

# **TOWN OF WACHAPREAGUE TOWN COUNCIL MEETING August 14, 2018**

**COUNCIL PRESENT:** Fred Janci, Mayor; Robert Williams; Robert Bilicki; Sandie Puchalski;  
David Goauk; Katherine Bilicki; Kenneth Swick

**COUNCIL ABSENT:** None

**TOWN CLERK:** Missy Wallace-Wessells

## **TOWN COUNCIL MEETING**

- I. **Call to Order** – Mayor Janci called to Order the Town Council Meeting at 7:00 p.m. on August 14, 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.
  - There were no public comments to share.
- IV. **Council Meeting**
  - Mayor Janci asked if everyone has reviewed the Regular Monthly Minutes from the July 10, 2018. There were no additions or corrections.
  - R. Williams made a motion to accept the minutes and R. Bilicki seconded the motion. A vote was taken and all approved.
- V. **Review of Financial Report**

Mayor Janci reported:

**Town Of Wachapreague:**

  - Mayor Janci stated the Incomplete End of Year 2017-2018 Financials were approved as incomplete last month. Once the End of Year Financials are completed, they will be reviewed and voted on. They are expected to be ready in September or October 2018.
  - Mayor Janci asked to have Mary Jo, bookkeeper to prepare the Comparison Budget vs Actual Report next month.
  - Mayor Janci stated spending needs to be tracked closely to avoid going over the budget. K. Bilicki asked if there were extra expenses this year. Mayor Janci explained the extra expenses not budgeted. All questions were answered concerning this matter.
  - Clerk Wessells asked the Council to review the 2018-2019 Budget omissions. #1-Marina Dredging Reserve is a reserve account and not used to balance budget. #2-Seaside Park Expense was agreed to be established as \$2,400 not \$1,000. These adjustments will balance the budget at \$171,828. A motion to make the correction was made by S. Puchalski and seconded by K. Swick. A Roll Call vote was taken with 6 yes and Mayor Janci abstaining. Motion passed.
  - Mayor Janci asked for a motion to approve the “pass through” of the VFP Fire Grant to the Wachapreague Volunteer Fire Company in the amount of \$10,000. A motion was made by S. Puchalski and seconded by K. Swick. A Roll Call vote was taken with 6 yes and Mayor Janci abstaining. Motion passed.

**Port of Wachapreague:**

- Mayor Janci reviewed the financials with the Town Council members.

S. Puchalski made a motion to approve the Town of Wachapreague and Port of Wachapreague Marina financials and D. Gouak seconded the motion. A vote was taken and all approved.

**VI. Unfinished Business**

**A. Marina**

- S. Puchalski reported VPA Grant of \$32,634.88 was received August 8, 2018. She stated bids for next year have been solicited for repairs of breakwater boards.
- S. Puchalski reported the handicap lift was installed on the floating dock. Once installed, it was found the lift could not rotate if locked. S. Puchalski's concern was theft/vandalism if left out. To remedy the issue, sign will be installed to notify the Marina or Town Office 24 hours in advance, to have access to the lift. Also a sign to "Use At Own Risk" will be installed. The lift will be stored in the Marina shed for easy access. It was discussed to have a waiver signed by users to avoid liability and instruction for proper use. All agreed.
- K. Bilicki stated this is a great thing to have (HP Lift) for people to use.
- K. Swick suggested contacting VML Insurance concerning liability. Mayor Janci suggested to update our websites concerning the new equipment. All agreed.
- A discussion concerning the Old Wachapreague Marina ensued concerning boat storage and operation of business. Currently the business is not operational and unsure of status. R. Williams suggested to send a certified letter explaining what will be needed to approve a temporary pump and haul permit. The Council will wait for the owner to formally request the permit.

**B. Town Maintenance/Garbage (Repairs)**

- S. Puchalski moved forward to include Powell Park.

