

Town of Port Royal

“Behold Us Rising”



Established 1744

Port Royal Town Council
Meeting Minutes
October 17, 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.

Town Clerk called roll.

Members Present: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote due to a health issue), J.P. Wilkerson, Justin McArdle.

Members Absent: None.

Others Present: Allyson Finchum, Town Manager/Town Clerk

AMENDMENTS TO THE AGENDA

On the motion of Justin McArdle, seconded by Donna Wilkerson, 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

No public present.

REPORTS FROM TOWN COUNCIL MEMBERS

Donna Wilkerson, Vice-Mayor – None.

Angela Golden – None.

J.P. Wilkerson – None.

Justin McArdle – None.

Alex Long, Mayor – None.

10-10 CONSENT AGENDA

Approval of Meeting Minutes of the September 19, 2023, Town Council Meeting

On the motion of Donna Wilkerson, seconded by Justin McArdle, which carried a vote of 5-0, the Town Council voted to adopt the minutes of the September 19, 2023, Town Council Meeting.

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.

10-11 Financials – September 19, 2023

Mayor Long commented that the Meals Tax is an important source of revenue for the Town. Also noted was that the water system is generating positive money; net after payment of utility billing and payment services provided by Caroline County is approximately \$3500.

On the motion of DW, seconded by AG, which carried a vote of 5-0, the Town Council voted to accept the September 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.

10-12 Report of the Town Attorney

None.

10-13 Report of the Town Clerk/Town Zoning Administrator/Report of the Town Manager

A written report of September/October 2023 activities was provided.

The Town Manager reported that a citizen residing at 305 Market Street requested turn-off of the streetlight in front of his residence due to the glare in his windows. Council discussed the request and decided to leave the streetlight on for public safety. Council directed the Town Manager to recommend to the citizen contacting VA Power for installation of a light guard if necessary.

On other matters, Council directed the Town Manager to contact the County Attorney for assistance with the cigarette tax ordinance. Council also directed the Town Manager to contact outside legal resources for bids if the Town Attorney is unable to assist.

10-14 Board/Commissions/Agency Representatives and Public Hearings

None.

10-15 ACTION ITEMS

10-15.1 Acceptance of FY21 Audit

Council expressed a concern with the GA balance. Council appreciates the service provided by Davis and Associates for their service at an affordable cost to the Town.

On the motion of JP Wilkerson, seconded by Donna Wilkerson which carried a vote of 5-0, the Town Council voted to approve the FY21 Audit with recognition that since the time of the findings of the audit, the Town has implemented new procedures to ensure that expenditures related to capital assets are properly recorded and that a depreciation schedule is properly maintained for compliance with federal requirements of terms of its water and sewer system improvement loans.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No further discussion.

10-16 DISCUSSION ITEMS

10-16.1 Obligation and Spending of ARPA Funds

The Town Manager reminded the Town Council that localities have until December 31, 2024, to appropriate and December 31, 2026, to spend the American Rescue Plan Act (ARPA) funds.

Projects accomplished to date include a new roof on the Town Hall with 40–50-year architectural singles. Projects still in process include painting the exterior of the building and restoration of the windows at Town Hall. The Council requested quotes for new windows as well as quotes for restoration of the existing windows. The Council clarified new windows should be aluminum and be similar in appearance to the historic windows.

Council requested that the Town Manager provide a detailed financial report of the funds at the November 2023 meeting.

10-16.2 Review/Re-Write of Town Code

On the motion of Angela Golden, seconded by Donna Wilkerson which carried a vote of 5-0, the Town Council voted to hire Mike Finchum to re-write the Town Code at the rate of \$25 per hour not to exceed 100 hours prior to re-evaluation of the project. Mr. Finchum was requested to start review at the beginning of the code.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No further discussion.

10-17 INFORMATION ITEMS

10-17.1 Closure of Town Hall for Election Day on November 7, 2023

The Town Manager reported that the Caroline County Registrar requested closure of the Town Hall for election day. An inspection of Town Hall found that ADA compliant doorknobs must be installed to meet federal requirements for voting precincts.

The Town Council directed the Town Manager to install proper doorknobs prior to November 7, 2023.

10-17.2 Update on Chesapeake Bay Compliance

The Town Manager reported that the Town is working with DEQ to meet compliance requirements of the Chesapeake Bay Act. A joint public hearing was held on May 16, 2023, with the decision deferred for the Planning Commission to continue review. Additional amendments are also being prepared by staff including subdivision & site plan (plat notations - performance criteria); septic pump-out; CBPA Map; and changes to the Comprehensive Plan Environmental Section.

10-17.3 Update on USDA Compliance

The Town Manager reported that the Town is working with USDA to meet various requirements for the existing loans provided by the federal government on the improvements to the Town utility system. Documents provided by the Town to ensure compliance include Town audits; approved budgets for FY21,22,23; proposed budget for FY24; Certificate of Insurance FY20,21,22,23; Emergency Response Plan; Vulnerability Assessment; various EEO & ADA information. The FY22 audit is needed to fulfill the obligation.

OTHER MATTERS

None.

ADJOURNMENT

On the motion of Donna Wilkerson, seconded by Justin McArdle, which carried a vote of 5-0, the Town Council voted to adjourn the October 17, 2023, Town Council meeting at 7:18 p.m.

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

SECRETARY'S CERTIFICATE

I certify that the foregoing is a true and correct copy of the minutes approved by the Town Council.

Allyson Finchum, Town Manager/Clerk

Date