

TOWN COUNCIL MEETING

April 9, 2013

PRESENT

Fred Janci, Mayor

Bonnie Munn, Vice-Mayor

Tres Atkinson

Stuart Bell

Selina Coulbourne

Aileen Joeckel

John Joeckel

Town Clerk, Diana Brown

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

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

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

VII. *Old Business*

A. MARINA –

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

B. TOWN MAINTENANCE/GARBAGE –

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

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

D. STREETS AND DRAINAGE–

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

E. SAFETY/SECURITY

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

F. 911 SYSTEM

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

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G. POWELL MEMORIAL TOWN PARK

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

H. SEASIDE PARK

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

I. TOURISM

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

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

J. CHANNEL DREDGING

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

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

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

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

M. PLANNING COMMISSION & BZA APPOINTMENTS

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

N. *BZA Appointments* –

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

O. *Golf Cart Ordinance*

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

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

P. *Mosquito Control*

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

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

DFB
04/17/2013

MAYOR

CLERK