
Town Council: Brandon Brockmeier, Ray Burger, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald
Mayor: Fletcher Fosque | **Town Manager:** Matt Spuck

Town of Onancock
Town Council Meeting
October 23, 2023, at 7:00 p.m.

Agenda

1. Call to order and roll call.
2. Pledge of Allegiance
3. Approve minutes from the September 25, 2023, meeting.
4. Public Hearings
 - a. None scheduled.
5. Public Presentation:
 - a. None scheduled.
6. Council Action
 - a. None scheduled.
7. Council discussion:
 - a. VDOT Ready, Set, Go Grant.
 - b. Habitat for Humanity
8. Committee Reports
 - a. Personnel (Cindy Holdren)
 - b. Onancock Main Street (Cindy Holdren)
 - c. Historic Onancock School (Sarah Nock)
 - d. Planning Commission (Brandon Brockmeier)
 - e. Waterfront (Fletcher Fosque)
 - f. Economic Development Authority (Joy Marino)
9. Public Comment
10. Mayor's Report
11. Town Manager's Report
 - a. Manager's Report
 - b. Financial Report
12. Town Councilmember comments
13. Closed session
 - a. None scheduled.
14. Adjourn

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7:00 PM**

1) Call to order and Roll Call:

Mayor Fosque called the meeting to order at 7:00 PM and roll was called. Mayor Fletcher Fosque, Councilmembers Brandon Brockmeier, Ray Burger, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald were present. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present.

2) The Pledge of Allegiance was recited.

3) Approve minutes from August 28, 2023 –

Councilmember Nock moved to approve the minutes. Councilmember Holdren seconded the motion. The motion passed with a 6-0 vote.

Councilmember Holdren moved to add an item to the agenda. The item to be discussed is VA House Bill 2271 and VA Senate Bill 1391 that would limit the ability to restrict short term rentals in town. Councilmember Nock seconded the motion. The motion passed with a 6-0 vote.

4) Public Hearing

a. A-NPDC DHCD Northeast Revitalization Project –

The public hearing opened at 7:05 PM – Eric Luchansky with Accomack & Northampton Planning District Commission (A-NPDC) spoke to council members and audience members. A-NPDC will be applying for a one-time supplemental fund grant to rehabilitate ten homes in the northeast district of Onancock. A-NPDC will apply for \$855,250 of additional funds to cover the extra cost from bids received on September 15, 2023.

No public comments. The public hearing closed at 7:06 PM.

Councilmember Nock asked if there were any changes to the scope of work or were the additional funds needed to cover inflation? Mr. Luchansky confirmed the additional funds were needed to cover inflation.

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b. Chapter 38 – Zoning, Article VIIIA: Cultural, Recreational, and Community Facilities District –

Mayor Fosque explained that there was confusion about the zoning of the Historic Onancock School (HOS) property. In 2008 the zoning changed from Parks and Open Spaces to Cultural, Recreational and Community Facilities District. (Article VIIIA) In 2021 when the town's ordinances were recodified Article VIIIA was omitted; therefore, it was the opinion the HOS was still operating under Parks and Open Spaces zoning statute. After further review from the town attorney, the HOS is in fact still operating under Cultural, Recreational and Community Facilities District zoning statute. The town did not follow the state code requiring public notice and public hearings to repeal the zoning statute. Mayor Fosque read an email from Eric Gregory with Hefty, Wiley and Gore explaining this matter. The public hearing scheduled for Monday, September 25, 2023, was advertised to change the ordinance to require a Special Use Permit (SUP) for outdoor performances. Mayor Fosque read the proposed ordinance.

The public hearing opened at 7:14 PM. The following public comments were recorded.

- Bob Spoth – Mr. Spoth attended the Planning Commission meeting on Monday, September 18, 2023, where he announced that a petition in support of the performance pavilion has 125 signatures. As of September 28, 2023, there are 141 signatures. The petition was not supported by any organization. With 141 signatures the petition has 10% of resident support. This is a majority. Mr. Spoth clarified the petition only expressed support and it did not make clear any guidelines for a SUP. It is Mr. Spoth's opinion that Town Council should pass the ordinance recommend by the Planning Commission which does not require a SUP.
- Patsy Felthousen –On January 22, 2021, the town council voted to accept the newly created municipal codes as presented. The only council member to express concerns that all ordinances were not included was Councilmember Maphis Oswald. The town council continued to meet for the next eleven months and there is no mention in the minutes or recorded meeting videos of a performance pavilion. However, on July 2, 2021, there were two phone calls from the town of Onancock to Accomack County requesting information on the Resource Protection Area (RPA) at 6 College Ave and information on storm wastewater protocol for the construction of a performance pavilion. These phone calls were not included in any Town Council or Planning Commission agendas, packets, or minutes. The first mention of a performance pavilion was in November 2021 at the scheduled Planning Commission meeting. The Town

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Council sees the drawings for the first time in March 2022. In November 2021 Rick and Janice King donated money earmarked for the construction of a performance pavilion. No residents know anything about this plan. In March 2022, the entire Town Council is presented with the plans and drawings for the performance pavilion. A motion passed to allow for construction.

- Greg Felthousen – 5 Ames St. – The town council put a moratorium in place when considering a new ordinance for short term rentals. This town council took months to pass the ordinance which requires a SUP. A SUP is an order for management. This is to prevent future misbehavior. Limitations are meant to put guard rails on this process. They are not meant to inhibit anybody's procedures. We (Onancock Residents Group) {ORG} has never proposed the pavilion be torn out. But Friends of Onancock (FOS) has repeatedly stated they would tear it out if members of the community did not approve. I have not seen anything realistic to support this rule or comment. If asked to sign a petition in favor of the pavilion, I would sign the petition.
- Lisa Murphy – 440 Monticello Ave Norfolk, VA – Ms. Murphy is the attorney for ORG. Her request is to adopt the ordinance proposed by Eric Gregory. A performance pavilion is a commercial use in a residential neighborhood. Despite the interpretation from FOS' attorney, the FOS does not have a vested right in a use that was not authorized in their lease and was never authorized in the prior ordinance even if the prior ordinance was not repealed. ORG is asking to implement a SUP. A SUP recognizes that certain uses are not necessarily incompatible with the uses traditionally associated with the standard zoning district but those uses are special and you need to look at how to mitigate potential impacts on the safety and welfare of all residents.
- Haydon Rochester – 39 King St – The Planning Commission has twice recommended the original 2008 ordinance which served well for 13 years and was inadvertently deleted because of Town Council action be restored as written. The town attorney has supplied a revised version but replacing the original ordinance with this new version will not end the controversy and confusion. Mr. Rochester commented on several scenarios where the ordinance can be confusing.
- Casey Grier – FOS was originally founded to save the school. At that time, the town was broke, and the lease gave FOS carte blanche which was a chance for the town to forget about an old building sitting on sixteen acres. Things have changed and it is Ms. Grier's opinion that a 501C should not be running the largest municipal asset. This is a municipal function. Closer supervision of the largest municipal and largest property asset that the town owns is appropriate. This is where a SUP comes in and allows the town to assert some control over the uses of the property. A SUP is the guardrails you need to maintain municipal control.
- Jeff Daking – 28 Meadville Dr. – On three separate levels Mr. Daking is opposed to changing the code. As a musician, it is incredibly irritating to restrict a live musical

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performance. As a body of professionals, the audio can be managed. The controversy surrounding the performance pavilion is a tyranny of the minority. A small group is trying to override the will of the people. Mr. Daking requested Scott Schreiber's opening statement from the September 18, 2023, Planning Commission meeting be reread for the audience. He feels this would be beneficial.

- Greg Temple – 76 Market St. – Mr. Temple shared his interpretation of the contention between FOS and ORG. FOS was given the property 15 years ago and has managed it successfully. So why after that amount of time is anyone stepping in to take control? His response is because this is a different time and being the largest project FOS has undertaken with the potential impact to affect the entire town, the right thing to do is adopt the ordinance with a SUP requirement. The town has changed dramatically in the past 15 years. The town has an overriding interest in asserting some level of control over how the pavilion is being used. At the town council meeting held August 28, 2023, the town attorney gave a very reasoned opinion on why a SUP is appropriate. Mr. Temple urges the town council to adopt the code with the amendments as proposed.
- Mark Sinclair – 19142 Greenway Circle – Mr. Sinclair addressed Dr. Felthousen's earlier comment about ORG has never said to tear down the performance pavilion. Mr. Sinclair stated he has not personally heard these comments, but it is implied in everything they say. For example, the ORG website states the desire is for a smaller, more architecturally appropriate facility with public restrooms. Mr. Sinclair urges town council to pass the original zoning ordinance.
- Karen Carvelle – Ms. Carvelle thinks the town must decide if it genuinely wants to support the school or not. There needs to be a plan on how to keep the school functional that does not require the other people in the building to come up with ideas on how to fund the building. The artist community is a huge attraction for the town.

The public hearing closed at 7:42 PM

5) Public Presentation

- a. **Chris Guvernator, Executive Director – Habitat for Humanity** – Mr. Guvernator gave a presentation to Town Council and audience members on the Eastern Shore Habitat for Humanity (ESVAHH) affiliate. The affiliate started in 1988, and construction of house #53 began in 2023. After construction, the home is owner occupied. The funding comes from annual events, grants, home mortgages and the Restore. All homeowners are required to contribute 350 sweat equity hours. Currently, the need for housing is greater than what they can provide, and they are scrambling for property. ESVAHH would like to partner with the Town of Onancock on finding lots that are construction ready.

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- a. Mayor Fosque asked, "what are you asking from the town?" Mr. Guvernator answered, "ESVAHH is looking for land in the Northeast district. They would like to partner with the town for a lot on Watson St."
- b. Councilmember Holdren asked, "in the past, Habitat for Humanity did not use government funds. What is the reason for the change and what the impacts would be." Mr. Guvernator answered, "Because USDA operates in this area, they are willing to step in and issue loans to our families which will allow USDA to hold the mortgage. ESVAHH is not borrowing money from USDA, they are partnering them with the families."
- c. Councilmember Nock asked, "how many houses have been paid off since 1988? Mr. Guvernator answered, "two houses were paid off in 2022. Three houses will be paid off in 2023. He thinks eleven to fifteen have been paid off since 1988."
- d. Councilmember Brockmeier asked, "is ESVAHH aware of the water and sewer rates and the extra town expense for town real estate taxes?" Mr. Guvernator explained, "the goal is not to burden the families with another monthly payment, but the current lots they are looking at for development are marginal in the sewer category. Many of the donated lots were donated because they are of no value particularly the inability for the land to perk. They are already building houses with alternative systems that add up to \$30,000 to \$40,000 to the price and require annual maintenance. It is becoming more cost effective to hook up to central water and sewer."
- e. Councilmember Oswald asked, "for the lot already owned by ESVAHH in Onancock, is the cost prohibitive to clear it?" Mr. Guvernator explained, "the cost to clear and the inability to sell the timber is not economical."
- f. Mayor Fosque suggested Mr. Guvernator work with Town Manager Spuck on a proposal for the lot they are interested in partnering with ESVAHH for consideration of construction and a potential timeline to begin construction.

6) Council Action: Article VIII – Mayor Fosque reiterated that in the last email from the town attorney dated Monday, September 25, 2023, the original zoning from 2008 is still in effect for HOS. Mayor Fosque asked for any comments from Town Council.

- Councilmember Brockmeier recommended the 2008 ordinance be updated on Municode. Town Manager Spuck plans to update when the final ordinance is approved.
- Councilmember Nock would like to move forward with whatever gets things unstuck.
- Councilmember Oswald feels a SUP is not for today, but it is for future protection.

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- Councilmember Holdren would like to take a moment to reflect as a lot of information was presented late Monday afternoon before the meeting.
- Councilmember Marino shared the same sentiment as Councilmember Holdren. And after speaking to the attorney, it was recommended to hold off on taking any action tonight.
- Councilmember Burger did not see the emails from attorneys but feels there is already a resolution as the original ordinance is still in effect.

Councilmember Brockmeier moved that we accept the recommendations of the Planning Commission and the ordinances that are still in effect be updated to the proper on-line filing system. Councilmember Nock seconded the motion. Council discussion ensued. Lisa Murphy spoke from the audience about her conversation with Mr. Gregory before the meeting. She believes his position that the ordinance as it existed in 2008 still exists. If you take no action that still exists but that does not address whether there is a vested right. And they will argue there is not a vested interest. There is a difference between getting permission from your landlord to build a structure and getting permission from the zoning body to enact a use that may or may not be covered under the ordinance. By doing nothing tonight, town council agrees with Mr. Gregory the 2008 ordinance is still in effect.

