

# Town of Port Royal

“Behold Us Rising”



Established 1744

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

## **CALL TO ORDER**

Alex Long, Mayor, opened the Town Council Meeting at 6:02 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**

On the motion of Angela Golden, seconded by Justin McArdle, which carried a vote of 5-0, the Town Council voted to adopt the 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.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

None. Public comment closed.

**REPORTS FROM TOWN COUNCIL MEMBERS**

Donna Wilkerson, Vice-Mayor – None.

Angela Golden – None.

J.P. Wilkerson – None.

Justin McArdle – None.

Alex Long, Mayor – The Mayor met new citizens at 409 Market Street. The Virginia Outdoors Foundation Grant was submitted in a timely manner. Another grant opportunity may be available from another source for pier repair and improvements.

**3- 10 CONSENT AGENDA**

**Approval of Meeting Minutes of the February 11, 2023 Town Council Worksession**

On the motion of Donna Wilkerson, seconded by Angela Golden, which carried a vote of 5-0, the Town Council voted to adopt the minutes of the February 11, 2023, Town Council Worksession.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

**Approval of Meeting Minutes of the February 21, 2023 Town Council Meeting**

On the motion of Angela Golden, seconded by Donna Wilkerson, which carried a vote of 5-0, the Town Council voted to approve the minutes of the February 21, 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.

**3-11 Financials – February 2023**

The mayor noted the presentation of the financials are difficult to understand. Request to discuss format with Town Accountant was approved by the Council.

On the motion of JP Wilkerson, seconded by Angela Golden, which carried a vote of 5-0, the Town Council voted to accept the February 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.

**3-12 Report of the Town Attorney**

No report.

**3-13 Report of the Town Clerk/Town Zoning Administrator/Report of the Town Manager**

The Town Manager completed a federal survey on Town finances.

The Town Manager reported on Chesapeake Bay issues in the Town.

The Town Chesapeake Bay Ordinance is under revision.

The revised Town Floodplain Ordinance must be adopted by May 23, 2023 to remain in compliance with FEMA requirements.

The Town FY23 budget is presently being prepared by staff.

Town Council discussed potential changes to the business license tax and vehicle license tax.

On the motion of Angela Golden, seconded by Justin McArdle, which carried a vote of 5-0, the Town Council voted to hold a worksession on Tuesday, April 4<sup>th</sup> from 6-8:30 to review the

Chesapeake Bay Ordinance, Floodplain Ordinance, Vehicle License Tax Ordinance, Business License Tax Ordinance and FY23 Draft Budget.

A Joint Public Hearing with the Port Royal Planning Commission and Town Council will be held on May 16, 2023, for possible adoption of the ordinances. The Town Council will also hold a public hearing on May 16, 2023 for the budget for final adoption prior to July 1, 2023.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

### **3-17 ACTION ITEMS**

None.

### **3-18 DISCUSSION ITEMS**

#### **3-18.1 FY23 Corporate and Water Budget**

The Town Council will hold a public hearing on May 16, 2023 for the FY23 Budget. Final adoption will be prior to July 1, 2023.

#### **3-18.2 Transfer of Funds to Water Accounts**

Establish, to be advertised for public hearing, an amount to be put into the Water Account, Capital Account for future repairs and actions, to wit: a) a percentage of the monthly gross; b) a specific amount to be transferred from the general account to capital account to make up for amounts not transferred in the past.

3-18.2 Special Events for 2023-2024:

a. Consider “Port Royal Founding Day” The Town was approved by the Royal Governor and House of Burgesses October 25, 1744.

Plan for 280<sup>th</sup> Anniversary on a Saturday nearest October 25, 2024.

b. Ideas for Events in 2023.

Town Council to consider these issues.

### **INFORMATION ITEMS**

#### **3-19.1 Covid Funds**

Agreement by Town Council on restoration of Town Hall to include new roof of 40–50 year architectural dimensional shingles, scrape and paint building and restoration of windows.

**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 March 21, 2023, Town Council meeting at 7:37 p.m.

Voting Aye: Mayor Alex Long, Donna Wilkerson, Angela Golden, 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