

**TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
JANUARY 29, 2018**

COUNCIL PRESENT: Fred Janci, Mayor; Robert Hodgson, Vice Mayor; Robert Williams;
Sandie Puchalski; Robert Bilicki; Cathy Janci

COUNCIL ABSENT: Carlee Vincent

TOWN CLERK: Missy Wessells

CAPITAL PROJECTS TOWN COUNCIL WORKSHOP

I. Call to Order

Mayor Fred Janci called the Town Council Workshop to order at 7:00 p.m., Monday, January 29, 2018 in the Wachapreague Town Hall.

II. Pledge of Allegiance –Mayor Janci lead the Council in the Pledge of Allegiance.

III. Discussion of Capital Projects- Mayor Janci announced the purpose of the meeting was to discuss Capital Projects to be budgeted. Mayor Janci then turned the meeting over to VM Hodgson. VM Hodgson began the meeting with a discussion of the current Reserve Accounts. The list of accounts were prepare by Clerk Wessells.

A. Town Reserves:

1. **The Audit Escrow Reserve** was the first to be discussed. VM Hodgson stated the audit is scheduled to take place this spring. Current balance is \$3,575.

The council choose to continue adding to this reserve to budget for the audits.

2. **County Drainage Assistance Reserve** currently balance is \$10,177 and \$5,000 has been added yearly.

The County Drainage Assistance Reserve was discussed by R. Williams. He explained the main drainage line that runs from Finney St. to Atlantic Avenue out to the channel. This drain is in very bad condition and needs repair which will require a Civil Engineer. It was agreed by the council to add \$5000 to the reserve this coming year. Mayor Janci suggested Young in Pocomoke, Maryland as the civil engineer. R. Bilicki has a few people to contact also. Robert Bilicki asked if another project can be added along with this project. VM Hodgson stated the town currently has \$10,000 in the reserve. Once a civil engineer comes in to evaluate the situation, a priority will need to be decided on projects.

R. Bilicki stated he was asked, as a council person, by Chris Wardius and Blake Johnson to investigate into a STEP Program. This was before R. Williams came aboard. The idea was to evaluate the possibility of having commercial businesses on Atlantic Avenue to be able to pump the waste fluids to a location we own. Per R. Bilicki, VIMS was also interested suggested opening the pipe and inserting a second tube/line. The idea is that one line will carry storm water to the channel and the other will pump liquid waste out to the spoil site owned by the town to leach fields. The hope to cultivate new business on Atlantic Avenue. R. Bilicki stated after talking with the Town of Exmore, once the pipe/line is open, it will be simple to add the additions pipe. VM Hodgson asked if this will all be underground and was

answered yes. R. Bilicki stated the town currently owns 15 acres. A section of 5 acres are designated for spoils and all would be needed is an easement crossing over Powellton Avenue and Custis Street. A discussion was conducted.

VM Hodgson was concerned who would pay for this and who would maintain the project. R. Bilicki assured this would be the burden on the businesses. He suggested doing this in two phases. Because VIMS needed to go ahead for their expansion project, they would not object to connecting to this at a later time. VM Hodgson stated the town needs an estimate for this to be done. R. Williams was asked if this can be checked into and he responded yes. B. Munn asked who will pay for this study. VM Hodgson stated the burden will be on the business especially from Finney Street to the spoil site. Mayor Janci stated that the town citizens will not be interested in paying for this study. This topic will need to be brought up at the regular town council meeting.

(Note: Study to determine (a) total cost of proposed septic system; (b) interference with expansion of spoils site to additional 5 acres; (c) cost to maintain septic system.)

3. **Playground Equipment Reserve** currently has a balance of \$1,009. Council agreed to continue this reserve but not to add money for FY 2018-2019.

S. Puchalski stated she was busy doing things to Powell Park but will be looking over the playground equipment for repairs or replacements. She noted there is one toy that was broken and has been removed. This is something she wants to replace. C. Bilicki stated especially with the new children in town. All agreed.