**C. Powell Park**

- S. Puchalski explained she is trying to get a work day to finish the concession stand with the USCG. K. Swick asked if the Town should get a gift card from the Island House for all the work they have done. S. Puchalski stated she feeds them very well.
- S. Puchalski stated Richie Puchalski will get dirt and seed has been purchased to grade, fill and seed the grave yard. She will let the Council know when a date is set. Later September was suggested as a better time of year to do this. It was agreed.
- K. Bilicki stated R. Williams and Tomeka adopted a grave stone at Powell Grave Yard. She suggested developing a program of adopting a grave stone by citizen. S. Puchalski stated she had this idea also but wanted to clean up the area first. K. Bilicki suggested developing the project now would interest people to help with the cleanup. Citizens were named who have shown interest in helping with this project. R. Williams suggested contacting a lady who speaks about and repairs old headstones.
- K. Bilicki offered to oversee the project. S. Puchalski stated she would provide the maintenance.
- R. Williams suggested identifying all the markers and placing a sign showing the names and any information of each person.
- Clerk Wessells brought up the "Artisan Walking Trails" in Wachapreague and are they linked to the grave yard. K. Bilicki stated including Architectural Genealogy associated with the grave markers. This could link the graves to the homes they once lived in. She stated there is so much history here and it would be interesting to see how many people would like to participate. She suggested setting up a workshop and how many town's people would be interested. Parksley has a booklet with that information. R. Williams suggested sitting down with the older citizens and recording important details of Wachapreague's history. The following people were

suggested to interview: Norma Hickman, Shirley Griffin, Bonnie Hill and others families living here for generations. It was also suggested to contact Facebook Wachapreague Memories founder Lennie Core to add some input to this workshop. It was asked who Lennie was related to. Clerk Wessells stated his family goes back several generation but believes grandfather was a boat captain. She stated her family could add lots of information since she is a 4<sup>th</sup> generation Wachapreaguer. Mayor Janci asked K. Bilicki if she would be interested in heading this program and K. Bilicki stated yes she would. Mayor Janci stated Allen (store owner across from Town Hall) would be happy to display things in the windows. R. Bilicki stated prior to Captain Turner's passing, a desk with memorabilia was available for this project. K. Bilicki suggested to make this a group project and this would build comradery within the town. This project would be interesting for visitors coming to town. Clerk Wessells stated this would not be strictly a town project since many families have members in other places. The Captain Parkers' have family in other states such as Hawaii that would love to participate. Mayor Janci suggested some educational plaques at homes with historical importance.

#### **D. Town Hall Beautification**

- K. Bilicki stated the painting is complete. R. Bilicki stated the fuel tanks, pavers and trellis' need to be completed. Also the light over the front door and directory board are left to complete. Clerk Wessells stated a mail drop for the front door was also approved. Mayor Janci offered the Masonic Lodge directory. R. Bilicki stated this would not work due to the size.
- R. Bilicki would like to make a list for the maintenance crew to complete around Town Hall. He would like them to edge the sidewalks using the weed eater. Clerk Wessells was asked to have them complete this task.
- Mayor Janci stated the duties need to be reviewed and this should be added as a regular task.
- R. Bilicki stated the new council should review the maintenance crew job description and duties. A discussion ensued concerning additional time available due to the purchase of the new zero turn mower.
- S. Puchalski will conduct an inventory of equipment and locations. It was stated R. Hodgson recently conducted an inventory. Clerk Wessells has a copy of the depreciation schedule from the accountant on file.

#### **E. Streets and Drainage**

- R. Williams stated he contacted ANEC about trees growing into the power lines. They sent Asplundh to cut back the trees. Mayor Janci asked them to dump some mulch off at the park.
- R. Williams discussed the RAFT program. This program is designed to assist citizens after a major storm. Planning ahead could prevent damage following a severe storm. This includes the placement of new trees planted near power lines.
- Mayor Janci stated a pot hole on Brooklyn Avenue (Ed Nelson) and R. Williams stated another on Bayview and Brooklyn Ave.

#### **F. Safety and Security**

- R. Williams stated nothing new to report.

#### **G. Derelict Properties**

- S. Puchalski stated the Button house at the corner of Powelton and Church St. has been clean up. Clerk Wessells stated the owner responded to the letter sent concerning cleaning up the property. The owner was trying to find someone to do the work. The owner also discussed possible selling the property.

- K. Bilicki suggested putting together a list with names, numbers and specialty. Vendors can contact the office to be placed on the list. The list can be distributed to anyone requesting it. She also suggested having the company request to be placed on the list.
- The Barnes property was discussed and R. Bilicki will be checking into options for this. Other properties were discussed and will be checked on.

#### **H. Tourism**

- R. Bilicki stated Clerk Wessells will take care of the Town Wide Yard Sale.
- R. Bilicki stated the Crab Cake Cookoff and Apple Pie Contest will be pot luck dinner. This will also be following the Marine Science Day at VIMS. The event will start at 5 pm.

