

# Town of Port Royal

*“Behold Us Rising”*



Established 1744

**Port Royal Town Council**  
**Meeting Minutes**  
**January 16, 2024**  
**6:00 p.m.**

## **INVOCATION AND PLEDGE OF ALLEGIANCE**

### **CALL TO ORDER OF THE TOWN COUNCIL**

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, and Justin McArdle.

Members Absent: None

Others Present: Allyson Finchum, Town Manager/Town Clerk

### **PUBLIC COMMENT**

None.

### **AMENDMENTS TO THE AGENDA**

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

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

Opposed: None.

Absent:

Motion passed unanimously. No further discussion.

## **REPORTS FROM TOWN COUNCIL MEMBERS**

Donna Wilkerson, Vice-Mayor – None.

Angela Golden – None.

J.P. Wilkerson – None.

Justin McArdle – Absent.

Alex Long, Mayor – None.

## **12-10 CONSENT AGENDA**

12-10.1 Approval of Meeting Minutes of the Oc7, 2023, Town Council Meeting.

Overnight truck parking is NOT allowed

Change word abate to correct

With no further changes, on the motion of JP Wilkerson, seconded by Angela Golden, which carried a vote of 5-0, the Town Council voted to adopt the minutes of the , 2023, Town Council Meeting. With corrections as discussed

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

Opposed: None.

Absent: Justin McArdle.

Motion passed unanimously. No discussion.

## **12-11 FINANCIALS – November & December 2023**

Discussion 30-day grace period, informing their payment is late, friendly letter,

On the motion of Donna Wilkerson, seconded by Angela Golden, which carried a vote of 5-0, the Town Council voted to accept the November & December 2023 Financials as presented.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

**December 2023**

## **REPORTS**

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

None.

## **12-13 Report of the Town Clerk/Town Zoning Administrator/Report of the Town Manager**

A written report of October/November/December 2023 activities was provided.

The Town Manager stated that a Town computer was purchased and updated with anti-virus and Microsoft 365 software. Council directed the Town Manager to have a professional IT service check the new system. The Town Manager stated that construction continues on Royal Farms. The Town Manager stated that information is being provided to the auditor who continues to work on the FY22 & FY23 audits.

## **12-14 BOARD/COMMISSIONS/AGENCY REPRESENTATIVES AND PUBLIC HEARINGS**

None.

## **12-15 ACTION ITEMS**

### **12-15.1 Approval of Security Cameras and Service**

The Town Manager provided information on a quote by ADT for new cameras and security system. The Town Council requested quotes from additional companies.

### **12-15.2 Approval to Abate Grass Violation on Two Vacant Parcels and bill the Violator**

The Town Manager provided information on a tall grass and weeds violation on two parcels 13A-1-D-9 & 13A-1-D-10. Town code allows abatement at Town expense then lien on property for repayment.

On the motion of JP Wilkerson, seconded by Donna Wilkerson, which carried a vote of 4-0, the Town Council voted to request the Town Attorney to prepare a letter to violator prior to voting on expending Town funds to cut the tall grass.

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

Opposed: None.

Absent: Justin McArdle.

Motion passed unanimously. No further discussion.

### **12-15.3 Freedom of Information Act:**

- a) Confirm FOIA Officer for the Town**
- b) FOIA Training Options**
- c) Documents**

The Town Council requested additional information on FOIA training options and documents.

### **12-15.4 Appropriate Additional Funds for Christmas Party**

Council Member Angela Golden requested additional funds if the originally approved \$1,000.00 was expended and additional supplies needed to be purchased.

On the motion of Angela Golden, seconded by JP Wilkerson, which carried a vote of 4-0, the Town Council voted to approve additional funds of \$200.00 if necessary to purchase items for the Annual Community Christmas Party.

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

Opposed: None.

Absent: Justin McArdle.

Motion passed unanimously. No further discussion.

## **12-16 DISCUSSION ITEMS**

### **12-16.1 Discussion of Chesapeake Bay and Other Ordinance Updates**

Mike Finchum reviewed the updates requested by the Department of Environmental Quality for Compliance with the program. The Town Council agreed for the amendments to be reviewed by the Planning Commission in January 2024 for preparation of a public hearing.

### **12-16.2 Renovation of Town Hall Exterior and Windows – Review of Contractors**

#### **Estimates**

The Town Council chose to review this item at the January 2024 Town Council meeting after additional quotes were received.

### **12-16.3 Reporting of ARPA Funds – Appropriations, Expenses, and Unspent**

#### **Funds**

The Town Manager reviewed the revenue and expenses associated with the grant. \$119,805.00 was provided by the federal government over two years. \$16,893.54 was spent for playground equipment, utility relief, Town Hall renovations, AED, and new locks for Town Hall. The remaining \$102,000 of funds must be appropriated by December 2024 and spend by 2026 or returned for non-use under the federal guidelines.

