

TOWN OF WACHAPREAGUE  
TOWN COUNCIL MEETING  
JANUARY 14, 2014

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

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 January 14, 2014 in the Wachapreague Town Hall.

**III. Pledge of Allegiance**

Mayor Janci led the Council in the Pledge of Allegiance.

**IV. Approval of Minutes**

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

**V. Review of Financial Report**

John Joeckel reported:

- Town Revenues are up 16-17% and Expenses are down by 6%.
- Net Income for the Town is \$20,000 above Budget.
- Port of Wachapreague is Actual to Actual from December 2012 to December 2013, which is where we should be.

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

**VI. Old Business**

**A. Marina**

John Joeckel advised:

- It is believed all of the paperwork has been completed for the upcoming dredging of the Port of Wachapreague Marina.
- VDOT had 3-4 documents that needed to be completed.
- The County of Accomack required a couple of more documents and permits.
- DEQ required a Joint Permit Application for the Army Corps of Engineers.
- Still awaiting approval from the Corps of Army Engineers as to the Permit for the Port of Wachapreague and VIMS.
- Anticipated timing of dredging is Mid-February through March. Thereafter not good for VIMS due to experiments on raising little oysters.
- Still need to get with Ray Nornes, the Contractor, on the Contract itself and furnish him with the approved Permits.
- Mayor Janci asked who owns the spoil site and was advised Nandor and Emina Siskovich. John Joeckel advised a letter of Thank You has been sent to them and expressed how gracious they have been to allow the Town to utilize their land for without it, dredging

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would be impossible. Mayor Janci wondered if the Town shouldn't explore the possibility of purchasing this land if and when it becomes available.

- It was discussed that in the past this land had been dug out for a cost of \$15,000 to \$18,000 and it is hoped that will not be necessary this time.

**B. Town Maintenance/Garbage**

Bonnie Munn indicated no problems had been reported by J.D. Bradshaw as to the brush truck or garbage truck.

**C. Powell Memorial Park**

Bonnie Munn had not spoken with Wayne Burton of the Department of Parks and Recreation.

**D. Streets and Drainage**

Stuart Bell spoke with Chris Isdell of VDOT regarding the cracked and damaged sidewalks. He was advised that all work has been halted due to the Holidays and weather. Was also informed the monies have become tight due to the subcontractor increasing his rates.

Mr. Bell indicated a safety concern regarding a trailer parked on Atlantic Avenue that he has almost hit twice. Mr. Joeckel too mentioned this trailer that is parked outside of Lilliston's Seaford. Mayor Janci said he needs to speak with Mr. Lilliston on other matters and will address this concern too.

**E. Town Hall Beautification/Maintenance**— Tres Atkinson was absent.

**F. Safety/Security**— Selina Coulbourne mentioned that Tres Atkinson had spoken with Todd Wessells of the Accomack County Police Department about posting an officer in Town. Mr. Wessells said to just name the day and times and someone will come. Council felt random timing would be best.

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

- The Brennan's contacted her and indicated they are still having problems with the confusion over the correct address. Ms. Coulbourne produced a 911 Map furnished by Jeff Flournoy and according to it the Brennan's address is 5 Custis.
- Brian Joynes is the neighbor who has this same address but is noted on the 911 Map as 7 Custis.
- Mayor Janci again stated some residents of Wachapreague may have to make changes to coincide with the 911 Map. Mayor Janci is going to speak with Missy Harris of SunTrust to get an idea of what it would cost a citizen to have their deeds corrected to reflect a change of address.
- H. Seaside Park**— Mayor Janci reported nothing new at this time. Suggested any surveillance equipment be addressed at the time of the 2015 Budget discussions.
- I. Delinquent Real Estate Taxes and Town Tags/Decal Fees**— Mayor Janci inquired of the Town Clerk of the delinquent real estate taxes for 2012 that were sent to the Town Attorney who responded only Ed Nelson has paid. No word from David Rowan as to the Diamond's, Lipscomb and Riahi.
  - Also outstanding is grass cutting invoices for the Mariners of \$600 and the Diamonds \$300. Lynn Weeks has sent letters with deadlines and if no word, these too shall be forwarded to our attorney.
  - Mayor Janci is to speak with Mr. Lilliston regarding his outstanding 2012 real estate taxes of \$481.

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- The Mayor has requested Lynn Weeks send a delinquent letter to David Grimes who has only paid \$100 towards his outstanding real estate taxes and then to the Town Attorney if no response.
  - Council is considering a stamp to be placed on all real estate invoices which will read real estate taxes not paid by the due date of December 5<sup>th</sup> will incur interest at the rate of 10% per annum, with daily accruals, for the first year of the delinquency, etc.
- J. **Planning Commission** - Met on January 8th. Mayor Janci reported Elaine Meil of the Accomack-Northampton Planning District Commission was in attendance and discussed was:
- Census information.
  - 1997 conceptual plan.
  - Main Street rezoning commercial such as home type businesses. A concern by council was entered although limitations and restrictions could be implemented should there be an interest.
  - Sewer systems in place of septic systems considered too costly, although some residents may want it.
  - Nature Conservancy and Cedar Island. No one owns this land presently but could fall to the Nature Conservancy should the loss of the Island continue.
  - The Planning council feels there is an appropriate amount of conservation land currently between Powell Memorial Park and Seaside Park.
  - Also discussed at the Planning Commission meeting was expansion of institutional property and broadband. Nothing presented at this time before the Council.
  - It was established that there would be no voting by this Planning Board only suggestions to be presented before the Council and, a Public Hearing.
  - The Planning Commission will discuss all aspects of the Town and its surrounding area and how it impacts the residents, businesses and the economics of the Town. The need for council to keep the Mayor apprised of their respective responsibilities for a clear and comprehensive reporting on current issues is crucial for any evaluation.
- K. **FEMA** – Mayor Janci is at an impasse on this issue at this time.
- John Joeckel is reviewing the Town's Zoning Ordinance which must be updated to include the Town's Flood Plan Ordinance, a sample copy of which has been made available to us by FEMA.
  - Mr. Joeckel mentioned again that the Town should send letters to our congressmen and two senators requesting the Biggert-Waters Act be changed to refurbish the depleted Federal Flood Insurance asking our Delegates to work the legislative side.
  - Mr. Joeckel suggests a coordinated effort by all Town's and Counties of the Eastern Shore to make a concerted effort to do more politically for a legislative fix of this insurance issue.
- L. **Town Employee Job Descriptions** –
- Mr. Joeckel announced he still has not seen the job descriptions for the Town Clerk and Maintenance Personnel. All other council have received them. Lynn Weeks furnished Mr. Joeckel with a hard copy of each.
  - John Joeckel still in process of preparing one for the Harbor Master.

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**M. Tourism/Business and Tourism Advisory Board** – Aileen Joeckel advised:

- The Town of Wachapreague has two pages in the recently printed Eastern Shore of Virginia 2014 Activity Guide.
- Mrs. Joeckel has also met with the new Tourism Director who is willing to meet with the Business and Tourism Board and has offered her assistance in the Town's new website and upcoming Grant.
- Mona is on Board to design and implement the Town's website with input and guidance from Mrs. Joeckel. Mrs. Joeckel also wants to confirm what the Grant covers and does not. Website should be ready before Spring.

**N. Board of Zoning Appeals Appointments – Circuit Court Appointment**

- Mayor Janci advised no one can be appointed to this Board until there are at least five people.
- Stuart Bell to furnish Mrs. Joeckel with a list of full time residents.
- Mayor Janci has spoken with Sandy Russell to see if he would interested in the Zoning Director position for the Town of Wachapreague. He was non-committal.
- Mayor Janci is awaiting response from Mr. Russell then he will speak with the Onley Zoning Director to see if there is an interest there.

**O. Helicopter Landing Ordinance/FAA Letter** – John Joeckel reports he will place this in line for the next council meeting. Mayor Janci indicated there did not seem to be an urgency at this time for its completion.

**P. Garbage Rates** – Mayor Janci and council discussed the need to increase the garbage rates for the out of town residents to \$150 annually due to escalating costs. Stuart Bell made a Motion to increase the garbage rates for out of town residents to \$150 annually. Bonnie Munn seconded the Motion. A Roll Call Vote was taken and passed unanimously. The Motion and Roll Call Vote are attached hereto these Minutes.

**Q. Zoning Administrator** – Please see Section N.

**R. Town Sergeant** – Mayor Janci mentioned Lynn Week's conference with Harry McMillen of VML Insurance where an inquiry was made as to what coverage the Town would need were they to hire a Town Sergeant. Mr. McMillen advised the Town is covered under its automobile policy but would need law enforcement liability coverage. Mr. McMillen indicated the Town of Onley has requested a Grant to purchase a new police vehicle and that the Crown Victoria they are presently using, which is fully equipped, will be coming up for sale. No decisions made.

**S. 2015 Budget Considerations** –

- a. Surveillance camera to oversee Seaside Park.
- b. Removing condemned homes. Mayor Janci had been quoted \$6,000 per home.
- c. Police car. Mayor Janci mentioned TSA as a place to turn for possible funding.
- d. Aileen Joeckel discussed ways to slow traffic down, such as flag poles "obey rules, slow down" or colored cones with sayings "slow down, children at play." Bonnie Munn feels the only deterrent would be speeding tickets.
- e. Christmas fund for 2014 holiday party for council and Town employees.

VII. **New Business** – None.

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VIII. **Announcements** –

- Mayor Janci announced receipt of a Thank You card from the Town Employees for their Christmas Bonuses.
- Aileen Joeckel reported Wachapreague named as one of the top 10 locations to visit by the Richmond Times.

IX. **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 8:45 p.m.

CBW  
1-14-14

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MAYOR

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TOWN CLERK

TOWN OF WACHAPREAGUE  
TOWN COUNCIL MEETING  
FEBRUARY 11, 2014

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

TOWN CLERK: Lynn Weeks

TOWN COUNCIL MEETING

**I. Public Comments –**

Brian Joynes came to discuss an issue regarding 5 Custis Street, which address he has used for the past 18 years. He had been contacted recently by Councilwoman Selina Coulbourne, who informed him Brian Brennan who purchased the house formerly owned by Lester Cherrix across the street from his, has been given the same address. Mr. Joynes had checked the 911 Map at the Fire Department and was surprised to see his house listed as 7 Custis Street but, upon checking the Google Map his house is shown. It was believed that Lester Cherrix used the address 17 Lee Street. Mr. Joynes requested he retain the address he has been using and that Brian Brennan be giving the 17 Lee Street address. For a continuation of this discussion, please see VI-A.

**II. Call to Order**

Mayor Janci called to Order the Town Council Meeting at 7:00 p.m. on February 11, 2014 in the Wachapreague Town Hall.

**III. Pledge of Allegiance**

Mayor Janci led the Council in the Pledge of Allegiance.

**IV. Approval of Minutes**

Bonnie Munn made a Motion to Approve the Minutes for the January 14, 2013 Town Council meeting and Stuart Bell seconded the motion. There being no further discussion, the minutes were voted upon and passed unanimously.

**V. Review of Financial Report**

In John Joeckel's absence Mayor Janci reported:

- Meals Tax Revenues are almost \$14,000.
- The Town's Tax Revenue is down from last year at this time which can be attributed to the \$.03 cent reduction in Real Estate Taxes for 2013.
- A request was made of the Harbor Master for the Port of Wachapreague as to estimates for upcoming boat slip rentals. As of this meeting unknown. Will reassess once the estimate is received.

Aileen Joeckel made a Motion to accept the January 2014 Financials and Bonnie Munn seconded the motion. There being no further discussion, the Financials were voted upon and passed unanimously.

**VI. Old Business**

**A. 911 System**

Mayor Janci addressed Brian Joynes and concurred there is a problem with house numbers, as his house is listed as 2 Richardson on the 911 Map but his address is 40 Brooklyn. It appears problems occur most on corner properties.

- The confusion with Brian Joynes address became apparent when the Real Estate Broker listed the Cherrix house as 6 Custis Street, which was then corrected by the Accomack County Title Company to 5 Custis Street.
- In communications with Selina Coulbourne she advised Jeff Flournoy contacted MSAG Map which is a worldwide mapping system. Mr. Flournoy, after speaking with MSAG Map, is of the opinion the Town could leave existing addresses as they are. When asked if they would change

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the 911 Map to coincide with the Town's addresses he said yes, they could. However, there are instances where the Town will have no choice but to ask citizens to change their address due to varying reasons.

- In earlier meetings Carol Burnham had voiced her concerns that there would be approximately a \$1,000 charge that would be incurred by citizens who would have to change the information on their Deed.
- Mayor Janci has been in touch with Lisa at SunTrust Bank, who in turn spoke with their Mortgage Department and advised the street address made no difference as Deeds are more specific, i.e. name of Subdivision, Plat # and Lot #.
- The Mayor was advised that the citizens who will need to change their existing address should keep all documentation from the Town to give to their Title Company upon sale of their property.
- The Council proposed that Brian Joynes shall retain his address as 5 Custis Street and that Brian Brennan be listed as 17 Lee Street. Upon an official agreement from Jeff Flournoy notification will be given to Mr. and Mrs. Brennan as to the Town Council's decision.
- The Town will continue to identify the properties that need to change and notify the residents.

**B. Marina**

- Aileen Joeckel advised progress on the Port of Wachapreague Marina dredging is on track.
- David Rowan has made observations after review of the proposed Contract, such as, The Town had made provisions in the 2014 Budget; The Town is exempt from the Public Procurement Act due to its size; that after a quorum vote Council agrees to Mayor Janci executing the Contract; prior to the start of dredging all permits, approvals and insurance certificates must be in hand physically; and, if possible, a completion bond posted by the Contractor.
- All points made by David Rowan have either been accomplished or soon will be.
- Mayor Janci reported \$50,000 will be needed for the marina dredging where \$45,000 will be to the contractor and \$5,000 for any extras. Once payment is made to the Contractor a request for reimbursement from VPA for 75% will be made.
- Aileen Joeckel made a Motion to Maintenance Dredge the Port of Wachapreague Town Marina and all costs associated therewith in an amount not to exceed \$50,000 and Bonnie Munn seconded the Motion. A Roll Call Vote was taken and passed unanimously. The Motion and Roll Call Vote are attached hereto these Minutes.

**C. Town Maintenance/Garbage**

Bonnie Munn indicated J.D. Bradshaw is having the annual inspection of the trash truck done.

**D. Powell Memorial Park**

Bonnie Munn reported a birthday party is to be held at the Park on February 23<sup>rd</sup>.

**E. Streets and Drainage**

Stuart Bell indicated he was recently in Chincoteague where their sidewalks are being worked on. Mr. Bell has received no comment from Accomack County as to when VDOT will come to Wachapreague. Believes Exmore will be before Wachapreague.

F. **Town Hall Beautification/Maintenance**— Tres Atkinson indicated nothing new on this issue.

G. **Safety/Security**— Selina Coulbourne was absent.

H. **Seaside Park**— Mayor Janci reported nothing new at this time.

TOWN OF WACHAPREAGUE  
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FEBRUARY 11, 2014

- I. **Delinquent Real Estate Taxes and Town Tags/Decal Fees**— Mayor Janci has tried to speak with Darryl Lilliston regarding the delinquent real estate taxes for 2012 and 2013 but due to his schedule has been unsuccessful. Residents whose names come up year after year are Carr, Diamond, Grimes, Killmon, Lilliston, Lipscomb, Mariner, Perez, Riahi, Shrieves, Taylor and Vanscoy. Delinquencies are real estate, grass and auto tags/decals. A letter will be sent to David Rowan regarding the Mariners and Diamonds due to no reply to Certified Mail.
- J. **Planning Commission** - Met on February 4<sup>th</sup> with all members present. Mayor Janci reported discussions on traffic and speed; census data; derelict buildings; rezoning of Main Street; sidewalks along Atlantic, from VIMS to Marsh Hammock at south end; parking and storage for recreation vehicles; and, FEMA, flood insurance and flood map.
- K. **FEMA**— Mayor Janci stated nothing new at this time.
- L. **Town Employee Job Descriptions** —Town still in need of one for the Harbor Master.
- M. **Tourism/Business and Tourism Advisory Board** —
  - Aileen Joeckel turned to Chris Wardius of Wardius Contracting, Inc. to present the issue of the Town Hall Kiosk.
  - Mr. Wardius has located a cabinet with locks, made of plastic composite material that will be maintenance free. With the purchase of two they can be placed back to back, with two posts covered with white plastic sleeves dug into the ground and secured with concrete. A cedar shake roof over the top of the cabinets will act as a roof. A fish carving donated by Jack Normand will be placed over the top of the cabinet using all thread which will be covered with copper pipe for a finished product.
  - An estimate was presented before the Council for the cost of labor and materials.
  - A Motion authorizing Wardius Contracting, Inc. to go forth with the purchase of and labor involved in the construction of the Town Kiosk was made by Tres Atkinson in an amount not to exceed \$3,000 and seconded by Bonnie Munn. A Roll Call Vote was taken and passed unanimously and is attached hereto these Minutes.
  - Ms. Joeckel went on to discuss the very good possibility that the Town will be on the Artisan Trail due to the local restaurant, Inn and Art Gallery, as well as its uniqueness. She feels the Kiosk as a focal point is an added benefit.
  - Ms. Joeckel discussed the need for two additional walking signs with directionals added and receipt of an invoice for \$338.84 which was above her expectations. The Council conferred and approved this additional expense which Motion was made by Aileen Joeckel and seconded by Bonnie Munn. A Roll Call Vote was taken and passed unanimously and is attached hereto these Minutes.
  - Aileen Joeckel asked if there was an interest on behalf of the Council to be part of the O’Nancock Parade scheduled for March 16<sup>th</sup> at 2:00 p.m. Mayor Janci offered his 20’ trailer as a Float which could be decorated and entitled Wachapreague, Little City by the Sea - Flounder Capital of the World. Volunteers are Bonnie Munn, Aileen Joeckel, Mayor Fred Janci, Chris Wardius and Stuart Bell.

