

**TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
JANUARY 10, 2017**

COUNCIL PRESENT: Fred Janci, Mayor, Robert Hodgson, Vice Mayor, Cathy Janci,
Don Minniear, Sandie Puchalski, Carlee Vincent
COUNCIL ABSENT: Kathy Ciaccio
TOWN CLERK: Missy Wessells

TOWN COUNCIL MEETING

- I. **Call to Order** – Mayor Fred Janci called to Order the Town Council Meeting at 7:00 p.m. on January 10, 2017, in the Wachapreague Town hall.
- II. **Pledge of Allegiance** - Mayor Janci lead the Council in the Pledge of Allegiance.
- III. **Public Comments** - Mayor Janci opened the meeting to the Public. Aileen Joeckel stated the grant has been submitted. She also stated as part of the grant, they wanted to know how well the Tourism has improved from 2014 to 2016. The Meal Tax that was approved on the budget at the end of July, the numbers don't add up to 25% that was agreed to go towards Tourism. She stated the amounts that were to be divided between Tourism and General Fund are not correct. Mayor Janci was not aware and he will discuss the End of Year 2016 Budget with the town's bookkeeper, Mary Jo. Aileen explained the true amount that is generated is a projection, but when the full amount of taxes do come to the Town, it needs to be adjusted appropriately. Pete Hodgson explained this might have been something that slipped through. This is in regards to the year 2015-2016. Aileen also wanted tell the Council that the billboard is outstanding. She appreciated getting this completed. Chris Wardius is to complete the lights but wanted the skin under the Town's skin to save for later. The Council is not sure how this will happen. The Council wanted to thank Aileen for all her hard work in completing this project.
- IV. **Approval of Minutes of the December 13, 2016 Town Council Meeting** – Sandie Puchalski made a motion to accept the minutes and Cathy Janci seconded. Carlee Vincent wanted to make note from the last meeting, "There are no feral cats at her house. They are all domesticated". A vote was taken and passed unanimously.
- V. **Review of Financial Report**
PRELIMINARY - Town Of Wachapreague. Profit and Loss Budget vs. Actual for the period ending December, 2016.
 - Mayor Janci started with the *Profit & Loss vs. Actual* for the Major Janci stated we are 50% through the fiscal year.
 - Income budgeted \$101,000; we are on target with a little above on Income. Major Janci stated we are doing very well.
 - Expenses- we are a little under on advertising in Tourism and slightly up in Dues. Supplies, Office, and Postage, Miscellaneous Expenses, Professional Fees, Refuge, Maintenance, Utilities and Zoning and under budget.
 - Budgeted Town Expenses are \$50,680 versus the actual of \$35,123.15 which shows we are \$15,556.85 under budget.
 - *Profit and Loss Previous Year Comparison* shows the income is down from last year by \$1709. Meal Taxes are down and garbage was up from last year.
 - Overall expenses are down, income is up, we are 50% through the budget and we are moving in a very good direction.

- Pete Hodgson also discussed the extra money which is not used during the budget year, can that be used to set up a Capital Expense Fund for future projects. Mayor Janci explained when the new budget is being discussed is when this project should be addressed.
- **PRELIMINARY - Port of Wachapreague Town Marina Profit Loss vs Actual** for the period ending December, 2016.
- Mayor Janci stated much of the routine maintenance expense amount should be listed under the VPA Project. Mayor Janci has discussed with Sandie Puchalski which items need to be moved. It looks like our new income is down \$16,000; but, remember of all the things in the VPA expenses we only pay 25%. When everything is corrected it should make us even as last year.
- *Profit Loss Previous* Total income is up \$500; with expenses, when corrected will show we are even with last year.
- Mayor Janci asked for a motion on all financials. Sandie Puchalski made a motion to accept and Cathy Janci seconded. All members agreed.

VI. Unfinished Business

A. Marina –

- Harbormaster Sandie Puchalski began the discussion things are getting done but we still have more dock work that needs to be done. She stated there is \$5,578 left over less the wood is about \$1,950. There were 2 things not included in the grant- placement of the whalers and the small boat dock. She is going to get a couple of estimates to get these done. She would like to get the work done before the season starts in April. Mayor Janci stated the Marina has a budget for repairs and maintenance in the amount of \$4,000. Sandie said with the \$1950 with should well do what needs to be completed. Mayor Janci said we could apply for a grant but Sandie said it could be a safety issue and may need to be done sooner. Mayor Janci asked if any estimates have been gotten. Harbormaster Puchalski has an estimate from Richie but needs more. Grant cycle needs to be in by March 1st. Mayor Janci also asked about possibly applying for help with floating docks in the grant.
- **Electrical Problem:** Harbormaster Puchalski wants to get an electrician to get an estimate to replace all the electric around the dock. She stated this could be a safety hazard and liability. It is the wiring under the docks. Everything else has been ruled out and fixed. Mayor Janci said this needs to be waterproofed and tore out and replaced.
- Harbormaster Puchalski will get all the estimates and put together a grant request by March of this year. Our next meeting is February 14, Mayor Janci asked to council will this be enough time to get everything together and prepare the grant by March 1st. Harbormaster Puchalski stated she felt sure this can be pulled together in time as long as the council had no objections and the electrician agrees this is the route to go. Harbormaster Puchalski has 3 weeks to get everything together. Mayor Janci reminded the Council that the Town would be responsible for 25% of the cost. Quotes will be gotten from Chris Wardius, Richie Puchalski, Kerry Paul and Chapman's.
- Harbormaster Puchalski said the last thing would be the annual leases are going out soon. She wanted to make sure the addition to the lease concerning pumping in time of emergency at owners cost to pay. Cathy Janci asked for Missy Wessells to contact insurance company to make sure we have coverage on that property and questions signs posted.
- The Council decided to proceed with the extra work of the whalers to be replaced using the remaining grant money and the \$4,000 allowed for maintenance of the Marina yearly. A motion by Pete Hodgson and seconded by Cathy Janci, Roll Call Vote was taken with 5 yes, 1 absent and Mayor Janci abstaining.

B. Accomack-Northampton County Hazard Mitigation Plan– Robert Hodgson reported he has nothing to report at this time.

C. Town Maintenance/Garbage (Repairs)

- Sandie Puchalski inquired about job description for the maintenance workers. Missy Wessells stated there were and presented the Town Council with them. The Council were given copies and will review them and bring them back up at the next meeting.

- Sandie wanted the Council to know the Maintenance Crew did extra things for the marina such as scraping out the ramp and post office handicap sections from the snow storm. They also scraped the sidewalks on Main Street and Mayor Janci and Sandie Puchalski stated they did a very good job.
- Cathy Janci stated a new outlet needs to be replaced in the maintenance shed. It looks as if the outlet may have been burning at some point.
- Sandi Puchalski brought up that the town sign still needs to be repaired. Mayor Janci stated that one of the poles have rotted off and the other needs to be replaced as well as the box. Sandie Puchalski thinks we can find someone to volunteer for do the repairs.
- Mayor Janci brought up the estimates for the repair of the brush truck body. One estimate for \$3500 for a new body and the other for \$1020 to reline the old body. Sandi Puchalski thinks we should replace the whole body. She said we know what we have and we should just put the money to it to fix it. Mayor Janci saw a used one at Exmore but doesn't know the condition of it. Mayor Janci stated that the truck is over 40 years old and maybe shouldn't spend that much money on it. He gave an example of last year when the carburetor went up and it was tough to find another and quite expensive.
- Robert Hodgson stated we are 5 months to the budget and about \$20,000 ahead of budget. He suggest to wait until we get closer to the end of the budget and set aside money for replacement of the truck. It can be either the garbage truck or brush truck.
- Mayor Janci stated there is a website government deals that auction obsolete equipment. He is looking for a garbage truck that does not require a CDL to operate. Don Minniear suggested a pull behind trailer. Mayor Janci stated this would then be a 3 person job to collect garbage. But this could possible work for the brush truck. Sandie Puchalski suggested possible getting a large truck and putting a dump body of it. A motion was made by Sandie Puchalski and seconded by Don Minniear to go ahead with the repair of the brush truck for the amount of \$1050. A vote was taken and all agreed.
- As far as the other vehicles, there are several options but the Council agrees that all are old vehicles and will eventually need to be replaced. Don Minniear, Mayor Janci, Sandie Puchalski and Robert Hodgson will start looking for replacement trucks for the town. Sandie Puchalski suggested if the ideal vehicle becomes available, the Council will have an Executive Session and do a budget adjustment to purchase it.
 - D. Powell Memorial Town Park** – Sandie Puchalski stated this is on hold until spring.
 - E. Town Hall Beautification**
 - 1. Town Hall Project** - Kathy Ciaccio was absent.
 - 2. Disposition of Obsolete Equipment** – We have had no interest on these items so Mayor Janci purchase everything for \$20. Sandie Puchalski motioned and Carlee Vincent seconded that Mayor Janci has the winning bid. Council all agreed.
 - F. Streets and Drainage** – Don Minniear stated we should find out tomorrow what will happen when the snow melts. He stated there are thing coming up in the future such as mapping ditches to try and improve the drainage issues.
 - G. Safety/Security** - Don Minniear stated nothing to report.
 - H. Seaside Park** – Major Janci stated there was nothing at this time to report.
 - I. Delinquent and Current Town Real Estate & Vehicle Taxes** - Mayor Janci indicated we are in good shape as far as collection taxes. We will continue to make contact to collect outstanding taxes.
 - J. Zoning Administrator's Report** – Mayor Janci stated he has received one request for an addition but it is non-conforming. He is going to reject it and forward it onto the Zoning Board of Appeals. Mayor Janci has spoken to the town's attorney and was instructed the town has a Board of Appeals and as mayor he must follow the zoning ordinances.
 - K. Floodplain Administrator/CRS Coordinator** – Robert Hodgson stated there is nothing to report at this time.

L. Planning Commission – Robert Hodgson stated the last meeting was cancelled due to attendance and the next meeting will be on Wednesday January 18, 2017.

M. Tourism/Business –

1. Tourism Grant– Cathy Janci stated the grant packet was completed and submitted.

2. Wachapreague Billboard – Cathy Janci stated the billboard is up and looks beautiful.

3. Other – There was a request from an individual to post a community event on the Wachapreague websites. Carlee Vincent stated these sites are to benefit the citizens of Wachapreague and not to be used by others. The Council agreed. Cathy Janci presented a copy of a picture of what the advertisement will look like in the 2017 Eastern Shore Activity Guide. Cathy Janci also brought up the opportunity to advertise in “The Guide to the Eastern Shore” presented by The Chamber of Commerce. She stated we missed it last year. Mayor Janci stated this may be something that needs to be presented to the Tourism Commission which will be having a meeting prior to the deadline of February 17th. Mayor Janci said by then Mary Jo will have a history of the expenses for the Tourism so the Council can put together a budget. We need a schedule of expenses and dates to follow. Mayor Janci named off several things the Tourism participates in but needs a budget to follow. He also asked if the Across the Waters Bike Tour was going to be an annual event. It is understood that money is coming in from the meals tax but expenses need to be accounted for. Sandie Puchalski also wanted to mention the email from Chris Wardius concerning the walkway at the marina. She told him this was a spring project but she would bring it up. Also, Sandie wanted to mention the roof on the shed will need repairs. Mayor Janci asked Missy Wessells to ask the maintenance crew to move everything away from along the firehouse wall. Kerry Paul needs to do some work around the sides.

VII. New Business – Sandie Puchalski requested that the meeting for February be changed from the 14th to the 13th. Mayor Janci stated we need to put up notices to the change of date.

VIII. Announcements – Upcoming events: Easter-the Easter Bunny is requested to participate in the Easter Egg Hunt as he did last year. The egg hunt is on Easter at Powell Park in the morning. Cathy Janci will hold a coloring contest with a prize. Then it will be The 4th Of July.

IX. Adjournment – Sandie Puchalski made a motion to adjourn and Cathy Janci seconded the motion. All were in favor.

MW
1/10/17

MAYOR

TOWN CLERK

TOWN OF WACHAPREAGUE

**MOTION TO HAVE PORT OF WACHAPREAGUE TOWN MARINA
WHALERS TO BE REPLACED**

Pursuant to motion made by **Councilman ROBERT HODGSON**, as seconded by **Councilman CATHY JANCI**, for a Motion to have Port of Wachapreague Town Marina Whales to be replaced. The Marina maintenance budget and the remaining money from the grant will pay for this repair with a total of \$5,950 available for the project. Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of January 10, 2017.

Name of Official	For	Against	Abstaining	Absent
Sandie Puchalski	X			
Carlee Vincent	X			
Robert Hodgson	X			
Kathy Ciaccio				X
Cathy Janci	X			
Don Minniear	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	5		1	1

Duly recorded this _____ day of January, 2017.

Town Clerk

**TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
FEBRUARY 13, 2017**

COUNCIL PRESENT: Fred Janci, Mayor, Robert Hodgson, Vice Mayor, Cathy Janci, Don Minniear, Sandie Puchalski, Carlee Vincent, Kathy Ciaccio
COUNCIL ABSENT: None
TOWN CLERK: Missy Wessells

TOWN COUNCIL MEETING

- I. **Call to Order** – Mayor Fred Janci called to Order the Town Council Meeting at 7:00 p.m. on February 13, 2017, in the Wachapreague Town hall.
- II. **Pledge of Allegiance** - Mayor Janci lead the Council in the Pledge of Allegiance.
- III. **Public Comments** - Mayor Janci opened the meeting to the Public. He welcomed Mr. Snyder from VIMS and Aileen Joeckel. Mayor Janci opened the floor to them. Aileen Joeckel asked about the lights on the new billboard. Cathy Janci replied we have not heard back from Chris Wardius about that yet. Mayor Janci stated that Chris was trying to get an electric box on the board. Mayor Janci asked Aileen what exactly was Chris responsible for. Aileen response was the electric was there but he was to put the lights up. Aileen asked if the council was aware. Mayor Janci replied the Town will not pay the rent until everything is complete. Mayor Janci stated the lights are part of the package and until the package is complete the Town should not pay for the rent.
Next questions from Aileen was about the 25% meals tax that was to go towards tourism. Mayor Janci explained how the money was accounted for. A portion was going directly into the expense account and the extra was placed in a Tourism Reserve account to use later.
Aileen’s next question was concerning the interest accumulating on the accounts. Mayor Janci stated money was placed in the VML and it drew interest. She has suggested placing more money in the VML Investment account instead of it sitting in the bank drawing nothing. Mayor Janci agreed and will be looking into this. Aileen stated that Cape Charles has followed what Wachapreague has started with investing in the VML investments.
Dr. Snyder wanted to introduce a Bill #SP 1203 that Virginia Congress introduced showing how to improve Virginia’s working waterfronts. He explained Wachapreague is a working waterfront and this bill will help regenerate jobs and the economy of the town. It addresses ways to improve the waterfront by bringing in industries, processing and sale of seafood and transportation. It does provide opportunities to our Town. Aileen mentioned that this was the one her husband John Joeckel helped work on. Sandie Puchalski will be receiving the link and will get it to the councilmembers.
Dr. Snyder also spoke about the spoils on the Maryland coast that have been reused to build up the land and made marsh grass. This project had been going on for approximately 10 years. Dr. Snyder also invited everyone to the VIMS location where lectures will be held the 1st Wednesday of every month at 7:30 pm. Mayor Janci also stated there was a program on “Coastal Resilience” being held at the ESCC on February 16th. Both Dr. Snyder and Aileen Joeckel were thanked for their information.
- IV. **Approval of Minutes of the January 10, 2017 Town Council Meeting** – Cathy Janci made a motion to accept the minutes and Sandie Puchalski seconded the motion. A vote was taken and passed unanimously.

V. Review of Financial Report

PRELIMINARY - Port of Wachapreague Town Marina Profit Loss YTD for the period ending January, 2017. Mayor Janci started off by saying the Income is down and the expenses are up \$1132. The income compared to last year is down \$600. If we remove the VPA money we are about the same as last year. Overall we are running about the same as last year. Mary JO has made corrections with the VPA money.

PRELIMINARY - Town Of Wachapreague. Profit and Loss Budget vs. Actual for the period ending January 2017. Mayor Janci stated we are over budget on the income but will level off because most of the taxes are in.

- Mayor Janci started with the *Profit & Loss vs. Actual*. Major Janci stated we are 58.3% through the fiscal year.
- Expenses-We are under budget on everything; Supplies, Office, and Postage, Miscellaneous Expenses, Professional Fees, Refuge, Maintenance, Utilities and Zoning. We are over budget on payroll by \$350. Cathy Janci commented that was probably because of having Missy & Lynn at the same time.
- Budgeted Town Expenses are currently \$18,000 under budget. This explains why we have \$28,000 net income but we are going to be doing some maintenance work.

Town Of Wachapreague: Previous Year Comparison

- Our Net Income is up \$10,154 compared to last year.
- Overall expenses are down, income is up, we are 53.4% through the budget and we are moving in a very good direction.
- Missy brought up that the figures are better because more of the taxes were collected since report was processed.

Mayor Janci asked for a motion on all financials. Sandie Puchalski made a motion to accept and Robert Hodgson seconded. All members agreed.

VI. Unfinished Business

A. Marina –

- Harbormaster Sandie Puchalski handed out to all council members a copy of project sheets of work that needs to be done around the dock. The work sheets gave estimates for each project. Sandie explained each project and had a discussion on each. A discussion was also taken for projects that were completed recently.

Project: Marina Office and Bathroom Building-

- Chris Wardius' proposal to repair/replace Marina office, bathrooms, doors, walk ways and ramp for \$2680. The town has a \$2750 grant to cover the cost. Chris Wardius had the lowest bid. A motion was made by Sandie Puchalski and seconded by Kathy Ciaccio to accept his bid. A vote was taken. All agreed. Sandie will get a contract for the work.
- Mayor Janci has asked for the totals for the Marina bulkhead and the floating docks.
- There is \$12,000 left over from grant. Sandie requested work be done on the marina shed roof adding new shingles and build new shed doors. Offer to use the Town truck to help with dumping fees. Chris Wardius gave an estimate for the lowest bid of \$1495. Mayor Janci suggested granting the contract to Chris Wardius due to it being the lower price. Robert Hodgson made a motion and Cathy Janci seconded to award the contract to Chris Wardius. A vote taken and all agreed.
- RP Marine entered the lowest bid to repair/replace 25 whalers under the walkway. The estimate was \$1970. The Town Council agreed to award the contract to RP Marine Service. The other 2 projects needed to be completed are: (1) to replace all dock boards on the small boat dock up to the fish cutting station and (2) replace any stringers needing to be replaced. Also duck pen fencing needed to be replaced. Sandie Puchalski stated the project will be awarded to the lowers bidder. The materials need to be purchased. Robert Hodgson motioned to approve

\$5,700 to cover the cost of materials for these 3 projects. Cathy Janci seconded the motion. A vote was taken and all agreed.

- Cathy Janci made a motion to award RP Marine Service the contract to replace deck boards on the small boat dock; Robert Hodgson also made a motion not to spend over \$625 on labor to repair the duck pond fence. Kathy Ciaccio seconded the motion. All agreed.
- Sandie Puchalski presented a letter requesting 2018 VPA grant money. The request was for to replace deck boards on north dock and repair/replace electrical for a total of \$38,000. Mayor Janci read the request aloud which detailed all work planning to be done as well as installing a handicap area/lift. The total cost of the project is \$47,500; \$38,000 from the VPA grant and \$9,500 the town will contribute. Robert Hodgson questioned the process. Sandie Puchalski explained the request is submitted and the town waits until they approve the grant or not. Last year it was June before the grant was approved. Then the money is available the next fiscal year 2018 which starts in July. Pete Hodgson stated a reserve needed to be set up for \$10,000. Sandie Puchalski told the council she has looked at several handicap Hoyer Lifts style set up for the handicap accessibility unit. What she found is they are not stable. She was thinking of the area near the weigh station with the heavy duty wrench. Everyone would need their own pad to connect to it. Mayor Janci thinks this could be a liability and is this the place to ask for this item. Could a disability accessibility association offer grants and ideas that may be a safer alternative. Sandie Puchalski agreed there may be a better organization to approach for this item and will remove that part from the grant proposal.

Mayor Janci also brought up about the concrete boat ramp and the repairs that need to be done to that. Sandi Puchalski said she will be getting estimates for those repairs. Mayor Janci said that if the Town gets this grant and completes all the work, the Town Marina will be in good shape due to the fact it is over 20 years old. Robert Hodgson made a motion to submit the letter but remove the handicap section and Carlee Vincent seconded. A council vote was take and all agreed. Sandie Puchalski was thanked for her hard work in getting all these thing together.

B. Accomack-Northampton County Hazard Mitigation Plan– Robert Hodgson reported he has nothing to report at this time. They are still working on it and it could be another month or so before anything is able to be presented.

