

**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