

TOWN COUNCIL MEETING

January 3, 2013

PRESENT

John Joeckel, Presiding Officer

Selina Coulbourne

Aileen Joeckel

Bonnie Munn

Val Vincent

Town Clerk, Diana Brown

TOWN COUNCIL MEETING

- I. *Announcement*
 - A. John Joeckel announced that the vote on the Meals Tax would not take place at this meeting. The vote will be at the February meeting after an Interim Mayor and Interim Town Council member have been selected, which should be within the next two weeks.
- II. *Public Comments* - None
- III. *Call to Order*

Presiding Officer John Joeckel called the Town Council Meeting to order at 7:02 p.m. Thursday, January 3, 2013 in the Wachapreague Town Hall.
- IV. *Pledge of Allegiance* – Mr. Joeckel opened the meeting by leading the Council and Public in the Pledge of Allegiance.
- V. *Approval of Minutes*
 - A. Val Vincent made a motion to approve the Minutes for the November 5, 2012 Town Council Meeting, the December 1, 2012 Special Town Council Meeting/Public Hearing and the December 13, 2012 Special Town Council Meeting. Bonnie Munn seconded the motion. There being no discussion, the motion was voted upon and passed unanimously.
- VI. *Review of Financial Report*
 - A. Val Vincent noted that the financials are in line with last year. Val Vincent made a motion to file the Financial Report for Audit. Aileen Joeckel seconded the motion. Report filed for Audit.
- VII. *Old Business*
 - A. MARINA –
 1. Mr. Joeckel reported that Harbor Master had provided a verbal estimate for additional surveillance cameras and will have a written proposal for the February meeting.
 - B. TOWN MAINTENANCE/GARBAGE –
 1. Councilman Bonnie Munn reported that J.D. Bradshaw has arranged for Sean Fate to drive for garbage pickup while he is on vacation week of Jan 7.
 2. The Maintenance Crew will water the new trees in Seaside Park.
 3. Mr. Bradshaw asked if John Burton could assist with brush pick up on some Tuesdays during winter months as necessary.
 4. Maintenance will work on the Town Hall caulking and repairs per request from Ms. Vincent.
 - C. TOWN HALL BEAUTIFICATION/MAINTENANCE
 1. Exterior Repairs – Councilman Val Vincent noted that one-half of the work on the building exterior was done this year. She wants to budget next year for doing the other half. She will obtain an estimate from Wardius Contracting.

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D. STREETS AND DRAINAGE/911 –

1. Councilman Aileen Joeckel has called VDOT to repair/replace street signs. However, there is apparently only one person in charge of this and she has been unable to contact him. She will continue to pursue.
2. Ms. Vincent stated to be aware of potential washing out under the road at Bayview and Atlantic.

E. SAFETY/SECURITY

1. Councilman Selina Coulbourn noted no issues except a noise problem, but the landlord was to be contacted. Ms. Vincent stated she had heard there was a bounty hunter in Town who had picked up a fugitive on Main Street. There were no other details.

F. 911 SYSTEM

1. Ms. Coulbourn reported still working on collecting information.

G. POWELL MEMORIAL TOWN PARK – Nothing to report

H. SEASIDE PARK

1. Mr. Joeckel stated that Bill Burnham had been in charge of Seaside Park and since he is no longer on Council, someone is needed to take over the interim responsibility. Val Vincent volunteered.

I. TOURISM

1. Aileen Joeckel stated there had been no December Meeting of the Tourism working group due to schedules and the holidays.
2. Ms. Joeckel has been asked to serve on the Leadership Academy for Eastern Shore Health Communities. The Academy has been approved and accepted and she will have a one-year commitment with them.
3. She is also being considered for the Eastern Shore Tourism Commission Board along with Blake Johnson and others.
4. The Ad for the Eastern Shore Visitor's Guide has been approved and payment is being sent.
5. The Working Group has entered into the Virginia Tourism Commission grant process for obtaining more funds for marketing efforts.

J. CHANNEL DREDGING

1. Mr. Joeckel reported as follows:
 - The final Project Management Plan is done
 - Pre-solicitations announcement for contract advertisements are due now
 - Bid openings are February 1, 2013
 - Contract award February 15, 2013
 - Contract immobilization – middle of March
 - Completion – middle of June
2. Barring any complication, the project should go through.
3. Copy of Project Management Plan in Town Hall for public's information.
4. The DEQ sent back the application for permit to the Army Corps of Engineers. The Army Corps of Engineers placed notice in the Eastern Shore News on December 12, 2012 for public comments which will end on January 18, 2013. Mr. Joeckel has written a letter to DEQ in support of the Army Corps of Engineers' application. He had distributed copies to Council for review and asked for Council's approval to send. Council concurred.

K. *DELINQUENT REAL ESTATE TAXES AND TOWN TAGS/DECALS*

1. Mr. Joeckel met with prospective Town Attorney to discuss. Mr. Rowan advised that attorney's fees are collectible as well. There are certain steps to be followed and he is prepared to advise the Town on this procedure.

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Discussion followed on the particulars of the Real Estate Taxes in arrears.
Town Clerk advised status.

L. DERELICT/BLIGHTED BUILDINGS

1. Mr. Joeckel advised that there is nothing new but will discuss in conjunction with Meals Tax information.

M. PLANNING COMMISSION & BZA APPOINTMENTS

1. Mr. Joeckel noted that Mr. Bilicki tried hard to get members. He requested a list of the current members for February meeting. Discussion followed regarding possibility of printing a flyer and posting.

N. BZA Appointments –

1. See N.

O. MEALS TAX

1. Mr. Joeckel distributed a Meals Tax Reporting Form which would be used by the business if the Meals Tax is approved. He also provided an information handout, "Wachapreague Prepared Meal/Beverage Ordinance: Concept for Determining the Use of Revenues" and discussed the specifics outlined in the handout. The information handout is attached hereto to these Minutes.
2. Mr. Joeckel stated that he is not asking for anything at this meeting. He is just throwing ideas out to think about because if the Meals Tax is passed, the Town would need to put in place a complete process to insure how the funds would be used. It needs to be transparent and include the participation of the residents.
3. Ms. Vincent asked how many people would serve on the Business & Tourism Advisory Group. Mr. Joeckel envisions members coming from the Island House, the Wachapreague Inn, Town Marina, Town Council, Fisherman's Lodge, a non-business person - approximately six people.

P. Golf Cart Ordinance

1. Mr. Joeckel reviewed the history of the process which started in 2011. The correspondence did not get to the representatives in time for the 2012 General Assembly session. In November, 2012 John Hopkins wrote to Delegate Lewis and Senator Northam stating the need to address the General Assembly on our behalf in order to obtain a special dispensation. This is in the works for the session beginning January 9, 2013. Mr. Joeckel will follow up and contact Delegate Lewis' office. If exception granted, the Town would need to develop an ordinance similar to Saxis' and crafted to meet our needs. Virginia Code allows for charging for golf cart usage. Cape Charles charges the same as for other vehicles.

Q. Appointment of Town Attorney

1. Mr. Joeckel met with David Rowan and advised of Town's issues and he is willing to serve as Town Attorney. He has sent Letter of Engagement for Council's review. He advised that at some time during the year, the fees will go up, but for now they are the ones quoted. Aileen Joeckel made a motion to appoint David Rowan to serve as Town Attorney for the Town of Wachapreague pursuant to terms outlined in the Letter of Engagement. Bonnie Munn seconded the motion. A Roll Call Vote was taken and passed unanimously. The Motion and Roll Call Vote are attached hereto to these Minutes.

R. Appointment of Interim Mayor and Town Council Member

Mr. Joeckel is not aware of anyone at this time; however, the Council needs to make appointments within the next two weeks or the Judge will appoint.

TOWN COUNCIL MEETING

January 3, 2013

- S. Petition and Writ for Special Election
Mr. Joeckel announced that David Rowan has submitted the Writ of Election based on the Town's request and the judge has accepted it.
- T. FY2012 Audit Update
Town Clerk reported that Mary Jo Tatum has received the draft and will complete going through the Journal Entries this week and will give OK for auditor to finalize.
- VIII. *New Business* - None
- IX. *Announcements* – None
- X. *Adjournment*
Val Vincent made a motion to adjourn the meeting. Selina Coulbourne seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 8:15 p.m.

DFB
01/08/2013

PRESIDING OFFICER

CLERK

SPECIAL TOWN COUNCIL MEETING

January 16, 2013

PRESENT

Selina Coulbourne

Aileen Joeckel

John Joeckel

Bonnie Munn

Town Clerk, Diana Brown

Absent: Val Vincent

TOWN COUNCIL MEETING

- I. *Introduction:* Presiding Officer John Joeckel announced that this was a Special Meeting of the Town Council with the sole purpose of appointing an Interim Mayor and Interim Town Council Member. He reminded the Public and Council Members that the discussion and comments would be to address the agenda items only.
- II. *Public Comments*
 - A. Randy Powell questioned what the requirement was to advertise a Special Town Council Meeting and did it need to be posted a certain amount of time in advance. The Town Clerk explained that according to the previous Town Attorney Special Meetings were to be posted as soon as feasible for the circumstances.
- III. *Call to Order*

Presiding Officer John Joeckel called the Special Town Council Meeting to order at 7:04 p.m. Wednesday, January 16, 2013 in the Wachapreague Town Hall.
- IV. *Pledge of Allegiance* – Mr. Joeckel opened the meeting by leading the Council and Public in the Pledge of Allegiance.
- V. *Appointment of Interim Town Council Member* – Mr. Joeckel asked if any discussion. There was none. Bonnie Munn made a motion to appoint Stuart Bell as an interim member of the Wachapreague Town Council to fill the Council seat vacated by Bill Burnham and to serve until the Special Election in November 2013. Selina Coulbourne seconded the motion. There being no discussion, a Roll Call Vote was taken and passed unanimously. The Motion and Roll Call Vote are attached hereto to these Minutes.
- VI. *Appointment of Interim Mayor* – Mr. Joeckel asked if any discussion. Aileen Joeckel stated she is looking forward to Fred Janci being on Council. This is his first time serving, but he is not new to the Town as he owns property and has lived here for a while. Mr. Joeckel added that a number of people were contacted and asked to participate as Mayor and no one was willing to step up. Mr. Janci stepped and is willing to accept the responsibility. Aileen Joeckel made a motion to appoint Fred Janci as Interim Mayor of the Wachapreague Town Council to fill the Mayoral seat vacated by Dan Bilicki and to serve until the Special Election in November 2013. Selina Coulbourne seconded the motion. There being no further discussion, a Roll Call Vote was taken and passed unanimously. The Motion and Roll Call Vote are attached hereto to these Minutes.
- VII. *Adjournment* – Selina Coulbourne made a motion to adjourn the Special Town Council Meeting. Bonnie Munn seconded the motion. The motion was voted upon and passed unanimously. The Meeting was adjourned at 7:10 p.m.

DFB
01/23/2013

PRESIDING OFFICER

CLERK

TOWN COUNCIL MEETING
February 5, 2013

PRESENT

Fred Janci, Mayor
Selina Coulbourne
Aileen Joeckel
John Joeckel
Bonnie Munn
Val Vincent

Absent: Stuart Bell

Town Clerk, Diana Brown

TOWN COUNCIL MEETING

- I. *Guest*
 - A. Joe Zager, who served for nine years as the Administrator and is now the VP for Development at Riverside Shore Memorial Hospital was present to update the Council and Public on the new hospital. He presented drawings and discussed plans for the hospital. They had thought to start construction by May 2013; however there are design issues with the office building so now look to break ground by August-September 2013 with a completion date in 24 months, August-September 2015. Nassawadox will still be an outpatient medical complex with diagnostic services - Xray, some labs, Mammography and Cardiac Rehab. Some physicians will remain. There is discussion of whether to move the Cancer Center, but that is not yet decided. Questions and discussion followed.
- II. *Introduction of New Mayor*
 - A. Fred Janci introduced himself as the Interim Mayor. He plans to be in Town Hall on Saturdays during Public hours.
- III. *Public Comments*
 - A. Mayor Janci reviewed the Guidelines for Public Comments that were approved by a previous Town Council on July 7, 2009. A copy is attached hereto to these Minutes.
 - B. Jackie Zang spoke of her concern regarding the basketball goal at John Carr's resident on Main Street with children playing in the street and its being a hazard. Val Vincent noted that she wanted to discuss this issue during the meeting.
 - C. Jeffrey Pitts stated he understands the Public Comment rules specify two minutes for each person to speak but that in the past it has usually been five minutes at the Mayor's discretion.
 - D. Jeffrey Pitts as Chief of the Fire Company ask the Town to once again consider an annual donation of \$1000 to the Fire Company.
 - E. Randy Powell understands the Council will vote on the Meals Tax at this meeting and once again urged them not to approve it. His reasoning is that there is a new business in Town that is trying to build and grow and in all the discussions he has not heard of any cost cutting ideas and thinks this is the first thing that ought to be considered before putting in a new tax.
- IV. *Call to Order*

Mayor Fred Janci called the Town Council Meeting to order at 7:40 p.m. Tuesday, February 5, 2013 in the Wachapreague Town Hall.
- V. Pledge of Allegiance – Mayor Janci opened the meeting by leading the Council and Public in the Pledge of Allegiance.

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February 5, 2013

VI. *Appointment of Vice Mayor*

Councilman John Joeckel made a motion to appoint Bonnie Munn as Vice Mayor. Councilman Selina Coulbourne seconded the motion. There being no discussion, the motion was voted on and passed unanimously.

VII. *Approval of Minutes*

- A. Councilman Selina Coulbourne made a motion to approve the Minutes for the January 3, 2013 Town Council Meeting and the January 16, 2013 Special Town Council Meeting.

VIII. *Review of Financial Report*

- A. Mayor Janci asked for clarification on certain areas of the Financial Report. Discussion followed. The Financial Report was accepted to file for Audit.
- B. Town Clerk advised that FY2013 Audit is complete and all is in order. The fee for the Audit was higher than last year.

IX. *Old Business*

A. MARINA –

1. Surveillance Camera - Mr. Joeckel reported that Harbor Master has obtained an estimate from U.S. Electric in the amount of \$750.00 for an additional security camera. He agrees with the Harbor Master that this is a good idea because of the theft last year and that it looks directly down the boat ramp. Mr. Joeckel made a motion to approve \$750.00 for the purchase and installation of an additional surveillance camera at the Town Marina. Bonnie Munn seconded the motion. A Roll Call vote was taken and passed unanimously. The Motion and Roll Call Vote are attached hereto to these Minutes. Town Clerk will inform the Harbor Master of approval.
2. Annual Slip Rentals - Mr. Joeckel reported that the applications have been mailed.

B. TOWN MAINTENANCE/GARBAGE –

1. Councilman Bonnie Munn reported no problems with garbage/trash.
2. Ms. Munn reported that there had been a burst water pipe in the Maintenance Room at the Town Park. She turned off water main and had Mr. Bradshaw check on building.

C. TOWN HALL BEAUTIFICATION/MAINTENANCE

1. Exterior Repairs – Councilman Val Vincent reported that Chris Wardius will provide an estimate for replacing wood on West side of building and replacing gutters on rear of building. He said it should not be more than \$1000. Will look to include this in FY2014 Budget.

D. STREETS AND DRAINAGE–

1. Street Signs - Councilman Aileen Joeckel has three calls into County. Still no response. Will continue to follow up.
2. Basketball Goal – Council discussed the problem. Mayor Janci will approach Mr. Carr and ask him to move it.
3. Cars Parking on Sidewalk – Ms. Vincent noted the problem of cars parking on sidewalks. Suggestions were discussed. The first step will be to place flyers on windshields. Ms. Joeckel will also call VDOT.

E. SAFETY/SECURITY

1. Councilman Selina Coulbourne not aware of any issues.

F. 911 SYSTEM

1. Ms. Coulbourne reported still in progress.

G. POWELL MEMORIAL TOWN PARK

1. Ms. Munn reported that Wayne Burton has still not provided paint. She has other issues to follow up with him as well, i.e. broken fence and

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replacement refrigerator and sink. She will pursue with Mr. Burton as spring approaches. Mayor Janci offered a replacement sink. Ms. Munn will have Mr. Bradshaw follow up to see if would fit.

H. SEASIDE PARK

1. Ms. Vincent stated that the Maintenance Crew will need to water the new plants once there is not so much rain. The Park needs ongoing maintenance. The Town has tried to use volunteers, but it is too much work and needs to make provision to hire someone or have the Maintenance Crew work on it.

I. TOURISM

1. Ms. Joeckel reviewed the January 23rd article in the Eastern Shore News on revenue in Accomack as a result of Tourism.
2. Tourism Working Group – The group met on January 31st. Katrina Neal has joined the group and they are looking for a Charter Boat Captain to participate. She reviewed the Minutes (attached hereto to these Minutes). She reiterated that the Committee wants to become a Business & Tourism Advisory Board not just an Ad Hoc Committee.

J. CHANNEL DREDGING

1. Mr. Joeckel distributed the Corps of Engineers schedule update. He has concern about the delay but feels it is going forward. His further concern is that in 5-10 years there will be same problem and no plans in place. He will work toward a plan with Corps and DEQ and come together for a meeting.

K. *DELINQUENT REAL ESTATE TAXES AND TOWN TAGS/DECALS*

1. Town Clerk advised that the 2012 delinquent Real Estate Tax Bills have been mailed.
2. Review and discussion followed regarding the delinquent taxpayer bills. The Mayor will talk with the Town Attorney regarding the four most delinquent accounts which date back to 2010 and 2011 as well as 2012.

L. *DERELICT/BLIGHTED BUILDINGS*

1. Council briefed the Mayor on the situation and previous efforts. No further action to date. The Mayor will review.

M. PLANNING COMMISSION & BZA APPOINTMENTS

1. Mr. Joeckel briefed the Mayor on the status and reviewed the requirements. The Town is out of compliance. The BZA has one (1) member, Randy Lewis Sr., whose term expires December 2013. Two other terms have expired but the regulations state they are still members until new members are appointed. Two members are deceased. The Board should have five (5) members appointed by the Circuit Court who serve for five (5) years. There are four (4) current BZA vacancies.
2. The Planning Commission had six members; all terms expired. Terms expire September 30. The Planning Commission can have 5-15 members appointed by the Governing Body and serve on staggered terms up to four (4) years. Mr. Joeckel recommends keeping the board to 5-7 members. Need a working Commission to develop a Comprehensive Strategic Plan. Ms. Vincent noted there was a notice in the Post Office but no response.
3. Discussion followed regarding potential members.

N. BZA Appointments –

1. See N.

TOWN COUNCIL MEETING

February 5, 2013

O. MEALS TAX

1. Mr. Joeckel stated that the Meals Tax has been discussed since August 2012 at Town Council Meetings and a Public Hearing. Mr. Joeckel made a motion to adopt the Prepared Food and Beverage Tax Ordinance. Bonnie Munn seconded the motion. Discussion followed. Ms. Vincent asked the Council to wait and vote on this next year and take this year to study it. There has been too much opposition and people are against it. She thinks the Council needs to talk and listen to people, set up a committee to consider it and invite people who will be impacted to express their opinions. Ms. Joeckel disagreed and states it has been talked to death, not everyone is against it and expenses are going up. She does think anybody's mind will be changed. Other towns are doing it. Mayor Janci thinks this has created a public relations nightmare. He thinks that there is a need for revenue but at 2%, does not think there will be that much revenue from the tax. He thinks Council needs to address the public relations issue and asked Council to wait for one month to vote to give him time to review and talk to people. Mr. Joeckel appreciated his opinion but it has been debated for months and there has been a Public Hearing. He thinks it is time to move to a vote. A Roll Call Vote was taken with four (4) voting for – Ms. Coulbourne, Ms. Joeckel, Mr. Joeckel and Ms. Munn. Ms. Vincent voted against the Ordinance. The Motion, Roll Call Vote and Prepared Food and Beverage Tax Ordinance are attached hereto to these Minutes.

P. Golf Cart Ordinance

1. Mr. Joeckel announced that the exemption was out of the Transportation Committee and Senate Transportation subcommittee and is now in the Senate Transportation Committee. He anticipates that we will have the exemption at the end of the General Assembly.
2. Mr. Joeckel distributed a draft ordinance for Council's information, which is modeled on Saxis', with minor revisions and will need to be finalized. He outlined the procedure as follows:
 - a. After it is signed, a Resolution by Council is needed.
 - b. Resolution sent to VDOT. It will take approximately one month for their approval.
 - c. Install signs – Approximate cost \$500.00, \$250.00-300.00 for materials plus Labor.
 - d. Decide on Fee
 - e. Hopefully by May, all will be in place.
3. There was a question if there needs to be a Public Hearing for the Golf Cart Ordinance. Mr. Joeckel will consult with Town Attorney.

