

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
November 27, 2023, at 7:00 p.m.

Agenda

1. Call to order and roll call.
2. Pledge of Allegiance
3. Approve minutes from the October 23, 2023, meeting.
4. Public Hearings
 - a. None scheduled.
5. Public Presentation:
 - a. None scheduled.
6. Council Action
 - a. None scheduled.
7. Council discussion:
 - a. Town Plan – Fixture Discussion.
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. Personnel matters.
14. Adjourn

**Town of Onancock
Town Council Meeting
Monday, October 23, 2023
7:00 PM**

1. Call to order and Roll Call:

- a. 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, Sarah Nock, and Maphis Oswald were present. Councilmember Marino was not in attendance. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present.

2. The Pledge of Allegiance was recited.

3. Approve minutes from September 25, 2023

- a. Councilmember Oswald moved to approve the minutes. Councilmember Holdren seconded the motion. The motion passed with a 5-0 vote.

4. Public Hearing

- a. None scheduled.

5. Public Presentation

- a. None scheduled.

6. Council Action

- a. None scheduled.

7. Council discussion:

- a. **VDOT Ready, Set, Go Grant** -The Ready, Set, Go Grant is a grant offered by VDOT to prepare the engineering work and cost estimates for a final application for the Transportation Alternatives Program (TAP) grant. TAP normally does things like bike paths and sidewalks. The application will be for the installation of a new sidewalk from the Queen Street driveway on Ames up to the corner of Ames and Market alongside the new mural. The details of what the grant covers are included in the Town Council packet along with pictures.

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- i. Councilmember Oswald stated connecting the parking lot to Market Street is what the sidewalk would do. Parents and children attending the theater would benefit from it and be safer. Town Manager Spuck responded that the reply to that statement is that those families and children could use the alleyway between the Corner Bakery and the new Welcome Center. The concern with this approach is the town does not own the property in the alleyway back to the parking lot. The sidewalk would be VDOT property.
 - ii. Councilmember Nock asked for clarification on the location of the sidewalk. Town Manager Spuck answered her questions by pointing out the specific location on the provided photos and drawings.
 - iii. Councilmember Brockmeier asked if the sidewalk location is being aligned with the original town plan. Town Manager Spuck stated he could email the original plan from Hill Studios. The Town Council was in favor of applying for the grant. Town Manager Spuck reminded everyone that the Ready, Set, Go Grant does not pay anything toward the project itself. This grant pays for the engineering and any utility movements.
- b. **Habitat for Humanity** – Town Manager Spuck explained that in 2019 the town purchased a blighted property. The property has been on the market for over two years with zero interest to purchase. Chris Guvernator, Executive Director from the Eastern Shore Habitat for Humanity (ESVAHFH) gave a presentation at the September 25, 2023, town council meeting expressing the organization’s desire to build a new home in Onancock. Town Manager Spuck recommends that we donate the property to ESVAFH but keep the newly increased water and sewer connection fees at \$6,900. The other caveats in the contract are that once a building permit is issued, they must break ground within one year and complete construction of the new house within 120 days of groundbreaking.
- i. Councilmember Nock asked for clarification on the reference to three parcels. Town Manager Spuck explained the lots are small and the code requires a 10,000-square-foot lot to build. This parcel is approximately 8,700 square feet. A variance may be required but the proposed home will fit with the appropriate setbacks.
 - ii. Councilmember Holdren moved to donate the property to ESVAFH. Councilmember Brockmeier seconded the motion. No additional council

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discussion. The motion passed with a 5-0. Town Manager Spuck will advertise the Public Hearing for the sale of real property.

8. Committee Reports

- a. **Personnel – (Cindy Holdren)**- Councilmember Holdren reported the Personnel Committee met in October to present Town Manager Spuck with his annual evaluation.
- b. **Onancock Main Street –(OMS) (Cindy Holdren)**- Councilmember Holdren presented the funding for the Mural Project. These funds are only available for designated VA Main Street Communities. These are not funds that the Department of Housing and Community Development just handed out to towns. There is a great deal of work that goes into these projects. The first mural project was two murals which included the alley behind the Charlotte Hotel and the second story at 39 Market St. The \$10,000 cost was fully grant-funded. The second mural phase was on the Ames St. side of the North Street Playhouse and was part of a \$37,500 grant that funded several projects. \$25,000 was from VA Main Street and required a \$12,500 match from the town. The North Street Playhouse mural total cost was \$25,000 which \$13,333.33 was allocated from VA Main St. funds and \$6,666.67 was allocated from the town funds.
- c. **Historic Onancock School (HOS) - (Sarah Nock)** –Councilmember Nock reported the following list of events that are upcoming in November.
 - i. Wednesday, November 1, 2023 – Wine Wednesday from 6:00 PM – 8:00 PM
 - ii. Friday, November 10, 2023, from 6:00 – 8:00 PM – Open Reception
 - iii. Sunday, November 12, 2023 - Champagne and Oyster Dinner
 - iv. The performance pavilion construction is in a phased plan with hopes of getting something useful but will not necessarily be the full design. The contractors and engineers are working on the new plans to present at the next board meeting.
- d. **Planning Commission – (Brandon Brockmeier)** – Councilmember Brockmeier reported the Planning Commission did not meet in October.
- e. **Waterfront – (Fletcher Fosque)** – Mayor Fosque reported the Waterfront Committee did not meet in October.
- f. **Economic Development Authority (EDA)– (Joy Marino)** – In Councilmember Marino’s absence, Mayor Fosque read a report from Councilmember Marino. The first meeting was October 17, 2023, where members were sworn in by

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Sammy Cooper. Officers were elected and terms were established. All members will be required to do FOIA and COIA training.

