

**TOWN OF WACHAPREAGUE
TOWN COUNCIL MEETING
FEBRUARY 13, 2018**

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

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, 2018, 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 floor for Public Comments.
 - A. Joeckel spoke first concerning the minutes not being posted quickly on the Town of Wachapreague website. Clerk Wessells stated it was an overlook on her part and will try to attend to it quicker. A. Joeckel stated this has been ongoing.
 - A. Joeckel then addressed the workshop that was conducted January 29, 2018 concerning Capital Projects. She stated that everyone in attendance should have received all paperwork that was handed out to the council, per Virginia state ordinance. Clerk Wessells asked Mayor Janci for guidance in the matter. Mayor Janci stated to provide copies for all workshop attendees. The question arose concerning regular monthly meeting. A. Joeckel stated this covers any matters the public should be aware of. Mayor Janci requested a copy of the statute to be handed out for future reference. Mayor Janci asked if everything in the Board of Supervisors meeting packet must be copied for everyone attending the meeting. A. Joeckel’s response is yes for interested parties.
 - A. Joeckel’s last response was to make a note that the new marina is not zoned as residential. S. Puchalski stated this is not a plan for a personal home. He is planning it to be a rental property in the future.
 - K. Bilicki spoke up and discussed the issues presented at the Workshop meeting in regards to the Bilicki proposal of renovating the back side of the Town Hall. K. Bilicki stated there does not seem to be any issue with moving the fuel tanks over near the marina shed per the DEQ and VPA. Per S. Puchalski the fuel must be over 50’ from the well and the tanks must hold more than 660 gallons each. K. Bilicki stated this was the information requested and brought back to the council. She also asked if a decision will be made soon due to the Bilicki’s B&B will need to make arrangements for their renters by April. Mayor Janci stated this should be decided by this or next meeting.

- Clerk Wessells requested the approval of Tomeka Watkinson to begin updating the tourism and town websites. Tomeka has lots of experience in web design and would like to help out. Mayor Janci stated updating would be fine but not redesign. R. Williams stated she would update information and pictures to improve the sites.
- Ellen Grimes from Coastal Resources spoke on behalf of Front Row Properties owner Mike Trunzo. This is in regards to the property formally known as Parker’s Railway on Atlantic Avenue. Mayor Janci explained there have been several correspondences from Mr. Trunzo. The last letter stated the intentions were to redesign a railway with plans included. VM Hodgson stated a meeting needs to be scheduled with the Zoning Administrator and be granted a zoning permit prior to meeting with Accomack County. S. Puchalski stated due to the removal of the cable and railway structure, the owner may need to “jump through hoops” with VMRC to re-establish a railway. Mayor Janci explained to Ms. Grimes a letter has been drafted and will be sent explaining what information is needed, such as measurements and setbacks. Ms. Grimes wanted to clarify the property owners meaning of railway. Mr. Trunzo’s definition of railway is a boat dock not an actual working railway. The council agreed they are entirely two different items. Mayor Janci and Ms. Grimes will schedule a meeting later to discuss this further. Ms. Grimes wanted to add per the letter, the property owner would like to use the spoils site for the dredging materials and asked for the council’s blessing in this project.

IV. Council Meeting

A. Mayor Janci asked if everyone has reviewed the Town Council Minutes from January 9, 2018. A motion was made by C. Vincent to approve the minutes and C. Janci seconded the motion. A vote was taken, with all approving.

B. Mayor Janci asked if everyone has reviewed the Capital Projects Workshop Minutes from January 29, 2018. VM Hodgson stated he asked Clerk Wessells to add “notes” within the minutes. These items are unfinished business that needs to be brought up at a later time. VM Hodgson also stated an Addendum was added to outline items that were discussed which did not fall under Capital Projects but rather maintenance or small projects. A motion was made by S. Puchalski to approve the minutes and C. Vincent seconded the motion. A vote was taken, with all approving.

V. Review of Financial Report

VM Hodgson reported:

- **Town Of Wachapreague:** VM Hodgson reviewed the financials with the Town Council members. VM Hodgson stated everything was doing well.
- VM Hodgson reviewed the financials, for the town, with the council. Town is currently 58.3% through the fiscal year.
- VM Hodgson asked for the list of outstanding Account Receivable debts to be noted for public record. They are as follows:
 - Birdnest Investments and Irene Lewin – past due currently in collection with the lawyer (Real Estate).
 - Current Year Real Estate: Raydean Lipscomb; Gregory Repman; Juliana Riahi; Norman Taylor Sr.
 - Prior Year Vehicle Decal: Jennifer Boston

VM Hodgson stated these accounts will receive a bill with an additional \$30 administration fee.