Q. FY2014 Audit Update – See VIII

X. *New Business*

A. Proposed Town Council Meeting Date Change

Ms. Joeckel explained that one of the new Council Members cannot attend meetings on the first Tuesday of the month. Aileen Joeckel made a motion to change the Town Council Meeting date to the second Tuesday of each month. Selina Coulbourne seconded the motion. The motion was voted upon and passed by majority vote with one abstention – Val Vincent. Mr. Pitts suggested checking the Town Charter to make certain the date is not specified. If so would be changing the Charter. Ms. Joeckel will verify. In the meantime will set the March Town Council meeting for second Tuesday, March 12th and post for Public. If permanent change, will need to advertise.

TOWN COUNCIL MEETING

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- B. Val Vincent's Resignation – Councilman Vincent read her letter of resignation. Mayor Janci expressed his sorrow in her decision.
- XI. *Executive Session*
 - A. Adoption of Motion for Closed Session. The Motion and Roll Call Vote are attached hereto to these Minutes.
 - B. Resolution to Reconvene Open Meeting. The Motion and Roll Call Vote are attached hereto to these Minutes.
 - C. Following the Executive Session, Mayor Janci requested that Town Clerk request an invoice from former Town Attorney John Hopkins for services to the Town from July – December 2012. He has not previously presented the Town with a billing over and above his monthly stipend and there were several items that he consulted on during that period.
- XII. Announcements
 - A. Mr. Joeckel requested that the Mayor and Town Clerk sign the Meals Tax Ordinance. Mayor Janci stated he would take the five (5) days allowed by Charter to sign.
 - B. Town Clerk announced that Council would need to address reassignment of Council members' Areas of Responsibility at the March meeting.
- XIII. *Adjournment*

Selina Coulbourne made a motion to adjourn the meeting. Aileen Joeckel seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 10:15 p.m.

DFB
02/06/2013

MAYOR

CLERK

TOWN COUNCIL MEETING

March 12, 2013

PRESENT

Fred Janci, Mayor
Bonnie Munn, Vice-Mayor
Stuart Bell
Selina Coulbourne
Aileen Joeckel
John Joeckel

Town Clerk, Diana Brown

TOWN COUNCIL MEETING

- I. *Public Comments*
 - A. Randy Powell stated that he thought the Public Comments section had been deleted from the verbal Minutes and text version on the website. Council and Town Clerk clarified that the recorded Minutes not intended to be on YouTube and the website transcription of the Minutes always includes Public Comments. Council will address recorded Minutes at a future meeting.
- II. *Call to Order*

Mayor Fred Janci called the Town Council Meeting to order at 7:08 p.m. Tuesday, March 12, 2013 in the Wachapreague Town Hall.
- III. Pledge of Allegiance – Mayor Janci opened the meeting by leading the Council and Public in the Pledge of Allegiance.
- IV. *Acceptance of Councilman Val Vincent's Resignation*

Vice-Mayor Bonnie Munn made a motion to accept Val Vincent's resignation from Town Council. Councilman Selina Coulbourne seconded the motion. There being no discussion, the motion was voted upon and passed unanimously.
- V. *Approval of Minutes*
 - A. Councilman Selina Coulbourne made a motion to approve the Minutes for the February 5, 2013 Town Council Meeting. Councilman Aileen Joeckel seconded the motion. There being no discussion, the motion was voted upon and passed unanimously.
- VI. *Review of Financial Report*
 - A. Mayor Janci asked for clarification on certain areas of the Financial Report. Discussion followed.
 - B. Councilman John Joeckel asked the Town Clerk to have the bookkeeper add a revenue line item for the Meals Tax and to also determine how to handle the expenses for those funds either under Business & Tourism or individual line item.
 - C. Aileen Joeckel questioned why there is an annual audit as the Virginia Code does not specify for towns this sidesize. Town Clerk will research why this has been the practice.
 - D. Mayor Janci stated that he and Mr. Joeckel will ask Sandy Russell to assist.
 - E. Mayor Janci requested that the bookkeeper separate the Property Taxes from the delinquent Vehicle License Fees on the Financial Report.
 - F. Mayor Janci asked Town Clerk and bookkeeper to prepare the 2012 delinquent Vehicle License Fees and add to the 2011 delinquent accounts where applicable and mail Return Receipt Requested.
 - G. Regarding the multiple year delinquent Real Estate Property Taxes, Mayor Janci suggested that a letter be sent from the Town outlining upcoming administrative and legal fees if they are not paid. Discussion followed.

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March 12, 2013

- H. Aileen Joeckel made a motion to file Financial Report for Audit. Bonnie Munn seconded the motion. Motion passed.
- VII. *Old Business*
- A. MARINA –
1. Surveillance Camera - Mr. Joeckel reported that the new camera will be installed next week.
 2. Annual Slip Rentals – Harbor Master reports that the slip rental returns are about where they should be. She will have a fuller picture in April.
 3. VPA Grant – Harbor Master has sent letter to Virginia Port Authority requesting \$25,000 grant for future repairs and improvements.
 4. Dock Repairs - Harbor Master has ordered materials. Mayor Janci has included some other items from his walkabout as well.
- B. TOWN MAINTENANCE/GARBAGE –
1. Vehicles – The dump truck had steering problems and was taken to Colonas for repair. The garbage truck has been inspected. Mayor Janci has also identified some necessary vehicle repairs including some welding. Discussion followed. The Community College has a workforce center with a welding class where we may be able to get some help.
- C. TOWN HALL BEAUTIFICATION/MAINTENANCE – No Report
- D. STREETS AND DRAINAGE–
1. Street Signs - Councilman Aileen Joeckel continues to call, still no results. She has even called his boss. One person in Public Works handles street signs. Selina Coulbourne volunteered to call Stewart Hall. Mayor Janci has also noted the street sign issues on his walkabout list.
 2. Blocked Culverts/Ditches – Mayor has also noted culverts are blocked especially on Brooklyn near the Carnival grounds, Riverview & Liberty and High & South Streets. Ms. Joeckel will call VDOT.
- E. SAFETY/SECURITY
1. Councilman Selina Coulbourne not aware of any issues.
 2. Councilman Stuart Bell wants to see something done about the kids playing basketball in the street. The Mayor has talked to John Carr and he was agreeable and the hoop was moved but it was put back. The Coast Guard is happy for the kids to play there. Discussion followed and consciences is that hoop will need to be removed permanently.
- F. 911 SYSTEM
1. Ms. Coulbourne has spoken to the County Administrative office and Jeff Flournoy. No one knows what to do with Wachapreague. Years ago Wachapreague and Onancock decided to do their own numbers; other towns let the County do it. The question is once we identify the house numbers, can we request County to change their numbers. Mr. Fluornoy is not sure. The County works with Master Street Address & Guide Company (MSAG) when there are physical address issues. Mr. Fluornoy is willing to facilitate a meeting/conference call with them to try to figure out what to do and we still do not know who can decide. There is a cost and Mr. Fluornoy does not know if it can come out of the 911 budget.
- G. POWELL MEMORIAL TOWN PARK
1. Vice Mayor Bonnie Munn has spoken to John Smith at Parks and Recreation. He has indicated that they will fix broken pipe, have obtained a new refrigerator, and still working on replacement sink. She reminded about the paint for the fence; however a lot of the fence is rotten and needs to be replaced. Town and Parks and Recs will work jointly to replace. Ms. Munn will

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March 12, 2013

talk to Town Maintenance Crew and Parks and Recs about the items on the Mayor's walkabout list.

H. SEASIDE PARK

1. Mayor Janci will work with Bill Burnham to finish pavers. Discussion followed about need for ongoing maintenance program.

I. TOURISM

1. Tourism Working Group – Ms. Joeckel reviewed the Minutes of the March 7 meeting (copy attached hereto to these Minutes).

J. CHANNEL DREDGING

1. Mr. Joeckel reported that the project is on schedule. The Corps will decide on contractor by end of week. Contract mobilization still planned for mid-March with project completion in mid-July.
2. Mr. Joeckel reported on developing a group on the Eastern Shore with both counties and stakeholders who are interested in navigation and maintaining the waterways. Even after this dredging project is completed, will need to re-dredge with 5-10 years and it will be more difficult to get funding. He is looking to form a coalition and there will be a meeting in Chincoteague to discuss this initiative and how to work with the State and Federal governments for future funding possibilities. Wanda Thornton will be coordinating.

K. *DELINQUENT REAL ESTATE TAXES AND TOWN TAGS/DECALS* – See discussion under VI. Financials

L. *DERELICT/BLIGHTED BUILDINGS* - No Report

M. PLANNING COMMISSION & BZA APPOINTMENTS

1. Ms. Joeckel still working on appointments, but is focusing on filling Town Council vacancy.

N. *BZA Appointments* –

1. See N.

O. *Golf Cart Ordinance*

1. Mr. Joeckel had had discussion with VDOT. Even if Governor has signed legislation, legislation does not become effective July 1st. VDOT will work with us ahead of time in order to be ready to implement on July 1st. The Council needs to decide if they want to add utility vehicles as well as golf carts. Discussion followed. He will include in ordinance. Council will need to vote on ordinance at April meeting and he will then send to VDOT in order for them to complete their work prior to July 1st. Before July 1st, will need to decide on signs i.e. Share the Road and Golf Cart, which should cost less than \$400 and vote on a fee system. Owners will then need to have their golf cart retrofitted to comply with the ordinance, i.e. rear view mirror, slow moving vehicle placard, etc. Owners will provide proof of insurance, inspection, etc. Discussion followed as to whether all the requirements are necessary, how to enforce and Town's liability. Mr. Joeckel will revise the ordinance to include utility vehicles and send to Council for review. Council can discuss further in April and if they do not want to vote, can discuss again in May and perhaps a better sense of whether they want to proceed with the ordinance.

P. *Proposed Town Council Meeting Date Change*

1. Aileen Joeckel clarified that the Town Charter does not specify when Council has to hold their Town Council Meeting just that they set a date and time. Aileen Joeckel made a motion to move the Town Council meeting to the

TOWN COUNCIL MEETING

March 12, 2013

second Tuesday of each month. Stuart Bell seconded the motion. There being no discussion, the motion was voted upon and passed unanimously.

VIII. *New Business*

A. *Town Council Areas of Responsibilities Assignments* – Tabled until Town Council vacancy filled.

B. *Appointment Interim Town Council Member* –

1. Ms. Joeckel stated she is working to find someone. Vacancy needs to be filled within the next week. Once someone is identified, will schedule a Special Meeting for Council to approve. Mr. Joeckel reiterated the importance of appointing an interim Town Council member and the lack of anyone wanting to serve.

2. Town Clerk will notify Town attorney of need for additional Writ of Special Election for November.

C. *Donation to Fire Company* – Stuart Bell made a motion to give the annual \$1000 donation to the Wachapreague Voluntary Fire Company. Bonnie Munn seconded the motion. There being no discussion, a Roll Call Vote was taken and passed unanimously. The Motion and Roll Call Vote are attached hereto to these Minutes.

D. *Formalizing Business & tourism Advisory Group* – Ms. Joeckel distributed the outline for the Town of Wachapreague Tourism Advisory Board Guidelines. She will bring the list of proposed officers to the April meeting.

IX. *Announcements*

A. Town Clerk announced that the Town has once again received the \$1000 Litter Prevention and Recycling Program Grant for FY2013 from Accomack County. Discussion of litter efforts followed.

B. Town Clerk announced that Town vehicle tags and decals would be on sale starting March 15 through April 15, 2013. Town Hall will be open Thursdays from 4:00 – 6:00 p.m. and Saturday from 9:00 a.m.-12:00 Noon.

C. Mayor Janci noted that it is time to renew Mosquito Control contract.

X. *Adjournment*

Selina Coulbourne made a motion to adjourn the meeting. Aileen Joeckel seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 9:00 p.m.

DFB
03/27/2013

MAYOR

CLERK

SPECIAL TOWN COUNCIL MEETING

March 20, 2013

PRESENT

Fred Janci, Mayor
Bonnie Munn, Vice Mayor
Stuart Bell
Selina Coulbourne
Aileen Joeckel
John Joeckel

Town Clerk, Diana Brown

SPECIAL TOWN COUNCIL MEETING

- I. *Public Comments* - None
- II. *Call to Order*
Mayor Fred Janci called the Special Town Council Meeting to order at 7:00 p.m. Wednesday, March 20, 2013 in the Wachapreague Town Hall.
- III. *Pledge of Allegiance* – Mayor Janci opened the meeting by leading the Council and Public in the Pledge of Allegiance.
- IV. *Appointment of Interim Town Council Member* – Selina Coulbourne made a motion to appoint Tres Atkinson as an interim member of the Wachapreague Town Council to fill the Council seat vacated by Valerie Vincent and to serve until the Special Election in November 2013. Bonnie Munn seconded the motion. There being no discussion, a Roll Call Vote was taken and passed unanimously. The Motion and Roll Call Vote are attached hereto to these Minutes.
- V. *Discussion of Personnel Changes – Town Clerk* – Diana Brown is resigning her position as Town Clerk. Town Council and Town Clerk discussed the plan and strategy for hiring a new Town Clerk. Discussion included qualifications, i.e. good public relations, computer knowledge and good organizational abilities. The part-time position would be about 15-20 hours per week including public hours, monthly Town Council meetings and Special Town Council meetings as necessary. Salary would be commensurate with experience.
- VI. *Adjournment* – Stuart Bell made a motion to adjourn the Special Town Council Meeting. Selina Coulbourne seconded the motion. The motion was voted upon and passed unanimously. The Meeting was adjourned at 7:25 p.m.

DFB
04/04/2013

MAYOR

TOWN CLERK

TOWN COUNCIL MEETING

April 9, 2013

PRESENT

Fred Janci, Mayor

Bonnie Munn, Vice-Mayor

Tres Atkinson

Stuart Bell

Selina Coulbourne

Aileen Joeckel

John Joeckel

Town Clerk, Diana Brown

TOWN COUNCIL MEETING

- I. *Public Comments* - None
- II. *Call to Order*

Mayor Fred Janci called the Town Council Meeting to order at 7:00 p.m. Tuesday, April 9, 2013 in the Wachapreague Town Hall.
- III. *Pledge of Allegiance* – Mayor Janci opened the meeting by leading the Council in the Pledge of Allegiance.
- IV. *Easter Egg Hunt* – Councilman John Joeckel thanked and expressed appreciation to Selina Coulbourne, Bonnie Munn, the “Easter Bunny” and everyone who took part in the Easter Egg Hunt for all of their efforts. It was a great success.
- V. *Approval of Minutes*
 - A. Mr. Joeckel corrected a typographical error in VI. C. “side” should read “size”.
 - B. Councilman John Joeckel made a motion to approve the revised Minutes for the March 12, 2013 Town Council Meeting and the March 20, 2013 Special Town Council Meeting. Councilman Bonnie Munn seconded the motion. There being no further discussion, the motion was voted upon and passed unanimously.
- VI. *Review of Financial Report*
 - A. Mr. Joeckel reported that Town of Wachapreague Property Taxes are \$1000 below last year but Revenue is \$600 more overall than last year. He pointed out that if Town Council had not eliminated their compensation, there probably would be a loss of approximately \$600-\$700.
 - B. The Port of Wachapreague has \$7000 more in Assets over last year. The Income is \$1000 ahead of last year. If there had not been the \$3000 VPA Grant, it would be down approximately \$2000. The Net Income is ahead about \$500 from last year.
 - C. He noted that the Port and the Town each have \$3200 in expenses for the \$6400 Audit fee.
 - D. Next year the Marina will probably spend upwards of \$25,000 in repairs with 25%/\$5000 coming out of revenue. It may be necessary to dredge the harbor which would be another \$10,000-\$20,000. Therefore, there could a possible \$10,000 plus loss in FY2014.
 - E. Mayor Janci has verified that an annual audit is not required for towns with a population of 3500 or less. He has spoken to Rob Leatherbury of Leatherbury-Broache who indicated that he is satisfied with our internal controls and the work done by Mary Jo Tatum. The Town will continue to have an audit from time to time but not every year.
 - F. Aileen Joeckel made a motion to file the Financial Report for audit. Stuart Bell seconded the motion.
 - G. Budget – Mr. Joeckel outlined the potential schedule for the FY2014 Budget: Work Session – last week in May after receipt of two months Meals Tax revenues in order to estimate impact; Advertise for Public Hearing on June 1 to be held at June 11

TOWN COUNCIL MEETING

April 9, 2013

regular Town Council Meeting; Special Meeting June 18th or 25th to approve final Budget. Sandy Russell will assist and be asked to attend the work session with the proposed budget.

VII. *Old Business*

A. MARINA –

1. Surveillance Camera - Mr. Joeckel reported that the new camera has been installed. Invoice received as per estimate.
2. Repairs/Maintenance – Kerry Paul has done the spring electric work with some additional repairs. There will be more repairs and work in the future.
3. Dredging
 - a. Rich Puchalski has taken soundings of the harbor and some areas are 2 1/2' – 3'. It is to the point that some boats will have difficulty at low tide. We need to start the process to get bids for dredging.
 - b. The Town Clerk is sending letters to other marinas to determine if they want to participate. Randy Lewis is doubtful that the Wachapreague Marina owners will participate.
 - c. The situation is the same as in 2011. Soundings need to be done and a request letter sent by March 1. That deadline has passed so will need to make a request to VPA for emergency funds if available and there is no assurance that we will receive. The request needs to be sent in June prior to the July Board meeting where they will approve or deny the request. In the future need to develop a job description for the Harbor Master to include sequential tasks as well as job descriptions for all Town Employees.

B. TOWN MAINTENANCE/GARBAGE –

1. Vehicles – Bonnie Munn reported that Aileen Joeckel has spoken to Brian Lilliston of the Community College Workforce who will look at the garbage truck to if they can do the welding job.
2. John Burton has returned to full time as of April.

C. TOWN HALL BEAUTIFICATION/MAINTENANCE – No Report. This area needs a new coordinator. Will discuss under Areas of Responsibility Assignments.

D. STREETS AND DRAINAGE–

1. Blocked Culverts/Ditches – Mayor has cleared two culverts on Brooklyn.

E. SAFETY/SECURITY

1. Councilman Selina Coulbourne not aware of any issues.
2. Councilman Bonnie Munn has problem with neighbor on Pearl Street., trash, Pitt Bulldog not on a leash and potentially too many residents. She has called Irene Lewin who will try to remove the renters from the property. Discussion followed regarding dogs not being on leashes and what could be done.
3. Report of two dogs in Town being poisoned and one died. No details on who is responsible.
4. Basketball Hoop on Main Street – Stuart Bell found it in the middle of the street, but it has been moved further back on property. Children have been going to the Coast Guard Station to play basketball.
5. Councilman Tres Atkinson asked if any way to prevent parking on Main Street. Ms. Joeckel has called VDOT to find out whose responsibility this is but no response. The Mayor and Mr. Atkinson will talk to the occupants.

F. 911 SYSTEM

1. Selina Coulbourne is waiting for a return call from Mr. Fluornoy regarding a meeting on what can be done with those houses that are mis-numbered.

TOWN COUNCIL MEETING

April 9, 2013

G. POWELL MEMORIAL TOWN PARK

1. Vice Mayor Bonnie Munn met with Mr. Burton at Parks and Recreation and gave them the list of needed repairs and supplies. They will do the work except for spraying for weeds and mowing at the playground. Town Maintenance Crew will do that.
2. Tennis Courts – Parks and Rec referred Ms. Munn to a company who repairs cracks. She has received an estimate of approximately \$650.00 for materials and the Town could do the work. However, the courts will continue to crack periodically because of the original construction. Ms. Munn is exploring possible grants.
3. Gates still not repaired.
4. Parks and Rec will work on the sign.

H. SEASIDE PARK

1. Mayor Janci noted a letter from Dan Bilicki regarding the need for ongoing maintenance of the Park. It has been tried using volunteers but there is too much work. The Mayor presented several estimates, one from Eastern Shore Landscaping for approximately \$2500 plus \$94.00/month, Hortco for approximately \$5000 and a verbal from Victor, a worker in Town, for approximately \$800 with no mulch and \$22.00/Hour for ongoing maintenance. Discussion followed. No decision at this time.
2. Ms. Joeckel made a motion to have Eastern Shore Landscaping trim the area around the Rt. 13 Wachapreague sign for a total of \$275.00. Selina Coulbourne seconded the motion. The motion was voted upon and passed unanimously.
3. Mayor Janci and Bill Burnham are finishing walkway. They will need some topsoil to feather out. The problem low spot in the Park will be addressed later and filled with topsoil.