4. **Spoil Site Reserve** currently has \$5,172. This is money paid in from past dredging. VM Hodgson stated another \$5,000 should be added in anticipation of the next dredging due 2020.

VM Hodgson stated during the fiscal year 2018-2019 a study needs to be done to determine if the spoil site needs expanding. It was agreed to continue with the additional money to be added this coming fiscal year. This project must be assigned to someone to follow through with the project.

5. **Tourism Reserve** currently has \$13,427. This amount will increase based on the 25% of Meals Tax collected. This account receives funds monthly.

VM Hodgson stated this will continue with the regular budget. All agreed.

6. **Vehicle Replacement Reserve** currently has \$10,000. VM Hodgson suggested putting another \$10,000 in this reserve.

VM Hodgson stated the council was trying to add \$10,000 per fiscal year. He noted the town currently has 3 old vehicles that have required many repairs. He stated a replacement vehicle will cost at least \$30,000 and the council should start looking at surplus sales.

A suggestion was made to look at attachments, such as a limb grinder or trailer. S. Puchalski stated several years ago a grinder was donated by the Puchalski and Councilman Sandy Russell thought it was a liability to the town. R. Williams stated a snow plow extension was discussed to be added to the pickup replacement. After doing research, the town should purchase a 350 truck. A 250 and 350 would be little price difference and the 350 would handle attachments better. C. Janci suggested a larger pickup could eliminate the need for a truck. R. Bilicki asked which vehicle needs replacing first. Mayor Janci stated he feels the garbage truck should be first due to the weekly use for the citizen's garbage collection. R. Bilicki asked where to start looking. VM Hodgson and Mayor Janci stated this purchase is still a year or two off. Mayor Janci stated the site was "government liquidations". The council agreed to continue with the reserve.

7. **Seaside Park Reserve** currently has \$4,026. VM Hodgson explained \$3,000 was placed in the reserve Fiscal Year 2017-2018. He would like to add another \$3,000 this Fiscal Year. The plan is to level the property to help eliminate flooding. VM Hodgson also suggested to get up with the WVFC concerning the french drain locations. The plan is to prevent ponding but not to cover the drains.

VM Hodgson suggested to continue adding to the reserve. The goal is to regrade the park to improve drainage and prevent flooding. C. Janci stated to restore water supply to the park. Currently water must be carried from Town Hall to irrigate the plants and trees. R. Bilicki suggested to establish electricity to the gazebo. R. Bilicki spoke concerning the park retaining water. During his father's tenure as mayor, D. Bilicki asked Jimmy Bundick of Bundick Well & Pump to core drill the area where the swimming pool was located. D. Bilicki's thoughts were the pool was filled with dirt and stones and the water was collecting. By core drilling, the pool bottom will have holes to allow the water to absorb in the ground. VM Hodgson stated that a couple council members need to have a meeting with the WVFC to discuss all issues concerning Seaside Park. This will include how to drain park, ponding in front WVFC building and coring. The previous meeting in January 2018 was cancelled due to the snow storm. Currently, the town has used D. Bilicki's water for irrigation. The council members agreed.

8. **Maintenance Crew Request** for the next fiscal year budget. Mayor Janci stated the town should go with a zero turn mower and use one old mower as a backup. VM Hodgson stated where to store. S. Puchalski stated the new owner of the marina has offered a shed to the town. She stated it was in decent shape. A discussion was conducted concerning the repairs approved for the old shed at the marina. S. Puchalski stated this needs to be done and asked if someone else can take care of the project. VM Hodgson asked if the contract can be withdrawn and S. Puchalski stated nothing was officially signed. The council agreed to evaluate the condition of the currently mowers, and get a price for a new zero turn.

