Town of Port Royal



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

**Port Royal Town Council**

**Meeting Minutes**

**June 27, 2024**

**6:00 p.m.**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

**CALL TO ORDER OF THE TOWN COUNCIL**

Donna Wilkerson, Vice-Mayor, opened the Town Council Meeting at 6:08 p.m. and noted a quorum was present.

Members Present: Vice-Mayor Donna Wilkerson, Angela Golden, and J.P. Wilkerson.

Members Absent: Justin McArdle

Others Present: Allyson Finchum, Town Manager, Trish Chenault, Town Clerk, and Andrea Erard, Attorney by Zoom.

**AMENDMENTS TO THE AGENDA**

On the motion of Angela Golden, seconded by Vice-Mayor Donna Wilkerson, which carried a vote of 3-0, the Town Council voted to adopt the proposed agenda.

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

Opposed: None.

Absent: Justin McArdle

Motion passed unanimously. No further discussion.

**PUBLIC COMMENT**

Len and Haley Dameron with Dameron Home Builders were present. Mr. Dameron spoke briefly to Council concerning zoning waivers that Dameron Home Builders submitted to Council as part of their subdivision application for parcels TM 13A-1-C-25A and 13A-1-B-34A.

**REPORTS FROM TOWN COUNCIL MEMBERS**

Donna Wilkerson, Vice-Mayor – None.

Angela Golden – None.

J.P. Wilkerson – Spoke to Council concerning a truck that had been parked in the middle of the road for a few weeks now.

Justin McArdle – Absent

**6-10 CONSENT AGENDA**

6-10.1 Approval of Meeting Minutes of the April 25, 2024; May 10, 2024; May 23, 2024; and June 6, 2024 Town Council Meetings

On the motion of Angela Golden, seconded by Vice-Mayor Donna Wilkerson, which carried a vote of 3-0, the Town Council voted to approve the Consent Agenda as presented.

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

Opposed: None.

Absent: Justin McArdle

Motion passed unanimously. No further discussion.

**6-11 ACTION ITEMS**

* 6-11.1 Accept Resignation of Mayor/Council Member Alex Long

On the motion of J.P. Wilkerson, seconded by Angela Golden, which carried a vote of 3-0, the Town Council voted to accept the resignation of Mayor/Council Member Alex Long.

* 6-11.2 Appoint Mayor to Fill Term to December 31, 2024

On the motion of Vice-Mayor Donna Wilkerson, seconded by Angela Golden, which carried a vote of 3-0, the Town Council voted to appoint J.P. Wilkerson to fill term until December 31, 2024.

* 6-11.3 Waiver Request for Subdivision of 13A-1-C-25A; 13A-1-B-34A

On the motion of Vice-Mayor Donna Wilkerson, seconded by Angela Golden, which carried a vote of 3-0, the Town Council voted to defer the Dameron Home Builders waivers until the July Town Council Meeting for further review.

* 6-11.4 Ordinance Amendments Chapter 25 R-1; Chapter 17 Subdivision, Chapter 13 Public Facilities

No motion was made at this time. Council instructed staff to present to the Planning Commission recommendations that have been made by the Consultant who has been hired by Council.

* 6-11.5 Change Legal Counsel Retainer to Hourly Status – Seek Attorney Services

On the motion of Angela Golden, seconded by Vice-Mayor Donna Wilkerson, which carried a vote of 3-0, the Town Council voted to accept the resignation of the Town Attorney.

* 6-11.6 Approval to Change Line item 4-100-20010-201 to include funding special projects

On the motion of Angela Golden, seconded by Vice-Mayor Donna Wilkerson, which carried a vote of 3-0, the Town Council voted to change line item 4-100-20010-201 to include funding special projects.

* 6-11.7 & 6-11.8 Adopt FY25 Corporate and Water Budget

On the motion of Vice-Mayor Donna Wilkerson, seconded by Angela Golden, which carried a vote of 3-0, the Town Council voted to adopt both the FY25 Corporate and Water Budget.

* 6-11.9 Appropriate Funds for Town Hall Improvements

No motion on was made. Council is waiting on quote for improvements.

* 6-11.10 Remove former Mayor from CD’s; Consolidate Accounts

On the motion of Angela Golden, seconded by Vice-Mayor Donna Wilkerson, which carried a vote of 3-0, the Town Council voted to remove the former Mayor from the CD’s.

* 6-11.11 Agreement to direct Town Staff as Town Council by Entirety

On the motion of Angela Golden, seconded by Vice-Mayor Donna Wilkerson, which carried a vote of 3-0, the Town Council voted to direct Town Staff as Town Council by Entirety.

* 6-11.12 Approval to Purchase Office Equipment

On the motion of Angela Golden, seconded by Vice-Mayor Donna Wilkerson, which carried a vote of 3-0, the Town Council voted to approve the purchase of office equipment.

Voting Aye for All of the Above Actions: Mayor J.P. Wilkerson, Vice-Mayor Donna Wilkerson, and Angela Golden.

Opposed: None.

Absent: Justin McArdle

Motion passed unanimously. No further discussion.

**6-12 FINANCIALS – MAY 2024**

On the motion of Angela Golden, seconded by Vice-Mayor Donna Wilkerson, which carried a vote of 3-0, the Town Council voted to accept the May 2024 Financial Reports as presented.

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

Opposed: None.

Absent: Justin McArdle

Motion passed unanimously. No further discussion.

**6-13 REPORT of the Town Manager/Town Zoning Administrator**

**The Town Manager discussed the application for a subdivision on two parcels of land, TM 13A-1-C-25A and 13A-1-B-34A. The applicant wants to subdivide the two parcels into five ¼ acre lots. Staff noted several deficiencies with the application. The Town Manager also reviewed Chapter 25 Zoning, Chapter 17 Subdivision and Chapter 13 Public Facilities.**

**6-15 BOARD/COMMISSIONS/AGENCY REPRESENTATIVES AND PUBLIC HEARINGS**

None.

**6-18 INFORMATION ITEMS**

None

**ADJOURNMENT**

On the motion of Vice-Mayor Donna Wilkerson, seconded by Angela Golden, which carried a vote of 3-0, the Town Council voted to adjourn the June 27, 2024 Town Council meeting at 8:01 pm.

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

Opposed: None.

Absent: Justin McArdle

Motion passed unanimously. No discussion.