Councilmember Brockmeier amended his motion to say, we are agreeing the 2008 ordinance is still in effect and the website will be updated to reflect that. Councilmember Nock seconded the motion. The motion passed with a 6-0 vote.

7) Council discussion: – Discussion of VA House Bill 2271 and VA Senate Bill 1391 –

Councilmember Holdren explained that we were asked by Paul Grossman from Cape Charles to support their position in opposing VA House Bill 2271 and VA Senate Bill 1391 that would amend the code of VA such that we could not restrict any short term rentals that were managed by VA Realtors. Councilmember Holdren is suggesting we write a letter of support to Michelle Gowdy with the Virginia Municipal League (VML) saying we oppose those two bills. Councilmember Nock read the summary of the bill to town council members and audience members. The consensus was to have Town Manager Spuck write a letter to the necessary parties.

8) Committee Reports

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- **Personnel – (Cindy Holdren)**- The personnel committee did not meet in September except for the closed session on August 28, 2023.
- **Onancock Main Street –(OMS) (Cindy Holdren)** – No updates.
- **Historic Onancock School (HOS) - (Sarah Nock)** - The board is meeting this week. The events schedule for Saturday, September 23, 2023, were canceled because of Tropical Storm Ophelia.
- **Planning Commission – (Brandon Brockmeier)** – The Planning Commission is scheduled to meet Monday, October 2, 2023, at 5:30 PM.
- **Waterfront – (Fletcher Fosque)** – T. Lee Byrd spoke to the revenue shortages particularly for transient dockage. The marina will be closed for the season Tuesday, October 31, 2023. The slip dredging will begin in the off-season. The overflow parking on King St has been extremely helpful. The staff continues to get amazing reviews.
- **Economic Development Authority – (Joy Marino)** – Seven members were appointed at the closed session meeting on August 28, 2023. There will be one meeting each month for balance of calendar year 2023. These meetings will be held the 3rd Tuesday of each month. The official dates will be posted on the website. After 2023, the meetings will be held quarterly. After the bylaws are established, Town Council can review them.

9) Public Comment

- **Sammy Cooper** – Mr. Cooper will retire on December 31, 2023. He thanked the residents of Onancock for the continued support over the years. He said it was an honor to serve the town. Mr. Cooper is not leaving the Shore and is available for any questions or needs after retirement.
- **Mark Sinclair** –Mr. Sinclair discussed four topics. 1. Mr. Sinclair thanked the Town Council for resolving the zoning issue as it has been a long battle. As far as guardrails, his recommendation is to talk to the HOS to ask what limitations or guidelines with which they can work. 2. Unless you enforce the speed limit changes, lowering the speed limit on certain streets will not matter. 3. When the pavilion issue arose over a year ago, Mr. Sinclair attended a meeting where it was publicly stated the Town of Onancock was dying. Since that meeting, there have been major renovations all over the town. Mr. Sinclair credited the Town Council, Onancock Business and Civic Association (OBICA) and Onancock Main Street (OMS) for all their efforts to help the town grow. 4. Mr. Sinclair noted HOS raised the money for a playground for the enjoyment of all residents.
- **Janet Rochester** – 39 King St. – Mrs. Rochester went on record to say, “this has been a sad day as she feels there has been a lack of support for the school and

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the demand of many people to take control of all the activities. She reminded everyone when you have control you also have responsibility.

- Lisa Murphy – 4400 Monticello Ave – Ms. Murphy is the lawyer for ORG. She stated her clients want the school to be a good neighbor. These people have made investments in their homes and want to protect and are asking for some requirements or guidelines to protect and keep this from destroying the homes they love.
- Dr. Greg Felthousen – 5 Ames St. – Dr. Felthousen ran into a former neighbor who is planning to leave the town. This neighbor has supported the town for years, since the pavilion controversy started, he has purchased two donuts. Dr. Felthousen wants town to consider the economic impact if people start to move. A SUP is simply guidelines which will not allow for a free pass. He hoped tonight everyone would say a SUP makes sense and he could walk over to Haydon and shake his hand to say this is over. He pleaded for Town Council to take the time to do this right for the whole town.
- Rick Turner – 3 Onancock St. – Mr. Turner stated a SUP is not the answer. The answer is to sit down with all groups involved and discuss guidelines that can be adjusted from time to time.
- Carrie Brockmeier – Mrs. Brockmeier referenced Dr. Felthousen's earlier comment about shaking hands with Haydon Rochester and urged everyone to not wait until the issue is resolved. Instead of waiting, why not take those steps now?

10) Mayor's Report –

- VML conference is Monday, October 9, 2023 – October 11, 2023. Town Council members should consider attending.
- Mayor Fosque referenced an earlier public comment that referenced the town had financial issues in 2008. This is not accurate information. The town has always been in good standing. There were not extra funds for capital expenditures at the time, but the town has been financially sound for several years.

11) Town Manager's Report

- a) Manager's Report- see attached report.

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b) Financial Report – see attached report.

12) Councilmember Comments

Councilmember Burger – no comment.

Councilmember Marino asked for a commitment from the Town Council to participate in the Christmas parade.

Councilmember Holdren thanked Town Manager Spuck for mentioning the overgrown vegetation as she has noticed some residents have taken care of the issues.

Councilmember Oswald asked Town Manager Spuck if the Chamberfest was successful?

Councilmember Nock – no comment.

Councilmember Brockmeier thanked Town Manager Spuck and DPW for their hard work and the continued services while working on other projects.

13) Closed Session:

Councilmember Holdren moved to enter closed session for the purpose of discussing personnel matters as allowed by state code section 2.2-3711 (A) (1). Councilmember Nock seconded the motion. The motion passed with a 6-0 vote. Closed session began at 9:16 PM.

Councilmember Nock moved to reenter public session and with a roll call vote to certify that no matter was discussed other than that mentioned in the motion to enter closed session. Councilmember Marino seconded the motion.

Councilmember Brockmeier – yes

Councilmember Burger – yes

Councilmember Holdren – yes

Councilmember Marino – yes

Councilmember Nock – yes

Councilmember Oswald – not present.

Councilmember Nock moved to renew Town Manager Spuck's employment contract.

Councilmember Brockmeier seconded the motion. The motion passed with a 5-0 vote.

14) Adjourn: Councilmember Nock moved to adjourn the meeting. Councilmember Brockmeier seconded the motion. The motion passed with a 5-0 vote. The meeting adjourned at 9:45 PM.

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Mayor, Fletcher Fosque

Town Clerk, Debbie Caton

Town Council: Brandon Brockmeier, Ray Burger, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald
Mayor: Fletcher Fosque | **Town Manager:** Matt Spuck

Ready, Set, Go! Grant

Application due November 17, 2023

Grant details are included.

- This grant provides conceptual planning, including project area, estimated cost, projected schedule, and other relevant details.
- The town will be required to contribute 20% of the cost of the project grant is awarded.
- This grant has no cost to the town.

Project suggestion:

1. Add a 116' sidewalk to the east side of Ames Street connecting Queen Street to Market Street.
 - a. Images included to show the impact to the width of the street. The cones reflect the new location of the new curb.
 - b. VDOT Engineer said the concept was acceptable (meaning where the sidewalk is placed within the right-of-way, nothing related to the quality of the project for the grant).
2. Crosswalk study for intersection and midblock suggestions made in Town Plan
 - a. There are 16 proposed crosswalks, a few are existing.

GET TO KNOW READY, SET, GO!

A QUICK REFERENCE



OVERVIEW

Ready, Set, Go! (RSG!) is a grant program designed to assist VDOT's local partners with populations less than 200,000 in developing potential project ideas toward an eligible Transportation Alternatives Program (TAP) application. This program provides high-level conceptual planning for localities, including potential project area and alignment, estimated cost, projected schedule, and other relevant conceptual details.

This is a collaborative effort lead by a consultant team, administered by VDOT's Local Assistance Division, and supported by VDOT District technical staff and community representatives. Communities selected for participation in RSG! will not be required to provide any funding for their participation. Applicants for RSG! should plan to commit the required 20% match if a TAP application is submitted as a result of participation in the RSG! program.

WHO CAN APPLY?

Localities with a population size of less than 200,000 are eligible to apply for RSG!. Priority is given to localities with populations of less than 5,000 that are not contained within a TMA/TPO area. Consult VDOT's Local Assistance Division should you have questions regarding eligibility.

WHAT PROJECTS ARE ELIGIBLE?

Project types are limited to those that would typically be eligible for TAP funding through VDOT. Projects that would not be eligible for TAP funding through VDOT, such as maintenance, recreational trails, intersection improvements that enhance vehicle capacity, or area-wide plans/studies will not be eligible for the RSG! program. All RSG! projects must have logical termini and independent utility either upon application submission or be identifiable during the RSG! process. If meeting these criteria is contingent upon future development, applicants should be prepared to provide planning documents, timelines, etc. as supportive information.

APPLICATION PROCESS

A call for applications for RSG! will be announced in September of odd-numbered years. Applications will be accepted until the published deadline. Applications for RSG! will be taken through VDOT Local Assistance Division's Transportation Alternatives website (<https://www.virginiadot.org/business/prenhancegrants.asp>) via a questionnaire. Through the questionnaire, the applicant will answer a range of questions about their community, representatives, project concept, project goals, and location.

RSG! PROCESS

The program intends to provide local partners with additional technical information to assist in the community's decision-making on planning, funding, and implementation of their project concept. The program process further develops project concepts, identifies risks, constraints and enhancements, and cost information. Administration for the grant will be provided by VDOT's Local Assistance Division, with technical support by a consultant team. The community is expected to remain engaged in the process through select virtual meetings with the RSG! team and District staff, usually two to three meetings.

Communities that are selected for participation in the RSG! program can expect a collaborative assessment and project development process. An iterative process within the group will confirm the understanding of the community's project and goals through the creation of an initial framework document, then develop an initial project concept, identify risks and constraints, brainstorm revisions, and provide application-ready concept visuals, estimates, and other content. Finally, the completed project will be staged in VDOT's Smart Portal Pre-Scoping module to seamlessly assist in the preparation of a future TAP application.

TIMELINE

- September, in odd-numbered years: Call for applications
- November, in odd-numbered years: Applications close
- March, in even-numbered years: Award announcements issued
- April, in even-numbered years, to December, in odd-numbered years: Consultant work with selected localities
- Odd-numbered years: Transportation Alternatives application cycle

FAQ

Q: Who is eligible to apply?

A: Communities with populations less than 200,000. Priority is given to localities with populations of less than 5,000 that are not contained within a TMA/TPO area.

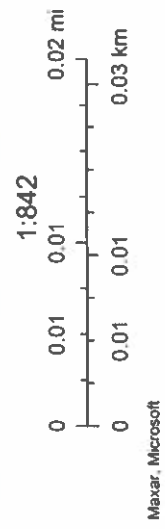
Q: Does participation in RSG! cost anything?

A: No, the RSG! program does not have a cost for participants. There is no cost required of the community to participate in the RSG! program. Community participation in meetings, process and information sharing with the RSG! team will be necessary. Should the locality proceed with a TAP application, the 20% local match to support project funding (if selected for funding), will be required.

Q: What happens during the RSG! process?

A: The program provides communities with additional technical information to assist decision-making in the areas of planning, funding, and implementation of the project concept. The consultant team will assist the community and VDOT in developing the project concept to a sufficient level that is suitable for a TAP pre-application.