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- The issue of parking was again discussed at the Business and Tourism Meeting. The Board members brought up the fact there are lots for sale that possibly the Town could purchase through a Grant to alleviate this growing problem. Further discussion to take place at a later time.

**N. Board of Zoning Appeals Appointments – Circuit Court Appointment**

- Aileen Joeckel has nothing new to report.

**O. Helicopter Landing Ordinance/FAA Letter – John Joeckel absent.**

**P. Zoning Administrator – Mayor Janci has not had opportunity to speak with Sandy Russell.**

**Q. Town Sergeant – Tres Atkinson advised the Sheriff of Accomack County could have an officer, on off hours, be here when requested to give out speeding tickets and they would bill the Town. Question was asked who would receive the revenue from the speeding ticket. Mayor Janci requested Tres Atkinson do some research on this matter and advise the Council at the March 11, 2014 Town Council Meeting.**

**R. 2015 Budget Considerations –**

Council to take into consideration increasing Town Clerk hours in the 2015 Budget.

**VII. New Business – Mayor Janci discussed Saturday morning hours to accommodate the sale of Town tags/decals. Mayor Janci and Vice Mayor Munn have offered their time to accomplish the sale with the Town Clerk available all day on Mondays and Tuesdays and half day on Wednesday, unless needed for a Saturday morning.**

**VIII. Announcements –**

- Mayor Janci announced a new business in Town, Day Trippers, whose building will be North of the Island House on Atlantic Avenue.
- Mayor Janci also announced a new business “Wachapreague Mercantile” where T-shirts, quilts, etc. will be sold. It is hoped the store front across the street will be available.

**IX. 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 8:50 p.m.**

CBW  
2-11-14

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MAYOR

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TOWN CLERK

TOWN OF WACHAPREAGUE  
TOWN COUNCIL MEETING  
MARCH 11, 2014

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

TOWN COUNCIL MEETING

**I. Public Comments –**

Ann Spence came in to discuss the 911 numbers and the fact that she resides at 9 Custis Street and has since 1961. See Section VI. G for a continuation of this subject.

Carol Burnham came to discuss the dirt that is piled up along the side of Main Street probably due to the shoveling of the snow by VDOT. Bonnie Munn advised she would have the Town Maintenance Crew fix this problem.

Also present was Randy Powell.

**II. Call to Order**

Mayor Janci called to Order the Town Council Meeting at 7:00 p.m. on March 11, 2014 in the Wachapreague Town Hall.

**III. Pledge of Allegiance**

Mayor Janci led the Council in the Pledge of Allegiance.

**IV. Approval of Minutes**

Stuart Bell made a Motion to Approve the Minutes for the February 11, 2014 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**

Mayor Janci reported a discussion with Mary Jo Tatum regarding funds set aside for Seaside Park and Business and Tourism so any unused funds are carried over to the next year's Budget under the correct category. Aileen Joeckel reported a recent discussion with Ms. Tatum where it was confirmed Business and Tourism funds have been rolled over for the past two years and are now being utilized (See Section VI. M for more details)

John Joeckel reported:

- The Town's P&L from last year, if you eliminate the Fire Program pass thru, the Income is \$69,000 which is \$500 ahead of last year.
- The Town's expenses are up 17% with an overall net of \$15,500 versus \$23,000 last year which is still equitable due to the reduction of property taxes.
- There is an increase of 3% for labor.
- As to the Budget the total Income is 80% of the full year and Expenses are approximately 63% for the year which is on track with the estimate.
- Savings and receivables are ahead by \$14,000 or about 10%.
- The Port of Wachapreague Town Marina's Income is \$450 less than last year which is a negative of approximately 1-1/2%.
- The Marina's expenses are down by \$1,500 or 8% with a net income ahead by \$1,000 or 11%.
- Total Assets are up by \$12,000 or 11%.
- The Marina is doing well on Budget and Actuals.

Aileen Joeckel made a Motion to accept the February 2014 Financials and Bonnie Munn seconded the motion. There being no further discussion, the Financials were voted upon and passed unanimously.

**VI. Old Business**

**A. Marina**

John Joeckel advised Council of his decision to have the pilings scraped prior to the dredging so all debris would be sucked up during the dredging. Mr. Joeckel advised the cost was less than anticipated and made a Motion for approval of the scraping of the pilings of the Port of Wachapreague Town Marina in the amount of \$490 and Stuart Bell seconded the Motion. A Roll Call Vote was taken and passed unanimously and is attached hereto these Minutes.

Mr. Joeckel reported:

- The Marina dredging is half way completed.
- All pipes had been laid several weeks prior.
- A few issues have arisen but been immediately addressed. One had to do with the signs advising of road closing for Church Street but a permit was required so a sign which reads "Bump in the Road" was needed instead.
- The Contract has been signed between the Mayor and the Contractor.
- All Permits are in place.
- Reade Bonniwell of VIMS has been a significant help as he oversaw the pipe line and the outfall in the containment pit plus he assisted with some of the Permits.
- VIMS is to be dredged next and then the Island House Restaurant.
- Completion of the dredging needs to be done by March 31<sup>st</sup> to accommodate VIMS on their oyster cultivation.
- A \$25,000 VPA Grant was submitted prior to the March 1<sup>st</sup> deadline.
- The \$80,000 Grant for the Marina was based upon \$55,000 for the dredging and \$25,000 for Marina repairs. However there has been a significant change in the electrical code and it will cost over \$41,000 to be in compliance. Mr. Joeckel is hopeful the dredging will only cost \$50,000 leaving \$5,000 which then could be used towards the repairs. Mr. Joeckel indicated with the \$30,000 and the approved Grant from VPA for \$25,000 that the electrical work can be finished.
- Once the dredging is complete the Contractor requires payment within 30 days.
- Mr. Joeckel is unsure of the timing of reimbursement back from VPA.
- A Notice was put up at the Post Office advising of the Church Street crossing.

**B. Town Maintenance/Garbage**

Bonnie Munn indicated there were no issues to report. She will contact the Town Maintenance Crew about the dirt piled up along Main Street.

**C. Powell Memorial Park**

Bonnie Munn has not spoken with Wayne Burton.

**D. Streets and Drainage**

Stuart Bell reported there was a light out on Main Street and that he has reported this and it should be repaired soon.

Regarding repair of the Town sidewalks, he was recently in Chincoteague and work is still in progress there but they are having all of the sidewalks replaced and are all torn up at this time. He will wait awhile before he calls Chris Isdell again.

**E. Town Hall Beautification/Maintenance**— Tres Atkinson indicated nothing new on this issue.

**F. Safety/Security**— Selina Coulbourne indicated she is not aware of any problems at this time.

**G. 911 System** — Selina Coulbourne turned this discussion over to Mayor Janci who has been in communication with the Brennan's more recently, who advised:

- A letter was sent to the Brennan's with no response. The Mayor sent another one by e-mail advising the Town was going to act on this matter at the 3-11-14 Town Council Meeting to which a response was forthcoming the next morning. In their response the Brennan's indicated they would not change their address from 5 Custis Street to 17 Lee Street.
  - Mayor Janci met with David Rowan who advised the Town has rights dealing with the Health, Welfare and Safety issues of its citizens. Mr. Rowan feels an Ordinance which specifically states the Town has the right to assign addresses should be implemented.
  - Mayor Janci reported the Town Zoning Ordinance indicates that a lot on a corner once measurements are taken on both sides, the shorter of the two would indicate the front of the house. In this case the lot measurement is 94' on Custis and 138' on Lee. However, a current assessment by the County on this property, a Tax Bill and a 5/21/97 Building Permit all list this property as 17 Lee Street.
  - Selina Coulbourne in two different e-mails one from MSAG and the other Worldwide View were of the opinion that the current addresses remain the same and adjust the new one.
  - In response to a concern of Mrs. Brennan, Mayor Janci checked the Deed and confirmed the description of the property is what the County of Accomack looks at not the address.
  - The Brennan's are expected to attend the April 8<sup>th</sup> Town Council Meeting.
- H. **Seaside Park**\_– Mayor Janci reported nothing new at this time. Carol Burnham spoke about her store being hit and that she and Pat Hart agreed if the driver of the car plead guilty that instead of serving jail time he perform 100 hours of community service at the Seaside Park. Ms. Burnham will contact his supervisor to set this up once he is physically able.
- I. **Delinquent Real Estate Taxes and Town Tags/Decal Fees**\_– Mayor Janci requested Lynn Weeks advise of recent receipts.
- It was reported David Grimes and Joseph Vodvarka have paid their 2013 real estate taxes.
  - John and Jennifer Ward are up-to-date on vehicle tags/decals.
  - A call was received from Emily Diamond advising of her recent receipt of letter dated February, 2014 regarding outstanding lawn care and that payment would be mailed out that day. Ms. Diamond gave current information on address and phone numbers where they can be reached. Ms. Weeks informed Ms. Diamond that the Town's attorney is now involved regarding past due taxes and that they will need to deal directly with him. As the Town had sent the Diamond's additional correspondence Ms. Weeks made copies and sent all letters with invoices attached to Ms. Diamond for prompt payment.
  - Mayor Janci indicated he has made several attempts to speak with Darryl Lilliston regarding his back taxes and trailer parked on Atlantic Avenue. A request was made for the Town Clerk to send him another letter.
- J. **Planning Commission** - Met on March 4<sup>th</sup>. Mayor Janci reported discussions were held on Right of Way, who owns north/south drainage ditch, feasibility of sidewalks on Atlantic and access to waterfront and ocean as well as empty dock space. The members are to bring written suggestions to the next meeting. Aileen Joeckel asked if Council could also submit ideas and Mayor Janci encouraged this along with attendance by anyone who would be interested.
- K. **FEMA**\_–
- Mayor Janci addressed John Joeckel as to his review of the addition to the Flood Ordinance proposed by FEMA and his reply that it should be available by the next Town Council Meeting.

- Mr. Joeckel discussed Stormwater legislation that has exempted the Towns of Chincoteague and Saxis because they are an island. A review of the Stormwater requirements and their impact on the Town of Wachapreague is essential. The Town may need to request our new Delegate get involved regarding an exemption for Wachapreague during the 2015 General Assembly. The County of Accomack is already addressing this issue.
  - Mr. Joeckel advised the Senate passed a Bill to delay implementation of the Biggert-Waters Act and the House of Representatives have passed a Bill to terminate it. Now the Senate will either pass it or come to a conference vote on the House version as is, or develop one agreed to by both.
- L. **Town Employee Job Descriptions** – Mr. Joeckel advised he is close to finishing the job description for the Harbor Master and will discuss it with Sandie Puchulaski.
- M. **Tourism/Business and Tourism Advisory Board** –
- Aileen Joeckel presented to the Mayor and Council two proposed Invoices from Full Circle Designs one for \$1,800 and another for \$3,000 regarding the new Town website. The distinction is Town responsibility, non-reimbursable but which will come directly from the Business and Tourism Budget and Tourism where a \$10,000 Grant is to be requested in April. Aileen Joeckel made a Motion to Approve Expenditure for the Town Website Design and Implementation in an amount not to exceed \$5,000 and Tres Atkinson seconded the Motion. A Roll Call Vote was taken and passed unanimously and is attached hereto these Minutes.
  - Ms. Joeckel advised until the Contract with Full Circle Designs is tighter she will not sign it. Also requested of Mona Cossitt is a LOGO for Tourism depicting “Playground for your passion”.
  - A guarantee is to be written into the Contract.
  - Attending the next Tourism Working Group meeting on March 27<sup>th</sup> will be the Eastern Shore Tourism Director Kerry Allison and Development Specialist from Virginia Tourism Corp Bobby Walker.
  - There will be an Eastern Shore Artisan Trail Auction held at the Island House Restaurant on April 5<sup>th</sup> with a silent auction from 11 a.m. to 8 p.m. with a live auction thereafter. 10% of all proceeds from that day taken in from Island House will go to this Fund. Donations are also being made by Sandy Russell, Teaser Off Shore Fishing, Island House Restaurant, Day Trippers and Carrie Jacobson.
  - The Town of Wachapreague is entering a Float in the 1<sup>st</sup> Annual O’Nancock St. Patrick’s Day Parade with a tall sign which reads “Town of Wachapreague, Little City by the Sea” with a large carved flounder hanging from it, featuring children with fishing poles and flounder, a kayak on wheels, etc. Everyone is encouraged to come to the parade.
- N. **Zoning Administrator** – Mayor Janci has been acting as temporary Zoning Administrator and when asked if he would be interested in this position his response was affirmative. Bonnie Munn made a Motion to appoint Mayor Fred Janci as the Town of Wachapreague Zoning Administrator and Stuart Bell seconded the Motion. A Roll Call Vote was taken and passed unanimously and is attached hereto these Minutes.
- O. **2015 Budget Considerations** –
- John Joeckel discussed a tentative schedule for the 2015 Budget process as follows: May 5<sup>th</sup> first budget draft to Mayor, Council and Treasurer allowing 3 weeks thereafter for review; May 26<sup>th</sup>

budget work session with Mary Jo Tatum; May 30<sup>th</sup> to advertise proposed budget in Eastern Shore News; June 10<sup>th</sup> Public Hearing on budget followed by regular scheduled Council meeting; June 17<sup>th</sup> Special Meeting to approve budget and; July 8<sup>th</sup> regular council meeting with a closed Executive Session to discuss any personnel issues in budget.

- Lynn Weeks offered to cover first Saturday of Town tag/decal sales as council members are working on completion of parade float that day. Thereafter council will advise Ms. Weeks of their availability for March 22<sup>nd</sup> and 29<sup>th</sup>, as well as April 5<sup>th</sup> and 12<sup>th</sup>.

VII. **New Business** – None

VIII. **Announcements** – None

IX. **Adjournment** – Tres Atkinson made a motion to adjourn the meeting and Bonnie Munn seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 8:35 p.m.

CBW  
3-11-14

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MAYOR

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TOWN CLERK

TOWN OF WACHAPREAGUE  
TOWN COUNCIL MEETING  
APRIL 8, 2014

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

TOWN CLERK: Lynn Weeks

TOWN COUNCIL MEETING

**I. Public Comments –**

Chris Wardius, owner of the Wachapreague Inn, indicated the Inn and the Town of Wachapreague are designated pet friendly and that pet disposals strategically placed around Town and in our Parks would help to keep our Town beautiful. Mr. Wardius checked on the cost of a standup disposal with bags and trash can at a cost of \$300 each. Mayor Janci pointed out that the Town has an Ordinance which states pet owners are to clean up after their pets.

Mr. Wardius requested the Town consider having horseshoe pits installed at the Seaside Park and that he would provide them. Z.R. Lewis indicated he would donate horseshoes should the pits be considered.

Maggie Brennan discussed the purchase of her home originally listed as 6 Custis Street by Realtor Pat Hart and then corrected to 5 Custis Street by Accomack Title & Settlement, Inc. from the Cherrix Wallace Family (Byrd) and as listed on the 911 Map all confirming 5 Custis Street. It came to light after executing all documents that they shared the same address with their neighbor, Brian Joynes.

Brian Joynes indicated he has lived at 5 Custis Street since 1996 and had to refinance his home recently due to a divorce and all documentation lists his home then and now as 5 Custis Street. The whole time being a neighbor of Lester Cherrix his home was listed as 17 Lee Street. Mr. Joynes again requested the Town not change his address.

Ann Spence spoke and advised she resides at 9 Custis Street and has since 1961.

Selina Coulbourne mentioned receipt of a letter from Jeff Deem whose address is 7 Custis Street.

Mayor Janci produced maps which show the Lester Cherrix (Byrd) house as 17 Lee Street although they are not dated nor signed.

Z.R. Lewis gave some history regarding Wachapreague only wanting single and double digit house numbers and that he and others went around and mapped all streets and house numbers due to 911 wanting 6 digit numbers on all homes.

**II. Call to Order**

Mayor Janci called to Order the Town Council Meeting at 7:25 p.m. on April 8, 2014 in the Wachapreague Town Hall.

**III. Pledge of Allegiance**

Mayor Janci led the Council in the Pledge of Allegiance.

**IV. Approval of Minutes**

Tres Atkinson made a Motion to Approve the Minutes for the March 11, 2014 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 2014 Town Budget forecasted year end net income of \$1,300 but in actuality we are already currently at \$16,000.
- Meal Tax revenue for the first 12 months of the meal tax is \$25,535 which is \$5,500 over the original annual guesstimate.

- FY2014 meal tax actual is \$23,000 while the budgeted is \$20,000. This has earned \$6,500 toward tourism and \$19,000 toward general revenues.
- That along with elimination of Council compensation gave the Town the ability to reduce Real Estate Taxes in 2013 by almost 19%.
- The Port of Wachapreague Town Marina's Gross Profits are \$3,500 ahead of last year.
- Net Income for the marina is ahead \$3,000 over last year.

Aileen Joeckel made a Motion to accept the March 2014 Financials and Tres Atkinson seconded the motion. There being no further discussion, the Financials were voted upon and passed unanimously.

