Town of Port Royal



***“Behold Us Rising”* Established 1744**

**Port Royal Town Council**

**Meeting Minutes**

**April 25, 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 6:05 p.m.

Town Clerk called roll.

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

Members Absent: None

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

A quorum was present.

**AMENDMENTS TO THE AGENDA**

Request to add Windows as Action Item 4-14.3.

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

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

Opposed: None.

Absent: None.

Motion passed unanimously. No further discussion.

**PUBLIC COMMENT**

Bill Gusick, a new citizen of Port Royal, stated he was present to learn the processes and hopes of the Town. He was welcomed to the Town by Council.

**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 attended the opening ceremony for the construction of a new fire station in Sparta. The County is looking at a site on Route 17 for a fire station in Port Royal. The cost of the station will be approximately $5,000,000. The Mayor stated there is expected to be paid personnel and the current building would revert back to Port Royal.

The Mayor attended the Historic Port Royal meeting and learned elements of local history.

**4-10 MINUTES**

**4-10.1 Approval of Minutes of the March 28, 2024, Town Council Meeting**

On the motion of Justin McArdle, seconded by Donna Wilkerson, which carried a vote of 5-0, the Town Council voted to approve the March 28, 2024, meeting minutes.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No further discussion.

**4-11 FINANCIALS – March 2024**

Town Council discussed financials. The fee to law firm was not shown on the report. The Town Council noted earning $10,252 in interest due to investment in CDs. Council expressed concern with issues on the balance sheet. ARPA funds need to be identified. The Mayor and Town Manager will review with the accountant.

On the motion of Donna Wilkerson, seconded by JP Wilkerson, which carried a vote of 5-0, the Town Council voted to accept the March 2024 Financials.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No further discussion.

**4-12 REPORTS**

**4-12.1 Report of the Town Attorney**

No report.

**4-12.2 Report of the Town Clerk/Zoning Administrator/Town Manager**

The Town Manager reported on the following:

The cigarette tax will go into effect on May 1st with funds by direct deposit to the Town by consortium.

A new security system with both cameras and motion sensors was installed at Town Hall by ADT.

Working on the Town FY25 VRSA insurance policy. The Town Council asked if contract employees are covered.

Enrollment in training: a recycling conference covered by the litter grant and Virginia Association of Zoning Officials (VAZO).

Trash cleaned at Trailer Park and continued review of situation. Town Council requested review of the Commonwealth of Virginia Lot Rental Act for potential adoption into the local ordinance.

Hiring staff to assist in Town Hall.

On the motion of Donna Wilkerson, seconded by Angela Golden, which carried a vote of 5-0, the Town Council voted to hire an assistant to the Town Manager, at will, for $20 per hour.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No further discussion.

**4-13 BOARD/COMMISSIONS/AGENCY REPRESENTATIVES AND PUBLIC HEARINGS**

None.

**4-14 ACTION ITEMS**

**4-14.1 Board of Zoning Appeals Appointments**

The Town Council discussed possible citizens to serve on the Board of Zoning Appeals. Town Manager to ask Town Attorney if Nancy Long is eligible to serve.

On the motion of JP Wilkerson, seconded by Justin McArdle, which carried a vote of 5-0, the Town Council voted to table the recommendation of appointments to the court for the Board of Zoning Appeals to the May meeting.

**4-14.2 FY25 Corporate and Water Budget**

The Town Manager presented the FY25 Corporate and Water Budget. The Town Council reviewed the draft budget in detail and increased/decreased individual line items.

On the motion of Justin McArdle, seconded by Donna Wilkerson, which carried a vote of 5-0, the Town Council voted to continue the meeting to May 10, 2024, at 6 pm to hold a budget worksession for continued discussion.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No further discussion.

**4-14.3 Town Hall Window Replacement**

Postponed to future meeting.

**ADJOURNMENT**

Motion to recess the meeting to May 10, 2024, at 6 pm. by Justin McArdle, seconded by Donna Wilkerson, which carried a vote of 5-0. Meeting recessed at 8:13 p.m.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), Justin McArdle

and J.P. Wilkerson.

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.