

# Town of Port Royal

“Behold Us Rising”



Established 1744

**Port Royal Town Council**  
**Meeting Minutes**  
**August 16, 2022**  
**6:00 p.m.**

## **CALL TO ORDER**

Mayor Long opened the Town Council Meeting at 6:16 p.m. and noted a quorum was present.

Town Manager called roll.

**Members Present:** Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), Edgar Yates.

**Members Absent:** J.P. Wilkerson, Monica Chenault, Justin McArdle.

**Others Present:** Allyson Finchum

## **AMENDMENTS TO THE AGENDA**

The Town Council approved the agenda by a vote of 4-0.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), and Edgar Yates.

Opposed: None.

Absent: J.P. Wilkerson, Monica Chenault, Justin McArdle.

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 – Absent.

J.P. Wilkerson – Absent.

Edgar Yates – Mr. Yates expressed concern with discarded used furniture near dumpster and on property of trailer park.

Justin McArdle – Absent.

Alex Long, Mayor – None.

**DELEGATIONS**

On the motion of Ms. Golden, seconded by Ms. Wilkerson, which carried a vote of 4-0, the Town Council voted to appoint Shannon Grace McArdle to the Planning Commission for a term beginning immediately and terminating January 1, 2023.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), and Edgar Yates.

Opposed: None.

Absent: J.P. Wilkerson, Monica Chenault, Justin McArdle.

Motion passed unanimously. No discussion.

**CONSENT AGENDA**

**Approval of Meeting Minutes of the July 19, 2022, Town Council Meeting**

On the motion of Ms. Wilkerson, seconded by Mr. Yates, which carried a vote of 4-0, the Town Council voted to approve the minutes of the July 19, 2022, Town Council Meeting.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), and Edgar Yates.

Opposed: None.

Absent: J.P. Wilkerson, Monica Chenault, Justin McArdle.

Motion passed unanimously. No discussion.

**Financials – June 2022**

On the motion of Ms. Wilkerson, seconded by Mr. Yates, which carried a vote of 4-0, the Town Council voted to accept the July 2022 Financials.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), and Edgar Yates.

Opposed: None.

Absent: J.P. Wilkerson, Monica Chenault, Justin McArdle.

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**

The site plan process of Royal Farms continues with local and state agencies.

**Report of the Town Manager**

Town Manager submitted documentation for VDH Waterworks Operation Fee, Discussion and process with Municode on codification, organization of National Night Out, request to VDOT for trimming/removal of brush and trees on r-o-w, submittal to USDA on water connections, submittal of Performance and Accounting Report for the FY22 Litter Grant, transfer of \$30,000 to capital water account, ribbon cutting for new businesses, work with builder on Giles development, BPOL tax collection, decal fee tax collection, discussion with auditor on FY21 and FY22 audit.

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

None.

**ACTION ITEMS**

8-18.1 – Town Hall Renovations – Discussion to be continued. Due to inflation Council to wait six months on determination of new versus historic restoration of windows for Town Hall.

8-18.2 – Town Attorney – On-call versus services. Discussion to be continued.

8-18.3 - FY21 & FY22 Audits

On the motion of Ms. Wilkerson, seconded by Mr. Yates, which carried a vote of 4-0, the Town Council voted to engage Davis & Associates in preparation of the FY21 & FY22 audits.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), and Edgar Yates.

Opposed: None.

Absent: J.P. Wilkerson, Monica Chenault, Justin McArdle.

Motion passed unanimously. No discussion.

**DISCUSSION ITEMS**

8-18.1 Municode – Continued discussion and relay of information with Municode on codification.

8-18.2 Port Royal Town Code Chapter 18 Taxation – Amendments being prepared by staff.

**INFORMATION ITEMS**

None.

**OTHER MATTERS**

Tall grass/weeds/debris violation on parcel at corner of Back Street and Patricia Lane. Town Manager to review issue.

**ADJOURNMENT**

On the motion of Ms. Wilkerson, seconded by Ms. Golden, which carried a vote of 4-0, the Town Council voted to adjourn the August 16, 2022, meeting at 6:51 p.m.

Voting Aye: Mayor Alex Long, Vice-Mayor Donna Wilkerson, Angela Golden (remote), and Edgar Yates.

Opposed: None.

Absent: J.P. Wilkerson, Monica Chenault, Justin McArdle.

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