9. Public Comment

- a. Rosemary Paparo – Ms. Paparo asked if it would be possible to have all the town study plans (Town Plan, Comprehensive Plan, and the Hill Studio design plan) digitized and added to the website for everyone’s reference. She thinks this would be a valuable resource for all citizens and the Town Council.
- b. Talia Custis Taylor – Mrs. Taylor is running for Clerk of Circuit Court at the November 7, 2023, election. Mrs. Taylor has a 25-year background in banking and finance. Mrs. Taylor is also involved in several volunteer organizations including the Riverside Auxiliary Hospital Ball Committee. She is asking for support with early voting or on election day.
- c. Thelma Gillespie – Ms. Gillespie thanked the town for the new playground at the Northeast Park. She has concerns about the mulched chips that are the playground’s surface area and the potential for injuries.
- d. Greg Felthousen – Dr. Felthousen had an opportunity to meet with and discuss the performance pavilion issues with several of our community’s long-standing citizens. He had the pleasure of touring the Historic Onancock School (HOS) with Cindy Downing. After learning about the significance of the historic value of the school to Onancock residents it is his opinion the town government is allowing the Friends of Onancock School (FOS) to move forward with considerable efforts while working on other town businesses. He thinks the legal use of the special use permit (SUP) for the performance pavilion will allow the FOS to move forward while protecting our community from the possibility of mismanagement and risk to public safety. He urged all involved to take the time to establish clear guidelines upon which all parties can feel safe and protected.
- e. Hermana Matthews –Ms. Matthews asked for a security camera to be placed on her street. There was a recent shooting, and two bullets came through her house. She works various hours between Riverside Hospital and private duty nursing; therefore, she often gets home late at night and is required to leave for work early in the morning.

10. **Mayor’s Report** – Mayor Fosque reminded the audience of the Special Election being held on November 7, 2023. Mayor Fosque attended the VML Mayor’s Conference which he felt was beneficial and informative.

11. Town Manager’s Report

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- a. Manager's Report- see attached report in the Town Council packet.
- b. Financial Report – see attached report in the Town Council packet.

12. Councilmember Comments

- a. Councilmember Brockmeier complimented the work on the gazebo with minimal disturbance to residents.
- b. Councilmember Nock reminded everyone the Orchestra of Eastern Shore will be playing at the Market Street Church on October 27, 2023. The great pumpkin carve is Saturday, October 28, 2023, at the gazebo.
- c. Councilmember Oswald – no comment.
- d. Councilmember Holdren is pleased the northeast playground is a success and hopes the mulch problem can be worked out.
- e. Councilmember Burger stated he was looking forward to the Halloween festivities.

13. Closed Session: None scheduled.

- 14. Adjourn:** Councilmember Nock moved to adjourn the meeting. Councilmember Holdren seconded the motion. The motion passed with a 5-0 vote. The meeting adjourned at 8:21 PM.

