

# Town of Port Royal

“Behold Us Rising”



Established 1744

**Port Royal Town Council**  
**Meeting Minutes**  
**July 19, 2022**  
**6:00 p.m.**

## **CALL TO ORDER**

Mayor Long opened the Town Council Meeting at 6:12 p.m. and noted a quorum was present.

Town Manager called roll.

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

**Members Absent:** None

**Others Present:** Allyson Finchum

## **AMENDMENTS TO THE AGENDA**

Mayor Long requested an amendment to remove 7-17.3 Relocation of the Little Library. Monica Chenault requested to add 7-18.3 Economic Development & Marketing. JP Wilkerson requested to add 7-18.4 Tree Trimming.

On the motion of Ms. Chenault, seconded by Ms. Wilkerson, which carried a vote of 7-0, the Town Council voted to approve the amendments to the agenda, as stated.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

**PUBLIC COMMENT**

None. Public comment closed.

**REPORTS FROM TOWN COUNCIL MEMBERS**

Donna Wilkerson, Vice-Mayor – None.

Angela Golden – None.

Monica Chenault – None.

J.P. Wilkerson – None.

Edgar Yates – None.

Justin McArdle – None.

Alex Long, Mayor – Commended Kathrine Dean on excellent job recording the meeting minutes for the June 21, 2022 joint meeting with Planning Commission and Town Council.

**CONSENT AGENDA**

**Approval of Meeting Minutes of the June 21, 2022, Town Council Meeting**

On the motion of Ms. Wilkerson, seconded by Mr. Yates, which carried a vote of 7-0, the Town Council voted to approve the minutes of the June 21, 2022, Town Council Meeting.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

**Financials – June 2022**

On the motion of Ms. Golden, seconded by Ms. Wilkerson, which carried a vote of 7-0, the Town Council voted to move \$30,000 to the water capital account from the water general fund.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

**Report of the Town Attorney**

None.

**Report of the Town Clerk**

Report with the Town Manager.

**Report of the Town Zoning Administrator**

Royal Farms continues site plan review with local, state, and federal regulatory agencies.

**Report of the Town Manager**

Application submitted for the FY23 Litter Grant. Two new businesses were established in Town - El Rancho Mexican Restaurant & Great Outdoors Sheds. SAM.gov grant registration has been renewed. The Town's FY23 insurance policy through VRSA has been renewed. Taxation ordinances are being rewritten. Additional information is needed by DEQ for Rappahannock River withdrawal permit. Town Council requested dialogue with Caroline County about the Rappahannock River withdrawal permit application. The draft FY20 & FY21 audits are under review by the Town.

**Boards/Commissions/Agency Representatives and Public Hearings**

None.

**ACTION ITEMS**

7-17.1 Schedule worksession with Planning Commission to arrive at a final position for the Town on the Route 301 and intersection policies with VDOT

Meeting scheduled for September 27, 2022 at 6:30 p.m.

7-17.2 Security cameras and archive storage for Town Hall

Mr. McCardle proposed the RING system including five exterior and two interior cameras. He will oversee installation of security cameras in upcoming months.

7-17.3 Removed from agenda

7-17.4 Appointment of Town Clerk and Treasurer

On the motion of Ms. Wilkerson, seconded by Ms. Golden, which carried a vote of 6-1, the Town Council voted to appoint Allyson Finchum the Town Treasurer and Town Clerk with compensation of \$1,000 per month.

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

Opposed: Monica Chenault.

Absent: None.

Motion passed 6-1.

Discussion on role of Caroline County Commissioner of Revenue and third party options to serve as Treasurer for the Town may be pursued in the future.

7-17.5 Defibrillators for Town Hall

On the motion of Mr. Wilkerson, seconded by Ms. Chenault, which carried a vote of 7-0, the Town Council voted to use up to \$1700 of Coronavirus Recovery Funds to purchase a defibrillator with self-charging system to be located in Town Hall.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

7-18.1 ARPA Funds

The second half of the funds is scheduled to arrive in August 2022. Deadline for spending the funds has been extended by the federal government to 2026 with yearly reporting. Ongoing projects include restoration of Town Hall. Potential projects proposed by Town Council are water infrastructure upgrades such as water lines, new roof for Town Hall, pavilion on Town Green, rewrite of Port Royal Town Code.

On the motion of Ms. Golden, seconded by Mr. McArdle, which carried a vote of 7-0, the Town Council voted to form a committee to include Mayor Long, Angela Golden and Allyson Finchum to speak with Municode on information about revision and codification.

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

Opposed: None.

Absent: None.

Motion passed unanimously.

Discussion included possibilities for code revision such as having a volunteer committee to update ordinances.

#### 7-18.2 Town Code Update Chapter 24 Taxation

A rewrite of Port Royal taxation code is underway to provide enforcement measures, etc.

#### 7-17.6 Economic Development and Marketing

Request by Town Council to have an official business launch and ribbon cutting for new businesses. Request Caroline County Economic Development and Tourism for assistance with promotion.

#### 7-17.7 Tree Cutting

On the motion of Mr. Wilkerson, seconded by Ms. Wilkerson, which carried a vote of 7-0, the Town Council voted that it is in the best interest of public health and safety to request VDOT to trim vegetation overhanging the right-of-way along King Street from Water Street to the Town pier to safely allow emergency vehicles to access the dry hydrant. Also, request VDOT to assess and take inventory of all vegetation overhanging the right-of-way which is an impediment to safe travel along public streets.

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

Opposed: None.

Absent: None.

Motion passed unanimously. No discussion.

**DISCUSSION ITEMS**

None.

**INFORMATION ITEMS**

None.

**ADJOURNMENT**

On the motion of Mr. Wilkerson, seconded by Ms. Golden, which carried a vote of 7-0, the Town Council voted to adjourn the July 19, 2022, meeting at 8:41 p.m.

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

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