- **Port Of Wachapreague:** VM Hodgson reviewed the financials with the Town Council members. VM Hodgson stated everything was doing well. It looks like everything was on track from last year.
- VM Hodgson wanted to note that VPA Expense will be reimbursed.
- S. Puchalski reported Marina things are slow this time of year but will be collecting money beginning February 2018.
- VM Hodgson asked if there were any other questions. S. Puchalski made a motion to accept the financials for the Marina and Town and C. Vincent seconded the motion. A vote was taken with all approving.

VI. Unfinished Business

A. Marina & Dredging

- S. Puchalski reported she has received 2 estimates for the electric work for the dock. US Electric is \$4,900 and Paul's Electric & Plumbing is \$4,750. Paul's will get the contract for the work. A roll call vote will be needed to approve with a motion made by S. Puchalski and R. Bilicki seconded the motion. The roll was called and all approved.
- S. Puchalski stated the wood was ordered and should be delivered tomorrow for the T dock. Work is scheduled to begin on Friday, weather permitting.
- S. Puchalski stated the Town Marina had a visit from the Virginia Department of Health concerning the Clear Water Act. She explained several years ago the regulations were passed that marinas whose occupancy rate and rentals reach a certain amount yearly, must have the well water tested monthly. S. Puchalski told the council she will know more once she has all the slip renewals in to see if the marina was over the limit. She believes the limit is over 25 boats in slips over 6 months per year must be tested.

B. Town Maintenance/Garbage (Repairs)

- S. Puchalski stated waiting on the garbage truck repairs on the pistons.
- S. Puchalski stated the pickup has been at Colona's for quite some time waiting for the ignition repair. She told the council she has spoken with JD and maybe next time repairs are needed to look for another garage. Mayor Janci suggested Rodney at Complete Exhaust next to the SPCA for repairs.
- S. Puchalski stated she will be preparing a work list for the maintenance crew. There are several things that need to be attended to.

C. Powell Memorial Town Park

- S. Puchalski reported a work crew from the USCC Station Wachapreague is planning to do some work mid-March. They will be fixing signs, cutting brush back etc.
- S. Puchalski also stated she was just informed that Accomack County Public Works will no longer be assisting with the park. The town will be responsible for all maintenance and supplies. She also stated anyone who wants to use the park, who does not own property in the town, will pay the town instead of the county for its use. The council needs to decide what the fees should be. S. Puchalski will call the county and have her name and number as contact for the park since the Town Office is only open part-time. VM Hodgson asked if we received a letter stating this and Mayor Janci stated he received a phone call from Steward Hall, Director of Public Works.
- Concerning Powell Park maintenance. S. Puchalski stated, after speaking with Justin Paul, having a zero turn mower will make the task much quicker. She suggested keeping one current mower as a spare.

- VM Hodgson asked if mowers need to be discussed tonight. Mayor Janci stated he will get prices and bring back to the next meeting. VM Hodgson also stated a storage solution needs to be addressed prior to purchase. All agreed. VM Hodgson then brought up the idea of using the current mowers at this time. He began naming off the properties that the maintenance crew will be cutting now, to include Seaside Park. Mayor Janci stated there was an agreement for the WVFC to cut it. S. Puchalski stated there is nothing in writing. Mayor Janci stated then should the town put a rope across the fire company parking area and change back to grass. The council disagreed with this suggestion. Mayor Janci stated this was a lousy way to do business. S. Puchalski stated the quote Paul's Lawn Service says it included mowing but for \$50 per service, it could not be including mowing. R. Bilicki state it was \$1600 per season and broke down to \$30 per week. He stated that was cheaper than cutting your own yard. Justin was doing this as a favor to the town as being brought up and still lives in the town. Mayor Janci asked what exactly did the quote consist of. S. Puchalski stated is was to include: weeding beds, trimming and mowing). S. Puchalski stated she will talk with Justin and get a written quote. R. Bilicki stated at last month's meeting, both he and S. Puchalski agreed that was reasonable and it was tabled. Mayor Janci stated he and VM Hodgson are meeting with the Board of Directors at WVFC to discuss some issues. If they stick with the agreement, they will take care of the mowing. If not, the issue will need to be revisited. VM Hodgson again asked what is actually cut with the mowers. S. Puchalski began naming off the properties. R. Bilicki stated as far a time management, will the maintenance crew be able to do all the mowing with the mowers they have now. They work 3 days a week and 1 day is designated to garbage collection. Will they be able to do all mowing in 1 day per week with current set-up? R. Hodgson asked to save man hours and the condition of the trash truck, would it be better to have an outside company pick up the garbage. Mayor Janci stated this study has been done and it is more cost efficient to do things the way we are. It was suggested to bring the maintenance crew in on a 4th day per week. S. Puchalski suggested before that is discussed, a work log needs to be started. Mayor Janci stated he has spoken to Justin concerning mowing the smaller properties, not including the 2 parks. Justin Paul stated the properties noted (town sign, outlook, duck pond, marina parking lot and Town Hall) should only take 1 person with a zero turn mower half a day to do. The council agreed time management is an issue with the workers. It only takes 1 person to do most jobs. Mayor Janci stated moving the maintenance crew from behind the Town Hall to the Town Marina would be a great idea and easier to supervise. VM Hodgson asked if this happens, S. Puchalski would possible be moved to a supervisor and a paid position. This will need to be evaluated later. S. Puchalski stated she would be supervising as a council person.

