

PER AGREEMENT OF COUNCIL NO MEETING WAS HELD JANUARY, 2016
TOWN OF WACHAPREAGUE
PUBLIC HEARING AND TOWN COUNCIL MEETING
FEBRUARY 9, 2016

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

PUBLIC HEARING

Comprehensive Town Plan

Mimi Sedjat stated the Comprehensive Town Plan was very informative.

TOWN COUNCIL MEETING

- I. **Call to Order – Vice Mayor Munn** called to Order the Town Council Meeting at 7:05 p.m. on February 9, 2016 in the Wachapreague Town hall.
- II. **Pledge of Allegiance** – Vice Mayor Munn lead the Council in the Pledge of Allegiance.
- III. **Public Comments** – MiMi Sedjat is seeking Town Council approval to dissolve property lines on four parcels that she owns consecutively to consolidate her tax bills into one. Mr. Joeckel cautioned her of the difficulties she may encounter should she wish to sell one of her lots. Ms. Sedjat has considered this but is confident in her decision. Council gave their approval and advised Ms. Sedjat she will need to now go to the County of Accomack.
- IV. **Approval of Minutes** – Stuart Bell made a Motion to approve the Minutes of the December 8, 2015 meeting and John Joeckel seconded the Motion. There being no further discussion the Motion was voted on and passed unanimously.

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

TOWN

- Total cash assets are \$144,000 down from \$182,000 last year, due to the property purchase.
- Total assets are up \$5,000 to \$447,000, again due to the property purchase.
- Income is \$69,000 versus \$90,000 last year due to the Fire Company pass-through of \$19,000, essentially the income is the same.
- There is noted an increase in professional fees due to the land survey and attorney fees of \$3,000 and, Town Vehicle Maintenance fees have increased by \$2,000.

MARINA

- Cash assets are \$88,000 versus \$82,000 last year.
- Income is up \$1,000 when you take away the VPA Grant monies.
- Expenses are the same this year as last year.

AUDIT

John Joeckel discussed the Town Audit performed for FY2015 by Leatherbury-Broache which fees came to \$6,800. In anticipation of this fee an audit escrow reserve was made a part of the Budget. Only Towns of more than 3,000 residents are required to have annual audits, therefore the Town of Wachapreague has one performed every three years.

In a letter to the Mayor and Town Council dated November 11, 2015, a significant deficiency was noted in accordance with “Statement on Auditing Standards No. 112, Communicating Internal Control Related Matters Identified in an Audit”. Under this Standard, financial statements are the

responsibility of management. It goes on to read “If members of management seek the assistance of the auditor in drafting the financial statements because they lack the accounting expertise to prevent, detect, and correct a potential misstatement in the financial statements, then SAS 112 indicates that there is a control deficiency.” Mr. Joeckel is to contact Rob Leatherbury for clarification.

PNC Bank

Bonnie Munn informed council of a meeting with Keith Lilliston of PNC Bank in the Town’s efforts to obtain a credit card through them. PNC Bank needed a letter confirming this request and authorizing the Town Clerk to be the sole card holder, as it is now with Suntrust. Once this card is in effect the Suntrust account will be cancelled. Ms. Munn confirmed no Motion or vote would be required of council for this purpose.

VI. Old Business

A. MARINA – John Joeckel discussed a request made to the Virginia Port Authority last year of \$10,000 which was denied. Mr. Joeckel plans to attend the VPA Board of Governors meeting on February 19th where he will make a Power Point presentation regarding the dock deterioration over the last 20 years and need for dredging. Pursuant to his request Sandie Puchalski gave him estimates on the repairs needed, cost of materials and labor and provided a number of pictures showing the shallow condition and need for dredging.

Mr. Joeckel prepared an estimate of the cost for Town Marina Dredging which came to \$71,000 and when repairs to the marina bulk head, floating dock, Marina office walkway and general maintenance and repairs were added, the total came to \$85,000. The VPA Grant, if awarded, would pay 75% of the cost and the Town would pay the remainder.

Due to all the repairs needed at this time Mr. Joeckel and Ms. Puchalski both agreed not to pursue the floating docks.

Stuart Bell made a Motion for John Joeckel to present to the Virginia Port Authority a request for \$85,000 for Town Marina Dredging, repairs to the marina bulk head, floating dock, Marina Office walkway, general maintenance and repairs and Bonnie Munn seconded the Motion. There being no further discussion a vote was taken and passed unanimously.

Stuart Bell made a Motion to take no further action at this time on the floating dock issue until early 2017 and Bonnie Munn seconded the Motion. There being no further discussion a vote was taken and passed unanimously.