Ames St ROW Sidewalk



10/17/2023







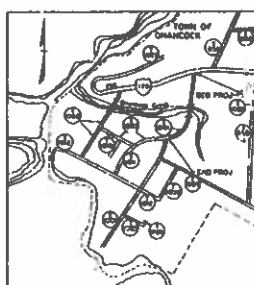
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INDEX OF SHEETS

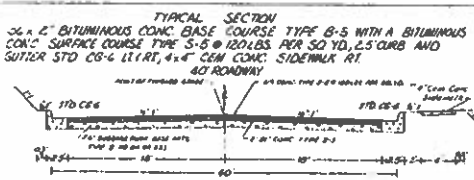
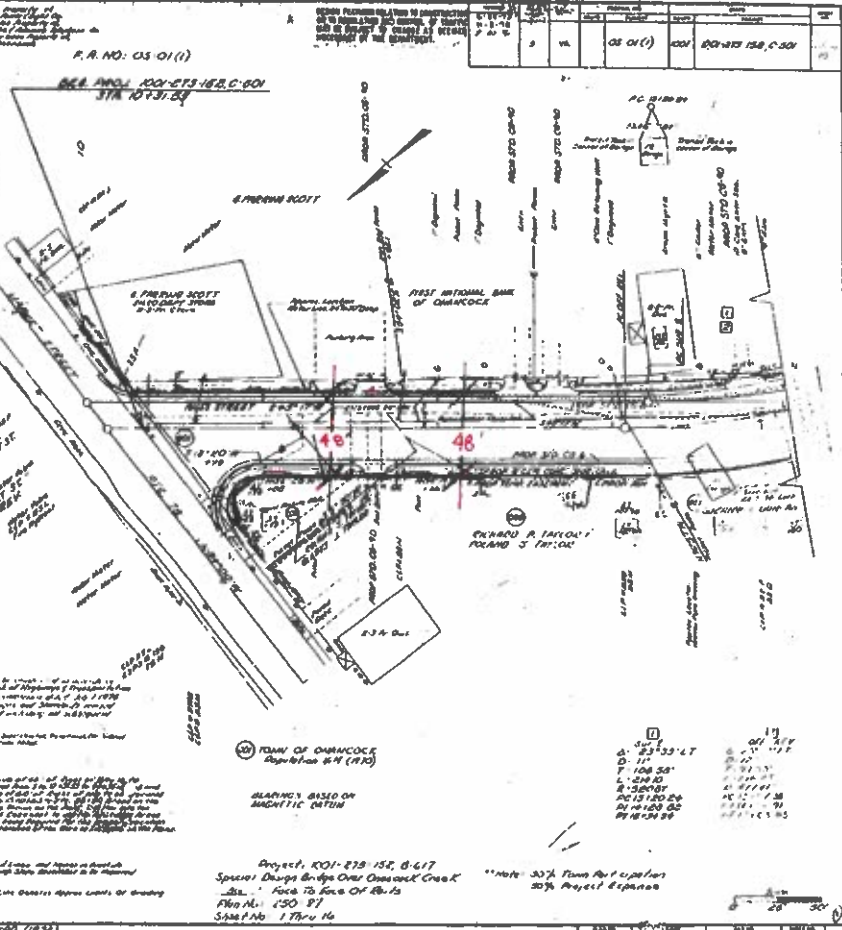
SHEET NO. 1-10
 PROJECT NO. 1-10
 SPECIAL DESIGN BRIDGE OVER CHESAPEAKE CREEK
 APPROVED FOR CONSTRUCTION

ACCOMACK COUNTY
 BRIDGE & APPROACHES
 OVER CHESAPEAKE CREEK
 LENGTH 0.152 MI. (100 FT. EXCLUDING 0.47)
 LENGTH 0.152 MI. (100 FT. EXCLUDING 0.47)

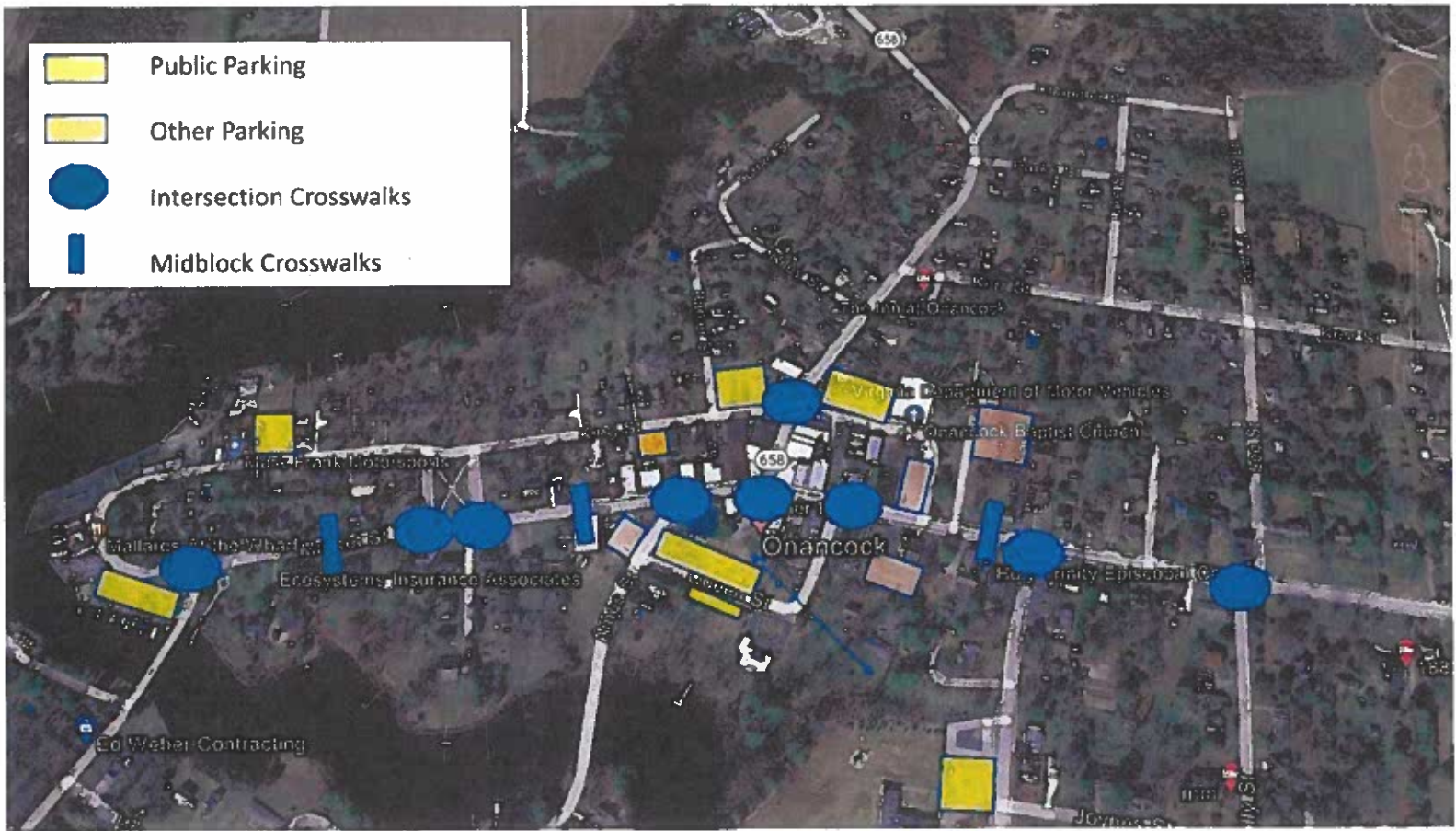
RECOMMENDED FOR APPROVAL	DATE
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1-11-75	11/10/75
1-12-75	12/10/75
1-13-75	1/10/76
1-14-75	2/10/76
1-15-75	3/10/76
1-16-75	4/10/76
1-17-75	5/10/76
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1-299-75	11/10/99
1-300-75	12/10/99



PLANE	GRADE
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1-2	1.00
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1-4	1.00
1-5	1.00
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1-97	1.00
1-98	1.00
1-99	1.00
1-100	1.00



STATION TO STATION
 10+00 TO 10+10
 10+10 TO 10+20
 10+20 TO 10+30
 10+30 TO 10+40
 10+40 TO 10+50
 10+50 TO 10+60
 10+60 TO 10+70
 10+70 TO 10+80
 10+80 TO 10+90
 10+90 TO 10+100
 10+100 TO 10+110
 10+110 TO 10+120
 10+120 TO 10+130
 10+130 TO 10+140
 10+140 TO 10+150
 10+150 TO 10+160



Town Council: Brandon Brockmeier, Ray Burger, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald
Mayor: Fletcher Fosque | **Town Manager:** Matt Spuck

Habitat for Humanity

9 Watson Street

The Town purchased the blighted property in 2019 for \$2,000. We razed the house and have maintained the property since.

Habitat is increasing their presence on the Shore. When I learned about their plan and discussed this property with their E.D., their interest was piqued. They are also intrigued by the blighted homes being demolished as part of the Northeast Revitalization Grant. Those, of course, would be strictly between the owner and Habitat. I am just sharing context.

I had an exchange with the town attorney via email and that exchange is included herein.

My recommendation has concept approval from our attorney and Habitat.

Recommendation (which are detailed in the attached MOU):

- Donate the 3 parcels to Habitat (following the required state codes)
- Require new service lines from the town's meter and sewer lateral and charging the full retail price for connection (\$6,900).
- Require a building permit within 12 months and construction to begin 120 days thereafter.

No vote is required tonight. If you approve to concept, we will advertise for public hearing, and afterward at your direction, vote.

Matt Spuck

From: Eric Gregory <Eric@heftywiley.com>
Sent: Monday, October 16, 2023 3:54 PM
To: Matt Spuck
Subject: RE: Habitat - give or sell

Matt,

See my responses to your questions below in [BLUE](#). We can discuss further.

Depending on how complicated this gets, I may want to confer with a real estate lawyer I work with on occasion for things like this. I'm not sure that will be necessary but it may. Will see.

Eric

Eric A. Gregory
Hefty Wiley & Gore, P.C.
100 West Franklin Street, Suite 300
Richmond, VA 23220
Office: (804) 780-3143
Mobile: (804) 306-2072
E-mail: eric@heftywiley.com
Web: www.heftywiley.com

HEFTY WILEY & GORE, P.C.
ATTORNEYS AT LAW

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From: Matt Spuck <matt.spuck@onancock.com>
Sent: Thursday, October 12, 2023 11:01 AM
To: Eric Gregory <Eric@heftywiley.com>
Subject: RE: Habitat - give or sell

Hey, Eric.

I need to get this conversation ready for the next Council meeting.

There are 3 parcels in question. Combined width and depth are 90x100, which given the size of the structure easily meets the setback and yard requirements, but it appears that the minimum lot dimensions do not meet the requirements in 38-78 (attached). My issue is that very few if any lots in R-1C meet that requirement.

The lot size should not be a problem. When HfH applies for a building permit, they can request a variance from the minimum lot size requirement under the ordinance. That is allowable and the right solution because the size of the lot makes it impossible for the developer to comply with the requirements and still develop in the reasonable way in which they wish to do so. The Town would grant the variance to allow it.

If we transfer this property is it reasonable that we require a pledge to break ground within 12 months?
Yes, the Town can condition the gift of the property on HfH breaking ground on the development within 12 months of the date of recordation of the deed of gift.

Gift or sale. I believe we acquired the parcel for \$2,000 in 2019. The current assessment is \$14,300. We have had it on the market for \$19 with "motivated seller" all over it, and not one person has expressed interest.

If the Town can sell it for the \$2k it has in it, great. If not, and if the Town wishes to do so, it can gift the property to HfH. The Town has the authority to make a gift of real estate to a nonprofit like HfH.

What process do we need to follow to gift the properties? If we sell, (or donate, I imagine), we need to go through the process as defined by 15.2-1800 or 15.2-953 (public hearing, I assume that because it has been listed for sale for 2 years, any notice has been met).

Yes, the Town needs to follow the processes under 15.2-1800 and 15.2-953 and I would recommend that the TC publish notice and conduct a public hearing on the conveyance, despite the fact that it has been advertised for sale for some time. It doesn't hurt to be sure these requirements have been met.

We have water and sewer connection fees, but there used to be a house on this property, I am not sure we would need to change for connection. I am touching base with HRSD to learn their process for this.

Yes, I would defer to HRSD and see what they would require. Since it has been disconnected for some time and new connections would likely be necessary, it would not be a surprise if HRSD were to require new connection fees to be paid.

Are there any other considerations the town has?

We will see what other issues arise as we move forward.

Many thanks,

Matt



Matt Spuck
Town Manager

t: 757-787-3363

e: matt.spuck@onancock.com | w: www.onancock.com

a: 15 North Street, Onancock, 23417

From: Eric Gregory <Eric@heftywiley.com>

Sent: Thursday, September 28, 2023 10:26 AM

To: Matt Spuck <matt.spuck@onancock.com>

Subject: RE: Habitat

Yes, a couple of times. What's up?

Eric A. Gregory

Hefty Wiley & Gore, P.C.

100 West Franklin Street, Suite 300

Richmond, VA 23220

Office: (804) 780-3143

Mobile: (804) 306-2072

E-mail: eric@heftywiley.com

Web: www.heftywiley.com

HEFTY WILEY & GORE, P.C.
ATTORNEYS AT LAW

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From: Matt Spuck <matt.spuck@onancock.com>
Sent: Wednesday, September 27, 2023 1:58 PM
To: Eric Gregory <Eric@heftywiley.com>
Subject: Habitat

Eric,

Have you ever worked with a municipality that has sold or donated a piece of town property to Habitat for Humanity?