I. TOURISM

1. Tourism Working Group – Ms. Joeckel reviewed the Minutes of the April meeting (copy attached hereto to these Minutes).
2. Ms. Joeckel has been able to obtain an \$1100 Grant for signage for Walking and Biking Trails. Kirk Mariner will help with the historic end of the trail starting at Seaside Park.
3. The Marine Science Day is being set for September 28, 2013. She is verifying that there is nothing else on Community Calendar for that day. Will need to establish a committee for Town events on that day. Cathey Bell has agreed to be the overall Events Chairman for the Board with individual committee chairs for special Town events.
4. Ms. Joeckel distributed Town of Wachapreague Business and Tourism Advisory Guidelines for Council's review in preparation for adoption at May Town Council meeting. The Board would meet monthly, develop a list of projects and develop a 5-year Comprehensive Plan to present to the Town of Wachapreague Planning Commission. Discussion followed. Ms. Joeckel clarified that the Board would develop a budget for their projects and bring to Council for approval. John Joeckel explained that the intent is that the use of the Meals Tax and Transient Occupancy Tax be transparent with the use being decided upon by those who have a stake in those funds. By ordinance 25% of the Meals Tax and part of the Transient Tax are designated for Tourism and visitor destination improvements. As part of the 5-year Comprehensive Plan, the Board will develop an annual budget for projects and submit to Council in

TOWN COUNCIL MEETING

April 9, 2013

April for the approval in the next fiscal year budget. The Planning Commission will have 75% of the Meals Tax.

J. CHANNEL DREDGING

1. Mr. Joeckel reported that the Corps of Engineers is having their contractor's meeting on Friday, April 12, 2013. Dredging will not start before May 1st. There will need to be coordination on how to handle transit of vessels during the dredging project. Updated plans from the Corps will be on display in Town Hall. If dredging starts May 1, completion will go into August.

K. *DELINQUENT REAL ESTATE TAXES AND TOWN TAGS/DECALS*

1. Mayor and Town Clerk on working on this. One property, Grimes, has gone to the County for a Tax Sale. We will attempt to have Town of Wachapreague as a named party on the Tax Sale.

L. *DERELICT/BLIGHTED BUILDINGS* - The Mayor has talked to Town attorney who advises that to pursue this would require an ordinance and the process is expensive. Discussion followed and Council concurs on taking no further action at this time and remove from agenda.

M. PLANNING COMMISSION & BZA APPOINTMENTS

1. Ms. Joeckel reported that Mayor Janci, Z.R. (Randy) Lewis and David Van de Graaff have agreed to serve. She hopes to have two other members by May meeting. Aileen Joeckel made motion for Council to appoint Fred Janci, Z.R. Lewis and David Van de Graaff to serve as members of the Town of Wachapreague Planning Commission. Bonnie Munn seconded the motion. A Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto to these Minutes.

N. *BZA Appointments* –

1. Ms. Joeckel stated that as soon as Planning Commission appointments are complete she will address the BZA members.

O. *Golf Cart Ordinance*

1. Mr. Joeckel presented the revised ordinance to include utility vehicles. He provided the Town of Cape Charles inspection form and stations as well as the decal regulations and fees. He asked Council if they wanted to proceed with the ordinance and if so, it needs a vote in order to be prepared by July 1st. Discussion followed. Bonnie Munn made a motion to adopt the revised Town of Wachapreague Golf Cart/Utility Vehicle Ordinance Establishing a Golf Cart and Utility Vehicle Transportation Plan. Tres Atkinson seconded the motion. A Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto to these Minutes.

2. There was discussion about decal fees which will be determined later.

P. *Mosquito Control*

1. Councilman Selina Coulbourne presented the Ehrlich estimate for 2013 in the amount \$3,127.00 less 5% (\$156.35) if paid by May 1st for a total of \$2,970.65. Discussion of the effectiveness of this program and other mosquito control possibilities followed. The decision was made to allocate \$3800 for a mosquito control program yet to be determined after Ms. Coulbourne has researched the possibilities further. Once determined the Mayor has the authority to proceed with that expenditure. John Joeckel made a motion for Council to authorize the allocation of \$3800 for a mosquito control program for 2013. The exact program yet to be determined. Tres Atkinson seconded the motion. A Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto to these Minutes.

TOWN COUNCIL MEETING

April 9, 2013

- Q. Town Council Areas of Responsibilities Assignments
1. Aileen Joeckel would like to relinquish Streets and Drainage and help with Seaside Park. John Joeckel would like to relinquish Hurricane Disaster Control. Stuart Bell will assume the responsibility of these areas.
 2. Fred Janci and Aileen Joeckel will coordinate Seaside Park.
 3. Tres Atkinson will take on the responsibility of Town Hall Beautification/Maintenance and assist Selina Coulbourne with Mosquito control.
- VIII. *New Business*
- A. Aid to Fire Company
- Due to the numerous arson fires in Accomack County from November 2012 to April 2013, there has been an extreme drain on the Town of Wachapreague Volunteer Fire Company as well as all other Fire Departments in the County. While they were very grateful for all food and supply donations from citizens and businesses, there was still a huge expenditure for fuel. The "Fill the Tanks" benefit at the Island House raised \$17,000 to be shared collectively by all 15 Accomack Fire Companies. Discussion followed whether and how to donate additional funds to the Wachapreague Fire Company individually. Mr. Joeckel pointed out that there is \$337.66 in Miscellaneous Revenue that he had donated from his Council compensation to which could be added an additional \$162.34 to make a donation of \$500.00. Mr. Joeckel made a motion for Council to approve a donation of \$500.00 to the Wachapreague Fire Company to show appreciation for their efforts and additional service during the recent arsons. Tres Atkinson seconded the motion. A Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto to these Minutes.
- B. *FY2014 Budget* – See VII – G
- IX. Announcements
- A. Councilman Stuart Bell has obtained an estimate from ADCO for a "Thank You For Your Service To Our Country" sign to express thanks to veterans. It would be a 4' x 4' sign for \$160.00 and be erected at the entrance to Town. Mr. Bell would donate the posts. Council concurred.
- B. Town Clerk announced that Town Attorney David Rowan has filed a second Writ for Special Election for the Council seat vacated by Val Vincent.
- C. Town Clerk Applications are being processed. In addition, an ad will be placed in The Eastern Shore Post and also posted with VEC if necessary.
- X. *Adjournment*
- Tres Atkinson made a motion to adjourn the meeting. Stuart Bell seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 9:40 p.m.

DFB
04/17/2013

MAYOR

CLERK

TOWN COUNCIL MEETING
MAY 14, 2013

PRESENT

Fred Janci, Mayor

Bonnie Munn, Vice-Mayor

Tres Atkinson

Stuart Bell

Selina Coulbourne

Aileen Joeckel

John Joeckel

Town Clerk, Diana Brown

TOWN COUNCIL MEETING

I. Public Comments

- A. Carol Burnham once again came to Council to address the condition of the Diamond property on Main Street. Her concern remains that someone will fall in the septic tank and human feces are still in the house and door is not secured. There are more children in Town which makes the danger worse. The Town needs to put pressure on Catholic Charities and the family to do something. There needs to be a planned attack to take care of it and be proactive before someone gets hurt. People are mowing the grass, but it is worse because the Town cannot charge the owners and make them responsible. Catholic Charities is willing to work on it but the family continues to say they want to fix up the house. Mrs. Burnham does not think that would or could be done due to its deteriorating condition.

Mayor Fred Janci stated that he has spoken to the Town Attorney who advises that the Town needs a Public Nuisance ordinance, which it has and then can ask the owners to at least board up the house and cover the septic tank. Mr. Janci will talk with attorney again and try to make progress on this issue.

- B. Bonnie Munn addressed the ongoing problem with her next door neighbors regarding the two pit bulls and garbage which continues to be strewn all over. Another neighbor, Linda Moist, also called about these same dogs and informed us they too got into the trash and attacked her border collie. She has called the Sheriff who has assigned a case number. Ms. Munn has spoken to the owner, Maureen Dooley, who did nothing but refer her to Irene Lewin, who manages the property, and who also has done nothing. Animal Control has been called but no action taken. Selina Coulbourne will call her contact at Animal Control. Neighbor contends dogs are not hers. There is concern that something bad will happen.
- C. Joann Cantamessa stated that she had not seen the notice about the Seaside Park Cleanup Day or she would have been glad to help. She thinks there needs to be other forms of disseminating information when there is a need for volunteers and other events. They will try to begin collecting e-mail addresses.
- D. Tom Nielsen from Nielsen Engineering Services introduced himself. He is representing the Wachapreague Marina LLC who is in the process of installing a new septic system. One requirement is a 10'x30' easement at the northeast corner of Main Street and Atlantic Avenue at the edge of Seaside Park to drill a 3' depth in order to cross Atlantic and Main Street. He has the permit from VDOT to cross State highways, but VDOT would not permit them to cross diagonally across Atlantic; it has to go at right angles. They will drill underneath but if any digging is necessary, the client will restore street affected by digging.

TOWN COUNCIL MEETING
MAY 14, 2013

Mr. Nielsen is requesting the Town Council grant the easement. He thinks it would be beneficial to the Town to have the Marina up and running. Discussion and questions followed. Mrs. Burnham reminded Council of the need to check the covenants with the Nature Conservancy. Councilman John Joeckel stated two problems: 1) Because it is public land, this may require a Public Hearing; and 2) the covenant with The Nature Conservancy specifically states "Septic tanks, septic fields and any other type of permanent waste treatment will not be allowed on or under the property". Town would need to consult Town Attorney and potentially the Nature Conservancy.

Randy Lewis stated that there was an access in the original system through the Island House when he sold the property. The Island House has refused the easement. Mr. Nielson replied that the 1988 deed does not allow an easement.

Mayor Janci will call the Town Attorney and inquire if a septic "pipe", not a waste system, would be allowed. Mr. Nielson confirmed that the Wachapreague Marina will pay attorney fees for the easement business.

II. Call to Order

Mayor Fred Janci called the Town Council Meeting to order at 7:40 p.m. Tuesday, May 14, 2013 in the Wachapreague Town Hall.

III. Pledge of Allegiance – Mayor Janci opened the meeting by leading the Council and Public in the Pledge of Allegiance.

IV. Approval of Minutes

- A. Mr. Joeckel made a correction on Page 2, VII. Old Business, A.3.c. to add "as well as Job Descriptions for all Town employees".
- B. John Joeckel made a motion to approve the revised Minutes for the April 9, 2013 Town Council Meeting as corrected. Councilman Bonnie Munn seconded the motion. There being no further discussion, the motion was voted upon and passed unanimously.

V. Review of Financial Report

- A. Mr. Joeckel reported the first Meals Tax was above expectations. The second payment is due May 20th which is needed in order to give an indication for planning in the FY2014 Budget.
- B. The Transient Tax is \$1500 shy from last year. Town Clerk is working on collecting past due amounts.
- C. Payroll is down about \$3000 because of Town Council not taking compensation.
- D. Expenses are up due to cost of Annual Audit. This expense will be saved in the coming year.
- E. Net Income is up \$6000 due to reduction in compensation and addition of Meals Tax.
- F. Port of Wachapreague is ahead of budget by \$13,000.
- G. Town should be able to contribute approximately \$9000 and the Marina \$12,000 to the Capital Fund.
- H. The Town has approximately \$80,000 in Checking and the Marina \$96,000. Currently there is \$50,000 in a Money Market earning ½%. Mr. Joeckel recommends increasing the Money Market account and reducing Checking by adding an additional \$50,000 from the Town and, if allowed, \$50,000 from the Marina into one account. This would generate an additional \$1500 in interest. Aileen Joeckel made a motion to transfer these funds as allowed. Selina Coulbourne seconded the motion. There being no discussion, the motion was voted upon and passed unanimously.

TOWN COUNCIL MEETING
MAY 14, 2013

VI. *Old Business*

A. MARINA –

1. Dredging
 - a. Mr. Joeckel advised that the letter of request has been sent to VPA changing the amount requested from \$25,000 to \$80,000 for repairs and dredging. We will not know until June if funds will be available.
 - b. The VMRC permit expired in January. Mr. Badger advised they have all the information but the town will need to reapply for new permit. It will then be good for five years.
 - c. Mr. Joeckel has spoken to Bruce MacMaster who will be available to assist in the dredging project ,as needed. His fee is \$25.00/Hour.
 - d. Still waiting for responses from other Marinas whether or not they want to participate.
 - e. Mr. Joeckel will send letters to contractors as available for proposals.
 - f. The permit for the containment area expires in August. Town Clerk needs to renew and put on schedule to renew each year.

B. TOWN MAINTENANCE/GARBAGE –

1. Vehicles – Bonnie Munn reported that the Brush Truck has been repaired.
2. Mayor Janci asked about a Work Log for the Maintenance Crew in order to track work that is done. Ms. Munn will look into this.

C. TOWN HALL BEAUTIFICATION/MAINTENANCE – Tres Atkinson has not spoken to Chris Wardius yet. Discussion followed about when to have work done. Council concurred that monies already approved and to proceed with work when Mr. Wardius is available.

D. STREETS AND DRAINAGE–

1. Councilman Stuart Bell reported that a pothole at Finney and Main has been repaired. He was able to call VDOT in Richmond to obtain a work order and then contacted Mr. Marsh locally. The repair was completed the next day.

E. Councilman Aileen Joeckel reported that a local citizen relayed to her that VIMS has painted curbs yellow on their own causing a problem for parking of trucks and trailers. Council concurred that VDOT should decide where to limit parking and which curbs should be painted.

F. SAFETY/SECURITY

1. Councilman Selina Coulbourne has not heard of any more dogs being poisoned. She has spoken to Deputy Alex Tucker of the Sheriff Department's Animal Control. He has done some investigating and started a file, but there is not enough evidence to take action beyond that.
2. There are some citizen reports of break-ins on some properties, but not sure if reported to authorities.
3. Food, plants, brush, etc. are being thrown on the Diamond property.

G. 911 SYSTEM

1. Ms. Coulbourne will meet with Jeff Flournoy and Frieda of the County office next week for a conference call with MSAG to find out what the Town needs to do.

H. POWELL MEMORIAL TOWN PARK

1. Ms. Munn has spoken to Mr. Burton who advises that Parks and Recreation is working on the Park. They are building a counter for a new sink, which may be available in Exmore, repairing the sign and doing maintenance except the tennis courts.

TOWN COUNCIL MEETING
MAY 14, 2013

2. Ms. Munn found out that the Tennis Court Grants would be matching grants.
3. Maintenance Crew was to have ordered parts to repair the fence. She will find out status.

I. SEASIDE PARK

1. Mayor Janci has a bid from Victor Santos for maintenance. He noted need to appropriate funds if the Park is to be maintained, as the work is way beyond the scope for the Town Maintenance Crew and volunteers. Mayor Janci is working on some areas; weeding, etc. and Vernon and Cathey Bell have adopted a section. Mr. Kellam is donating free mulch.
2. Ms. Joeckel reviewed the work that was done on the Cleanup day and expressed what an eye opening experience it was to realize how much work is needed.
3. Mayor Janci will meet with Virginia Witmer of DEQ from Richmond on May 15th to explore possibilities for assistance from the Master Gardeners or other organizations. Discussion followed. John Joeckel made a motion to authorize the Mayor to spend \$1000 for work on Seaside Park. Selina Coulbourne seconded the motion. There being no further discussion, a Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto to these minutes.
4. Route 13 Sign – Mayor Janci reported that Lewis Landscaping was to have completed this week. He will check.

J. TOURISM

1. Tourism Working Group – Aileen Joeckel made a motion to establish the Town of Wachapreague Business and Tourism Advisory Board and adopt the Guidelines for this board. Bonnie Munn seconded the motion. A Roll Call Vote was taken and passed. The Motion, Roll Call Vote and Guidelines are attached hereto to these minutes.
2. Business & Tourism Board - Aileen Joeckel made a motion to approve the appointments of the following Board Members to serve a three year term: Aileen Joeckel, Wachapreague Town Council; Nikki Wardius, Wachapreague Inn; Blake Johnson, Island House & Marina; Katrina Neal, Charter Boat Captains; Joann Cantamessa, Town resident; Cathey Bell, Town Events; P.G. Ross, Virginia Institute of Marine Science. Bonnie Munn seconded the motion. A Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto to these Minutes.
3. Ms. Joeckel reported on the Board's monthly meeting. Vera Zdravkovich will assist with the marketing and leverage grant. Joann Cantamessa and Cathey Bell will work on the Bike and Walking Route. She will ask Cathey Bell to meet with Kirk Mariner regarding the historic portion. Parks and Rec will install Bike Path signs. Trees are to be trimmed at Route 13 Highway sign. Chris Wardius will provide an estimate for a kiosk. Mark Luckenbach from VIMS will be transferring to Gloucester. P.G. Ross will be the Interim Director. Marine Science Day will be September 28th from 10a to 2p. The Board is brainstorming possible Town events: an old-time 4th of July Celebration from 2p to 6p.; an event for the ladies on the Chick Charter; Town Yard Sale in early September. They are working on obtaining e-mail links for everyone in Town.

K. CHANNEL DREDGING

1. Mr. Joeckel reported that the dredge is in place in Wachapreague Channel .

TOWN COUNCIL MEETING
MAY 14, 2013

- L. *DELINQUENT REAL ESTATE TAXES AND TOWN TAGS/DECALS*
 - 1. Mayor and Town Clerk reported that Darryl Lilliston has promised to make a payment toward his delinquent taxes, but has not done so thus far. Stuart Bell has not been able to contact David Grimes. No one knows where he is but house has a For Sale sign. Town Clerk has contacted the County Treasurer regarding the Evans property. They have paid taxes on other properties in the County except for Wachapreague. She will have attorney, hired by County, contact them. There are two other properties to address, Riahi and grass cutting invoice for SunTrust Bank (Dobler property).
- M. *PLANNING COMMISSION & BZA APPOINTMENTS*
 - 1. Ms. Joeckel reported that Pete Hodgson will serve. She needs to identify one more member.
- N. *BZA Appointments –*
 - 1. Ms. Joeckel has a couple of leads and will follow up as soon as Planning Commission is complete.
- O. *Golf Cart Ordinance*
 - 1. Mr. Joeckel reported that there are no new updates. Waiting for responses to letters. Once responses, need to move on placing signs.
- P. *Mosquito Control*
 - 1. Ms. Coulbourne waited a long time for Ehrlich's contact. The representative thought he could find a better, more comprehensive plan as there was a pilot program for magnets. However, the Town would not qualify as it is for residences. They have nothing to offer that is within the Town's budget. Since it is the beginning of mosquito season, need to decide on plan. Discussion followed about expense of using a company from Delaware to place dunks. Most Towns have someone in Town certified to do this. Ms. Cantamessa recommended a local business, Turf-N-Termite Management, Michael Scott. Ms. Coulbourne will follow up with him.
 - 2. Mr. Joeckel has information regarding the Virginia Mosquito Control Association. The membership is \$15.75/year. He recommends that the Town become a member. Town Clerk will follow up on this.
- Q. *FY2014 Budget*
 - 1. Mayor Janci and Mr. Joeckel will meet with Sandy Russell to work on draft budget.
 - 2. The following is the schedule of meetings: Work Session, Tuesday, May 28, 2013 7:00 p.m.; Advertise Proposed FY2014 Budget May 29- June 1; Public Hearing at regular monthly Town Council Meeting Tuesday, June 11, 2013 7:00 p.m.; Special Town Council Meeting to vote on Budget Tuesday, June 18, 2013 7:00 p.m.
- VII. *New Business - None*
- VIII. *Announcements*
 - A. Mayor Janci announced that the Wachapreague Volunteer Fire Company has sent a Thank You note for the Town's recent donation.
 - B. Dan Bilicki was concerned about helicopters landing on Seaside Park and has contacted ANEC to install devices on power lines to warn them and ANEC will do it..
 - C. Mayor Janci attended FEMA Workshop. He distributed information on the improvement in the Floodplain. In the future, the Town will need an ordinance so that people will not lose their insurance.