C. Town Maintenance/Garbage (Repairs)

- Sandie Puchalski stated the first thing on the list was the electric in the Town Hall. The outlet issue was noted and is being looked into but on Friday, February 10, 2017 the office lost complete power. Richie Puchalski came by and tried to get things working but couldn't. Kerry Paul, electrician, was kind enough to come over on Saturday and stated the fuse box was corroded and needed to be upgraded. Sandie explained that Kerry Paul said everything is running from an old fuse box and thing are wired on one main fuse. He suggested an upgrade and would charge \$500. Sandie said this was a very good price and made a motion to have him do the work. Sandie also said Kerry brought up other issues outside, the wires coming into the building were loose and the line connecting the light pole was off. Missy Wessells told Council ANEC repaired the loose wire. Mayor Janci stated part of the problem we were having with the shed was related to the old fuse box. Kathy Ciaccio stated this would also start the process of the renovations to the Town Hall. A request was made my Cathy Janci to ask Kerry Paul to put an outside outlet on the east side of the building. Sandi amended her motion to include the issues with-in the shed and a cap on the whole job of \$800. Kathy Ciaccio seconded the motion. A Council vote was taken and all were in favor.
- Sandie Puchalski said the next issue was the door handle on the F 150 truck. It will cost \$67.09. She didn't need a vote but wanted to let everyone know.

- Sandie Puchalski got estimates on repairing the maintenance shed and doors for it and also the town sign that is falling apart. Mayor Janci stated that some of the things on the list can be done by the town workers such as removing the ivy from back of shed and disposal of debris from roof of shed. A discussion of how much and if Chris Wardius would give a discount for the work the maintenance workers would do. Wardius gave the lower bid of \$1,640 and Sandie made a motion to award the job to him but put a cap of that price on it. Robert Hodgson seconded and a vote was taken with all approving.
 - Concerning the flower box and sign at the entrance of town. Mayor Janci said about 2-3 years he took the sign apart and replaced the wood and put it back together with pressure treated wood because it was rotten. There is a new person in town that would like to take over the care and planting of the bed. Cathy Janci said there is a plaque that is on the sign and needs to be replaced. Sandie will take care of it. Mayor Janci also said the sign letters need to be replaced soon due to fading. He said maybe we should approach the Tourism Commission about doing the sign. Aileen Joeckel stated the Council can decide to use the Tourism money and they don't need to ask the Tourism Commission for permission. So the Council discussed the different options and materials and finally decided to go ahead with the vinyl and aluminum sign. A motion was made by Robert Hodgson for the repair/replacement of the sign and bed with a cap of \$1,200 and seconded by Kathy Ciaccio. A vote was taken and passed.
 - Sandie Puchalski asked when the work on the brush truck would begin and Mayor Janci said it should begin on Wednesday. Mayor Janci will also be taking the welder over to the spoil site and get an estimate on making a gate for the entrance.
- D. Powell Memorial Town Park** – Sandie Puchalski stated this is on hold until spring.
- E. Town Hall Beautification** –
- Kathy Ciaccio asked if everyone was happy with the design so she will get Sue to go ahead and start getting estimates for the work. She will also let Sue know about the electrical work that will be done. Kathy Ciaccio asked if Dave Shields could give estimates for some of the work. Mayor Janci stated that because he does not have a business license in Wachapreague, we can't award contracts to him. He has been told to come over and get one but has not done so yet.
 - Kathy Ciaccio also asked when to have estimates need to be in for the upcoming budget. Mayor Janci said by May.
 - Another question from Sue is does the wall need to be painted to prevent mildew. Mayor Janci stated if so it will be a paint on.
 - Kathy Ciaccio asked Robert Hodgson about the issue with the foundation and if there are problems that need to be addressed. He responded that the foundation needs to be checked to see why it has cracks in it. This issue is a maintenance.
- F. Streets and Drainage** – Don Minniear stated that he would like to do a walk around town on Saturday, February 18, 2017 to look at the ditches and identify problem areas. Mark everything on maps. Then, set up a meeting with DOT and Accomack County and see what they are able to do to help us. Mayor Janci and Robert Hodgson will join him. The Town has about \$5000 towards getting the work done.
- G. Safety/Security** - Don Minniear stated nothing to report.
- H. Seaside Park** – Mayor Janci stated there was nothing at this time to report. Cathy Janci said she has found the water supply to the park. We do have some missing shingles on the Gazebo. Also some of the brochure holders are broken
- I. Delinquent and Current Town Real Estate & Vehicle Taxes** - Mayor Janci indicated we are in good shape as far as collection taxes. He will make contact with residents.
- J. Zoning Administrator's Report** – Mayor Janci stated nothing to report.

K. Floodplain Administrator/CRS Coordinator – Robert Hodgson stated there is nothing to report at this time.

L. Planning Commission – Robert Hodgson stated the last meeting was cancelled due to attendance and the next meeting will be on Wednesday, February 15, 2017. Mayor Janci requested the 7 day clause to be enforced for a camper that has been parked on Liberty Street since the summer. Robert Hodgson stated that no camper is allowed to park on the street longer than 7 days and cannot park in front of a house anytime.

M. Tourism/Business –

1. Cathy Janci presented a bill for membership fees for the Eastern Shore Chamber of Commerce in the amount of \$289. After a discussion, Robert Hodgson made a motion to pay and Sandie Puchalski seconded the motion. A vote was taken and all approved.

2. Cathy Janci then presented a bill for outdoor advertising from VDOT for the renewal of the permit for billboard located in Kellar in the amount of \$60. After a discussion a motion was made by Robert Hodgson and seconded by Kathy Ciaccio. A vote was taken and all agreed.

VII. New Business –

Closed Session- Cathy Janci made a motion and Sandi Puchalski seconded to go into a *Closed Session* to discuss personnel matters.

Reconvene Open Meeting- Carlee Vincent made a motion and Kathy Ciaccio seconded to *Reconvene to Open Meeting*.

VIII. Announcements – Sandie Puchalski wanted to let everyone know the driveway is complete and there are extra pavers if something needs to be repaired. She also said she has gotten another bill from Crystal Clean for a bill that was to be written off due to the damage they did to the parking lot when cleaning out the tank.

IX. Adjournment – Sandie Puchalski made a motion to adjourn and Robert Hodgson seconded the motion. All were in favor.

mw
2/13/17

MAYOR

TOWN CLERK

TOWN OF WACHAPREAGUE
ADOPTION OF MOTION FOR CLOSED MEETING
APPROVED AT THE TOWN COUNCIL MEETING
ON FEBRUARY 13, 2017

Pursuant to motion made by Councilman CATHY JANCI, as seconded by Councilman SANDIE PUCHALSKI, and the Town Council having voted on the motion as recorded below that the Town Council meet in closed session pursuant to Va. Code Section 2.2-3711.-A.1 for discussion, consideration, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the Town of Wachapreague where such evaluation will necessarily involve discussion of the performance of specific individuals.

Name of Official	For	Against	Abstaining	Absent
Sandra Puchalski	x			
Robert Hodgson	x			
Kathy Ciaccio	x			
Catherine Janci	x			
Don Minniear	x			
Carliee Vincent	x			
Fred Janci, Mayor (Votes only in case of Tie)				
Vote Totals	6			

Duly recorded this _____ day of February 13, 2017

Town Clerk

TOWN OF WACHAPREAGUE
 RESOLUTION PURSUANT TO VA CODE SECTION 2.2-3712.—D
 (TO RECONVENE OPEN MEETING)

APPROVED AT THE TOWN COUNCIL MEETING
 ON FEBRUARY 13, 2017

Following a closed meeting, the Town Council immediately reconvened in an open meeting pursuant to Motion made by Councilman CARLEE VINCENT, and as seconded by Councilman KATHY CIACCIO, and the Town Council having voted on the motion as recorded below that the roll be called and each Town Council member be asked to certify by an affirmative vote that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Town Council.

Name of Official	For	Against	Abstaining	Absent
Sandra Puchalski	X			
Robert Hodgson	X			
Kathy Ciaccio	X			
Catherine Janci	X			
Don Minniear	X			
Carlee Vincent	X			
Fred Janci, Mayor (Votes only in case of Tie)				
Vote Totals	6			

Duly recorded this _____ day of February 13, 2017

 Town Clerk

**TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
MARCH 14, 2017**

COUNCIL PRESENT: Fred Janci, Mayor, Robert Hodgson, Vice Mayor, Cathy Janci,
Don Minniear, Sandie Puchalski, Carlee Vincent, Kathy Ciaccio
COUNCIL ABSENT: None
TOWN CLERK: Missy Wessells

TOWN COUNCIL MEETING

- I. **Call to Order** – Mayor Fred Janci called to Order the Town Council Meeting at 7:00 p.m. on March 14, 2017, in the Wachapreague Town hall.
- II. **Pledge of Allegiance** - Mayor Janci lead the Council in the Pledge of Allegiance.
- III. **Public Comments** - Mayor Janci opened the meeting to the Public. He welcomed Kerry Allison from the Eastern Shore Tourism Commission. Kerry Allison gave a presentation on how well tourism for the Eastern Shore of Virginia has grown and doing very well over the last several years. She discussed the plans to expand tourism to have visitors 12 months a year. She also discussed the VTC website and how well that is doing. She will be hosting a Tourism Summit on April 11, 2017 9:30am – 2pm. She has invited all towns in a “Tourism-Working Together” event to promote helping each other out and promoting the beautiful Eastern Shore of Virginia. They will also be discussing entrepreneurship, where there is a need and how to finance the venture. Stacy Martin was mentioned as a resource to help start or expand a business. Her information will be shared during the Summit. Cathy Janci committed how difficult it was to host events such as “Oyster Roasts” and the “Crab Cake Bake-Off” due to Accomack County Health Department regulations. There could be more events in Wachapreague but when it comes to preparing food, they make it very difficult. The Town cannot advertise and bring the public to the event. Kerry Allison stated we must figure out a way to work with the restrictions of ACHD. Mayor Janci stated the Council would like the events and tourism to grow and expand.

Chris Wardius spoke next. He would like the Tourism Board to start back getting together. Cathy Janci stated she has been, with the help of Robert Hodgson, getting the budget information together. The expenses which needed to be paid regularly from the Tourism account were not properly documented. Cathy wanted to be able to present the Tourism Board an accurate listing of all expenses before obligating the funds to other plans. She stated she believes she has found all the “missing links”. A meeting can be called because she has other things she wants to discuss with the Tourism Board.

Chris Wardius also informed the Town Council the lights for the sign in Painter will hopefully be installed Friday. The electric is there and the lights are in his truck and it’s just the issue of getting the electrician there to fire them up.

Chris then suggested once the recurring expenses have been budgeted for to maybe look at placing another sign further south. Cathy Janci stated we have the lightbox at the CBBT and now the sign in Painter, we should look further north. She said there is 1 sign that says “The Island House” but nothing to say Wachapreague. Chris Wardius suggest maybe the Chincoteague area but on Route 13. Cathy expressed her concern that many local people don’t know where Wachapreague is located. In order to bring people to the town they need to know where it is. People are familiar with the “Island House” but have no idea it is located in Wachapreague.

Mayor Janci informed everyone that Cathy Janci is organizing a Quilting Retreat to be held in September. A group of 20 women along with their husbands will be staying and eating in town for the weekend. The event will take place in the art gallery and maybe the husbands will go fishing.

Kathy Ciaccio had an idea suggested to her to have a bourbon tasting event at Seaside Park. Chris agreed that Wachapreague Inn could offer a promotion for those attending. Kathy Ciaccio stated this could be a way to bring the younger tourist in the area. Chris Wardius mentioned other events that the town could direct visitors to Wachapreague.

Mayor Janci suggested to move on but stated the Tourism Board needs to get back on track with regular meeting to discuss ideas. He named the Tourism Board of Wachapreague members were: Cathy Janci, Chris Wardius, Nikki Wardius, Blake Johnson, Aileen Joeckel, Katrina Neal and Cathey Bell.

IV. Approval of Minutes for the February 13, 2017 Town Council Meeting – Kathy Ciaccio made a motion to accept the minutes and Don Minnear seconded the motion. A vote was taken and passed unanimously.

V. Review of Financial Report

Town Of Wachapreague: Previous Year Comparison

- Our Income is up \$5,000 compared to last year.
- Overall expenses are down by \$10,000.
- Our Net Income at this point is \$14,949

PRELIMINARY - Town Of Wachapreague. Profit and Loss Budget vs. Actual

- Mayor Janci stated we are 67% through the fiscal year.
- The Town is under budget by \$20,000
- The Town Income is 9% above budget; which is \$29,586 ahead of budget.
- Mayor Janci wanted to give a quick prediction: The income will slow because most of the taxes have been collected and the Town's expense will increase due to some work being done. The Town's trucks are being repaired, electrical work being done to the Town Hall & shed and cleanup work being done to the park. Mayor Janci stated these numbers may not stay this far apart but we are going in the right direction.

PRELIMINARY - Port Of Wachapreague Town Marina: Previous Year Comparison

- Mayor Janci stated with the slips rentals; way over, about \$6,700 ahead of last year.
- The Port Total Income is \$7,600 ahead of last year. Sandi Puchalski told the Council that she still has slips to be rented and transient money to collect.
- Sandie Puchalski explained the accounts that had outstanding balances. The payments are paid in payments. Many of the slip holders have made 1st installments. Asked how many slip holders are solid; she stated about 90% but there is a waiting list to fill empty slots.
- Mayor Janci continued to the VPA Project Expenses of \$13,995. He commented that 75% will be reimbursed.
- At the bottom of Comparison, it shows a net income of \$4,299; \$10,496 will be reimbursed. The actual number should be \$14,795.
- The net income is \$5,524 over last year. Mayor Janci commented that things are moving in the right direction.

A motion was made by Sandie Puchalski and seconded by Cathy Janci to accept the financials. A vote was taken and all agreed.

VI. Unfinished Business

Cathy Janci asked Chris Wardius if they have received their portion of the Virginia Tourism Grant check. Chris said we need to contact Nikki, he didn't know. Aileen Joeckel commented that she emailed Missy with the correct breakdown of money to be dispensed. Missy could not remember the email but would check on it. Aileen stated the breakdown should be: \$1000 paid to The Island House, \$1500 paid to Wachapreague Inn and the balance goes to the town.

A. Marina –

- Harbormaster Sandie Puchalski handed out to all council members a copy of the summary and breakdown of cost.

- The dock work is completed. The only thing left to do is what Chris Wardius has to do. Sandie asked Chris if he could do the work in front of the office first before the Flounder Tournament. Aileen asked if the signs were put up and Sandie stated they will be done when everything is completed at the marina. The plan is to clean up the front, stain the wood then put the signs up. Chris will have it done before the tournament. The shed can wait until after the tournament.
- Mayor Janci commented it really looks good down there.
- Sandie wanted to discuss the camera situation. 2 of them are broken. She suggest putting 2 fixed camera; 1 towards the street and 1 towards the parking lot. The quote was \$1,042 which included labor. The contractor would break the work down and do the camera at different time.
- Cathy Janci made a motion and Robert Hodgson seconded the motion to purchase the replacement camera for the marina. A vote was taken and all approved.
- Another issue that was discussed was that there were some vandalism and egg throwing at homes along Brooklyn Avenue around March 3rd and the following weekend. After witnesses and evidence, the persons responsible were found and Sandie and Richie Puchalski will be taking care of the matter.
- Mayor Janci has asked Missy to send a letter to the Mariners home on Brooklyn Avenue instructing them the health issue of the brush, it needs cleaning up. The house doors and windows need to be boarded up, also. They are to be given 30 days or the town will do it at their expense.

Marina Dredging – Mayor Janci stated he has talked with dredging company and they are still working on a project in Virginia Beach. They will not be completed with that until the end of March. Mayor Janci said we could put them off until after the Flounder Tournament but Sandie said that would be worse. Sandie asked when did he talked to them and Mayor Janci stated it's been a couple of weeks. Mayor Janci said he will talk to him again but it may not make a difference. Sandie asked to try and see if he can be done before the tournament.

B. Accomack-Northampton County Hazard Mitigation Plan– Robert Hodgson reported he has nothing to report at this time. They said probably spring or summer.

C. Town Maintenance/Garbage (Repairs)

- Sandie Puchalski said that work is in progress on the dump truck and the brush truck body is being welded. The F150 has been completed.
- Sandie Puchalski asked if anyone has heard from Kerry Paul concerning the electricity. Comment from the Council was no. Sandie said she will contact him to see when he could do the work. Kathy Ciaccio asked if he could look at moving the water pump. Major Janci said we can have him look and give us a quote. A discussion was conducted and Sandie asked what work was approved and pricing. Robert Hodgson stated up to \$800 to include breaker box, outlet on east side of building and outlet inside shed. Robert Hodgson wanted to see if the outside light on the back corner be included.
- Chris Wardius was asked when he would have his work done for the town. His reply was before the flounder tournament.
- Cathy Janci informed Chris that ADCO was still in business after announcing they were closing. Chris Wardius stated he was using Andy Bocholt for the sign work.

D. Powell Memorial Town Park – Sandie Puchalski stated she has spoken with CG Chief today and has a Coast Guard work group set for the 31st of March. It is on a Friday but due to the change of personnel, this would be the best day. She said they are going to do a bunch of stuff at the park such as tearing fencing down. Richie Puchalski says if he has enough, he will donate metal wire to make a 3' fence. They are also ripping out the old post where the playground is and build a divider using 2x4's and rope going through it. This will make it look neat. They will also paint the picnic tables and do as much as possible. Mayor Janci informed Sandie Puchalski that the maintenance workers were giving a task, when time permits, to clean up the brush in the ditch, from the tennis court to the playground. Sandie will try to get some

done too. She will also contact the county to request some wood and paint/stain for this project. Mayor Janci asked about the sign near the concession stand due to its poor condition. Sandi will have the county person to take a look at that. Robert Hodgson stated a golf cart sign has fallen. Sandie replied she will have Richie fix it. Sandie Puchalski was thanked for all her work.

E. Town Hall Beautification – Kathy Ciaccio asked Chris Wardius if Sue has talked with him. He stated they are going to meet on Friday. She stated Sue and Joe (design team) will meet with Chris and get an estimate for the renovation of the Town Hall. Chris was given a diagram of the plans. Mayor Janci will be the contact person for Sue if anything is needed. Mayor Janci agreed to attend the meeting to review the plans with Chris Wardius. Kathy Ciaccio was thanked.

F. Streets and Drainage – Don Minniear stated Mayor Janci, Robert Hodgson and himself walked around town and looked at some of the drainage troubled areas. Robert Hodgson took notes on a map of problems. Don stated the next step is to have a meeting to prioritize things. Don asked Mayor Janci if he was bringing in someone from the county. Mayor Janci replied yes he has contacted Steward Hall. Steward said he would like to attend and bring his ditch engineer. Steward Hall told Mayor Janci the county has a hydrologic excavator with a chipper and maybe with the south ditch that will work for most of it. Don Minniear said maybe this spring, the catch basins can be done due to that being a safety issue. Mayor Janci will be setting that meeting up. Mayor Janci said to possibly suggest the camera to be used and some funding for the work. Mayor Janci stated he walked the south ditch line last Sunday and there is lots of fallen trees and frag mites which causes the damming of the ditch. Don Minniear told Mayor Janci that he explored the homemade tile. He traced it down to the general area of the catch basin. Mayor Janci thanked Don Minniear for his work. (Note Refers To: Houses on west side of High Street experienced severe flooding this past summer. Don Minniear traced the underground drain that extends along the back yards to a culvert on the north side of South Street.)

G. Safety/Security - Don Minniear stated nothing to report.

H. Seaside Park – Major Janci stated there was nothing at this time to report.

I. Town Finances -

1. Mayor Janci stated last month Aileen Joeckel suggested investing money into the Town's VML Investments instead of letting it sit drawing no interest. Mayor Janci stated he agrees this is a good idea. In the checking account the Town has \$107,000 on the balance sheet. Mayor Janci suggests transferring \$50,000 into the VML Investments which will leave \$57,000 in the checking account. Also while looking at the Port Balance Sheet, he feels what money is in the account should stay until after the dredging project is complete. Robert Hodgson asked if any interest has been received because he has not seen it on the financial statements this year. Missy stated her understanding is it will be rolled over into the investments. Robert Hodgson stated it should be shown on the financial statement. Mayor Janci stated there was much research by John Joeckel. PNC is not giving any interest and money is being made with VML. Aileen Joeckel told the council that they were following Wachapreague and investing in VML. Robert Hodgson made a motion to add an additional \$50,000 to the VML Investment Pool. Cathy Janci made a second on transferring the money to the VML Investment Pool. A vote was taken and all agreed. Mayor Janci thanked Aileen for the suggestion.

2. Mayor Janci stated he has not spoken to anyone concerning the delinquent taxes yet. Missy stated she has emailed the Johnson's and they were going to send a check but the check has not been received. A letter is to be sent to the Varvarka's due to the fact they are delinquent in their Transient Tax and Report also. Mayor Janci wanted the phone number for their son and Missy is to find it.