Matt



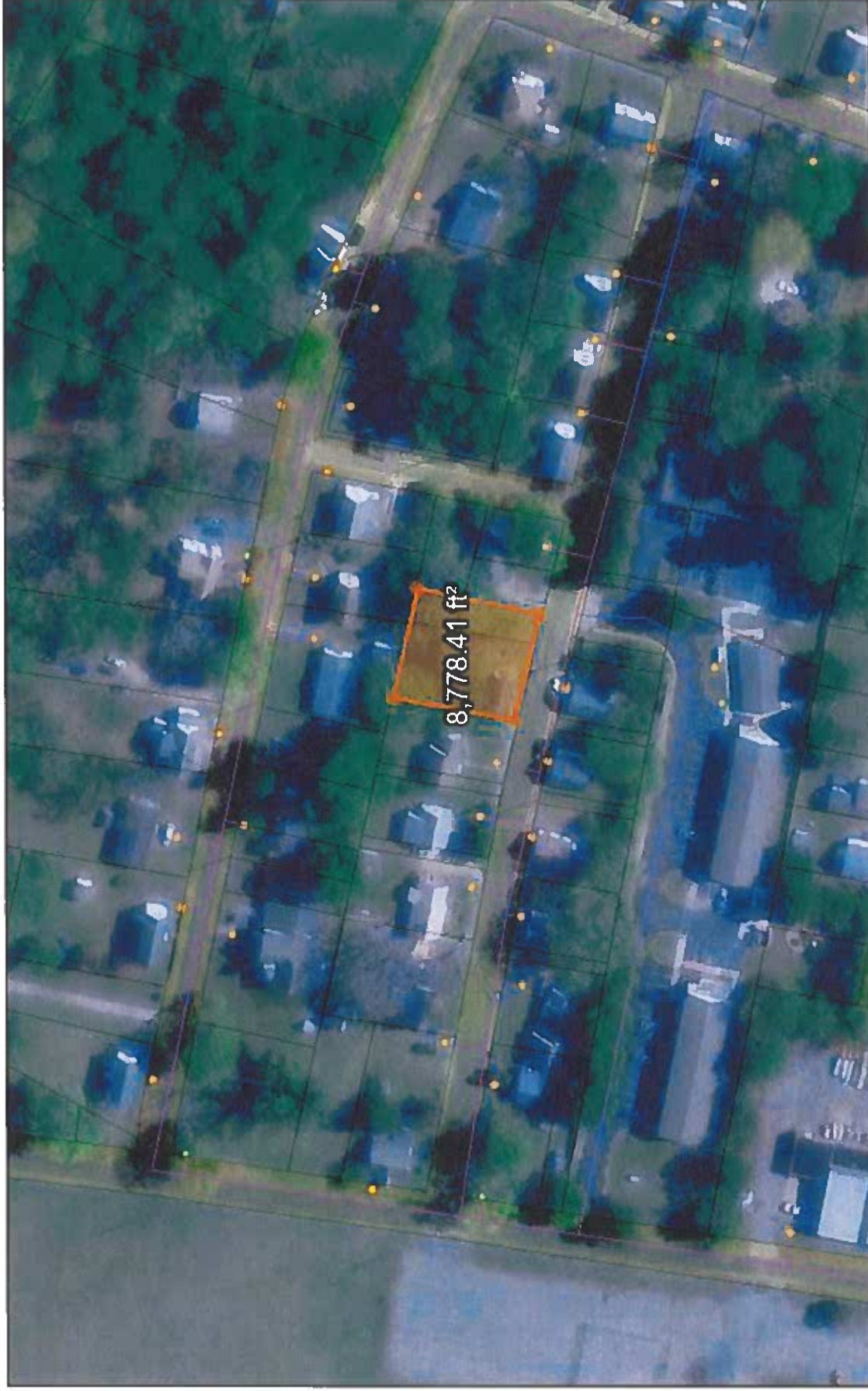
Matt Spuck
Town Manager

t: 757-787-3363

e: matt.spuck@onancock.com | w: www.onancock.com

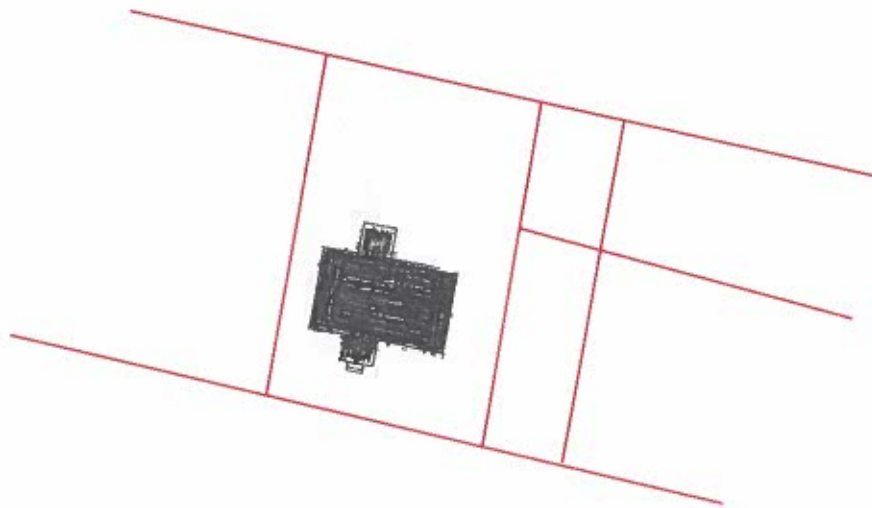
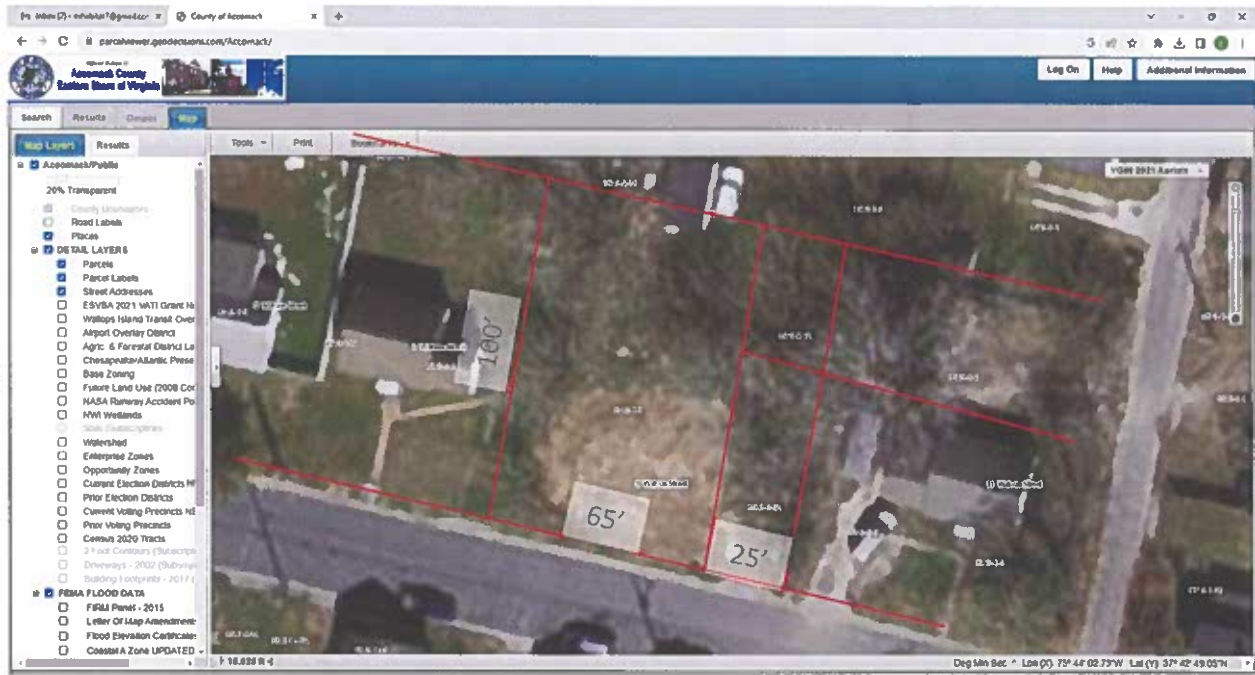
a: 15 North Street, Onancock, 23417

9 Watson - 3 Parcels

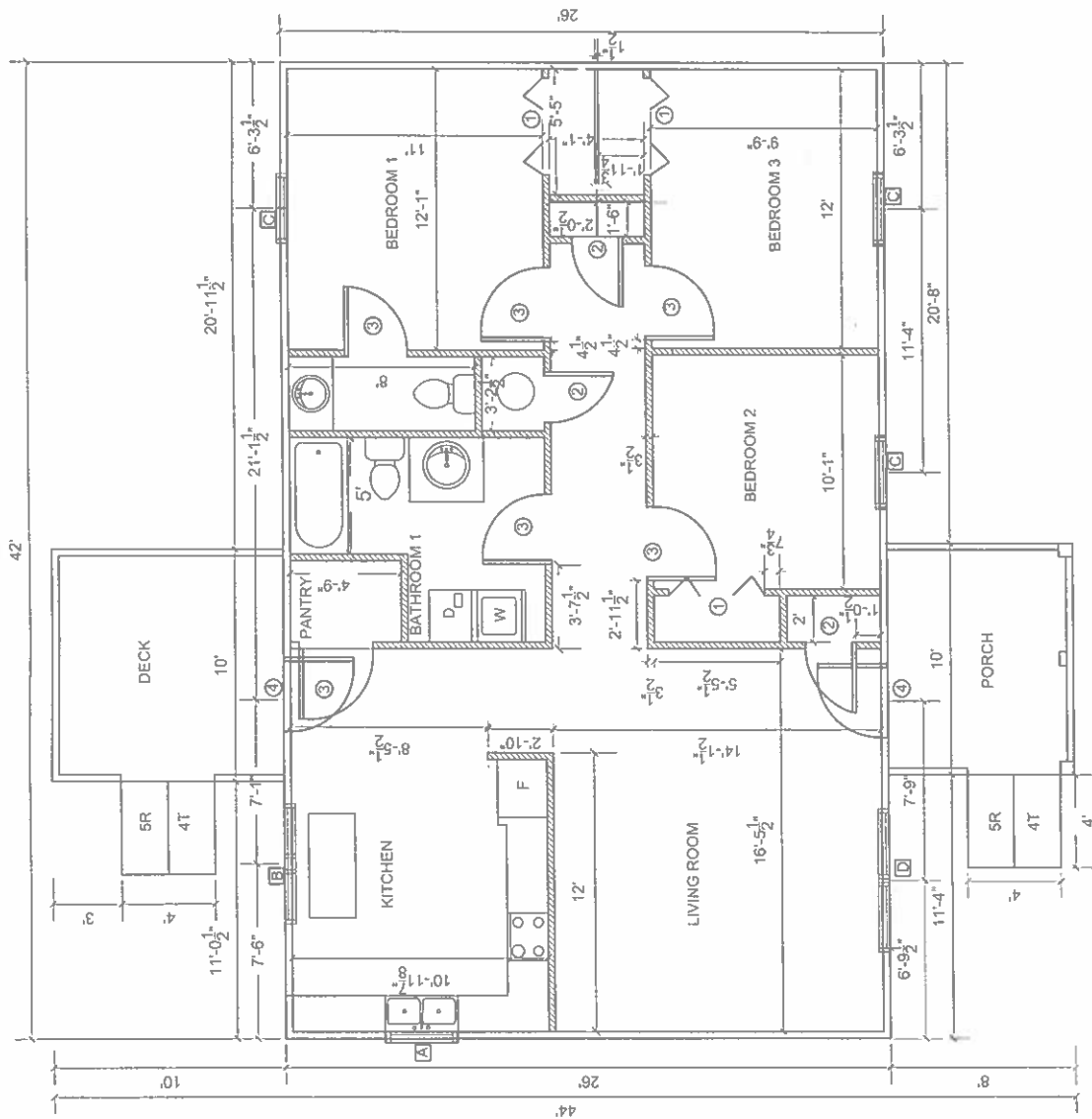


10/12/2023

9 WATSON STREET PLANNING EXHIBIT (09-26-2023)



- NOTES: Prepared by ESVA Habitat for planning purposes only.
 Information shown is based on Accomack County's ACCOMAP GIS mapping tool.
 Currently obtaining deeds to verify lot dimensions.
 Boundary survey will be required prior to any formal plan submission.
 Setback distances are based on Residential 1C, but need to be verified with the Town, as follows:
- 10 feet back from the ROW
 - 5 feet minimum from one side property line & 15 feet total from both side property lines
 - 25 feet from the rear property line



SHEET NAME: FLOOR PLAN
 SHEET 4 OF 12
 Date 9-19-2023

PROJECT NAME
 HABITAT FOR HUMANITY
 HOUSE NUMBER

DWG NO. 4

Memorandum of Understanding
Between
The Town of Onancock (Onancock)

And

Eastern Shore of Virginia Habitat for Humanity (Habitat)

This agreement is made this ____ day of _____, 2023 between The Town of Onancock, Virginia, a body politic and corporate located at 15 North Street, Onancock, Virginia 23417 and Eastern Shore of Virginia Habitat for Humanity, located at 12143 Bank Avenue, Exmore, Virginia 23350.