A request for a water faucet outside town hall. C. Janci stated there was a faucet but it was capped off. The well will not supply enough water for the town hall and an outside faucet. S. Puchalski stated there was an estimate to re-establish the well at Seaside Park. Mayor Janci stated the estimate was about \$3,500. R. Bilicki stated the maintenance crew was using his father's house for water. S. Puchalski stated if the park is to be leveled, this would be the time to do this. VM Hodgson stated FY 2019-2020 will be the time to reestablish the well. Mayor Janci asked R. Bilicki if this would be acceptable until 2020 when the plan to have the well reestablished. R. Bilicki agreed. Everyone agreed.

9. **Wachapreague Marina's Request for a Pump and Haul Permit.** VM Hodgson explained the location of the tank and the purpose for the request. Mr. Posavec, the new owner, did not know much about the condition of the current drains or tank. S. Puchalski has contacted the VDH concerning the legalities of a pump and haul system. S. Puchalski stated she spoke to Keith Privot with VDH. VDH will not issue a pump and haul permit. The town would need to issue such permit. S. Puchalski also explained that VDH has instructed Mr. Posavec he must have a restroom facility in order to house boats for dry storage. She explained to the council that another property has done the same type of business and has never been required to have a restroom facility. C. Janci noted that there are several businesses in town that do not have facilities for customers. Mr. Posavec is not ready to

operate a business in any of his buildings. There is lots of work that needs to be done. He is only needing a temporary solution until he is ready to open a building for business.

S. Puchalski stated per VDH, the town will need to develop and approve an ordinance stating approval for a pump and haul permit only for the business of dry boat storage.

J. Joeckel spoke next. He reflected to back in 2013, the prior owners of that property requested to do a pump and haul. Over a period of time, the owners got the town council to approve a temporary pump and haul and approve an easement for pipe to cross the corner of Seaside Park. This would make access to the septic behind the Wachapreague Inn. This was agreed on the condition they would start work immediately on a septic system. There was a two year grace period and extensions which ran over three years and still not completed. The owners came back to the council and asked for an ordinance to allow a pump and haul. J. Joeckel stated the previous council denied this because once you allow this, the town assumes liability for it. S. Puchalski commented that the owners had a full running marina with a tackle shop and restaurant. This person is only asking to house dry boat storage. VM Hodgson stated VDH needs to be contacted to check what the minimum standards are. He also stated a letter needs to be sent asking for plans and phases. Currently he has no plans and timeline for work to be done.

R. Williams stated Mr. Posavec came to the last council meeting and asked if this council was going to work with him. If not, please tell him now so he will not spend any more money or time on this property. He has plans to retire here and wants to build a business. The council assured him they will work with him. Mayor Janci stated the council needs a plan and layout of the project. Currently, we have nothing to go by. It was suggested by K. Bilicki to contact Bundick's or Bogg's to see what the septic consisted of. R. Bilicki agreed with R. Williams as to giving some leadership to the new owner as to what needs to be done. S. Puchalski stated he will not renew the contract with the Nature Conservancy and they need to be contacted to clean the property up.

In conclusion of this topic, VM Hodgson suggested and the council agreed that a letter be sent to Mr. Posavec stating to submit his plans to the Zoning Administrator. If the plans are not satisfactory, have the Planning Commission work with him to resolve any problems. The idea is to: 1. What he has; 2. What is needed; 3. What is planned; 4. What needs to be paid. Zoning Administrator will send a letter with this information. S. Puchalski stated without this marina, the boats are going to leave and this will create a problem for the town. Currently, he has stated he wants to develop an aquafarm for oyster seed, a tackle shop with an apartment above and dry storage.

10. **The Proposal Town Hall Lease Agreement** for the Town Hall Beautification and driveway rental. Proposal was submitted to lease the back half of the town hall property as a parking space for JDAR Holdings bed and breakfast business. The business is located immediately on the west side of the town hall lot. Per the proposal, JDAR Holdings has agreed to pay \$90 per month rental for the area plus numerous upgrades to the Town Hall building and property as discussed. The proposal illustrated changes to the Town Hall landscape and to move the maintenance shed to a new location, possible the Town Marina. The design also removes all debris inside the fence behind the hall, relocating the fuel tanks (either on the property or elsewhere) and adding landscaping to the property. There will also be a driveway made leading to the apartment with rental income for its use.