J. Zoning Administrator's Report – Mayor Janci stated nothing to report.

K. Floodplain Administrator/CRS Coordinator – Robert Hodgson stated he is going to a meeting on the 21st. He has talked to the person about cleaning out ditches. She may have some funding ideas on that. He will discuss that when he gets to the meeting. Robert Hodgson has sent everyone a copy of the ditch cleanup (a drainage system maintenance requirement) for the CRS. He explained to everyone what is expected for cleanup of the floodplains insurance and what they want for an organized plan to clean culverts and ditches. The Town is currently at a 10% discount and doing what is outlined by requirements. The town may get an additional discount and the problem areas are being taken care of.

L. Planning Commission – Robert Hodgson stated he tried to have a meeting last month but didn't come together. He has contacted one of the members that does a lot of traveling for work. We will try to have another meeting tomorrow night. Robert Hodgson is hoping Aileen Joeckel and ZR Lewis will be there. This will give at least 3 members. The 5th member was bicycling in Florida and not sure if he is back yet. Robert Hodgson states he has been reading through the ordinances to see if they are still current or if they need changes. So far they look good. There is one that needs to be changed but has not had a quorum to do this.

M. Tourism/Business – Cathy Janci stated there was nothing to report now. There is a meeting that is being scheduled with the Tourism Board.

VII. New Business –

A. Seaside Park Cleanup - Seaside Park is having its spring cleanup on May 13th. The Mayor and his wife will provide lunch for everyone who helps. Robert Hodgson suggested having the event catered by Joe at the General Store and being paid from the Tourism Board funds.

B. Easter Event – Cathy Janci asked Carlee Vincent if she will be available to help with the Easter event. Carlee stated she will see due to her exams from college is coming up. The Easter Bunny will be coming on Saturday, April 15th at 11 am. At the next meeting, everything will get finalized as to what is needed and who will be helping with which task. Kathy Ciaccio told Cathy Janci she will check but she thinks she has lots of Easter decorations. She will check what she has.

C. 4th Of July – Mayor Janci stated the 4th of July will be on a Tuesday this year. Dave Bright will do the skydiving and is looking forward to it. Cathy Janci suggested scheduling a rain date on the Saturday the 8th. The 4th of July parade and picnic will be on the 4th and Cathy Janci will get the permit for the food. The budget will be decided on when the date gets closer. Kathy Ciaccio asked about the food from last year due to bad weather causing the cancelation of the event. Mayor Janci stated some was sold and everything else was used on Labor Day weekend. Cathy Janci said the bread that was left was donated to The Food Bank and the Town received a credit for it.

VIII. Announcements – Nothing else to announce.

IX. Adjournment – Sandie Puchalski made a motion to adjourn and Cathy Janci seconded the motion. All were in favor.

mw
3/14/17

MAYOR

TOWN CLERK

TOWN OF WACHAPREAGUE TOWN COUNCIL MEETING APRIL 11, 2017

COUNCIL PRESENT: Fred Janci, Mayor, Robert Hodgson, Vice Mayor,
Don Minniear, Sandie Puchalski and Carlee Vincent
COUNCIL ABSENT: Cathy Janci and Kathy Ciaccio
TOWN CLERK: Missy Wessells

TOWN COUNCIL MEETING

- I. **Call to Order** – Mayor Fred Janci called to Order the Town Council Meeting at 7:00 p.m. on April 11, 2017, in the Wachapreague Town hall.
- II. **Pledge of Allegiance** - Mayor Janci lead the Council in the Pledge of Allegiance.
- III. **Public Comments** - Mayor Janci opened the meeting to the Public. Aileen Joeckel spoke that she attending the Tourism Summit and it was a disappointment that Wachapreague wasn't there seeing as tourism is good for Wachapreague. She stated she knew that the Mayor and the Mayor's wife was asked to attend and there was no response and that was a disappointment to her. She then brought up about the town's website and that all the dates are from last year. She said the dates need to be changed to reflect the events going on in town. She stated that if Missy Wessells, Town Clerk, didn't know how to do it, the girl that designed to website could show her how to do it. Missy Wessells responded that she has notes of how to do it but has not had time. Aileen stated that if anyone goes to the website people will see 2016 information. And also Pat Hart would appreciate it if her opening date did not say 2016 and current open days and times would be correct. Aileen said that is probably something that needs to be addressed. Mayor Janci asked if the next day that could be worked on. Missy told him she would take care of it. Aileen also commented that the most prominent event be listed on the top and rotate it around as events in the town changed. Missy explained that she has been trying to do that but it is so time consuming that there is not enough time. Aileen said that the flounder season is here and that should be important. Mayor Janci asked Missy to work on that and let him know when it is completed. Mayor Janci thanked Aileen for her comments.
- IV. **Council Meeting** – Next up is approval of the minutes from the March 14, 2017 meeting. Robert Hodgson made a change in the minutes concerning "Streets and Drainage" and asked Don Minniear to take a look at it. Don Minniear agreed that the added information was correct concerning South and High Streets. Robert Hodgson stated he needed to clarify paragraph K in CRS that discusses flood waters and I wanted to put it in because it was not in the notes recorded on the machine. Robert Hodgson made a motion to approve the minutes and Sandie Puchalski seconded the motion. A vote was taken and all pass unanimously.
- V. **Review of Financial Report**
 - Preliminary - Town Of Wachapreague: Profit & Loss Budget vs. Actual**
 - Our Income is ahead of budget by \$13,970 (\$10,000 is the Fire Grant which is a pass through).
 - Our expenses are under budget by \$8,351.
 - Year to Year Comparison**
 - Major Janci stated we are 75% through the fiscal year.
 - The Town's net income was \$11,666 for prior year and its \$22,320 for this year.
 - PRELIMINARY - Port of Wachapreague Town Marina: Profit & Loss Previous Year Comparison**
 - Major Janci stated there were a couple thing down and a little bit on the ramp fees.
 - The total income is up over last year. Some things Mary Jo put in here the audit escrow, that amount is paid up full.

- Our insurance is down from last year. On Mary Jo's papers it shows \$10,252 loss, however if you take the VPA Project expenses \$24,473 - 75% of that will be reimbursed (\$18,355) it will show a profit of \$8,103. This is fairly close to what it was last year of \$7,093.
- Mayor Janci asked about the Customer Balance Sheet and if these are already collected fees or outstanding balances. They are outstanding balances but some have already been collected. Robert Hodgson stated as of March 31, 2017 these are the outstanding balances.
- Sandie Puchalski explained that the amounts fluctuate with the money coming in. The people who have outstanding balances have been contacted and some have already put checks in the mail. Sandie Puchalski went through the list of who will be keeping slips and who have given slips up.
- Mayor Janci asked when most of these will pay and Sandie Puchalski stated between now and June 1st. Everyone knows they must have the rentals paid in full by July 1st.
- Sandie Puchalski also commented on many people are asking about small slips. She said we need to think about our next project after the restoration is completed with the docks. She said doing the dock with a floating dock and small slips and renters are willing to pay more for having a floating dock.
- Robert Hodgson asked to go back to the Accounts Receivables for the Town of Wachapreague. Mayor Janci stated he has talked to Joe Vodvarka and they will be sending money. Missy Wessells stated she has received all the outstanding taxes, fees and reports. Robert Hodgson asked how much was the transient fees. Missy Wessells told him she didn't know exactly but she would look and let him know. That was fine. Mayor Janci stated he was going to see Otis Evans this week. Missy Wessells stated she had returned notices from Julian Riahi and Michael Grimes. Sandie Puchalski stated she heard that Julian will not be responsible for the property but her sister Ana will be responsible. Sandie will try and get an address for Ana. Robert Hodgson stated that there was a sale sign on the property. The Council agreed to see if Ana can be reached. Mayor Janci stated he has not run across Darryl Lilliston yet to discuss his bill. Mayor Janci wants to talk to the people on the list before a letter is sent out.
- A motion was made by Robert Hodgson and seconded by Sandie Puchalski to accept the financials. A vote was taken and all agreed.

VI. Unfinished Business

A. Marina & Dredging –

- Harbormaster Sandie Puchalski started off by saying the dredger dropped everything off but had to go back to Virginia Beach for a couple of days because his machine there broke. He said he will be back here by the end of the week and they will still be lying pipe anyway. Sandie told Mayor Janci that she spoke with Justin and gave him Mayor Janci's numbers for the gravel from T & W Block. Mayor Janci will talk to the dredger when he will need it.
- Harbormaster Puchalski said they had a real good weekend at the Marina.
- Sandie also said she was waiting on Chris Wardius to finish the work at the marina. Mayor Janci will be taking a look at the back of the building tomorrow. He doubled boarded the wood and it still has the same problem. Mayor Janci also has an issue concerning the Town's sign; he gave us a quote and then emailed a price that was more than doubled. The estimate was originally a little over \$400 and now it is estimated \$1,100. Mayor Janci told Chris Wardius to put that project on hold until the Town Council talks about it. Sandie Puchalski commented that the current sign is in decent shape to be reused with a new frame and new posts. Sandie Puchalski also stated Richie Puchalski recommended using the left over whalers from the marina would be good to finish the sign. The only thing Chris will need to get is the 6x6's for the sides. Mayor Janci will be meeting with Chris tomorrow. Aileen Joeckel asked if the VPA Grant has been applied for. Sandie Puchalski commented yes it has. Mayor Janci stated yes it has for next year. Robert Hodgson stated we applied last month but have not heard back yet. Sandie Puchalski stated last year the Town didn't hear back from it until around May.

B. Accomack-Northampton County Hazard Mitigation Plan– Robert Hodgson reported he got a call that the Hazard Mitigation Plan was completed. All the minor changes were done. He explained what we needed to do is have a vote on it tonight. Robert Hodgson stated all the Council members should have received an email saying it is in the Town Hall. He requested to come by at your earliest convenience to review it and see if you have any questions on it. Robert Hodgson wanted to bring it up for a voted to approve it at this meeting. The mayor would need to sign the approval and get the form back to the Planning Commission. It would then be published as being approved. Robert Hodgson stated it included Accomack County as well as 19 incorporated towns in Accomack County. Robert Hodgson asked if everyone had a chance to review it and did anyone have any questions. He told the Council there were no changes for Wachapreague since the last update which was last summer. A lot of it has to do with what Don Minniear is doing and cleaning out cutters, drainage systems and ditches. There are some comments about Cedar Island washing away and to see if there is something we can do about the old WPA Works that was built to cut off the way back. He continued that once this gets approved and if grant money becomes available, then we can use this as support to apply for grants in the future. He asked for any questions. Robert Hodgson made a recommendation that we approve the Hazard Mitigation Plan 2016. It was seconded by Don Minniear with a vote taken and all approved. Mayor Janci signed to approval. The Town Clerk will forward this to the Accomack-Northampton Planning Commission. A copy will remain in the Town Hall and we can start making recommendation for the next plan which will be in 5 years.

C. Town Maintenance/Garbage (Repairs)

- Sandie Puchalski stated the garbage truck is ready and they will be going to get in in the morning. It had a hydraulic leak that the garage didn't notice and had to go back for repair. It was spraying fluid all around town on the road.
- The F150 pickup truck is still not ready. They are waiting for parts. A cable snapped.
- Robert Hodgson asked if the dump truck was working well. Sandie Puchalski commented yes it is fine.

D. Powell Memorial Town Park –

- Sandie Puchalski stated the Coast Guard work group (all volunteer) did a lot of work in the park on Wednesday. The boys from maintenance picked up all the debris from the dugouts. The only thing left was cedar blocks and they will be finishing with that maybe this weekend. Parks and Rec did bring some supplies but not all that she asked for. The biggest thing Sandie Puchalski asked for was fencing because all the fencing was falling down and rusty. She told them that putting up a 3' fence would be better. She stated they are not going to get her that material.
- Sandie Puchalski priced fencing it on eBay and 100' roll is needed to do both sides. Richie Puchalski found a person selling 9 rolls for \$725 and shipping \$154; so for \$900 which will give 9 100' rolls. There would be plenty for what we need and extra if we needed it for things around town. It's the same fencing that she uses at the marina with the rubber coating, heavy gauge. There hasn't been money put into the park in a long time. Aileen Joeckel commented that there is a Park Fund that should have some money in it from years ago. Mayor Janci stated there was a Playground Reserve of \$1,009.29.
- Sandi continued that they replaced all the post and something else she is looking into is rope. She wants to create a decorative fence with a hole in the post and rope running through it. She stated that if wood was used kids would jump off it or sit on it. Indian Trail Park has it and it looks great. It is easily maintained.
- If the wire is gotten, there will be more wood needed. Richie will donate some and Sandie will get the county to donate some. Mayor Janci asked how the Council felt about the fencing. Everyone agreed. Mayor Janci asked if we need a roll call vote and Missy Wessells stated yes due to it being over \$500. Mayor Janci wants Sandie Puchalski to push the fact that the town is

willing to pay for the fence and they can help with the wood. Sandie stated she wants to get the park back up and running by August. She has people who are wanting to do some skirmish games.

- A motion by Carlee Vincent was made to do a roll call vote for the purchase 9 rolls of 3'x100' fencing and anything needed to replace the fencing at Powell Park not to exceed \$1,000. Don Minniear seconded the motion. The role was called and all approved. Mayor Janci abstained.
- Carlee Vincent stated it will be nice. Robert Hodgson commented that the county has done a nice job of cutting back some of the brush. Sandie Puchalski said she was told J.D and John have also cut some brush. Mayor Janci told the Council that he let J.D. and John know to make it an ongoing project to clean the brush behind the tennis courts, behind the garage and back to the drainage ditch.

E. Town Hall Beautification – (Kathy Ciaccio was not present)

- Robert Hodgson had 2 brick masons come in and look at the corner of the Town Hall. They could patch it but if the foundation settles again, it would crack again. One estimate was for up to \$1,000 to have everything regraded and repaired. He has one more phone call in to see what the cost would be to have the foundation redone but that would be very expensive. He will get the price and bring it back to the Council. Mayor Janci told the Council that he had his house rerouted and painted but once the foundation settled, it cracked back open. It's the soil, water table and it will continue to do this.
- Robert Hodgson wanted to make one last comment. The next meeting, he would like to bring up the 2 doors in the Town Hall. The front side one is rotten at the bottom and needs to be replaced or repaired. The main thing is we need to know if we need 2 entrances into the building. Mayor Janci stated the bids for the Town Hall renovation will be opened on May 1st. At that point we will have something to work with. Robert Hodgson asked if they are bids or estimates. Sandie Puchalski said she things it is estimated cost of everything. Mayor Janci said the materials and labor would be separate and maybe if the project is approved, some materials may be able to be purchased this budget and the labor done in the next budget. Sue is the person overseeing the project. Missy Wessells explained that the plan was to close off the doorway with the issues and keeping the door in the bathroom functional.

F. Streets and Drainage – Don Minniear stated someone from the County, Bill Savage, and Steward Hall come over for a meeting. Don said he discussed with them some of the things the Town wanted to work on including: the main ditch on the south side of town and the main tile that runs through town. Don wanted to go ahead and get prices on a camera so they can see what shape and conditions these are in. Don Minniear also wanted to get some ideas of how to get help with clearing out the ditches. Bill Savage is going to contact Don when he can get there to do some of the work. Mayor Janci said he went over there with Bill Savage and he suggested coming in with an excavator and cross the field (with permission from the farmer) and dig out the weeds behind Captain Bob's house. Bill Savage told him that because of the obstacles of fences and bridges the cleanup will need to be done by man power. Mayor Janci told the Council that only funding that was discussed is the \$825. Mayor Janci said we do have \$5,231 in our Streets and Drainage Reserve Account. Don Minniear said he wants to start with getting quotes for the camera. Aileen Joeckel told the Council to contact Donald Hart to see if we can get more money. The County has not been asked for money from the Town in a long time. Don will have some prices on a camera next meeting and once the problems are found, the Council can contact Donald Hart about funding. Mayor Janci brought up the Chris Isdell of VDOT called him to see if a meeting can be set up for April 28th would be good to discuss the rest of the drainage around town. Sandie Puchalski stated that is the beginning of the Fishing Tournament and she may not be available, Robert Hodgson may not be back from a trip but will try to make it and Don Minniear will try to be there. Mayor Janci will try and get all things needed to be done addressed at this meeting.

G. Safety/Security - Don Minniear stated he went to the old marina on the far dock. He started walking down it and noticed the boards for rotten and missing. He thinks this is a safety issue and needs to be addressed. Sandie Puchalski added that where the boats are stored is a manhole cover that is loose. Someone can fall into it. Something needs to be put over it so nobody drives over it. She will ask Chris to put something over it. It was suggested that a letter be sent to them. Mayor Janci said they need to maintain the site or they need to secure the site for safety issues. Don Minniear recommends sending a letter and give them 30 days. Let it state it has come to the attention of the Town that there are several safety issues (unsafe walk ways on dock, boards missing from dock, manhole cover loose). Sandie will tell Bruce to put something up to watch out. Robert Hodgson wanted to let everyone know that we have a second light outside and check it out.

H. Seaside Park – Mayor Janci stated the clean up on the 2nd Saturday of May (13th) 9am-3pm. Missy Wessells told the Council that she has called Bundick Well & Pump to get a quote to revive the well. Has not heard back yet.

I. Town Finances -

1. VML Investments- That is in the works. Mary Jo had some questions and that has been addressed. That money will be transferred shortly.
2. Delinquent Taxes- Already talked about.
3. Vehicle Decals/Tags- Everything is going well.
3. Budget Planning- Missy Wessells told the Council that they need to appoint someone to oversee the budget and decide when we are going to have a work session. Mayor Janci stated we need to have a public hearing and have the budget approved by June. The Council suggested Robert Hodgson oversee the budget. Mayor Janci volunteered to work with Robert for the budget. Mary Jo will prepare a roll out to help plan the process. The 1st Work Session will be scheduled on Tuesday, April 18th at 7pm. Sandie Puchalski said the Marina needs to make a plan if we get the VPA Grant and if we don't get the VPA Grant. She will work on that. Robert Hodgson said there is a Dredging Reserve in case the Town doesn't get the grant. Sandie Puchalski told him that was for the Spoil Site, not for repairs. Aileen Joeckel said that was to pay off bills as they come in for the dredging. Sandie Puchalski said the main issue if the grant is not awarded to the Town then the Marina needs to budget for any safety issues to be repaired. Robert Hodgson asked if the work session needs to be advertised in the paper. Aileen Joeckel said no, just to be posted in the post office. Robert Hodgson said to make sure everyone bring any request to that meeting.

J. Zoning Administrator's Report – Mayor Janci stated nothing to report.

K. Floodplain Administrator/CRS Coordinator – Robert Hodgson stated that due to Mayor Janci's hard work everyone gets a 10% discount on flood insurance. He also said he is trying to tie this with ditches. As this is worked out, it will also include the ditches and drainage. Robert Hodgson also told about a meeting he attending across the bay. If you are building anything less than 600' on an auxiliary building, you could run into problems where it meet flood requirements.

L. Planning Commission – Robert Hodgson stated they met and divided up the ordinances. He will not be here for the next meeting so he will contact everyone to see about changing the meeting. He said he did find one ordinance that had an individual's name and that needed to be changed to a position title and this had to do with VMA.

M. Tourism/Business – Cathy Janci wasn't in attendance. Mayor Janci said the Easter Bunny will be there on Saturday at 11 am. There were offers that if Cathy needed any help with anything they would help. Set up at the Powell Park is around 10-10:30 am.

VII. New Business –

1. 4th Of July – Mayor Janci asked what the budget for this year’s event was. Robert Hodgson suggested \$500. Mayor Janci said all the expenses will be charged to the Tourism Board. Robert Hodgson made a motion to approve \$500 for the 4th Of July Event and Sandie Puchalski seconded the motion. All members approved the motion.

2. Mosquito Control – Mayor Janci said we need to renew the contract. Sandie Puchalski made a motion to approve the renewal contract for \$3,257 for the year and Carlee Vincent seconded the motion. A roll call vote was taken for this vote. All agreed with Mayor Janci abstaining. The Town Council agreed to start the serve in April 2017.

VIII. Announcements – Robert Hodgson let everyone know he will not be at the next meeting. Going to see new grandson. Melissa Wessells let the Council know she is now a public notary.

IX. Adjournment – Sandie Puchalski made a motion to adjourn and Don Minniear seconded the motion. All were in favor.

mw
4/11/17

MAYOR

TOWN CLERK

TOWN OF WACHAPREAGUE

MOTION TO APPROVE J.C. EHRLICH CO., INC.
 FOR LARVICIDE DUNK SERVICE FOR MOSQUITO CONTROL
 APPROVED AT TOWN COUNCIL MEETING ON APRIL 11, 2017

Pursuant to motion made by **Councilman, SANDIE PUCHALSKI,**

as seconded by **Councilman, CARLEE VINCENT,** for a Motion to approve J.C. Ehrlich Co., Inc. for larvicide dunk service for mosquito control in the amount of \$3,257.00, the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of April 11, 2017.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci				X
Don Minniear	X			
Carlee Vincent	X			
Kathy Ciaccio				X
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals				

Duly recorded this _____ day of April, 2017.

