, seconded by Justin McArdle, which carried a vote of 5-0, the Town Council voted to accept the January 2023 Financials.

Voting Aye: Mayor Alex Long, Donna Wilkerson, Angela Golden, and Justin McArdle and J.P. Wilkerson.

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

### **Report of the Town Attorney**

Town Manager spoke with the Town Attorney about placement of a lien on the Mobile Home Park for abatement of trash violation.

### **Report of the Town Clerk**

BPOL collection ongoing. 2023 decal fee collection will soon begin.

### **Report of the Town Zoning Administrator**

A zoning permit has been approved for 422 Frederick St for an addition.

### **Report of the Town Manager**

The Town Manager provided a monthly summary of each bank account.

A \$308.17 water rebate for a leak was approved for 707 VJ Lane.

The VRSA Payroll Audit was completed.

The 2023 insurance policy application with VRSA was completed.

The request for an increase of credit has presently been denied. The Town Manager must request special consideration by the local branch of the bank.

A litter clean-up was accomplished on the Federal Wildlife Management area near Back Street and Patricia Lane.

Discussion occurred with the management company for the Mobile Home Park on ongoing measures to keep the property clean.

Revised floodplain maps will be provided by FEMA in May 2023. The Town Code must be compliant with FEMA requirements by that date.

A quarterly service contract has been established and implemented for the Town Hall HVAC system.

Local Services provides the port-a-potty at the Town pier. A weekly clean-out is provided as part of the contract. Alternative services are not available.

The Town Manager met with the new president of Historic Port Royal. HPR provided their 2023 calendar of events. Concern with condition of lyceum was discussed.

**ACTION ITEMS**

**1-17.1 Project Approval of Litter Grant Funds**

The Town Manager provided information on the litter grant and approvable purchases.

On the motion of Angela Golden, seconded by Donna Wilkerson, which carried a vote of 5-0, the Town Council voted to allow the Town Manager to use discretion on disposition of the litter grant funds including clean-ups, temporary dumpster and large item collection.

Voting Aye: Mayor Alex Long, Donna Wilkerson, Angela Golden, and Justin McArdle and J.P. Wilkerson.

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

**1-17.2 Distribution of PPE Supplies**

Vice-Mayor Donna Wilkerson spoke about distribution of the remaining PPE supplies.

On the motion of Angela Golden, seconded by JP Wilkerson, which carried a vote of 5-0, the Town Council voted to authorize the vice-mayor to prepare a flyer for the post office to begin distribution within the next month of hand sanitizer and masks and sell the Clorox machine and supplies.

Voting Aye: Mayor Alex Long, Donna Wilkerson, Angela Golden, and Justin McArdle and J.P. Wilkerson.

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

**1-17.3 Approve Smithsonian Request for Second Fish Monitor at Town Pier**

Documentation was included in the agenda packet on the proposed fish monitor.

On the motion of Angela Golden, seconded by JP Wilkerson, which carried a vote of 5-0, the Town Council approved the request to locate an additional fish monitor at the Town pier.

Voting Aye: Mayor Alex Long, Donna Wilkerson, Angela Golden, and Justin McArdle and J.P. Wilkerson.

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

### **1-17.4 Approve Request to Seek Grant from Virginia Outdoors Foundation of \$50,000**

A grant is available through the Virginia Outdoors Foundation of preservation trust funds. The grant assists in preservation of historic structures and open space. If the Town's request for \$50,000 is approved, the funds will be used to hire a consultant to prepare an historic district survey and guidelines based on information provided by the Virginia Department of Historic Resources. Public meetings of the Planning Commission and Town Council will be held to review the draft documents followed by revisions from the consultant.

The grant requires an easement dedicated to the Virginia Outdoors Foundation on a single undivided parcel of one fourth of a Town block. The land must have continual public access on a regular basis. Improvements to the property are limited to a public park such as a pavilion and playground equipment. Thereafter, total impervious surface of existing and total improvements is limited to no more than ten percent of the parcel. Up to fifty percent may be considered for urban area or community needs. Grant application through preparation of the document is expected to take at least a year.

Council questioned whether to have mandatory or voluntary guidelines but can review options. Council also discussed desire to discourage destruction of historic structures.

Town Council authorized the mayor to sign the grant application on behalf of the Town.

### **1-17.5 Move Water Funds to Truist Bank**

The mayor requested the Town Council to consider separation of the Town money for security and organization.

## **DISCUSSION ITEMS**

### **1-18.1 Discussion of 2023 Events**

The Community Yard Sale and Christmas Party are presently being planned for 2023. Council to consider additional events.

**1-18.2 Cigarette Tax**

Request to consider adoption of a cigarette tax. Town Manager to research and provide information.

**INFORMATION ITEMS**

None.

**OTHER MATTERS**

None.

**ADJOURNMENT**

On the motion of Donna Wilkerson, seconded by Angela Golden, which carried a vote of 5-0, the Town Council voted to adjourn the February 21, 2023, Town Council meeting at 8:32 p.m.

Voting Aye: Mayor Alex Long, Donna Wilkerson, Angela Golden, and Justin McArdle and J.P. Wilkerson.

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

**SECRETARY'S CERTIFICATE**

I certify that the foregoing is a true and correct copy of the minutes approved by the Town Council.

\_\_\_\_\_  
Allyson Finchum, Town Manager/Clerk

\_\_\_\_\_  
Date