## **VI. Old Business**

### **A. 911 System –**

- Mayor Janci acknowledged the ongoing issue of inadequate addresses in the Town of Wachapreague.
- Although the Town is understanding this will effect some citizens a search was performed which revealed a Map of the Town of Wachapreague adopted and approved in the Minutes and so marked on the Map by the Town on May 4, 1999. The Minutes read "*Mr. Fate discussed the 911 mapping project to ensure that Town addresses are correct and the involvement of the Fire Company. Motion was made by Mr. Fate to authorize use of the Town map dated 12/2/98 for the project. Seconded by Mr. Pitts. Motion passed.*" On this Map the Brennan's house on Custis Street is No. 5, Joynes No. 7, Deem No. 9 and Spence No. 11.
- In the April 6, 1999 Minutes It was revealed the Fire Company's responsibility of notifying the citizens of any changes to their then current addresses.
- Mayor Janci further advised that the Town Zoning Ordinance indicates that on corner properties the shorter of the two sides would dictate the front of the property.
- Mayor Janci spoke with the Town Attorney, David Rowan, who indicated the Town's Zoning Ordinance, specifically the shorter of the two dimensions of a corner lot, would be the ruling factor followed by the approval of the Map by the Town Council on May 4, 1999.
- Seilna Coulbourne advised she has sat in on prior Council Meetings where this was an Agenda item that was pushed off year after year, most likely due to Town residents not wanting to change their addresses. When the issue of Mr. and Mrs. Brian Brennan and Mr. Brian Joynes having the exact same address came to the forefront this Council was already in the process of rectifying the inadequate address problem.
- Ms. Coulbourne, a lifetime resident of Wachapreague, feels it would be an injustice for the families that have lived here 15-20 years on Custis Street and are full time residents to have to change their addresses now.
- Mrs. Brennan indicated all of her documents on the purchase of this property list it as 5 Custis Street and is most concerned legally what would befall her children in the event of death for claiming their rights to this property.
- Mr. Brennan advised he is not ready to resolve this issue at this time and would pursue legal remedy if necessary.
- Ms. Coulbourne has spoken with Jeff Flournoy of 911 on numerous occasions about this issue and been advised 911 would change their map to coincide with the Town's map.
- It was established the Town of Wachapreague has the right to make the decision as to changing physical addresses for the safety, health and welfare of its citizens.
- Mayor Janci and John Joeckel suggested deferring any decision until the next council meeting.

- Tres Atkinson made a Motion to Resolve the 911 Safety Issue regarding two addresses that are the same and the Town having the right to correct them the Council voted upon the Motion with Brian Joynes retaining the 5 Custis Street address and Mr. and Mrs. Brian Brennan be changed to 17 Lee Street. The Town Attorney will be approached by council to see if there is anything the Town could do to minimize, if not eliminate, the Brennan's concerns. Bonnie Munn seconded this Motion. A Roll Call Vote was taken and passed unanimously and is attached hereto these Minutes.
- Council also discussed other streets in Wachapreague where house numbers need to be corrected and listed as examples Bayview Avenue and Powellton. A concerted effort is to be made to accomplish this.

**B. Marina**

John Joeckel reported:

- The Marina dredging is completed, and hopefully will not be needed again for another 3-4 years.
- Total dredging was a little over \$47,000 and the Virginia Port Authority will be picking up about \$35,500. The original estimate was \$55,000 so we are below budget on the dredging.
- Next will be electrical repairs on the dock which, due to electrical code changes, will cost approximately \$42,500. Estimates for Marina repairs need to be assessed prior to the March 1<sup>st</sup> Grant request deadline in order to avoid any unforeseen expenditures.
- In conversation with the VPA they will reimburse the Port of Wachapreague Marina for the completed dredging and Wachapreague will withdraw the FY2015 Grant request of \$25,000 and utilize the remaining carryover funds of \$12,721 for any Marina projects that would arise in 2015.
- Mr. Joeckel made a Motion for Authorization for purchase of electrical system materials for the Port of Wachapreague Marina in the amount of \$36,500 and Tres Atkinson seconded the Motion. A Roll Call Vote was taken and passed unanimously and is attached hereto these Minutes.
- It was noted the need to expend an additional \$6,500 in July for completion of the Marina repairs.

C. **Town Maintenance/Garbage** – Bonnie Munn has heard of no issues at this time.

D. **Powell Memorial Park** –

- Bonnie Munn has spoken with Parks & Recreation about removing winterization off the bathrooms.
- Debbie Moon has reserved the Park for April 13<sup>th</sup> and will not need the facilities.

E. **Streets and Drainage** – Stuart Bell was absent.

F. **Stormwaters** – John Joeckel reported:

- As addressed in last month's meeting it was hoped the Town of Wachapreague could get an exemption but it appears there probably will not be any exemptions.
- The Chesapeake Bay Preservation Act, Erosion and Sedimentation Act and Stormwater Management Act have all been consolidated and the Department of Environmental Quality (DEQ) is now the responsible agency.
- The Governor signed an emergency decree several weeks ago that all Counties and Towns must be in compliance by July 1, 2014.
- Mr. Joeckel spoke with Norman B. Pitt of Accomack County, Department of Planning, in response to a recent letter wherein he was advised the Town has 3 options which are: (1) Do our own Stormwater Management Plan; (2) Opt into Accomack County Stormwater Management Plan or; (3) Write to the State of Virginia and opt into the Commonwealth's

Stormwater Management Plan. It was Mr. Pitts' suggestion that opting into the State would be the best.

- Mr. Joeckel feels additional research into this issue is needed to determine best route for the Town to take.
- The Town is in compliance with the Erosion and Sediment Control in which the Land Disturbance permit is renewed annually.
- The major impact for the Town of Wachapreague will be disturbances of properties of 1 acre or more for permitting purposes as the cost will escalate from approximately \$48 to as much as \$300 to \$750.
- A decision should be made within the next meeting or two as to which option should be considered since we have to decide on our option to pursue and take action prior to July 1, 2014.

G. **Town Hall Beautification/Maintenance** – Tres Atkinson has nothing new to report.

H. **Safety/Security** – See VI-A above.

I. **Mosquito Control** – Selina Coulbourne discussed retaining J.C. Ehrlich Company, Inc. for mosquito control again this year. Ms. Coulbourne produced an invoice from Ehrlich with a discount of \$162.85 if purchased by May 1, 2014. Ms. Coulbourne made a Motion to approve J.C. Ehrlich Co., Inc. for larvicide dunk service for mosquito control in the amount of \$3,094.15 and Bonnie Munn seconded the Motion. A Roll Call Vote was taken and passed unanimously and is attached hereto these minutes.

J. **Seaside Park** – Mayor Janci is requesting volunteers for clean up at the Park on May 3<sup>rd</sup> from 9 a.m. to 3 p.m. and has requested Lynn Weeks send out an e-mail notice.

K. **Delinquent Real Estate Taxes and Town Tags/Decal Fees** –

- Mayor Janci requested Ms. Weeks discuss a recent conversation with Emily Diamond on confirmation that all outstanding fees have been received and questioned whether the local fire department did control burns to alleviate having to do repairs on the vacant home. Mayor Janci advised that due to the proximity to the other homes in the area that would not be feasible, however he suggested Camden Brothers who had quoted \$6,000 to demolish the house. Also discussed was lawn maintenance and it was suggested she contact Justin Paul for a quote. Ms. Weeks will contact Ms. Diamond with these suggestions.

- Darryl Lilliston has paid all outstanding taxes and fees to date.
- There have only been two golf cart decals sold to date.

L. **Planning Commission** - Mayor Janci reported no meeting was held due to the number in attendance.

M. **FEMA** – Mayor Janci nothing new at this time.

N. **Town Employee Job Descriptions** – John Joeckel still to finish Harbor Master job description.

O. **Tourism/Business and Tourism Advisory Board** – Aileen Joeckel reported:

- In attendance at the last meeting was the new Director of Tourism and Bobbie Walker, Director of Development. Discussed was the new Town website and kiosk with input on both where suggestions were made.
- They were impressed with how well the Town works together as a Town.
- There was an auction last Saturday and it is unknown what monies were made but that along with contributions afforded the Town of Wachapreague being officially on the Artisan Trail.

- There will be the “Art in the Park” on September 27<sup>nd</sup> and Katrina Neal will be lining up the vendors. This is to be held at Seaside Park.
- P. **Zoning Administrator** – Will need Closed Session to discuss pay and should be a realistic figure as Mayor Janci is doing this on a temporary basis and, once replaced the salary will already be established.
- Q. **2015 Budget Considerations** – John Joeckel reported the schedule for FY 2015 Budget is:
- First Budget draft to Council, Mayor and Treasurer – May 5<sup>th</sup>
  - Budget Work Session will be May 26<sup>th</sup> with Mary Jo Tatum.
  - Advertise proposed budget in Eastern Shore Post, May 30<sup>th</sup>.
  - Public hearing on budget followed by regular scheduled Council meeting on June 10<sup>th</sup>.
  - Special meeting to approve budget, June 17<sup>th</sup>.
  - Executive Closed Session to discuss any personnel issues in budget at the July 8<sup>th</sup> Town Council Meeting.
- VII. **New Business** – Volunteer Awards
- John Joeckel discussed the awards presented to volunteers by Mayor Janci last year and thought possibly expanding that to include one specialized award to one outstanding volunteer each year that the Council would nominate. To be considered at the next Town Council Meeting.
- VIII. **Announcements** –
- Mayor Janci announced an Easter Egg Hunt at Herbert Powell Memorial Park on April 19<sup>th</sup> beginning at 11:00 a.m.
  - Jack Tarr the Mayor of the Town of Chincoteague notified us of the April 15<sup>th</sup> 2014 State of the Eastern Shore Breakfast where all Mayors are invited and to present a one page State of the Town for presentation. Mayor Janci requested Aileen Joeckel prepare one.
- IX. **Adjournment** – Bonnie Munn made a motion to adjourn the meeting and Aileen Joeckel seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 9:15 p.m.

CBW  
4-8-14

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MAYOR

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TOWN CLERK

TOWN OF WACHAPREAGUE  
TOWN COUNCIL MEETING  
MAY 13, 2014

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

TOWN COUNCIL MEETING

**I. Public Comments –**

- Carol Burnham advised the Diamond Property lawn is overgrown.
- Ms. Burnham brought to the attention of council children driving golf carts on the Town streets. Mayor Janci and Aileen Joeckel also have seen this and been unable to confront these children.

**II. Call to Order**

Mayor Janci called to Order the Town Council Meeting at 7:05 p.m. on May 13, 2014 in the Wachapreague Town Hall.

**III. Pledge of Allegiance**

Mayor Janci led the Council in the Pledge of Allegiance.

**IV. Approval of Minutes**

Mayor Janci indicated the date for the Minutes of the April 8<sup>th</sup> meeting was incorrectly typed in as March 11, 2014 which the Town Clerk will correct. Bonnie Munn made a Motion to Approve the Minutes for the April 8, 2014 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:

**PORT OF WACHAPREAGUE**

- Current assets 2014 versus 2013, year to date, are down a little over half due to payment for dredging of the Town Marina and payment for electrical materials.
- The reimbursement request to the Virginia Port Authority with receipts was sent last week for around \$35,000 of the \$47,000 cost of dredging. A reimbursement request for electrical materials will not be submitted until the end of June, 2014. Those two reimbursements will bring us back up to \$90,000.
- The Gross Profits year to date for 2014 versus 2013 are almost exactly the same.
- Expenditures this year are approximately \$96,000 versus \$92,000 last year.

**TOWN OF WACHAPREAGUE**

- The total checking and savings is up by approximately \$17,000 or 13.1%.
- Total Income last year to this year, when you eliminate the pass thru Fire Program, is almost exactly the same.
- Net income is 16.3% more than last year.
- Differences in expenses show a major increase of \$3,000 over last year due to the Town's garbage truck.
- Labor for the Marina and the Town, after a 3% reduction due to Town employee's pay increase, is 15% higher than last year.
- Projected total income budgeted versus year-end will be about the same figuring in the next three months of meals tax.

Aileen Joeckel made a Motion to accept the April 2014 Financials and Bonnie Munn seconded the motion. There being no further discussion, the Financials were voted upon and passed unanimously.

**VI. Old Business**

**A. Marina** – Mr. Joeckel reported

- A request has been made to the Virginia Port Authority for reimbursement of dredging expenses.
- The electrical equipment has been ordered with the hopes of completion by mid-June so the Marina's request for reimbursement to VPA can be submitted no later than June 30, 2014.
- There will be a dredging meeting with the Army Corps of Engineers on May 21<sup>st</sup>, 11:00 a.m. at the Island House to discuss the Bradford's Bay dredging project which will probably commence latter part of this year or early 2015. Not sure of the extent of the dredge but it is to start at the Wachapreague Channel.
  - a. Also to be discussed is a hydrographic survey of the Virginia Inside Passage; Phase I - will be done by a Contractor South of Chincoteague to Metompkin Bay; Phase II – will be the Southern end of the Virginia Inside Passage from Swash Bay down to Fishermen's Inlet and; The middle will be done by the Army Corps of Engineers which includes Wachapreague from Bradford's Bay out to the Wachapreague Inlet.
  - b. Mr. Joeckel reported a recent discussion with the Army Corps of Engineers and believes the Wachapreague Inlet and the loss of Cedar Island will be discussed at the May 21<sup>st</sup> meeting.
  - c. In a conversation with our local Coast Guard Mr. Joeckel was informed of groundings in and about the inlet where the water depth is supposed to be charted at a depth of 23'.

**B. Town Maintenance/Garbage**

Bonnie Munn reported the Town brush truck recently had the driver's side window replaced by Colona's, as it would not go up. The cost of repair was \$203.01.

The white benches in Seaside Park need to be cleaned and the mosaics sealed. Best if done in the heat of the summer.

Mayor Janci requested Town maintenance employee's edge around the gardens at Seaside Park.

Bonnie Munn is to speak with J.D. to place these requests on his schedule.

**C. Powell Memorial Park** –

Bonnie Munn advised Gregory Stratton would like the use of the Park but needs to contact the Department of Parks and Recreation. Also, the Park is to be reserved from June 22<sup>nd</sup> to 24<sup>th</sup> under Stuart Bell.

**D. Streets and Drainage** – Stuart Bell reported:

- Receipt of a letter from VDOT with a description request of all broken and damaged sidewalks and their exact location. Mayor Janci and Mr. Bell worked together to gather this information for VDOT's May 15<sup>th</sup> deadline. It appears the Town of Wachapreague will be next.
- A discussion of overgrown lawns on the Diamond, Mariner and 16 South Street properties were mentioned. Mayor Janci reviewed the Town Ordinance on overgrown lawns citing civil penalties and, any notification given to property owners cover a period of one year.
- It was also noted a Stop sign was down at Church and Main Street and one missing at High Street. Mr. Bell will look into this.

**E. Stormwaters** – John Joeckel reiterated:

- Receipt of last month's letter from Mr. Norman B. Pitt of the Accomack County, Department of Planning and the three options discussed and presented at that meeting.
- The County Board of Supervisors, in a recent meeting, opted to develop their own Stormwater Management Plan.

- It was suggested the most beneficial option for the Town would be to opt into the State of Virginia's Stormwater Management Plan.
  - The Town needs to make it known no later than July 1, 2014 the Stormwater Management Plan they wish to opt into.
  - Mr. Joeckel is to call DEQ, Shawn Fluharty, the representative responsible for the State's Stormwater Management Plan and Mr. Pitt to get a better idea of each Plan and will present them at the June 10, 2014 Town Council Meeting when a decision will have to be made.
  - Mr. Joeckel suggested consideration of reviewing various responsibilities of oncoming Council for this and all new issues as they become known since there are additional tasks that are arising that do not fit the current job duties of council members and these other upcoming issues need to be spread around due to workload.
- F. **Town Hall Beautification/Maintenance**— Tres Atkinson is absent.
- Mayor Janci addressed the water issue at Town Hall as the well only goes 25' down. Bundick Well & Pump was called and an adjustment made to slow down the withdrawal of water from the Tank. It was noted the well will eventually need to be replaced.
  - Mayor Janci is putting in new grass at Seaside Park which will require watering. A suggestion was made to revive the old hotel well in the Park which goes to a depth of 90'. Mayor Janci advised new wells now require a depth of 250-300'.
  - Aileen Joeckel had contacted Boggs Water & Sewage regarding a potential Grant and was quoted approximately \$3,500 to revive the Seaside Park well and indicated lines could be placed throughout the Park for an additional unknown cost.
  - Council to consider this at a later time.
- G. **Safety/Security**— Selina Coulbourne discussed the golf cart issue where only Stuart Bell, Jackie Zang, Frank Large and Bill Savage have followed the Ordinance and purchased decals.
- Non-compliance with Town Ordinance holds a maximum fine of \$100. Mr. Joeckel is to prepare a sample ticket that can be printed on card stock for issuing to delinquent golf cart owners. The Town has the authority to write tickets and a sample one is to be presented at the next Town Council Meeting.
  - A Notice of the \$100 Fine is to be posted at the Post Office, Front Door of Town Hall and other locations yet to be determined.
  - A request was made to follow up with the Department of Motor Vehicles regarding DMV Stops which prevents delinquent personal property owners from obtaining a new DMV license if they hadn't purchased a car or golf cart/utility decal. This practice has been implemented for years by Accomack County and recently by the Town of Chincoteague.
  - It was suggested taking a picture of children driving golf carts on the Town streets and then calling Child Protective Services.
- H. **911 System** — Selina Coulbourne reported:
- Mr. and Mrs. Brian Brennan have placed a post with the number 5 on it outside of their house on the corner of Custis Street and Lee Street since the April 8, 2014 Town Council meeting.
  - Mayor Janice advised David Rowan has indicated he will not write a letter to alleviate the Brennan's concerns.
  - A proposed letter to Mr. and Mrs. Brennan has been drafted and sent to David Rowan who will be adding some legalese to it.
  - Ms. Coulbourne has been going along Main Street with the 911 Map and most house numbers differ from the map. It appears High Street is correct, Church Street has problems,

Pearl is mostly right, Riverview on one side of the street is off. Ms. Munn suggested obtaining names of property owners by accessing accumap and entering the street address.