Town Clerk

**TOWN OF WACHAPREAGUE
SPECIAL TOWN COUNCIL MEETING
APRIL 18, 2017**

COUNCIL PRESENT: Fred Janci, Mayor; Robert Hodgson, Vice Mayor; Don Minniear;
Sandie Puchalski; Cathy Janci; Mary Jo Tatum, Bookkeeper
ABSENT: Kathy Ciaccio and Carlee Vincent
TOWN CLERK: Missy Wessells

SPECIAL TOWN COUNCIL MEETING

- I. ***Call to Order***
Mayor Fred Janci called the Special Town Council Meeting to order at 7:00 p.m. Tuesday, May 18, 2017 in the Wachapreague Town Hall for the purpose of considering and approving the FY 2018 Budget.
- II. ***Consideration and Approval of FY 2018 Budget*** – Mayor Fred Janci began the Special Town Council Meeting with discussion of the Port Budget and moved to the Town Of Wachapreague. It was an open round table discussion. Each line of the budget was discussed using a “Roll Out” budget prepared by Bookkeeper Mary Jo Tatum to show what is expected for the remaining months of the Budget for 2017 FY.
 - A. Robert Hodgson and Mayor Janci began discussing, with the Council, the Port Of Wachapreague Income then moved onto Expenses. They then moved onto the Town of Wachapreague Budget.
 - B. The Proposed Budget for FY 2018 will be brought back up at the May monthly Town Council Meeting for discussion.
- III. **Adjournment**
Mayor Janci closed the meeting with a unanimous agreement.

MAYOR

CLERK

Mw
04/18/17

TOWN OF WACHAPREAGUE TOWN COUNCIL MEETING MAY 9, 2017

COUNCIL PRESENT: Fred Janci, Mayor; Robert Hodgson, Vice Mayor;
Cathy Janci; Sandie Puchalski and Carlee Vincent
COUNCIL ABSENT: Don Minniear
TOWN CLERK: Missy Wessells

TOWN COUNCIL MEETING

- I. **Call to Order** – Mayor Fred Janci called to Order the Town Council Meeting at 7:00 p.m. on May 9, 2017, in the Wachapreague Town Hall.
- II. **Pledge of Allegiance** - Mayor Janci lead the Council in the Pledge of Allegiance.
- III. **Public Comments** – Robert Hodgson questioned if there was a quorum and Mayor Janci answered yes. There are 4 council member and the Mayor. Mayor Janci opened the meeting to the Public. Aileen Joeckel was questioning if a lawyer has been consulted concerning the writ of election for the vacant seat on the Council. Mayor Janci explained he consulted the elections people and they made inquiries in Richmond and the law John Joeckel is referring to, via an email, created a problem within the small towns in the Commonwealth. Small towns were forced to have special elections and were forced to pay the cost of these special elections. The law was changed in 2010 stating if the town’s general election of their town council members was in May, then the council seat can temporarily be filled until the next election. This ruling is documented in 24.2-226 “Filling a Vacancy”. Aileen Joeckel stated her interpretation of the law was different. At the end of this conversation, it was decided that the Town’s lawyer will be consulted and given the final decision on this matter. Robert Hodgson spoke up and stated until we get a final decision from our attorney, the understanding of this law is that the seat will be temporarily filled until May 2018.
The next item brought up by Aileen Joeckel was a request for documentation of the 10% discount on flood insurance for her property. She stated she currently only receives 5% discount. Robert Hodgson told her to call her insurance company and ask what exactly they need for documentation. She stated she wanted a copy of the letter the Town received. Robert Hodgson told her he didn’t have a copy with him but he would get her a copy of it. Aileen then asked when the letter was received and she was told just recently. She told the Council they must file it with FEMA. Robert Hodgson stated he thought the letter came from FEMA but will be checking into that.
- IV. **Council Meeting** – Next up is approval of the minutes from the April 11, 2017 meeting. Missy Wessells wanted everyone to take a look at the presented minutes. Robert Hodgson requested some changes and they were made. Mayor Janci asked what changes were made and the previous Council approved that if any last minute changes were made, they must be highlighted or documented in some way to make it easy to identify. Missy Wessells understood and stated she will make sure it was done in the future. Robert Hodgson wanted everyone to know he wouldn’t be here for the June meeting. Cathy Janci made a motion to approve the minutes and Sandie Puchalski seconded the motion; approved unanimously.
- V. **Review of Financial Report – Mayor Janci**
We are 10 months through the year = to 83.5%
Preliminary - Town Of Wachapreague: Profit & Loss Budget vs. Actual
 - Income is ahead of budget by 12% or \$12,116
 - Property taxes and Tourism revenue are above budget
 - Miscellaneous revenue and Meals taxes are down
 - Expenses – \$11,209 under budget.

- Most all expenses are under budget; Office expenses are above budget
- Leaves Town with a profit of \$23,000

Customer Balance Sheet

- Mayor Janci commented that Missy has been doing a good job of getting the outstanding balances paid.
- Mayor Janci will try to reach the others' who are outstanding. Missy Wessells stated there have been several attempts at reaching the property owners.

PRELIMINARY - Port of Wachapreague Town Marina: Profit & Loss Previous Year Comparison

- Mayor Janci stated short term slip rental were down. Sandie Puchalski commented she just turned in \$600 in transient slip rentals. Mayor Janci commented the annual slip rentals were way above budget of \$6,305.
- The total expenses are above budget but if the VPA grant was already received, the Town would be \$10,000 to the good.

Accounts Receivable

- Cathy Janci stated these are new balances. Robert Hodgson asked when these are expected to be paid. Sandie Puchalski told him the due date is June 30th and are expected to be paid in full. Sandie Puchalski made a motion to accept financials and Cathy Janci seconded the motion; vote taken and all approved.
Aileen Joeckel again brought back up her concern about the writ of election issue. Mayor Janci and Robert Hodgson repeated that the election issue will be forwarded to the lawyer and time to move onto other business.

VI. Unfinished Business

A. Marina & Dredging –

- Robert Hodgson asked Sandie Puchalski if there was an estimate of the cost for dredging at this date. Harbormaster Sandie Puchalski and Cathy Janci explained there was no way to come up with a figure at this time.
- **Dredging** – Harbormaster Sandie Puchalski said they have completed the south side of the T Dock and are moving to the north side. They had some problems with the hydraulics but estimated they will finish this week with the Port and moving to VIMS. Harbormaster Sandie Puchalski said they are half finished but she has no idea on cubic yards. Mayor Janci stated he thought it was about 3,000 yards. Harbormaster Sandie Puchalski stated she believes they went a little deeper than previously. Mayor Janci asked Sandie if soundings can be taken to check the total depth of the Port.
- Flounder Tournament did considerable well considering the first 3 days were the only decent days for fishing. Harbormaster Puchalski stated she collected \$240 for ramp fees, \$360 for season passes and \$600 for transient slip rentals. She explained that between the dredging and working with a small amount of transient slips, the Port did really well with the event. Mayor Janci and Robert Hodgson both commended Sandie on a job well done.
- Cathy Janci stated the largest flounder was 5lb 13oz, which was not really big. She posted the results on the Facebook page and the winner was a person who comes yearly and stays at the Wachapreague Inn.
- Harbormaster Puchalski told the Council she was waiting on Chris Wardius to finish the work at the Port. Mayor Janci stated he was waiting on materials that has just arrived and will be getting the work done soon. Robert Hodgson asked if this was for building or roof. Harbormaster Puchalski said this is for the building and the shed roof will come later.

B. Accomack-Northampton County Hazard Mitigation Plan– Robert Hodgson reported nothing new to report. He asked Missy Wessells if the letter of acceptance was mailed and she responded yes.

C. Town Maintenance/Garbage (Repairs) Sandie Puchalski stated she has nothing to report.

D. Powell Memorial Town Park –

- Sandie Puchalski stated she got the Powell Park fencing.
- Wayne Burton with Accomack County Parks and Rec called Sandie Puchalski and asked what else she needed for Powell Park. She sent him a list of what was needed including wood and concrete. He will have it delivered on Monday. Sandie is planning a work party with the Coast Guard boys for May 17th. Sandie is also wants to purchase some 2x8's to top off the post and 1 ½" rope to make a border around the playground.
- Cathy Janci commented on how beautiful the park is looking. Sandie Puchalski stated her hopes are to have everything done by this fall. There are still trees and brush to cut.
- Robert Hodgson asked who put the old shed in the back of the park. Sandie said that maybe John Burton put it back there and will get it.
- Robert Hodgson asked if the wood (tree trunk) that is cut is free to get. Cathy Janci suggested contacting Glen Brundage to get it if he wants it.

E. Town Hall Beautification – Robert Hodgson stated that the septic system was no fixed. According to Missy Wessells they replaced the pipe running to the septic broken by to roots. He suggested that the maple tree in the back may need to be removed because it could happen again and could be a problem for the building foundation.

F. Streets and Drainage – (Don Minniear was absent) Mayor Janci stated there was a meeting with Chris Isdell (VDOT) and Chris said he would handle all the issues he received at the meeting. There is an 800 number to get things scheduled but everything he was given will be taken care of. Main Street and Rt 180 will be resurfaced this year. Robert Hodgson asked what main items are on the list. Mayor Janci named off Church Street, collapsed culverts; High & South Street closed culvert and catch basin; out fall on Atlantic & South Street. There are various ditches that need to be dug out. The main drain for the town from Church Street down to the dock, they will not take care of it. Mayor Janci said we need to talk with Donald Hart about this. The only county money available according to Steward Hall is \$1,000 per year.

G. Safety/Security – Cathy Janci stated there was a bunch of kids in a white car that were messing around her neighbor's houses. Sandie Puchalski contacted Coast Guard Chief about kids messing around town. Chief will be sending guys around town and watch odd behavior. Sandie knew that some of the watermen have had fuel stolen out of their boats. If there is anyone caught, she will be contacting Todd Godwin at ACSO.

H. Seaside Park – Major Janci stated the cleanup will be on May 13th 9am-3pm. Missy Wessells was asked to post this and Aileen Joeckel was asked to let her friends know of the event.

I. Town Finances -

- Mayor Janci wanted to thank Robert Hodgson for all the work and taking the time to go through and explain line by line the Proposed Budget at the Work Session. Robert Hodgson said everyone was very welcome.
- Robert Hodgson went on to explain he is working with Missy Wessells to create a book for the Proposed Budget for 2018. It will have a table of contents so that next year we will have a guide line to work with.
- Missy Wessells has provided everyone with a copy of the budget work session minutes that must be signed by the mayor.
- Robert Hodgson explained that there was a \$600 discrepancy that needed to be approved to the Proposed Budget. There are 3 Changes that need to be approved.
 1. Seaside Park – reduce line item \$100 to change \$1,250 to \$1,150 – all agreed.
 2. Powell Park – reduce line item \$500 to change \$1,550 to \$1,050 – all agreed.
 3. Total Expenses - \$182,970 – all agreed

- Cathy Janci made a motion to approve the changes to the Proposed 2018 Budget for The Town of Wachapreague and Sandie Puchalski seconded the motion. A vote was taken and all approved.
- Robert Hodgson then explained an alternative Budget for the Port of Wachapreague must be prepared in the event the VPA Grant is not awarded to the Port. Robert went on to explain the total revenue proposed is \$42,200 and the Capital Funds Contribution is \$6,600. The total expense will match the revenue at \$42,200. He then explained that emergency dock repair must be paid partially from the Capital Funds Contribution in the amount of \$15,000. Cathy Janci made the motion to approve the proposed 2018 Budget without VPA Grant Money and Sandie Puchalski seconded the motion. A vote was taken and all agreed.
- Robert Hodgson told the Council that Missy Wessells was going to prepare the 2018 Proposed Budget to be advertised in the newspaper and around town. The public hearing must be advertised with the Budget for public comments and must be advertised at least 7 days prior to the hearing. The date of the meeting was discussed and decided to be held Monday May 22nd at 7 pm due to the fact Robert Hodgson will be leaving town for a month around May 24th.
- It was discussed how to advertise the Proposed 2018 Budget. Cathy Janci made a motion to post both with and without VPA Grant for the Port unless Sandie Puchalski finds out the VPA decision and Sandie Puchalski seconded the motion. A vote was taken and all approved.
- After the Proposed 2018 Budget public hearing, the Town Council will approve the 2018 Budget during the June monthly Town Council meeting.

J. Zoning Administrator's Report – Mayor Janci stated nothing to report.

K. Floodplain Administrator/CRS Coordinator – Robert Hodgson stated nothing to report.

L. Planning Commission – Robert Hodgson stated his term will expire this year. Missy Wessells stated Robert's term expires May 14, 2017. Mayor Janci asked if Robert Hodgson would like to continue with the Planning Commission and Robert agreed. Due to the fact there was not a quorum for this vote, Mayor Janci temporarily appointed Robert Hodgson to the Planning Commission appointment will be voted on at the June monthly meeting.

M. Tourism/Business – Cathy Janci is working on establishing a new Tourism Committee. The members of the Committee currently are Nikki Wardius, Blake Johnson, Katrina Neal, Bob Bilicki, Cathy Janci and Cathey Bell. Mayor Janci told Cathy Janci that she must find a member that represents the resident side of the town. Cathy Janci told the Town Council that she will find members for the Committee and will get back to the Council. Robert Hodgson explained the Tourism Committee must get together and set up a budget for the 2018 FY.

- Missy Wessells asked about the Accomack County Recycle Grant. Mayor Janci said he had it and would get it to her.
- Cathy Janci brought up that she has been in contact with Angela Wiggins with the Virginia Tourism Grant and she requested a letter be sent to release the remaining grant funds back to the state. Cathy explained she has done this. Cathy told the Council she wish she knew about the extra grant money that could be used and Aileen Joeckel told her that the town used all its money. The extra money was earmarked for the Inn and Island House.
- The 4th of July Celebration will be on Tuesday the 4th and the rain date will be Saturday July 8th.

N. Mosquito Control – The treatment started on May 5th and will be every 21 days. Mayor Janci asked Carlee Vincent to take over this area. Carlee agreed.

VII. New Business – Mayor Janci told the Council there was someone interested in the empty seat on the Town Council. Robert "Bob" Bilicki expressed interest in the seat. Mayor Janci said at the next meeting, Bob will introduce himself and a vote will be taken to temporarily fill the seat. Then Bob will go to Accomac to be sworn in.

VIII. Announcements – Robert Hodgson also congratulated Carlee Vincent for completing another semester in college.

Mayor Janci told the Council he will be possible taking a leave as mayor or fulfilling the term but not seeking reelection. He explained he has too much on his plate and cannot dedicate the time to serve as mayor.

IX. Adjournment – Sandie Puchalski made a motion to adjourn and Robert Hodgson seconded the motion. All approved.

MAYOR

TOWN CLERK

mw
5/9/17

TOWN OF WACHAPREAGUE

MOTION TO APPROVE J.C. EHRLICH CO., INC.
FOR LARVICIDE DUNK SERVICE FOR MOSQUITO CONTROL
APPROVED AT TOWN COUNCIL MEETING ON APRIL 11, 2017

Pursuant to motion made by **Councilman, SANDIE PUCHALSKI,**

as seconded by **Councilman, CARLEE VINCENT,** for a Motion to approve J.C. Ehrlich Co., Inc. for larvicide dunk service for mosquito control in the amount of \$3,257.00, the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of April 11, 2017.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci				X
Don Minniear	X			
Carlee Vincent	X			
Kathy Ciaccio				X
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals				

Duly recorded this _____ day of April, 2017.

Town Clerk

**TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
JUNE 13, 2017**

COUNCIL PRESENT: Fred Janci, Mayor; Don Minniear; Cathy Janci; Sandie Puchalski; Carlee Vincent
COUNCIL ABSENT: Robert Hodgson
TOWN CLERK: Missy Wessells

PUBLIC HEARING

At 7:00 pm Mayor Janci opened the floor to allow the residents to express opinions concerning the Proposed 2018 Town and Port Budget.

- A. Aileen Joeckel was first to speak. Her opinion was concerning the Port Budget Proposal.
1. First topic was the VPA Grant money (\$38,000) and what was that to be used for. Sandie Puchalski spoke and explained it would be used to refurbishing the T dock and the dock that goes down the VIMS property, along with some electrical work that needs updating.
 2. Second topic is that dock fees have not been raised but lowered in 2011. She stated the Town has been running at a loss for several years. She stated there was no plans to increase the dock fees and the loss has been about \$115,000 since 2011. Sandie stated there has been a lot of boats that have been lost but they are coming back. Aileen noted there were only 2 marinas and the rates need to be raised to what they were in 2011 so the marina can sustain itself. Mayor Janci stated this is something that needs to be looked at. Mayor Janci stated the town only has 1 marina functioning. Sandie noted the insurance is still current at the old marina but it is losing its rentals due to the deterioration of the slips and violations issued from the Virginia Health Department. Aileen then commented that the marina is beautiful and Sandie has done a great job but the rates should be raised to help it support itself.
- B. Mayor Janci asked for any other comments concerning the proposed Budget. There were no other opinions.

A motion was made to close the public hearing by Sandie Puchalski and Carlee Vincent seconded the motion. A vote was taken and all were in favor.

TOWN COUNCIL MEETING

- I. **Call to Order** – Mayor Fred Janci called to Order the Town Council Meeting at 7:10 p.m. on June 13, 2017, in the Wachapreague Town Hall.
 - II. **Pledge of Allegiance** - Mayor Janci lead the Council in the Pledge of Allegiance.
 - III. **Public Comments** – First to speak was MiMi Sedjat. She began with the doggie poop bag dispenser was empty in the parks. Mayor Janci said it would be taken care of. M Sedjat then introduced Kathy O’Keefe, Director of Environmental Services, who works with her at the Community Services Board. She explained what they do at the Board. She went on to explain they will be purchasing a home at 5 Center Street to use as a Group Home for disabled individuals. She explained it was a 4 bedroom home so it would house 4 individuals. There will be 24/7 supervised staffing. M Sedjat was willing to discuss any issues any resident may have. Mayor Janci will be checking with the town attorney to make sure everything is done according to the Wachapreague Town Ordinances. Mayor Janci also explained there were some reservations with residents in town.
- A. Joeckel then asked about the next election to fill the vacant seat for the Town Council. Mayor Janci stated we had a response from the Town Attorney signed by a judge stating the next election will be on the scheduled Town Council election date, which is biannually in May. The seat will be temporarily filled until then. A copy of the information was requested and given to A. Joeckel for her review.

Mayor Janci presented Mike Burns a Certificate of Appreciation for donation of the American Flag which flies outside the Town Hall. Mike was also thanked for his service to the Armed Forces.

Mayor Janci introduced Jill Bieri who is Director of the Coast Reserve with the Nature Conservancy. She came to discuss Paramore Island and what improvements have been done to it. It will be used for classroom programs with the school systems in Accomack and Northampton Counties. She also came to inform the town that it is now open to the public. The island is open during daytime hours, with no overnight visitors, campfires or dogs allowed. Also in attendance with J. Bieri was Margaret VanClief.

IV. Council Meeting – Next up is approval of the minutes from the May 9, 2017 meeting. Mayor Janci asked if there were any changes or corrections. A motion was made by Cathy Janci and seconded by Sandie Puchalski to accept. A vote was taken and all approved.

V. Review of Financial Report – Mayor Janci stated Mary Jo failed to send the Budget verses Profit Loss, so he will use Previous Year Comparison.

We are 11 months through the year = to 91.7%

Preliminary - Town Of Wachapreague: Previous Year Comparison

- Net Income is up \$9,850 over last year.
- Delinquent Taxes – Down to 792.00. Mayor Janci thinks we need to turn Lewin & Carr over to the attorney as well as Riahi and Grimes. A discussion on the balance of the Johnson personal property bill. Missy informed that every attempt was made (i.e. phone calls, letters, payment arrangements, possible DMV Stop) but no attempt to remedy this matter. The amount is over a 3 year time frame.

PRELIMINARY - Port of Wachapreague Town Marina: Profit & Loss Previous Year Comparison

- Sandie Puchalski was able to use all the VPA Grant Money less \$5. She states it will be expected very soon. The Town's portion of the VPA Grant was around \$10,000 of which half has already been paid. The Town will need to cover the remaining \$5,000 to pay for the repairs needed. Mayor Janci noted that the Port of Wachapreague is up on income.
- A motion was made by Sandie Puchalski to accept the bills and a second was Cathy Janci second the motion. Vote was taken and all approved.

VI. Unfinished Business-

Next up was the appointment of a new council member Robert "Bob" Bilicki. Bob Bilicki stated he would like to work with the town to help it grown and develop. A motion was taken by the board to accept Bob Bilicki by Sandie Puchalski and seconded by Cathy Janci. A vote was take and all approved.

