

# Town of Port Royal

“Behold Us Rising”



Established 1744

**Port Royal Town Council**  
**Approved Meeting Minutes**  
**January 17, 2023**  
**6:00 p.m.**

## **INVOCATION AND PLEDGE OF ALLEGIANCE**

### **CALL TO ORDER**

Allyson Finchum, Town Manager, opened the Town Council Meeting at 6:02 p.m. and noted a quorum was present.

Town Manager 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, Nancy Long, Member of Caroline County Board of Supervisors.

### **ELECTION OF MAYOR**

Donna Wilkerson nominated Alex Long for Mayor. Angela Golden seconded. No other nominations were proposed.

By a vote of 5-0, the Town Council voted to appoint Alex Long as the mayor to serve a two-year term expiring December 31, 2024.

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

Opposed: None.

Absent: None.

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**ELECTION OF VICE MAYOR**

Angela Golden nominated Donna Wilkerson for Vice-Mayor. J.P. Wilkerson seconded. No other nominations were proposed. No discussion.

By a vote of 5-0, the Town Council voted to appoint Donna Wilkerson as the vice-mayor to serve a two-year term expiring December 31, 2024.

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

Opposed: None.

Absent: None.

**AMENDMENTS TO THE AGENDA**

The Town Council approved the agenda by a vote of 5-0.

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 – None.

J.P. Wilkerson – None.

Justin McArdle – None.

Alex Long, Mayor – Noted the condition of trash and debris at the Mobile Home Park. Requested the Town Manager to contact the Town Attorney to proceed with a lien on the property and court action. Council also requested contact with the management company employed by Mr. Arnold to correct the trash violation.

**CONSENT AGENDA**

**Approval of Meeting Minutes of the December 20, 2022, Town Council Meeting**

On the motion of Donna Wilkerson, seconded by Angela Golden, which carried a vote of 5-0, the Town Council voted to approve the minutes of the December 20, 2022, 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 – December 2022**

On the motion of Donna Wilkerson, seconded by Angela Golden, which carried a vote of 5-0, the Town Council voted to accept the July 2022 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.

Council requested information on revenue from Dominion for \$7.50 and Rappahannock Electric Construction for \$20.58. Council noted that expenditures for the Christmas Party were under the approved amount of \$1,000. Net income was -\$1800 in December. Preparation of draft audits were paid.

**Report of the Town Attorney**

None.

**Report of the Town Clerk**

BPOL collection ongoing. FY23 business licenses due by March 1, 2023.

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

The site plan process of Royal Farms continues. Final zoning approval by the Town and DEQ stormwater review are expected within next few days.

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

Council requested update on status of projects. Joe Fortune as permanent or contract employee; reduction of fee during winter months for Port-a-John at pier; contract with Municode.

### **Boards/Commissions/Agency Representatives and Public Hearings**

Supervisor Nancy Long entered the meeting and distributed 2023 Caroline County calendars and provided an update on the county. Supervisor Nancy Long left the meeting.

### **ACTION ITEMS**

#### **1-17.1 Approval to Seek Quotes for Renovation of Town Hall**

On the motion of Donna Wilkerson, seconded by Justin McArdle, which carried a vote of 5-0, the Town Council voted to seek quotes for restoration of windows, pressure washing exterior of the building, scraping and painting with high quality paint, new roof and flashing, repair of interior wall, HVAC system.

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 Approval to Seek Quotes for Town Hall Pavilion**

Council deferred action on this item until cost of restoration of Town Hall has been determined.

#### **1-17.3 Approval of Transfer of \$250,000 from General Fund to CD**

Mayor Long stated the Town has been blessed with funds and it is the fiduciary responsibility of Town Council to be good stewards of Town monetary resources. Request Town Council to consider moving a portion of funds to CDs and money market for safe keeping and sound investment.

On the motion of Angela Golden, seconded by Justin McArdle, which carried a vote of 5-0, the Town Council voted to have Mayor Alex Long, Vice-Mayor Donna Wilkerson and Town Manager, Allyson Finchum, go to bank to move \$150,000 to a 13 month CD, \$50,000 to a six-month CD, and \$50,000 to a money market account with requirement of two signatures of the Mayor and Vice-Mayor for any movement of the money.

Discussion included having documentation on the Council resolution and CD to be stored in safe location.

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.

#### **1-17.3.5 Addition to Agenda - Request to Increase Credit Card Limit**

On the motion of Angela Golden, seconded by J.P. Wilkerson, which carried a vote of 5-0, the Town Council voted to request the bank to increase the credit card limit to \$3,000 and add a second credit card for ease of access.

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 Approval of Funds for Defibrillator in Town Hall**

Council Member JP Wilkerson provided information on defibrillators.

On the motion of Angela Golden, seconded by Justin McArdle, which carried a vote of 5-0, the Town Council voted to authorize J.P. Wilkerson to spend up to \$2,000 to purchase a defibrillator and use his best judgement on brand.

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.

### **1-17.5 Website updates; establish date for meeting to make changes**

The new official Town website is *portroyalva.us*. Improvements are ongoing.

### **1-17.6 Appoint Planning Commission Members and Terms**

On the motion of Donna Wilkerson, seconded by Angela Golden, which carried a vote of 5-0, the Town Council appointed the current Planning Commissioners including Meagan Freiwald, Nathaniel Ulfers, Shannon Grace McArdle, Rick Chenault, and Alex Long for a two-year term effective January 1, 2023 to December 31, 2024.

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.

## **DISCUSSION ITEMS**

### **1-18.1 Discussion of Upgrades to Town Utilities**

Town Manager discussed possible grants available for utility improvements.

## **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 January 17, 2023 Town Council meeting at 7:42 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