- Mr. Joeckel presented a proposed 911 Address Ordinance which needs to be reviewed by Council and placed on the June 10, 2014 Agenda for a vote and if passed, implemented. It is suggested the Town attorney be contacted to see if this Ordinance needs to have a public hearing before it is voted upon.
- I. **Seaside Park**— Mayor Janci discussed the cleanup that took place at the Seaside Park on Saturday May 3<sup>rd</sup> and acknowledged and thanked the following volunteers: Cathy and Vernon Bell, Carol and Bill Burnham, Shirley and Joe Barry, Lorraine and Jim Fishback, Cathy Janci, Clinton Brown and Lynn Weeks.
- Mayor Janci discussed the request of Chris Wardius of the Wachapreague Inn for a horseshoe pit at the Park and one in which Mr. Wardius has offered to set up. It was decided it could be housed at the lower corner down along the edge of the Park to alleviate any danger and unsightliness along Main Street. A Motion to approve the request to have a horseshoe pit at the Seaside Park was voted upon and passed unanimously.
  - Mr. Joeckel asked if the horseshoe pit would be a professional regulation pit and if so, the potential to hold tournaments. The Town must also be in compliance with DCR regulations and restrictions. Carol Burnham indicated DRC requirements deal mostly with drainage and growth to be as natural as possible.
  - Bonnie Munn discussed the potential for putting in a regulation horseshoe pit at the Powell Memorial Park too since it is believed the cost would be minimal. To be discussed at a future meeting.
- J. **Delinquent Real Estate Taxes and Town Tags/Decal Fees**— Mayor Janci advised:
- Lynn Weeks has requested from Mary Jo Tatum up-to-date invoices for delinquent 2013 property taxes for Reginald Mariner, Katherine Niepold Bilicki, T.R. Button, Harry Nelson, Raydean Lipscomb, Juliana Riahi, Norman Taylor, Sr. and William Trout. Of the prior year delinquent 2012 property taxes Mr. Rowan has not received any response or payment from Raydean Lipscomb or Juliana Riahi.
  - Mr. Joeckel requested Ms. Weeks check with Accomack County Treasurer’s Office to see if they could place on the Real Estate Tax Bills they generate for the Town of Wachapreague the wording, in accordance with our Town Ordinance, the 10% penalty plus 10% per annum if not paid by December 5<sup>th</sup>. Ms. Weeks will call the County to see if this is a possibility.
- K. **Planning Commission** - Mayor Janci advised he has removed himself from this Committee due to the conflict of also being the Zoning Administrator. He will give the Committee access to Town Hall and act as their secretary, for now.
- Mayor Janci came without the Meeting Minutes but in summary the Committee wants to keep the character of the Town. They are looking at the computerized version of the Comprehensive Master Plan and changes, if any, would be presented to the Town Council, followed by a Public Hearing and then voted upon.
  - Mayor Janci is to provide Ms. Weeks with a copy of the Planning Commission Meeting to forward to all council.
  - As the Planning Commission is now short by one there is a need to find a replacement.

L. **FEMA**— Mayor Janci reported:

- Receipt of a letter from the Federal Emergency Management Agency (FEMA) dated April 30, 2014 where the Town is in a 90 day notice period to file an appeal of the revised Flood Insurance Rate Map (FIRM). Any complaints by the citizens of the Town of Wachapreague must come through the Town to be addressed by FEMA.
- Mr. Joeckel cited an April 2, 2014 letter from the Department of Conservation and Recreation regarding applications for grants from the Virginia Dam Safety and Floodplain Management Division for 2014, a total of \$500,000 being available pending budget approval. The deadline for this application would have been May 1, 2014. It was a 50% matching Grant. However, the Town would have had to complete the application with costing within 2 weeks of receipt. FEMA maps presented tonight are finalized maps which the Town will have to tie into for development of the Floodplain Management Plan and will also include Zoning Ordinance changes. Zoning changes will include legal costs as well as the Public hearing process.
- Mr. Joeckel advised Accomack-Northampton County Planning District has now begun the rewrite of the Regional Hazard Mitigation Plan within which will be Floodplain Management issues. Wachapreague has their own section within that Plan. The rewrite will commence this summer and end in 2016.
- The Accomack-Northampton County Planning District will have regular monthly meetings for the next 2-1/2 years and needs to be attended by a representative of the Town of Wachapreague.
- In the new Town Comprehensive Plan will be the potential for ordinance changes along with a Flood Management Plan and ordinance changes that will be extensive and costly. As this grant will come up again in April 2015 the Town will need to come up with a proposal well in advance of this deadline.
- The Town will need to designate someone to oversee this whole process. Ms. Joeckel suggested switching council duties where strengths are best utilized.
- Mr. Joeckel also noted no monies will be set aside in the budget for 2015 without knowledge of what the costs will be.

M. **Town Employee Job Descriptions** – John Joeckel still to finish Harbor Master job description.

N. **Tourism/Business and Tourism Advisory Board** – Aileen Joeckel was out of Town so the Committee meeting will be held next week.

- Ms. Joeckel indicated Mona Cossitt will have something to show us on the Town website at our next meeting.
- The kiosk is built to order and Mr. Wardius will be putting it together. The marlin has been carved and needs to be painted. The kiosk will be placed in the Seaside Park as a place of arrival with pavers surrounding it.

O. **Board of Zoning Appeals Appointments** – Aileen Joeckel has named Joe Tormos. No vote taken at this time.

P. **Volunteer Awards** –

John Joeckel will draw up a formula to follow for an outstanding volunteer whether a Town resident or not. A sitting Mayor or current Town Council would not be eligible. The award would be something that would truly show the appreciation of the Town like a carving, a

painting, or something not to exceed \$200 but done by a local artisan here in Town. This award could only be presented to this person once every 5 or so years.

Stuart Bell suggested the Town have a card with the Town Logo to send out to residents as a Thank You or sorry to hear of your illness, etc. Ms. Joeckel will look into getting cards made for this purpose. A vote was taken and passed unanimously.

- Q. **2015 Budget Considerations** – John Joeckel mentioned May 23<sup>rd</sup> at 7:00 p.m. will be the Work Session for the 2015 Budget. He requested Council contact him by e-mail with any thoughts or changes they may have to the proposed Budget before then.

VII. **New Business** –

- Mayor Janci asked if permissible to park boats and trailers in the Marina parking lot at night. Stuart Bell felt there would be concern of theft and thus liability on the part of the Town.
- Mayor Janci discussed the need to replace flag pole brackets. Ms. Weeks indicated that maintenance has new brackets as they were ordered last summer.
- Mayor Janci also discussed a security video camera to oversee the Seaside Park and Nikki Wardius volunteering the use of the Wachapreague Inn roof for mounting one. Ms. Weeks will look into a possible Grant from VML Insurance to help out with the cost.

- VIII. **Announcements** – Mayor Janci congratulated all Council on their recent win at the polls.

IX. **Adoption of Executive Closed Session** –

Bonnie Munn made a motion for Council to move into closed session to discuss Director of Zoning compensation. Aileen Joeckel seconded the Motion. A Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto these Minutes.

X. **Motion to Reconvene Open Meeting** –

Stuart Bell 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 these Minutes.

- XI. **Adjournment** – Bonnie Munn made a motion to adjourn the meeting and Aileen Joeckel seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 9:15 p.m.

CBW  
5-13-14

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MAYOR

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TOWN CLERK

TOWN OF WACHAPREAGUE  
TOWN COUNCIL MEETING  
JUNE 10, 2014

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

**PUBLIC HEARING**

PUBLIC PRESENT: Sandi Wood, Carolyn Bright, David Bright, Robert L. Hodgson and Chris Wardius

Public Hearing on Proposed FY 2015 Budget – The Public present made no comment.

**TOWN COUNCIL MEETING**

**I. Public Comments –**

David Bright advised he is an experienced skydiver with over 4,000 jumps to date. Mr. Bright has offered the Town his services for the upcoming 4<sup>th</sup> of July Celebration by skydiving with an American flag near the Nature Conservancy. He advises he will obtain a Certificate of Authorization from the FAA. Mr. Bright is a member of the U.S. Parachute Association and has all necessary insurance alleviating any liability concerns for the Town.

All council were agreement to have David Bright skydive into Town on July 4<sup>th</sup>.

Mayor Janci announced the possibility of Norman Pitt's attendance at this meeting.

**I. Call to Order**

Mayor Janci called to Order the Town Council Meeting at 7:10 p.m. on June 10, 2014 in the Wachapreague Town Hall.

**II. Pledge of Allegiance**

Mayor Janci led the Council in the Pledge of Allegiance.

**III. Approval of Minutes**

- Bonnie Munn made a Motion to Approve the Minutes of the May 13, 2014 Town Council meeting and Selina Coulbourne seconded the motion. There being no further discussion, the Minutes of the May 13, 2014 meeting were voted upon and passed unanimously.
- John Joeckel advised that the Minutes of the May 23, 2014 Special Town Council Meeting FY 2015 Budget Workshop the Town Clerk had inadvertently added the Pledge of Allegiance. Under the Town section regarding Garbage or Brush trucks the word escrow is to be replaced with in savings. The Town Clerk will make the necessary changes. Aileen Joeckel made a Motion to Approve the May 23, 2014 Minutes and Tres Atkinson seconded the Motion. There being no further discussion, the Minutes of May 23, 2014 were voted upon and passed unanimously.

**IV. Review of Financial Report**

John Joeckel reported:

**TOWN OF WACHAPREAGUE**

- The profit and loss versus actual shows a total income of \$83,500 versus \$95,500 with a month to go bringing us within Budget on revenues. Considering the Fire Program pass through the expenses are roughly the same with a net income of 810%.
- Total income, year to year, is down by \$2,000 and expenses are up by \$8,000 due to the garbage truck of \$2,500 and Town payroll of \$3,000. Tourism of \$5,000 also effected the income, as the revenues from the meals tax was not in last year's Budget.

- Total assets to date for this year are \$148,000 compared to \$137,000 last year.

#### **PORT OF WACHAPREAGUE**

- Due to significant repairs on the Marina's electrical system and dredging the gross profits are down by \$1,000.
- Maintenance costs are up about \$72,000 and net income down around \$60,000. However, this will all change with the reimbursement from the Virginia Port Authority Grant of about \$37,000.
- As soon as the electrical repairs for Phase I are completed a request for reimbursement to the Virginia Port Authority Grant will be sent.
- A vote on Phase II of the electrical systems repairs is to take place at the July 8, 2014 Town Council Meeting.

Aileen Joeckel made a Motion to accept the May 2014 Financials and Bonnie Munn seconded the motion. There being no further discussion, the Financials were voted upon and passed unanimously.

#### **V. Old Business**

##### **A. Marina** – Mr. Joeckel reported

- The electrical work is progressing with Phase I on the T-dock with hopes of completion by the end of this week.
- The Harbor Master and the electrician wanted to finish all work on the electrical system but authorization from Council in FY 2015 Budget is needed at the July 8<sup>th</sup> meeting before Phase II can commence.

##### **B. Golf Carts** – Mr. Joeckel reported:

- A proposed Golf Cart/Utility Vehicle Violation form was provided all council for their consideration, as only a few residents have complied with the Town's Ordinance.
- The Violation notice is to be given to the driver of the golf cart who is operating their vehicle on the Town's roadways without a proper Town decal.
- Mayor Janci stated he spoke with David Rowan about the proposed Violation notice and was advised a Virginia Uniform Citation was needed and that Mr. Rowan will need to speak to the Virginia Commonwealth's Attorney and pass this by him.
- Mayor Janci also indicated there would be no way the Town could enforce someone exceeding the speed limit or be able to prove someone was driving while intoxicated.
- A follow up with Mr. Rowan is required.

##### **C. Stormwaters** – Mayor Janci informed council of the possibility of Norman Pitt, Environmental Program Manager for the County of Accomack, Department of Planning, attending this meeting. After a significant period of time passed the meeting commenced without Mr. Pitt's presence.

- John Joeckel addressed council about the recently sent comparisons between the Virginia Stormwater Management Programs (VSMP) of the County of Accomack and those of the State of Virginia.
- As the deadline imposed by Senate Bill 423 of July 1, 2014 required every incorporated town in Accomack County make a determination of which program to opt into, our own, the County of Accomack or the State of Virginia, a decision on this date is needed.
- Mr. Joeckel's main concern is, if and how there would be any effects on the Town's soil spoilage site utilized for the Marina dredging.
- The Town currently has a Land Disturbance Permit, which may be grandfathered in, as proposed in the County of Accomack Stormwater Draft Plan, but not sure if it would be applicable to our spoilage containment site.
- Mr. Joeckel advised Norman Pitt with the Board of County Supervisors will be meeting on June 12<sup>th</sup> at 10:00 a.m. to discuss the ramifications of the Stormwater Management Programs.

- Mayor Janci discussed that under the County you would need to go through David Fluhart, Department of Planning for any building permits and Norman Pitt for any stormwater permits with costs not to exceed \$200.
  - Mr. Joeckel indicated in past discussions that the State would possibly have less requirements to comply with.
  - Selina Coulbourne feels the Town would have more knowledge of the county officials.
  - Stuart Bell made a Motion to Opt Into the County of Accomack's Stormwater Management Program and Selina Coulbourne seconded the Motion with John Joeckel in agreement. Bonnie Munn, Tres Atkinson and Aileen Joeckel were all opposed. Mayor Fred Janci, in breaking the tie, voted to opt into the County of Accomack's SMP. The Motion was then passed with the Roll Call Vote attached hereto these Minutes.
- D. **Town Employee Job Description** – John Joeckel advised he will have the Harbor Master's job description done soon.
- E. **Town Maintenance/Garbage**  
Bonnie Munn advised nothing new at this time.
- F. **Powell Memorial Park** –
- Bonnie Munn reported the sign was down at the Park and Mayor Janci has repaired and reinforced it. Parks and Recreation to reimburse Mayor Janci for the materials used.
  - Ms. Munn announced Susie Atkinson has reserved the Park for August 9<sup>th</sup> between 10:00 a.m. and 1:00 p.m.
- G. **Town Hall Beautification/Maintenance** –
- Mayor Janci advised the air conditioner in Town Hall is irreparable. In checking on a replacement The Herbert Senn Company, Inc. advised they have an air conditioner available, 24,000 BTU, in stock, for \$730 with an installation charge of approximately \$200.
  - Chris Wardius indicated his supplier for the Inn, R.E. Michels, may have one available and that he would check on it and give the Town a price.

John Joeckel made a Motion for a replacement air conditioner for Town Hall in an amount not to exceed \$1,500 and Stuart Bell seconded the Motion. The Motion was voted upon and passed unanimously with the Roll Call Vote attached hereto these Minutes.

- H. **Streets and Drainage** – Stuart Bell reported a meeting with Chris Isdell of VDOT today who indicated there is no more money left for sidewalk repairs. VDOT will take a survey of the sidewalks and if any are a safety issue, only those will be repaired.
- I. **Safety/Security** – Selina Coulbourne indicated nothing new to report.
- J. **911 System** – Selina Coulbourne reported:
- She is close to completing the list of streets and house numbers.
  - In a discussion with Jeff Flournoy of 911, a Request & Purchase Order for 911 Maintenance will need to be completed for each individual house where the number is different from 911. Mr. Flournoy suggested when furnishing this information to him the streets be kept together with a copy of the map attached.
  - Some form of signed agreement from the homeowner acknowledging and accepting the Town's final decision on house numbers is essential to a successful implementation. In this regard Ms. Coulbourne is to furnish council with the list of streets and house numbers from which council plan on going door to door to obtain homeowners names and authorization.
  - It was noted that Carr Realtors, Inc.'s address is listed as 4 Brooklyn which is on the side of the road with uneven numbers. This will have to change, possibly to 7 Main Street.

- Mayor Janci reported Mr. and Mrs. Brennan have been contacting David Rowan who has now written to them confirming that under Virginia Code the Town indeed has the right to change addresses, especially when there is a safety concern. Mr. Rowan indicated the importance of implementing the changes in the Town as soon as possible.
- John Joeckel made a Motion to Adopt the Town of Wachapreague Address Ordinance of 2014 and Selina Coulbourne seconded it. The motion was voted upon and passed unanimously with the Roll Call Vote attached hereto these Minutes.

K. **Seaside Park**— Mayor Janci reported a helicopter landed in the Park recently and he informed the pilot that this is not a designated landing area. The exceptions to this rule would be prior permission from the Town or an emergency landing. John Joeckel is to prepare an Ordinance for the Town to be able to enforce the No Landing Zone that will need to be forwarded to the FAA for implementation.

a. **4<sup>th</sup> of July Celebration:** Mayor Janci discussed:

- Starting at 11:30 a.m., a Town parade utilizing the float that was entered into the O’Nancock St. Patrick’s Day Parade with appropriate changes, the Wachapreague Fire Department Truck and Wachapreague Ambulance, golf carts and bicycles decorated and awards presented. A special permit from VDOT will be required to close Main Street.
- 12:00 noon read the “Declaration of Independence” and then present prize ribbons.
- 1:00 p.m. 3 skydivers will parachute into Wachapreague with the American flag just South of Seaside Park.
- 2:00 to 4:00 p.m. food will be available, music by Ed Nelson and at 3:00 p.m. there will be a “Cake Bake-Off” with awards.
- Aileen Joeckel will request WESR announce the Town’s celebration on the radio.
- Town Clerk is requested to send e-mails to Town residents advising of this event as well as requesting volunteers for set-up, cooking, break-down and clean up.

b. **Surveillance Cameras** – For security use to oversee Seaside Park. VML Insurance offers a Grant for such security purchases which request can be made by July 1, 2014.