R. Bilicki asked if K. Bilicki could present the Power Point and field any questions, being she was the designer of the project. All agreed. K Bilicki stated she presented this at the December monthly meeting. There were questions asked and she provided the answers. The plans show the maintenance shed relocated to the marina. S. Puchalski stated it would

be on security camera and more secure. A shed has been donated and is in good shape. This design would allow parking for the business.

VM Hodgson asked if the old gas station has been asked to use their parking space. K. Bilicki stated she was not sure if this was an option. He stated the renters could just walk across the street. VM Hodgson stated other issues may present such as location of the fuel at the marina or other locations. K. Bilicki stated there will not be a decision made tonight, things will be checked into. C. Janci stated this should be looked into more to improve the Town Hall. Mayor Janci stated we need to look at the regulations for the marina. VM Hodgson is concerned with the location of the fuel and traffic. This will topic be revisited.

B. Marina Reserves

1. **Marina Dredging Fund Reserve** currently has \$5,000. VM Hodgson stated in 2020, the marina will be scheduled to be dredged again. He would like to put \$5,000 in the reserve to prepare for that expense.

2. **VPA Grant for FY 2017-2018** is to repair the electricity and T Dock at the marina. VM Hodgson stated the plan for the VPA Grant is to reface the T Dock. S. Puchalski stated the marina was awarded \$20,000 to repair the electric issues. Per the electricians, S. Puchalski stated the conduit is all that needs replacing. She has an estimate of \$4,900 and waiting for the second estimate. S. Puchalski stated she has priced the wood and hardware and would like the council to approve \$6,000 so she can order it. S. Puchalski reviewed the future plans for the marina as: FY 2018-2019-Break Boards on docks; FY 2019-2020- Repair Concrete Ramp; FY 2019-2020-Dredging. S. Puchalski explained to the council the procedure to repair the concrete ramp. Mayor Janci asked if the grant money is not all spent, can the money be used for another project. S. Puchalski stated if they are contacted, the VPA does allow carry over of funds. S. Puchalski stated the materials have already been approved this year. VM Hodgson made a motion to approve the projects of break boards and ramp for future VPA Grants. A vote was taken with all approving.

A motion was made to adjourn by C. Janci and seconded by S. Puchalski.

MAYOR

TOWN CLERK

mw

01/29/18

**ADDENDUM TO CAPITAL PROJECTS
TOWN COUNCIL WORKSHOP MINUTES
JANUARY 29, 2018**

A recap of the topics and decisions made during the Capital Projects Workshop. These items consist of three (3) categories: Current Status; Capital Projects; and Maintenance Projects.

Reserves To Continue As Noted:

1. Town Audit Escrow
2. County Drainage Assistance Reserve
3. Playground Equipment Reserve
4. Spoil Site Reserve
5. Tourism Reserve- Will continue as scheduled with monthly revenue.
5. Vehicle Replacement Reserve
6. Seaside Park Reserve
7. Marina Dredge Reserve
8. VPA Grant Reserve

Capital Projects to be revisited at a later date:

1. Zero Turn Mower; Council Agreed To Evaluate Mowers And Get Prices Of New Mowers.
2. New Shed To House Mower; A Shed Has Been Donated To Town And Will Check On Its Condition And Size.
3. Re-establish Water To Seaside Park.
4. Wachapreague Marina Project
5. Town Hall Beautification Lease Project And Relocation Of The Maintenance Facility.

Maintenance Projects to work on:

1. Repair Gate/Fences At Town Hall And Powell Park Used To Secure Town Vehicles.
2. Letter Slot In Door For Town Hall Door.
3. Kiosk In Front Of Town Hall.

****Henceforth these Minutes should be read in that context.****