Town of Port Royal



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

**Port Royal Town Council**

**Meeting Minutes**

**May 23, 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 6:09 p.m. and noted a quorum was present.

Town Clerk called roll.

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

Members Absent: None

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

**AMENDMENTS TO THE AGENDA**

Request to add Business License for Dalmatian Inc./Capitol Sheds as Action Item 5-14.3.

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

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 further discussion.

**PUBLIC COMMENT**

None.

**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 an event at Historic Port Royal in celebration of the schoolhouse. The Mayor attended a webinar hosted by the Department of Housing and Community Development about grant opportunities. The Mayor attended a webinar about working with Hazmat data.

**5-10 MINUTES**

**5-10.1 Approval of Meeting Minutes of the April 25, 2024, Town Council Meeting**

Approval of the minutes postponed.

**5-11 FINANCIALS – March 2024**

Town Council expressed concern about businesses delinquent in payment of meals tax. Town Council discussed measures for collections by personal visit and request by staff and letter from the Town Attorney. Town Council also requested review of Town code for possible amendment of collection requirements. Town Council requested the Town Manager alert the Council if a business is $2,000.00 or more in arrears.

On the motion of Angela Golden, seconded by JP Wilkerson, which carried a vote of 5-0, the Town Council voted to postpone approval of the monthly financials to provide additional review by the Town Council.

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 further discussion.

**5-12 REPORTS**

**5-12.1 Report of the Town Attorney**

Town Manager informed Council of request for a legal opinion from the Town Attorney on proper subdivision process. Town Manager also inquiring with the Town Attorney on cost and request for legal action on collection of taxes and code violations.

The Mayor also spoke with the Town Attorney on the subdivision request and will follow-up with the Town Attorney on all issues.

**5-12.2 Report of the Town Clerk/Zoning Administrator/Town Manager**

The Town Manager reported that an advertisement was posted for a Town Clerk.

The Town Manager requested an amount required for Town Council’s approval of expenditures. The Town Council agreed that any expenditure over $500 should be approved by the Town Council. The Town Council agreed that in emergency staff to call all Council members.

**5-13 BOARD/COMMISSIONS/AGENCY REPRESENTATIVES AND PUBLIC HEARINGS**

None.

**5-14 ACTION ITEMS**

**5-14.1 Review R1 Zoning Ordinance**

The Town Council reviewed the R1 district in the Old Town section of Port Royal which is approximately 80 acres. Review included number of houses per acre, road frontage required, and setbacks.

The Mayor noted these amendments will not affect any project submitted to date and any proposed amendment will be sent to the Planning Commission for review with possible joint public hearing at end of July 2024.

The Mayor spoke about proper density for the district which is currently ¼ acre lots. Current conditions of limited water may necessitate reduced density. The Town Manager suggested a comprehensive approach for the review of density.

The Mayor also spoke about various current requirements such as proper setback of structures currently 15 feet. Also, minimum frontage on public roads is currently 15 feet with suggestion to amend to 50 to 100 feet.

Council discussion ensued.

On the motion of JP Wilkerson, seconded by Donna Wilkerson, which carried a vote of 5-0, the Town Council voted to request Planning Commission to review possible changes to the R1 zoning district.

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 further discussion.

**5-14.2 Date and Advertisement of FY25 Budget**

Council requested to advertise the FY25 budget for public hearing on June 6, 2024.

On the motion of Angela Golden, seconded by Justin McArdle, which carried a vote of 5-0, the Town Council voted to recess the meeting to June 6, 2024, at 6 pm. and advertise for a public hearing on the FY25 budget.

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 further discussion.

**5-14.3 Business License for Dalmatian LLC/Capitol Sheds**

A Special Use Permit was approved by Town Council for Great Outdoors Sheds with a condition that the permit would not transfer. Great Outdoors Sheds acquired Capitol Sheds. The business ownership remained Dalmatian Services LLC. The Town Council agreed to issue Dalmatian Services LLC dba Capital Sheds a business license as the ownership remained the same.

**5-15 INFORMATION ITEMS**

**5-15.1 Update on Financials, Certificate of Deposits**

The Mayor and Town Manager updated the certificates of deposit at the bank. The following occurred.

One 7-month CD at 5% for $77,000.00

One 7-month CD at 5% for $50,000.00

One 7-month CD at 5% for $156,891.11

One 7-month CD at 5% for $54,146.44

One 13-month CD at 4.49% for $69,000.00

**5-15.2 Fire Department FY25 Grant Application**

The Mayor signed a grant application as a ministerial act for the Fire Department to apply for $15,000 FY25 grant money from the State of Virginia. The Town receives approved funds and deposits in the Town general fund until Volunteer Fire Department request and Town Council approval of transfer of funds.

JP Wilkerson, member of the Volunteer Fire Department, requested transfer of FY24 funds.

On the motion of JP Wilkerson, seconded by Justin McArdle, which carried a vote of 5-0, the Town Council voted to forward to the Port Royal Volunteer Fire Department Incorporated the FY24 fund balance of $15,000 provided by the Commonwealth of Virginia to the Town of Port Royal.

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 further discussion.

**ADJOURNMENT**

Motion to recess the meeting to June 6, 2024, at 6 pm. by Angela Golden, seconded by JP Wilkerson, which carried a vote of 5-0. Meeting recessed at 7:38 p.m.

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.