L. **Planning Commission** – Mayor Janci reported no meeting was held this week. The next week will be not until August, 2014.

M. **Delinquent Real Estate Taxes and Town Tags/Decal Fees**— Mayor Janci advised

- Ed Nelson and Katherine Bilicki have now paid their outstanding real estate taxes.
- Large amounts still owed are Riahi \$669.00, Raydean Lipscomb \$250 and Reginald Mariner, II for lawn mowing and real estate taxes. Mayor Janci to speak with David Rowan about these delinquent taxes.
- Mr. Joeckel referenced the State of Virginia Department of Motor Vehicles “DMV Stops” program where individuals with outstanding taxes would not be able to renew their driver licenses until all personal taxes are paid.

N. **FEMA**— Mayor Janci announced Charley Banks of the Virginia Department of Conservation and Recreation will be at Town Hall on June 24<sup>th</sup> at 1:00 p.m. All are welcome.

O. **Tourism/Business and Tourism Advisory Board** – Aileen Joeckel advised their meeting was held on June 5<sup>th</sup>.

- Ms. Joeckel has seen the first draft of the Town’s website and would like to see a circle with a Marlin in the middle. The call to action wording is “Playground for your passion” and represented therein would be sportfishing, flounder fishing, the Island House, etc.

- The Marketing Grant has opened up again and the new website will be presented.
  - The kiosk is up and looks great. The marlin still needs to be painted. In the kiosk will be the Wachapreague Carnival sign and upcoming 4<sup>th</sup> of July Celebration information. Nikki Wardius is preparing a “Calendar of Events” which will also be placed in the kiosk. There are to be rack card holders attached to the sides of the kiosk for Town business brochures.
- P. **Board of Zoning Appeals Appointments** – Aileen Joeckel has nothing at this time.
- Q. **Volunteer Awards** – Mr. Joeckel advises more time is needed for any recommendations.
- R. **VML Insurance** – Mayor Janci after review of the 2014-2015 quotation for renewal of the Town’s VML Insurance policy and, after numerous phone calls, spoke with Karen Nuckols, Account Representative.
- Mayor Janci would like to get a quote with different deductibles and an evaluation of replacement costs for Town Hall, The Port of Wachapreague Marina and their docks as the quote for these seemed high.
  - Chris Wardius has been requested to furnish the Town with his assessment of these buildings.
  - Mayor Janci suggested gathering more information and discussing it at our next meeting.
  - Payment is due by July 1, 2014.
- VII. **New Business** – None
- VIII. **Announcements** – None
- IX. **Adjournment** – Bonnie Munn made a motion to adjourn the meeting and Aileen Joeckel seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 8:55 p.m.

CBW  
6-10-14

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MAYOR

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TOWN CLERK

TOWN OF WACHAPREAGUE  
OATH OF OFFICE &  
TOWN COUNCIL MEETING  
JULY 8, 2014

PRESENT: Fred Janci, Mayor, Bonnie Munn, Vice Mayor, Susie Atkinson, Stuart Bell, Aileen Joeckel, John Joeckel and Sandi Wood  
TOWN CLERK: Lynn Weeks

**OATH OF OFFICE/SWEARING IN OF 2014-2015 MAYOR & TOWN COUNCIL**

Donna Belote, Deputy Clerk of Accomack County Circuit Court swore in the Mayor and Town Council members. Mayor and Town Council signed the Oath of Office.

**TOWN COUNCIL MEETING**

- I. Public Comments** – Carrie Jacobson complimented the Town of Wachapreague for the great 4<sup>th</sup> of July Celebration parade, exciting skydiving event, good food and beverages, games and music, as well as fireworks. Z.R. Lewis also complimented the Town on this wonderful event.

**II. Call to Order**

Mayor Janci called to Order the Town Council Meeting at 7:05 p.m. on July 8, 2014 in the Wachapreague Town Hall.

**III. Pledge of Allegiance**

Mayor Janci led the Council in the Pledge of Allegiance.

**IV. Assignment of Areas of Responsibilities –**

- John Joeckel requested a vote be taken for the Vice Mayor position. Mr. Joeckel made a Motion for Bonnie Munn to remain Vice Mayor. Stuart Bell seconded the Motion. As there was no further discussion the Motion was voted upon and passed unanimously.
- Mayor Janci then proceeded to announce the areas of responsibility and acceptance by Council members as follows:
  - A. Mayor Fred Janci – Seaside Park, Delinquent Town Taxes, Zoning Director, FEMA
  - B. Bonnie Munn – Town Maintenance/Garbage, Powell Memorial Town Park and Town Hall Beautification/Maintenance.
  - C. Stuart Bell – Streets & Drainage, Safety/Security, Hurricane & Disaster Control
  - D. Sandi Wood – FEMA
  - E. Susie Atkinson – 911
  - F. Aileen Joeckel – Tourism, Planning Commission
  - G. John Joeckel – Budget, Marina, Dredging
- Credit was given to Selina Coulbourne for all of her hard work on the 911 System. Vice Mayor Bonnie Munn presented 911 Verification Forms that Ms. Coulbourne had filled out for the following streets: Pearl, High, Main, Whileaway, Richardson and Bayview.
- Mayor Janci stated the importance of Council completing the 911 Address Update for Town of Wachapreague Residents form that requires a door to door approach with signature confirmation so that 911 can update their records for the health, safety and welfare of the Town residents.
- With the Adoption of the Town of Wachapreague Ordinance of 2014 there should be no delay in accomplishing this. Mayor Janci offered his time during the week and week-ends so that this matter can come to a speedy conclusion.

- Mayor Janci also advised Mr. and Mrs. Brennan feel they have been singled out although this council has been diligently working on completing this matter.
- Aileen Joeckel suggested a team approach and Susie Atkinson agreed to be the lead in assigning areas and follow up on council's progress. Ms. Atkinson suggested a begin date of Saturday, July 12<sup>th</sup> and all council concurred. Ms. Joeckel also indicated the importance of 911 being completed this month.
- Vice Mayor Munn offered to work on Pearl, West and Bayview.
- Council to revisit assigning responsibilities for a Team effort in preparing a Grant application to develop a Floodplain Ordinance which Grant should become available again in May, 2015.

**V. Approval of Minutes**

- Aileen Joeckel made a Motion to Approve the Minutes of the June 10, 2014 Public Hearing and Town Council meeting with minor changes addressed by John Joeckel and, Bonnie Munn seconded the motion. There being no further discussion, the Minutes of the June 10, 2014 meeting were voted upon and passed unanimously. Aileen Joeckel made a Motion to approve the Minutes for the June 17, 2014 Special meeting. Stuart Bell seconded the motion. There being no discussion, the motion was voted upon and passed unanimously.

- VI. Review of Financial Report** – John Joeckel requested Lynn Weeks notify Mary Jo Tatum of change of council from Tres Atkinson and Selina Coulbourne to Susie Atkinson and Sandi Wood for providing monthly financial reports.

John Joeckel reported:

**TOWN OF WACHAPREAGUE**

- Total Income July 2013 to June 2014, eliminating the Fire Program, is \$5,500 less than last year. The transient tax and meals tax receipts are due by the end of July and will not be reported until August/September but will be recorded in FY 2014.
- Revenues appear to be the same as last year.
- Total Expenses are down by \$1,500 from last year.
- Total net income is \$10,000 versus no net income last year, an increase of 800%.
- Payroll for the Town and Marina is up by 10% this year which includes the budgeted 3% employee compensation increase.
- Budgeted Total Income now at 93% will change once receipts for transient tax and property tax are added into FY 2014.
- Mr. Joeckel noted the Customer Balance Sheet for the Town of Wachapreague of June 30, 2013 was \$6,000, in December 2013 it was \$6,760 and, as of June 30, 2014 it is down to \$1,800. A thank you was extended to Mayor Janci and Lynn Weeks for their diligence in collecting outstanding taxes.

**PORT OF WACHAPREAGUE**

- Mr. Joeckel advised he is unable to compare FY 2014 Budget to actual for this period of time due to the extensive work being done at the Marina where reimbursement requests to the Virginia Port Authority Grant are in the process.
- Budgeted Gross Profit will be equal to, if not slightly more, than last year.
- Sandi Puchalski reported changes to the Customer Balance Sheet in that 3 individuals listed will now be removed and, 4 individuals have now paid in full for a total of \$3,300.

Vice Mayor Munn made a Motion to accept the June 2014 Financials and Aileen Joeckel seconded the motion. There being no further discussion, the Financials were voted upon and passed unanimously.

**VII. Old Business**

- A. **Marina** – Mr. Joeckel reported

- The Virginia Port Authority Grant has made reimbursement of the 75% for the Marina Dredging Project.
- A request for reimbursement to the Virginia Port Authority Grant for Phase I of the electrical repairs has been sent.
- Phase II of the electrical repair to the Marina will be for the labor and installation which has been approved by the Virginia Port Authority Grant.

Mr. Joeckel made a Motion for Approval of \$6,500 for Completion of the Electrical Work at the Port of Wachapreague Marina and Aileen Joeckel seconded the Motion. The Motion was voted upon and passed unanimously.

- Mr. Joeckel advised the Marina roof has deteriorated and needs to be replaced. An estimate has been given in an amount not to exceed \$2,200.
- Susie Atkinson requested more than one estimate be obtained.
- It is anticipated the Virginia Port Authority Grant will reimburse the Marina 75% of all expenses.

John Joeckel made a Motion for Approval for Replacement of the Port of Wachapreague Marina's Roof in an amount not to exceed \$2,200 pending an additional estimate. Stuart Bell seconded the Motion. There being no further discussion the Motion passed unanimously.

- Mr. Joeckel also reported two "No Wake" signs in the Channel need to be replaced. One has a nail or peg missing and the other one has disappeared. This is not something reimbursable by the Virginia Port Authority. Mr. Joeckel estimates the cost will not exceed \$500.

Mr. Joeckel made a Motion for Approval of replacement of two "No Wake" signs in the Channel in an amount not to exceed \$500. Stuart Bell seconded the Motion. There being no further discussion the Motion passed unanimously.

**B. Golf Carts –**

- Mayor Janci spoke with David Rowan who advised he has not spoken to the Commonwealth Attorney yet about the Virginia Uniform Citation discussed in the June 10, 2014 Town Council Meeting.
- Vice Mayor Munn was told in New York State if a Mayor sees a violation he can file a claim and appear at any hearing scheduled. Although the rules of Virginia may be different. Ms. Munn feels further research into this issue is needed.

**C. Stormwaters –** Mayor Janci reiterated the decision to Opt Into the County of Accomack's Stormwater Management Program at the June 10, 2014 Town Council Meeting.

**D. Town Employee Job Description –** John Joeckel advised he will have the Harbor Master's job description done soon.

**E. Town Maintenance/Garbage**

- Mayor Janci requested a list of Town properties the Town maintenance crew mow and/or weed eat.
- Aileen Joeckel mentioned the overgrown grass at the Stop signs and Street signs.
- Bonnie Munn will request this information from J.D. Bradshaw.
- Ms. Munn also reported the Town pickup truck needed a new battery and one of the grass mowers needed a new belt. Both of them have been replaced.

**F. Powell Memorial Park –**

- Bonnie Munn reported a discussion with Wayne Burton who informed her Parks and Recreation were fixing the concession stand. She went by and took a picture and nothing has been done to date. She also noted the bathroom doors were wide open and only one would lock. She is going to give him another call.

**G. Town Hall Beautification/Maintenance –** Not discussed at this time.

- H. **Streets and Drainage** – Stuart Bell had nothing new to report due to time spent on 4<sup>th</sup> of July preparations.
- Chris Wardius had put in a complaint with VDOT about the sidewalk across from the Wachapreague Inn and it was Kevin Bailess who had responded. Mayor Janci, in passing spoke with him about the lack of funds for sidewalk repairs. He indicated VDOT has now started their new fiscal year and that it may be a good time to again request sidewalk repairs. Mr. Bell is to look into this.
  - It was also mentioned that the sidewalk repairs in Chincoteague were paid for by Town funds not VDOT.
- I. **Safety/Security** – Stuart Bell having just taken over this assignment has nothing to report.
- J. **911 System – See also Section VI – Assignment of Areas of Responsibilities.**
- Susie Atkinson just being assigned this responsibility will begin the coordination of council beginning this week-end.
- K. **Seaside Park** – Mayor Janci thanked all volunteers for the success of the 4<sup>th</sup> of July Celebration with a special thank you to Stuart Bell and Bonnie Munn for their assistance on the Town Float. Mayor Janci reported all food was gone by the end of the day and that donations to the Park of \$414 were received.
- The Park has been reserved by Virginia Wittmer of the Department of Environmental Quality on September 12<sup>th</sup> for the “Shore Big Tree” and again on September 13<sup>th</sup> for the “Celebration of Fall”, both days from 10:00 a .m. to 2:00 p.m. The Author John Clayton is to be present and will arrive by boat. Mr. Clayton is to give a guided tour of the gardens and discuss the native plants. DEQ is to plant a shore big tree in the Park. Ms. Wittmer hopes to get kids involved in planting, as well as a demonstration for adults.
  - Mayor Janci also reported the possible donation of a late 1700 or early 1800 cannon similar to the ones that were on Paramore and Cedar Island. Steve Bilicki is looking into the possibility as it was recovered on a recent dredge off Lynhaven Inlet in the Chesapeake Bay. It is approximately 5’ long and the wooden cradle that held it needs to be replaced possibly by the State. An ideal location would be at the corner of Main and Atlantic. It may also come with cannon shot. It is real preliminary at this time.
  - Aileen Joeckel discussed the LOVE sign Blake Johnson indicates the State of Virginia is promoting. A possible location could be the hump on the brim of the Park by Atlantic Avenue near the horseshoe pit.
  - Bonnie Munn questioned compliance with the Nature Conservancy and the Department of Conservation and Recreation. This needs to be looked into.
  - John Joeckel discussed the VML Insurance Risk Management Grant for surveillance cameras; a wireless one over the Wachapreague Inn and a hard wired one near Town Hall preferably with night vision or infrared. Also offered in this Grant were handheld radios in the event of a natural disaster or hurricane, a power source and lights to the Park for safety and security and automated heart defibrillators that could be useful. Mr. Joeckel has requested Lynn Weeks furnish him with the Town’s Member Number to access the application.
- L. **Planning Commission** – Mayor Janci advised the next meeting will not take place until the first Wednesday in August and Aileen Joeckel has now taken on this responsibility.
- M. **Delinquent Real Estate Taxes and Town Tags/Decal Fees** – Mayor Janci discussed an e-mail from Mr. Joeckel where the Town of Onancock shows \$235,000 in delinquent taxes which is 20% of their Budget.

- John Joeckel discussed DMV Stops with reference to non-payment of personal property taxes, i.e. tags/decals, golf carts and Mobile Homes. Notification would be given to the State Department of Motor Vehicles who would withhold renewal of a vehicle registration of anyone who is in arrears. The Town needs to gather information on what the State would require.
  - Lynn Weeks is to check Town Ordinances with reference to taxes on mobile homes whether or not Town residents.
- N. **FEMA** – Mayor Janci reported a meeting with Charley Banks, Floodplain Program Engineer of the Virginia Department of Conservation and Recreation held on June 24<sup>th</sup> at Town Hall. Discussed was:
- The new Floodplain Ordinance for the Town which must comply with State regulations.
  - A suggested flyer as notification to homeowners from the Town of Wachapreague where the new FEMA map would change their exposure to floodplain zones on their residential properties.
  - The Fisherman’s Lodge, Marina and Campground will become an issue as all occupied campers must be road ready and mobile, registered and inspected. None of them may have patios. Also, they must be moved every 180 days otherwise they would be considered permanent and thus fall under all the Rules and Regulations of the Floodplain Ordinance. FEMA is expected to push us on some of this.
  - FEMA is requiring all Zoning Permits have Elevation Certificates prior to building any new structures and will require As Built Elevation Certificates for already completed ones.
- O. **Tourism/Business and Tourism Advisory Board** – Aileen Joeckel advised:
- Work was done on the upcoming Marketing Grant which is due by July 29<sup>th</sup>.
  - Ms. Joeckel requested an acknowledgement and Thank You be sent to Jack Normand for the splendid Marlin he carved and donated to the Town which was placed over the Town Kiosk. Mayor Janci suggested a Certificate of Appreciation be presented to Mr. Normand for his contribution. Also requested was acknowledgement to Selina Coulbourne and Tres Atkinson for their commitment to Council over the past two years. Lynn Weeks is to prepare letters for Council signature.
- P. **Board of Zoning Appeals Appointments** – Aileen Joeckel has nothing at this time.
- Q. **VML Insurance** – Mayor Janci discussed the following:
- An invoice in the amount of \$380 was presented for the Virginia Municipal League’s annual dues. This membership includes Representation & Voting, Publications, Conference and Training, Legislation, Research, Insurance, U.S. Communities Government Purchasing Alliance, VML/VACo Finance & Pooled Bond Program and On-Line Equipment Auctions. Aileen Joeckel made a Motion for the Town to renew the 2014-2015 Membership in the amount of \$380 and Bonnie Munn seconded the Motion. There being no further discussion the Motion was voted on and passed unanimously.
  - An invoice for VML Insurance for the Policy Period 7/1/14 through 7/1/15 in an amount not to exceed \$13,000 was presented. Bonnie Munn made a Motion to pay VML Insurance in an amount not to exceed \$13,000 and Stuart Bell seconded the Motion. There being no further discussion the Motion was voted on and passed unanimously.
  - Mayor Janci feels appraisals of The Wachapreague Marina and Town Hall regarding replacement values is necessary in order to look into lowering deductibles. Chris Wardius has been requested to furnish the Town with his appraisals of these buildings.

