

**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 1<sup>st</sup> 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 16<sup>th</sup>. 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

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MAYOR

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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

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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