D. Town Hall Beautification

- C. Janci stated she has nothing to report.
- Mayor Janci suggested to add the R. Bilicki property proposal at this point. Mayor Janci asked if there was any objections to moving a second shed to the marina. VM Hodgson stated yes. He stated the marina is not designed as a maintenance compound. He states he is not in favor of having fuel at the marina. The residents had an understanding that the area would be a parking lot not a maintenance center. He also objects to renting the property behind Town Hall for \$90 per month.
- VM Hodgson also stated if this property is leased, it will not be available for use by the town. He stated he would not object to adding a parking space next to the fence for parking. He stated he does not feel the Town should give up part of the Town Hall property for use by a private business. VM Hodgson stated he wanted everyone to understand his position of this matter. He then stated if this is approved, all expenses should be born to the persons addressing this project. There should be no expense to the Town and a lawyer should draw up a contract stating this. He stated he is only one member on the council and this is his opinion.

- Mayor Janci asked if he could get a copy of the by-laws of the Marina. Clerk Wessells stated the by-laws were dissolved and the council at the time of construction, decided to follow the by-laws set by the State of Virginia. Mayor Janci asked to see any agreements made during the construction of the marina. He stated apparently there were agreements made with Roy Wallace, Bonnie Hill and possible a few others. S. Puchalski stated Roy Wallace was the mayor at the time and Z.R. Lewis owned the house currently owned by Gene Gibson.
- S. Puchalski stated there was already a shed at the marina. She did not see a problem with another one. She felt the problem was moving the fuel there. Mayor Janci asked if the shed could be place there and not the fuel. S. Puchalski stated yes. She stated the fuel could remain behind the Town Hall and a reel added (such as Richie Puchalski has) to keep off the ground. With the shed moved, the tanks could be caged off from site.
- Mayor Janci asked R. Bilicki the requested lease length. R. Bilicki responded one year/season to start. Mayor Janci asked if terms of one year renewable would be acceptable. R. Bilicki responded yes. Most agreed a short term is best. S. Puchalski stated the donated shed is in good shape and only needs some paint. The old shed would be tore down and the council approved \$1,700 for repairs, which could be used for this. R. Bilicki stated his proposal accepted those expenses. A discussion of the proposal insured.
- Mayor Janci asked VM Hodgson how Roy Wallace would feel about just another shed without fuel at marina. VM Hodgson asked about vehicles. Multiple locations were discussed for the truck. VM Hodgson suggested talking with Mr. Wallace and the WVFC concerning this project. Also, he suggested speaking with the lawyer and insurance company about possible liability of damage. By getting all information, documents, leases and project outline together to reach an agreement of this project by all. VM Hodgson suggested to have all details worked out and bring it back to the Town Council for review. It was agreed that the public should have an input on this project. C. Janci stated there should be an insurance policy for this project and R. Bilicki stated it would be.

E. Streets and Drainage

- R. Williams stated he has contacted an engineering firm in Salisbury, Maryland named Davis, Bowen & Fridel to get a proposal to do a preliminary engineering design to replace the main drain line from Finney Road to the outflow area. The contact is Tim Matzner and he is assigning a municipal engineer to the project. R. Williams will be sending information and photos to him.
- R. Williams also discussed the CRS and Flood Insurance. He stated to received additional discounts on flood insurance, the town must have a maintenance program. A maintenance program must have the right equipment. There is about 4-5 miles of roadway in the town. He suggested purchasing a piece of equipment called a “Billy Goat”, which vacuums and mulches. R. Bilicki suggested possible leasing the equipment. He stated if you want the maintenance crew to do a good job, you must give them good equipment to work with. VM Hodgson asked how often this should be done. His reply was 2-3 times per year. VM Hodgson asked how long would this take per time and his reply was about a week each time. This machine would go through culvert boxes. C. Janci suggested by renting it several times, it could be paid for after several times.
- R. Williams also stated the Powell Park sign was damaged during the snow storm by VDOT pushing snow. He has priced at several places and submitted a claim to VDOT. It was asked if the sign should be fixed. S. Puchalski stated give VDOT 15th of March and if they don’t respond go ahead a get it fixed at the cheapest which is ADCO for \$180.
- R. Williams also announced he has submitted his application to run for Town Council. While there, he was asked why Wachapreague has its elections in May and not November. S. Puchalski stated she thinks it was because the town’s fiscal year starts on July 1st.
- R. Bilicki stated the intersection of Center and Main light needs to be changed.
- R. Williams stated VDOT is currently working on projects around town.