Mayor, Fletcher Fosque

Town Clerk, Debbie Caton

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ONANCOCK
1680

VIRGINIA'S EASTERN SHORE

TOWN OF ONANCOCK
CONCEPTUAL LIGHTING, SIGNAGE, AND
PARKING STUDY

ONANCOCK, VIRGINIA

October 16, 2023



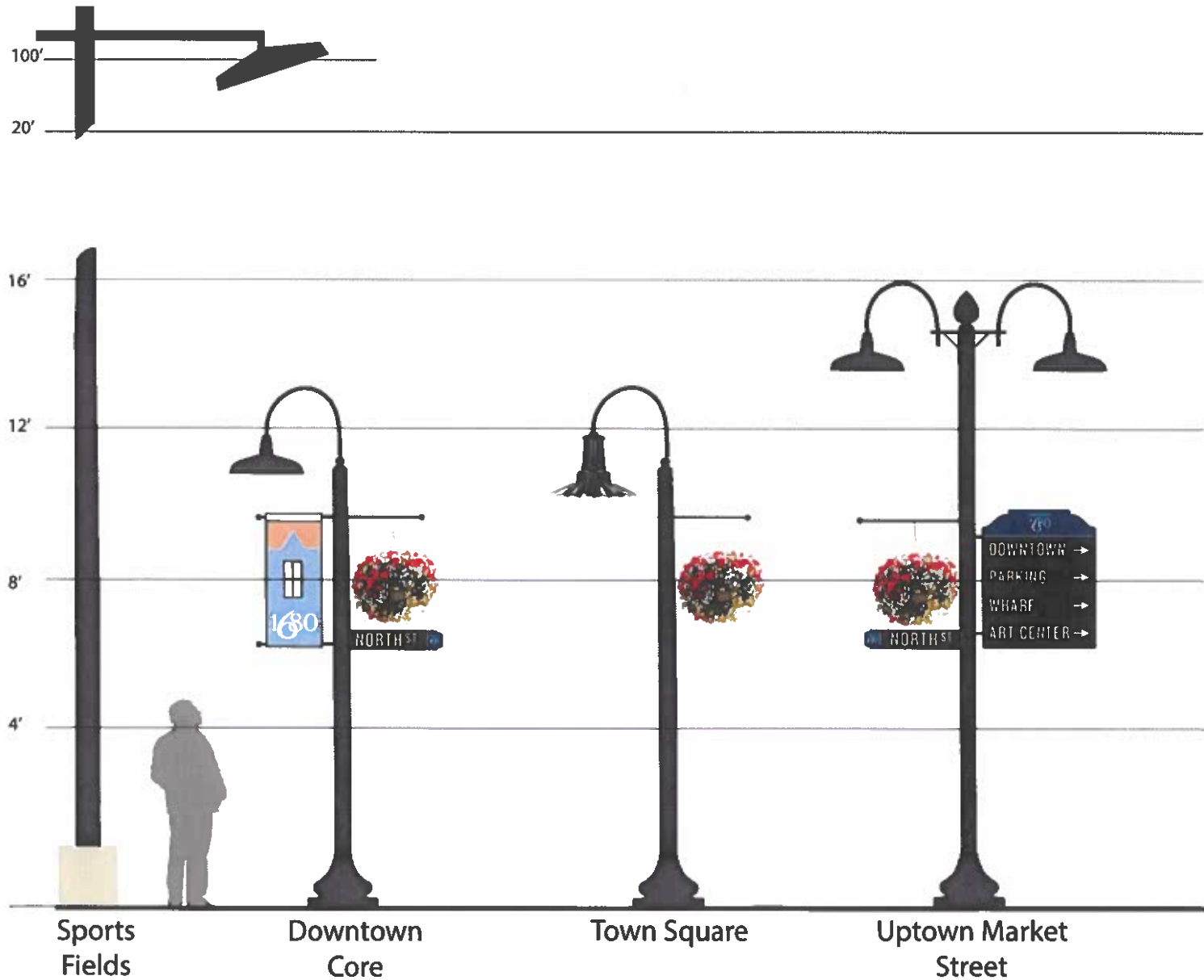
HILL
STUDIO

LIGHT STYLE PALETTE

From the workshop with designers and residents, several design ideas were presented to show a palette, or family, of lights that best represent Onancock. Out of three styles presented, the following palette below represents the favorite from feedback from the community input sessions.

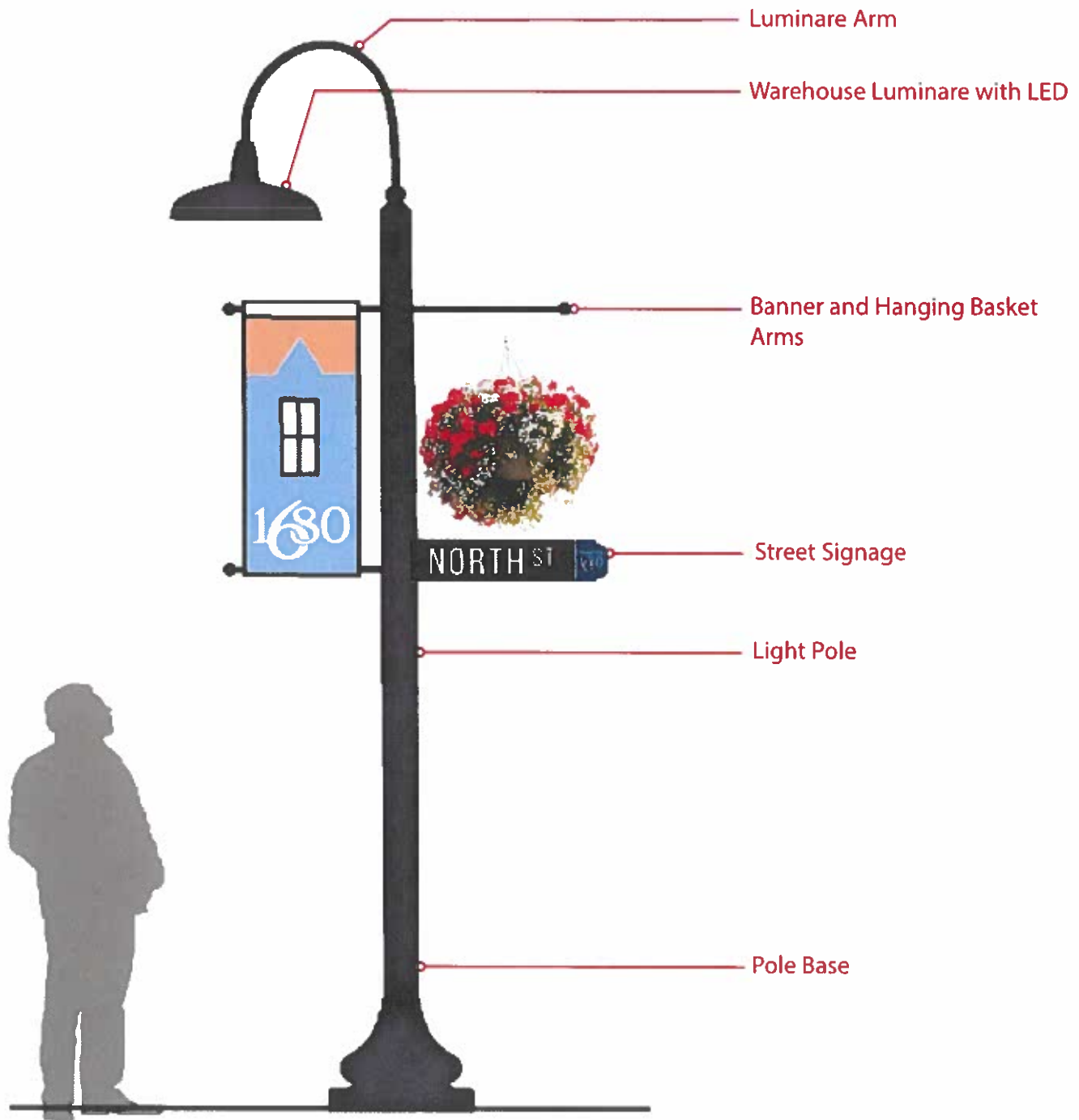
The style is inspired from the working wharf history in the area, but does not overplay that heritage, only acknowledges. The pole remains minimal, and the base has minor ornamentation. The light is meant to be merely the stage to accessories such as banners, flower baskets, and street signs.