A. Marina & Dredging – Sandie Puchalski began with informing the room of the approval of the VPA Grant which was requested for the amount of \$38,000. This money will be used to restore the remaining docks, electrical issues and other miscellaneous updates to the marina. Sandie Puchalski has spoken to the VPA and they have received all the paperwork and expect the check to be sent out next week. Sandie also stated she used all the grant money except \$5.00. She was very proud of the amount of work she was able to get done with the grant money.

- Sandie Puchalski then explained the Town got a letter from the Accomack County Health Department concerning a waiver to have the Island House or Tackle Shop take care of the pump station for the Town Marina. Sandie spoke to Blake Johnson concerning the waiver for the Town. He then contacted to ACHD and his attorney. Blake expressed even though he qualifies for the 75/25% grant for repairs or replacements, would the Town chip in for the 30% out of pocket cost. Option #2 – Sandie spoke with Darryl Smith with Edson Equipment who sells pump station equipment and has updates that could update the Town's current system from a holding tank to connecting straight to the septic system. Edson's will be sending estimates for this project. Sandie stated there are several options to remedy this situation.
- Sandie Puchalski discussed the harbor after the dredging. Sounding are great with 8+'' in the Marina with a couple slightly less.

B. Accomack-Northampton County Hazard Mitigation Plan– Robert Hodgson is not here.

C. Town Maintenance/Garbage (Repairs) Sandie Puchalski stated other than the note from JD concerning the welding issue on the truck, has nothing else to report.

D. Powell Memorial Town Park –

- Sandie Puchalski stated she plans on another work crew to finish the fencing tomorrow. Sandi reminded Mayor Janci about the money in the budget for Powell Park and requested purchasing some cement for the fence pole.
- Sandie Puchalski also meet with Steward and Jeff with the County and they will be getting back with her concerning fixing the water heater.
- Mayor Janci explained what work has been updated and completed at Powell Park to make it a better area for events.

E. Town Hall Beautification – Cathy Janci has asked Bob Bilicki to take over the Tourism Board and Cathy Janci will take over Town Hall Beautification. Cathy has advised Bob of the need to reinstate the board members before starting the meeting.

F. Streets and Drainage – Don Minniear began with estimates to run a camera down the drains to check the structure. Rot roter \$3,800; Atlantic quoted \$145/hr. (3hrs), + \$550 (travel). Mayor Janci also gave an option of renting one from United Rentals for \$500/week, but all the work would need to be done by council members. The Council decided to go with Atlantic and a Roll Call Vote was needed. A motion was made by Cathy Janci to go with the quote for Atlantic Heating & Plumbing with a cap price of \$1000. Sandie Puchalski seconded the motion. Roll call vote taken and all approved. Mayor Janci requested to be notified a couple of day prior to the work being done.

G. Safety/Security – Don Minniear stated everything is good.

H. Seaside Park – Major Janci wanted to thank everyone who came out to help with the Spring Cleanup Day. Thanks go to David & Maryann Gout; Chuck Damon; Linda Jones and Gail Savage. Mayor Janci stated it was nice to see a few people come out but wished a few more had showed up.

I. Town Finances -

- Mayor Janci stated we need to approve the VML Membership Renewal. A copy was passed around. The dues are \$396 for annually. A motion was made to pay the dues by Sandie Puchalski and seconded by Cathy Janci. All members agreed.

J. Zoning Administrator’s Report – Nothing to report.

K. Floodplain Administrator/CRS Coordinator – Robert Hodgson stated nothing to report.

L. Planning Commission – Mayor Janci stated we have the resignation from Z.R. Lewis for his Planning Commission seat. David Gouak was asked if he would like to take the seat on the Planning Commission. He stated yes he would. Sandie Puchalski made a motion to appoint David Gouak to the Planning Commission. Carlee Vincent seconded the motion. All agreed. Sandie Puchalski made a motion to reinstate Robert Hodgson back onto the Planning Commission. Cathy Janci seconded the motion. A vote was taken and all approved.

M. Tourism/Business – Cathy Janci stated she didn’t have much to report. She did note it was hard to get everyone together to have a meeting.

- The 4th of July Celebration will be on Tuesday the 4th and the rain date will be Saturday July 8th.
- The Band has asked to be reimbursed due to the distance they travel. They have asked to be paid \$400. Mayor Janci suggested taking \$200 from Seaside Park fund and \$200 from the Town. A motion was made by Carlee Vincent to approve the \$400 expenditure to pay the bank for the 4th Of July Event. Cathy Janci seconded the motion. A vote was taken will all members agreeing.
- Mayor Janci asked Missy Wessells to contact Accomack County Community Bank to invite them to the Parade. She will take care of doing it.
- Missy is to also contact ACSO Sherriff Todd Godwin to participate.

N. Mosquito Control – Carlee Vincent met with Mr. Yardley concerning the mosquito treatment. She asked questions and reported he placed extra dunks due to the standing water.

VII. New Business –

- Sandie Puchalski has asked for the Town to have a Town Wide Yard Sale on June 24th. There is plenty going on in the Town so the residents thought it would be a good day to do this. Missy is to put an ad in the newspaper and on the websites for advertising.
- Sandie Puchalski was asked by Katrina Neal do to the restrooms are not working in Powel Park, would the Town pay for rentals. Mayor Janci said no but they are free to send the bill to the Accomack County Parks and Rec.
- Bob Bilicki wanted to announce he will be hosting a Painter’s Workshop on the weekend of June 24th. It will be held at Wachapreague, Onancock and Chatham Vineyards.
- Bob Bilicki brought up the condition of the Wachapreague Marina. He was concerned of the danger of others. Cathy Janci wanted to send another letter to the owners, since there is nobody there now overseeing the property. Missy Wessells suggested putting a complaint to the Accomack County Health Department and Planning that could make them take care of unsafe building. Mayor Janci would like to give another month before pursuing any actions.

VIII. Announcements – Bob Bilicki wanted to thank everyone that was involved in his daughter’s wedding a week ago. Everything went great and may local businesses were used to make this event happen.

Mayor Janci has recently been on a conference call concerning the research of dredging spoils being used to build up the marsh to foster growth.

IX. Adjournment – Sandie Puchalski made a motion to adjourn and Cathy Janci seconded the motion. All approved.

MAYOR

TOWN CLERK

mw
6/13/17

TOWN OF WACHAPREAGUE

MOTION TO CONTRACT WITH ATLANTIC HEATING & PLUMBING TO
USE A CAMERA SYSTEM THROUGH THE MAIN DRAIN LOCATED FROM FINNEY
ROAD THROUGH THE TOWN OF WACHAPREAGUE ENDING AT THE CHANNEL
ON ATLANTIC AVENUE.

APPROVED AT TOWN COUNCIL MEETING ON JUNE 13, 2017

Pursuant to motion made by **Councilman, CATHY JANCI**, as seconded by **Councilman, SANDIE PUCHALSKI**, for a Motion to contract Atlantic Heating & Plumbing for underground camera service not to exceed \$1,000.00, the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of June 13, 2017.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson				X
Sandie Puchalski	X			
Cathy Janci	X			
Don Minniear	X			
Carlee Vincent	X			
Bob Bilicki			X	
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	4		2	1

Duly recorded this _____ day of June, 2017.

Town Clerk

**TOWN OF WACHAPREAGUE
SPECIAL TOWN COUNCIL MEETING
June 29, 2017**

COUNCIL PRESENT: Fred Janci, Mayor; Robert Hodgson, Vice Mayor; Sandie Puchalski;
Cathy Janci; Carlee Vincent
ABSENT: Bob Bilicki; Don Minniear
TOWN CLERK: Missy Wessells (Absent)

**SPECIAL TOWN COUNCIL MEETING
RE: Approval of 2018 Budgets**

I. *Call to Order*

Mayor Fred Janci called the Special Town Council Meeting to order at 7:30 p.m. Thursday June 29, 2017 in the Wachapreague Town Hall for the purpose of approving the FY 2018 Budget.

II. *Discussion of FY 2018 Budget*

Mayor Janci began the Special Town Council meeting asking for any discussion on the Port of Wachapreague Marina Budget for FY 2018. No discussion response. Mayor Janci moved to the Town Of Wachapreague asking for any discussion on the Town of Wachapreague Budget for FY 2018. No discussion response.

III. *Approval*

Mayor Janci asked for a motion to approve the 2017-2018 as posted Budget for the Town of Wachapreague. A motion was made by Robert Hodgson and seconded by Sandie Puchalski to accept the Budget as proposed. A vote was taken and all in favor.

Mayor Janci asked for a motion to approve the 2017-2018 as posted Budget for the Port of Wachapreague (with VPA Award). A motion was made by Cathy Janci and seconded by Carlee Vincent to accept the Budget as proposed. A vote was taken and all in favor.

IV. *Adjournment*

A motion was made by Robert Hodgson to close the meeting with a second by Cathy Janci. A vote was taken and all in favor.

MAYOR

CLERK

mw
06/29/17

TOWN OF WACHAPREAGUE TOWN COUNCIL MEETING JULY 11, 2017

COUNCIL PRESENT: Fred Janci, Mayor; Robert Hodgson, Vice Mayor; Don Minniear; Cathy Janci; Sandie Puchalski; Bob Bilicki
COUNCIL ABSENT: Carlee Vincent
TOWN CLERK: Missy Wessells

TOWN COUNCIL MEETING

- I. **Call to Order** – Mayor Fred Janci called to Order the Town Council Meeting at 7:30 p.m. on July 11, 2017, in the Wachapreague Town Hall.
- II. **Pledge of Allegiance** - Mayor Janci lead the Council in the Pledge of Allegiance.
- III. **Public Comments** – No Public Comments
- IV. **Council Meeting** – Concerning the minutes, Bob Bilicki had a couple of typographical errors that were corrected. These errors were noted and changed. Robert Hodgson made a motion to approve the minutes for the meeting on June 13, 2017 and Don Minniear seconded the motion. A vote was taken with all approving. Bob Bilicki commented that he is up to speed on town business thanks to Robert Hodgson.
- V. **Review of Financial Report** – Mayor Janci and Robert Hodgson have discussed officially trading job duties in the near future. Until then, Mayor Janci will continue to oversee financials.
Preliminary - Town Of Wachapreague: Profit & Loss Previous Year Comparison
 - The Preliminary Year Ending- July 2016 to June 2017. The Town of Wachapreague shows up a \$15,000 profit. Most of the profit comes from being under budget. **Profit vs. Actual** – Page 2 shows the figures.
 - **Previous Year Comparison- Profit vs. Loss** The Town shows a \$15,000 net profit compared to last fiscal year net profit of \$1,177.
 - Mayor Janci commented that it was a good year for the Town. Income was up and expenses were down.
 - Robert Hodgson brought up the PNC checking account located on the Balance Sheet. It shows \$88,000 but of that \$50,000 is to be invested in VML Investments. The funds were returned due to an error in the transfer. Mayor Janci asked Missy Wessells to contact VML Investments, find out the proper person handling the Town’s investments and explain the situation and the proper procedure to add money into our investment account.
 - Bob Bilicki was asking about the budget for Tourism. Mayor Janci explained the budget assigned to Tourism has been designate for things (light box, magazines, events, etc.). Mayor Janci suggested Bob Bilicki set up a budget for the Tourism Committee. Missy Wessells informed Bob that grants were available if he researched.
 - Mayor Janci also explained that if available money does not get spend, it is lost and goes back into the reserve account.**PRELIMINARY - Port of Wachapreague Town Marina: Profit & Loss vs. Actual**
 - Mayor Janci reminded all that these are preliminary numbers. The Port shows a loss of \$75,000 which does not include the VPA Grant reimbursement for the dredging grant. Sandie Puchalski explained the Grant money has been received in the amount of \$63,746.26 on July 5, 2017. Sandie also said there are spoil site fees that will be reimbursed. Mayor Janci said this will leave about \$7,500 to the negative. Sandie also said the depreciation has not been accounted for as well as seasonal slip rentals fees that have not been received.

- Mayor Janci went over the delinquent account receivables. The outstanding seasonal slip renters have been issued a letter giving 30 days to pay. One last letter will be sent to property owners with unpaid balances. They will be given until August 4, 2017 to pay balance or will be referred to the attorney for unpaid real estate taxes. (Birdnest/Lewin, Riahi and Grimes) The Johnson's will receive one last notice and a DMV stop will be issued on August 4, 2017.
- A motion was made by Sandie Puchalski to accept the financials and Cathy Janci seconded the motion. Vote was taken and all approved.
- Robert Hodgson asked if the money has been paid back to the Town Account that was loaned to the Port for expenses of the dredging. Sandie Puchalski explained yes it has already been paid to the Town per Mary Jo.

VI. Unfinished Business-

Robert Hodgson asked Mayor Janci if the duties can be changed around. A discussion was conducted. Missy Wessells was instructed to send a letter to the attorney asking if Robert Hodgson can hold the offices of Treasurer, Planning Commission and CRS Representative at the same time.

A. Marina & Dredging –

- Sandie Puchalski began with announcing the money has been received from the VPA Grant on July 5, 2017.
- Letters went out to the slip owners that still owed fees.
- Sandie is working on getting stain for the Harbor Master building. She will see Gene Blair, who did the last staining, to see where he got the stain and match existing color. JD and John will help stain woodwork when not busy and John will come in when off work to get it done.
- Sandie Puchalski brought up an item discussed during last month's Public Comment by A. Joeckel. A. Joeckel's claim was that the rates were dropped for slip rentals at the Port a few years back and she suggested the Port is losing money each year and the rates need to be increased. Sandie Puchalski explained the rates were different for "In Town Residents" and "Out of Town Renters". Around 2011 the rates were made the same for both. Sandie went back several years and the only time the Port had an operating loss was 2016 when the Port was not awarded a VPA Grant for Marina repairs. All repairs were paid "out of pocket". The year ended with a \$2,060.47 loss for that fiscal year. Also, in 2016 several large slips were not rented. Just for notation net profit for the Port was roughly: 2013 +\$11,500; 2014 +\$28,000; 2015 +\$11,915.
- The Port of Wachapreague has a VPA Grant for \$38,000 for repairs in the fiscal year of 2017-2018. Something that is on the list to repair in the future (2018-2019) is the ramp apron. Don Minniear asked about the floating dock. Sandie explained there is no room for these now that the slips have been rented.
- Robert Hodgson requested the chain be put up on the Brooklyn Avenue side of the Marina to stop traffic on Brooklynn.
- Sandie also wanted to mention that the broken door locks on the restrooms at the Port replaced. She has the keys if anyone needs them.

B. Accomack-Northampton County Hazard Mitigation Plan– Robert Hodgson reported that FEMA is requiring new guidelines. Requirements must be adjusted. The update will take place on August 23, 2017. In order for any assistance in case of flooding, everything must require a permit even new mulch or dog houses. The Zoning Administrator must approve everything done within the Town limits. Robert Hodgson stated there are meetings coming up and he will find out the information and bring it back to the Town Council.

C. Town Maintenance/Garbage (Repairs) Sandie Puchalski reported the brush truck is repaired. Nothing else to discuss.

D. Powell Memorial Town Park – The fencing is about 85% done and just needs to finish the capping. Water is fixed in the concession stand. Robert Hodgson stated that it looks great. Sandie said she was told that inside the tunnel were some words scratched in the plastic.

E. Town Hall Beautification – Cathy Janci stated the plants are not surviving well. The maple tree is being taken down and wanted to ask if Glen Brundage wants it. If not, Major Janci will contact KC Kellam for a quote to take it. Bob Bilicki agreed to talk to an arborist concerning the tree. Maybe there is another alternative to removing the tree. The concern is the damage to the foundation and drainage to the septic.

Bob Bilicki brought up the issue of the appearance of the roof on Wachapreague Outfitters. First he asked if a business permit has been issued. Missy said yes it has. Then he explained it was a danger for customers to enter his porch. Robert Hodgson stated the roof has just been replaced a couple years ago. Bob Bilicki stated it was a dangerous structure and his understanding is there is an ordinance that address dangerous structures. He explained the reason for bringing this up is that many people around town are sprucing up their property to make the town look better. Robert Hodgson stated he would start with talking with Irene Carr (property owner) concerning the condition.

F. Streets and Drainage – Don Minniear stated he and the Town Clerk have called VDOT concerning signs that were down or missing. Don said Atlantic Plumbing Co. has been extremely busy but hopefully in the next couple of weeks they can get the camera down in the tile. They may even do it on a weekend.

Missy let the council know she spoke with Donald Hart and he said he had money that could help if they would give him a call or invite him to one of our Town Council meeting to discuss the issue. Mayor Janci said they are going to get the information, then contact Donald Hart with the details of what needs to be done.

G. Safety/Security – Don Minniear stated everything has been discussed. Signs noted are at the intersections of Finney & Main; Brooklyn & Powellton; Main & Atlantic; High & Main; Church & Richardson; West & Main; and Lee & Main.

H. Seaside Park – Major Janci said we had a great 4th of July event. Donations of \$148 were collected. The donation jar needs to be in front next time. He is having trouble getting help weeding Seaside Park. Sandie Puchalski asked if the Coast Guard help in the past. Asking anyone who can help out to let him know. It was mentioned that some schools require volunteer hours for student organizations.

Mayor Janci wanted to thank everyone for the help with the Parade. A special thanks to Bob Bilicki and his group for getting the float done. Thanks for the Coast Guard's offer for help with the float. Bob Bilicki suggested making a list of volunteers that would like to help with events.

I. Town Finances – Robert Hodgson mentioned that this is the year for the audit.

J. Zoning Administrator's Report – Robert Hodgson made a motion for Patricia Bragg to be reappointed for an additional 5 years for zoning appeals. Sandie Puchalski seconded the motion. A vote was taken and all approved.

Also the Board of Zoning Appeals has a seat to fill: **Charles Fair**

K. Floodplain Administrator/CRS Coordinator – Robert Hodgson stated nothing to report.

L. Planning Commission – The Planning Commission has a seat to fill: **David Van De Graff**. He is moving. Next Commission meeting will be July 19, 2017 at 6:00pm.

M. Tourism/Business – Bob Bilicki has begun his duty as Tourism Committee. He has set up the Tourism Committee as: Bob Bilicki, Town Council; Blake Johnson, Island House; Katrina Neal, Charter Boat Captains; Nikki Wardius, Wachapreague Inn; Dana Floyd Sutter, Town Resident; Cathey Bell, Town Events; R.G. Ross, VIMS; adjunct member – Meriwether Payne, Eco Tours. Bob Bilicki will discuss the idea of a Labor Day Celebration with the Tourism Committee. The Town Yard Sale will be held Saturday, September 23, 2017.

Robert Hodgson made a motion to accept the New Tourism Board members effective July 11, 2017 for a 5 year term. Cathy Janci seconded the motion and vote was taken with all approving.

N. Mosquito Control – Carlee Vincent was not present.

VII. New Business –

- Missy Wessells brought up that Barbie Jones came into the office asking questions about the “group home” being established on Center Street. She is part of a quilting group and wanted her group to make a quilt for each of the new residents. She was told by MiMi Sedjak that they wanted to treat them with open arms.
- A discussion was taken concerning the property and the email that was received by the town’s attorney. Robert Hodgson wants to have the attorney send a letter asking for specific answers to the Town Zoning Administrator’s questions.
- A discussion was conducted about 2 lots near Powell Park that 2 families are interested in building on. Both lots were not large enough to build on but could present a request for a non-conforming permit. The request must include the diagram of the home with dimensions. It must also follow all set back and requirements on that lot. A copy of the requirements will be mailed to each of them and allow them to decide if they want to continue with the process.
- Bob Bilicki asked if he could request a Certificate of Appreciation be presented to Coast Guard Seaman Cody Aklis. During the 4th of July, Bob was fixing the flags on the poles at Town Hall. Cody Aklis donated a POW Flag to the Town to be displayed. Bob Bilicki wanted to have Senior Officer Nick Cruz to be present for the presentation.
- Sandie Puchalski wants to present a Certificate of Appreciation to the Coast Guardsmen that have helped with the restoration of Powell Park.
- Bob Bilicki was asking about the transient tax fees. It seems the transient taxes have decreased about \$2,300 since last year. He would like to see if there is a better way of tracking transient taxes. Robert Hodgson explained the transient taxes are being tracked and recorded. We are continuing to improve our process. Mayor Janci explained that several of the businesses are cash which makes it hard to track income. Note: June taxes will not be received until late July.
- Bob Bilicki brought up about districts- is there any way to restrict VIMS from developing any further. Sandie Puchalski stated they have received money for repairing existing properties. Robert Hodgson asked if Bob Bilicki would like to head the group to stop VIMS from expanding any further. Bob accepted.
- Bob Bilicki told the council that he and his neighbor Ed Roach had an agreement to share the drive. Now the neighbor has decided to no longer share the drive. Bob has asked if the Town would consider renting the back lot behind the Town Hall to him as a parking space. Mayor Janci explained the shed would need to be relocated. Robert Hodgson said the septic system is behind there. Review of the possibilities will be conducted and brought back to next month’s meeting.