In the spirit of friendship and with mutual interest in cooperation, Onancock and Habitat enter into this Memorandum of Understanding (MOU) to promote joint collaboration and agree as follows:

SCOPE OF COLLABORATION

1. Onancock transfers ownership of property associated with 9 Watson Street, including tax map numbers 85A3-8-7, 85A3-8-4A and 85A3-8-6A, to Habitat in the form of a gift.
2. Habitat agrees to obtain a building permit within twelve (12) months from the date of property transfer.
3. Habitat agrees to commence construction of a single family residence within 120 days from receipt of building permit.
4. Onancock agrees to charge Habitat the current water and sewer connection fees, as of the date of this MOU, which are a total of \$6,900.00.
5. Habitat agrees to install new water service and sewer service lines from the curb to the new house.
6. All activities shall be subject to the availability of funds and the approval of each institution's authorized representatives.

DURATION: This MOU shall be in effect for a period of three (3) years from the last date of signature. Either party may request termination of this agreement, in writing, ninety (90) days prior to the proposed termination date. Any activities in progress at the time of termination shall be permitted to conclude as planned unless otherwise agreed in writing. Amendments to this MOU may be requested, in writing, by either party and approved by the authorized signatories.

NON-DISCRIMINATION: The parties agree not to discriminate on the basis of religion, race, creed, national or ethnic origin, sex, age, handicap, political affiliation, sexual orientation, disability or status as a veteran.

GOVERNING LAW: This MOU shall be construed and enforced solely pursuant to the laws of the Commonwealth of Virginia (USA), without giving effect to the principles of conflicts of laws thereof and the parties agree that this Agreement shall be subject to the sole and exclusive jurisdiction of the state and federal courts located in the Commonwealth of Virginia (USA).

For: Eastern Shore of Virginia Habitat for Humanity

For: Town of Onancock, Virginia

Chris Guvernator, Executive Director

Matt Spuck, Town Manager

DATE: _____

DATE: _____

Town Council: Brandon Brockmeier, Ray Burger, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald
Mayor: Fletcher Fosque | **Town Manager:** Matt Spuck

Town Manager Report – October 23, 2023

HRSD Transition

- The Jefferson Street project is nearly complete. Branscome is paving the parking lot for the new pump station on Hartman at the same time they will work on Jefferson. The money we budgeted last year (and set aside in our reserves) will be used to pave Jefferson from the end of the sewer project to Holly.
- I met with the project team who will be replacing the water meters. We are reviewing models and functionality to make sure we can manage the meters the way we expect, as well as have the readings interface with HRSD billing software.
- Turning over the billing to HRSD will occur after the meter replacement. As each meter is replaced, our plan is to take a final reading on our meter and prepare the proper bill, then all future bills for that meter will come from HRSD. This is a big project, and we will update you as more information is gathered.

Street Repairs

- We are having some small road repairs done on Kerr, Onancock, and Justis.
- I am getting a quote to tar and chip Marshall where the new houses are. I want to wait until after the last house is erected before this work gets done.

Town Plan

- Hill Studios will present their final recommendations for streetlights, street signs, and wayfinding signs.
 - Based on the drawings of the street and wayfinding signs, I ordered 1 of each for you and residents to opine. Once we have an agreement, we can put a project budget together for your consideration.
 - Hill has yet to produce a recommendation for the entry sign and destination signs (parks, etc.). This item remains open as does parking.
 - Parking recommendations thus far have been limited to "where," but we still need "when." For example, do we put time limits on Market Street, or in the Town Lot.
 - David did submit a draft of his strategic recommendations. When this is complete, I will send it to you.

Northeast Revitalization Project

- The first house has been razed and the contract for the second has been signed.
- Community members requested bright streetlights throughout the community. ANEC is scheduling that project.

VTC - DMO (Virginia Tourism Grant for Destination Marketing Organization)

- Our Facebook campaign has generated more than 500 new followers in 5 weeks. We are targeting DC to Phila and Hampton Roads to Richmond. We will begin pushing Instagram soon.
- The website (not part of this grant), the app, and the walking map are moving along well.

VTC - ARPA (Virginia Tourism Grant for Destination Marketing Organization)

- The photographer came to take pictures for the website and the map app. When we get those back, we will easily insert them into both.

VODOT (TAP for King Street Sidewalk project)

- We are waiting to hear if this project was selected for the Transportation Alternatives Grant.

IRF (Industrial Revitalization Fund - \$1 mil for Lilliston)

- The developer is finalizing the review of the agreements required to move forward.

Website

- During content evaluation, we discovered a few shortcomings in the design. Those are being fixed while content is continuing to be developed.

Open ARPA Project Updates

- Police Generator (\$0) –moved to DCJS grant.
 - We have put this project out to bid. They are all due by 10/20/23 at which point it will be awarded.
- GIS Water System (\$15,000)
 - Project closed.
- Police Department Renovation (\$150,000 – reappropriated because of the DCJS grant)
 - Final adjustments to the plans are being made. The IFB is written and ready to publish.
 - Because of the size of this project, we will advertise in 2 consecutive newspapers, as well as some of the larger Virginia bid-publishing websites. Significant details will be available on our website as well.
- Welcome Center and Public Restrooms (\$340,000 –higher because of the DCJS grant)
 - See the police department.
- Dog Park (\$25,000)
 - Project complete.
 - OBCA purchased 2 shade structures for the park. We must reinforce the poles for higher winds. That project will likely be done during the week on the 23rd.
- Northeast Park (\$52,000)
 - The playground is in!!
 - We still need to outline the area with 4x4 and spread the remaining mulch.
- Security Cameras (\$145,000) –moved to DCJS grant.
 - The project is complete, but we are still moving and adjusting cameras to best support the police.
 - We are investigating a different type of camera for license plate recognition and moving those cameras to more troubled areas that aren't currently covered.
- Air Conditioning upstairs (\$20,000)
 - No activity
- Matching Grants for Business Facades (\$90,000)
 - Slightly more than \$20,000 has been reimbursed to date.
- Sunset Park (\$40,000)
 - Hill and I are working together to get bid-ready drawings for the patio. It looks like we will have enough space to put the brick sidewalk along the ramp to the bulkhead patio areas. Hill is helping with drainage and handicapped accessibility. Once I have the drawings, I have several interested contractors and I will send them to you.
- Touchless Fixtures at LL (\$3,500)
 - We are using this project for rainy days in the coming weeks.
- Drainage Ditch Cleanout (\$7,500)
 - We cleaned out the first storm drain on Johnson that was clogged, and it worked well during the recent storm. We were able to clear the second drain before the paving begins.
- Water Valve Isolation (\$15,000)
 - After the water meters are installed, we will start exercising valves (making sure they work, and we know what they control). As we test, we fully expect to find broken valves. We will purchase the valves in advance so we can replace them as we discover.
- Duckbill at Wharf (10,000)
 - Likely these funds can be reappropriated.
- Dredging under floating docks (\$90,000)
 - Now that boating season is ending, we are in contact with the Army Corp to update the permit.
 - When we have the permit, we can put this project to bid.

- Leading up to that, we must clear the spill site (the old dump up Town Rd). We may need to dedicate a few thousand of this budget for that work. Our guys will do a lot, but this is a big project.
- Downtown Visual Improvements (\$35,000)
 - Waiting until the Town Plan is complete.
- Town Square Repairs (\$8,500)
 - The Tree Board has enthusiastically approved removing the plants around the gazebo.
 - The painting of the gazebo is underway.
 - We have a concrete vendor who is going to replace the section of broken sidewalk.
 - Hill is going to make suggestions for replacement light fixtures in front of the gazebo. I will send those to you when I get them.
- Walking Path at Little League Complex (\$20,000)
 - No activity yet
- Stormwater Management (\$65,932)
 - We suggest using these funds and other reserves for the King Street project for a portion of the grant match.

Miscellaneous

- The meter replacement is on schedule. We are at the stage to select meters.
- I am very close to finalizing the town's registration with DMV Stop. This means that anyone who has not paid their personal property taxes will not be able to register their vehicle with DMV until they pay it.
- Tax time is coming. We have not received the files from the County yet. After we receive the files and verify the accuracy, we send the files to our software company to convert it into the format we need to produce tax bills. This process takes about 2 – 3 weeks. Without having the files now, we will likely not get the bills out on time to give 30 days' notice to pay. If we need to make any modifications to late fees (as we have had to do in the past), I will notify you in November.
- I have submitted our ground water withdrawal permit application for an increase and presented it to DEQ. We have a meeting scheduled for the end of the week.
- We are using the GIS software to create a zoning map that will be available online to anyone. When I get the map populated, I will share it with Planning Commission. We will have our own map, that we update ourselves, that is available to anyone at any time.
- I am starting to create a Tax and Fee Compendium so that we have one document that shares all possible charges from the town. The first pass will compare to other local counties and towns.

Town of Onancock
Budget Summary by Department
Through September 30, 2023

<u>ALL DEPARTMENTS</u>		ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023
					\$	%			
Revenue									
Administration	264,996	1,393,125	19%	(1,128,129)	(81%)		1,296,397	1,391,245	1,402,274
Water	171,608	430,500	40%	(258,892)	(60%)		420,140	495,314	565,045
Sewer	192,615	100,000	193%	92,615	93%		1,025,382	1,121,513	821,749
Wharf	129,293	184,050	70%	(54,757)	(30%)		198,463	206,989	206,618
Police	2,946	64,000	5%	(61,054)	(95%)		55,140	41,997	85,957
Total Revenue	761,458	2,171,675	35%	(1,410,217)	(65%)		2,995,522	3,257,058	3,081,643
Expenditures									
Council	10,560	75,868	14%	65,308	86%		41,247	39,942	59,837
Administration	89,597	536,996	17%	447,399	83%		496,887	491,268	533,173
Water	142,232	430,500	33%	288,268	67%		218,974	247,147	423,790
Sewer	51,289	100,000	51%	48,711	49%		556,205	406,064	645,152
Wharf	124,259	202,306	61%	78,047	39%		177,250	199,066	235,651
Police	183,072	528,539	35%	345,467	65%		325,746	394,355	424,978
Bid and Streets	42,023	189,317	22%	147,294	78%		133,009	156,818	169,928
Parks & Land.	23,372	108,149	22%	84,777	78%		23,667	74,668	107,866
Total Expenditures	666,404	2,171,675	31%	1,505,272	69%		1,972,985	2,009,328	2,600,375
Net Change	95,054	0		95,054	0%		1,022,537	1,247,730	481,268

Percentage of Year Completed: 25%

Trend 2020-20248	Explanation
	Cyclical. Closing on 10/31
	Water line install. Dev. Paying.
	Cyclical. Closes 10/31
	Car paid. USDA reimb waiting.