B. TOWN AND MARINA CASH ASSET DISPOSITION – Mr. Joeckel discussed the VML Investment Pool as a way for the Town and Marina to put cash into a higher yield account, which council have been considering for a long time. VML Investment Pool buys bonds for investing which is one of the few avenues for public funds to be invested. A short history of the market yield and a recap of returns from 1997 to 2014 was provided. Lynn Weeks has prepared all of the paperwork required. One requirement is for the Town to pass an Ordinance to Authorize Participation in the VACo/VML Investment Pool Trust Fund in accordance with §2.2-4501 of the Virginia Code. Since the Town does not have a Treasurer, John Joeckel has been designated the Councilman for the Town to serve as the trustee of the Town of Wachapreague with respect to the Trust Fund, and to determine what funds under the Councilman’s control shall be invested in the Trust Fund. A total of \$75,000 will be invested, \$50,000 from the Town and \$25,000 from the Marina.

Bonnie Munn made a Motion to accept “An Ordinance to Authorize Participation by the Town of Wachapreague in the VACo/VML Virginia Investment Pool Trust Fund for the purpose of Investing in accordance with §2.2-4501 of the Virginia Code” and to appoint John Joeckel as Trustee and Stuart Bell seconded the Motion. There being no further discussion a vote was taken and passed unanimously.

C. TOWN MAINTENANCE/GARBAGE – Bonnie Munn advised the Town Truck was in for inspection and that J.D. and John are still adding oil to the trash truck. J.D. Bradshaw advised of a need to replace the old push mower which has a bad carburetor. He will look into push mowers from Shore Saw and Mower in Painter for \$200 or less. J.D. and John are still picking up limbs and brush around Town.

D. POWELL MEMORIAL PARK - Ms. Munn advised someone stole the lock at the Park, even though they do not have the key. She has been wrapping the chain around to give the appearance it is locked. J.D. will invest in a replacement lock and have a number of keys made, one for Wayne Burton of Parks & Rec. Wayne Burton advised they will be tearing down the dugout and Ms. Munn suggested parking the Town Truck next to it for easy removal. Mr. Burton will give a 3 day notice of the tear down. Mr. Burton is to contact the landfill and advise them not to charge the Town. Ms. Munn in speaking with Wayne Burton told him she wanted the chain link fence back up to which he stated he would.

Ms. Munn also advised of a refrigerator that Kay Lewis has but is not using. When the weather gets better Wayne Burton and John Smith are to pick it up.

E. Town Hall Beautification/Maintenance – Ms. Munn advised all of the seashells have been removed and will be replaced with grass and knockout roses when the weather improves.

F. Streets and Drainage – Stuart Bell discussed the cones that are placed on Main Street near the corner of Finney where the drain grate sunk in and VDOT is repairing it.

Chris Isdell of VDOT indicated the radar trailer is available should the Town be interested. Mr. Isdell also discussed the VDOT trucks in Town that have been picking up debris from the recent high tides which had come up as far as the Wachapreague General Store.

MiMi Sedjat mentioned the ditch and culvert in front of her house, 11 Church Street, is always filled with water and was wondering if that was normal. Stuart Bell will contact Chris Isdell of VDOT and request he come out and assess this problem.

Mr. Joeckel indicated the Town really needs an engineering study done. He will look into this. He also questioned the entry in the financials where there is a County Drainage Assistance Reserve in the amount of \$6,600. Ms. Weeks will check with the Town Bookkeeper.

G. Safety/Security – Stuart Bell advised lights were out at Custis and Atlantic and that he has made several calls to ANEC.

Bonnie Munn discussed several items Mayor Janci would have presented if he were present.

- Town Survey: The Eastern Shore Surveyors advised February 16th is when they will come back to finalize the survey and give final markings and present a drawing.
- John Marsh has purchased the property on the corner of Liberty and Lee and has put in a concrete slab which appears to be on the right-of-way. Mayor Janci approached Mr. Marsh and told him of his concerns and requested he hold off on any additional slabs. Mayor Janci then contacted Chris Isdell of VDOT who will have someone come and survey that area.

H. 911 System – Ms. Weeks advised some additional work has been done, however there are still some streets on the North side that need to be done. Bonnie Munn has offered to do Church Street.

I. Seaside Park – Mayor Janci was absent.

J. Delinquent Town Real Estate Taxes, Vehicle & Golf Cart Tags –In Mayor Janci’s absence Ms. Weeks advised of additional real estate payments pursuant to delinquency letters mailed out with invoices that included penalties and interest.

- Stuart Bell questioned a truck that has a Maryland plate on it even though the owner lives here full time and owns a store in Town. Ms. Weeks reviews the Accomack County personal property tax book for automobiles in Wachapreague and this vehicle is not listed.

- Mr. Bell also mentioned a three wheel police vehicle owned by Ben Gardner that does not have any plate on it that comes into Town. Mr. Bell has told the driver on more than one occasion to not bring this vehicle into Town.
- John Joeckel mentioned some towns have done away with the sale of decals and instead incorporate that fee right into the property tax bills. Mr. Joeckel will check into this. With reference to golf carts and trailers that will be a different matter.

K. Floodplain Administrator/CRS Coordinator – Aileen Joeckel advised as the CRS Coordinator, she plans on attending a workshop on a coastal resiliency tool on local flooding.