VIII. Announcements – No announcements to make.

IX. Adjournment –Bob Bilicki made a motion to adjourn and Sandie Puchalski seconded the motion. All approved.

MAYOR

TOWN CLERK

mw
7/11/17

**TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
AUGUST 8, 2017**

COUNCIL PRESENT: Robert Hodgson, Vice Mayor; Don Minniear; Sandie Puchalski; Bob Bilicki;
Carlee Vincent
COUNCIL ABSENT: Fred Janci, Mayor; Cathy Janci
TOWN CLERK: Missy Wessells

TOWN COUNCIL MEETING

- I. Call to Order** – Vice Mayor Robert Hodgson called to Order the Town Council Meeting at 7:00 p.m. on August 8, 2017, in the Wachapreague Town Hall.
- II. Pledge of Allegiance** – Vice Mayor Hodgson lead the Council in the Pledge of Allegiance.
- III. Public Comments** –
- Aileen Joeckel began with her concern with the Wachapreague Marina. She explained the past council approved an easement for the marina owners to cross over to Seaside Park and tie into the septic belonging to Wachapreague Inn. She states this was approved under false pretenses and needs to be rescinded. The Wachapreague Marina owners did not correct the septic issues. VM Hodgson stated this will be looked into.
 - A. Joeckel brought up the DMV Stop program, explaining the past council implemented this to assist with delinquent taxes. She wanted to know if this was being used for collections.
 - A. Joeckel also inquired about the spoil site property. She informed the council that the past council agreed to sale the extra property. S. Puchalski explained the current council decided to keep the property. The extra property would be used to expand the spoil site. VM Hodgson spoke up and explained nothing will be done with the property at this time. This was optional and the council decided to not sell it at this time.
 - A. Joeckel asked about the funds to be transferred to the VML Investments. VM Hodgson explained this has not been done yet due to a problem with the position of treasurer.
 - A. Joeckel asked about raising the Town Marina rates. She expressed concern about her presentation showing a loss in the past. S. Puchalski stated the rates are not being raised at this time. VM Hodgson stated the rates are fine for this year.
 - A. Joeckel asked when the pictures donated to the Marina would be posted. S. Puchalski stated when the staining was complete. The staining is being done now.
 - J. Vodvarka asked for the current Town Marina rates. S. Puchalski stated \$1250 for the large slips and \$800 for small slips per year. He then asked if this includes water and electric. S. Puchalski stated it includes water and electric for short periods. If the electric will be used continuously, a nominal fee will be charged.
- IV. Council Meeting** – VM Hodgson asked if everyone has reviewed the Town Council Minutes from July 11, 2017. A motion was made by S. Puchalski to approve the minutes and C. Vincent seconded the motion. A vote was taken, with all approving.
- V. Review of Financial Report** – VM Hodgson explained to everyone that the position of Treasurer has been reviewed by the town’s attorney. This position must be filled by a non-council member. The Wachapreague Town Council will be reviewing possible options for this position.
- PRELIMINARY - Town Of Wachapreague: Prior Year Ending June 2017** - VM Hodgson reviewed prior year financials with the Town Council Members. He also advised these are still preliminary. Final figures will be available around October.

PRELIMINARY - Town Of Wachapreague: Current Year – VM Hodgson reviewed these financials with the Town Council Members. A discussion of all financials ensued.

R. Bilicki asked a question concerning the Virginia Tourism Grant money that was approved. His understanding was money was released back to Virginia Tourism. He was under the impression the money was owed to the business owners in the town. A. Joeckel explained each party who participated in the grant was reimbursed 50% of what money the party spent. The money returned to the state was the unused portion of the grant.

All other finances were explained and understood by all council members.

PRELIMINARY – Port Of Wachapreague: Prior Year Ending June 2017 - VM Hodgson reviewed these financials with the Town Council Members. He also advised these are still preliminary. Final figures will be available around October.

PRELIMINARY - Port Of Wachapreague: Current Year – VM Hodgson reviewed these financials with the Town Council Members. A discussion of all financials ensued. All finances were understood by all council members.

R. Bilicki asked if the financials could be emailed to council members prior to the meetings to allow time for review prior to meetings. Town Clerk Wessells asked if he was receiving the financials from Mary Jo Tatum, Bookkeeper. R. Bilicki stated he didn't realize they would be coming from her. Clerk Wessells stated she will attach the financials to the agenda and email them together next month.

A motion was made by S. Puchalski to accept the financials and C. Vincent seconded the motion. A vote was taken with all approved. VM Hodgson requested the prior year financials be printed in a different color to avoid confusion.

VI. Unfinished Business-

A. Marina & Dredging –

S. Puchalski stated:

- The staining is being completed on the building. The town's maintenance workers will be doing the work.
- The Marina is full with a waiting list. This is partly due to the old marina closing.

B. Accomack-Northampton County Hazard Mitigation Plan– VM Hodgson reported that FEMA is requiring new guidelines. This is requiring a detail of changes on properties located within the flood zone. He gave examples of the smallest things may need permits, such as replacing a new mailbox. Comments are being requested by August 21, 2017 as to how the small towns and/or counties are feeling about these requirements. The Accomack-Northampton Planning District sent back a reply stating they are asking for too much and what is being requested is not realistic. VM Hodgson stated he is not sure how this will end but advised that property owners in the (one hundred year) flood zone may need a permit to do anything on their property. VM Hodgson is trying to reach his contact Shannon Alexander to get a response of the decision.

C. Town Maintenance/Garbage (Repairs) S. Puchalski reported the garbage truck is going in for repairs of the hydrologic hoses. The metal hoses will be replaced with rubber hoses and the cost will be slightly under \$1,000. S. Puchalski made a motion to approve the repair expense. R. Bilicki seconded the motion. A roll call vote was taken with everyone present approving the expense. S. Puchalski stated there was nothing else to report.

D. Powell Memorial Town Park – S. Puchalski stated there was nothing to report at this time.

E. Town Hall Beautification – C. Janci was absent. R. Bilicki asked to comment. He stated there were several letters issued to property owners that needed work done to their property. R. Bilicki has been working with the Mariner’s on their Brooklyn Avenue property. It has been worked on and cleaned up. They are in the process of boarding up the windows. Their plan is also removal of the shed in the near future. He also appreciated the letter they received from the town. S. Puchalski stated the “Parker Railway” has had some work done. A portion of the dock was removed and the windows were boarded up. VM Hodgson stated the “railway” part will be removed and cleaned up soon.

R. Bilicki wanted the Council to know the status of the large maple tree located to the east side of the Town Office. He contacted Adam Simpson with Simpson Tree Service and the tree was assessed. The roots cannot be removed. The tree must be removed and the stump grinded. The quote for the work is \$850. S. Puchalski requested a second estimate. VM Hodgson asked R. Bilicki if he would also get a quote from Marshall’s Tree Service since KC Kellam is semi-retired. R. Bilicki agreed to contact Marshall’s.

F. Streets and Drainage – Don Minniear stated Atlantic Plumbing paperwork, to film the underground culvert, needs to be completed. The camera needs to be run from Finney Road to the channel. After a discussion, a motion was made by S. Puchalski and seconded by D. Minniear to increase the total contract amount allowed from \$1,000 to \$1,500. A roll call vote was taken with all approving.

R. Bilicki asked VDOT about the white line on Wachapreague Road being removed. He has checked and was told the road will be resurfaced with new lines and reflectors.

G. Safety/Security – D. Minniear stated he has nothing new to report.

H. Seaside Park – Major Janci absent.

I. Town Finances – VM Hodgson stated we are working on the Litter Grant. The Town is in need of a replacement for the position of Town Treasurer. Selection process is being done. This is the previously mentioned delay with the VML Investment.

J. Zoning Administrator’s Report – Mayor Janci absent.

K. Floodplain Administrator/CRS Coordinator – VM Hodgson stated nothing really going on. There is a new hurricane evacuation zones for the state of Virginia. Wachapreague is located in Zone A which means to leave town in case of a Hurricane. The escape route is to go to Lankford Highway and head north. (The six emergency shelter locations are Accawmackee Elementary, Arcadia Middle, Arcadia High, Metompkin Elementary, Nandua Middle and Nandua High. New evacuation zones can be viewed at Knowyourzone-va.org)

L. Planning Commission – VM Hodgson stated the Planning Commission is still reviewing the ordinances and will have recommendations at the September meeting. The next planning commission meeting will be July 19, 2017 at 6:00pm.

M. Tourism/Business – R. Bilicki reported that the minutes were included in the Town Council packet. In the Tourism Committee minutes was an idea of a solar eclipse cruise, hotel deal and cocktail hour. This was an idea for local businesses in the town. This event will be around 3:34pm on August 21, 2017. The next Tourism meeting will be August 25, 2017. Town Yard Sale will be September 23, 2017. Also presentations at VIMS and USCG.

VM Hodgson asked R. Bilicki to submit a budget for these events.

Tourism minutes were asked to be included with the Town minutes.

N. Mosquito Control – Carlee Vincent reported everything is fine except more flags need to be placed where the dunks are located.

VII. New Business –

R. Bilicki submitted samples of collection letters and suggested ways to collect balances. J. Vodvarka spoke about being approached by the council concerning dry docking on their property. S. Puchalski explained the situation of the Wachapreague Marina and the closing. The Vodvarka family would be interested in this possibility.

VIII. Announcements – No announcements.

IX. Adjournment –S. Puchalski made a motion to adjourn and C. Vincent seconded the motion. All approved.

MAYOR

TOWN CLERK

mw
8/8/17

TOWN OF WACHAPREAGUE

MOTION TO CONTRACT WITH MOORE'S AUTO REPAIR TO REPLACE
HYDROLOGIC HOSES WITH RUBBER HOSES ON THE TOWN'S TRASH TRUCK
NOT TO EXCEED \$1000.

APPROVED AT TOWN COUNCIL MEETING ON AUGUST 8, 2017

Pursuant to motion made by **Councilman, SANDIE PUCHALSKI**, has seconded by **Councilman, ROBERT BILICKI**, for a Motion to contract Moore's Auto Repair to replace hoses not to exceed \$1,000.00, the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of August 8, 2017.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci				X
Don Minniear	X			
Carlee Vincent	X			
Bob Bilicki	X			
Mayor Fred Janci (voting only in case of tie)				X
Vote Totals	5			2

Duly recorded this _____ day of August, 2017.

Town Clerk

TOWN OF WACHAPREAGUE

MOTION TO ADMEND CONTRACT WITH ATLANTIC HEATING & PLUMBING TO USE A CAMERA SYSTEM THROUGH THE MAIN DRAIN LOCATED FROM FINNEY ROAD THROUGH THE TOWN OF WACHAPREAGUE ENDING AT THE CHANNEL ON ATLANTIC AVENUE.

APPROVED AT TOWN COUNCIL MEETING ON AUGUST 8, 2017

Pursuant to motion made by **Councilman, SANDIE PUCHALSKI**, has seconded by **Councilman,** , for a Motion to contract Atlantic Heating & Plumbing for underground camera service not to exceed \$1,500.00, the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of August, 2017.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci	X			
Don Minniear	X			
Carlee Vincent	X			
Bob Bilicki				X
Mayor Fred Janci (voting only in case of tie)				X
Vote Totals	5			2

Duly recorded this _____ day of August, 2017.

Town Clerk

TOWN OF WACHAPREAGUE TOWN COUNCIL MEETING SEPTEMBER 12, 2017

COUNCIL PRESENT: Fred Janci, Mayor; Robert Hodgson, Vice Mayor; Don Minniear;
Sandie Puchalski; Bob Bilicki; Carlee Vincent; Cathy Janci
COUNCIL ABSENT: None
TOWN CLERK: Missy Wessells

TOWN COUNCIL MEETING

- I. **Call to Order** –Mayor Fred Janci called to Order the Town Council Meeting at 7:00 p.m. on September 12, 2017, in the Wachapreague Town Hall.
- II. **Pledge of Allegiance** –Mayor Janci lead the Council in the Pledge of Allegiance.
- III. **Public Comments** –
 - Susan and Glen Schagelin explained they live on the corner of Finney Rd and Main St. Susan explained she has a drainage/flooding issue on her street that causes the rain water to come into her garage and breezeway. She has contacted Donald Hart, County Supervisor of Pungoteague District and over sees the Town of Wachapreague. D. Hart needs a recommendation in writing from the Town in order for him to get involve. He suggested having the WVFC to flush the drain out. A discussion continued concerning the drainage issues in the Town. D. Minniear spoke to the work being done on this issue. The Town hired a contractor to run a camera into the drain to evaluate the condition. D. Minniear spoke as to a few issues but overall the condition of the drain is functional. S. Schagelin explained another option D. Hart had was contacting FEMA for help. R. Hodgson is working on a program to help with flooding within the Town. The VDOT, State and County are working together to fix this issue. Mayor Janci stated he has tried 3 times to contact Donald Hart without a response.
 - Lisa “MiMi” Sedjat spoke about the issue of flooding also. She questioned the orange survey markers around town and what they were for. F. Janci explained they were markers for the dunks used to control the mosquito population. C. Vincent was commended for the work she has done to have the mosquito control company increase the number of dunks and flags. She explained the citizens needed to be able to identify where the dunks were located. L. Sedjat also wanted to thank Barbie Jones for her offer to make blankets for the new residents of CSB’s property on Center St.
- IV. **Council Meeting** – Mayor Janci asked if everyone has reviewed the Town Council Minutes from August 8, 2017. R. Bilicki asked to make a correction under the Tourism section. R. Bilicki asked for the Labor Day Picnic and Crab Cake Cook Off to be removed from the events. A motion was made by VM Hodgson to approve the minutes and S. Puchalski seconded the motion. A vote was taken, with all approving.
- V. **Review of Financial Report** – VM Hodgson explained:
PRELIMINARY – Port Of Wachapreague: Prior Year Ending June 2017 - VM Hodgson reviewed these financials with the Town Council Members. VM Hodgson explained it look as though the Port will have a \$3,000 profit for the year. He also advised these are still preliminary. Final figures will be available around October. VM Hodgson also wanted to remind the outstanding A/R is through June 2017 and does not reflect the current A/R.

PRELIMINARY - Port Of Wachapreague: Current Year – VM Hodgson reviewed these financials with the Town Council Members. A discussion of all financials ensued. An increase in income is due to the grant received and the increase in occupants in the Port. VM Hodgson also plans to include in the future financials a list of projects to be completed. All financials were understood by all council members.

PRELIMINARY - Town Of Wachapreague: Prior Year Ending June 2017 - VM Hodgson reviewed prior year financials with the Town Council Members. VM Hodgson explained the Town looks like having a net profit of \$20,000. He also advised these are still preliminary. Final figures will be available around October.

Town Of Wachapreague: Current Year – VM Hodgson reviewed these financials with the Town Council Members. A discussion of all financials ensued. Mayor Janci stated the money collected from the 4th of July event should have been deposited into the Seaside Park Account. C. Janci asked about the check from Cathey Bell. R. Bilicki asked her to explain. C. Janci explained in the past she and Fred would buy the supplies needed for the 4th of July event, including food. After the event, everything left would be sold. C. Bell purchased some things and sent a check to the Town. Mayor Janci said they will have Mary Jo deduct the amount received from the bill submitted. Mary Jo will be contacted to make sure this was done and to resolve the differences. R. Bilicki questioned the amount on the Tourism budget and the time stamp. His questions were answered. Again VM Hodgson is requesting the obligation be included on the bottom of the financials statement in the future. A motion was made by S. Puchalski to accept the financials and R. Bilicki seconded it. A vote was taken which all approved. R. Bilicki asked does a vacant or overgrown property get charged additional taxes. He listed several properties that are in the same situation. R. Bilicki stated several residents in Town have expressed concern these properties are unsafe and makes the neighborhood look bad. Mayor Janci explained the options and what have been done. The properties will be addressed and letters will be sent again. VM Hodgson has asked to complete the financials and we can get back to the overgrown properties under Town Beautification.

VI. Unfinished Business-

A. Marina & Dredging –

S. Puchalski stated:

- The donated signs are up. The staining is progressing slowly on the Harbor Master building.
- Bids for the T Dock electric are being requested.
- The Town Council agreed to pay Chris Wardius for the work done on the marina Harbor Master building. A discussion about the marina shed door will also be addressed.
- S. Puchalski has asked for future contracts to include agreed completion dates on the agreements prior to signing. Mayor Janci asked that a pre-construction meeting with contractors be done to clarify the job.

B. Accomack-Northampton County Hazard Mitigation Plan– VM Hodgson will be attending a meeting on September 28th. R. Bilicki asked about the update on FEMA regulations. VM Hodgson explained FEMA is tracking changes and still working on program. Due to the recent hurricane events, FEMA may have additional ideas.

C. Town Maintenance/Garbage (Repairs)

- S. Puchalski reported plans to finish the work at Powell Park is scheduled for September/October. The USCG will continue to assist with these task.
- Maintenance staff has requested a new mower be purchased due to constantly breaking belts on old mower. S. Puchalski had R. Puchalski look at the mower. He believes the problem was fixed.

- S. Puchalski reported the garbage truck hydrologic hoses were repaired. The mechanic was told to fix all the hydrologic hoses by the town employee. The Town Council approved the quote of \$850. The total invoice came to \$2585. After a discussion, a motion was made by S. Puchalski and seconded by C. Janci to pay the invoice. A roll call vote was taken with all approving. S. Puchalski stated proper protocol must be followed when having repairs completed by contractors.
- VM Hodgson discussed the use of the brush truck and the multiple trips to the landfill. The residents are asked to cut their branches in 4' pieces to avoid the additional trips. VM Hodgson asked if there was a "clam shell" attachment to cut branches. A discussion was we don't have anything to use it on. He asked if a letter be sent to the residents twice a year to remind them of this.
- Mayor Janci has suggested to review the responsibilities of the town maintenance workers.
- Mayor Janci suggested when replacing the current mower, a zero turn cutter would be best so to free up one of the workers to do other things.
- VM Hodgson would also like to develop a "Town Maintenance Program" to include drainage, grass, etc. on an annual basis.
- R. Bilicki suggested setting up a special meeting to create the maintenance workers job description. Mayor Janci agreed this would be a good idea. A meeting will be set up in October.

D. Powell Memorial Town Park – S. Puchalski stated there was nothing additional to report at this time.

E. Town Hall Beautification –

- Mayor Janci asked about the vines on the shed behind the town hall. He stated he thought the maintenance workers were told to clean them up. VM Hodgson stated they were told a contract was signed to include vine removal and repairs to the shed. Mayor Janci stated debris and vines on the fence needed to be cleaned up.
- Next was the tree on the SE corner of the Town Hall property. R. Bilicki received two estimates to remove the tree to avoid damage to the septic system and foundation of the Town Hall. An estimate of \$850 from Simpson and \$1,350 from Marshall's were collected. C. Janci made a motion to have Simpson do the work and C. Vincent seconded the motion. A vote was taken with all approving. C. Janci will call and schedule this to be done.
- R. Bilicki brought back the issue of derelict and vacant properties around town. A letter will be sent to all the properties. The properties discussed were: 10 Powellton, 2 Custis, 1 Brooklyn and 6 Brooklyn. A letter was requested to be sent to 30 Brooklyn– the garage is falling down. Also a letter needs to be sent to Irene Lewin – 15 Main Street (porch roof).

F. Streets and Drainage – D. Minniear stated drainage was already discussed. R. Hodgson stated he has contacted VDOT concerning the work on the grates. Town Clerk Wessells follow up with Kevin Baylis another person will take over the work. He also asked to be patient and the work will be completed according to the priority list. D. Minniear stated the report of the condition of the tiles (Finney St. to channel underground drain) are on the disk from Atlantic Plumbing. A discussion continued of what was found during the camera exploration. Mayor Janci told the Town Council about a truck from Tidewater Express drove into Mr. Parks' yard on Church St. and Liberty St. leaving ruts. Then the truck proceeded to knock down the stop sign at the intersection of Richardson Ave. and Church St. and continued out of town without stopping. Mayor Janci went to Lilliston's Seafood and got the driver's name. Perry from Lilliston's Seafood was told the truck need to come in and out of town on Main St. Side roads are too small for large trucks. A call will be made to Tidewater Express to have the yard repaired or Mayor Janci will report the event to the sheriff's office. There have been other incidents' of erratic driving in town by this company.

H. Seaside Park – Mayor Janci stated Seaside Park is looking shabby. Mayor Janci has a bill to present to the town for work completed by a contractor for weeding and pruning. The contractor is interested in contracting with the town to maintain the park. There is a verbal contract for the WVFC to maintain the grass cutting in return for the parking privileges at the fire house. R. Bilicki has talked with Justin Paul concerning a contract for trimming, pruning and weeding the beds in Seaside Park. Due to his pride in the town and being a 3rd generation resident, he would give the town a contract for all the services for seven months at \$1,500. R. Bilicki stated this would include weeding the beds, pruning, trimming and cutting grass. This service would cost at least \$2,500. R. Bilicki made a motion to hire J. Paul to maintain the Seaside Park for \$1,500 seasonally. Mayor Janci stated the agreement was for the WVFC to cut the grass and the budget was cut by the previous council with a budget of \$1,250 yearly. R. Hodgson stated he will talk with K. Paul to clarify the agreement for mowing and see if they will help with the contract. A discussion continued and will be continued until next month.