**Town of Onancock
Budget Summary by Department
Through September 30, 2023**

<u>TOWN COUNCIL</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Expenditures									
Wages, Taxes & Benefits	3,528	15,527	23%	11,999	77%	14,793	15,118	15,129	
Town Attorney	6,000	24,000	25%	18,000	75%	735	2,733	18,000	
Travel And Training	0	2,000	0%	2,000	100%	25	0	0	
Main Street Partners	0	25,500	0%	25,500	100%	15,000	15,000	19,571	
Es Tourism-Tot Share	0	4,500	0%	4,500	100%	4,620	4,154	4,600	
Liability Insurance	1,032	4,341	24%	3,309	76%	6,074	0	2,150	
Office Supplies	0	0	No Budget	0	0%	0	2,937	387	
Total Expenditures	10,560	75,868	14%	65,308	86%	41,247	39,942	59,837	

Percentage of Year Completed: 25%

Town of Onancock
Budget Summary by Department
Through September 30, 2023

ADMINISTRATION									
Revenue	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Real Property-Current	0	380,146	0%	(380,146)	(100%)	324,439	373,468	379,753	
Real Property-Late	1,542	20,000	8%	(18,458)	(92%)	78,952	32,135	28,464	
Public Service-Real	0	15,000	0%	(15,000)	(100%)	17,593	15,814	3,799	
Personal Property-Current	68,391	166,305	41%	(97,914)	(59%)	190,967	255,838	183,797	
Personal Property-Late	1,086	10,000	11%	(8,914)	(89%)	15,867	15,459	15,056	
Penalties	650	13,000	5%	(12,350)	(95%)	21,897	9,240	7,703	
Local Sales Tax	17,877	91,834	19%	(73,957)	(81%)	89,367	92,372	105,461	
Consumers Utility Tax	13,021	51,000	26%	(37,979)	(74%)	55,696	56,036	50,339	
Business License Tax	689	3,000	23%	(2,311)	(77%)	35,768	3,711	3,465	
Vehicle Decals	30	26,000	0%	(25,970)	(100%)	5,213	20,834	26,348	
Bank Stock Taxes	0	33,000	0%	(33,000)	(100%)	48,262	45,329	32,307	
Communication Tax	15,841	75,000	21%	(59,159)	(79%)	74,358	70,214	71,938	
Transient Occupancy	15,779	34,000	46%	(18,221)	(54%)	20,816	26,094	25,220	
Building/Zoning Perm	250	2,500	10%	(2,250)	(90%)	1,700	1,975	2,100	
Meals Tax	82,590	248,000	33%	(165,410)	(67%)	194,319	237,448	255,108	
Meals & Transient La	25	0	No Budget	25	0%	1,999	685	3,722	
Rental Of Property	2,165	12,240	18%	(10,075)	(82%)	12,240	13,767	13,164	
Water Tower Rental I	0	6,850	0%	(6,850)	(100%)	6,850	0	6,850	
Grass Cutting	2,250	4,500	50%	(2,250)	(50%)	0	0	4,515	
Trash Revenue	22,328	106,000	21%	(83,672)	(79%)	53,340	61,280	90,448	
Interfund	2,288	25,000	9%	(22,712)	(91%)	0	0	41,364	
Transfers In	0	0	No Budget	0	0%	0	0	0	
Miscellaneous Revenue	3,194	32,000	10%	(28,806)	(90%)	30,697	9,766	11,531	
Fire Program Funds	15,000	15,000	100%	0	0%	15,000	15,000	15,000	
Litter Control Grant	0	1,250	0%	(1,250)	(100%)	820	108	2,723	
Va Comm For The Arts	0	1,500	0%	(1,500)	(100%)	0	1,500	3,000	
Loan And Grants Proc	0	20,000	0%	(20,000)	(100%)	0	33,000	19,100	

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Town of Onancock
Budget Summary by Department
Through September 30, 2023

<u>ADMINISTRATION</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Total Revenue	264,996	1,393,125	19%	(1,128,129)	(81%)	1,296,397	1,391,245	1,402,274	
Expenditures									
Wages, Taxes & Benefits	43,306	185,958	23%	142,652	77%	205,673	180,235	176,092	
Legal And Collection	0	0	No Budget	0	0%	0	1,750	0	
Audit Service	0	24,500	0%	24,500	100%	16,750	17,750	24,500	
Bank Processing Fees	686	3,600	19%	2,914	81%	5,108	3,576	2,659	
Credit Card Fees	3,819	11,500	33%	7,681	67%	369	9,217	12,842	
Payroll Processing F	2,688	8,450	32%	5,762	68%	3,259	7,263	6,798	
Temp Services	0	2,500	0%	2,500	100%	0	0	0	
Professional Develop	1,656	12,000	14%	10,344	86%	200	227	1,099	
Software Subscriptio	8,688	28,000	31%	19,312	69%	0	20,323	27,493	
Software Support	2,552	13,665	19%	11,113	81%	0	10,408	16,043	
Office Equipment	667	4,000	17%	3,333	83%	21,595	7,982	8,549	
Advertising	470	10,000	5%	9,530	95%	2,951	10,503	12,324	
Postage	252	3,000	8%	2,748	92%	2,626	1,289	2,021	
Telephone	1,161	6,000	19%	4,839	81%	1,680	3,272	4,976	
Property Insurance	661	1,377	48%	716	52%	0	805	681	
General Liability In	841	5,661	15%	4,820	85%	0	12,333	3,416	
Workers Comp	145	306	47%	161	53%	0	330	54	
Travel	0	1,000	0%	1,000	100%	0	45	0	
Dues & Membership	1,535	1,200	128%	(335)	(28%)	1,072	2,440	1,086	
Office Supplies	2,214	10,000	22%	7,786	78%	8,519	7,411	9,483	
Historic Onancock Sc	0	0	No Budget	0	0%	7,500	0	450	
Hos - Property Insur	0	7,979	0%	7,979	100%	0	6,503	5,954	
Cultural Enrichment	0	3,000	0%	3,000	100%	1,250	2,669	3,041	
Miscellaneous	0	3,500	0%	3,500	100%	3,261	574	110	
Website & Printing	0	5,000	0%	5,000	100%	0	318	13,430	

**Town of Onancock
Budget Summary by Department
Through September 30, 2023**

<u>ADMINISTRATION</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Town Events	0	6,500	0%	6,500	100%	0	266	1,996	
Employee Welfare	254	500	51%	246	49%	686	1,176	414	
Computer Capital Out	0	0	No Budget	0	0%	0	0	2,945	
Contingency	600	8,000	8%	7,400	93%	0	5,030	3,800	
Bank Building Loan	0	0	No Budget	0	0%	0	26,781	6,696	
Trash Collection Ser	17,306	104,800	17%	87,494	83%	101,110	106,244	102,597	
Town Plan	0	25,000	0%	25,000	100%	0	0	41,391	
Contribution To Fire	0	25,000	0%	25,000	100%	25,000	25,000	25,000	
Fire Programs Funding	0	15,000	0%	15,000	100%	15,000	15,000	15,000	

Total Expenditures	89,597	536,996	17%	590,051	110%	496,887	491,268	533,173	
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Net Change	175,399	856,129	20%	(538,078)	(63%)	799,510	899,977	869,101	
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Percentage of Year Completed: 25%

Town of Onancock
Budget Summary by Department
Through September 30, 2023

WATER		ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
Revenue					\$	%				
Water Charges		164,098	425,000	39%	(260,902)	(61%)	394,911	424,515	548,614	
Water Installation F		3,500	0	No Budget	3,500	0%	3,000	4,500	1,500	
Water & Sewer Penalt		3,200	5,500	58%	(2,300)	(42%)	19,615	16,671	12,765	
Miscellaneous Revenue		810	0	No Budget	810	0%	2,614	49,628	2,167	
Total Revenue		171,608	430,500	40%	(258,892)	(60%)	420,140	495,314	565,045	
Expenditures										
Wages, Taxes & Benefits		36,359	152,526	24%	116,167	76%	116,120	109,047	138,505	
Training &Travel		0	4,000	0%	4,000	100%	0	79	0	
Vehicle Repair		0	750	0%	750	100%	3,045	1,018	0	
Repair & Maintenance		17,364	25,000	69%	7,636	31%	17,552	10,960	28,363	
Auto Insurance		93	450	21%	357	79%	0	412	0	
Printing Utility Bil		0	500	0%	500	100%	507	0	0	
Advertising		0	250	0%	250	100%	0	0	0	
Electric Services		1,556	20,000	8%	18,444	92%	13,779	14,974	15,360	
Postage		252	2,000	13%	1,748	87%	755	1,123	844	
Reserve For Cip		0	0	No Budget	0	0%	0	19,420	42,530	
Dues & Memberships		0	950	0%	950	100%	527	0	0	
Health Department Fe		2,169	3,000	72%	831	28%	2,165	2,169	2,169	
Vehicle Fuel		278	2,500	11%	2,222	89%	1,863	2,366	1,753	
Lab Supplies		2,677	2,000	134%	(677)	(34%)	998	2,064	3,413	
Purification Supplie		8,163	28,000	29%	19,838	71%	21,099	8,935	24,065	
Outside Consultants		4,006	9,400	43%	5,394	57%	0	300	1,725	
Small Tools & Equipm		0	3,800	0%	3,800	100%	80	2,650	3,099	
Property Insurance		0	3,300	0%	3,300	100%	0	0	1,814	
Interest - Bond - Wa		13,975	55,900	25%	41,925	75%	36,945	36,154	55,900	
Interest - Bond - Wa		614	1,668	37%	1,054	63%	1,662	1,588	2,456	
Interest - Bond - Wa		49,818	99,636	50%	49,818	50%	0	25,491	99,637	
Total Expenditures		142,232	430,500	33%	288,268	67%	218,974	247,147	423,790	

Town of Onancock
Budget Summary by Department
Through September 30, 2023

	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<u>WATER</u>	29,375	0		29,375	0%	201,166	248,167	141,256	
Net Change									

Percentage of Year Completed: 25%

**Town of Onancock
Budget Summary by Department
Through September 30, 2023**

<u>SEWER</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Sewer Charges	189,215	0	No Budget	189,215	0%	1,014,068	1,071,885	818,382	
Sewer Installation F	3,400	0	No Budget	3,400	0%	8,700	0	1,200	
Paving from 2023 Budget	0	100,000	0%	(100,000)	(100%)	0	0	0	
Total Revenue	192,615	100,000	193%	92,615	93%	1,025,382	1,121,513	821,749	
Expenditures									
Coll.Repair/Maintena	48,889	0	No Budget	(48,889)	0%	75,412	136,140	253,160	
Electric Services	792	0	No Budget	(792)	0%	71,544	45,809	3,675	
Telephone	0	0	No Budget	0	0%	9,541	11,974	(1,062)	
Paving from 2023 Budget	0	100,000	0%	100,000	100%	0	0	100,000	
Hrsd Transition Cost	0	0	No Budget	0	0%	17,021	23,577	2,536	
Transfer To Reserve	0	0	No Budget	0	0%	0	0	283,715	
Total Expenditures	51,289	100,000	51%	48,711	49%	556,205	406,064	645,152	
Net Change	141,327	0		141,327	0%	469,177	715,449	176,596	

Percentage of Year Completed: 25%

Town of Onancock
Budget Summary by Department
Through September 30, 2023

WHARF	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Boat Dockage Fees-Mo	0	250	0%	(250)	(100%)	125	1,311	650	
Boat Dockage Fees-Tr	40,511	55,000	74%	(14,489)	(26%)	75,106	60,562	71,443	
Parking Fee	191	300	64%	(109)	(36%)	995	512	232	
Gasoline Sales	80,140	112,000	72%	(31,860)	(28%)	108,700	128,103	121,932	
Ice And Other	1,845	3,500	53%	(1,655)	(47%)	2,513	7,628	4,971	
Golf Cart	2,000	4,000	50%	(2,000)	(50%)	0	0	0	
Wharf Electric	4,605	9,000	51%	(4,395)	(49%)	10,604	8,537	7,390	
Total Revenue	129,293	184,050	70%	(54,757)	(30%)	198,463	206,989	206,618	
Expenditures									
Wages, Taxes & Benefits	38,631	71,072	54%	32,441	46%	60,661	55,949	59,458	
Square Cc Fees	3,963	5,500	72%	1,537	28%	4,365	5,423	5,732	
Vehicle Repair	1,613	200	806%	(1,413)	(706%)	0	259	296	
Electric Services	2,283	6,000	38%	3,717	62%	4,993	4,415	4,728	
Telephone	117	700	17%	583	83%	629	624	344	
Property Insurance	119	448	27%	329	73%	0	319	222	
Auto Insurance	90	412	22%	322	78%	0	412	199	
Worker'S Comp insura	481	2,424	20%	1,943	80%	0	2,670	611	
Office Supplies	401	250	161%	(151)	(61%)	0	289	2,663	
Wharf Janitorial Sup	345	1,000	34%	655	66%	661	351	1,519	
Repair & Maintenance	2,797	3,500	80%	703	20%	6,451	7,797	7,597	
Cost Of Gas/Diesel S	72,040	88,000	82%	15,960	18%	74,263	104,528	98,947	
Misc.	0	1,000	0%	1,000	100%	8,365	269	1,376	
Advertising & Dues	1,065	16,000	7%	14,935	93%	5,582	8,548	7,393	
Rent	0	5,500	0%	5,500	100%	1,100	7,150	8,200	
Capital Improvements	0	0	No Budget	0	0%	10,180	0	16,500	
Total Expenditures	124,259	202,306	61%	78,047	39%	177,250	199,066	235,651	
Net Change	5,033	(18,256)	-28%	23,289	128%	21,213	7,923	(29,032)	
Fuel Margin	8,100	24,000	34%	(15,900)	(66%)	34,437	23,575	22,985	
Slip Nights	382	759	38%	469	62%	774	755	761	
Percentage of Year Completed: 25%									

