

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

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

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

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

TOWN COUNCIL MEETING

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

II. Call to Order

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

III. Pledge of Allegiance

Mayor Janci led the Council in the Pledge of Allegiance.

IV. Assignment of Areas of Responsibilities –

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

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

V. Approval of Minutes

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

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

John Joeckel reported:

TOWN OF WACHAPREAGUE

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

PORT OF WACHAPREAGUE

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

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

VII. Old Business

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

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

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

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

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

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

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

B. Golf Carts –

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

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

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

E. Town Maintenance/Garbage

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

F. Powell Memorial Park –

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

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

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

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

VII. **New Business –**

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

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

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

CBW
7-8-14

MAYOR

TOWN CLERK