TOWN COUNCIL MEETING
MAY 14, 2013

- D. Mr. Joeckel announced that the National Flood Insurance Program has passed the Biggert-Waters Flood Insurance Reform and Modernization Act that will result in large increases in flood insurance premiums. Current flood insurance holders will pay an additional 20-30% each year for the next several years to refund the NFIP.
- E. Mayor Janci has received comments from several citizens to change zoning on Main Street to make it consistent and be zoned Commercial and Residential. Mr. Joeckel stated the need for the Planning Commission to look at Zoning in general, especially the Waterfront, as it develops the Comprehensive Plan.
- IX. Adoption of Motion for Closed Session
 - A. Bonnie Munn made a motion for Council to move into closed session to discuss hiring of new Town Clerk. Tres Atkinson seconded the motion. A Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto to these minutes.
- X. Resolution to Reconvene Open Meeting
 - A. Bonnie Munn made a motion to reconvene open meeting. Tres Atkinson seconded the motion. A Roll Call vote was taken and passed. The Motion and Roll Call Vote are attached hereto to these Minutes.
- XI. Hiring of New Town Clerk
 - A. Aileen Joeckel made a motion to hire Carolyn Weeks as the new Town Clerk for the Town of Wachapreague at a starting salary of \$11.00/Hour to be reviewed in three (3) months. Tres Atkinson seconded the motion. A Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto to these Minutes. Diana Brown will assist Lynn in orientation and training.
- XII. *Adjournment*

Tres Atkinson made a motion to adjourn the meeting. Bonnie Munn seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 9:55 p.m.

DFB
05/18/2013

MAYOR

CLERK

SPECIAL TOWN COUNCIL MEETING
MAY 28, 2013

PRESENT

Fred Janci, Mayor
Bonnie Munn, Vice-Mayor
Stuart Bell
Aileen Joeckel
John Joeckel
ABSENT
Tres Atkinson
Selina Coulbourne

Town Clerk, Lynn Weeks
Town Accountant – Mary Jo Tatum

**SPECIAL TOWN COUNCIL MEETING
FY 2014 BUDGET WORKSHOP**

- I. *Public Comments* – No public present
- II. *Call to Order*
Mayor Fred Janci called the Special Town Council Meeting for FY2014 Budget Work Session to order at 7:00 p.m. Tuesday, May 28, 2013 in the Wachapreague Town Hall.
- III. Pledge of Allegiance – Mayor Janci opened the meeting by leading the Council in the Pledge of Allegiance.
- IV. *FY 2014 Budget*
 - A. Mayor Janci announced the purpose of the meeting was for Council to discuss and approve a Proposed FY 2014 Budget to be advertised on June 1, 2013 and June 5, 2013 in preparation for the Public Hearing on June 11, 2013.
 - B. Mayor Janci turned the meeting over to John Joeckel who reviewed and discussed the Proposed FY 2014 Budget:
 1. **TOWN**
 - Property assessment valuations same as 2013-2014.
 - Increased Professional Fees to accommodate \$4,500 (45 attorneys hours @ \$100/hour + \$500.00 Depreciation Audit) which equals \$5,000.00.
 - Seaside Park annual maintenance \$1,000 for two years.
 - Total Meals Tax Revenues \$20,360 (allocated: \$15,270 to General Revenues and \$5,090 to Tourism). All revenues not spent for Tourism and Meals Tax will be placed in reserve.
 - Transient Tax is estimated at \$4,000 with \$2,910 allocated to Tourism and \$1,090 to General Revenues. Mary Jo will put extra revenue in reserve with Meals Tax.
 - 2014 Fire Protection Grant estimated as \$8,000.
 - Reduced current \$.16/\$100 Property Tax Rate to \$.13/\$100 which is equivalent to the 2009 Tax Rate (reduction of 18.75% returns \$10,500 to town residential and business property owners).
 - Miscellaneous Expenses include \$380 for 2014 Town membership in the Virginia Municipal League (VML).
 - Office Expenses have been increased slightly to accommodate new equipment for Town Hall and has been outlined as follows:
 - \$450 QuickBooks
 - \$450 Scanner
 - \$500 Computer
 - \$1,350 Supplies (or more \$ can be put towards computer costs if necessary)

SPECIAL TOWN COUNCIL MEETING
MAY 28, 2013

- If Town and Marina Money Market accounts can be combined, the estimated interest would be \$1,250, which will be split between the Town at \$750 and the Marina at \$500. Mary Jo Tatum indicated there should be no problem legally with combining the Town and Marina as the Balance Sheet will keep them separate.
 - Golf Cart decals/tags will not go into effect until April 15, 2014 at which time the residents, when purchasing decals/tags will need to show an Inspection Certificate and Proof of Insurance. Legally, at this time, everyone needs to comply with the Ordinance already in place. As yet no decision has been made as to the fee.
 - Total annual Wachapreague Meals Tax Revenue Estimate = \$20,360 (\$5,090 B&T and \$15,270 General Revenues).
 - Business and Tourism Budget for 2014 = \$5,090 from Meals Tax plus \$2,910 from Transient Tax = \$8000 (does not include any grant money from VTCM)
 - Financial Impact from Property Tax Reduction of \$.03/\$100 will total \$10,500 put back into the pockets of Town property owners and Business Property Tax Reductions will total \$960.
 - \$5,000/year commencing in FY 2015 will be put aside in anticipation of dredging every 3 years.
 - Town salaries have not kept pace with Core CPI increases and it was noted that The Accomack County Board of Supervisors approved a 3% raise for county employees. It was therefore decided that the Payroll for both the Town of Wachapreague and Marina employees would be increased to 3%, as agreed to by all Town Council present.
 - No Town Council compensation.
2. *Marina*
- Assuming an \$80,000 Virginia Port Authority Grant is approved (\$20,000 Town Contribution and \$60,000 VPA Grant Funding). Marina Repairs and Dredging will be done in 2014 . However, will not know if approved until the June 11, 2013 Public Hearing.
 - Professional Fees for 2014 would be \$1,250 for dredging assistance (McMaster 50 hours @\$25/hour) and \$500 for Town Attorney (5 hours @ \$100/hour).
 - Commencement in FY 2015 of \$5,000 annual dredging fund contribution for future dredging, based on a 3 year maintenance dredging cycle.
 - Assumption of a \$10,000 VPA grant for dock repairs (\$7,500 reimbursable/\$2,500 Town matching funds).
 - Project possible Fiscal year 2014 loss of \$13,540 for marina with this loss being covered by savings.
- C. Council agreed on the FY2014 Proposed Budget to be advertised for the Public Hearing.
- V. *Adjournment* - The meeting was adjourned at 7:40 p.m.

CBW
05/28/2013

MAYOR

CLERK

PUBLIC HEARING AND
TOWN COUNCIL MEETING
JUNE 11, 2013

PRESENT

Fred Janci, Mayor
Bonnie Munn, Vice-Mayor
Tres Atkinson
Stuart Bell
Selina Coulbourne
Aileen Joeckel
John Joeckel

Town Clerk, Lynn Weeks

PUBLIC HEARING

Mayor Fred Janci introduced the Public Hearing for the purpose of considering the proposed FY 2014 Budget and opened Hearing for Public Comments.

1. Carol Burham discussed her concerns and suggestions for the Town, as follows:
 - a. To set up a fund for emergencies such as repair and replacement of garbage trucks, etc. She felt this could be accomplished by keeping the property tax as it is now and putting the overage in this fund.
 - b. Carol has a concern with VIMS and their plans to take over more houses as they become available and the Town losing their current tax status.
 - c. Carol went on to thank the Town for covering the septic tank that was at issue at the last meeting and to mention that Cary Wallace will no longer mow that lawn. Carol announced that June Diamond died on May 13, 2013.
 - d. Compliments were given to the Town for the care and maintenance of the Park flowers.

Mayor Janci adjourned the Public Hearing on the Budget at 7:05 p.m.

TOWN COUNCIL MEETING

I. Public Comments

- A. Joanne Cantamessa discussed the upcoming 4th of July Celebration for the Town of Wachapreague. Preparations are moving along nicely however there is a need for volunteers. A Poster for this event is ready and will be placed around Town.

Discussion came up about overgrown lawns, one behind Joanne on Brooklyn and also 7 East Street which belongs to the Mariner's.

A thank you was extended to Mayor Janci, for going above and beyond in his commitment to the Town.

II. Call to Order

Mayor Fred Janci called to Order the Town Council Meeting at 7:15 p.m. on June 11, 2013 in the Wachapreague Town Hall.

III. Pledge of Allegiance

Mayor Fred Janci led the Council and Public in the Pledge of Allegiance.

PUBLIC HEARING AND
TOWN COUNCIL MEETING
JUNE 11, 2013

IV. Approval of Minutes

Aileen Joeckel made a motion to approve the Minutes for the May 14, 2013 Town Council Meeting and Bonnie Munn seconded the motion. There being no further discussion, the motion was voted upon and passed unanimously.

V. Review of Financial Report

John Joeckel noted that the Budget for 2013, had a projected loss of \$1,000. However, the net income as of May, 2013, has increased to approximately \$20,000. This increase is mostly attributable to the Meals Tax and Council not taking compensation. So far this month we have \$130,000 in savings for the Town and \$112,000 in savings for the Marina.

Mayor Janci spoke with Joe Althoff of the General Store who stated he would bring a check for April's Meal Tax by Saturday.

As to Carol Burnham's discussion earlier about the garbage trucks, it was the intent of the Meals Tax to maintain and reduce Property Tax and increase Business Revenues by increasing Tourism and to make sure we have enough money in the capital fund to replace the garbage truck and brush truck. John believes that with having \$130,000 in the Town savings that a good used garbage truck could be purchased for around \$75,000 to \$100,000.

The net income for the Port of Wachapreague Budget for 2013 showed a "0" but that by the end of this year the net income should be around \$13,000 to \$14,000. We have around \$112,000 in the savings account for the Port of Wachapreague.

John went on to discuss receipt of our insurance bill from VML and, whereas Diana did a good job getting it reduced, however, due to changes in the calculation of our area having potential windstorms, we basically received no reduction except for \$40.

At the last month Council Meeting Council approved to move excess monies from the checking account where there is no interest and placing it in a Money Market account for the Port of Wachapreague and the Town of Wachapreague. It is believed we can increase this money by \$1,250 a year in interest.

VI. Old Business

A. Marina

1. John Joeckel made several attempts to get in touch with VPA regarding the \$80,000 Grant, however, he was unsuccessful.
2. Regarding the channel dredging Mr. Joeckel advised that he has not had time for proceed further with the dredging issue.
3. Mr. Joeckel spoke with Sandie Puchalski, Harbor Master, regarding some instances where the public has been using the Marina's dumpsters to dispose of their trash. There is now a sign which reads For Marina Use Only and, that the Area is Under Surveillance. The sign cost about \$100.
4. Sandie also is hopeful that the repairs to the marina office will be completed soon, weather permitting.

PUBLIC HEARING AND
TOWN COUNCIL MEETING
JUNE 11, 2013

B. Town Maintenance/Garbage

1. Vice Mayor Munn has been checking the Work Log for the Town's Maintenance Crew and advised they have been handing them in, in a timely fashion and everything is o.k.
2. Mr. Joeckel asked Ms. Munn when the last time an expert had given any report on the Town's garbage truck. Ms. Munn was unaware, but in checking with J.D. he told her the truck motor is running fine, but it is rusty. The question of life expectancy of the truck came up and Ms. Munn did not have an answer to this, however, Tres Atkinson stated we might be able to get a courtesy inspection of the garbage truck through the State Police, as it is a commercial vehicle. The people to contact would be Mark Switzer or Craig Blake. Ms. Munn will follow up on this.

C. Powell Memorial Town Park

Ms. Munn reported that Powell Memorial Park has nothing going on and that she has not spoken to Mr. Burton.

D. Town Beautification/Maintenance

1. Mr. Atkinson has spoken with Chris Wardius about the cost of the additional repairs to Town Hall. Mr. Wardius advised it would not be any more than the cost of the initial repairs already done. Council in discussing repairs pointed out the back gutter and fascia that also needs to be addressed. Tres will contact Mr. Wardius. Motion for repairs to the Town Hall in an amount not to exceed \$810 was brought forth by Tres Atkinson and Seconded by Bonnie Munn. There being no further discussion, the Motion was voted on and passed unanimously.

E. Streets and Drainage

1. Councilman Stuart Bell reported that a citizen of Wachapreague approached him about all the curbs north of the Marina have been painted yellow, reducing parking. Council concurred VDOT should decide where to limit parking and which curbs can be painted. Mr. Bell has contacted Chris Isdell of VDOT who has come and surveyed the area and indicated that VIMS went above and beyond. It was noted that as of this date removal of the paint has not occurred.
2. Mr. Bell also discussed the sidewalks on Main Street which are in need of replacement. Mr. Bell was in contact with VDOT and though the issue was addressed what would hold up these repairs would be the issue of cost at this time.

F. Safety/Security

Salina Coulbourne reported that there are no real issues other than the Real Estate signs of Pat Hart.

G. 911 System

1. On May 24, 2013 Ms. Coulbourne had an in person meeting with Mr. Flournoy at his office and together they had a conference call with Jeff Minor of MSAG. They concurred that Wachapreague has a problem in emergency response in that not all homes have the correct house number on them. Ms. Coulbourne received a huge aerial map of the entire Town and also has a copy of the 911 Map. Prior to the next meeting she will drive around to compare the house numbers to the map. As to cost of changing to the correct house

PUBLIC HEARING AND
TOWN COUNCIL MEETING
JUNE 11, 2013

numbers, Steve Minor said he did not want this to be a deterrent because this is too important to let money hold it up. We may be able to get some matching funds or, the cost may be absorbed as it was in the Town of Cape Charles.

H. Seaside Park

1. Aileen Joeckel discussed the upcoming 4th of July Celebration at the Seaside Park. There will be hot dogs and hamburgers, the first one is free but any additional ones will require a donation. Aileen Joeckel made a motion to donate up to \$450 for purchasing condiments, meat, buns, soft drinks, etc. The motion was seconded by Tres Atkinson and there being no further discussion, the motion was voted upon and passed unanimously.
2. Aileen Joeckel inquired as to whether or not the monies given for the landscaping of the Seaside Park had all been used as of this date. Mayor Janci indicated they are getting there and discussed all the piles of weeds that had been removed, the purchase of landscape fabric and the delivery of six truckloads of mulch (three of which were donated by Mr. Kellam).

I. Tourism/Business and Tourism Advisory Board

1. Aileen Joeckel advised the Business and Tourism Advisory Board has firmed up with VIMS the Marine Science Day. It will be held on September 28th between 12 noon and 4:00 p.m. at Seaside Park. They are planning a seawater lab for children and adults. When the time gets closer we will go into more detail and discuss how the Town may piggyback onto this event. In an attempt to bring VIMS to participate and invest more into the Town Aileen Joeckel and Vera Zdrovkovich have plans to go to William and Mary and speak with someone there.

J. Channel Dredging

1. John Joeckel has been informed that the channel dredging is complete. On June 17th the Corp of Engineers did a survey to confirm this and he is awaiting the results. Until receipt of this report Mr. Joeckel cannot verify that the dredging is complete.

K. Delinquent Real Estate Taxes and Town Tag/Decal Fees

1. Darryl Lilliston promised, but has not paid yet. We still have his business license. He is operating without one.
2. Suntrust is paid up for the lawn mowing.
3. Otis Evans has now paid in full \$989.98.
4. Norman W. Taylor has a payment plan in place.
5. Juliana Riahi is next on the list.
6. Derelict buildings: Mayor Janci discussed with David Rowan the exposed septic tank and he too indicated this is an emergency situation to be taken care of quickly. Mayor Janci purchased a plate of steel and placed it over the exposed tank. The cost of the plate will be transferred to the owners.
7. Cary Wallace has been mowing the Diamond property but will no longer. This will now be a charge situation.
8. The Mariner property on Brooklyn Avenue will also need a letter sent to them regarding their lawn.

L. Planning Commission Appointments

Aileen Joeckel made a motion to approve Pete Hodgson as a member of the Planning Commission. This motion was seconded by Bonnie Munn and there being no further discussion, the motion was voted upon and passed unanimously.

PUBLIC HEARING AND
TOWN COUNCIL MEETING
JUNE 11, 2013

Aileen Joeckel has asked that a packet be put together to hand out to the Commission that would have information on how things were handled before. There is only one more person needed. David Van de Graff, Randy Lewis, Sr. and Mayor Janci are already on the Commission. Mayor Janci requested a list of names, phone numbers and e-mail addresses of these Commissioners.

M. Board of Zoning Appeals Appointments (BZA)

Aileen Joeckel has one person in mind but wants to complete the Planning Commission first then will move forward on this.

N. Golf Cart Ordinance

John Joeckel has heard from VDOT as to their review and what we need to do. VDOT doesn't think signs are required but the Town feels they are necessary. Concerns were voiced by the use of golf carts by out of town people who will not follow the Town Ordinance. Mr. Joeckel reminded council that at a previous Council Meeting Chris Wardius commented about having a golf cart rental business and that Blake Johnson had mentioned the same possibility to Chris Wardius. The Town really has limited resources of enforcement should people not follow the Ordinance. Mr. Joeckel commented that it would be beneficial if the resident golf cart owners assisted by policing themselves regarding compliance with the ordinance since lack of compliance could potentially risk the ordinance being rescinded rather than have the Town incur any liabilities from lack of compliance to the safety and operational requirements.

O. Mosquito Control

Salina Coulbourne advised that we have paid Ehrlich Pest Control and we will be getting the same coverage as before. She tried to get estimates from other outfits but had not heard back from them in time. John Joeckel has given Salina some information about another plan along with a phone number to discuss with them how they go about fogging. Tres Atkinson did some research and found a website, Mosquito Barrier, where the ingredient used is 99.3% garlic extract. However, it was too costly.

P. FY2014 Budget

A Special Town Council meeting will be held on June 18, 2013 for a final approval vote. An Executive Session will be designated for the July 9, 2013 meeting as to the Town employee's salary increase.

Q. Marina Easement

Mayor Janci advised he has spoken with the Town's counsel, David Rowan, who stated he has received a verbal agreement from the Nature Conservancy and they have no problem with the easement. Carol Burnham pointed out that the Town received a Grant from DCR (Department of Conservation and Recreation) and they would also have to be contacted for their approval. In conversation with Tom Nielsen he stated that he had received a verbal approval from Chris Wardius two years ago. Mayor Janci said he had recently spoken with Mr. Wardius who was surprised as he had no recent knowledge of this. The Council has agreed to a Public Comments forum at the next Town Council Meeting to make a final decision on this matter.

VII. New Business

Mr. Joeckel questioned how active the Town is with regard to the Eastern Shore Chamber of Commerce. Announcements are received periodically and placed on the clip board on the front desk. It was asked if anyone has attended any meetings or if anyone would be interested in attending any of their meetings. At this time no one came forward.

PUBLIC HEARING AND
TOWN COUNCIL MEETING
JUNE 11, 2013

VIII. Announcements

IX. Adjournment

Aileen Joeckel made a motion to adjourn the meeting. Salina Coulbourne seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 9:00 p.m.

CBW
06/18/2013

MAYOR

CLERK

SPECIAL TOWN COUNCIL MEETING
JUNE 18, 2013

PRESENT

Fred Janci, Mayor
Bonnie Munn, Vice-Mayor
Tres Atkinson
Stuart Bell
Selina Coulbourne
Aileen Joeckel
John Joeckel

Town Clerk – Lynn Weeks

SPECIAL TOWN COUNCIL MEETING

I. *Call to Order*

Mayor Fred Janci called the Special Town Council Meeting to order at 7:00 p.m. Tuesday, June 18, 2013 in the Wachapreague Town Hall for the purpose of considering and approving the FY2014 Budget. The Mayor then led the Council in the Pledge of Allegiance.

II. *Consideration and Approval of FY 2014 Budget*

- A. Mayor Janci announced that the purpose of the Special Meeting was to consider and approve the FY2014 Budget for the Town of Wachapreague and Port of Wachapreague Town Marina.
- B. John Joeckel made a Motion to Approve and Adopt the FY2014 Budget for the Town of Wachapreague and Port of Wachapreague Town Marina as advertised and following a Public Hearing held on June 11, 2013 the Budget is attached hereto. Bonnie Munn seconded the Motion. There being no discussion, a Roll Call vote was taken and passed. A copy of the Motion and Roll Call Vote is attached hereto.

III. *Adjournment*

Aileen Joeckel made a motion to adjourn the meeting. Stuart Bell seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 7:10 p.m.