Town of Onancock
Budget Summary by Department
Through September 30, 2023

POLICE	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Traffic Fines	1,417	13,000	11%	(11,583)	(89%)	8,290	6,904	13,226	
Esummons	295	0	No Budget	295	0%	0	110	960	
Grant - 599	0	35,000	0%	(35,000)	(100%)	46,850	29,678	32,647	
Grant - Doj O.T.	0	9,000	0%	(9,000)	(100%)	0	1,005	30,867	
Grant - Hwy Safety	1,235	7,000	18%	(5,765)	(82%)	0	4,300	8,257	
Total Revenue	2,946	64,000	5%	(61,054)	(95%)	55,140	41,997	85,957	
Expenditures									
Wages, Taxes & Benefits	96,403	416,492	23%	320,089	77%	288,004	321,795	363,362	
Court Costs	0	500	0%	500	100%	0	178	0	
Training	1,925	4,000	48%	2,075	52%	4,384	2,690	2,397	
New Officer Training	13,193	17,776	74%	4,584	26%	0	8,327	(35)	
Vehicle Repair	3,254	3,591	91%	337	9%	2,650	2,791	4,052	
Computer Maintenance	30	4,500	1%	4,470	99%	2,691	4,652	1,127	
Security Cameras	1,268	16,280	8%	15,012	92%	0	0	0	
Telephone Services	725	2,904	25%	2,179	75%	3,394	3,165	2,708	
Line Of Duty Act	731	3,809	19%	3,078	81%	2,742	3,655	3,462	
Vehicle Insurance	738	2,966	25%	2,228	75%	0	2,801	2,484	
Workers Comp	2,579	10,100	26%	7,521	74%	0	8,823	7,214	
Travel	0	500	0%	500	100%	35	35	164	
Office Supplies	618	3,750	16%	3,132	84%	3,741	2,324	2,528	
Vehicle Fuel	1,822	12,000	15%	10,178	85%	7,018	12,527	11,034	
Uniforms	4,592	3,000	153%	(1,592)	(53%)	2,046	1,382	2,485	
Animal Population Co	0	500	0%	500	100%	587	954	0	
Police Supplies	2,736	6,211	44%	3,475	56%	8,317	10,443	7,546	
Police Vehicles	52,458	19,660	267%	(32,798)	(167%)	0	6,554	13,108	
Total Expenditures	183,072	528,539	35%	345,467	65%	325,746	394,355	424,978	
Net Change	(180,125)	(464,539)	39%	284,414	61%	(270,606)	(352,358)	(339,021)	

Town of Onancock
Budget Summary by Department
Through September 30, 2023

<u>BUILDINGS & STREETS</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Expenditures									
Wages, Taxes & Benefits	21,324	90,698	24%	69,374	76%	47,712	69,042	81,473	
Vehicle Repair	634	5,000	13%	4,366	87%	619	615	3,569	
Electric Service	11,099	29,000	38%	17,901	62%	22,546	18,277	6,894	
Heating Oil	0	4,000	0%	4,000	100%	0	2,554	0	
Property Insurance	187	685	27%	498	73%	0	2,004	338	
Auto Insurance	97	820	12%	723	88%	0	412	200	
Worker'S Comp Insura	231	1,665	14%	1,434	86%	0	1,481	1,139	
Street Repair	2,149	17,500	12%	15,351	88%	180	27,087	32,516	
Janitorial Supplies	0	250	0%	250	100%	0	985	995	
Cleaning Services	600	4,200	14%	3,600	86%	0	3,914	3,914	
Repairs And Maintena	1,819	12,500	15%	10,681	85%	27,602	18,028	27,309	
Vehicle Fuel	550	3,600	15%	3,050	85%	517	3,686	6,753	
Small Equipment Repa	68	3,000	2%	2,932	98%	323	3,013	763	
Uniforms	0	3,000	0%	3,000	100%	555	2,614	182	
Can Liners	0	1,500	0%	1,500	100%	1,770	1,158	1,569	
Safety/Street Signs	810	2,000	41%	1,190	59%	528	1,140	1,554	
New Public Works Veh	2,421	9,774	25%	7,353	75%	0	0	0	
Blacksmith Shop	33	125	27%	92	73%	0	93	761	
Total Expenditures	42,023	189,317	22%	147,294	78%	133,009	156,818	169,928	

Percentage of Year Completed:

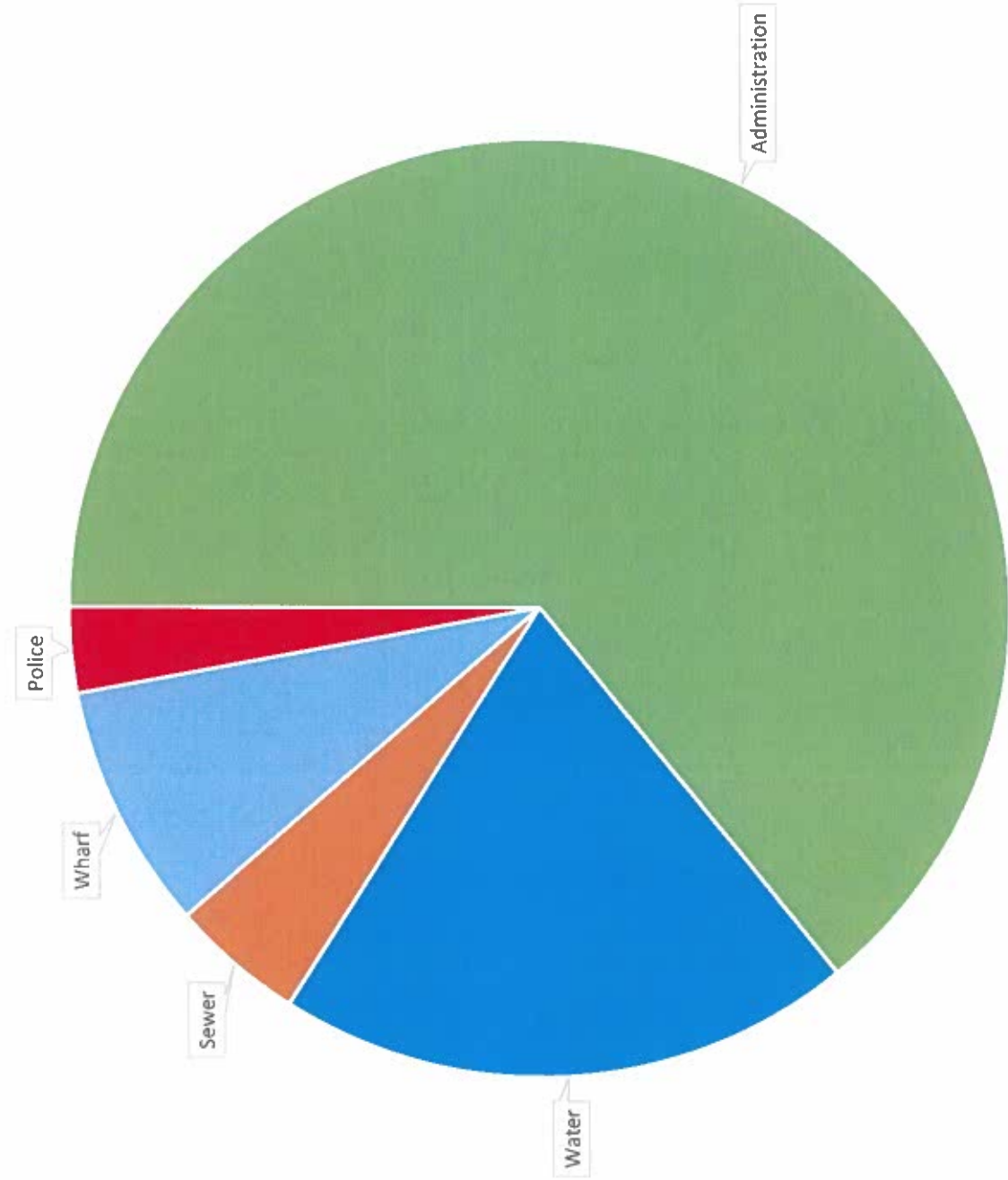
25%

Town of Onancock
Budget Summary by Department
Through September 30, 2023

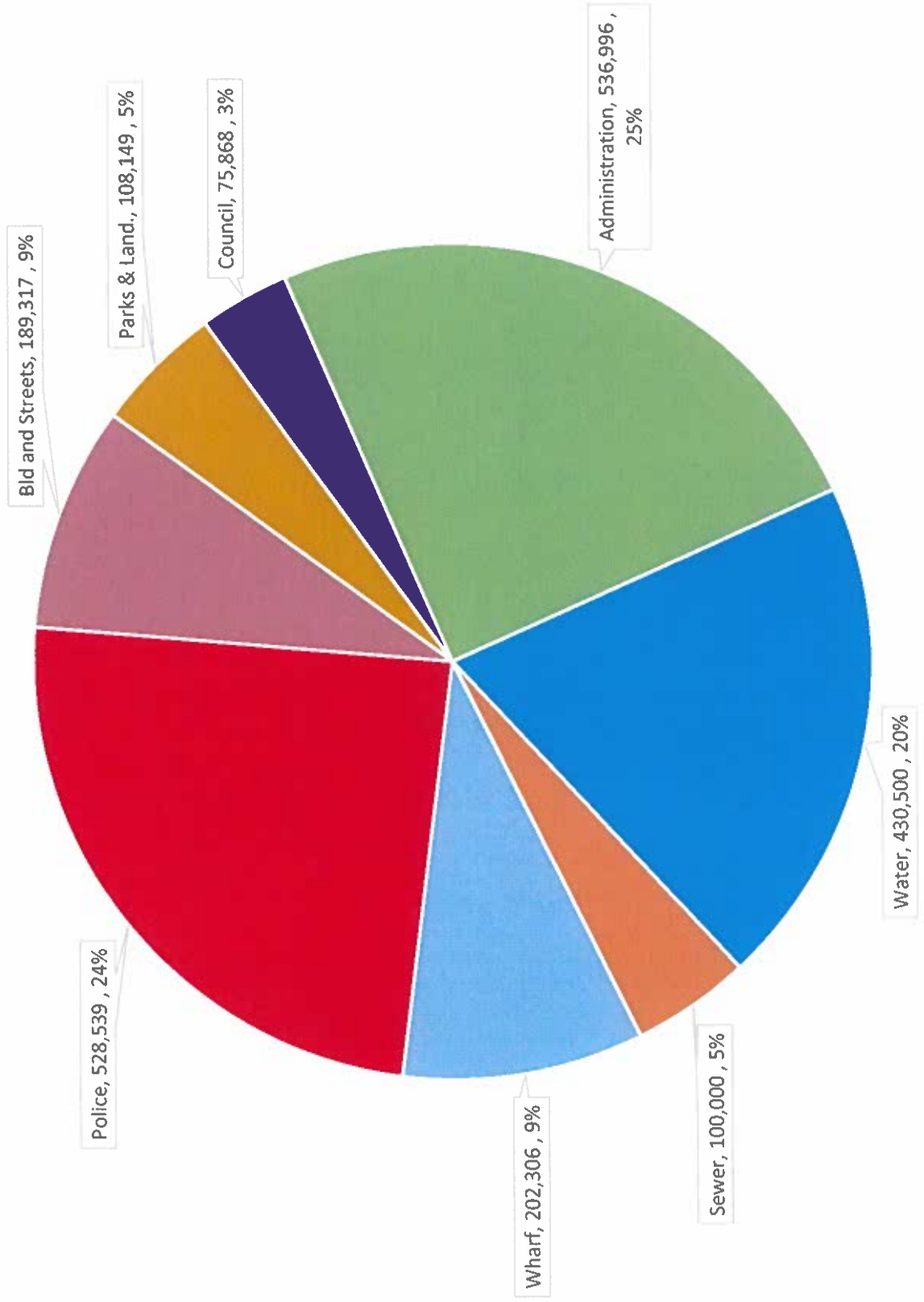
<u>PARKS & LANDSCAPING</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance \$	%	2021	2022	2023	Trend 2020-2024B
Expenditures									
Cutting Grass Contra	0	0	No Budget	0	0%	6,555	7,400	0	
Wages and Benefits	17,521	67,363	26%	49,842	74%	0	17,792	35,653	
Vehicle Repair	64	1,500	4%	1,436	96%	0	839	780	
Electric Services	832	0	No Budget	(832)	0%	1,053	11,841	35,585	
Property Insurance	65	250	26%	185	74%	0	0	119	
Auto Insurance	348	2,820	12%	2,472	88%	0	1,401	1,402	
Worker'S Comp Insura	17	716	2%	699	98%	0	1,481	1,348	
Repair & Maintenance	1,176	3,000	39%	1,824	61%	441	7,433	3,900	
Vehicle Fuel	645	2,500	26%	1,856	74%	0	2,562	2,847	
Small Tools & Equipm	234	1,500	16%	1,266	84%	926	5,296	1,188	
Parks-Plantings & La	0	4,000	0%	4,000	100%	2,499	6,606	2,217	
Tree Board And Beaut	0	4,000	0%	4,000	100%	460	830	292	
Holiday Decorations	0	7,500	0%	7,500	100%	2,633	2,120	10,654	
Mosquito Control	2,470	6,500	38%	4,030	62%	4,950	4,917	6,881	
Weed Control	0	6,500	0%	6,500	100%	4,150	4,150	5,000	
Total Expenditures	23,372	108,149	22%	84,777	78%	23,667	74,668	107,866	

