

Town of Port Royal

“Behold Us Rising”



Established 1744

Port Royal Town Council
Meeting Minutes
December 5, 2023
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 6:01 p.m. and noted a quorum was present. It is a rescheduled meeting standing as the November 2023 and December 2023 Port Royal Town Council meetings.

Town Clerk called roll.

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

Members Absent: Justin McArdle.

Others Present: Allyson Finchum, Town Manager/Town Clerk and Mike Finchum.

PUBLIC COMMENT

None.

AMENDMENTS TO THE AGENDA

Council Member Angela Golden requested to amend the agenda to add an action item to appropriate additional funds for the Town’s Annual Community Christmas Party.

On the motion of Angela Golden, seconded by Donna Wilkerson, which carried a vote of 4-0, 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.

Opposed: None.

Absent: Justin McArdle.

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 October 17, 2023, Town Council Meeting.

The Mayor requested to amend Page 3, 10-11 Financials, to read, “Also noted that the water system is generating positive money; net after payment of utility billing...”.

With no further changes, on the motion of Donna Wilkerson, seconded by JP Wilkerson, which carried a vote of 4-0, the Town Council voted to adopt the minutes of the October 17, 2023, Town Council Meeting.

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 – October 17, 2023

On the motion of JP Wilkerson, seconded by Donna Wilkerson, which carried a vote of 4-0, the Town Council voted to accept the October 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.

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.