

Town of Port Royal

“Behold Us Rising”



Established 1744

Port Royal Town Council
Approved Meeting Minutes
December 20, 2022
6:00 p.m.

CALL TO ORDER

Mayor Long opened the Town Council Meeting at 6:02 p.m. and noted a quorum was present.

Town Manager called roll.

Members Present: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Monica Chenault, Angela Golden, Justin McArdle, J.P. Wilkerson, Edgar Yates.

Members Absent: None.

Others Present: Allyson Finchum, Town Manager

Mayor thanked the out-going Council members, Monica Chenault and Edgar Yates for their service.

SWEARING-IN OF NEW TOWN COUNCIL MEMBERS

Town Council members serving for the term of January 1, 2023 – December 31, 2024 were officially sworn into their office by Susan Minarchi, Clerk of Caroline County Circuit Court.

AMENDMENTS TO THE AGENDA

On the motion of Donna Wilkerson, seconded by Angela Golden, which carried a vote of 7-0, the Town Council voted to adopt the agenda as presented.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Monica Chenault, Angela Golden, Justin McArdle, J.P. Wilkerson, Edgar Yates.

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

PUBLIC COMMENT

None. Public comment closed.

REPORTS FROM TOWN COUNCIL MEMBERS

Donna Wilkerson, Vice-Mayor – Figures aren't available to date for the Annual Community Christmas Party and will be presented when available. Very pleased with the Christmas Party.

Angela Golden – Was pleased with success of the Christmas Party.

Monica Chenault – Received positive comments on the Christmas Party.

J.P. Wilkerson – Received positive comments on the Christmas Party.

Edgar Yates – None.

Justin McArdle – None.

Alex Long, Mayor – Thanked Council Members Angela Golden and Donna Wilkerson for their efforts to make the Christmas Party a positive event.

CONSENT AGENDA

Approval of Meeting Minutes of the November 17, 2022 Town Council Meeting

On the motion of Donna Wilkerson, seconded by Angela Golden, which carried a vote of 7-0, the Town Council voted to adopt the minutes of the November 17, 2022 Town Council Meeting.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Monica Chenault, Angela Golden, Justin McArdle, J.P. Wilkerson, Edgar Yates.

Opposed: None.

Absent: None.

Motion passed unanimously.

No discussion.

Financials – November 2022

Discussion included request by Town Council to check employee status of Joe Fortune as part-time permanent employee or contract employee.

Review whether cost of port-a-potty rental can be reduced during winter months when use is limited.

Fire Department funds of \$15,000 for FY23 has not been received to date and will be distributed when available.

Consider moving money to capital fund to pay for repairs and pump breaks.

Consider request to USDA for funds to drill additional well.

On the motion of Ms. Wilkerson, seconded by Ms. Golden, which carried a vote of 7-0, the Town Council voted to accept the November 2022 Financials.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Monica Chenault, Angela Golden, Justin McArdle, J.P. Wilkerson, Edgar Yates.

Opposed: None.

Absent: None.

Motion passed unanimously.

Report of the Town Attorney

No assistance requested of the Town Attorney.

Report of the Town Clerk

Collection of BPOL and 2023 business licenses continues.

Report of the Town Zoning Administrator

Nalls site plan approved by the Town and all local, state, federal agencies and provided to applicant for building permit submission to the County of Caroline.

The site plan process of Royal Farms continues. VDOT found plan approvable. Royal Farms submitted boundary line adjustment plat and re-submitted site plan for second review. Town waiting for the Virginia Department of Environmental Quality to finish review of stormwater.

Giles house remains under construction.

Grass cut at property at intersection of Route 17 and Route 301. Request to contact owner as some areas were missed.

Ongoing trash complaints in trailer park reported. Staff will follow-up.

Report of the Town Manager

Question whether Town is issuing business licenses to businesses who are not submitting tax forms. The Town Manager stated she will review the tax code for clarification. Honor system has been used historically but submitting tax forms is the only way to provide assurance that the correct BPOL tax is paid.

Municode contract underway. Committee to be established to review Town code.

Landscaping at Town pier to be decided.

More decorative historic reproduction streetlights along King Street requested by citizen.

Litter grant for FY23 to be awarded soon.

Boards/Commissions/Agency Representatives and Public Hearings

None.

ACTION ITEMS

12-17.1 – Christmas Bonuses for Staff

On motion by Angela Golden, seconded by Edgar Yates, which carried a vote of 6-0, the Town Council voted to give a Christmas bonus of \$1000 to the Town Manager.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden, Justin McArdle, J.P. Wilkerson, Edgar Yates.

Opposed: None.

Abstain: Monica Chenault

On motion by Angela Golden, seconded by Monica Chenault, which carried a vote of 6-0 the Town Council voted to give a Christmas bonus of \$500 to Joe Fortune.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden, Justin McArdle, J.P. Wilkerson, Edgar Yates.

Opposed: None.

Abstain: Monica Chenault

Discussion included request to use ARPA (COVID) funds if possible.

DISCUSSION ITEMS

12-18.1 Invocation and Pledge of Allegiance at the Town Council Meetings

On motion by Monica Chenault, seconded by Angela Golden, which carried a vote of 7-0, the Town Council voted unanimously to have invocation and pledge of allegiance to the agenda at the beginning of the Town Council meetings.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden, Justin McArdle, J.P. Wilkerson, Monica Chenault, Edgar Yates.

Opposed: None.

INFORMATION ITEMS

None.

OTHER MATTERS

Monica Chenault congratulated the new members of Town Council and requested them to poll members of community on their opinions and communicate information so they are informed.

Council welcomed citizens participation. Reminder to check information on the bulletin board at the Post Office and Town Hall.

ADJOURNMENT

On the motion of Monica Chenault, seconded by Edgar Yates, which carried a vote of 7-0, the Town Council voted to adjourn the December 20, 2022, meeting at 7:14 p.m.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Monica Chenault, Angela Golden, Justin McArdle, J.P. Wilkerson, Edgar Yates.

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

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