CBW
06/18/2013

MAYOR

CLERK

TOWN COUNCIL MEETING
JULY 9, 2013

PRESENT

Fred Janci, Mayor

Bonnie Munn, Vice Mayor

Tres Atkinson

Stuart Bell

Selina Coulbourne

Aileen Joeckel

John Joeckel

Town Clerk: Lynn Weeks

TOWN COUNCIL MEETING

I. Public Comments

J.T. Swineford, Jr. came in to discuss the orange balls on the power lines at the Seaside Memorial Park. Mr. Swineford felt that they were dangerous, unnecessary and ugly. With these orange balls it is an open invitation for aircraft to land there and also was concerned about the power lines being affected.

Randy Powell stated he did not care one way or the other, however he felt it was laudable as to emergency landing. He stated he has seen these orange balls half the size. Mr. Powell went on to suggest vacant properties, if approved by the current owners, could be a consideration.

Joanne Cantamessa suggested using the Powell Memorial Town Park as a possible location.

John Joeckel responded to these inquiries by saying there is no way to prevent aircraft from landing but, according to Virginia law they can be restricted. It is felt by Mr. Joeckel that having the orange balls in the location they are in is an open invitation for aircraft to land. Mr. Joeckel went on to state that any aircraft landing here would be acceptable for medical or flight emergencies, however, medical landings could also be at the Accomack Airport since that is only 10 minutes away, non-medical, non-emergency landings should not be permitted on public park property.

The questions came up as to who authorized the orange balls to be put up. It was mentioned that ANEC put them up at no cost to the Town. Mr. Joeckel indicated that he has briefly reviewed previous Town Council Minutes when Dan Bilicki was Mayor and did not find any discussion of these orange balls. Selina Coulbourne, Bonnie Munn and Stewart Bell did not recall ever voting on this.

Mayor Janci had been in communication with Mr. Bilicki on this matter, but only via e-mails. It was the consensus of Council that Mr. Bilicki did this on his own without authorization.

Joanne Cantamessa discussed the 4th of July Celebration and how lovely it was. But, she noted that not all of the Town Council attended, which would have been appropriate. She further stated that no one from the Wachapreague Fire Department or U.S. Coast Guard attended.

Chris Wardius also complimented the Town on the 4th of July Celebration.

Chris Wardius then went on to discuss the Marina Easement which extends behind the Wachapreague Inn and he indicated that he has no problem with this Marina Easement going forth. Mr. Wardius referenced the Septic Easement, which is deeded, and indicated that the Inn and the Marina will need a new easement, but that will be between the two businesses. He believes it is beneficial for everyone to work together.

TOWN COUNCIL MEETING
JULY 9, 2013

Regarding the coastal waterway markers Mr. Wardius feels if they remain where they are boats will be able to continue to navigate with confidence. He is fully aware of the Petition and has spoken with all of his customers about it. He wanted to know who the most important person or persons would be for contacting.

John Joeckel indicated the key player would be the individual addressed in the Public Comment Notice and the other key individuals to receive correspondence would be our local, state and federal officials. It is important that all adversely affected stakeholders send comment letters, especially the Charter Boats, since the USCG would like to get their opinions. However, he went on to say the next step is more difficult. Once the navigational markers disappear it becomes a non-federally maintained waterway and, once non-federally maintained, the shoaling will continue and continue until you eventually can't get out by Bradford's Bay or Burton's Bay. It will be straight out the inlet only. Once you start losing your tributary connections to the inlet channels it is easy for the Government to take the next step which is to not maintain and eventually remove the navigational aids to the inlet and that will be it. Eventually, if we do not save the inside passage the Coast Guard may not be able to justify maintaining Station Wachapreague. All of these factors are interconnected and with the Coast Guard looking for all ways to cut operating costs it is certainly something to be aware of. The big player here is the Coast Guard and should we lose their presence in Wachapreague we will lose on significant Army Corp of Engineers prioritization issue used for dredge funding. This is not going to happen tomorrow but probably over the next ten years. We need to keep these navigational aids until we can show a program of getting funding for the VIP over a period of multiple years.

II. Call to Order

Mayor Janci called to Order the Town Council Meeting at 7:25 p.m. on July 9, 2013 in the Wachapreague Town Hall.

III. Pledge of Allegiance

Mayor Janci led the Council and Public in the Pledge of Allegiance.

IV. Approval of Minutes

John Joeckel made a Motion to Approve the Minutes for the May 28, 2013 Special Town Council Meeting FY 2014 Budget Workshop, the June 11, 2013 Town Council Meeting and June 18, 2013 Special Town Council Meeting and Vice Mayor Bonnie Munn seconded the Motion. There being no further discussion, the May 28th and June 11th Motions were voted upon and passed unanimously and the June 18th Motion, with the exception of Councilman Tres Atkinson, who was absent on that date, also passed unopposed.

V. Review of Financial Report

Mayor Janci passed the meeting over to John Joeckel. Mr. Joeckel stated that Mary Jo Tatum indicated there are still general entries to be made especially with regard to depreciation calculations, as such this report will be an estimate of the financials.

The Town ended the 2012 year with \$129,000 in savings which is up about 11.5%. Mayor Janci indicated the Town now has \$50,000 in C.D.'s broken down as follows: \$20,000 - 90 days; \$15,000 - 120 days; \$15,000 - 150 days. He advised that after the initial 90 days the interest will come due every 30 days thereafter. Mr. Joeckel stated there will now be a little interest versus no interest from the previous policy of keeping cash in a non-interest bearing checking account.

Meals Tax for 3 months was close to \$7,000 leaving \$1,700 to carry over for Tourism. Net income was \$15,500 versus the 2013 projected budgeted loss of \$850. This is basically due to council eliminating council compensation and the revenues of the Meals Tax, neither one

TOWN COUNCIL MEETING
JULY 9, 2013

being taken into account when the 2013 budget was developed. Depreciation will impact the preliminary stated income.

The Marina last year had savings of \$90,000 and this year \$105,000 which is an increase of 16.5%. We are also going to reduce the Interest Free Checking and have placed \$60,000 in Suntrust C.D.'s broken down as follows: \$20,000 - 90 days; \$20,000 - 120 days; \$20,000 - 150 days. Once again, after the initial 90 days the interest will be due every 30 days thereafter.

That will leave about \$45,000 in the Checking Account for dredging and dock repairs. We had a Grant for \$80,000 that we will need to spend in order to be reimbursed. Within the Grant the State will pay 75% and we have to match 25%. That \$45,000.00 in cash needs to be fluid to pay for the dredging and repairs.

Net income for this year is \$13,000 before depreciation versus last year with a budget of break even. Basically, last year we had a negative of approximately \$23,000. This year the net income is \$13,000 in the positive, with depreciation of \$30,000 so once again we will end up in the negative.

I asked for the Customer Balance Summary of Property Taxes and Vehicle Decals/Tags. There is over \$6,000 in outstanding revenue. I have asked if this includes penalties and interest. It was mentioned that Mary Jo is asked to prepare invoices for past due taxes which does include penalties and interest.

Now that we are into our 2014 Budget, all items we have been holding off on, like the computer, we may go forward and purchase.

IV. Old Business

A. Marina

John Joeckel indicated that he had nothing to report.

B. Virginia Inside Passage: Aids to Navigation

John Joeckel went through the steps he has taken to date in opposition to the U.S. Coast Guard's Proposal:

- Wrote a large "Viewpoint" article in the Eastern Shore News and Chincoteague Beacon regarding why it is important to the Eastern Shore.
- Wrote a letter to the United States Coast Guard 5th District with copies to:
Commanding Officer Army Corps of Engineers Norfolk District
Commandant USCG
Commanding Officer USCG Sector Hampton Roads
- Spoke with Northampton Supervisor, Willie Randall, who has this issue on their July 9th Meeting Agenda
- This issue was discussed at the June 19th Supervisors Meeting and, Mr. Joeckel is aware of a Supervisors Meeting on July 17th that he would like someone from the Council to attend, as he will be out of town and, in discussion with Steve Minor, this will be placed on their Agenda
- He has heard from State Delegate Lewis who wants to see him in the near future
- A letter has been sent to Governor McDonnell
- He has communicated with Secretary of Transportation Connaughton who was extremely helpful in the dredging for the Town.
- A letter and e-mail has been sent to Congressman Rigell (Note: All letters that have been sent are different)
- Letters have gone to Senators Warner and Kaine
- He has corresponded with the Chincoteague Charter Boat Association and has been advised they will be posing a letter to the Coast Guard today.

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- He has also corresponded with Steve Minor and Stewart Hall. He requested Mr. Hall have the Delmarva Water Transport Committee's support to oppose proposal with letter to USCG. Stewart Hall is on the Board of Directors with Accomack County. He is still awaiting word from them.
- A Petition was circulated and we obtained 80 signatures. That was sent to the USCG 5th District by e-mail on July 8th.
- Mr. Joeckel prepared a letter to the Commander 5th Coast Guard District that was signed by every council member during the meeting with copies going to Donald Hart, Chairman Accomack County Supervisors; John Gray, Vice Chairman Accomack County Supervisors; Lynwood Lewis, Virginia Delegate; Ralph Northam, Virginia State Senator; Colonel Paul B. Olsen, Army Corps of Engineers and Congressman Scott Rigell.
- He has included various Town of Wachapreague stakeholders in correspondence to ensure their continued advisement of issue status.
- A Supervisor's Meeting is scheduled for July 17, 2013 at 5:00 p.m. Mr. Joeckel is unable to attend so Mayor Janci volunteered to be the representative on behalf of the Town. Mr. Joeckel will make the necessary arrangements for this to be on the Agenda.

C. Town Maintenance/Garbage

Bonnie Munn spoke next with regard to the status of the Herbert Powell Memorial Park and the Town garbage truck, as follows:

- She mentioned the trash truck had some problems and that Colonna's has replaced the brake shoes and calipers and it was out an entire week. J.D. went and got some hydraulic fluid for it as well.
- Ms. Munn went on to mention that the Accomack Fence Company has come out and repaired the Herbert Powell Memorial Park's gate.
- The brush truck has now been inspected for another year.
- As to the trash truck, it had two big holes in the rear above the tires, which was repaired by Colonna Industries in Painter. The floor of the trash truck was replaced with 3/8" steel and is felt that it will last the remainder of the life of the truck. The bill for this service is approximately \$600.00.
- The hydraulic hose has been replaced by George Colonna of Melfa on the trash truck.
- Mayor Janci spoke with George Colonna who indicated the trash truck had significant amounts of rust and lots of holes and replacing it is something we should seriously consider.
- John Joeckel indicated that he and Bonnie Munn are going to collaborate on this issue. Mr. Joeckel spoke with Sandy Russell who had done a study of Town versus Davis Disposal picking up the trash back in 2009-2010. He feels that due to the length of time since this study was done a new one should be performed in light of the discussions that have recently taken place.

D. Town Hall Beautification/Maintenance

Tres Atkinson spoke about the upcoming repairs to the Town Hall and advised council that according to Chris Wardius the work should be done within the next two weeks.

E. Streets and Drainage

Stewart Bell addressed the council on the subject of the yellow curbing down by VIMS. He had been informed by VDOT that you can park there as long as there are no signs saying "No Parking" and to make them authentic they would have had to be placed there by VDOT. A discussion followed wherein the Mayor asked what the general population would think of having yellow curbing, and everyone agreed that they would think it meant no parking. Mr. Joeckel has been past VIMS and

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states there are signs which indicate "No Parking". It is believed VIMS took it upon themselves, just as they had the yellow curbing. There were some questions on how best to approach this situation and it was felt an open discussion would be in the best interest at this time. The Mayor indicated that once again a Town resident has taken it upon themselves to do whatever they please, which is not right, and cited the red aviation balls on the power lines, 6 or so yellow caution poles on the sidewalk in front of the building next door, as well as VIMS painting the curbs, etc. Selina Coulbourne feels that everyone should show the same respect for each other as the Town does for them.

Stewart Bell had spoken with VDOT in Richmond where he was able to obtain a Work Order for the sidewalk repair along Main Street. Due to this Work Order, on July 9th Stewart met with John Sharp and Kevin Bailess here in Wachapreague. He was advised that we are on the Priority List and when a contractor is secured the work will begin. The sidewalk will all be a level 4" high. Mr. Bell was advised that there can be no parking on the sidewalk because it leaves cracks and chips and VDOT will not come out to repair them should that happen. There was a question raised about the Post Office as they have no off-road parking. The subject also came up about the solid white line that runs parallel with the curb. That white lines indicate no parking anytime. The Zoning Code was cited that every residence has two off the road parking spots which should eliminate parking on the road. It was also discussed on how best to handle the vehicles parking where they should not. A decision was not made.

F. Safety/Security

Selina Coulbourne stated the issue in the past with the pit bulls has been taken care of due to Animal Control being notified. Ms. Coulbourne was not aware of any other problems.

G. 911 System

Selina Coulbourne has the 911 Map and is working on the comparison with the homes in Town.

H. Powell Memorial Town Park

Bonnie Munn stated there is nothing new with the Park other than the repair of the gate. She has not been in touch with Wayne Burton lately.

I. Seaside Park

Mayor Janci stated that he purchased 3 loads of mulch at \$75.00 per for a total of \$225.00 and that K.C. Kellam donated 3 more loads which have all been used in the Park. There was also a purchase of 7 rolls of landscape material at a cost of \$279.00. He had Victor's crew do 50 hours of work at the Park at a cost of \$1,092.79. Mayor Janci indicated there will be nothing more done at the Park until the fall. He also indicated that he spent \$389.53 on food for the 4th of July Celebration and that in donations, we received \$263.84.

Mayor Janci had been informed of a complaint regarding the fireworks display. The fireworks were not put on by the Town but by some gracious citizens. The Sheriff's Department was called Sunday night by a private citizen and showed up at the Park as the fireworks were ending. They advised that the fireworks were not allowed. John Joeckel addressed the council and informed them that in preparation for next year he has gone ahead and found out how to get a fireworks permit and stated it can be obtained from David Fluhart. Tres Atkinson voiced his opinion and said he had no problem with someone calling in to complain as he too had a problem with the fireworks. Since he works on Monday, having fireworks on a Sunday night, woke his son up and in turn made his wife mad, he then had trouble going to sleep. Mayor Janci mentioned the reason for Sunday night was to accommodate the Firemen who would not be able to attend any night beginning Wednesday and ending Saturday night, due to their work at the carnival. Mr. Atkinson continued by saying had the fireworks been on a Saturday night that would have been fine. Mr. Atkinson also thought a good idea would be to hire a certified pyrotechnics technician such as Chip Little from the Moose Lodge or his friend Bubba Christi.

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Mr. Joeckel made a Motion for approval of \$1,000.00 for 2014 expenditures to Mayor Janci for his continued efforts on the Seaside Park Maintenance Program. Stewart Bell seconded the Motion. There being no discussion, a Roll Call Vote was taken and passed. A copy of the Motion and Roll Call Vote is attached hereto.

J. Tourism/Business and Tourism Advisory Board

Aileen Joeckel advised they are getting signs for the Wachapreague Walk which will consist of a 3 mile walk, basically, out of Town, and a 1 mile Historic Walk in Town. The Committee would like to do some kind of a kickoff, with people walking around maybe even a Physical/Athletic Director. It was thought that possibly the Mayor could cut the ribbon to start the Walk. To keep costs down they will be purchasing fewer signs. It should be noted there will be an Administrative Cost too. They are looking at about 6 weeks or so out but definitely before Marine Science Day which is scheduled for September 28th.

As to Business and Tourism Ms. Joeckel stated they are working on the Grant. The Committee is also interested in the Harrisburg Fishing Show and would like to attend, as well as promoting kayaking, birding and biking to show diversification of the Town. They are working on a slogan as a name tag for the Grant. The Committee wants to erect a kiosk in front of the Town Hall and Nikki Wardius has someone who could carve out of a post a Marlin and Chris Wardius could make a ruck line and attach it to the main post where brochures of the Town and its happenings can be placed.

As to the Marine Science Day event, we will be having a "Crab Bake-Off" that will be spearheaded by Susan Nelson. Ms. Joeckel has also spoken with Stephanie Bonniwell at VIMS and they are looking to coordinate something between VIMS and the Town. It was asked of Ms. Bonniwell if she has access to a professional photographer and was advised the Main Campus is also having an event that day, so she is not sure of the photographer's availability. It was mentioned that photographs would be nice to be placed on our website.

Blake Johnson will be having the Wounded Warriors event again this year at the Island House on November 2, 2013. He has over 500 tickets available.

The 4th of July Celebration came up and everyone felt it turned out great, even mentioned a family that came from Virginia Beach to attend and that they took part in the parade and other events and went home with several ribbons. A great time was had by all.

K. Channel Dredging

Mr. Joeckel circulated the *Army Corps of Engineers Wachapreague Channel After Dredging Survey of June 2013 Waterway on the Coast of Virginia*. They did their survey and were allowed to depart as they felt that they had met their Contract. There was nothing to argue over. After a boat ride from the Island House during dead low tide all the way out past Marker 122, the depth was recorded at 7'. The Coast Guard has declined to place navigational aids. It is up to the Town to supply the markers for the channel using PVC pipes and that would work as the channel is 60' wide and there should be no problem. The problem is getting people used to where the channel is. Mayor Janci had a discussion with the Coast Guard and they advised they are not going to put any PVC pipes in as they are worried about liability and concerns about reduction to the environment. The Corp of Engineers are still in the process of finalizing the survey. The Mayor extended a Thank You on behalf of the Town to Mr. Joeckel for all of his work.

L. Delinquent Real Estate Taxes and Town Tags/Decal Fees

Mayor Janci reported that all properties that are in arrears for over \$400 have either paid or brought it down considerably, except for Grimes. The Grimes property is going for a Tax sale.

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M. Planning Commission Appointments

Aileen Joeckel has one more person to be on the Planning Commission, however, no name was given. Mayor Janci once again asked about the names, phone numbers and e-mail addresses for the members of this Commission. Ms. Joeckel is in the process of gathering this information.

N. Board of Zoning Appeals Appointments

Ms. Joeckel has added another person to the Board of Zoning by the name of Patricia Gragg.

O. Golf Cart Ordinance

Mr. Joeckel spoke and mentioned that the Town Clerk had received word from Chris Isdell of VDOT who advised Andy McLaughlin, an engineer, will be in Wachapreague July 10th to meet with Mayor Janci as to the placement of the golf cart signs. Mr. Isdell mentioned that VDOT will produce the signs and install them at no cost to the Town. The Mayor and Mr. Joeckel discussed the best locations for them indicating one at the entry to the Town on Main Street and another at Richardson. The discussion came up about the Permits required for the Town residents but not for people from out of town who bring in their own golf carts. This would not be fair to the Town's people. A list of local Towns that have Permits for Golf Carts and the fees they charge, is as follows: Cape Charles \$31.00; Exmore \$33.00; Chincoteague \$27.00; Onancock \$1.00 and Saxis \$.0 since they only have one golf cart for a handicapped person. That is the range currently implemented. This is an issue that still needs to be discussed, but at a later time.

P. Mosquito Control

Selina Coulbourne mentioned she has nothing on mosquito control.

Q. Wachapreague Marina Easement

Mayor Janci had sent a letter to the DCR and, after not hearing from them Lynn Weeks called and spoke with Synthia Waymark to find out what DCR's thoughts were regarding the easement. Ms. Weeks informed that they were in the process of moving and asked that she call back after the 4th of July. Ms. Weeks also got in touch with David Rowan with reference to the letter from the Nature Conservancy and was advised he would check on the status and get back to us. Both the DCR communication and receipt of the letter from Mr. Rowan have been placed on the calendar for follow up.

R. New Business

John Joeckel approached the council on the matter of the Town website. There are a number of items that need to be addressed:

- First we really need to look at our website that Carlee Vincent produced. It is due to expire within the next couple of months. On this website there are Minutes of meetings that have not yet been approved; the Meals Tax and Golf Cart Ordinances have not been incorporated and where indicated that you can go on YouTube to hear audio of minutes of meetings, that is no longer available and needs to be removed.
- The old website is still up and totally out of date.
- The website needs to be looked at and decisions made with reference to promoting the Town from a business and tourism standpoint. Aileen Joeckel along with the Business and Tourism Advisory Board are looking to get a Virginia and Marketing Commission Grant for \$10,000 with the Town possibly putting in \$5,000 and the rest of the businesses in Wachapreague putting in \$5,000 to hopefully come up with \$20,000. It is hoped that a piece of that can be used to redo our website and use it as a marketing tool. This will not be accomplished anytime soon but we do need to address the website issue later this year.

