

Town of Port Royal

“Behold Us Rising”



Established 1744

Port Royal Town Council
Meeting Minutes
July 18, 2023
6:00 p.m.

INVOCATION & PLEDGE OF ALLEGIANCE

CALL TO ORDER

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, Angela Golden, J.P. Wilkerson, Justin McArdle.

Members Absent: Donna Wilkerson

Others Present: Allyson Finchum, Town Manager/Town Clerk.
Mr. and Mrs. Robert Giles.

AMENDMENTS TO THE AGENDA

Two issues were requested for addition to the agenda. 1) Request to Participate and Purchase Materials for National Night Out and 2) Purchase of Playground Equipment.

On the motion of Justin McArdle, seconded by JP Wilkerson, which carried a vote of 4-0, the Town Council voted to approve the agenda for the July 18, 2023, Town Council Meeting with requested amendments.

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

Opposed: None.

Absent: Donna Wilkerson.

Motion passed unanimously. No discussion.

PUBLIC COMMENT

Mr. & Mrs. Giles complimented and thanked the Port Royal Town Council for their continued efforts in Port Royal.

Public comment closed.

REPORTS FROM TOWN COUNCIL MEMBERS

Donna Wilkerson- Absent.

Angela Golden – None.

J.P. Wilkerson – None.

Justin McArdle – None.

Alex Long, Mayor – The Mayor attended the July 4th ceremony presented by Historic Port Royal which was an excellent event. Justin and Shannon McArdle were also present. Supervisor Nancy Long spoke at the event. Suggested that the Town coordinate more closely with Historic Port Royal in marketing.

A prisoner escaped from the Detention Center and was at large in the area for a week and finally caught in North Carolina. Mayor Long inquired about details and measures to rectify issues. Detention facility will have ICE do a security review. Mayor Long requested to have a private company do a review.

CONSENT AGENDA

7-10 Approval of Meeting Minutes of the June 20, 2023 Town Council Meeting

On the motion of Angela Golden, seconded by Justin McArdle, which carried a vote of 4-0, the Town Council voted to adopt the minutes of the June 20, 2023, Town Council Meeting.

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

Opposed: None.

Absent: Donna Wilkerson.

Motion passed unanimously. No discussion.

7-11 Financials – June 2023

Request staff to contact Caroline County for unpaid fees of library lease.

On the motion of Angela Golden, seconded by Justin McArdle, which carried a vote of 4-0, the Town Council voted to accept the June 2023 Financials.

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

Opposed: None.

Absent: Donna Wilkerson.

Motion passed unanimously. No discussion.

7-12 Report of the Town Attorney

No report.

7-13 Report of the Town Clerk/Town Zoning Administrator/Town Manager

The council requested an ordinance for tall grass and weeds to specifically require all grass taller than 12” on both vacant and occupied parcels to be cut.

Request for information from the Caroline County Commissioner of the Revenue on the sale of the property where Royal Farms is to be located.

Request by council on lane separation between Hornes and future Royal Farms due to Town concerns that limiting left turns from Hornes would have a negative impact to economic commerce.

7-14 Board/Commissions/Agency Representative

None

7-15 ACTION ITEMS

7-15.1 Advertise Public Hearing for Cigarette Tax

No action. Request by council for staff to provide a draft ordinance at the next regularly scheduled Council meeting.

7-15.2 Adopt Resolution for Policy on Selling Water to Existing Lots Within Town Limits

On the motion of Angela Golden, seconded by Justin McArdle, which carried a vote of 4-0, the Town Council voted to adopt the proposed policy to limit sale of future water connections to existing lots within Town limits.

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

Opposed: None.

Absent: Donna Wilkerson.

Motion passed unanimously.

Further discussion included request to identify number of vacant lots in Town and whether they are in old town and to reference historical structures.

7-16 DISCUSSION ITEMS

7-16.1 Water Study by Dewberry & Davis

Compose request to Dewberry and Davis Engineering Firm, the chief engineers of the previous water project, to identify current permitted water capacity of Town system from DEQ, issues with Town well, potential to increase water capacity.

7-16.2 Review Town Attorney Contract

Request for Hefty, Wiley, and Gore to supply a rate per hour versus monthly retainer fee, also recognize the retainer costs paid by the Town in the past with limited use of services. Request possible credit of fifty hours. Search for another attorney.

Discussion included concern of difficulty finding an attorney to represent when Town does not

have adequate ordinances and policies.

7-16.3 Purchase of Playground Equipment

Staff provided information on the purchase of the replacement frog destroyed by vandalism. Cost for the frog minus shipping is approximately \$1300 to \$1500. Council requested staff to proceed forward with the purchase.

7-16.4 National Night Out 2023

Council requested Angela Golden to coordinate the event and purchase items. The event will take place from 6-8 pm on Tuesday August 1st. JP Wilkerson will oversee the fire department location and coordinate with Sheriff Moser and his staff. A Caroline County deputy will attend. Town staff will prepare fliers for distribution.

7-17 INFORMATION ITEMS

None.

OTHER MATTERS

None.

ADJOURNMENT

On the motion of JP Wilkerson, seconded by Justin McArdle, which carried a vote of 4-0, the Town Council voted to adjourn the July 20, 2023, Town Council meeting at 7:36 p.m.

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

Opposed: None.

Absent: Donna Wilkerson.

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