I. Town Finances – Nothing new to report.

J. Zoning Administrator’s Report – Nothing new to report.

K. Floodplain Administrator/CRS Coordinator –Nothing new to report

L. Planning Commission – VM Hodgson stated there are some words that need to be clarified and the updates will be presented to the town clerk to type. The next meeting will be Wednesday, September 20, 2017 and finalized. The proposal will be presented at the next Town Council meeting for approval.

M. Mosquito Control – Carlee Vincent reported Ehrlich was contacted concerning the dunks not being seen. Ehrlich placed more dunks and flags to identify the location at no additional charge. C. Vincent stated they were staked down so they would not be washed away. C. Vincent is also checking out other mosquito control measures and will report back with the information.

N. Tourism/Business – R. Bilicki stated after review of the minutes and calendar of events handed out last meeting, a Tourism Budget has been prepared and distributed to the members. R. Bilicki explained the 2017-2018 budget which included revenues and expenditures. R. Bilicki explained each event and specifics. These events will be posted for the community to participate and enjoy. R. Hodgson requested the Food & Beverage Tax Revenue to be set to \$7,250 (per town budget) and balance the budget by increasing the amount transferred from the Reserve Tourism Account. A Roll Call motion was made by C. Janci and seconded by S. Puchalski to approve the proposed Tourism Budget for FY 2018. The Roll was called and all approved.

VII. New Business –

- R. Hodgson has spoken with Kerry Paul of the WVFC. In the event a hurricane and/or storm with possibility of flooding, the town have permission to move the town records to the second floor of the fire house.
- R. Hodgson also received permission from K. Paul to move the three town vehicles to Custis St. property owned by the WVFC in case of flooding.
- S. Puchalski has asked for the town’s website to be updated.
- R. Bilicki has asked for the Town of Wachapreague Year in Review be updated. Mayor Janci asked for it to be removed until it is updated.

VIII. Announcements – No announcements.

IX. Adjournment –S. Puchalski made a motion to adjourn and R. Hodgson seconded the motion. All approved.

MAYOR
mw
9/12/17

TOWN CLERK

TOWN OF WACHAPREAGUE

**MOTION TO APPROVE MOORE’S TOWING & REPAIR
FOR REPLACING HYDROLOGIC LINES ON THE GARBAGE TRUCK
APPROVED AT TOWN COUNCIL MEETING ON SEPTEMBER 12, 2017**

Pursuant to motion made by **Councilman, SANDIE PUCHALSKI,** and seconded by **Councilman, CATHY JANCI,** for a Motion to approve MOORE’S TOWING & REPAIR to replace hydrologic lines on the Town’s Garbage Truck in the amount of \$2,585.00, and the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of September 12, 2017.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci	X			
Carlee Vincent	X			
Don Minniear	X			
Robert Bilicki	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	6		1	

Duly recorded this _____ day of September 2017.

Town Clerk

**TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
OCTOBER 24, 2017
(rescheduled from October 10, 2017)**

COUNCIL PRESENT: Fred Janci, Mayor; Robert Hodgson, Vice Mayor; Robert Williams;
Sandie Puchalski; Robert Bilicki; Carlee Vincent; Cathy Janci

COUNCIL ABSENT: None

TOWN CLERK: Missy Wessells

TOWN COUNCIL MEETING

- I. **Call to Order** –Mayor Fred Janci called to Order the Town Council Meeting at 7:00 p.m. on October 24, 2017, in the Wachapreague Town Hall. This is the rescheduled meeting from October 10, 2017.
- II. **Pledge of Allegiance** –Mayor Janci lead the Council in the Pledge of Allegiance.
- III. **Public Comments** –
 - R. Bilicki spoke on behalf of the citizens of Wachapreague. He stated a letter was sent to the Town of Wachapreague today in regards to the tenant of 11 Main Street, upstairs apartment. The tenant who flies the stars and bars (rebel flag) has been unruly recently to include public nudity and drunkenness. It was noted that the girlfriend was evicted and is back. It was also discussed the neighbors including R. Bilicki are very disturbed. We have new residents who have moved in with 3 children under the age of 5
 - S. Puchalski asked if police were called. R. Bilicki stated no. R. Hodgson instructed him to contact ACSO and report the incidents as to have documentation of the events. Mayor Janci will contact Allen the property owner of the actions with hopes this will be taken care of immediately.
 - C. Vincent informed the council that the pegs are out on the gazebo again and the grass is tall around the benches.
- IV. **Council Meeting** – Mayor Janci asked if everyone has reviewed the Town Council Minutes from September 12, 2017. A motion was made by S. Puchalski to approve the minutes and C. Janci seconded the motion. A vote was taken, with all approving.
- V. **Review of Financial Report** – VM Hodgson explained:
FINALS – Port Of Wachapreague: Prior Year Ending June 2017 - VM Hodgson reviewed these financials with the Town Council Members. VM Hodgson explained with the Port renovations, the dock work had to be capitalized upon. This is shown on the report. The final figures were the Port of Wachapreague had a \$5,386 net profit for the FY 2017.
FINALS - Town Of Wachapreague: Prior Year Ending June 2017 - VM Hodgson reviewed prior year financials with the Town Council Members. A motion was made by S. Puchalski to accept Prior Year 2017 Final Financials and C. Janci seconded the motions. A vote was taken, with all approved.
Port Of Wachapreague: Current Year – VM Hodgson reviewed these financials with the Town Council Members. A discussion of all financials ensued.

Town Of Wachapreague: Current Year – VM Hodgson reviewed these financials with the Town Council Members. A discussion of all financials ensued. VM Hodgson also noted a physical inventory will be conducted to evaluate the town owned equipment and machines. A motion was made by C. Janci to accept Current Year Financials and S. Puchalski seconded the motion. A vote was taken, with all approved.

VI. Unfinished Business-

A. Marina & Dredging –

S. Puchalski stated:

- The next stage of the Dock Project includes the North Dock, Walkway and Electric. A request to purchase the wood and hardware with the amount not to exceed \$6,000 for the project. R. Bilicki made a motion to approve the request and C. Janci seconded the motion. A Roll Call Vote was needed due to the amount of the request. The Roll Call was taken and all approved.
- VM Hodgson has reviewed dredging permits. He plans to have them renewed prior to expiration.
- VPA Grant – S. Puchalski stated during the next grant cycle, ramp repairs and break water boards are planned to be completed. Hank Badger has given her the information for the permits and type of work that needs to be done. She needs to find a company to do work on the ramp. The VPA Grant request must be submitted by March 1, 2018 and work can start after July 1, 2018. VM Hodgson explained the work was to be completed in 3 phases: 1st was the work completed last grant cycle; 2nd the work being completed currently; and 3rd work to be done to repair/replace the boat ramp. VM Hodgson explained the reason for the identification of the phases was to make it clear to the citizens in the “Year End Review” flyer. These flyers will be included in the 2017 Real Estate Taxes for the Town of Wachapreague, which is due by December 5, 2017.

B. Town Maintenance/Garbage (Repairs)

- S. Puchalski reported breaks on the white pickup went out and truck was taken to garage. She received an estimate of \$163.75 to repair them. S Puchalski stated she gave permission to do the repairs because it was under the allowable amount.
- S. Puchalski stated she spoke to Mayor Janci concerning replacing a tire on the garbage truck. She received a quote of under \$400 and needs the council’s approval to spend that amount. A motion was made by VM Hodgson and seconded by C. Janci. A vote was taken and all approved.
- R. Bilicki asked if the town maintenance workers have lists of work to complete now the season is changing. S. Puchalski stated they have lists of tasks to be completed when time permits. After a discussion, the Town Council will get together to discuss the job descriptions of the employees. VM Hodgson suggested developing an “Organized Maintenance Program” for the maintenance workers.

C. Powell Memorial Town Park –

- S. Puchalski stated there has been lots of work done there. She stated last month the council approved amount of \$800 for materials to finish the work at the park. S. Puchalski asked for approval of money to also cover a new flag pole. The total amount requested is \$900, which is below the budget amount of \$1,050. A motion was made by VM Hodgson and C. Janci seconded the motion. A roll call vote was required. The roll was called with all approving.
- S. Puchalski continue to explain all the upgrades and work that have been done. Thanks to all the hard work by herself, husband and Coast Guard friends, Powell Memorial Park has been brought back to beautiful condition.
- S. Puchalski stated tomorrow the USCG Morale Day will be held there with softball and flag football teams around Virginia’s Eastern Shore and officers from Virginia will be coming to participate. She even made trophies for the winners “Eastern Shore Style”.
- S. Puchalski would like to have a fundraiser for the park in the spring.

D. Town Hall Beautification –

- C. Janci stated R. Bilicki arranged to have the maple tree removed. The stump will be grinded within the next 2 weeks.
- M. Wessells wanted everyone to see the Christmas Tree Ornament that was made for the VML Governor's Tree in Richmond, Virginia. The ornament was to represent the Town of Wachapreague and its citizens. Along with the ornament was an explanation of the materials used and how they represent the town. A special thanks was given to Tomeka Watkinson and Robert "Bob Williams for time and hard work in making a beautiful piece of art.
- VM Hodgson explained there was a tower of boxes, containing town records, ready to collapse in the front room of the town hall. He requested to purchase a steel organizer shelf system to get the boxes off the floor in case of flooding and organized. He asked the council to approve up to \$600 for this organizer. S. Puchalski made the motion and C. Janci seconded the motion. A roll call vote was required with all approving the item.

E. Streets and Drainage –

- VM Hodgson stated past Councilman D. Minniear has done a great job in this area. He also stated it has been a long process to get the much needed preliminary evaluations completed.
- VM Hodgson informed the council that VDOT has scraped the north shoulder of South Street, between High Street and Atlantic Avenue. They removed the mud and improved water flow.

F. Safety and Security –

- VM Hodgson informed the council 5 street lights have been reported out and replaced by ANEC.
- VM Hodgson also wanted to congratulate the WVFC for 75 years of service to the town and surrounding communities.
- C. Janci stated things have been stolen around town. Dave Shields had a wheel barrel and dolly taken out of his yard.

G. Seaside Park –

- Mayor Janci stated he has nothing to report.
- VM Hodgson stated it was discussed the elbows holding the roof needed to be fixed. He recently looked at them and consulted with someone. The elbows will be repaired and painted then replaced. Work to begin in the next week or two.

H. Zoning Administrator's Report –

- Mayor Janci stated a permit request has been received for the property at 18 Main Street. He will meet with and discuss the project with the owner. Mayor Janci will clarify the property is a single family home and cannot be converted into a multifamily property.
- Mayor Janci also will be meeting with another citizen in the town concerning a small addition on their property.
- Mayor Janci also have made contact with properties concerning reroofing projects.
- R. Bilicki asked about the status of the old Wachapreague Marina. S. Puchalski informed the council she has spoken with Tony (current owner) concerning the sale. S. Puchalski was informed the offer was accepted and the bidder was from PA. Closing is to be around the first week of November 2017.
- Mayor Janci stated a meeting with the owner of the Parker Railway property. The owner explained what his intention were for the property. The discussion included the possibility of storm damage to the building and floating debris from the dock.
- M. Wessells reported on the property purchased by CSB on Center Street. The correspondence from CSB and the town's attorney was included in the meeting packet. A discussion between the council members insured. The project seems to be compliant with the ordinances.

I. Floodplain Administrator/CRS Coordinator/ A-NPDC –

- VM Hodgson stated the work will continue to improve the floodplain scoring and the town can benefit from the decrease of flood insurance premiums.
- VM Hodgson told the Council a request has been made from the Virginia Pilot concerning an article of how to improve CRS scores in water front communities.
- VM Hodgson also stated there is a new FEMA Program concerning accessory building. He has not received the information yet.

J. Planning Commission –

- VM Hodgson stated the Planning Commission met and requesting to make 2 changes to the ordinances. These are concerning the specifics of RV vehicles being used for guest in the back yard of resident properties. Currently, the ordinance reads 7 days and the Planning Commission would like to clarify the definition of time.
- A discussion of this matter took place and the Council decided to table the discussion at this time.
- VM Hodgson also discussed the clarification, from the Town Attorney, as to if an old Virginia Code that has been noted will remain or assume the current translation.

K. Mosquito Control – Carlee Vincent stated there was nothing to report.

L. Tourism/Business –

- R. Bilicki presented the requested Fall Festival Budget. Due to the weather forecast, the festival was cancelled. The bills for the cancelled event totaled \$698.17. A motion was made by VM Hodgson and seconded by S. Puchalski to pay the bills. A Roll Call vote was taken and all approved.
- R. Bilicki discussed the upcoming Christmas Tree Lighting event. The Tourism Commission is planning a Winter Event to include such things as craft tables, caroling and a bon fire.
- R. Bilicki also stated with the help of other organizations, a calendar of events is being prepared to avoid conflicts of scheduling.
- R. Bilicki has also spoken with Kerry Paul of the WVFC about possible joint projects.

M. Tax Bills & Inserts –

- M. Wessells is preparing to send the 2017 Real Estate Tax bills out within the next week.
- VM Hodgson prepared a “Year in Review” to be included with the bills. He has asked everyone to read the proof and if everything looks good, let M. Wessells know so she can get this included with the bills. Also included with bills will be garbage cleanup dates and office hours.

VII. New Business –

- VM Hodgson has spoken with Kerry Paul of the WVFC concerning the Christmas Lights and replacing the drop lines with new plugs. A request was made to approve to spend up to \$500 for this project. A motion was made by S. Puchalski and seconded by R. Bilicki. A Roll Call vote was taken and all approved.
- VM Hodgson will speak to the Town Lawyer concerning appointing a Town Treasurer.
- VM Hodgson announced R. Williams was interested in filling the vacant seat of D. Minniear. R. Bilicki stated A. Joeckel informed him the town did not appoint him legally. He was explained the process and how the lawyer clarified the procedure. A motion was made by VM Hodgson and seconded by R. Bilicki. A vote was taken with all approving for R. Williams will complete the remaining term of D. Minniear.
- VM Hodgson stated Nature Conservancy would like to do a team building project for the Town of Wachapreague. He suggested cleaning the bayside of channel and along the ditch along the park.
- VM Hodgson stated the flag display needs a light for nighttime. He wants to be talk to Kerry Paul concerning fixing this.
- R. Williams will take all old flags to be destroyed.

- M. Wessells has requested the office hours to change. The council approved the change to Monday, Tuesday and Wednesday from 9 am – 5 pm.
- C. Vincent asked about the trip to Paramore Island. Nothing has been determined yet.
- C. Vincent asked about the sea shells in the flower bed. She stated the residents wanted them to be replaced.
- R. Bilicki acknowledged John Joeckel and the article in the paper.
- R. Bilicki asked about the updates to the website. M. Wessells stated she is not fluent with web design and offered to let someone take this over. The Council Members will discuss this matter.
- R. Bilicki discussed the STEP Program VIMS presented. S. Puchalski motioned to get more information on this.

IX. Adjournment

Motion was made by S. Puchalski and seconded by VM Hodgson to adjourn. All approved.

MAYOR
mw
10/24/17

TOWN CLERK

TOWN OF WACHAPREAGUE

MOTION TO APPROVE THE MATERIALS TO COMPLETE THE
DOCK PROJECT, PREVIOUSLY APPROVED,
AT THE TOWN COUNCIL MEETING ON OCTOBER 24, 2017

Pursuant to motion made by **Councilman, ROBERT BILICKI**, and seconded by **Councilman, CATHY JANCI**, for a Motion to approve THE PURCHASE OF MATERIALS to complete the previously approved DOCK PROJECT in the amount not to exceed \$6,000.00, and the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of October 24, 2017.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci	X			
Carlee Vincent	X			
Robert Bilicki	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	5		1	

Duly recorded this _____ day of October 2017.

Town Clerk

TOWN OF WACHAPREAGUE

MOTION TO APPROVE THE MATERIALS TO COMPLETE THE
POWELL PARK PROJECT, PREVIOUSLY APPROVED,
AT THE TOWN COUNCIL MEETING ON OCTOBER 24, 2017

Pursuant to motion made by **Councilman, ROBERT HODGSON**, and seconded by **Councilman, CATHY JANCI**, for a Motion to approve THE PURCHASE OF MATERIALS to complete the previously approved POWELL PARK PROJECT in the amount not to exceed \$900.00, and the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of October 24, 2017.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci	X			
Carlee Vincent	X			
Robert Bilicki	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	5		1	

Duly recorded this _____ day of October 2017.

Town Clerk

TOWN OF WACHAPREAGUE

MOTION TO APPROVE A MEDAL SHELF ORGANIZER
FOR THE PURPOSE OF STORING TOWN RECORDS
AT THE TOWN COUNCIL MEETING ON OCTOBER 24, 2017

Pursuant to motion made by **Councilman, SANDIE PUCHALSKI**, and seconded by **Councilman, CATHY JANCI**, for a Motion to approve THE PURCHASE OF A MEDAL SHELF ORGANIZER FOR THE PURPOSE OF STORING TOWN RECORDS PROPERLY AND PREVENT DESTRUCTION FROM FLOODING in the amount not to exceed \$600.00, and the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of October 24, 2017.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci	X			
Carlee Vincent	X			
Robert Bilicki	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	5		1	

Duly recorded this _____ day of October 2017.

Town Clerk

TOWN OF WACHAPREAGUE

MOTION TO APPROVE THE EXPENSE INCURRED FROM THE
CANCELLATION OF THE FALL FESTIVAL, AT THE
TOWN COUNCIL MEETING ON OCTOBER 24, 2017

Pursuant to motion made by **Councilman, ROBERT HODGSON**, and seconded by **Councilman, SANDIE PUCHALSKI**, for a Motion to approve THE EXPENSES INCURRED FROM THE CANCELLATION OF THE FALL FESTIVAL, DUE TO WEATHER, in the amount of \$698.17, and the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of October 24, 2017.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci	X			
Carlee Vincent	X			
Robert Bilicki	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	5		1	

Duly recorded this _____ day of October 2017.

Town Clerk

MOTION TO APPROVE THE SPENDING TO REPLACE THE DROP LINES AND
PLUGS FOR THE INSTALLATION OF
CHRISTMAS LIGHTS ON MAIN STREET, AT THE
TOWN COUNCIL MEETING ON OCTOBER 24, 2017

Pursuant to motion made by **Councilman, SANDIE PUCHALSKI**, and seconded by **Councilman, ROBERT BILICKI**, for a Motion to approve SPENDING UP TO \$500 FOR REPLACEMENT OF DROP LINES AND NEW PLUGS USED FOR ELECTRICITY TO CONNECT CHRISTMAS LIGHTS ALONG MAIN STREET, and the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of October 24, 2017.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci	X			
Carlee Vincent	X			
Robert Bilicki	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	5		1	

Duly recorded this _____ day of October 2017.

Town Clerk

TOWN OF WACHAPREAGUE TOWN COUNCIL MEETING NOVEMBER 14, 2017

COUNCIL PRESENT: Fred Janci, Mayor; Robert Hodgson, Vice Mayor; Robert Williams;
Sandie Puchalski; Robert Bilicki; Carlee Vincent
COUNCIL ABSENT: Cathy Janci
TOWN CLERK: Missy Wessells

TOWN COUNCIL MEETING

- I. **Call to Order** –Mayor Fred Janci called to Order the Town Council Meeting at 7:00 p.m. on November 14, 2017, in the Wachapreague Town Hall.
- II. **Pledge of Allegiance** –Mayor Janci lead the Council in the Pledge of Allegiance.
- III. **Public Comments**
 - ZR Lewis stated he met the 2 new owners of the marina who are from Pennsylvania. Mayor Janci asked if they stated what their intentions are. S. Puchalski stated they are “up in the air” about their decisions. The new owners will be contacting their lawyer to discuss insurance issues and liability. S. Puchalski stated they didn’t realize the extent of work needed. She did discuss the possibility of dry storage for the boats and the owners will discuss that with the attorney as well. S. Puchalski continued that plans for the future are still undecided.
- IV. **Council Meeting** – Mayor Janci asked if everyone has reviewed the Town Council Minutes from October 24, 2017. VM Hodgson asked for a couple of word changes be made and noted the changes. A motion was made by S. Puchalski to approve the minutes once corrected and R. Bilicki seconded the motion. A vote was taken, with all approving.
- V. **Review of Financial Report**

VM Hodgson reported:

Town Of Wachapreague: VM Hodgson reviewed the financials with the Town Council members. A discussion of all town financials ensued including accounts in collection with the attorney. VM Hodgson stated the income looked on track as last of year this time. The expenses are up about \$3,600 from last year. This could be partly attributed to the expense of the Painter Tourism sign, which was paid starting January 2017 as well as other one-time expenses paid.