#### **H. Zoning Administrator's Report**

- Mayor Janci stated there has been a lingering noise complaint from Lilliston's Seafood. S. Puchalski stated she has purchased a noise meter and will go check the levels. Mayor Janci stated a noise reduction mediation has been offered but has not been able to talk to Darryl. Mayor Janci stated this issue can be resolved with a noise barrier. A discussion ensued and the conclusion was to speak with Darryl concerning the noise issue.
- S. Puchalski stated complaints have been made concerning loose chickens in town. A discussion ensued and the conclusion was, per the Town Ordinance, animals must be caged on property.

#### **I. Floodplain Administrator/CRS Coordinator/ A-NPDC**

- Mayor Janci stated a RAFT workshop was conducted today and several people attended. Ideas were discussed concerning procedures during a storm. This included such things as: emergency maps, local contacts for town's people (i.e.: gas cut off), and house numbers with residential status. It was discussed the extensive coordination needed to protect the citizens of the town. Several ideas were discussed to develop an Emergency Plan. K. Bilicki suggested sending information sheets and hosting a gathering for interested citizens to assist with this project. It was agreed to continue this discussion next month.
- R. Bilicki requested clarification of information that Town Hall has been flooded. The topic was discussed.
- Mayor Janci stated a RAFT representative duty needs to be assigned due to the amount of work this project will need. All agreed. R. Williams volunteered to accept this task.

#### **J. Planning Commission**

- Mayor Janci explained the request from Nature Conservancy. A letter was requested from the Town of Wachapreague favoring the installation of oyster caps near Cedar Island in Bradford Bay. Nature Conservancy had a grant opportunity and needed a letter from the Town immediately to participate in this project. Mayor Janci explained it was no financial obligation from the Town.
- Mayor Janci also stated a representative needs to attend the next Accomack-Northampton Planning Commission meeting which is held the 1<sup>st</sup> Wednesday of each month at ESCC.

#### **K. Mosquito Control**

- Mayor Janci stated nothing currently to report.

#### **L. Seaside Park**

- Mayor Janci stated nothing new to report.

**M. Legal**

- Mayor Janci explained Accomack County has offered to take over vehicle decal fees for all towns. The towns will do away with decals and plates. The county will issue bills and forward the collection of fees to the town. Citizens were asked and the majority requested to keep the plates. The Town Council agreed and Mayor Janci requested a letter be sent to the county requesting to remain independent and continue as is.
- Mayor Janci discussed the presentation from last meeting concerning “Off Shore Drilling”. Oceana provided addendums opposing off shore drilling. A vote was taken concerning this issue. The decision was to table the issue and research details. This topic will be brought back next month. All agreed.

**VII. New Business**

- Clerk Wessells explained the fees associated to filing a Warrant in Debt for outstanding real estate taxes and returned check. R. Bilicki made a motion to proceed with WID for Birdnest Investment/Irene Lewin and seconded by S. Puchalski. A vote was taken and all approved.
- Clerk Wessells presented the restriction at Seaside Park. R. Bilicki stated the plans for a charcoal grill could be installed. R. Bilicki stated the motion will be made at September’s meeting.
- Mayor Janci stated assignment of Town duties were discussed and decided. The list of duties and committees are attached. S. Puchalski was nominated for Vice Mayor. A vote was taken and all agreed.

**VIII. Announcements**

- Mayor Janci stated nothing to report.

**IX. Adjournment**

- Motion was made by S. Puchalski and seconded by K. Bilicki to adjourn. All approved.

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MAYOR

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TOWN CLERK

mw

8/14/19

MOTION TO APPROVE THE REVISED BUDGET FOR FY 2018-2019. THE REVISION  
WILL INCLUDE REMOVING THE SPOIL SITE RESERVE FROM BUDGET  
EXPENSES AND ADDING \$1,400 TO SEASIDE PARK EXPENSES. THESE  
REVISIONS WERE PREVIOUSLY APPROVED  
BUT A TYPO FOUND BY BOOKKEEPER.

Pursuant to motion made by **Councilman, SANDIE PUCHALSKI**, and seconded  
by **Councilman, K. SWICK**, for a Motion to approve MAKING THESE CORRECTIONS  
IN THE PUBLISHED BUDGET and the Council having voted upon the motion, as  
recorded below, and approved at the Town Council Meeting of AUGUST 14, 2018.