- Mayor Janci asked Steward Hall with Accomack County Public Works where the town stands with maintenance of the South Ditch. At this time, we are not sure when they will get to it.

F. Safety and Security

- R. Williams states nothing to report.

G. Tourism

- R. Bilicki asked if the town has gotten any quotes for the Kellar sign. Clerk Wessells stated it has not come to the office yet. R. Bilicki will follow up on it and nothing else.
- Mayor Janci asked if R. Bilicki could also check on a couple loads of mulch for Seaside Park.

H. Zoning Administrator's Report

- Mayor Janci reported everything has already been discussed.
- Clerk Wessells stated a copy of the email sent to Wachapreague Marina was in packet. She asked if another letter need to be sent.

I. Floodplain Administrator/CRS Coordinator/ A-NPDC

- VM Hodgson reported nothing to add concerning the Floodplain Administration at this time.

J. Planning Commission

- VM Hodgson stated nothing to report.

K. Mosquito Control

- C. Vincent stated she will be contacting Ehrlich.
- S. Puchalski stated she has a contact for C. Vincent to call. Michael Scott does a lot of work for others in town. Mayor Janci stated he has done work for private and did really great work.

L. Seaside Park

- Mayor Janci stated nothing to report.

VII. New Business

- Mayor Janci asked about Town Treasurer. VM Hodgson stated he was waiting for the lawyer to finish up with things before this was addressed with him. He stated the attorney is currently addressing accounts receivables and working on recording the property deed.
- Mayor Janci stated concerning the spoil site status, he has contacted the surveyor who has all the information needed to record the deed. The Town is still waiting for this to be done.
- VM Hodgson stated he is also waiting to present the ordinance updates to the lawyer until the other items are completed.
- Budget workshop for March was discussed. VM Hodgson stated things were late with getting started last year. S. Puchalski stated she does not usually find out about her VPA Grant request until May. She suggested doing as last year and prepare a budget with and without the VPA Grant. VM Hodgson stated he is putting together a packet to present to everyone to be familiar with everything. VM Hodgson asked R. Bilicki to come up with a 5 year plan for Tourism.
- VM Hodgson asked if a meeting should be set up for March or April and if it should be during the regular meeting or a special meeting. The Council agreed to have a Budget Workshop before the regular meeting on April 10, 2018 to begin at 6pm. VM Hodgson will have packet ready for workshop.

Announcements

- C. Janci stated the Town of Onancock asked the Town of Wachapreague to participate in the St. Patrick’s Day Parade. The Town Council declined to attend this year. Clerk Wessells was asked to contact Onancock to let them know.
- S. Puchalski stated the Town of Parksley has help with garbage collection recently when our truck was broke down. She asked to send a donation to the Town to show our appreciation. VM Hodgson made a motion to send a donation of \$100 and R. Bilicki seconded the motion.
- C. Janci announced that Mayor Janci was officially a “Grandfather”.

Adjournment

Motion was made by S. Puchalski and seconded by C. Vincent to adjourn. All approved.

MAYOR

TOWN CLERK

mw

02/13/18

MOTION TO APPROVE PAUL'S PLUMBING AND ELECTRIC TO REPAIR THE ELECTRIC WORK TO BE DONE ON THE DOCK AT THE PORT OF WACHAPREAGUE MARINA AT AN ESTIMATE OF \$4,750. THIS PROJECT IS PART OF THE VPA GRANT ALREADY APPROVED.

Pursuant to motion made by **Councilman, SANDIE PUCHALSKI**, and seconded by **Councilman, ROBERT BILICKI**, for a Motion to approve PAUL'S PLUMBING AND ELECTRIC TO REPAIR ELECTRICAL ISSUES APPROVED BY THE VPA GRANT ON THE DOCKS OF THE PORT OF WACHAPREAGUE, and the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of February 13, 2018.

Name of Official	For	Against	Abstaining	Absent
Robert Hodgson	X			
Sandie Puchalski	X			
Cathy Janci	X			
Carlee Vincent	X			
Robert Williams	X			
Robert Bilicki	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	6		1	

Duly recorded this _____ day of February 2018.

Town Clerk