John Joeckel once again brought up the issue of Job Descriptions for the Town employee's. The Town Clerk job description needs to be finalized and job descriptions made for all other Town employees. It does not appear the Town employees have a clear understanding

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of what their role and responsibilities are. For instance, Carlee Vincent, who is here on Saturday morning's needs an outline of her duties, such as bringing the website up to date, assisting citizens in purchasing tags/decals and any other service that is needed on behalf of the Town. Who gives her instructions? All of this needs to be outlined in the Job Descriptions.

It was also brought up by Mr. Joeckel that there has been no participation by the Council as to any of the events put on by the Chamber of Commerce, although we pay \$275 annually. Dan Bilicki is still noted as the Town Member to contact and this information needs to be updated. Mr. Joeckel stated we need someone to appear on behalf of the Town. Ms. Joeckel, who is doing all of the marketing, would be the best Council Member to attend, however, it would have to be up to her. Mayor Janci informed all that he and his wife would be attending the upcoming Shore Bank function in Onley.

In preparing a letter recently, which needed to be on the Town letterhead, Ms. Weeks advised of the outdated information on the letterhead. As such, a Town logo for our letterhead as well as our website is needed. This is something that needs to be discussed at a later meeting.

VII. Announcements

None

VIII. Adoption of Motion for Closed Session

Aileen Joeckel made a motion for Council to move into closed session to discuss consideration, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the Town of Wachapreague where such evaluation will necessarily involve discussion of the performance of specific individuals.

VI. Resolution to Reconvene Open Meeting

Aileen Joeckel made a motion to reconvene open meeting. Selina Coulbourne seconded the motion. A Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto and incorporated herein.

X. Approval of Salary Increases

Selina Coulbourne made a motion to approve salary increases for J.D. Bradshaw, John Burton, Mary Jo Tatum and Sandi Puchalski in the amount of 3%. Bonnie Munn seconded the motion. A Roll Call Vote was taken and passed with Mr. Atkinson abstaining. The Motion and Roll Call Vote are attached hereto and incorporated herein.

XI. Adjournment

Selina Coulbourne made a motion to adjourn the meeting. Bonnie Munn seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 9:00 p.m.

CBW
7-9-13

MAYOR

CLERK

PUBLIC HEARING AND
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PRESENT

Fred Janci, Mayor

Bonnie Munn, Vice Mayor

Tres Atkinson

Stuart Bell

Selina Coulbourne

Aileen Joeckel

John Joeckel

Town Clerk: Lynn Weeks

PUBLIC PRESENT

Z.R. Lewis, Bill and Lynn Bowen, Grover and Linda Jones, Jackie Zang, J.T. Swineford, Chris Wardius & Son

PUBLIC HEARING

Mayor Fred Janci introduced the Public Hearing for the purpose of considering the Wachapreague Marina, LLC Easement through Seaside Community Park and opened Hearing for Public Comments.

1. Mr. Thomas Nielsen, P.E. of Nielsen Engineering Services, agent on behalf of the Wachapreague Marina, LLC spoke about the request of the Wachapreague Marina to install a septic system that would require more room than the property is designed to accept. He had initially spoken with VDOT to run the line across the road diagonally but was advised they would only permit right angles. He then turned to the Town of Wachapreague for approval to access a corner of the Seaside Community Park property for installation of septic pipe. Mr. Nielsen provided a drawing which showed the 10' x 30' easement which will be drilled 3' below grade with a 2" sewer line that will pump from the Marina through a Schedule 60 pipe, that conceivably could run at 300-400 PSI, though this pump should only run about 30 PSI, which is much less.

2. Mayor Janci advised the Town citizens that The Nature Conservancy, after they had been fully versed on the extent of the easement, sent a letter wherein they stated they "do not consider the sewage transmission line passing through the corner of the property as a 'permanent waste treatment' system" and, if the Town grants the easement it was of no concern to them.

3. Mayor Janci further stated that DCR, the government agency who provided the Grant for the Seaside Community Park had been contacted and given all pertinent information. The Town is in receipt of a communication from Synthia Waymark wherein it is stated: "The proposed Wachapreague Marina, LLC sewer easement appears to meet the [above] criteria based on the information that has been submitted and will not trigger a conversion of use." Which means changing the use of the Park in any way and it will not, therefore approval was given.

4. Jackie Zang asked if the street would be torn up and was advised that it would not be.

5. Grover Jones inquired if everything will be under ground to which Mr. Nielsen advised that it will all be 3' below grade.

6. Mayor Janci stated that the Wachapreague Marina LLC will cover all Town costs involved with this easement including all attorney's fees incurred, as well as costs to be incurred in preparation of this Easement.

Mayor Janci adjourned the Public Hearing on the Wachapreague Marina, LLC easement through Seaside Community Park at 7:15 p.m.

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TOWN COUNCIL MEETING

I. Public Comments

1. J.T. Swineford is still concerned about the orange balls on the power lines at the Seaside Community Park. The orange balls had been put up by then Mayor Dan Bilicki, as a safety matter and ANEC did not charge the Town. Mr. Joeckel advised that helicopter landings can be restricted but not prevented. However, a helicopter cannot land without prior permission, if they do, a call should be placed to the FAA and a complaint entered and they will follow up. Before we can remove the orange balls we need to do our homework and have paperwork in place, e.g., an ordinance pertaining to aircraft operation over residential areas and landings, so that we can legitimately have them removed. If a helicopter lands as an emergency matter that should be permitted. It should be noted that for a helicopter landing the airport is only 10 minutes away which is important if there is an emergency medical evacuation need.

2. J.T. Swineford discussed the posts and steps in front of Current Reflections, the building on Main Street. Stuart Bell has spoken with the Highway Department about the posts and was advised they are illegal. The steps on the front of the building encroach onto the sidewalk. The owner of the building, Dan Bilicki, has been approached about this and has indicated he will have the posts removed once the old sidewalks are replaced.

3. Mr. Bell stated the old sidewalks are scheduled to be replaced. He advised VDOT will maintain them as long as no one parks on them, defaces them i.e. painting, marking or affixing anything on them, that they are there just to walk on. Some residents have been parking on the sidewalks and have been given a copy of the Town's Parking Ordinance and are complying. Sheriff Todd Godwin informed Mr. Bell that if there were "No Parking" signs along the road he could enforce the solid white line. The Town citizens were concerned with parking for the Post Office and other businesses along Main Street as well as on Sunday's with church parking. This issue to be addressed at a future Town Council Meeting.

4. Linda Jones asked about a Town yard sale. Aileen Joeckel mentioned October.

5. Chris Wardius advised the 3rd Annual Crab Bake is being scheduled for September 14th at the Seaside Community Park. The park will be put on reserve for this event.

II. Call to Order

Mayor Janci called to Order the Town Council Meeting at 7:30 p.m. on August 13, 2013 in the Wachapreague Town Hall.

III. Pledge of Allegiance

Mayor Janci led the Council and Public in the Pledge of Allegiance.

IV. Approval of Minutes

A. Aileen Joeckel made a Motion to Approve the Minutes for the July 9, 2013 Town Council Meeting and Stuart Bell seconded the Motion. There being no further discussion, the Minutes were voted upon and passed unanimously.

B. Mayor Janci advised of the difficulties of hearing the recordings of the Minutes due to the speakers distance from the recorder. It was asked if anyone knew of an inexpensive device that would be helpful. There were no comments made.

C. Mayor Janci reported that a citizen had contacted him about when the Minutes were available for review. The Virginia Code was cited wherein a written rough draft of the Minutes were to be made available to the public here in the Town Hall no later than 10 days thereafter. Once the Minutes are approved, they too are to be made available at Town Hall, 3 days thereafter and that audio tapes were to be kept.

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V. Review of Financial Report

John Joeckel reported the following:

- Awaiting the Final Year End figures.
- The Town has in checking and savings a total of \$128,000 which includes \$4,000 worth of receivables.
- The Marina has \$107,000 with \$400 in receivables.
- Meals Tax as reported for June 2013 is part of FY 2013 and therefore no revenue for the first month of FY2014 which shows a loss for both the Town and the Marina.
- Real Estate Taxes are still outstanding and need to be addressed.
- There is one outstanding Garbage Pick Up fee.
- Auto Tags/Decals still have outstanding fees.
- Boat slip rentals are also showing some outstanding fees.

Council agreed to send invoices on all outstanding/delinquent fees including updated penalties and interest.

IV. Old Business

A. Wachapreague Marina Easement

1. See Public Hearing section.
2. Mr. Joeckel feels confident that everything was followed through properly and is gratified to see there were no negative comments from the Public and we can go forth with the Easement. As such, Selina Coulbourne made a Motion to approve the Marina Easement and Bonnie Munn seconded the Motion. There being no further discussion, a Roll Call Vote was taken and passed. A copy of the Motion and Roll Call Vote is attached hereto.
3. Tom Nielsen requested the Town prepare a letter advising of their approval of this easement.

B. Marina - Mr. Joeckel has nothing to report at this time.

C. Virginia Inside Passage: Aids to Navigation

- Mr. Joeckel reported that the Coast Guard commenting period ended on August 5th.
- On August 6th he made a presentation to the Accomack/Northampton County Transportation District Commission, of how he foresees the future dredging of both the seaside and bayside. They were very supportive and have requested he make this presentation before the Accomack County Board of Supervisors at their August 21st meeting. He has not heard yet from the Northampton County of Board of Supervisors.
- A stakeholder's meeting will be held on August 16th at the request of the Army Corps of Engineers and facilitated by Wanda Thornton and Supervisor Crockett. Keith Neal of Teaser's Sport Fishing and Teasers Fisherman's Lodge will try to attend and to discuss the FY2014 funds that the Corps already has approval for and what the funds will be used for in future dredging.
- On August 19th, Mr. and Mrs. Joeckel will attend a constituents meeting at Wallops facilitated by Ron Wolff regarding the aids to navigation. Mr. Joeckel will make a presentation as will the USCG. Mr. Joeckel thinks we are making headway on changing the way we approach the funding for the Eastern Shore Army Corps of Engineers with regard to dredging and the inside passage.
- Mayor Janci addressed Mr. Joeckel and thanked him for all the time he has put in on this matter and then addressed the Public so that they could appreciate all that he has done on behalf of the Town and the Eastern Shore.

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- D. Channel Dredging
Project completed
- E. Golf Cart Ordinance
- Mr. Joeckel stated that to date there are no VDOT signs. Mayor Janci indicated that Andy McLaughlin, Program Manager for VDOT, was due in Town this date to survey where all signs were to go.
 - Chris Wardius did see a VDOT representative here.
 - Mr. Joeckel indicated that there still needs to be a determination as to the tag fees and mentioned his prior research of the various other towns with fees of \$0 to \$37. The fees can be addressed at a later date.
- F. Town Website
- Aileen Joeckel has identified someone who has agreed to work with us and will begin in October and should finish by January, 2014.
 - Mayor Janci mentioned Lenny Core, who can work with Microsoft Front Page in the interim.
- G. Town Maintenance/Garbage
Bonnie Munn advised there are no problems to report.
- H. Powell Memorial Town Park
- Bonnie Munn stated the Park looks really good.
 - Town Maintenance Crew has been doing the trimming and Parks & Recreation have been mowing the lawn. Although the broken pipe had been fixed the old sink still needs to be replaced. Ms. Munn tried to contact John Burton about a double sink that she saw available locally but has not heard back from him.
 - There was also a big bash held at the Park and when she went over afterwards she indicated the Park had been cleaned and left spotless.
- I. Streets and Drainage
Please see Public Comments section of Town Council Meeting.
- J. Town Hall Beautification/Maintenance
- Tres Atkinson deferred to Chris Wardius who advised the exterior work on the Town Hall is completed and that the Azak wood that was used as trim does not need to be painted.
 - Mayor Janci and Council discussed the deterioration in the Town Hall. He discussed possible repairs and updates, such as replacing carpet, repairing water damaged ceiling in old file closet, painting walls white and minimally updating the bathroom.
- K. Mosquito Control
Selina Coulbourne has not received any calls on this issue.
- L. Safety/Security
- Ms. Coulbourne discussed the problem of speeding in Town. The Sheriff's Office had installed an electronic speed indicator at the entrance of Town for a short period of time. Ms. Coulbourne will follow up with Sheriff's Office.
 - Chris Wardius told Council that someone has been stealing gas out of boats by removing the tank and returning it empty.
- M. 911 System
Ms. Coulbourne addressed the Council on how difficult it is to match the house numbers with the 911 Map, especially due to the size of the Map, which is approximately 4' x 5'. So far the worst

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streets are Main Street and Switch Bridge Road. Though she will continue to work on this matter she is going to contact Jeff Flournoy to see if he has any suggestions.

N. Seaside Park

- Mayor Janci advised of loss to several trees due to thunderstorms and wind.
- Also some small plants have died probably due to heat.
- The Mayor advised he will be gone until the beginning of September and asked for a volunteer to water the flowers at the entrance to Town which he and his wife have been doing daily. Stuart Bell volunteered.

O. Delinquent Real Estate Taxes and Town Tags/Decal Fees

See Review of Financial Report.

P. Tourism/Business and Tourism Advisory Board

- Aileen Joeckel announced that at the Board's last meeting it was decided to hold the 3rd Annual Crab Bake on September 14th at Seaside Park.
- Yard Sale to be sometime in October.
- Working on Marketing Grant and Vera Zdravkovich is assisting.
- Going forth with kiosk design plan, cost and installation.
- Want to have a Light Box at the Welcome Center which will cost \$850 annually. Ms. Joeckel made a Motion for an \$850 annual expense to have a spot at the Welcome Center. This Motion was seconded by John Joeckel. There being no further discussion a Roll Call Vote was taken and passed. A copy of the Motion and Roll Call Vote is attached hereto.
- The website was discussed.

Q. Planning Commission Appointments

Ms. Joeckel stated there is one more Member needed to complete the Commission.

- Jackie Zang was asked and agreed to be one of the Members.

R. Board of Zoning Appeals Appointments

Ms. Joeckel stated since the Planning Commission is complete she will work vigorously on completing the Board of Zoning Appeals appointments.

VII. *New Business*

Town Computer

- Mayor Janci discussed a Lenovo Desktop as a possible replacement.
- Mr. Joeckel has long experience with Dell.
- Upcoming sales to determine the already budgeted purchase for FY 2014.

FEMA Meeting

- Mayor Janci attended and reported 149 properties in Town will see a decrease in flood exposure.
- To view Map go to www.rampp-team.com.
- A Town Ordinance is needed to adopt the FEMA Map.
- Implementation is a full year away.

Wachapreague Inlet

- Mr. Joeckel stated Cedar Island has been the barrier blocking the Atlantic Ocean from the salt marsh. The Wachapreague Inlet had been a quarter mile wide and is now one mile wide. With every storm, instead of Cedar Island taking the direct hit, it will be the salt marsh. It is conceivable, that overtime the wave action will erode the salt marsh at Bradford's Bay.

PUBLIC HEARING AND
TOWN COUNCIL MEETING
August 13, 2013

- Mr. Joeckel had contact with Steve Parker of The Nature Conservancy for enlisting his support for beach restoration by the Army Corps of Engineers. He was advised a study of the Port of Wachapreague Inlet by a scientific team would be in order to assess what action to take to prevent erosion of the salt marsh.

VIII. Announcements

None

XI. Adjournment

Bonnie Munn made a motion to adjourn the meeting. Aileen Joeckel seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 8:35 p.m.

CBW
8-13-13

MAYOR

CLERK

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
September 10, 2013

PRESENT

Fred Janci, Mayor
Bonnie Munn, Vice Mayor
Stuart Bell
Aileen Joeckel
John Joeckel

Town Clerk: Lynn Weeks

ABSENT

Tres Atkinson
Selina Coulbourne

PUBLIC PRESENT

Randy- Lewis
Carol Burnham

TOWN COUNCIL MEETING

- I. Public Comments
 - Randy Lewis addressed the Town Yard Sale set for October 26th. Felt earlier in the month would be better. Aileen Joeckel advised the Business and Tourism Board checked on all upcoming events and felt this date worked the best. Will consider an earlier time next year.
 - Carol Burnham brought up concerns about speeding. Has noted vehicles driving up to 60 mph down Main Street. Safety concerns were discussed due to the three recent incidents and all agreed. Alcohol was mentioned as part of the problem.
 - Remedies discussed were speed bumps, rumble strips, speed check with radar guns and speed camera on side of road.
 - Stuart Bell stated he will call Sheriff Godwin regarding a speed check by radar gun.
- II. Call to Order
Mayor Janci called to Order the Town Council Meeting at 7:20 p.m. on September 10, 2013 in the Wachapreague Town Hall.
- III. Pledge of Allegiance
Mayor Janci led the Council and Public in the Pledge of Allegiance.
- IV. Approval of Minutes
John Joeckel made a Motion to Approve the Minutes for the August 13, 2013 Town Council Meeting and Bonnie Munn seconded the Motion. There being no further discussion, the Minutes were voted upon and passed unanimously.
- V. Review of Financial Report
John Joeckel reported the following:
 - Assets receivables from checking and savings is \$13,000 more than 2012; this may change after adjustments to year end.
 - July-August Town Checking & Savings down \$122,000 in 2013 versus \$107,000 in 2012 and Net Income was -\$11,000 in 2013 versus -\$3,500 in 2012, hopefully this will even out as the year progresses. Marina Checking & Savings in 2013 \$106,000 versus \$94,000 in 2012 with Net Income in 2013 of -\$4,000 versus -\$5,000 in 2012.

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
September 10, 2013

- Letters were sent to residents regarding outstanding vehicle tags/decals for 2011. Some have responded they no longer have the vehicles in question and/or no longer live in the Town of Wachapreague. One resident who responded indicated they will be coming to pay for their 2012-2013 tags. The Town will send another letter in a couple of months and if no response the outstanding fees will be carried over into next year.
- Delinquent real estate tax letters were also sent out and it is noted that Carr Realtors and Birdnest Investments are now current and David Grimes sent \$100 toward his outstanding taxes.
- Residents who do not respond will be turned over to the Town attorney by the end of September.
- Catholic Charities still have an outstanding balance of \$200 for lawn maintenance on behalf of June Diamond. Invoice will be resubmitted.
- Mr. Joeckel is working on the dredging permits and anticipates a Contract by the end of October, 2013.

VI. Old Business

A. Marina - Mr. Joeckel has nothing to report at this time.

B. Virginia Inside Passage: Aids to Navigation

- Mr. Joeckel reported that a significant number of letters were sent to the Coast Guard.
- Delegate Lewis indicated in his Yearly Report that there is the need to work more on getting dredging funds.
- On August 16th Mr. Joeckel made a presentation before Ron Wolff where a representative from the USCG Fifth District was in attendance along with 30-40 other people. The Coast Guard spoke first followed by Mr. Joeckel. It was a good meeting with good questions.
- Mr. Joeckel attended the Accomack County Board of Supervisors meeting and waited over two hours in a packed house, due to the issue of funding for a new library and, was advised they would have to forego this until next month.
- Patricia Bragg reported to the Town Clerk that two channel markers were missing in Bradford's Bay. Mr. Joeckel indicated the 2 day markers were destroyed by Cottrell Contractors during dredging and he spoke to the Coast Guard who will replace them with buoys.

C. Minutes of Town Council Meetings

- Mr. Joeckel presented to the Council that Public Agencies designated as agencies of the State Government of Virginia are under the requirement to publish Minutes of Meetings within 10 working days thereafter, however, County and Local Governments are not since they are not State Agencies.
- The audio of Council meetings will be available 1 to 2 days thereafter at the Town Hall if someone wishes to listen.
- Written Minutes are not made available for disclosure until approved by Council at the next Town Council Meeting and will be posted on the town website as soon as feasible thereafter.
- The recorder used at the Town Council Meetings does not pick up with clarity all of the speakers. Mr. Joeckel advised ceiling speakers and ceiling microphones work best but they are expensive, around \$1,000 to \$2,000. Something to consider in the future.

D. Golf Cart

- Mr. Joeckel indicated that the signs are now up.
- Mayor Janci indicated the signs still need to indicate Permit Required.
- Stuart Bell indicated Rice Signs has catalogs of every sign available.

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
September 10, 2013

- Need to decide what fee should be charged; Bonnie Munn recommended \$10 to \$15 range; Stuart Bell recommended \$5 to \$10 range. Mr. Joeckel reminded that the rates on the Shore range from \$0 to \$37.