VII. **New Business –**

- Mayor and Town Council Compensation – To be discussed at the next Town Council Meeting when a vote can be taken.
- Stuart Bell discussed the wonderful reception Mayor Janci has received from everyone who has been fortunate enough to be in his presence as “Uncle Sam”. He appeared at the Firemen’s Carnival, 4<sup>th</sup> of July Parade and following festivities which has been very beneficial to the Town of Wachapreague. However, Mayor Janci has been paying for the rental of this and other costumes (Easter, St. Patrick’s Day Parade, Uncle Sam and maybe even Santa Claus), plus gas and tolls to Norfolk, all out of pocket. All council agreed Mayor Janci is to bring in all receipts from this date forward.

VIII. **Announcements** – Diana Brown has sent the Town an e-mail with congratulations for a job well done on the 4<sup>th</sup> of July Celebrations.

IX. **Adjournment** – Susie Atkinson made a motion to adjourn the meeting and Aileen Joeckel seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 8:40 p.m.

CBW  
7-8-14

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MAYOR

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TOWN CLERK

TOWN OF WACHAPREAGUE  
TOWN COUNCIL MEETING  
August 12, 2014

PRESENT: Fred Janci, Mayor, Bonnie Munn, Vice Mayor, Susie Atkinson, Aileen Joeckel and John Joeckel  
ABSENT: Stuart Bell, Sandi Wood  
TOWN CLERK: Lynn Weeks

**TOWN COUNCIL MEETING**

**I. Public Comments –**

1. Linda Jones asked if the Town would be holding a Yard Sale this fall. Ms. Jones suggested a donation table be placed near Town Hall where items could be collected and sold with all revenues going toward a “fireworks” fund. It was noted that this would be by the citizens of the Town of Wachapreague and not sponsored by the Town. Saturday, September 13<sup>th</sup> was agreed to by all. Ms. Jones will place a Notice in the Post Office.

2. Ms. Jones also has observed vehicles in Town that are not current on their Town Tags/Decals. Lynn Weeks advised due to time constraints a review of residents who are in arrears has been delayed but not forgotten.

3. Jesse Vodvarka discussed Cedar Island and G.O. Tubes that would act as a barricade to protect the Town of Wachapreague as an alternative to dredging and a possible savings of \$25,000. Mr. Joeckel discussed a boat trip with the U.S. Coast Guard and Army Corp of Engineers into the Wachapreague Inlet to assess the loss of the southern tip and thinning of Cedar Island, shoaling of the Wachapreague Inlet and the effects on the salt marsh due to the direct impingement of Ocean waves from the loss of the southern tip of Cedar Island. Ms. Joeckel also brought up the permitting process for spoils and the years it takes for everyone to sign on. Mayor Janci also mentioned The Nature Conservancy and their stance on altering the natural process of things.

4. Jackie Zang brought up the feral cat population in Town. Ms. Zang has captured and had neutered several females, as well as the Janci’s. A request for assistance from the Town to help pay for having these feral cats neutered was requested. Susie Atkinson believes there is an Ordinance on the books which addresses this issue. Lynn Weeks is to review the Ordinances and advise. It was determined this issue would be placed on next month’s Agenda for a determination.

**II. Call to Order**

Mayor Janci called to Order the Town Council Meeting at 7:35 p.m. on August 12, 2014 in the Wachapreague Town Hall.

**III. Pledge of Allegiance**

Mayor Janci led the Council in the Pledge of Allegiance.

**IV. Approval of Minutes –**

Aileen Joeckel made a Motion to Approve the Minutes of the July 8, 2014 Oath of Office and Town Council Meeting and Bonnie Munn seconded the motion. There being no further discussion, the Minutes of the July 8, 2014 meeting were voted upon and passed unanimously.

**V. Review of Financial Report –**

John Joeckel reported yearend figures still being tabulated and appreciation has not yet been calculated.

**TOWN OF WACHAPREAGUE**

- Year to year was approximately \$16,000 less income and approximately \$15,000 less expenses.
- Net Income for the same time last year to this year is virtually the same \$14,000 to \$14,000.

- Assets in checking and savings this year is approximately \$144,000 compared to last year of \$124,000 an increase in savings of a total of \$20,000.

#### **PORT OF WACHAPREAGUE**

Mr. Joeckel reported:

- Depreciation has not been taken into account at this time.
- Mr. Joeckel was unsure if the reimbursement from the Port Authority Grant is reflected in these financials.
- The net income shows a negative balance of \$19,000 this year and \$19,000 last year. A lot of adjustments still need to be made.
- The total checking and savings is \$95,000 and last year was \$104,000, which is down about \$8,000 to \$9,000.

Bonnie Munn made a Motion to accept the July 2014 Financials and Aileen Joeckel seconded the motion. There being no further discussion, the Financials were voted upon and passed unanimously.

Mr. Joeckel in the Budget for FY 2014 estimated the Meal Tax revenue to be around \$20,000 and advised the actual revenues were \$26,400.

#### **VI. Old Business**

##### **A. Marina – Mr. Joeckel discussed**

- An estimate for replacing the roof of the Town Marina had been given in the amount of \$2,200 which was presented to Council and a vote taken not to exceed this amount at the July 8, 2014 Town Council Meeting. However, additional estimates were requested and have now been received. A verbal estimate was given by Jimmy Pruitt in the amount of \$2,900 and a written estimate by Chris Wardius for \$2,850. Mr. Joeckel being familiar with Chris Wardius and his work and dependability suggested retaining Mr. Wardius for these repairs.  
Susie Atkinson made a Motion to retain Chris Wardius for the roof replacement of the Port of Wachapreague Marina Office in the amount of \$2,852.00 (an increase of \$652) and Bonnie Munn seconded the Motion. The Motion was voted upon and passed unanimously.
- Mr. Joeckel reported the “No Wake” signs have been purchased and was unsure if they are in place yet, but will be shortly by Richie Puchalski.
- The electrical work has been completed on the docks and an updated invoice received. The balance due from the original invoice and some additional charges that were known. Change orders which included LED lights, fixing faulty wiring and repair of bad wiring as discovered, came to an additional \$6,870.00. Mr. Joeckel has requested Sandie Puchalski get a detailed breakdown of these additional change orders. As \$6,500 had been approved by Council at the July 8, 2014 Town Council Meeting payment for labor costs to U.S. Electric in the amount of \$4,806.49 is to be placed in line for payment immediately.
- Dredging in the Wachapreague Channel is underway.
- Mr. Joeckel had the opportunity to accompany the U.S. Coast Guard, Chief of Station Connor and seven Army Corp of Engineers personnel on the USCG fast response boat where they discussed Cedar Island, Wachapreague Inlet and the salt marsh. With the continuation of the thinning of Cedar Island the concern is the Atlantic Ocean impacting the salt marsh along with the substantial shoaling of the Wachapreague Inlet.
- There are two issues here (1) shoaling of the waterway and, (2) the environmental issue of loss of Cedar Island, the salt marsh and their impact on the Town of Wachapreague.
- Mr. Joeckel is working with the Army Corp of Engineers to have Wachapreague designated as a “Critical Harbor of Refuge”, as Chincoteague and Cape Charles are. With this designation the Town would get a step-up in funding prioritization with the Army Corp of Engineers in Congress. One requirement would be a National Defense facility which we have with the U.S. Coast Guard.

Another step would be a political path where we would ask our representatives to back us up to the Federal Government through Congressman Rigell, Senator Warner and Senator Kaine. An additional step would be for the Army Corp of Engineers to review and evaluate us to justify our being designated a "Critical Harbor of Refuge". This will be a long process.

**B. Golf Carts –**

- Mayor Janci called David Rowan on three separate occasions without success regarding the Virginia Citation.
- Mayor Janci reported most golf cart owners have now complied except for Blake Johnson and Chris Wardius. Aileen Joeckel is to speak with them.

**C. Town Maintenance/Garbage**

Bonnie Munn reported J.D. Bradshaw advised everything okay with the Town vehicles and lawn mowers.

**D. Powell Memorial Park –**

Bonnie Munn reported:

- Nothing has been done to the concession stand, to her knowledge.
- On July 26, 2014 there were two parties booked; Brandy through Bonnie Munn from 5 – 7 and, Veronica Millburn through Parks and Recreation from 8 - ?. When Brandy arrived Veronica Millburn was extremely rude and indicated she would call the police if Brandy did not leave. Ms. Munn has apologized to Brandy.
- Ms. Munn has spoken with Parks and Recreation and indicated all bookings for Powell Memorial Park now scheduled and to be scheduled will be coordinated between both entities to avoid this happening again.
- Andrea Derby, Clerk for the Town of Accomack, wants to reserve the park for November 29<sup>th</sup> for a "Half Marathon". Ms. Munn referred her to Parks and Recreation and asked if the Town would have any restrictions. Response was no.

**E. Streets and Drainage –** Stuart Bell was absent.

**F. Town Hall Beautification/Maintenance –** Ms. Munn reported:

- She has requested J.D. Bradshaw spray the weeds growing around Town Hall.
- Ms. Munn also discussed freshening up the interior of Town Hall and recommended painting the walls and replacing the carpeting. This issue to be discussed at a later date.

**G. Safety/Security –** Stuart Bell was absent.

**H. 911 System –** Susie Atkinson reported:

- Working with Mayor Janci on four occasions and Lynn Weeks to secure names and 911 addresses for all but two streets.
- Ms. Atkinson will go door to door on High, South, Custis and Paul and has assigned Bonnie Munn-Bayview, West and Pearl; Aileen Joeckel - Centre, Glade, Richardson, Powellton, Lewis and Lee; Mayor Janci – Atlantic, Main, Riverview and Liberty.

**I. Seaside Park –** Mayor Janci and John Joeckel advised the VML Insurance Risk Management Grant is on a sliding scale with a maximum of \$1,000 per year that can be requested. Mr. Joeckel indicated he still needs to make a determination on a security camera system before applying for the Grant.

**J. Delinquent Real Estate Taxes –** Mayor Janci indicated his need to speak with David Rowan on his progress with Juliana Riahi's delinquent real estate taxes. Lynn Weeks advised she recently sent Ms. Riahi's 2013 delinquent real estate taxes to add to the prior year's Mr. Rowan already has. Reginald Mariner, has paid the Town \$600 toward his outstanding taxes and lawn care but still owes the Town close to \$1,000. Emily Diamond only received her lawn care invoice recently.

- John Joeckel discussed the Personal Tangible Property Tax the Town imposes on Mobile Homes. In reviewing a 2006 Ordinance this tax was \$.22/100. Over the past years it has dropped down to \$.13/100. Mr. Joeckel believes a vote would be required along with a Public Hearing to effect such a change. To his knowledge none has occurred.
  - Mr. Joeckel also discussed the Town Ordinances and has requested Lynn Weeks scan them into the computer so that he may review them for any possible updating. Some town ordinances appear unsigned by a Mayor, some ordinances appear to be out of date, all require review.
- K. **Planning Commission** – Aileen Joeckel advised August 13<sup>th</sup> would be the next meeting.
- L. **FEMA** – Mayor Janci discussed the FEMA requirements regarding all mobile homes in Town. They all must be mobile with a quick disconnect for electric and sewer and up-to-date registration and inspection. If they are not, it then falls under the Town’s Zoning Ordinance. If the Town overlooks any of this it will affect the Town’s rating for insurance coverage.
- M. **Town Employee Job Descriptions** – John Joeckel to prepare one for the Harbor Master.
- N. **Tourism/Business and Tourism Advisory Board** – Aileen Joeckel advised:
- Due to vacations there was no meeting.
  - The website is still being worked on and Ms. Joeckel is to provide council by e-mail with a rough draft.
  - Ms. Joeckel has spoken with Allen Burns regarding the light box at the Bridge/Tunnel Welcome Center and renewal.
- O. **Board of Zoning Appeals Appointments** – Aileen Joeckel has nothing at this time.
- P. **Mayor and Town Council Compensation and Annual Dinner:**
- In accordance with the Town Charter, each newly elected Council must address and vote on the issue of compensation. John Joeckel made a Motion to continue no compensation for the remaining term of current council and Bonnie Munn seconded the Motion. The Motion was voted upon and passed unanimously.
  - Aileen and John Joeckel have offered their home for a Holiday get together. Everyone agreed and this will be discussed again at a later date.
- VII. **New Business** – Bonnie Munn spoke with Andrea Derby, Clerk of the Town of Accomack. Ms. Derby advised Mike Mason, Head of Finance, discussed with her the possibility of the County collecting the Vehicle Tag/Decal Taxes. This could be done by the County purchasing a software package costing \$6,000-\$7,000, which then could be split among participating Town’s. Ms. Munn was unsure of all of the details but Mr. Mason could come to one of our meetings to explain this in detail. No decision was made.
- Jesse Vodvarka voiced a complaint about a tree that was cut to the ground on his family’s property. Council advised ANEC is taking down or lowering trees throughout the Town within the 10 foot easement on all properties.
- VIII. **Announcements** – Bonnie Munn produced a sample note card with the “Little City by the Sea” logo. All were in agreement and Ms. Munn is to order 250 of them on card stock with envelopes included.

- X. **Adjournment** – Susie Atkinson made a motion to adjourn the meeting and Bonnie Munn seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 9:00 p.m.

CBW  
8-12-14

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MAYOR

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TOWN CLERK

TOWN OF WACHAPREAGUE  
TOWN COUNCIL MEETING  
SEPTEMBER 9, 2014

PRESENT: Bonnie Munn, Vice Mayor, Susie Atkinson, Stuart Bell, Aileen Joeckel and John Joeckel  
ABSENT: Mayor Fred Janci and Sandi Wood  
TOWN CLERK: Lynn Weeks

**TOWN COUNCIL MEETING**

**I. Public Comments –**

1. Linda Jones discussed the Town Wide Yard Sale that was agreed to by Council at the August 12, 2014 Town Council Meeting. To date there has been no advertising other than a Notice and Sign-up Sheet at the Wachapreague Post Office, General Store and, Notice only in the Town kiosk and front door of Town Hall. Ms. Jones had contacted WESR about costs of advertising and it would be \$6 per day and \$5 on Friday. Council agreed to Wednesday through Saturday. Susie Atkinson volunteered to go to WESR to place this announcement. Also requested was an ad in the Post and Lynn Weeks is to take care of this. Bonnie Munn offered a poster board for a sign on Route 13.

2. Ms. Jones asked if the Town was using tax dollars of Town residents to promote businesses in Town and out of Town.

- Aileen Joeckel advised that the Meals Tax Ordinance provides 25% of receipts to go towards promoting tourism with 75% to the Town.
- John Joeckel indicated the intent of the Ordinance is to increase the local businesses future revenues such as the Wachapreague Motel, Island House and General Store and further explained that the purpose was to ensure that by increasing business revenues the town benefits by receiving increased tax revenues from the transient tax, sales tax and meal tax which provides the town funds to continue to make town improvements and control real estate property taxes.
- Stuart Bell did not feel that all businesses in Town were benefiting at all and only the select few were.
- Bonnie Munn asked about a proposed ad for the Richmond Times Dispatch which highlighted the Crab Cake & Apple Pie Bake-off with inquiries to the Wachapreague Inn, Island House Oyster Roast and Blue Crab Bay Co. Oyster & Wine Fest.
- Ms. Joeckel advised Nikki Wardius, a member of the Business & Tourism Board, brought to her attention an insert that was going to be placed in the Richmond paper for upcoming Fall Events and the ad was prepared. Due to timing, the deadline was missed, however, the paper is willing to run the ad on two consecutive week-ends for a lesser rate of \$695 from the original \$1,100.
- Blue Bay Crab Co. was listed because they had the capabilities of developing a professional advertisement for the town and also provided in-kind award donations last year of up to \$300 in stoneware and gift prizes and this year those in-kind award donations should increase to over \$500 for the crab cake and apple pie winners.
- Ms. Joeckel also discussed the Artisan Trail, of which she is on the management team, where a map is generated for tourists to bring them onto the Eastern Shore and assist them in locating places such as an alpaca farm, antiques, pottery, Sandy Russell's Decoys and Bilicki's Art Gallery in Wachapreague, etc.

3. Linda Jones also inquired into the progress of the three delinquent golf cart owner's and was advised Chris Wardius has the application and still needs to comply. Ms. Joeckel is to speak with Blake Johnson. Kathleen and Brian Bartoszak are now in compliance.

## **II. Call to Order**

Vice Mayor Munn called to Order the Town Council Meeting at 7:40 p.m. on September 9, 2014 in the Wachapreague Town Hall.

## **III. Pledge of Allegiance**

Vice Mayor Munn led the Council in the Pledge of Allegiance.

## **IV. Approval of Minutes –**

Aileen Joeckel made a Motion to Approve the Minutes of the August 12, 2014 Town Council Meeting and Susie Atkinson seconded the motion. There being no further discussion, the Minutes of the August 12, 2014 meeting were voted upon and passed unanimously.

## **V. Review of Financial Report –**

John Joeckel reported yearend figures still being tabulated.

### **TOWN OF WACHAPREAGUE**

- 2014 yearend Revenue was a little above 2.5% over last year (2013).
- Expenses are approximately the same, \$500 - \$600 less than 2013.
- Net Income is 19% higher than 2013.
- Labor costs for the Marina and Town, when you subtract the 3% wage increase, are a little over 10% above 2013.