Several versions of this design were studied for different areas in the study area and included lighting for: Recreational fields, the Downtown Market Street, Town Square, Uptown Market Street, the Wharf, and Residential Areas.



LIGHTING CHARACTERISTICS

The illustration below describes the general components for the light standard. Banners, hanging baskets, and street signs can be oriented per light, per location given a best fit for the space.



Below, Market Street is shown with lights installed at back of curb, and a few street trees. A new mural on the side of a building will highlight Onancock's marine environment and culture. At night, lights will illuminate the mural and some spots along the street, but the street will remain only partially lit in order to maintain a quiet village character.



Proposed



Proposed Fully Shielded Lighting at Night

SIGNAGE

Vehicular Directional Signs

The vehicular directional signs include both directional signs and street signs. Both signs feature a modified ogee profile reflecting the historic character of the town. The signs also incorporate a modestly sized Onancock 1680 emblem, subtly reinforcing the town's brand identity. The sign board color palette includes: white letters on black, "Foggy Gray" logo and "Slate Blue" end tab or header (colors as defined in Onancock's brand guidelines). Base, pole, brackets, fasteners and finial will be black. The font for direction/destination and street names will be Bebas Neue Pro (Semi-Expanded Regular).

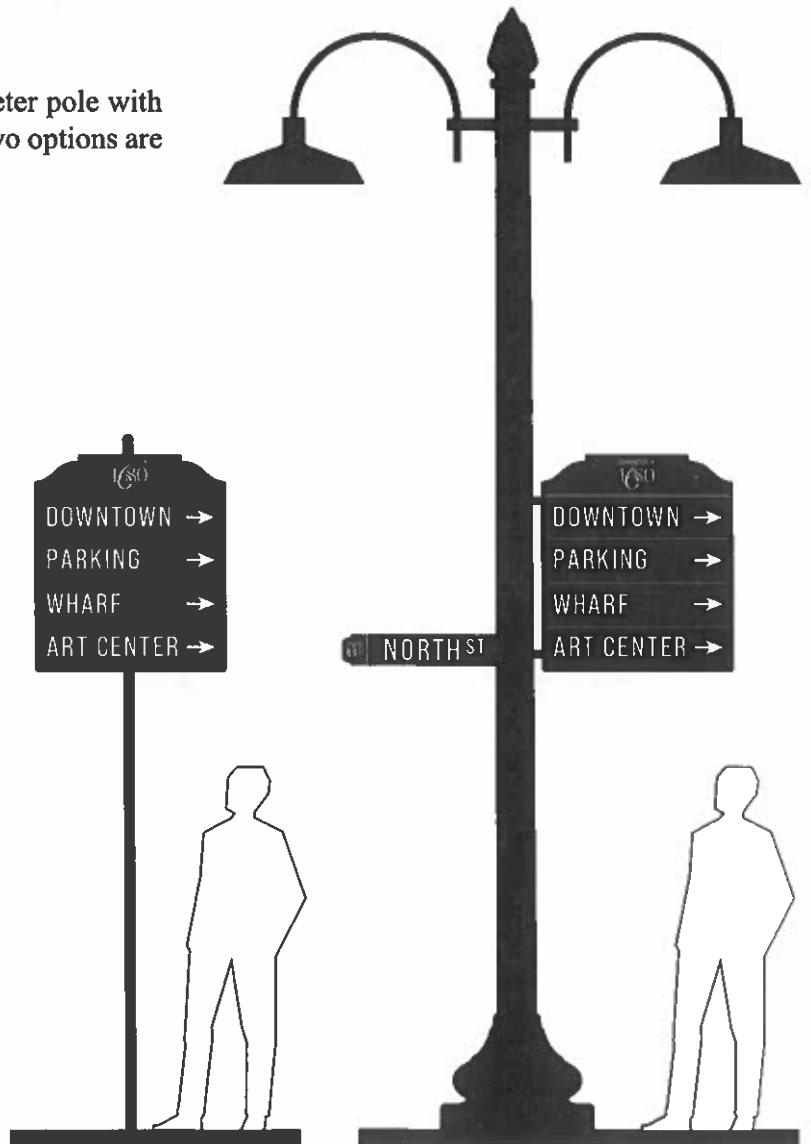
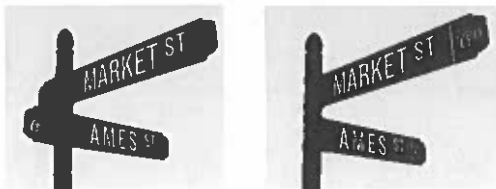
Directional Signs

A series of vehicular directional signs will be located throughout the Town to direct visitors to key destinations. Destinations could include, but are not limited to: The Wharf, Downtown, Town Hall, the Arts Center, the town park, historic sites and parking. Signs can be mounted on either 2x2 inch metal tube, 3 inch diameter pole with decorative base and finial, or on a light pole.

Street Signs

Street signs will be mounted on a 3 inch diameter pole with decorative base and finial, or on a light pole. Two options are shown below.