E. Town Maintenance/Garbage

Bonnie Munn reported John's riding mower has been in the shop in need of a tire. Advised should be ready by next week.

F. Powell Memorial Town Park

- Bonnie Munn reported a resident has reserved the Park for a Birthday Party on September 14th.
- Carol Burnham mentioned the cemetery near the Park was in need of care and was advised the County is responsible for maintenance. Bonnie Munn offered to go see Wayne Burton to discuss this matter with him.

G. Streets and Drainage

- Stuart Bell placed a call to Mr. Isdell about the replacement of the sidewalks but has not heard back from him.
- See Public Comments

H. Town Hall Beautification/Maintenance

Tres Atkinson was absent.

I. Mosquito Control

Selina Coulbourne was unable to attend but indicated there was nothing new to report.

J. Safety/Security

Please see above.

K. 911 System

Please see above.

L. Seaside Park

- Mayor Janci indicated he is looking for a donation of bricks.
- It appears to him some tree limbs on the sycamore tree were broken due to being climbed on.
- The Mayor indicated new flowers have been planted in the flower box at the entrance to Town.
- John Joeckel mentioned planting a Christmas tree in the Park that could be lit for the Holidays. Mayor Janci thought that was a good idea, though has concerns about salt water and mentioned the possibility of a lighted tree inside the gazebo.
- It was mentioned that Ed Nelson had volunteered to set up the electrical at the gazebo.
- Mayor Janci advised he spoke with the Head Engineer of ANEC, Tom Larson, about the orange balls and that Dan Bilicki indicated to him that he represented the Town and who indicated this to be an active landing site. Mr. Larson feels that ANEC has an easement where the orange balls are located and that there would be a charge, at least for labor, to remove them.
- The Mayor indicated additional research is needed as everyone wants the balls removed.

M. Delinquent Real Estate Taxes and Town Tags/Decal Fees

See Review of Financial Report.

N. Tourism/Business and Tourism Advisory Board

Aileen Joeckel advised the following:

- Marine Science Day is set for September 28th at Seaside Park from 10 a.m. to 2 p.m. VIMS will place event on community calendar as a kids and family day that will feature touch tanks.
- Crab Bake Off and Apple Pie Contest set for September 14th at Seaside Park starting at 4 p.m. with judging at 5 p.m. All are asked to bring a dish to share. There will be a live band, crafts for the kids and an apple press for apple cider. Flyers are being placed at the Post Office and entry forms can be requested from Nikki Wardius.

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
September 10, 2013

- Yard Sale and Craft, Artist and Collectables is scheduled for October 26th at Seaside Park.

Yard Sale: Sign up at Post Office indicating home address with list of items for sale, i.e. children's clothing, household items, furniture, etc. and the Tourism Board will prepare a map of locations. Yard sale to begin at 8 a.m.

Crafts, Artist and Collectibles: Starts at 10 a.m. to 3 p.m. There is a \$20 charge per table and \$25 if the Town furnishes one.

- Marketing Grant name is "Wachapreague – Little City by the Sea – A Playground For Your Passion". Aileen Joeckel made a Motion for an Ad in the Virginia Eastern Shore Tourism Brochure in an amount not to exceed \$1,300. Stuart Bell seconded the Motion. There being no further discussion, a Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto and incorporated herein. Still in process of gathering information for the Grant.
- Aileen Joeckel advised updating the Town website will begin in October and should be covered by the Marketing Grant if we are successful with the Grant, if not, funding will come from the Tourism budget.
- Welcome Center Light Box ad will be up by end of week.
- Kiosk cost estimate is \$1,000. Jack Normand will be carving Marlin out of cedar for the side post.
- Walking/Biking Trail has been flagged. VDOT will be surveying the markers and the Tourism Board is working with them to see if they will waive the \$180 pole placement fee. The Town will be responsible for setting the signs and poles.
- Bonnie Munn attended the Eastern Shore Water Trails Association Meeting on August 23rd in Accomac. Discussed kayaking trails with platforms that run from Virginia to Florida with *Review of 2008 Seaside Water Trail Camping Platform Feasibility Report*. Indian Town Park in Northhampton County is priority site. 501C3 Water Trails can raise funds. Additional meetings to be scheduled.

O. Planning Commission

- Mrs. Joeckel stated a major issue to be addressed is parking.
- A Motion was made by Aileen Joeckel to appoint Jackie Zang as a member of the Planning Commission. Bonne Munn seconded the Motion. There being no further discussion, a Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto and incorporated herein.

P. Board of Zoning Appeals Appointments

Ms. Joeckel stated she is still working on securing appointments.

Q. Elections

In August, David Rowan, the Town Attorney, advised John Joeckel that special elections were not necessary for the interim Mayor and interim council members. All Council members were advised and, only one was unavailable, agreed. John Joeckel made a Motion that no special election was necessary and that the Interim Mayor and Town Council will continue to serve until regular Town elections in May of 2014. Bonne Munn seconded the Motion. There being no further discussion, a Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto and incorporated herein.

VII. New Business

Town Computer

- John Joeckel purchased a Dell 660 desktop computer for Town Hall at a discounted rate of 36%. Mr. Joeckel made a Motion to approve expenditure of \$775.14 for new Town computer as outlined and budgeted in FY2014. Mr. Joeckel made a Motion to approve the expenditure for

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
September 10, 2013

the new Town computer. Aileen Joeckel seconded the Motion. There being no further discussion, a Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto and incorporated herein.

- Mr. Joeckel further discussed buying a multi-page scanner to scan documents into the computer.
- Mr. Joeckel strongly suggested a back-up system for all Town Documents and suggested either Carbonite or top-10-online-backups. They are approximately \$60 per year.

Town Debit/Credit Cards

John Joeckel addressed the issue of select Town employees having access to either a Town Debit or Credit Card for Town purchases. Lynn Weeks was requested to speak with the Suntrust representative, Missy Harris as to options available. She was advised:

- Debit Card: 1. The Town could have a separate checking account where it is funded every month; or 2. Get a business debit card where there is a limit of \$5,000 daily.
- Prepaid Card: Monies would be placed in it with a load fee of \$4.
- Credit Card: Since the Town is a non-profit entity there would be no annual fee and cards could be issued to select individuals in different amounts.
- Bonnie Munn mentioned at her place of business there is one credit card that select individuals can sign out and return for business purchases.
- A decision will be made at the next Town Council Meeting.

Town Employee Job Descriptions

John Joeckel requested job descriptions for all Town employees to better be able to judge the person's performance on the job, etc. It was requested that one was needed for the positions of Town Clerk, Harbor Master, Town Bookkeeper, Zoning Administrator, Mayor and Maintenance Crew. Mr. Joeckel will prepare one for the Harbor Master and Bonnie Munn for the Maintenance Crew.

FEMA Meeting

- Mayor Janci has maps. He will try to make maps small enough for all to view. Noted on the map he presented was anything outside of the blue dots was in the flood zone and anything inside was out of the flood zone.
- Radar can pick out topographically.
- Town Hall in flood zone. Facing increase in insurance of 20%.
- If a property is mortgaged the property owners may still need flood insurance.
- The Town Flood Ordinance was not signed after passage. It appears it just needs the signature of the Mayor in office at that time. Will check on who Mayor was and have executed.
- A Public Workshop regarding Coastal Insurance is scheduled for September 25th at the Eastern Shore Community College, Workforce Development Building in Melfa from 6:30 to 8:00 p.m.

Rental Properties

Aileen Joeckel advised she received two complaints about a rental property at Church and Powellton that due to the condition it is in there appear to be health issues. The Health Department was contacted and advised there is nothing they can do.

Marina Easement

Mr. Joeckel inquired into the status of the Marina Easement being prepared by the Town Attorney David Rowan. Mayor Janci advised council should be in receipt of it before the next Town Council meeting.

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
September 10, 2013

Tax Notices

Mr. Joeckel suggested that when tax notices go out instead of the regular grass cutting notice there be a notice which recaps the year of all that the Town Council has accomplished and giving credit to the volunteers that have devoted their time. Mr. Joeckel will prepare a draft to consider and discuss at the next Town Council Meeting. It was also suggested plaques of recognition be presented, such as the one's the Mayor presented to volunteers at the 4th of July Celebration.

VIII. Announcements

None

XI. Adjournment

Stuart Bell made a motion to adjourn the meeting. Bonnie Munn seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 9:30 p.m.

CBW
9-10-13

MAYOR

CLERK

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
OCTOBER 8, 2013

PRESENT

Fred Janci, Mayor

Bonnie Munn, Vice Mayor

Stuart Bell

Selina Coulbourn

Aileen Joeckel

John Joeckel

ABSENT

Tres Atkinson

Town Clerk: Lynn Weeks

PUBLIC PRESENT

Z.R. Lewis, III

Carol Burnham

TOWN COUNCIL MEETING

I. Public Comments – None

II. Call to Order

Mayor Janci called to Order the Town Council Meeting at 7:00 p.m. on October 8, 2013 in the Wachapreague Town Hall.

III. Pledge of Allegiance

Mayor Janci led the Council and Public in the Pledge of Allegiance.

IV. Approval of Minutes

Bonnie Munn made a Motion to Approve the Minutes for the September 10, 2013 Town Council meeting and Selina Coulbourn seconded the motion. There being no further discussion, the minutes were voted upon and passed unanimously.

V. Review of Financial Report

John Joeckel reported the following:

- The Town's Income from the first quarter is down \$14,000. With the elimination of the Fire Program that was \$15,000 last year and receipt of Transient Occupancy Taxes from the Wachapreague Inn of over \$1,000 and Archie's around \$150, we are, in actuality, ahead of last year by approximately \$4,000.
- The Town's Expenses from first quarter are down \$7,000 over last year. Our Total Assets are up by \$14,000 with a total Liability and Equity of \$5,500 over last year.
- The Marina's first quarter is \$3,000 less than last year due to the Port Authority Grant which we do not have this year.
- The Marina's expenses are down by \$800.
- Total Assets are up by \$7,500 but when you calculate appreciation we are down by a total of \$21,000.
- The Total Liabilities and Assets is \$30,000 more this year than last year this quarter.
- Mayor Janci discussed the Seaside Park Fund which appeared to have been credited back out of the Fund. Mr. Joeckel checked the Seaside Park Fund under the Profit & Loss Budget vs. Actual where the Fund has \$1,092.79 in it.

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
OCTOBER 8, 2013

VI. Old Business

A. Marina

- There are 2 outstanding accounts, Charles McCaskill to whom a strong letter was prepared for mailing and, Lindsay Paul who the Harbor Master, Sandie Puchalski, will be speaking with personally.
- Sandie Puchalski was successful in securing VMRS in a long-term slip.
- Mrs. Puchalski advised that the duck pond has been cleared away and that a shut off valve installed and the water shut off for the season.
- Mr. Joeckel stated he is still working on permits for the Marina dredging.

B. Virginia Inside Passage: Aids to Navigation

Mr. Joeckel reported:

- Nothing additional to report regarding the U.S. Coast Guard. As to the replacement of the bouys Mr. Joeckel has not been advised.
- In several presentations before The Accomack County Supervisors and Northampton Board of Supervisors, Mr. Joeckel made a proposal to set up a Waterway's Board. To date he has not heard back from them.
- Mr. Joeckel is still awaiting word from the Corps of Army Engineers for their plan for Bradford's Bay; they may dredge this year, which is under serious consideration once their survey is completed for the whole Virginia Inside Passage.
- Also discussed was the loss of Cedar Island which Mr. Joeckel advised the Corps of Army Engineers in their study may help with beach restoration to reduce the width of the inlet to prevent the impingement on the salt marsh. He will be attending a meeting in November on this subject.

C. Powell Memorial Park

- Bonnie Munn inquired into who winterizes the pipes at the Park and was advised that responsibility would be the Parks & Recreation Department.
- The tennis courts were then addressed and noted there is no charge to use them. The Courts are locked and a key could be requested from Town Hall. Due to the cracks in the concrete being a safety issue a Release Form would need to be signed to cover any liability on the part of the Town. A form will be prepared to accomplish this.

D. Marina Easement

- Mayor Janci asked Council to review the proposed Deed prepared by David Rowan. All Council were in agreement over the wording.
- John Joeckel has requested the Town Clerk to request Attorney Rowan submit an itemized invoice for submission to the Wachapreague Marina, LLC.

E. Golf Cart

Mr. Joeckel elicited comment from Council regarding a decision on Golf Cart Town Tag/Decal Fees.

- Fees charged in Cape Charles -- \$31; Exmore -- \$33; Chincoteague -- \$27; Onancock -- \$1 and Saxis -- \$.0. Bonnie Munn and Aileen Joeckel considered a \$10 fee and Mayor Janci a \$10 or \$15. Stuart Bell did not feel there should be a fee at all.

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
OCTOBER 8, 2013

- A Motion was made by Bonnie Munn and seconded by Aileen Joeckel for a Golf Cart Permit fee in the amount of \$10. A Vote was taken of all Council with four in agreement and Stuart Bell against.
 - The Golf Cart fee needs to be added onto the Taxpayer Information Sheet with information on the Golf Cart Ordinance.
- F. Town Maintenance/Garbage
Bonnie Munn advised that the lawn mower used by J.D. Bradshaw is corn rowing when used.
- G. Streets and Drainage
- Stuart Bell advised he received a call from an angry citizen about a road being barricaded on September 28th. Mr. Bell spoke with Sean Fate of VIMS who advised the Marine Science Day event was soon to end and that the barricade would be removed. Several days later Mr. Bell spoke with VDOT who advised that this being a public road VIMS would have needed to obtain a permit, which they had not. Mayor Janci again mentioned the painted yellow curbs. The Mayor requested Aileen Joeckel speak with VIMS about the State having to give permission?
 - Mr. Bell spoke with Sheriff Todd Godwin about no parking on sidewalks and was advised to enforce the no parking, signs would need to be placed along the road. Mayor Janci has approached some of the citizens about this issue and they have been complying.
 - Mr. Bell also mentioned in his conversation with the Sheriff that they will be posting an officer along the road at different intervals several times a week regarding the speeding concerns.
 - As to the sidewalks being replaced along Main Street, Mr. Bell has again spoken to Mr. Isdell, of VDOT, who advises he is still working on this issue.
 - Stuart Bell discussed the letter Dan Bilicki submitted to Mayor Janci on September 8, 2013 as to the Current Reflections Art Gallery and the stanchions placed in front of it. Chris Isdell of VDOT upon seeing the steps, platform and stanchions advised they are illegal. Pictures attached to this letter show the building and sidewalk prior to renovation. Completed building shows platform extended over sidewalk.
 - Mayor Janci pointed out other structures that do not meet zoning guidelines, one being Mr. Grimes and that he has been avoiding paying his Real Estate Taxes as well.
 - Mr. Bell is to arrange a meeting for Mayor Janci with Chris Isdell of VDOT to get his input so he can advise the Town of the guidelines.
 - Town Hall Beautification/Maintenance
 - Councilman Tres Atkinson was absent due to a meeting at the Onley Fire Department. It was presented at the Meeting that he had nothing new to report.
 - Mayor Janci discussed having the Town Hall floor either cleaned or replaced. Selina Coulbourne inquired into the cost of replacing the floor. Mayor Janci thought the cost would be approximately \$2 per square foot but would obtain a better estimate by the next Town Council Meeting.

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
OCTOBER 8, 2013

H. Mosquito Control

- Selina Coulbourne proposed this issue be removed until April, 2014.

I. Safety/Security

- Selina Coulbourne advised she was not aware of any problems.

J. 911 System

- Ms. Coulbourne advised she and Vice Mayor Bonnie Munn have driven around and in some areas the house numbers, in comparing them with the 911 Map, appear to be off by 2 numbers.
- Jeff Flournoy was called for some guidance but Mrs. Coulbourne has not heard back from him.
- Bonnie Munn suggested comparing the Tax Map numbers, 911 set of numbers and house numbers then sit down with the 911 people.
- Ms. Munn has checked along West Street and down by the tennis court and advised those numbers seem fine.

K. Seaside Park

- See also V. Review of Financial Report
- Mayor Janci had a conversation with the Town Attorney about the orange balls and that they were placed there without the Town's permission. As such, Mr. Rowan does not foresee any problem with having them removed.
- Mayor Janci spoke with Tom Larsen of ANEC about the Town not having authorized the balls being put up and ANEC indicated they would remove them at no cost to the Town.
- John Joeckel believes an Ordinance restricting aircraft from using that location would be in order. Mr. Joeckel would like to have in place a document with FAA restrictions. The Town needs to do an Ordinance.
- Stuart Bell made a Motion to remove the orange balls and Bonnie Munn seconded it. There being no further discussion, the Motion to remove the orange balls was voted upon and passed unanimously.
- Mayor Janci indicated he will begin Fall clean-up at the Park and that he is still looking for bricks.

L. Delinquent Real Estate Taxes and Town Tags/Decal Fees

M. Tourism/Business and Tourism Advisory Board

Town Wide Yard Sale:

- October 26th starting at 8 a.m. to 12 noon. Three homes signed up so far. A map showing location of yards selling home items being prepared. Town Clerk needs e-mail list of Town's people to furnish them with this information. Mayor Janci and Aileen Joeckel have decided a wooden sign on Route 13 indicating Yard Sale and Arts, Crafts and Antiques with an arrow would be good advertising. Mayor Janci has agreed to prepare the wooden sign, minus the wording. Ms. Joeckel is to get the cover for the wooden sign. It was also decided to have an announcement on WESR at \$6 for 16 seconds. Allen Burns of the Eastern Shore Welcome Center will advise everyone coming through there of this event.

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
OCTOBER 8, 2013

Antiques, Arts and Crafts and Collectibles

- Ms. Joeckel announced there are 12 participants signed up and there will also be an antiques tractor show.
- Hot dogs and sandwiches will be provided for purchase by Joe of the General Store.
- Bruce McNeal will play his guitar in the Gazebo.

Tourism

- Aileen Joeckel is in the process of finalizing the Marketing Grant.
- The cost for the kiosk is approximately \$1,000 but will not be put up until the Spring.
- The Walking/Biking Trail has been flagged and VDOT is to come and survey where the markers will be placed. Negotiating possible waiver of \$180 pole replacement cost. Once accomplished the Mayor and Town Employees will set the signs and poles.

Website

- Mayor Janci inquired into the status of the website and the estimated cost.
- Ms. Joeckel indicated the cost somewhere in the \$2,000 to \$4,000 range. There being in the Budget 25% which needs to be spent for Tourism. The web designer will take care of structural changes and the Town would be able to do all updates and photos.
- Ms. Joeckel made a Motion to approve the invoice of Full Circle Designs in the amount of \$360 for the design ad in the Visitor Center by the Bay Bridge Tunnel. Selina Coulbourne seconded the Motion. There being no further discussion, a vote was taken and passed unanimously.
- Ms. Joeckel indicated a need for a logo, such as Onancock. Suggestions were white egret, flounder or possibly a marlin. Further discussion on this matter for a later date.

N. Planning Commission

- Mayor Janci announced the first meeting was held on October 1, 2013 and everyone on the Board attended. Initial discussions were the Town's past and present. Concerns were for the diminishing Charter Captains.
- John Joeckel advised of a very large lot up for sale \$450,000. Concerned about losing working waterfront and the need to protect what we have. Mr. Joeckel feels that setting the vision for the Town of what we are and what we should be, then planning and on to Grants for preservation.
- Carol Burnham inquired into whether there were funds to purchase this land to preserve Wachapreague and stated the agencies would want to know accountability and positive outcomes.
- Ms. Joeckel stated the Business and Tourism Board is working on positive aspects for the Town.
- Mayor Janci would like the Town Council, Business and Tourism Board, as well as The Planning Commission all meet together to discuss these issues.

O. Board of Zoning Appeals Appointments

Mayor Janci announced receipt of a resignation letter from Dan Bilicki.

P. Office Equipment

Mayor Janci advised purchase of a battery back-up surge protector for the office.

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
OCTOBER 8, 2013

Q. Town Debit/Credit Card

Council concurred a Town Credit Card with a limit not to exceed \$3,000 would be acceptable. A Motion authorizing a Business Credit Card in an amount not to exceed \$3,000 for use for Town purchases only was brought by Bonnie Munn and Seconded by Aileen Joeckel. There being no further discussion, a Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto and incorporated herein.

R. Town Employee Job Descriptions

Bonnie Munn felt the job descriptions for the Maintenance Supervisor incorporated by the Town on January 5, 2003 and Maintenance Crew of June, 2007 were acceptable to her. John Joeckel will be preparing one for the Harbor Master and Mayor Janci for the Town Clerk.