### **PORT OF WACHAPREAGUE**

Mr. Joeckel reported:

- Net income is a negative \$8,500 but that is a 118% improvement over the 2013 results when you consider the depreciation and charges with the dredging and electrical repair projects.
- The FY 2013 and FY 2014 Budgets show the Town's net income is up by approximately 16% with expenses down by 26% indicating an improvement of 52% over 2013 due to the meals tax.
- Susie Atkinson asked about receipts for transient occupancy taxes. Mr. Joeckel advised transient occupancy taxes are quarterly with the meals tax being monthly. Mr. Joeckel feels there is a timing issue involved with the quarter ending in June and receipts coming in July.

In summary:

- Mr. Joeckel advised total assets for the Town in savings is \$150,000 over 2013 of \$127,000 showing an increase of 18%.
- The Port of Wachapreague is down 13%, \$92,000 in FY 2014 versus \$105,000 in FY 2013. Two payments for the Marina of \$600 and \$400 respectively have been received but not reflected on the Customer Balance Sheet.
- In real estate Juliana Riahi has not paid and thus has been forwarded to the Town Attorney for legal action; Norman Wayne Taylor, Sr. and Buddy Barnes, brother of Raydean Lipscomb have been coming in and making payments when they can.

## **VI. Old Business**

A. **Marina** – Mr. Joeckel discussed the total VPA Grant in FY 2014 was \$80,000.

- Of the total VPA Grant the Town Marina spent an estimated \$35,500 on dredging, below budget.
- The electrical repairs project came to \$30,778 plus the additional change orders of \$6,870 for a total estimated cost of \$47,909 and thus came in over budget.
- With the remaining Grant monies of \$8,692 to go toward the Marina office roof project in an amount of \$2,850 would leave a balance of \$6,555 for any additional projects for FY 2015.

- Mr. Joeckel explained the additional work performed by the electrical contractor of 6 additional LED lights had been approved by him. He was unaware of the need and replacement of the wiring although the Contractor said the Harbor Master was. Mr. Joeckel stated the Harbor Master acknowledged she was aware of the work but not the magnitude of the dollars.
- Stuart Bell and Susie Atkinson asked about the authority the Harbor Master would have to make decisions such as these outside of council approval. Mr. Joeckel acknowledged the Harbor Master is aware of the need for financial approvals and a more open communication concerning future project costs will be assured.

John Joeckel made a Motion for Authorization to pay U.S. Electric for additional repairs to the electrical system of the Port of Wachapreague Town Marina in the amount of \$6,870. Bonnie Munn seconded the Motion. There being no further discussion, the Motion was voted upon and passed unanimously.

B. **Channel Dredging** - Mr. Joeckel advised:

- The dredging of the Wachapreague Channel and Bradford's Bay is now complete. The dredging occurred in Bradford's Bay with a touch up in the Wachapreague Channel.
- Mr. Joeckel has been advised by The Army Corp of Engineers that a preliminary survey has been performed which matches up to the necessary MLW depths as required in the contract.
- A Final Report from the Corps is expected sometime next week which will show the maps of the channel with width and depth that he will forward to the Charter Boat Captains.
- Mr. Joeckel is attempting to schedule a meeting with State Delegate Bloxom for next Monday to discuss the dredging issues of the Wachapreague Channel and problems with Cedar Island. He will also address the issue of Wachapreague being designated as a "Critical Harbor of Refuge".

C. **Golf Carts** – Aileen Joeckel advised she has spoken to Nikki Wardius who already has the application and she will again speak with Blake Johnson.

D. **Town Maintenance/Garbage** - Bonnie Munn had nothing new to report except that John Burton had taken last Wednesday off and Buddy Barnes worked with J.D. Bradshaw doing trash pick-up.

E. **Powell Memorial Park** – Bonnie Munn advised speaking with Wayne Burton of Parks & Recreation and that the concession stand sink and counters have been ripped out and will soon be replaced.

F. **Streets and Drainage** – Stuart Bell spoke with Chris Isdell of VDOT. VDOT did some research into who actually owns the sidewalks in the Town of Wachapreague and found that the property owners do. This research was done in response to a complaint entered by the Wachapreague Motel. According to Mr. Isdell a notice has been sent to Nikki and Chris Wardius advising them of this. Mr. Bell is unaware if VDOT would notify all property owners and Bonnie Munn suggested the Town send notices to the residents affected. Once the list of homeowners along Main Street are identified the Town will send notices.

G. **Town Hall Beautification/Maintenance** – Ms. Munn reported nothing new at this time.

H. **Safety/Security** – Stuart Bell reported nothing at this time.

I. **911 System** – Susie Atkinson reported:

- Going door to door with the Address Update Form and gotten a number of signatures. Ms. Atkinson has found that in some instances the property owner lives out of Town or out of State.
- Bonnie Munn too has encountered this and a request was given to Lynn Weeks to prepare a form letter to those property owners advising them of the purpose of the Town's request and, requesting they sign and return the Address Update Form in the stamped, self-addressed envelope that is to be included.
- Lynn Weeks advised Mayor Janci told her he has obtained 50 to 60 signed forms to date.
- Bonnie Munn has indicated completion of her streets by this upcoming weekend.

J. **Seaside Park** – John Joeckel indicated he is having difficulty finding a contractor to discuss the surveillance camera to oversee Seaside Park. A request was made for Lynn Weeks to forward the

VML Insurance Grant application to him. Mr. Joeckel hopes to have this information by the October 14<sup>th</sup> meeting.

- Susie Atkinson knows someone in town who does satellite connections and will get in touch with them.
  - Bonnie Munn suggested Marvin Giddens of D&D Computers in Onley.
  - Stuart Bell advised Absolute Security of Salisbury handles all of the surveillance cameras at his place of business. Mr. Bell indicated they do a lot of work in this area.
- K. **Delinquent Real Estate Taxes** – Bonnie Munn pointed out that the total outstanding real estate taxes due is less than \$2,000.
- L. **Planning Commission** – Aileen Joeckel advised:
- She has now attended two meetings. Pete Hodgson has written up some goals and strategies developed by the Planning Commission that were presented to her this day, a copy of which was circulated to all council present. Ms. Joeckel had some ideas to present but was informed the commission feels the Comprehensive Plan would pass with only an additional line or two.
  - John Joeckel feels a meeting between Council and the Planning Commission is recommended.
  - Ms. Joeckel advised Pete Hodgson will be out of town until November so it was suggested he be asked to attend the Town Council Meeting of November 11<sup>th</sup> to give a briefing on the Goals and Strategies. Ms. Joeckel will speak with Mr. Hodgson. All council agreed.
- M. **FEMA** – Mayor Janci nor Sandi Wood were present.
- N. **Town Employee Job Descriptions** – John Joeckel presented his proposed Harbormaster job description to all council. Sandie Puchalski has had the opportunity to review and discuss it with Mr. Joeckel. As council had just been presented with the job description, Susie Atkinson has requested time outside of the meeting to review it. This matter will be presented at the next town meeting for revisions or approval.
- O. **Tourism/Business and Tourism Advisory Board – See also I-2**
- Aileen Joeckel discussed the concerns raised over the recent advertising. In the Prepared Food & Beverage Tax Ordinance (meals tax) it states in Section XVI – Disposition of Revenue (a) A minimum of twenty-five (25) percent of the tax levied under this article shall be used to promote tourism. This includes town improvements that will enhance the town as a visitor destination. (b) No part of the tax levied shall be used for any compensation of the Town Council, or any town commission, board or advisory committee.”
  - Some Council members did not see where all businesses in town were benefiting from recent advertising and the Town of Wachapreague overall.
  - Ms. Joeckel advised she is now on the management team of the Artisan Trail, in part, to make sure our local artisans, i.e. Carrie Jacobsen, Sandy Russell and the Current Reflections – Fine Arts gallery, are recognized.
  - The tourism committee suggested a billboard along Route 13 heading North before Cape Charles promoting the Town of Wachapreague as a destination.
  - The Fall Events notice for advertising in the Richmond Times Dispatch has been revised using the name of Wachapreague numerous times. Ms. Joeckel inadvertently brought along the unrevised notice. Council were not opposed to advertising but wanted the Town of Wachapreague to be more prominent in the notice.

John Joeckel made a Motion to approve the expenditure for an advertisement in the Richmond Times Dispatch in the amount of \$695 which ad will run two consecutive week-ends. Susie Atkinson seconded

the Motion, with Bonnie Munn and Aileen Joeckel for it and Stuart Bell against. As there was a majority vote the Motion was approved and passed.

Ms. Joeckel also made a Motion to approve the expenditure for the annual 20 x 24 Lightbox at the Virginia Welcome Center in the amount of \$850 which motion was seconded by Bonnie Munn. There being no further discussion, the motion was voted upon and passed unanimously.

Ms. Joeckel also addressed the annual Eastern Shore Visitor's Guide 2015 which is due in November. After a discussion of council this will be revisited at the October 24<sup>th</sup> meeting.

P. **Board of Zoning Appeals Appointments** – Aileen Joeckel has nothing at this time.

VII. **New Business** –

- (a) John Joeckel has requested all town ordinances be scanned into the computer and a copy forwarded to him as some are old and may need updating and some have not been signed by previous Mayors. This will be placed on the next Agenda.
- (b) Mr. Joeckel also discussed the 2006 ordinance which instituted a \$.22/\$100 tax on real tangible property. He would like research done to see if there was ever a vote changing this amount to be equivalent to the real estate taxes. This will be placed on the next Agenda.

VIII. **Announcements** – Bonnie Munn mentioned speaking with the Town Clerk of Accomack County who indicated a computer program is available at a cost of \$6,000 to \$7,000 to assist small towns in pursuing individuals to pay for their auto decals. The program could be added directly onto the Tax Bills requiring everyone to pay for them along with their tangible and real estate property taxes. Thus far Ms. Munn is the only one who has responded to the Town Clerk.

IX. **Adjournment** – Stuart Bell made a motion to adjourn the meeting and Aileen Joeckel seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 9:20 p.m.

CBW  
9-9-14

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MAYOR

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TOWN CLERK

TOWN OF WACHAPREAGUE  
TOWN COUNCIL MEETING  
OCTOBER 14, 2014

PRESENT: Bonnie Munn, Vice Mayor, Susie Atkinson, Stuart Bell, Aileen Joeckel, John Joeckel and Sandi Wood  
ABSENT: Mayor Fred Janci  
TOWN CLERK: Lynn Weeks

**TOWN COUNCIL MEETING**

**I. Public Comments –**

Blake Johnson of the Island House Restaurant arrived around 7:15 p.m. and council acknowledged his presence and asked if he wished to address them. Mr. Johnson is having his 3<sup>rd</sup> annual Oyster Roast on November 1, 2014 to benefit the Navy Seals Foundation. Mr. Johnson would like to utilize the Herbert Powell Memorial Park for overflow parking and Vice Mayor Munn said she would arrange this on his behalf. Ms. Munn advised the Town will be flying the American Flags along Main Street in support of his event. Mr. Johnson would like to close off a portion of Atlantic Avenue directly in front of his restaurant and requests permission from the Town and asked what other steps he would need to take. Ms. Munn advised VDOT requires a Land Use Permit and directed him to Dale Pusey in Accomac. Also requested was the use of the corner of Seaside Park to set up tables for patrons to get tickets, show I.D. and place wrist bands prior to entering the restaurant. Mr. Johnson indicated he has received \$20,000 so far from sponsors that will go directly to the Navy Seals Foundation. All council concurred on all requests presented.

Mr. Johnson took this opportunity to thank John Joeckel for his efforts in the dredging in and around the marina and the Island House Restaurant.

**II. Call to Order**

Vice Mayor Munn called to Order the Town Council Meeting at 7:00 p.m. on October 14, 2014 in the Wachapreague Town Hall.

**III. Pledge of Allegiance**

Vice Mayor Munn led the Council in the Pledge of Allegiance.

**IV. Approval of Minutes –**

Aileen Joeckel made a Motion to Approve the Minutes of the September 9, 2014 Town Council Meeting and Susie Atkinson seconded the motion. There being no further discussion, the Minutes of the September 9, 2014 meeting were voted upon and passed unanimously.

**V. Review of Financial Report – John Joeckel reported:**

**TOWN OF WACHAPREAGUE**

- Has \$150,000 this year versus \$124,500 in 2013, an increase of 25% in cash.
- The Suntrust C.D.'s have expired and the Town is looking into Shore Bank as an alternative.
- Net Income is up 15% and Expenses are down 26%; positive cash of \$6,500 is shown, an increase of 53% over FY 2013.
- Eleven people owe back taxes or 5% for a total due of \$2,175.

**PORT OF WACHAPREAGUE**

- Has \$84,500 in checking. Reimbursement of \$8,600 for the electrical repairs from the VPA Grant will bring it to \$93,500. This will show a decrease of \$10,000 in FY 2014 versus FY 2013.
- Net Income is down by approximately 16% this year versus FY 2013.
- Three people owe marina fees for a total of \$1,400.

Sandi Wood made a Motion to accept the September 30, 2014 Financials and Susie Atkinson seconded the Motion. There being no further discussion, the Financials were voted upon and passed unanimously.

## **VI. Old Business**

### **A. Marina** – Mr. Joeckel advised:

- He has awarded the marina roof replacement project to Chris Wardius of Wardius Contracting, Inc. for \$2,550. This amount reflects a \$152 reduction in labor costs and \$150 in debris removal with use of the Town Brush Truck. Work should commence by the end of October. With the reduction and reimbursement from the VPA Grant the overage will come to \$87.50.
- The reimbursement request to VPA in the amount of \$8,758 for the completion of the electrical repairs was sent on October 8<sup>th</sup>. Monies left from the VPA Grant are approximately \$6,000.

### **B. Golf Carts** – Chris Wardius has mailed in his application and \$10 fee for a decal. An inspection of his golf cart is necessary prior to issuing the decal.

### **C. Town Maintenance/Garbage** - Bonnie Munn advised everything is okay.

### **D. Powell Memorial Park** – Bonnie Munn has gone to the Park and taken pictures of the work done in the concession stand. She does not feel a very good job was done and will speak with Wayne Burton.

### **E. Town Hall Beautification/Maintenance** – Ms. Munn feels Town Hall should be painted inside and out. Council deferred comment at this time.

### **F. Streets and Drainage** – A proposed letter was presented to council to use as notification to property owners of their ownership of the sidewalks. John Joeckel asked if written proof has been furnished to the Town showing this in fact to be true. Stuart Bell is to speak with Chris Isdell of VDOT and request written confirmation of who in fact does own the sidewalks.

### **G. Safety/Security** – Stuart Bell reported nothing at this time.

### **H. 911 System** –

- A proposed letter was presented to council for their approval to send to out of town/state property owners with the Address Update Form. All council were in agreement to use the proposed letter. Susie Atkinson and Bonnie Munn have completed their assigned streets and Lynn Weeks will start the process of sending these letters out.
- Council requested the status on the Brennan certified letter and was advised one has now gone to the Brennan's at their Wachapreague address.

### **I. Seaside Park** –

- Susie Atkinson advised notifying John Joeckel of David Door who he could contact regarding a surveillance camera setup for Seaside Park.
- Mr. Joeckel has sent a note to Absolute Security but has not had any response to date.
- VML will not be accepting applications until December.

### **J. Delinquent Real Estate Taxes** – Bonnie Munn advised Lynn Weeks has heard from Ana Vlavlukin, a joint owner of the Riahi property who has given her current address in New York, New York to forward the invoice on the outstanding real estate taxes. Ms. Weeks has notified David Rowan's office who will forward the invoice to Ms. Vlavlukin.

### **K. Planning Commission** – Aileen Joeckel advised she had to cancel the October 8<sup>th</sup> meeting and will reschedule it at a time prior to the November 11, 2014 Town Council Meeting in preparation for Pete Hodgson's presentation.

### **L. FEMA** – Mayor Janci was absent. Bonnie Munn discussed the Mayor's plan to attend a one-week course on "Managing Floodplain Development" through NFIP (L-273) in Waynesboro, Virginia. Recently, this course became available in Norfolk in February, 2015. Council feels the Norfolk

location would be more cost effective. The location will be determined by the availability of the Mayor.

**Hazard Mitigation Plan –**

- The Accomack-Northampton Planning District Commission is in the process of rewriting the Eastern Shore of Virginia Hazard Mitigation Plan and has asked the Town of Wachapreague to appoint a representative to be part of this committee. This is an approximately 2 year commitment with one meeting per month. John Joeckel has offered to be the Town's representative and all council were in agreement.
- Blake Johnson mentioned being approached by a Mark Steelman, a person unknown to him, about forming an organization or group of people regarding the encroachment of the Barrier Island.
- John Joeckel discussed a field trip he had a month ago with the Army Corps of Engineers and the U.S. Coast Guard. Mr. Joeckel advised the Army Corps of Engineers is now evaluating whether the Federal Government has an interest in Cedar Island and not just the County of Accomack or the State. If there is a Federal interest in Cedar Island it would be for the environmental protection of the wildlife habitate and the salt marsh which is a United Nations Biosphere (?). There are a lot of conservation and environmental stakeholders that have an interest in preserving Cedar Island. The Federal interest may come down to preservation of the salt marsh and habitate. Should this be the case the Government may only come up with 50% and the remaining 50% match would have to be made up by additional stakeholders. Mr. Joeckel has discussed this with State Delegate Bloxom and our intent, if feasible, would be to work with the State in partnership with the Army Corps of Engineers for any remediation efforts to Cedar Island. This is an ongoing matter which will take a long time.