L. Planning Commission –

Comprehensive Town Plan – Mr. Joeckel requested that once the Plan has been signed by the Planning Commission and the Mayor and Town Council a digital copy needs to be forwarded to the Accomack-Northampton Planning District Committee.

Aileen Joeckel made a Motion to approve the Comprehensive Town Plan and Stuart Bell seconded the Motion. There being no further discussion a Roll Call Vote was taken and passed unanimously.

Town Ordinances – Ms. Joeckel has requested five copies of the existing Town Ordinances to hand out to the Planning Commission for their review and updating.

- Ms. Joeckel announced MiMi Sedjat has replaced Jackie Zang on the Commission.

M. Town Ordinances – John Joeckel proposed an updated version of the Town’s IV-2 Ordinance to Control Animal Waste. The changes he proposed are to add “An owner of such dog or animal shall also be responsible for immediately cleaning up any feces or wastes of dog or animal if such dog or animal strays from the private property of the owner and deposits such feces or wastes on any street, sidewalk or public or private property within the Town of Wachapreague”. Also addressed were the penalties; First offense – not less than \$25, Second offense – not less than \$50 and, Third Offense and thereafter – not less than \$100. All violators will have 15 days within which to pay otherwise a warrant or summons may be issued to appear in the Accomack County General District Court.

John Joeckel made a Motion to repeal the existing Ordinance and accept the new Amended Ordinance and Bonnie Munn seconded the Motion. There being no further discussion a Roll Call Vote was taken and passed unanimously.

N. Virginia Hazard Mitigation Plan – John Joeckel advised

- At the last meeting discussed was various storms/hurricane’s coming from seaside at different angles and from bayside at different angles which will go into a model showing us coastal flooding that will help determine the potential damage costs. Later winds are to be added. According to Mr. Joeckel the model doesn’t work for Wachapreague due to the distance from the inlet to here and the creek so the Town is considered an inland river community.
- The A-NPDC needs to have a meeting with representatives of the Town with reference to critical infrastructure for the Hazard Mitigation Plan and the Town Chapter. Mr. Joeckel mentioned Aileen Joeckel as the Floodplain Manager and CRS Coordinator, the Wachapreague Fire Chief and himself. This meeting is to take place within the next month.

O. Tourism/Business – Aileen Joeckel advised the 2016 Eastern Shore brochure is out. Featured is the Island House on the second page and further back is the Town, the Motel and the Daytrippers.

- Kerry Allison of the Eastern Shore Tourism Commission has requested 10 minutes of the council’s time at the March 8th Town Council Meeting. Council has agreed to this 10 minute presentation.
- The Visitor website is almost completed, just some corrections need to be made. The Town website is still being worked on and Ms. Joeckel hopes the site will be ready for review by council in the near future. Ms. Joeckel and Ms. Munn will be meeting with Andy Killmon to view pictures of the Town of years past for adding to the Historical site on the Town’s website.

- Ms. Joeckel still has not heard back from the Crop Production Services to discuss the Wachapreague Billboard and the possibility of utilizing a portion of their property for it.

P. Appointments – Aileen Joeckel listed Charles Faye, Tameka Watkinson, Patricia Bragg and Joe Tormos who are willing to become members of the Board of Zoning Appeals. One more person is needed to fill the five person requirement and Bill Blaine was suggested. Ms. Joeckel will follow up on this.

VII. New Business -

Tag/Decal Sales – Vehicle decal/license plates will go on sale March 15th. All council are in agreement to have Saturday mornings available for the period March 15th through April 15th in addition to the regular Town Hall hours.

Eastern Shore Regional Navigable Waterways Committee – John Joeckel discussed the Ad Hoc Regional Waterways Committee where a draft of their responsibilities has been completed. They will report to the Board of Supervisors, only. The Committee will consist of two Supervisors for each county and three citizen representatives from each county. This committee will be dealing with all waterway issues with regard to both seaside and bayside on dredging, access to beaches, etc. and deal directly with State and Federal agencies for project funding needs with the Army Corps of Engineers and the Coast Guard.

Agendas – John Joeckel mentioned the first order of business at most meetings he attends is the approval of the Agenda pursuant to Robert’s Rules of Order similar to what is done at the Accomack County Board of Supervisors. It would be at this time council could make a Motion to remove an item or to add one. Mr. Joeckel made a Motion for the Town Clerk to add this to all future agendas as the first order of business, the motion was seconded by Bonnie Munn, with a subsequent unanimous vote by those Councilmembers present.

VIII. Announcements – None

IX. Adoption of Executive Closed Session – The Motion for Adoption of Closed Session and Roll Call Vote are attached hereto these minutes.

X. Resolution to Reconvene Open Meeting - The Motion to Reconvene Opening Meeting and Roll Call Vote are attached hereto these minutes.

XI. Adjournment – Bonnie Munn made a Motion to adjourn the meeting and Stuart Bell seconded the Motion. The Motion was voted upon and passed unanimously. The meeting was adjourned at 9:15 p.m.

CBW
2/9/16

MAYOR

TOWN CLERK