Percentage of Year Completed: 25%

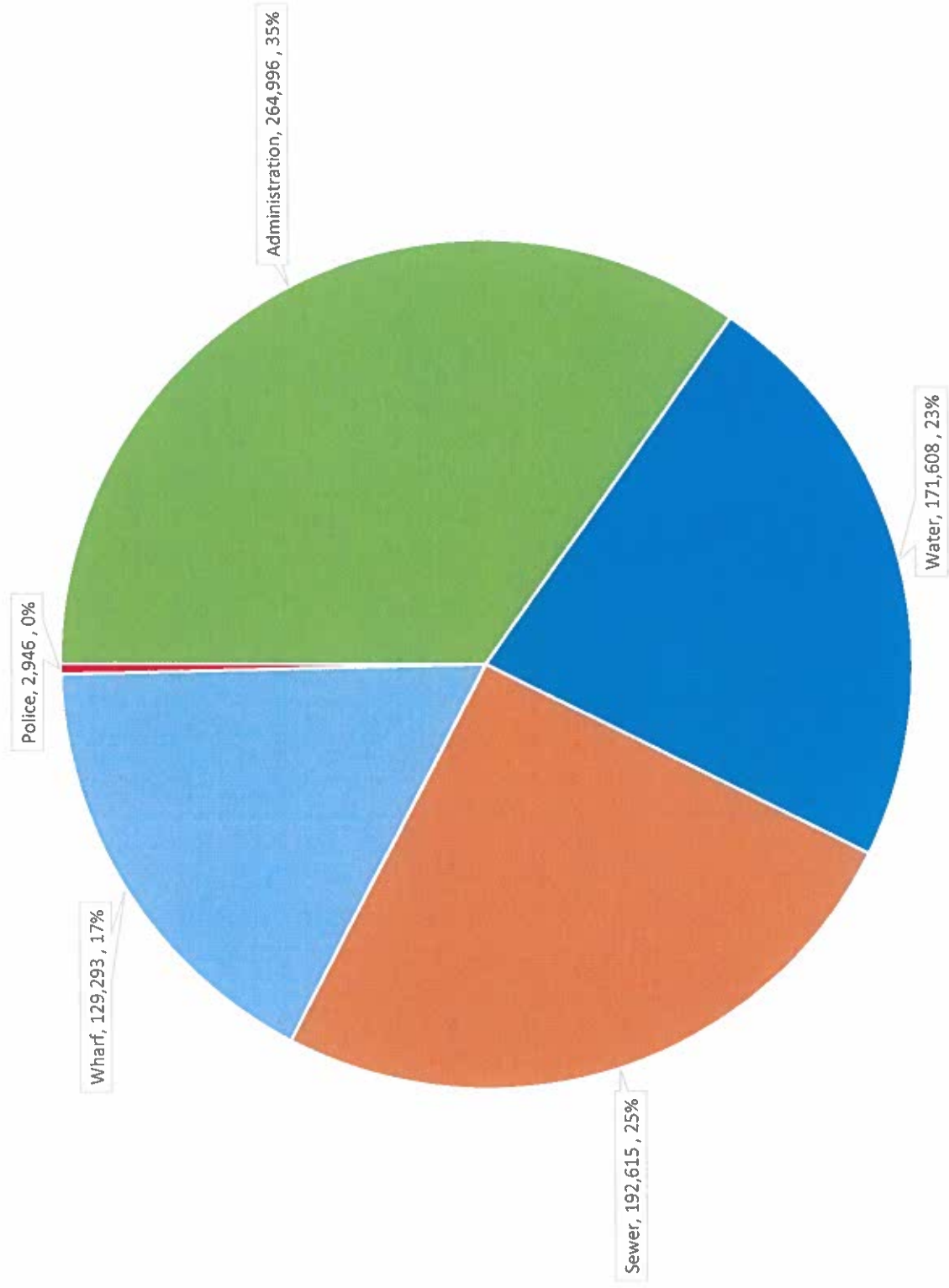
Revenue - Budget 2024



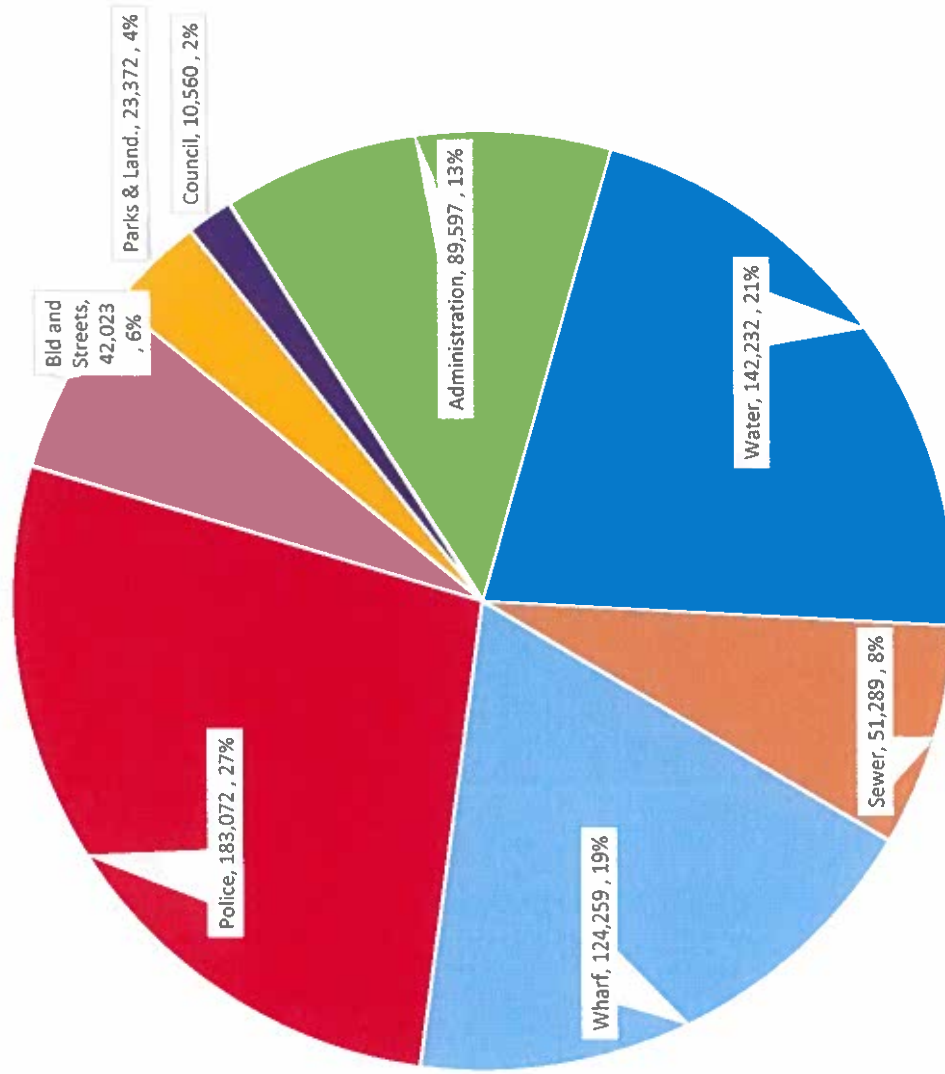
Expenditure - Budget 2024



Revenue - Actual 2024



Expenditures - Actual 2024



Town of Onancock
Cash and Reserve Report
Through September 30, 2023

CASH AND RESERVES				
CASH				
	Current Year	Prior Year	% Increase / (Decrease)	
Checking	190,579	458,041	(58%)	
RESERVES				
Cash Reserve (savings account)	1,920,996	859,298	124%	
Grant Match or Project Reserve	252,446	255,994	(1%)	
Capital Asset Reserve	142,996	84,419	69%	
General Fund Reserve	510,438	406,887	25%	
ARPA Funds	809,790	1,040,045	(22%)	
Utility Reserve	719,162	747,623	(4%)	
Total Reserves	4,355,828	3,394,266	28%	
Total Cash and Reserves	4,546,407	3,852,307	18%	
Cash and Reserves - No ARPA	3,736,617	2,812,262	33%	
Reserves Only - No ARPA	3,546,038	2,354,221	51%	
REQUIRED RESERVES PER POLICY				
Grant Match or Project Reserve	Policy Requirement	Policy	Current Reserve	Over/(Under Reserved)
	250,000	Up to \$250,000	252,446	2,446
Capital Asset Reserve	142,017	25% of 5-year CAPEX plan	142,996	980
General Fund Reserve	507,754	30% of budgeted revenue	510,438	2,684
		120 day operating (\$455,000/12*4)+		
		30% Accumulated Depreciation		
Utility Reserve	715,970	(\$1,837,935)+ \$15k for road repairs	719,162	3,192
Total Required Reserves per Policy	\$	1,615,740 Over/(Under) Reserved	\$	1,625,042 \$ 9,302

ARPA Project Cost Update
Through September 30, 2023

		Not to Exceed Budget	Reappropriated	Spent to Date	Remaining to Spend	Status
SLFRF-1010	Police Generator (moved to DCJS)	\$ 50,000	\$ (50,000.00)	\$ -	\$ -	Moved to DCJS
SLFRF-1020	GIS Water System	\$ 15,000		\$ 12,014	\$ 2,986.00	Closed
SLFRF-1030	Police Dept Renovation	\$ 100,000	\$ 50,000.00	\$ 19,797	\$ 130,203.00	
SLFRF-1030	Welcome Center	\$ 195,000	\$ 145,000.00	\$ 29,842	\$ 310,158.00	
SLFRF-1040	Dog Park	\$ 25,000	\$ -	\$ 25,966	\$ (966.00)	Closed
SLFRF-1050	Northeast Park	\$ 35,000	\$ 16,435.00	\$ 57,962	\$ (6,527.00)	(Need 4x4)
SLFRF-1060	Remove Wood Shop	\$ 8,000	\$ -	\$ 8,000	\$ -	Closed
SLFRF-1070	Tower Paint and Seal	\$ 165,000	\$ (16,435.00)	\$ 148,565	\$ -	Closed
SLFRF-1080	Hypo Tank	\$ 8,000	\$ -	\$ 7,776	\$ 224.00	Closed
SLFRF-1090	Security Cameras	\$ 145,000	\$ (145,000.00)	\$ -	\$ -	Moved to DCJS
SLFRF-1100	Electric at Tower	\$ 5,000	\$ -	\$ 4,079	\$ 921.00	Closed
SLFRF-1110	Air Conditioning Town Hall Upstairs	\$ 20,000	\$ -	\$ -	\$ 20,000.00	
SLFRF-1120	Matching Grant for Onancock Business Facades	\$ 90,000	\$ -	\$ 20,916	\$ 69,084.00	
SLFRF-1130	Sunset Park	\$ 40,000	\$ -	\$ -	\$ 40,000.00	
SLFRF-1140	Touchless Faucets Little League	\$ 3,500	\$ -	\$ -	\$ 3,500.00	
SLFRF-1150	Drainage Ditch Cleanup	\$ 7,500	\$ -	\$ -	\$ 7,500.00	
SLFRF-1160	Valve Isolation	\$ 15,000	\$ -	\$ -	\$ 15,000.00	
SLFRF-1170	Duckbill at Wharf	\$ 10,000	\$ -	\$ -	\$ 10,000.00	
SLFRF-1180	Clean out under floating docks (dredging)	\$ 90,000	\$ -	\$ 9,100	\$ 80,900.00	
SLFRF-1190	Downtown Visual Improvements	\$ 35,000	\$ -	\$ -	\$ 35,000.00	
SLFRF-1200	Town Square repairs	\$ 8,500	\$ -	\$ 2,625	\$ 5,875.00	
SLFRF-1210	Walking path at Little League complex	\$ 20,000	\$ -	\$ -	\$ 20,000.00	
SLFRF-1220	ESCADV Support	\$ 100,000	\$ -	\$ 100,000	\$ -	Closed
SLFRF-1230	Stormwater Mgt	\$ 65,932	\$ -	\$ -	\$ 65,932.00	
Summary ----->		\$ 1,256,432.00	\$ -	\$ 446,642.00	\$ 809,790.00	\$ (3,362.00) <i>(avail. to be reappropriated)</i>
Other Material Grants		Amount Reimbursed		Amount Spent		
	Bulkhead	\$ 360,000	\$ 231,610	\$ 283,613	\$ 76,387.00	
	Northeast Rehabilitation Grant	\$ 978,117	\$ 41,472	\$ 41,472	\$ 936,645.00	
	IRF Revolving Loan Grant	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000.00	
	DCJS ARPA Grant	\$ 211,000	\$ -	\$ 150,676	\$ 60,324.00	