Vehicular Directional Signs



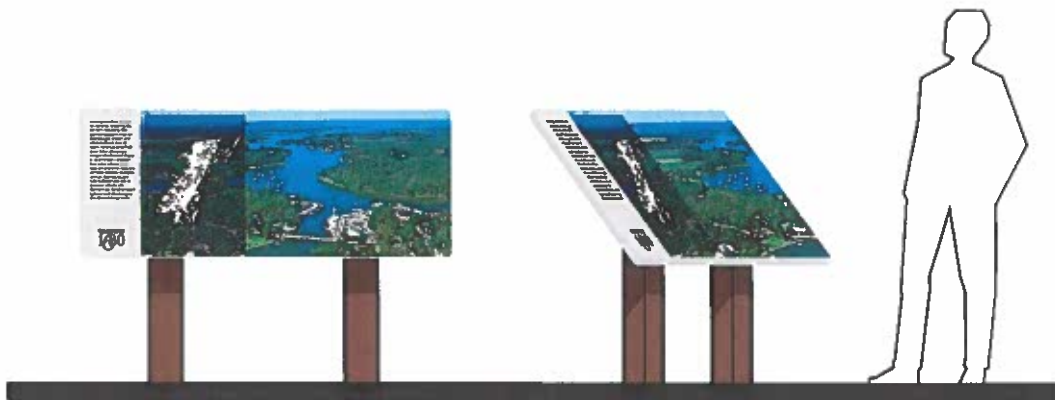
SIGNAGE

Interpretive and Orientation Signs

Interpretive signs will be developed to tell the story of Onancock, past and present. A number of locations around the town would be ideal for interpretive signs; in particular, informational kiosks are recommended at the Wharf and at North and Market (outside the town-owned building on the south side of Market).

Signs shall be 2' to bottom edge, 4.5' to top edge, from 4' to 6' wide, and made of Folia ALTO™ Aluminum.

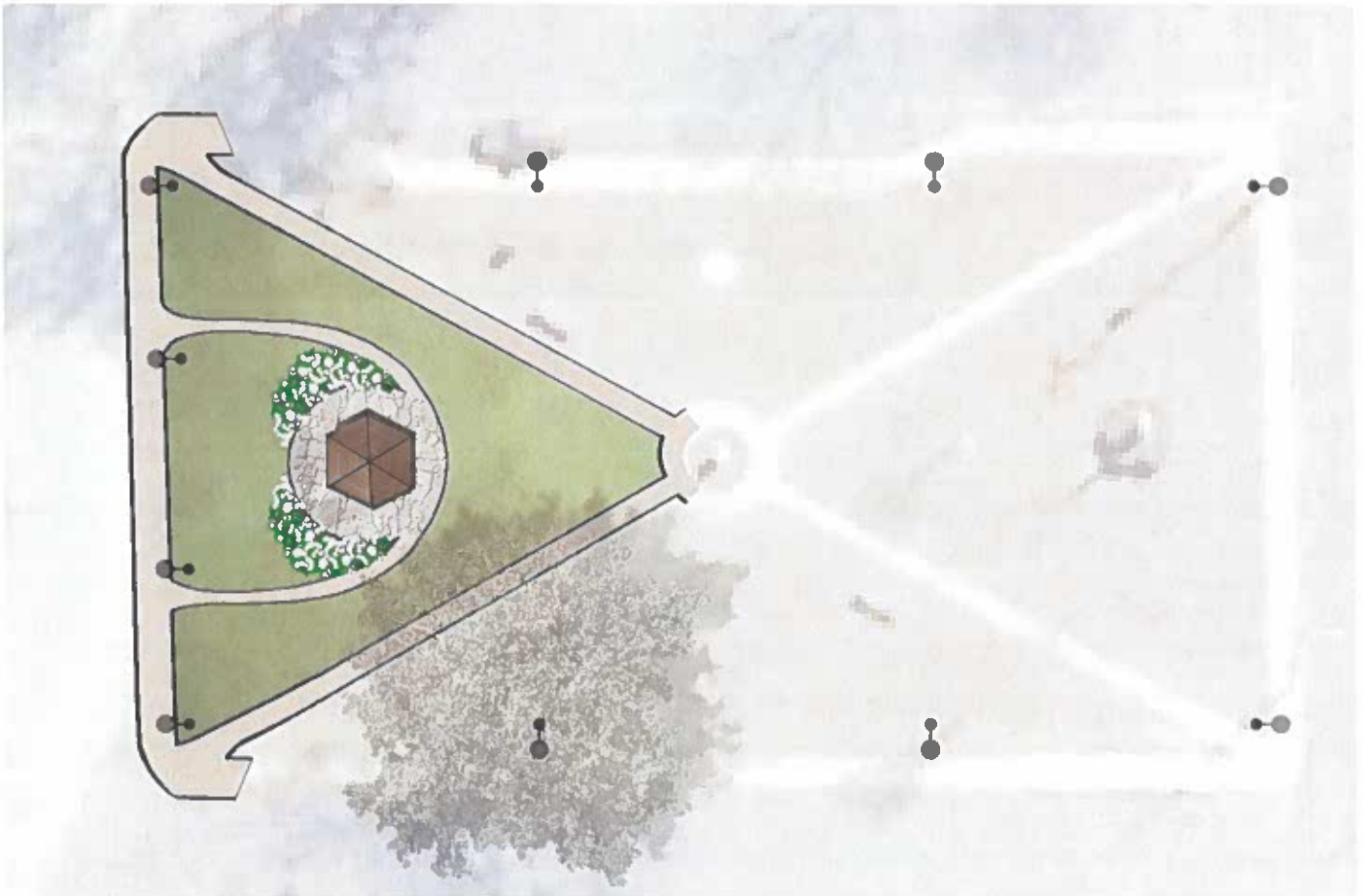
Folia ALTO™ Aluminum signs are made with an aluminum alloy known for its strong, ductile and lightweight profile. It is corrosion-resistant, especially in salt-water and marine atmospheres.