### **12-16.3 Discuss Request for Information by Town Council to Caroline County on Town Water System**

The Town Council is requesting monthly reports on services provided by Caroline County for County operation of the Town water system. Information includes number of connections and disconnections for commercial and residential hook-ups, monthly usage, total billing, and other applicable information to assist with status review of the system.

### **12-16.4 Reaffirm Request for Street Name Change and Signs for Section of Route 301**

in annexed areas to “Main Street” and discuss whether to retain “Tidewater Trail” for section of Route 17 within the Town.

Due to the renaming of Fort AP Hill to Fort Walker the Town Council recently voted to rename the portion of Route 301 known as AP Hill Boulevard within Town limits from the southwest boundary of the Town to Main Street. The Town Council requested the Town Manager to seek information on the legal requirements for changing the name.

### **12-16.5 Christmas Bonuses for Staff**

On motion by Angela Golden, seconded by Donna Wilkerson, which carried a vote of 4-0, the Town Council voted to give a Christmas bonus of \$1000 to the Town Manager/Clerk/Treasurer and a Christmas bonus of \$400 to Joe Fortune, contract employee.

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

Opposed: None.

Absent: Justin McArdle.

Motion passed unanimously. No further discussion.

### **12-17 INFORMATION ITEMS**

The Town Manager suggested amending the Town Code to reinforce that overnight truck parking is allowed in Commercial property or in the Highway Corridor Overlay District

The Town Manager reminded Council that the Town maintenance contract needed review and Request for Bid.

### **ADJOURNMENT**

Motion to adjourn by Donna Wilkerson, seconded by Angela Golden, which carried a vote of 4-0, the Town Council closed their meeting at 7:44 p.m.

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

Opposed: None.

Absent: Justin McArdle.

Motion passed unanimously. No further discussion.

### **1-10            Consent Agenda**

11-10.1 Approval of Meeting Minutes of the October 17, 2023, Town Council Meeting

11-10.2 Approval of 2024 Meeting Dates

### **1-11            Financials**

1-11.1 November 2023  
Review and questions as to documents

1-11.2 December 2023  
Review and questions as to documents

**1-12            Report of the Town Attorney**

None. The Town Council requested the Town Attorney review the example Cigarette Tax from Bowling Green, Virginia and assist Council with adoption of an ordinance in Port Royal.

**1-13            Report of the Town Manager/Clerk/Zoning Administrator**

Intersection of 17 & 301

Close for elections further that June TC meeting will be held Set June 25 as meeting  
AG motion JM 2<sup>nd</sup>

Unanimous  
Set meeting dates  
DW motion to accept dates 2<sup>nd</sup> AG  
Unanimous

Ches Bay

Tree plantings around town green  
It is a goal  
Vice-Mayor Wilkerson not supportive  
Open fires is not in Chesapeake bay act

The Mayor reviewed the draft Environmental section of the Comprehensive Plan

**1-14            Board/Commissions/Agency Representatives and Public Hearings**

**1-15            Action Items**

1-15.1 2024 Elections - Approval to Close Town Hall for 2024 Elections on March 5<sup>th</sup>, June 18<sup>th</sup>, and November 5<sup>th</sup>

1-15.2 Approval to Hold Joint Planning Commission/Town Council Public Hearing on February 20, 2024 for Amendments to the Comprehensive Plan and Regulations for Compliance with the Chesapeake Bay Program

Motion by JP Wilkerson to advertise and post on website AG 2<sup>nd</sup>  
Ches bay ordinance, site plan, subdivision, adoption f Envirmental Chapter of the Comp lan

Unanimous

1-15.3 Approval to Advertise Requests for Proposal for Maintenance Services  
Ag motion, JM 2<sup>nd</sup>. Motion to bid.

1-15.4 Approval to Purchase Printer for Town Hall  
Max of \$850. Ag motion, DW 2<sup>nd</sup>. Unanimous

**1-16**

**Discussion Items**

11-16.1 FY25 Budget

11-16.2 Ordinance Updates

- a) Review of Draft Ordinance & Comprehensive Plan for Chesapeake Bay
- b) Cigarette Tax
- c) Auto Decal Fee  
Motion to advertise jm ag t oadvertsie for public hearing to collect  
Unanimous

11-16.3 Temporary Office Assistance for FY24 - Not to Exceed a Total of 100  
Hours (5 Hours per Week - February 2024-June 2024 - 20 Weeks)  
Motion \$15 up to 20 hours a month. Ag motion dw 2nd

Dw ag adjourn 8:22

**1-17**

**Information Items**