

# Town of Port Royal

“Behold Us Rising”



Established 1744

**Port Royal Town Council**  
**Meeting Minutes**  
**August 15, 2023**  
**6:00 p.m.**

## **INVOCATION & PLEDGE OF ALLEGIANCE**

### **CALL TO ORDER**

Alex Long, Mayor, opened the Town Council Meeting at 6:06 p.m. and noted a quorum was present.

Town Clerk called roll.

**Members Present:** Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden, J.P. Wilkerson, Justin McArdle.

**Members Absent:** JP Wilkerson (later entered the meeting)

**Others Present:** Allyson Finchum, Town Manager/Town Clerk.

## **PUBLIC COMMENT**

None.

Public comment closed.

## **REPORTS FROM TOWN COUNCIL MEMBERS**

**Donna Wilkerson, Vice-Mayor** – None.

**Angela Golden** – National Night Out on August 1, 2023, was a successful event with attendance of many citizens and locals. There was food, games, and fun for all.

**Justin McArdle** – At pier. Port-a-potty at the Town pier needs cleaning. Requires hand sanitizer, toilet paper, and pump out. The Council requested the Town Manager to contact and resolve issue.

**Alex Long, Mayor** – The Mayor will attend a meeting at Fort AP Hill to be known as Fort Walker to be held August 25 at 10 am.

The Mayor had a conversation with Heather Campbell of Dewberry Engineering on the Town water system to ask for assistance on an updated report of current and future status and needs.

JP Wilkerson entered the meeting.

**J.P. Wilkerson** – None.

### **AMENDMENTS TO THE AGENDA**

On the motion of Angela Golden, seconded by Donna Wilkerson, which carried a vote of 5-0, the Town Council voted to adopt the agenda for the August 15, 2023, Town Council Meeting as written.

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.

### **CONSENT AGENDA**

#### **8-10 Approval of Meeting Minutes of the July 18, 2023 Town Council Meeting**

On the motion of Donna Wilkerson, seconded by Angela Golden, which carried a vote of 5-0, the Town Council voted to adopt the minutes of the July 18, 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.

**8-11 Financials – July 2023**

Clarification that the Dominion Energy bill for streetlights for the month of July was \$1900 which included two months of service.

On the motion of Angela Golden, seconded by Donna Wilkerson, which carried a vote of 5-0, the Town Council voted to accept the July 2023 Financials.

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.

**8-12 Report of the Town Attorney**

None.

**8-13 Report of the Town Clerk/Town Zoning Administrator/Town Manager**

The final site plan for Royal Farms has been approved and signed. The Town Manager is distributing approved plans to all local and state agencies with oversight of the project including Virginia Department of Health, Caroline County Planning and Building, Virginia Department of Transportation, and Virginia Department of Environmental Quality.

Per request by the Town Council the Town Manager provided information on status of water system identified in water reports previously prepared by engineering consultants.

The Town Council requested priority of installation and training of the new AED in Town Hall. JP Wilkerson will obtain training for Council and staff.

**8-14 Board/Commissions/Agency Representative**

The mayor is actively seeking members to fill positions on the Board of Zoning Appeals. The Town Council will eventually move request to the Circuit Court for approval and appointment.

## **8-15 ACTION ITEMS**

### **8-15.1 Cigarette Tax Ordinance**

A draft ordinance was reviewed. The Mayor and Town Manager will seek further guidance on procedure for enactment.

### **8-15.2 Mobile Homes**

On the motion of Donna Wilkerson, seconded by Angela Golden, which carried a vote of 5-0, the Town Council voted to hold a joint meeting with the Planning Commission on August 22 at 6:30 pm for discussion on amending the zoning ordinance to remove mobile homes as a use in some residential zoning districts. This measure will protect public health, safety, and the well-being of the community, including the historic significance of the Town. This change in ordinance is for purposes of preventing placement of additional mobile homes in Town and will not impact any existing structures. The Town Council requested sending a draft ordinance to the Town Attorney for review.

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.

### **8-15.3 Rappahannock River Withdrawal Permit**

The Joint Rappahannock River Withdrawal Project requires revision of the letter submitted to the Virginia Department of Environmental Quality by Port Royal to allow the Town to participate in the project. The Town Manager provided a draft which will be further reviewed and revised by the Mayor for consideration by Town Council at a meeting on August 22 at 6:30 pm. The Town Council further discussed other issues about the project including proposed location of the future water line.

The Town Council meeting took a five-minute break.

### **8-15.4 Retainer versus Hourly Rate of Town Attorney**

Per the request of the Council, the Town Manager spoke with the Town Attorney and provided an hourly rate for services if the Town chooses to pay for legal services hourly rather than a monthly retainer.

**8-15.5 CD – Roll Over or Cash Out**

On the motion of Angela Golden, seconded by JP Wilkerson, which carried a vote of 5-0, the Town Council voted to authorize Vice-Mayor Donna Wilkerson and Mayor Alex Long to roll over the existing CD (original value \$50,000) into a new CD with yield of 4.89% for 7-months and move an additional \$100,000 from the general fund into a 7-month CD at 4.89% yield.

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.

**8-16 DISCUSSION ITEMS**

**8-16.1 Open Air Burning Ordinance**

Council member received several questions about burning laws within Town limits. The existing open air burning ordinance requires a \$400 permit approved by the Town and review by the Town Manager.

Council suggested further examination of the ordinance.

**8-16.2 Removal of decal fee and ordinance**

Council members questioned the value of having a decal fee due to the cost of staff time versus total collections. Council requested this item be placed on the September agenda for further discussion and possible action.

**8-17 INFORMATION ITEMS**

None.

**OTHER MATTERS**

None.

**ADJOURNMENT**

On the motion of JP Wilkerson, seconded by Justin McArdle, which carried a vote of 5-0, the Town Council voted to adjourn the August 15, 2023, Town Council meeting at 8:14 p.m.

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.

**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