Interpretive and Orientation Signs

TOWN SQUARE

Minor improvements to the central town square are recommended and include relocating the existing gazebo central to the north triangle quadrant and raising the grade in this area approximately 3 ft. to elevate the gazebo to give a subtle prominence. Also recommended is to provide a bluestone terrace around the gazebo base. Railings can be eliminated to provide access at any point around the gazebo. Two gracefully rising 3 ft. walks rise up to the gazebo's stone terrace. Two masses of Annabelle Hydrangea are nestled between the walk and the terrace and reinforce a southern charm to the park. New lighting is proposed around the perimeter that is similar to the downtown lights, but with a bit more park charm in ornamentation. Several groupings of Adirondack chairs can be placed randomly in the park for one or groups of people.



Plan showing proposed improvements to Town Square



Concept site plan for the Wharf improvements



Example of granite cobblestone walkway, Boston Waterfront



The existing wharf



Proposed concept showing swings, lighting, and walkway materials

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**Town of Onancock
Budget Summary by Department
Through October 31, 2023**

ALL DEPARTMENTS	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B	Explanation
				\$	%					
Revenue										
Administration	337,207	1,393,125	24%	(1,055,918)	(76%)	1,296,397	1,391,245	1,402,274		
Water	228,069	430,500	53%	(202,431)	(47%)	420,140	495,314	565,045		
Sewer	268,716	100,000	269%	168,716	169%	1,025,382	1,121,513	821,749		
Wharf	147,238	184,050	80%	(36,812)	(20%)	198,463	206,989	206,618		Cyclical. Closing on 10/31
Police	15,231	64,000	24%	(48,769)	(76%)	55,140	41,997	85,957		
Total Revenue	996,461	2,171,675	46%	(1,175,214)	(54%)	2,995,522	3,257,058	3,081,643		
Expenditures										
Council	12,768	75,868	17%	63,100	83%	41,247	39,942	59,837		
Administration	125,771	536,996	23%	411,225	77%	496,887	491,268	533,173		
Water	161,792	430,500	38%	268,708	62%	218,974	247,147	423,790		Water line install. Dev. Paying.
Sewer	67,040	100,000	67%	32,960	33%	556,205	406,064	645,152		
Wharf	140,571	202,306	69%	61,735	31%	177,250	199,066	235,651		Cyclical. Closes 10/31
Police	222,281	528,539	42%	306,258	58%	325,746	394,355	424,978		Car paid, USDA reimb waiting.
Bld and Streets	58,040	189,317	31%	131,277	69%	133,009	156,818	169,928		
Parks & Land.	29,428	108,149	27%	78,721	73%	23,667	74,668	107,866		
Total Expenditures	817,693	2,171,675	38%	1,353,982	62%	1,972,985	2,009,328	2,600,375		
Net	178,768	0		178,768	0%	1,022,537	1,247,730	481,268		

Percentage of Year Completed: 33%

**Town of Onancock
Budget Summary by Department
Through October 31, 2023**

<u>TOWN COUNCIL</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Expenditures									
Wages, Taxes & Benefits	4,704	15,527	30%	10,823	70%	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	2,065	4,341	48%	2,277	52%	6,074	0	2,150	
Office Supplies	0	0	No Budget	0	0%	0	2,937	387	
Total Expenditures	12,768	75,868	17%	63,100	83%	41,247	39,942	59,837	

Percentage of Year Completed: 33%

**Town of Onancock
Budget Summary by Department
Through October 31, 2023**

ADMINISTRATION	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Real Property-Current	518	380,146	0%	(379,628)	(100%)	324,439	373,468	379,753	
Real Property-Late	2,560	20,000	13%	(17,440)	(87%)	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	70,305	166,305	42%	(96,000)	(58%)	190,967	255,838	183,797	
Personal Property-Late	3,024	10,000	30%	(6,976)	(70%)	15,867	15,459	15,056	
Penalties	1,703	13,000	13%	(11,297)	(87%)	21,897	9,240	7,703	
Local Sales Tax	38,534	91,834	42%	(53,300)	(58%)	89,367	92,372	105,461	
Consumers Utility Tax	17,874	51,000	35%	(33,126)	(65%)	55,696	56,036	50,339	
Business License Tax	779	3,000	26%	(2,221)	(74%)	35,768	3,711	3,465	
Vehicle Decals	172	26,000	1%	(25,828)	(99%)	5,213	20,834	26,348	
Bank Stock Taxes	0	33,000	0%	(33,000)	(100%)	48,262	45,329	32,307	
Communication Tax	21,333	75,000	28%	(53,667)	(72%)	74,358	70,214	71,938	
Transient Occupancy	20,405	34,000	60%	(13,595)	(40%)	20,816	26,094	25,220	
Building/Zoning Perm	275	2,500	11%	(2,225)	(89%)	1,700	1,975	2,100	
Meals Tax	102,787	248,000	41%	(145,213)	(59%)	194,319	237,448	255,108	
Meals & Transient La	27	0	No Budget	27	0%	1,999	685	3,722	
Rental Of Property	3,247	12,240	27%	(8,993)	(73%)	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	30,920	106,000	29%	(75,080)	(71%)	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	3,205	32,000	10%	(28,795)	(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	