M. **Town Employee Job Descriptions** – The Job Description for the Harbor Master presented at the September 9<sup>th</sup> Town Council Meeting by Mr. Joeckel was reviewed by council and agreed to by all as originally presented.

N. **Tourism/Business and Tourism Advisory Board –**

- Aileen Joeckel made a Motion to approve expenditure for an Ad in the Virginia Eastern Shore Tourism Brochure in the amount of \$1,297.80 which includes the Prompt Pay Discount of \$144.20 and Sandi Wood seconded the Motion. There being no further discussion the Motion was voted upon and passed unanimously.
- Ms. Joeckel presented a color copy of the proposed Ad which shows a bicyclist in front of the Gazebo in Seaside Park, charter boats at the Marina and one of the businesses in Town. Stuart Bell felt more pictures of boating and fishing would best represent the Town.
- VistaGraphics chose these pictures to broaden the appeal of the Town.
- Susie Atkinson and Bonnie Munn thought possibly one of the 4<sup>th</sup> of July parade pictures, maybe one of the carnival and a fishing one.
- Ms. Joeckel reported there has been no final decision made.

O. **Board of Zoning Appeals Appointments** – Aileen Joeckel has nothing at this time.

P. **Town Ordinances** – John Joeckel is still concerned that not all ordinances have been properly executed and Lynn Weeks is to check the original ordinances.

Q. **Tangible Property Tax** – John Joeckel has requested Lynn Weeks search the Minutes of Town Meetings from June 6, 2006 when the Ordinance Levying Taxes on the Town of Wachapreague was

adopted at the rate \$.22/\$100 for tangible personal property and when the change occurred to \$.13/\$100.

VII. **New Business –**

**Real Estate Tax Bill Inserts -**

- (a) John Joeckel discussed the proposed changes/additions to the Taxpayer Information Sheet to include the 911 Ordinance and incorporates the Dangerous Structures Ordinance which the Town had adopted on October 2, 2001. All council agreed.
- (b) Also agreed to by Council is the 2013-2014 Year in Review authored by John Joeckel.

**Official Town of Wachapreague T-Shirts & Hats –**

Mayor Janci requested Lynn Weeks discuss in his absence the public's interest in T-shirts and possibly hats that just have the Town of Wachapreague on it. Aileen Joeckel mentioned it can be rather costly unless you purchase a large number of them. Blake Johnson uses Harbor Graphics for his T-shirts. Sandi Wood's son-in-law has a machine and may be able to help us. She is to speak with him about pricing. This will be revisited at a later date.

**Virginia Department of Health –**

John Joeckel requested this be placed on a future Agenda to discuss the Health Department's requirements prior to any upcoming Town events where food will be served.

VIII. **Announcements –** Mary Jo Tatum is engaged and planning a Spring wedding and Diana Brown married on September 20<sup>th</sup> and she and her husband have purchased a home in New Bern, North Carolina.

IX. **Adjournment –** Stuart Bell made a motion to adjourn the meeting and Aileen Joeckel seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 8:10 p.m.

CBW  
10-14-14

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MAYOR

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TOWN CLERK

TOWN OF WACHAPREAGUE  
TOWN COUNCIL MEETING  
NOVEMBER 11, 2014

PRESENT: Fred Janci, Mayor, Bonnie Munn, Vice Mayor, Stuart Bell, Aileen Joeckel, John Joeckel and Sandi Wood  
ABSENT: Susie Atkinson  
TOWN CLERK: Lynn Weeks

**TOWN COUNCIL MEETING**

**I. Public Comments –**

A presentation was made by Kerry Allison, Executive Director of the Eastern Shore of Virginia Tourism Commission. Ms. Allison advised the role of the Virginia Tourism Corporation is to assist communities in tourism development, planning and capital access. Also available are Grants, which she pointed out Aileen Joeckel is in the process of obtaining for the Town Website. The Welcome Center in Kiptopeke is where the “big” advertising office is for the Eastern Shore. Ms. Allison noted key products for a Town are its history, outdoor nature, shopping, beach, dining and wining. Discussed were various websites such as pinterest. Key demographics are ages 45-64 being the top of the market at 39% and 25-44 age group at 33%. Primary strategy is a digital presence. Ms. Allison advised simplicity is the best way to go.

Robert Hodgson of the Wachapreague Planning Commission advised the Commission consists of four town residents, one having lived here all his life, the other two have been here approximately 8 to 12 years and then Mr. Hodgson, although born here, has only lived here four years. Aileen Joeckel has come on as a new member, replacing Mayor Janci.

The Commissions objectives are:

1. Maintain a tranquil, small town atmosphere, lack of crime, safe streets and family orientation.
2. Maintain Wachapreagues’ position as prime regional sport fishing and hunting destination.
3. Preserve Wachapreague as a low-key tourist destination for the entire family.
4. Uphold the Wachapreague channel as a viable commercial/recreational working waterfront.
5. Support Wachapreagues’ small businesses.
6. Ensure Wachapreagues’ real estate complies with Town Zoning Ordinance.
7. Develop a Wachapreague Floodplain Management Ordinance.

A review of prior plans was done and it was noted consideration for a septic system and sidewalks along Atlantic Avenue were presented but voted down.

Mr. Hodgson discussed possibly setting up a “Friends of Wachapreague Trust” which would have private funding and be under Council control. These funds could be used to purchase an older home with the intent to possibly tear it down, rebuild it and sell it and/or run a sidewalk out to bird watch along Atlantic Avenue. Contact is to be made with Accomack County to see if they still have the 2006 proposed Comprehensive Plan on their computer for ease of updating. Mr. Hodgson will be looking into this. Thereafter, a proposed Comprehensive Plan will be brought before the Council for their consideration, then a public hearing will be held and posted on the Town website.

John Joeckel thanked Mr. Hodgson for his efforts to date acknowledging the difficulty in having residents come forth and volunteer their time. Mr. Joeckel feels the goals set forth are right on point. His concerns are how the specific strategies outlined will be achieved so the Town and Council will buy into it. He feels that in implementing these strategies will require public stakeholder participation where everyone will have a road map so all will be following the same plan. The Plan is to cover the

next five years when it will be addressed again. Mr. Joeckel feels it should be more comprehensive initially so that there will be no need to revisit it prior to the next five year period.

Mr. Hodgson feels these are good thoughts but believes some of these things have been going on for years i.e. Aileen Joeckel and the Tourism Board which has been progressing, as well as the RV Park which brings in people from Pennsylvania, Virginia, North Carolina, New Jersey and New York, very good publicity. He referred to Zoning and following through with the Ordinance to keep the Town looking the way we want it to. Also addressed was small businesses which are very important and will need to be addressed in more detail in the upcoming meetings to expand upon the best strategies to utilize. Mr. Hodgson feels a precise to the point Plan would be best. VIMS was also mentioned but not sure as yet how to continue to work with them due to changes in Directors.

Aileen Joeckel mentioned VIMS has a strategy for how they want to expand in Town. The Town needs a strategy on how they want to work with VIMS toward a possible partnership rather than its own entity. As a State Agency VIMS does not pay taxes. As the Town is enhancing its appearance and VIMS is looking to expand, a Visitor's Center at VIMS would be a draw for local businesses. It would behoove the Town to develop this relationship. A new Director of VIMS has been named but will not be here until June. It has been mentioned the new Director is community minded.

Mr. Hodgson, in summary, stated the Planning Commission will continue in its efforts to come up with a Comprehensive Plan to review as quickly as possible.

## **II. Call to Order**

Mayor Janci called to Order the Town Council Meeting at 8:10 p.m. on November 11, 2014 in the Wachapreague Town Hall.

## **III. Pledge of Allegiance**

Mayor Janci led the Council in the Pledge of Allegiance.

## **IV. Approval of Minutes –**

Mayor Janci requested all changes made to the proposed Minutes be provided to all council so they do not need to compare them to see what changes were made. Lynn Weeks will see to this.

Bonnie Munn made a Motion to Approve the Minutes of the October 14, 2014 Town Council Meeting and Sandi Wood seconded the motion. There being no further discussion, the Minutes of the October 14, 2014 meeting were voted upon and passed unanimously.

## **V. Review of Financial Report – John Joeckel reported:**

### **TOWN OF WACHAPREAGUE**

- Total Income is up approximately \$7,000 over last year, namely due to auto tags and prior year billing of approximately \$6,000.
- Total expenses are down by \$4,500 versus last year of \$16,500 which is an improvement of \$12,000 or 254%.
- The Balance Sheet shows \$30,000 more this year than last year at this time or 20% more.

### **PORT OF WACHAPREAGUE**

- Received today from the VPA is the \$8,700 reimbursement for the electrical repairs performed at the Marina.
- This year versus last year the net assets are \$81,500 and when you add in the \$8,700 brings us back up to \$90,000 versus the \$103,000 last year. Last year we didn't have any expenditures for dredging or electrical work.
- The Port is down by \$1,000 in profit from last year.
- If you add back in the \$8,700 we just received, Ordinary Income, instead of a negative \$19,200 will be \$10,500 or \$4,000 more than last year in negative income.
- In reviewing the Balance Sheet several slip rentals were not yet paid. In speaking with the Harbor Master it was noted David Wright had paid for his slip months ago but his name had not been

removed from the list. The importance of maintaining an accurate list was presented and a better accounting was requested.

- Lindsey Paul was listed as having an outstanding balance of \$400. The Harbor Master requested the Town consider deferring this balance due to his boat having sunk in September and that being his main source of income. Mr. Joeckel asked council if there were any objections to this. Stuart Bell did not believe this to be his only income and did not feel the Town should give him a pass. Bonnie Munn and Sandi Wood wondered if the Town did defer this payment if it would become a precedent for all future considerations. It was presented that any future requests be considered individually. Sandi Wood made a Motion to defer Lindsey Paul's remaining slip fee and that it be prorated and Bonnie Munn seconded the Motion. Stuart Bell was against deferring the \$400 and all other council were for it as outlined above. There being no further discussion, the Motion voted upon and passed.

Mr. Joeckel reported the list of late fees was as low as \$2,000 but has increased to as high as \$5,000-\$6,000. The cause of this increase is due to outstanding auto tag/decals for the years 2012, 2013 and 2014. Mr. Joeckel's concern is that by now some people have moved and it is too late to recoup these outstanding fees. Also addressed on this list is outstanding lawn care maintenance charges.

Mayor Janci advised a request was made to Mary Jo Tatum to produce three monthly lists; 1. Delinquent real estate taxes, 2. Outstanding lawn maintenance charges and 3. Delinquent Auto Tag/Decal fees.

Mr. Joeckel had presented some time back a way to get people to pay for their tag/decals is the DMV Stops that Accomack County, Town of Chincoteague and others have instituted where a stop can be placed on an individual to renew their license until they have paid the charges incurred by the County or Town. This has been looked into by the Town of Wachapreague and can be arranged.

Stuart Bell made a Motion for the Town of Wachapreague to make the necessary arrangements with the Virginia Department of Motor Vehicles to set up the DMV Stops and Bonnie Munn seconded the Motion. As there was no further discussion the Motion was voted upon and passed unanimously.

#### **FY 2014 Donation**

Mr. Joeckel requested input from Council as to the ongoing \$1,000 donation to the Wachapreague Volunteer Fire Company which was budgeted for in FY 2014. Mr. Joeckel presented to Council the meeting he had with Absolute Security regarding cameras to oversee Seaside Park and the Gazebo. The cost was higher than anticipated or \$6,000 which would breakdown to \$2,000 for labor and \$4,000 for equipment. He is to also contact other providers as to labor and costs. Mr. Joeckel indicated a wireless camera over the Motel office and a hard wired camera on the Fire Department's siren pole, which could run into the town computer would be helpful. A request is made of the Mayor to approach David Fluhart of the Wachapreague Volunteer Fire Department for his permission to use the siren pole.

Mayor Janci mentioned a conversation he had with David Fluhart where Mr. Fluhart had mentioned the possibility of the Fire Department co-sponsoring the Town's upcoming 4<sup>th</sup> of July Celebration. The Mayor, as all council do, feel a donation is in order every year. Council was advised communications have taken place with David Fluhart in his pursuing the Fire Program Grant with the Town's assistance. The funds should be received soon which will be turned over directly to the Fire Company. Mayor Janci also discussed his communications with VIMS, through Reede Bonniwell, where personal invitations have been presented to all for attendance at upcoming events.

John Joeckel made a Motion to Donate \$1,000 to the Wachapreague Volunteer Fire Department from the FY 2014 Budget and Stuart Bell seconded the Motion. There being no further discussion a vote was taken and passed unanimously. The Motion and Roll Call Vote are attached hereto to these Minutes.

### **Town and Marina Cash Asset Disposition**

Mr. Joeckel discussed the approximately \$232,000 in cash due to expiration of C.D.'s. Most of the money is in a Money Market Account and C.D. with very low interest rates. There are two potential investment options which will accept public funds. One is the Virginia Municipal League and the other is set up by the Commonwealth of Virginia. These funds are investment pools for local jurisdictions to provide excess funds to be kept in an interest bearing account to get a higher rate of return. The Treasury Department of the Commonwealth of Virginia manages the local government investment pool. Mr. Joeckel would recommend this option. Mr. Joeckel pointed out that Accomack County has about Six Million Dollars in the State of Virginia Investment Pool, Cape Charles has over \$500,000 and Northampton County One Million Dollars with over 840 participants. It should be noted these funds are not insured and could go down but they have proved to be well maintained. Mr. Joeckel advised as with C.D.'s we would have sufficient working capital and will have access to these funds, if needed, without any penalties. Mr. Joeckel will speak with the people who manage these funds and will make a presentation at the next Town Council Meeting on his findings.

### **Old Business**

#### **911 System – Status**

- Mayor Janci advised his assigned streets are not completed but he will continue.
- Aileen Joeckel has not completed her streets but is trying her best to do so, time permitting.
- Lynn Weeks advised Margaret Brennan came in after receipt of her certified mail and questioned whether 911 has been notified of a change in their address. Ms. Weeks advised her 911 has not been notified due to their request all changes be given to them at one time. Mrs. Brennan was then brought up to date on the council's progress in going door to door. A request was made by Mrs. Brennan to be notified when 911 is presented with all address updates and Ms. Weeks will comply.

#### **VII. New Business –**

1. Annual Town Christmas Event – Mayor Janci indicated the trailer that was used for prior parades could be set up for caroling. Bonnie Munn suggested putting a Notice in the Post Office requesting residents put their porch light on to indicate their willingness to have caroling at their house. The notice should also request families to bring their own cameras for pictures with Santa Clause. Aileen Joeckel suggested caroling first, then the tree lighting. It was decided by council the Christmas Event take place on Saturday, December 13<sup>th</sup> with caroling at 6:00 p.m. and immediately thereafter the tree lighting at the Gazebo in Seaside Park. Santa was present last year and arranged by Nikki Wardius. The old Charlie Brown tree is to be used. Tree trimming will be sometime that afternoon at a time still to be announced. Also discussed was John and Aileen Joeckel hosting a Christmas gathering at their home for council and all Town Employees and spouses. Mrs. Joeckel discussed providing food from the General Store and the Island House and council offered to bring homemade dishes. The date and time to be announced.
2. Town Council Schedule – There had been a suggestion by John Joeckel that in either December or January council take a month off without a meeting. All council were in agreement.

John Joeckel made a Motion to take the month of December off which was seconded by Stuart Bell. There being no further discussion a vote was taken and passed unanimously.

Bonnie Munn reported receiving a call from Wayne Burton of Parks and Recreation about a water problem at Herbert Powell Memorial Park. She asked council if anyone was aware of any problem. No one was. Ms. Munn went on to state she went to the Park and found one of the bathroom doors was rusted so bad she could not close it. She will place a call to Mr. Burton to discuss these issues.

Mayor Janci brought up some matters that were discussed in a prior meeting of which he was not present. (1) Meals Tax – The meals tax receipts are not from the owners but are only held in escrow, it is the Town’s money. The 25% is for anything that might enhance the tourism in Town. (2) The Crab Cake & Apple Pie Cook-Off, was that a Town event or private? Aileen Joeckel advised this event had been started by Ed Nelson sometime before Chris and Nikki Wardius were involved. Mayor Janci indicated the Oyster Roast was definitely an Island House event, with assistance by the Town as requested and American Flags flying along Main Street to show the Town’s support.

Stuart Bell has again spoken with Chris Isdell of VDOT who advises, through research, the Commonwealth of Virginia does not own the sidewalks in Town. Mr. Bell asked council if they knew how to obtain information on the ownership. Mayor Janci indicated he will contact David Rowen to get his input.

**VI. Announcements** – None

**VII. Adoption of Motion for Closed Session** – John Joeckel made a Motion for Closed Session to discuss personnel matters and Aileen Joeckel seconded the Motion. A Roll Call Vote was taken and passed unanimously. The Motion and Roll Call Vote are attached hereto these Minutes.

**VIII. Resolution to Reconvene Open Meeting** – Stuart Bell 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 Bonus** – John Joeckel made a motion to pay a Christmas bonus to Town employees and Sandi Wood seconded the Motion. There being no discussion the motion was voted upon and pass unanimously.

**X. One Time Bonus** – John Joeckel made a motion to pay all regular part-time employees a one-time 2% bonus to be prorated on actual wages for FY 2014 which motion was seconded by Bonnie Munn. There being no discussion, the motion was voted upon and passed unanimously.

**XI. Adjournment** – Bonnie Munn made a motion to adjourn the meeting and Sandi Wood seconded the motion. The motion was voted upon and passed unanimously. The meeting was adjourned at 9:20 p.m.

CBW  
11-11-14

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MAYOR

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TOWN CLERK