Name of Official	For	Against	Abstaining	Absent
Sandie Puchalski, VM	X			
Robert Williams	X			
Robert Bilicki	X			
Ken Swick	X			
Kathy Bilicki	X			
David Goauk	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	6	0	1	0

Duly recorded this \_\_\_\_\_ day of August 2018.

\_\_\_\_\_  
Town Clerk

MOTION TO APPROVE THE "PASS THOUGH" OF THE YEARLY GRANT  
FROM VIRGINIA FIRE PROGRAMS IN THE AMOUNT OF \$10,000  
TO THE WACHAPREAGUE VOLUNTEER FIRE COMPANY.

Pursuant to motion made by **Councilman, SANDIE PUCHALSKI**, and seconded by **Councilman, K. SWICK**, for a Motion to approve PASS THROUGH OF THE YEARLY GRANT OF \$10,000 TO THE WACHAPREAGUE VOLUNTEER FIRE COMPANY and the Council having voted upon the motion, as recorded below, and approved at the Town Council Meeting of AUGUST 14, 2018.

Name of Official	For	Against	Abstaining	Absent
Sandie Puchalski, VM	X			
Robert Williams	X			
Robert Bilicki	X			
Ken Swick	X			
Kathy Bilicki	X			
David Goauk	X			
Mayor Fred Janci (voting only in case of tie)			X	
Vote Totals	6	0	1	0

Duly recorded this \_\_\_\_\_ day of August 2018.

\_\_\_\_\_  
Town Clerk

# Town of Wachapreague

## Proposed Fiscal Year 2019 Budget (July 1, 2018-June 30, 2019)

### REVISION #1

Revenues \$		Expenditures \$	
Vehicle/Trailer Decals/Tags	5,900	Business & Tourism	9,500
Business License	660	Vehicle/Trailer Decals/Tags	700
Fire Program Grant	10,000	Dues/Publications/Postage	1,900
Interest Income	1,000	Fire Program	10,000
Litter Control	1,000	Insurance	4,000
Property Taxes	41,700	Miscellaneous Expenses	2,000
Sales Tax	9,500	Mosquito Control	3,500
Transient Tax	6,400	Office Expenses	3,000
Prepared Food & Beverage Tax	30,700	Payroll	34,000
Zoning Permits	125	Payroll Taxes	3,000
Utilities Tax	1,000	Professional Fees	3,000
Communications Tax	2,400	Refuse	8,000
Miscellaneous Revenue	100	Repairs & Maintenance	6,368
Marina	58,610	Seaside Park ***	2,400
Capital Fund Contribution	2,733	Town Drainage Reserve	5,000
		Litter Grant Expenditure	1,000
		Utilities	8,600
		Donations	1,000
		Zoning, Floodplain & CRS Administration	2,500
		Audit Escrow	1,750
		Powell Park	2,000
		Marina	58,610
		Marina Dredging Reserve ***	0
<b>Total Revenues</b>	<b>\$171,828</b>	<b>Total Expenditures</b>	<b>\$171,828</b>

Proposed FY2018/2019 Tax Levies: Town real estate and real property tax rates will remain the same at \$.13/\$100 valuation. Transient tax and the prepared food and beverage tax both remain at 2%.

No compensation for Town Council or Mayor.

There are no changes in Vehicle License Fees of \$27 for Cars, \$25 for Motorcycles, \$8 for Utility Trailers and Golf Carts \$10. All fees due by April 15 with a Late Fee of \$10. Golf Carts require a safety inspection to receive a town decal.

Repairs for the Town Marina includes income from an as yet to be approved \$15,000 grant request from the Virginia Port Authority which requires the Town to provide 25% of the grant repair costs.

Pursuant to VA Code 15.2-2506, the Town Council of the Town of Wachapreague, on May 8, 2018 at 6:00pm at the Town Hall will hold a public hearing on the proposed budget, a brief synopsis of which is presented above. Any resident of the Town of Wachapreague shall have the right to attend the Public Hearing and state his or her views on the proposed budget. A copy of the proposed budget is on file for review at the Wachapreague Town Hall during regular business hours.

**Following resources were established:**

<b>Port of Wachapreague -</b>	<b>2020 Dredging Reserve</b>	<b>\$ 5,000</b>
	<b>2018 Audit Reserve</b>	<b>1,750</b>
<b>Town of Wachapreague -</b>	<b>2018 Audit Reserve</b>	<b>1,750</b>
	<b>2018 Town Drainage Reserve</b>	<b>5,000</b>
	<b>***2018 Town Spoil Site Reserve</b>	<b>5,000</b>