**Town of Onancock
Budget Summary by Department
Through October 31, 2023**

<u>ADMINISTRATION</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance \$	(76%)	2021	2022	2023	Trend 2020-2024B
Total Revenue	337,207	1,393,125	24%	(1,055,918)	(76%)	1,296,397	1,391,245	1,402,274	
Expenditures									
Wages, Taxes & Benefits	58,334	185,958	31%	127,624	69%	205,673	180,235	176,092	
Legal And Collection	3,375	0	No Budget	(3,375)	0%	0	1,750	0	
Audit Service	0	24,500	0%	24,500	100%	16,750	17,750	24,500	
Bank Processing Fees	850	3,600	24%	2,750	76%	5,108	3,576	2,659	
Credit Card Fees	4,949	11,500	43%	6,551	57%	369	9,217	12,842	
Payroll Processing F	3,364	8,450	40%	5,086	60%	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	11,373	28,000	41%	16,627	59%	0	20,323	27,493	
Software Support	2,552	13,665	19%	11,113	81%	0	10,408	16,043	
Office Equipment	1,111	4,000	28%	2,889	72%	21,595	7,982	8,549	
Advertising	438	10,000	4%	9,562	96%	2,951	10,503	12,324	
Postage	504	3,000	17%	2,497	83%	2,626	1,289	2,021	
Telephone	1,489	6,000	25%	4,511	75%	1,680	3,272	4,976	
Property Insurance	1,322	1,377	96%	55	4%	0	805	681	
General Liability In	1,587	5,661	28%	4,074	72%	0	12,333	3,416	
Workers Comp	278	306	91%	28	9%	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	288	10,000	3%	9,712	97%	8,519	7,411	9,483	
Historic Onancock Sc	0	0	No Budget	0	0%	7,500	0	450	
Hos - Property Insur	4,329	7,979	54%	3,650	46%	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 October 31, 2023**

ADMINISTRATION	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	25,390	104,800	24%	79,410	76%	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	125,771	536,996	23%	538,848	100%	496,887	491,268	533,173	
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Net	211,435	856,129	25%	(517,070)	(60%)	799,510	899,977	869,101	
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Percentage of Year Completed: 33%

**Town of Onancock
Budget Summary by Department
Through October 31, 2023**

WATER	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Water Charges	215,461	425,000	51%	(209,539)	(49%)	394,911	424,515	548,614	
Water Installation F	6,900	0	No Budget	6,900	0%	3,000	4,500	1,500	
Water & Sewer Penalt	4,658	5,500	85%	(842)	(15%)	19,615	16,671	12,765	
Miscellaneous Revenue	1,050	0	No Budget	1,050	0%	2,614	49,628	2,167	
Total Revenue	228,069	430,500	53%	(202,431)	(47%)	420,140	495,314	565,045	
Expenditures									
Wages, Taxes & Benefits	49,228	152,526	32%	103,298	68%	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	19,045	25,000	76%	5,955	24%	17,552	10,960	28,363	
Auto Insurance	185	450	41%	265	59%	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	1,746	20,000	9%	18,254	91%	13,779	14,974	15,360	
Postage	504	2,000	25%	1,497	75%	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	427	2,500	17%	2,073	83%	1,863	2,366	1,753	
Lab Supplies	2,677	2,000	134%	(677)	(34%)	998	2,064	3,413	
Purification Supplie	12,327	28,000	44%	15,674	56%	21,099	8,935	24,065	
Outside Consultants	3,853	9,400	41%	5,547	59%	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	161,792	430,500	38%	268,708	62%	218,974	247,147	423,790	
Net	66,277	0		66,277	0%	201,166	248,167	141,256	

Percentage of Year Completed: 33%

**Town of Onancock
Budget Summary by Department
Through October 31, 2023**

<u>SEWER</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Sewer Charges	268,716	0	No Budget	268,716	0%	1,014,068	1,071,885	818,382	
Sewer Installation F	0	0	No Budget	0	0%	8,700	0	1,200	
Paving from 2023 Budget	0	100,000	0%	(100,000)	(100%)	0	0	0	
Total Revenue	268,716	100,000	269%	168,716	169%	1,025,382	1,121,513	821,749	
Expenditures									
Coll. Repair/Maintena	62,889	0	No Budget	(62,889)	0%	75,412	136,140	253,160	
Electric Services	936	0	No Budget	(936)	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	67,040	100,000	67%	32,960	33%	556,205	406,064	645,152	
Net	201,676	0		201,676	0%	469,177	715,449	176,596	