S. FEMA

- Mayor Janci prepared a flood zone map to be sent to all Real Estate owners along with the 2013 tax bills which includes a note to all Wachapreague Residents.
- Carol Burnham advised the Council that beginning on October 1st everyone will be required to have an "Elevation Certificate" if they have a Mortgage as the government will no longer subsidize homeowner's on their flood insurance.

T. Year End Review Stuffer & Other Documents for Tax Notice Mailing Envelopes

- John Joeckel prepared a "Wachapreague Town Council: 2012-2013 Year in Review" insert to be mailed along with the Real Estate Tax 2013 bills. Estimates of costs for copying this insert ranged from \$1.45 to \$.15 per page.

U. Website

See (N) Tourism/Business and Tourism Advisory Board.

VII. New Business – None

VIII. Announcements

- Dan Bilicki has rendered his resignation as Zoning Administrator effective this date. Reasons presented were that he has started a new business which will take up the majority of his time.
- Carlee Vincent has also resigned effective September 21, 2013. Reasons presented were that she wants to devote more time to her studies and completing her college degrees.
- Town Hall will open on Saturdays when Tags/Decals are for sale. Mayor Janci and Bonnie Munn have offered to alternate Saturdays, as needed.
- Curfew for Halloween will be 8:00 p.m. where a notice will be placed in the Eastern Shore News, in the Post Office and on the door at Town Hall.
- A Cell Phone Tower is to be erected behind the Welcome to Wachapreague sign.

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
OCTOBER 8, 2013

XI. Adjournment

Stuart Bell made a motion to adjourn the meeting. Bonnie Munn seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 9:35 p.m.

CBW
10-8-13

MAYOR

TOWN CLERK

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
NOVEMBER 12, 2013

PRESENT: Fred Janci, Mayor, Bonnie Munn, Vice Mayor, Stuart Bell, Aileen Joeckel and John Joeckel

ABSENT: Tres Atkinson and Selina Coulbourne

TOWN CLERK: Lynn Weeks

PUBLIC PRESENT: Z.R. Lewis, III, Carol Burnham and Jesse Vodvarka

TOWN COUNCIL MEETING

I. Public Comments – None

II. Call to Order

Mayor Janci called to Order the Town Council Meeting at 7:00 p.m. on November 12, 2013 in the Wachapreague Town Hall.

III. Pledge of Allegiance

Mayor Janci led the Council and Public in the Pledge of Allegiance.

IV. Approval of Minutes

Aileen Joeckel made a Motion to Approve the Minutes for the October 8, 2013 Town Council meeting and Bonnie Munn seconded the motion. There being no further discussion, the minutes were voted upon and passed unanimously.

V. Review of Financial Report

John Joeckel reported the following:

- The Town's checking and savings is up \$14,000 over last year.
- The Marina's checking and savings is up \$9,000 over last year.
- Labor costs for Town are up by \$3,000 or 35% over last year.
- Marina Labor costs are up over \$1,000 or 29% over last year.
- Questioned number of hours employees are working. Had a request in to Mary Jo Tatum on this but had not heard back from her.
- Discussed outstanding property taxes and vehicle fees. Payment received for 2012 taxes from Mr. and Mrs. Parker. Juliana Riahi, Raydean Lipscomb, Charles Diamond and Harry E. Nelson have been turned over to the Town's Attorney for further action. Harry E. Nelson has paid a portion of what is owed.

John Joeckel made a Motion to accept the October 2013 Financials and Stuart Bell seconded the motion. There being no further discussion, the Financials were voted upon and passed unanimously.

VI. Old Business

A. Marina

- John Joeckel requested Lynn Weeks make contact with the Wachapreague waterfront landowners to provide them an opportunity to take advantage of the dredging contractor, Ray Nornes, being here for the Town Marina to tie in their dredging needs.
- Mr. Joeckel will arrange the visit of the contractor to sound and calculate cubic yards of sediment to be removed for the Port of Wachapreague Marina and have Mr. Nornes draw up the Marina Plot to attach to the VMRC Permit that expired last January.
- An assessment for other work needed at the Marina has been requested of Sandie Puchalski.
- It is hoped the Marina dredging will begin in February 2014.

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B. Town Maintenance/Garbage

Bonnie Munn reported the Town trash truck has been serviced by Colona's Auto & Truck Repairs. An annual check-up was done where they replaced all necessary filters, greased the truck, checked lights and tightened the loose mirrors. All clamps were tightened preventing any water line leakage and/or oil line seepage. The bleeder line for the brake was tightened and the pressures and depths adjusted accordingly.

C. Powell Memorial Park

Bonnie Munn stated she would like to discuss with Wayne Burton of the Department of Parks and Recreation several things; (1) Confirm that he will be winterizing the Park to prevent any pipes bursting and, (2) To see if there would be an interest in repairing the tennis courts.

D. Streets and Drainage

Stuart Bell discussed meeting with Chris Isdell of VDOT, Mayor Janci and Reade Bonniwell of VIMS on October 23rd.

- Yellow painting along curbs by VIMS dates back 10 years when Councilwoman, Evelyne Turner and Eddie Clark of VDOT addressed the parking problems in Wachapreague and provided the paint to VIMS and agreed on the locations to be painted.
- Only sidewalks in need of repair will be replaced. New sidewalks now are 5 feet wide and this would encroach on landowner's property.
- Parking along Main Street will remain status quo.
- Stanchions in front of Current Reflections Art Gallery to be checked into by Chris Isdell. Nothing further to report on this.

E. Town Hall Beautification/Maintenance – Tres Atkinson absent.

F. Safety/Security – Selina Coulbourne absent due to two work related conflicts.

G. 911 System – Please see "F".

H. Seaside Park – Mayor Janci reported nothing new at the Park.

I. Delinquent Real Estate Taxes and Town Tags/Decal Fees – Please see Section V.

J. Planning Commission - Met on November 4th. Randy Lewis, Sr. absent. Mayor Janci reported discussions on:

- Possible move of Carnival by Fire Department;
- Zoning changes;
- Master Plan of VIMS;
- Parker lot and possible development height restrictions;
- Cedar island, shoaling in channels as pertains to future of fishing;
- 7-Day Clause pertaining to RV's, Motor Homes and Campers;
- Master Plan of Town prior to 2006;
- Mayor has call into Curtis Smith of Accomack County for possible assistance in planning. Aileen Joeckel will be attending a meeting where he too will be present and she will speak with him then.

K. FEMA – Mayor Janci reported he has a sample Zoning Ordinance with Flood Plan Management Ordinance tied in which is the least FEMA will now accept. Zadoc Lewis requested a copy.

L. Town Employee Job Descriptions and Calendar – Mayor Janci advised proposed Job Description for Town Clerk is completed and will be furnished to all Council.

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M. Tourism/Business and Tourism Advisory Board – Aileen Joeckel discussed the November 7th meeting, as follows:

- Town Logo most representative of what is offered here such as marsh, islands, charter boats, ducks, waterway. Also interested in artists idea of what Wachapreague represents.
- Website where all businesses will have pages and links they want with ability to write their own description and services offered.
- Jessie Vodvarka was present and advised he is also a website designer and would be interested. Sites he has designed are vodvarkasprings.com, ogrerings.com and bwktech.com.
- Kiosk is still in works.
- Also addressed parking needs and attracting businesses to Wachapreague.
- Walking/Biking trails have been flagged and VDOT has dropped their charge for installation.

N. Board of Zoning Appeals Appointments – Circuit Court Appointment

- John Joeckel stated members of the Zoning Board must be recommended by the Town Council and receive a Circuit Court Appointment. Traditionally there are only 5-15 members.
- A Zoning Administrator cannot be on the Board of Zoning.
- No two family members may be on the Board, however, John Joeckel noted this was only a recommendation by John Hopkins, the Town's former attorney and there is no apparent VA Code requirement.
- Board of Zoning members will have staggered terms, 5 years, 4 years, etc.
- Patricia Bragg has agreed to be on the Board of Zoning which will be a 5-year term. Council concurred with recommendations. David Rowan will submit to the Circuit Court Judge for appointment.
 - a. New Business
 - Helicopter Landing Ordinance/FAA Letter – Helicopters must secure permission prior to landing, otherwise obtain serial number and notify the FAA. John Joeckel is to draft a proposed Ordinance disallowing any helicopter landings, unless of an emergency nature.
 - b. Garbage Rates – Need to evaluate cost of trash pick-up for non-residents which currently is \$100 annually. This needs to be done so that it may be implemented by January 1, 2014.
 - c. Zoning Administrator – Does not need to be resident of the Town of Wachapreague. David Fluhart, County Zoning Administrator was suggested. Person would have to coordinate FEMA and Flood, as well. Not a lot of construction in Town, may be County could do Zoning Permits.
 - d. Town Sergeant – John Joeckel pointed out in the Wachapreague Town Charter §6. *There shall be appointed by the council a town sergeant who shall qualify and give bond in such amount as the council may require. He shall be vested with powers of a conservator of the peace, and shall have the same powers and discharge the same duties as a constable within the corporate limits of the town and to a distance of one mile beyond the same, and shall perform such other duties as may be from time to time prescribed by the council. (1946, c. 102).* Stuart Bell suggested having a part-time Sheriff in Town where an old police car could be purchased and the individual would have to be certified. Probably could pay for themselves in a short period of time.

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VII. Announcements

Mayor Janci discussed a lighted Christmas tree for the Gazebo in Seaside Park.

- a. Will check on pricing.
- b. Lighting ceremony possibly December 7th, Santa coming to Town, Hay Rides, Caroling with cookies, hot chocolate, cider provided by volunteers. Mayor Janci discussed little packages for children also some candies.
- c. Need to put Notice in Post Office.

John Joeckel announced receiving a phone call from Senator John Warner's office in response to his letter of 4 months ago as to the Virginia Inside Passage who indicated they will be approaching the Coast Guard as to their aids to navigation.

Mr. Joeckel also advised of a possible meeting this month with the Army Corps of Engineers who indicate they may be able to help us on the issue of Cedar Island and the Inlet.

XI. Adjournment

Stuart Bell made a motion to adjourn the meeting. Aileen Joeckel seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 8:35 p.m.

CBW
11-12-13

MAYOR

TOWN CLERK

TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
December 10, 2013

PRESENT: Fred Janci, Mayor, Bonnie Munn, Vice Mayor, Tres Atkinson, Stuart Bell, Selina Coulbourne, Aileen Joeckel and John Joeckel
TOWN CLERK: Lynn Weeks
PUBLIC PRESENT: Carol Burnham

TOWN COUNCIL MEETING

I. **Public Comments –**

- Carol Burnham stated Christmas lights look nice and cheery.
- Mayor Janci acknowledged maintenance personnel decorating tree outside of Town Hall, wreath on front door, and the Fire Department putting lights up along Main Street.

II. **Call to Order**

Mayor Janci called to Order the Town Council Meeting at 7:00 p.m. on December 10, 2013 in the Wachapreague Town Hall.

III. **Pledge of Allegiance**

Mayor Janci led the Council and Public in the Pledge of Allegiance.

IV. **Approval of Minutes**

Bonnie Munn made a Motion to Approve the Minutes for the November 11, 2013 Town Council meeting and Aileen Joeckel seconded the motion. There being no further discussion, the minutes were voted upon and passed unanimously.

V. **Review of Financial Report**

John Joeckel reported the following:

- Total assets for the Town are \$163,000 vs. \$157,000 last year, this is an increase of approximately \$5,000.
- Total income for the Town is down \$14,000 which in part is due to non-receipt of the pass through of the Fireman's Program. We need to check on when the additional \$8,000 is to be provided.
- Advertising and Tourism this year is \$3,000 vs. \$100 last year.
- Net income for the Town is down \$15,000 from last year and includes \$10,000 less on real estate taxes due to the 20% reduction on property tax for 2013, the meals tax and the elimination of council compensation. This should be made up through meals tax revenue.
- Port of Wachapreague totals this year are \$3,700 vs. \$6,700 last year due to Port Authority Grant of \$3,000 in last year.
- The Marina's checking and savings is up \$8,000 over last year.
- The Customer Balance sheet, as of this date, is not accurate due to the number of receipts received daily.
- A request was made that the Customer Balance Sheet remain separate as to 2012 and 2013.

Bonnie Munn made a Motion to accept the November 2013 Financials and Aileen Joeckel seconded the motion. There being no further discussion, the Financials were voted upon and passed unanimously.

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VI. Old Business

• Marina

John Joeckel reported:

- The VMRC Permit has been completed and presented to Hank Badger.
- VIMS has renewed their Permit.
- Lynn Weeks and I are working on additional forms required by VDOT.
- Blake Johnson is still awaiting his proposal from Ray Nornes.
- Ray Nornes, the contractor, came in with a proposal of \$45,000 for dredging the Port of Wachapreague Marina which includes 2,350 cubic yards of sediment removal. The breakdown of this is \$20,000 for mobilization and \$25,000 for dredging.
- Mr. Joeckel is developing a contract for Mr. Nornes. Unable to locate a prior one.
- If no issues come in from DEQ and the Corps of Army Engineers the dredging is anticipated to be done in February, 2014.

E. Town Maintenance/Garbage

Bonnie Munn reported:

- J.D. took the Town pick-up truck in for its inspection this month.
- The Town trash truck had a non-serious problem with the brakes and was being checked out and serviced and expected back today.

F. Powell Memorial Park

Bonnie Munn reported she spoke with Wayne Burton of the Department of Parks and Recreation and they discussed:

1. He was on his way to Powell Memorial Park to shut off the water valves.
2. The possibility of DPR taking over the tennis courts for repair and maintenance. He indicated at their next meeting he would discuss this and let her know the outcome.
3. That the DPR will be replacing the sink and counter tops at the concession stand in the Spring.

G. Streets and Drainage

Stuart Bell announced that Wachapreague is next in line for repairs of the damaged and cracked sidewalks along Main Street.

H. Town Hall Beautification/Maintenance— Tres Atkinson advised nothing new to report.

I. **Safety/Security**— Selina Coulbourne discussed the Town Christmas Tree being stolen and the possibility of some surveillance equipment being installed to oversee the Seaside Park. Council concurred.

J. **911 System**— Selina Coulbourne reported:

- Lynn Weeks spoke with Brian Brennan a new resident of Wachapreague who purchased a home through Realtor, Pat Hart, which was originally listed as 6 Custis Street but was changed to 5 Custis Street by Accomack Title & Settlement, Inc. The problem is that the neighbor across the street has the same address and has lived there for 20 years. After numerous phone calls Mr. Brennan has turned to the Town for assistance and advice.
- Ms. Coulbourne is to speak with Jeff Flournoy to discuss this issue. Mr. Atkinson indicated he will be seeing him soon and will approach him on this subject.

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- Mayor Janci feels it is necessary that the Town get the issue of the difference in house numbers versus 911 numbers settled even though it may be an inconvenience to the residents of Wachapreague.
- This issue is to be addressed again after the Holidays.
- K. **Seaside Park**— See Section I.
- L. **Delinquent Real Estate Taxes and Town Tags/Decal Fees**— Lynn Weeks reported that Wayne Taylor is paid up on his 2012 taxes. Mayor Janci advised payment was made by a kind and generous citizen of Wachapreague who requested to remain anonymous.
- M. **Planning Commission** - Met on December 3rd. Mayor Janci reported discussions on:
 - Master Plan of VIMS
 - It was noted there is a 10' wide alley that runs from Liberty to Riverview that is not part of VIMS and unsure whether it is public or the Town's. They are checking to see if there is any history on it.
 - Mayor Janci wants to contact Gloucester Town where VIMS has another facility with a Visitor's Center.
 - Aileen Joeckel advised of a discussion with the architect of the VIMS building and lab and the Town's interest in VIMS having their own Visitor's Center. The architect indicated that when the Town is ready to petition VIMS that she may be of some assistance with names of possible donors.
 - Reviewed 1997 strategic plan that depicted walkways and boardwalks.
 - The Nature Conservancy and the working ownership of the lands and what's called the Bailers survey and who claims the land from the public domain.
 - If the Nature Conservancy would be of any assistance to the Town other than natural habitat such as ocean concerns. Mayor Janci has spoken with Curtis Smith and invited him to attend one of our meetings to discuss the 50 year plan.
- N. **FEMA**— Mayor Janci reported:
 - Contact with Charlie Banks of Richmond, Virginia who is the Coordinator for the Flood Plan. According to Mr. Banks there is no date for the implementation of the Flood Ordinance, yet. Once a date is in place we will have 60 days within which to comply.
 - Ms. Joeckel discussed National News report of Maxine Waters who was instrumental in the implementation of the FEMA/Congress flood-insurance and who is now stating this was not her intent and, a news report in the Eastern Shore News that Chincoteague has hired a lobbyist to seek a legislative fix in Congress to the Waters-Biggert Act.
 - Mr. Joeckel feels contact with the Mayor of Chincoteague to possibly get a template of a letter that could be utilized and then send to our congressmen and two senators and any other contact information wherein a request be made for a legislative fix of this insurance issue concerning Waters-Biggert. Mr. Joeckel reminded the Council that he has already transmitted a letter concerning this issue to both senators and Congressman Rigell.

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- Our Zoning Ordinance must be updated to include the Town's Flood Plan Ordinance, a sample copy of which has been made available by FEMA. The Virginia Department of Conservation and Recreation has to approve it before it is presented to FEMA. Possibly this could be added as an addendum. It has been suggested the Town Attorney review it first.
- O. Town Employee Job Descriptions and Calendar –**
 - Bonnie Munn confirmed job descriptions for Maintenance Supervisor and Maintenance Crew already in existence are acceptable.
 - Mayor Janci has finalized the Job Description for the Town Clerk.
 - John Joeckel to prepare one for the Harbor Master.
 - Lynn Weeks to provide copies of existing Job Descriptions to all Council.
 - A diary system on the Town's computer is available for all upcoming deadlines. Council encouraged to take advantage of this feature.
- P. Tourism/Business and Tourism Advisory Board –** Aileen Joeckel advised Board to reconvene after the holidays.
- Q. Board of Zoning Appeals Appointments – Circuit Court Appointment**
 - Lynn Weeks confirmed a letter was sent to David Rowan for the appointment of Patricia Bragg.
- P. Helicopter Landing Ordinance/FAA Letter –** John Joeckel reported he has not had opportunity to address this at this time.
- Q. Garbage Rates –** Mayor Janci reported he has a list of stops both commercial and out of town.
- R. Zoning Administrator –** Mayor Janci reported:
 - He spoke with David Fluhart who indicated he cannot fill this position.
 - Checked to see if Town could piggyback with County but was advised due to Zoning Ordinance they cannot be of assistance.
 - Mayor Janci to check with Sandy Russell to see if he would be interested in the interim.
 - Discussed paying an hourly rate for time spent instead of a blanket monthly rate.
 - John Joeckel mentioned that the Town of Onley has a part-time Administrator who may be interested in working part-time for the Town of Wachapreague.
 - Mayor Janci indicated he will make contact with the Administrator.
- S. Town Sergeant –** Mayor Janci discussed the costs that would be incurred such as insurance, a car and a radar gun. The Town Sergeant would write speeding tickets which could off-set some of these expenses. Further discussion at a later date.
- T. Golf Carts –** Mayor Janci has procured the additional signs indicating "Permit Required" to be attached to the existing Golf Cart signs.
- VII. **Executive Closed Session –** John Joeckel made a Motion for Closed Meeting pursuant to Virginia Code §2.2-3711.A.1, regarding personnel issues. Selina Coulbourne seconded the motion. A Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto these minutes

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- VIII. **Reconvene Open Meeting**— Aileen Joeckel made a Motion to Reconvene Open Meeting. Bonnie Munn seconded the Motion. A Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto these minutes.
- IX. **Christmas Bonuses** – Aileen Joeckel made a Motion to pay Christmas bonuses to Town employees. Bonnie Munn seconded the Motion. There being no further discussion, the Motion was voted upon and passed unanimously.
- X. **New Business** –
- Stuart Bell requested for consideration on the upcoming 2015 Budget a Christmas Party for Council and their spouses, as well as Town Employees for Christmas, 2014.
 - Mayor Janci discussed a need for a security camera on the roof of Town Hall that would oversee Seaside Park. John Joeckel indicated the cost to be approximately \$1,000. This issue to be moved to Old Business for further discussion.
- XI. **Adjournment**— Aileen Joeckel made a motion to adjourn the meeting. Tres Atkinson seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 8:30 p.m.

CBW
12-10-13

MAYOR

TOWN CLERK