Port Of Wachapreague: Current Year – VM Hodgson reviewed these financials with the Town Council Members. A discussion of all financials ensued. There were an increase in income and the expenses have decreased compared to last year this time. VM Hodgson stated overall YTD the finances are doing well.

R. Bilicki asked if there were collection letters sent for outstanding debts. M. Wessells explained letters were sent and several outstanding accounts were paid on.

A motion was made by S. Puchalski and seconded by R. Williams to approve financials. A vote was taken with all approved.

VI. Unfinished Business

A. Town Finances

M. Wessells stated the 2017 Real Estate Tax Bills were mailed and the town has started receiving payments. Mary Jo has the accounts set up and ready to post the payments.

B. Marina & Dredging

- S. Puchalski reported the VPA Project is underway. The wood were ordered yesterday and should arrive within 2 weeks. She went with OBS due to the price was cheaper and gave the price difference. The hardware was purchased. The total cost for everything was under \$5,000. \$6,000 was approved for the project.
- S. Puchalski contacted 3 contractors concerning the ramp project for next year and hopes to have some quotes in the next month.
- Concerning the electric issue at the T docks, S. Puchalski stated the cost of repairs will not be determined until the work begins. It is unclear of the cause, but the electricians believe the conduit has a crack causing the short. In this case, US Electric quoted \$4,900 for repairs. Kerry Paul has not given a quote yet. US Electric stated the only way to know before the work begins is to conduct a load test which will cost over \$1,000; but the only way to know is to look at the actual lines for corrosion.

C. Town Maintenance/Garbage (Repairs)

- S. Puchalski reported some garbage truck repairs were completed including a tire replaced and brakes repaired.
- VM Hodgson stated a storage shelf was purchased. This will help keep the town records off the ground in case of flooding.
- VM Hodgson also wants to work with the maintenance crew to develop a list of things that can be done during bad weather. (Interior painting and cleaning up town hall) VM Hodgson also asked for everyone to come up with a list of items needing repairs, such as concrete cracks.
- R. Bilicki stated Bilicki family would like to make a Gift In Kind donation of materials to upgrade the outside of Town Hall. This will include concrete paint and crack sealer.
- Mayor Jani asked if Chris Wardius was contacted concerning bid to repair the town shed. S. Puchalski stated he was asked but work has not been done. R. Bilicki made a motion to withdraw the awarded bid to Chris Wardius for repairs to the town shed. It has been over 6 months and the work was not completed. VM Hodgson seconded the motion. A vote was taken and all approved. S. Puchalski will contact Mr. Wardius concerning the decision and the marina shed work that needs to be completed.

D. Powell Memorial Town Park

- S. Puchalski reported everything went great for the Coast Guard Day event. Everyone is looking forward to the spring to do another one and maybe have a fundraiser to help maintain the park.
- S. Puchalski stated there are a couple of things that she and Richie are going to fix, which will not cost anything.
- Mayor Janci brought up the recognition of the USCG, Chief Nick Crews and Cody Akluss for the donation of the MIA flag. He also suggested recognizing S. Puchalski and R. Puchalski for all the hard work and donation of materials made to the park. R. Bilicki suggested certificates signed by the mayor would be nice. A total of 3 certificates are needed and plan to present them at the next TC Meeting.

E. Town Hall Beautification

- C. Janci was absent. There was nothing to report per Mayor Janci.
- The Bilicki Family will be donating materials for improvements to the Town Hall exterior. R. Bilicki will present a plan of action at the next meeting.

F. Streets and Drainage

- R. Williams reported he is still evaluating the maps and documents he was given. He now has a map of the town and is transferring information onto it. Once that is done he will have lots of questions about the drainage issues.
- R. Williams stated the drains need to be cleaned out. He asked if the maintenance crew is able to do this work. A discussion ensued concerning previous and future projects.
- Z. R. Lewis discussed the culvert going across his property which is used for the dredging project. During the dredging this year, Normes Dredging told him they could not get the drain through the culvert. As a result, Mr. Lewis told the council he would not allow them to run the drain across his property due to damage of the property. The council assured they would be evaluating his culvert to correct this issue.

G. Safety and Security

- M. Wessells informed the council 2 electric poles were reported to ANEC. These poles look unstable and needs replacing. They are located at the east corner of High St. and Main St and east corner of Brooklyn Ave. and Main St.
- Mayor Janci asked R. Bilicki about the disturbance of the neighbor. R. Bilicki stated everything was quiet and the landlord has addressed the problem.

H. Seaside Park

- R. Bilicki brought up the possibility of contracting Justin Paul for maintaining the park. VM Hodgson stated there are french drains located on the grounds to assist with ponding of the water. R. Bilicki suggested getting Bundick Well & Pump to drill holes in the ground on the pool area to allow water to be absorbed below the pool bottom.
- Mayor Janci brought back the topic of grass cutting and maintenance of the park. The quote of \$1,600 included grass cutting, which the fire department agreed to do. The council decided to have a discussion with the WVFC to discuss the issue.

I. Zoning Administrator's Report

- Mayor Janci reported he has a permit needed to be completed on Powellton Ave. concerning a garage. He also has a permit for a garage for a property on Brooklyn Ave.

J. Floodplain Administrator/CRS Coordinator/ A-NPDC

- VM Hodgson reported he will be attending a meeting tomorrow. Other than that, there is nothing new to report at this time.

K. Planning Commission

- VM Hodgson reported he will continue this under new business concerning updating ordinances.

L. Mosquito Control

- C. Vincent reported she has contacted Ehrlich requesting additional mosquito control information. She stated an additional layer of coverage could improve the mosquito control.

M. Tourism/Business

- R. Bilicki reported the plans for the Christmas Tree Lighting planned for Saturday, December 2, 2017. The event is scheduled to begin at 6 pm and donations of cookies, hot chocolate and apple cider to be provided. A metal boat and wood was donated for a bonfire.
- R. Bilicki spoke to the WVFC concerning the lights on Main St. and at first thought they will not be ready to light. After review, the lights will be functional for the event.
- The tree is located in the shed and R. Bilicki will get JD and John to get it.
- The previous Santa will be contacted to see if available. The WVFC will be contacted to pick up Santa at the Marina.
- Mayor Janci will provide the trailer for caroling. M. Wessells will contact Accomack Community Band to play.

VII. New Business

- VM Hodgson has spoken with Kerry Paul concerning replacement of the drop lines and new plugs. Last meeting \$500 was approved for this project. S. Puchalski motioned to increase the amount to \$1,000 and R. Bilicki seconded the motion. A Roll Call Vote was taken and all approved.
- Mayor Janci discussed that the lights will need to be replaced soon. The old bulbs are difficult to find.
- It was discussed that a list be made of individuals who wish to donate an item to the Town. Also, make a list of items that could be used or replaced in the Town. Mayor Janci suggested instead of a bench donation, the individuals may want to make a donation towards a tree or replacement of Christmas lights.
- VM Hodgson began introducing the Town Ordinances that need to be addressed and will be brought up at the next meeting for final approval. After an extensive discussion, the following agreements were determined:
 1. (Zoning page 19; III-2.4) Length of time camper/trailer may be used for guest in your back/side yard during a period of 1 (one) calendar year.
 2. After a discussion it was agreed that a period of 7 (seven) day per year but with written approval from Zoning Administrator may be up to 14 (fourteen) per calendar year.
 3. (Zoning page 21; Letter T) Reference needs to be changed to Section II-60.
 4. (Section VI-10) This section discusses the VACO/VML Investments. As written John Joeckel is named as the designated party/treasurer/councilman/trustee for this account. This needs to be changed to a generic title of active council member or treasurer. The correct terminology will be determined by the lawyer.
 5. An additional topic to discuss with the lawyer is:
 - a. If the ordinance refers to a Virginia Code that is cancelled from the records, does the ordinance still remain effective or needs to be changed.
 - b. If the Virginia Code is changed to reflect a new code, does the new code take precedence over the original ordinance?

The process was discussed of changing the ordinances after the lawyer has responded to the questions. (Council Vote, Public Hearing, and then Final Vote)

A motion was made by S. Puchalski and seconded by R. Bilicki to approve the changes. VM Hodgson will contact the lawyer for guidance in these items.

- **Adoption of Motion for Closed Session**

C. Vincent made a Motion for Closed Session to discuss personnel matters and S. Puchalski seconded the Motion. A Roll Call Vote was taken and passed unanimously. The Motion and Roll Call Vote are attached hereto these Minutes.

- **Resolution to Reconvene Open Meeting**

R. Williams made a Motion to Reconvene Open Meeting and C. Vincent seconded the Motion. A Roll Call Vote was taken and passed. The Motion and Roll Call Vote are attached hereto these Minutes.

- A discussion was conducted concerning the spoil site property. A letter was received from Norma Hickman stating part of the property claimed by the Town belongs to her. The property needs to be registered with Accomack County by the survey company. The cost will be around \$1,750. A motion was made by VM Hodgson and seconded by R. Bilicki. A Roll Call Vote was taken with all approving. Mayor Janci asked M. Wessells to forward the letter and maps to the lawyer.

- R. Bilicki asked if a Geotrack was available on the shore. The spoil site dredged materials could be aerated and sold. The council had a discussion of possibilities and to review later.

Adjournment

Motion was made by C. Vincent and seconded by R. Williams to adjourn. All approved.

MAYOR

TOWN CLERK

mw

11/14/17

TOWN OF WACHAPREAGUE

MOTION TO GO INTO EXECUTIVE CLOSED SESSION TO DISCUSS EMPLOYEE
CHRISTMAS BONUS AND/OR SALARIES AT THE
TOWN COUNCIL MEETING ON NOVEMBER 14, 2017.

A motion made by **Councilman, CARLEE VINCENT**, and seconded by **Councilman, SANDIE PUCHALSKI**, for Wachapreague Town Council to meet in closed session pursuant to Virginia Code 2.2-3711.A.1, for discussion of Christmas Bonus and/or salaries of employees of the Town Of Wachapreague where such evaluation will necessarily involve discussion of the performance of specific individuals.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci				X
Carlee Vincent	X			
Robert Williams	X			
Robert Bilicki	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	5		1	1

Duly recorded this _____ day of November 2017.

Town Clerk

TOWN OF WACHAPREAGUE

MOTION TO RECONVENE TO OPEN SESSION OF THE
TOWN COUNCIL MEETING ON NOVEMBER 14, 2017.

A motion made by **Councilman, ROBERT WILLIAMS**, and seconded by **Councilman, CARLEE VINCENT**, for Wachapreague Town Council to reconvene to open session. The Roll be called and each Town Council Member be asked to certify by an affirmative vote that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Town Council.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci				X
Carlee Vincent	X			
Robert Williams	X			
Robert Bilicki	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	5		1	1

Duly recorded this _____ day of November 2017.

Town Clerk

MOTION TO APPROVE INCREASING THE APPROVED AMOUNT PREVIOUSLY
APPROVED TO REPLACE THE DROP LINES AND PLUGS FOR THE
INSTALLATION OF CHRISTMAS LIGHTS ON MAIN STREET, AT THE
TOWN COUNCIL MEETING ON NOVEMBER 14, 2017

Pursuant to motion made by **Councilman, SANDIE PUCHALSKI**, and seconded by **Councilman, ROBERT BILICKI**, for a Motion to approve INCREASING THE APPROVED AMOUNT OF \$500 TO \$1,000 FOR REPLACEMENT OF DROP LINES AND NEW PLUGS USED FOR ELECTRICITY TO CONNECT CHRISTMAS LIGHTS ALONG MAIN STREET, and the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of November 14, 2017.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci				X
Carlee Vincent	X			
Robert Williams	X			
Robert Bilicki	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	5		1	1

Duly recorded this _____ day of November 2017.

Town Clerk

**TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
DECEMBER 12, 2017**

COUNCIL PRESENT: Fred Janci, Mayor; Robert Hodgson, Vice Mayor; Robert Williams;
Sandie Puchalski; Robert Bilicki; Carlee Vincent; Cathy Janci

COUNCIL ABSENT: None

TOWN CLERK: Missy Wessells

TOWN COUNCIL MEETING

- I. **Call to Order** –Mayor Fred Janci called to Order the Town Council Meeting at 7:00 p.m. on December 12, 2017, in the Wachapreague Town Hall.
- II. **Pledge of Allegiance** –Mayor Janci lead the Council in the Pledge of Allegiance.
- III. **Public Comments**
 - Mayor Janci requested to hold off on the Public Comments discussion for the purpose of recognizing member of our community for services to improve our Town.
 - Mayor Janci thanked and presented a “Certificate of Appreciation” to Chief Nick Crews and USCC Station Wachapreague for the work done at Powell Park.
 - Mayor Janci thanked and presented a “Certificate of Appreciation” to USCG Serviceman Cody Aklus for the donation of the MIA flag to the Town Hall.
 - Mayor Janci thanked and presented a “Certificate of Appreciation” to Sandie and Richie Puchalski for all the hard work they have done with both Powell Park and the Town Marina.
 - Mayor Janci reopened the floor for public comment. Ed and Eddie Posavec introduced themselves as the new owners of the old Wachapreague Marina. He explained he wants to eventually retire here but there are lots of hurdles to jump. He explained about the septic issue and holding tank issues. He is asking the Town Council to approve a pump and haul permit temporarily. He is trying to come down and work on the project as time permits. He has contacted the county and is waiting for an evaluation from the DEQ. VM Hodgson asked him to come by the office tomorrow and go over the Town Ordinances. Mr. Posavec wanted to assure this was only to be used personally not a business. S. Puchalski stated due to he being a new owner, a new temp permit may be approved.
 - Next to speak was Kathy Bilicki representing Bob and Judy Bilicki about donating the renovation of the whole property where the Town Hall is located. She presented the layout of moving the maintenance shed to the Marina and cleaning up the area. This will make an area for parking for the renters and guest at their building. Also, Bob and Judy Bilicki are willing to pay the town \$900 a year for renting that parking space behind the town hall. VM Hodgson and Mayor Janci explained possible problems. S. Puchalski suggested setting up a meeting to discuss this project at a later time.
- IV. **Council Meeting** – Mayor Janci asked if everyone has reviewed the Town Council Minutes from November 14, 2017. A motion was made by S. Puchalski to approve the minutes and C. Janci seconded the motion. A vote was taken, with all approving.

V. Review of Financial Report

VM Hodgson reported:

Town Of Wachapreague: VM Hodgson reviewed the financials with the Town Council members. A discussion of all town financials ensued including accounts in collection with the attorney. VM Hodgson stated the income looked on track as last of year this time.

Roll Call vote was needed to approve the check issued to the Town from Virginia Fire Programs. These funds are to be forwarded to the WVFC. A roll call is required to issue a check over the amount of \$500 from the Town accounts.

A motion was made by S. Puchalski and seconded by C. Vincent. The roll was called with all approving. Motion was passed and the check will be issued during their meeting on January 4, 2018 at 7 pm.

Port Of Wachapreague: Current Year – VM Hodgson reviewed these financials with the Town Council Members. He is very pleased to see nothing owing in Account Receivables. A discussion of all financials ensued. VM Hodgson stated some of the reserved amounts are for Marina projects coming up. There were an increase in income and the expenses have decreased compared to last year this time. VM Hodgson stated overall YTD the finances are doing well. A motion was made by S. Puchalski and seconded by R. Williams to approve financials. A vote was taken with all approved.

VI. Unfinished Business

A. Marina & Dredging

- S. Puchalski reported the VPA Project is underway. The wood was received and plans to start after the holidays.
- S. Puchalski stated she has one estimate for the electric work. The problem is believed to be the conduit has a crack causing the short. In this case, US Electric quoted \$4,900 for repairs. Kerry Paul has not given a quote yet.
- S. Puchalski contacted 4 contractors concerning the ramp project for next year and hopes to have some quotes in the next month.
- S. Puchalski stated everything is going well and she has some commercial fishermen using the slips this winter.

B. Town Maintenance/Garbage (Repairs)

- S. Puchalski stated she has nothing new to report at this time.

C. Powell Memorial Town Park

- S. Puchalski reported Powell Park is in good shape.
- S. Puchalski stated she is waiting until the spring to get materials from the county to repair the dugouts.
- USCC is looking forward to the spring to do another event and maybe have a fundraiser to help maintain the park.

D. Town Hall Beautification

- VM Hodgson stated JD and John will be getting some cement paint to start painting the inside concrete on bad weather day. VM Hodgson instructed JD not to exceed \$250 for supplies.

E. Streets and Drainage

- R. Williams reported he has made a map of the town broken down into 5 sections. Moving from north to south along the streets and encompassing the town blocks to create the sections.
- R. Williams designed the maps and sections with a CAD program, which can be uploaded on the town's computer.
- R. Williams stated the concept was to make it easier to identify drainage maintenance and issues. The hopes are to design a routine maintenance schedule for the drainage system of the town. The ideal time will be between January and March to clear leaves and debris from culverts prior to the wet season.
- R. Williams went on to explain how the program will be useful and how it identifies the problem areas. He explained how this will help when VDOT and Accomack County work with the town to improve the drainage impediments.
- Mayor Janci asked if there was a meeting with the owners of 11 Liberty St. R. Williams stated no; but, there was no definite reason from flooding except for a make shift drain with a trashcan with holes. At this time, there was no flooding.
- Mayor Janci stated once a plan has been designed, Donald Hart, Supervisor of Pungoteague District of Accomack County can be asked for assistance with this issue.

F. Safety and Security

- VM Hodgson stated all the street lights seem to be working well.
- VM Hodgson told the council the drop lines and new plugs did not get installed before the Christmas lights were hung. This will be worked on as soon as the lights are taken down.
- VM Hodgson stated there was a notice on the board at the post office of vehicle tags being taken in town.

G. Seaside Park

- Mayor Janci has nothing to report concerning Seaside Park.
- VM Hodgson stated on January 4th at 7 p.m. the Town Council will be meeting with WVFC to discuss grass cutting and location of the french drains on the property.

H. Zoning Administrator's Report

- Mayor Janci reported he has been contacted by a couple of surveyors concerning setbacks for properties in town.

I. Floodplain Administrator/CRS Coordinator/ A-NPDC

- VM Hodgson reported once an established maintenance plan is put in place concerning flooding, the Town's Flood Insurance could change from a 10% discount to a 15% discount.
- VM Hodgson also reported VIMS had a meeting last month to discuss the effects of the waves on Cedar Island. He stated it is not looking very good for the island's future.

J. Planning Commission

- VM Hodgson reported he has not submitted the ordinance changes yet. He was waiting for the surveyor's information concerning the spoil site property.
- Mayor Janci stated the surveyor currently has the letter and maps from Mrs. Hickman. He is currently busy but will be working on it soon.

K. Mosquito Control

- C. Vincent reported she has nothing currently to report.

L. Tourism/Business

- Mayor Janci announced that R. Bilicki has asked to move Tourism up on the agenda. Tourism will now be switched with Seaside Park and be discussed earlier in the meeting.
- R. Bilicki wanted to thank everyone for their assistance with the Christmas Tree Lighting at Seaside Park. He also wanted to thank R. Hodgson for stepping up as Santa when our planned Santa was unavailable.
- The Council commented of how things pulled together and everyone had a great time.
- Robert and Tomeka Williams would like to donate a new tree for next year. Mayor Janci thanked them for their donation. Mayor Janci proceeded to explain the story of how the town ended up with the current tree.
- R. Bilicki stated the Tourism Commission will be meeting to work on the spring program.

VII. New Business

- Mayor Janci stated the town treasurer has not been decided yet. There are more questions to ask the town's attorney concerning this.
- Clerk Wessells prepared an Upcoming Timeline for the council. This included the upcoming elections and budget process.
 - Election will be May 1st, 2018. Mayor Janci went down the line and asked who will run for council. C. Vincent and C. Janci will not be running for reelection and Mayor Janci will not be running for mayor.
 - VM Hodgson explained the process of running for election.
 - VM Hodgson explained the budget process was late last year. The process needs to begin earlier.

Adjournment

Motion was made by S. Puchalski and seconded by C. Janci to adjourn. All approved.

MAYOR

TOWN CLERK

mw

12/12/17

MOTION TO APPROVE GIVING \$10,000 CHECK TO THE
WACHAPREAGUE VOLUNTEER FIRE COMPANY FROM GRANT
RECEIVED FROM THE VIRGINIA FIRE PROGRAMS.

Pursuant to motion made by **Councilman, SANDIE PUCHALSKI**, and seconded by **Councilman, CARLEE VINCENT**, for a Motion to approve TO ISSUE A CHECK FOR THE AMOUNT OF \$10,000 TO THE WACHAPREAGUE VOLUNTEER FIRE COMPANY FROM A GRANT RECEIVED FROM THE VIRGINIA FIRE PROGRAMS, and the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of November 14, 2017.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci	X			
Carlee Vincent	X			
Robert Williams	X			
Robert Bilicki	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	6		1	

Duly recorded this _____ day of December 2017.

Town Clerk