Percentage of Year Completed: 33%

**Town of Onancock
Budget Summary by Department
Through October 31, 2023**

WHARE	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	46,013	55,000	84%	(8,987)	(16%)	75,106	60,562	71,443	
Parking Fee	300	300	100%	0	0%	995	512	232	
Parking Fee - Annual	0	0	No Budget	0	0%	420	336	0	
Gasoline Sales	91,430	112,000	82%	(20,570)	(18%)	108,700	128,103	121,932	
Ice And Other	2,153	3,500	62%	(1,347)	(38%)	2,513	7,628	4,971	
Golf Cart	2,100	4,000	53%	(1,900)	(48%)	0	0	0	
Wharf Electric	5,243	9,000	58%	(3,758)	(42%)	10,604	8,537	7,390	
Total Revenue	147,238	184,050	80%	(36,812)	(20%)	198,463	206,989	206,618	
Expenditures									
Wages, Taxes & Benefits	46,198	71,072	65%	24,874	35%	60,661	55,949	59,458	
Square Cc Fees	4,512	5,500	82%	988	18%	4,365	5,423	5,732	
Vehicle Repair	1,613	200	806%	(1,413)	(706%)	0	259	296	
Vehicle Fuel	354	300	118%	(54)	(18%)	0	63	0	
Electric Services	2,795	6,000	47%	3,205	53%	4,993	4,415	4,728	
Telephone	176	700	25%	524	75%	629	624	344	
Property Insurance	238	448	53%	210	47%	0	319	222	
Auto Insurance	181	412	44%	232	56%	0	412	199	
Worker'S Comp Insura	875	2,424	36%	1,549	64%	0	2,670	611	
Office Supplies	401	250	161%	(151)	(61%)	0	289	2,663	
Wharf Janitorial Sup	468	1,000	47%	532	53%	661	351	1,519	
Repair & Maintenance	2,797	3,500	80%	703	20%	6,451	7,797	7,597	
Cost Of Gas/Diesel S	72,300	88,000	82%	15,700	18%	74,263	104,528	98,947	
Cost Of Merchandise	0	0	No Budget	0	0%	0	0	1,400	
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	6,600	5,500	120%	(1,100)	(20%)	1,100	7,150	8,200	
Capital Improvements	0	0	No Budget	0	0%	10,180	0	16,500	
Total Expenditures	140,571	202,306	69%	61,735	31%	177,250	199,066	235,651	
Net	6,667	(18,256)	-37%	24,923	137%	21,213	7,923	(29,032)	
Fuel Margin	19,130	24,000	80%	(4,870)	(20%)	34,437	23,575	22,985	
Fiscal Slip Nights (7/1 - 6/30)	459	759	61%	(300)	(39%)	774	755	761	
Season Slip Nights (4/1 - 10/31)	783	759	103%	24	3%				

**Town of Onancock
Budget Summary by Department
Through October 31, 2023**

POLICE	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Traffic Fines	2,172	13,000	17%	(10,828)	(83%)	8,290	6,904	13,226	
Esummons	394	0	No Budget	394	0%	0	110	960	
Grant - 599	11,430	35,000	33%	(23,570)	(67%)	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	15,231	64,000	24%	(48,769)	(76%)	55,140	41,997	85,957	
Expenditures									
Wages, Taxes & Benefits	127,248	416,492	31%	289,244	69%	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	15,323	17,776	86%	2,453	14%	0	8,327	(35)	
Vehicle Repair	3,240	3,591	90%	351	10%	2,650	2,791	4,052	
Computer Maintenance	30	4,500	1%	4,470	99%	2,691	4,652	1,127	
Security Cameras	1,788	16,280	11%	14,492	89%	0	0	0	
Telephone Services	967	2,904	33%	1,937	67%	3,394	3,165	2,708	
Line Of Duty Act	1,462	3,809	38%	2,347	62%	2,742	3,655	3,462	
Vehicle Insurance	1,477	2,966	50%	1,489	50%	0	2,801	2,484	
Workers Comp	4,724	10,100	47%	5,376	53%	0	8,823	7,214	
Travel	0	500	0%	500	100%	35	35	164	
Office Supplies	775	3,750	21%	2,975	79%	3,741	2,324	2,528	
Vehicle Fuel	2,869	12,000	24%	9,131	76%	7,018	12,527	11,034	
Uniforms	4,869	3,000	162%	(1,869)	(62%)	2,046	1,382	2,485	
Animal Population Co	0	500	0%	500	100%	587	954	0	
Police Supplies	3,125	6,211	50%	3,086	50%	8,317	10,443	7,546	
Police Vehicles	52,458	19,660	267%	(32,798)	(167%)	0	6,554	13,108	
Total Expenditures	222,281	528,539	42%	306,258	58%	325,746	394,355	424,978	
Net	(207,050)	(464,539)	45%	257,489	55%	(270,606)	(352,358)	(339,021)	

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**Town of Onancock
Budget Summary by Department
Through October 31, 2023**

<u>BUILDINGS & STREETS</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Expenditures									
Wages, Taxes & Benefits	27,948	90,698	31%	62,750	69%	47,712	69,042	81,473	
Vehicle Repair	634	5,000	13%	4,366	87%	619	615	3,569	
Electric Service	14,156	29,000	49%	14,844	51%	22,546	18,277	6,894	
Heating Oil	0	4,000	0%	4,000	100%	0	2,554	0	
Property Insurance	374	685	55%	311	45%	0	2,004	338	
Auto Insurance	193	820	24%	627	76%	0	412	200	
Worker'S Comp Insura	399	1,665	24%	1,266	76%	0	1,481	1,139	
Street Repair	6,649	17,500	38%	10,851	62%	180	27,087	32,516	
Janitorial Supplies	63	250	25%	187	75%	0	985	995	
Cleaning Services	600	4,200	14%	3,600	86%	0	3,914	3,914	
Repairs And Maintena	2,443	12,500	20%	10,057	80%	27,602	18,028	27,309	
Vehicle Fuel	879	3,600	24%	2,721	76%	517	3,686	6,753	
Small Equipment Repa	405	3,000	13%	2,595	87%	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	67	125	53%	58	47%	0	93	761	
Total Expenditures	58,040	189,317	31%	131,277	69%	133,009	156,818	169,928	

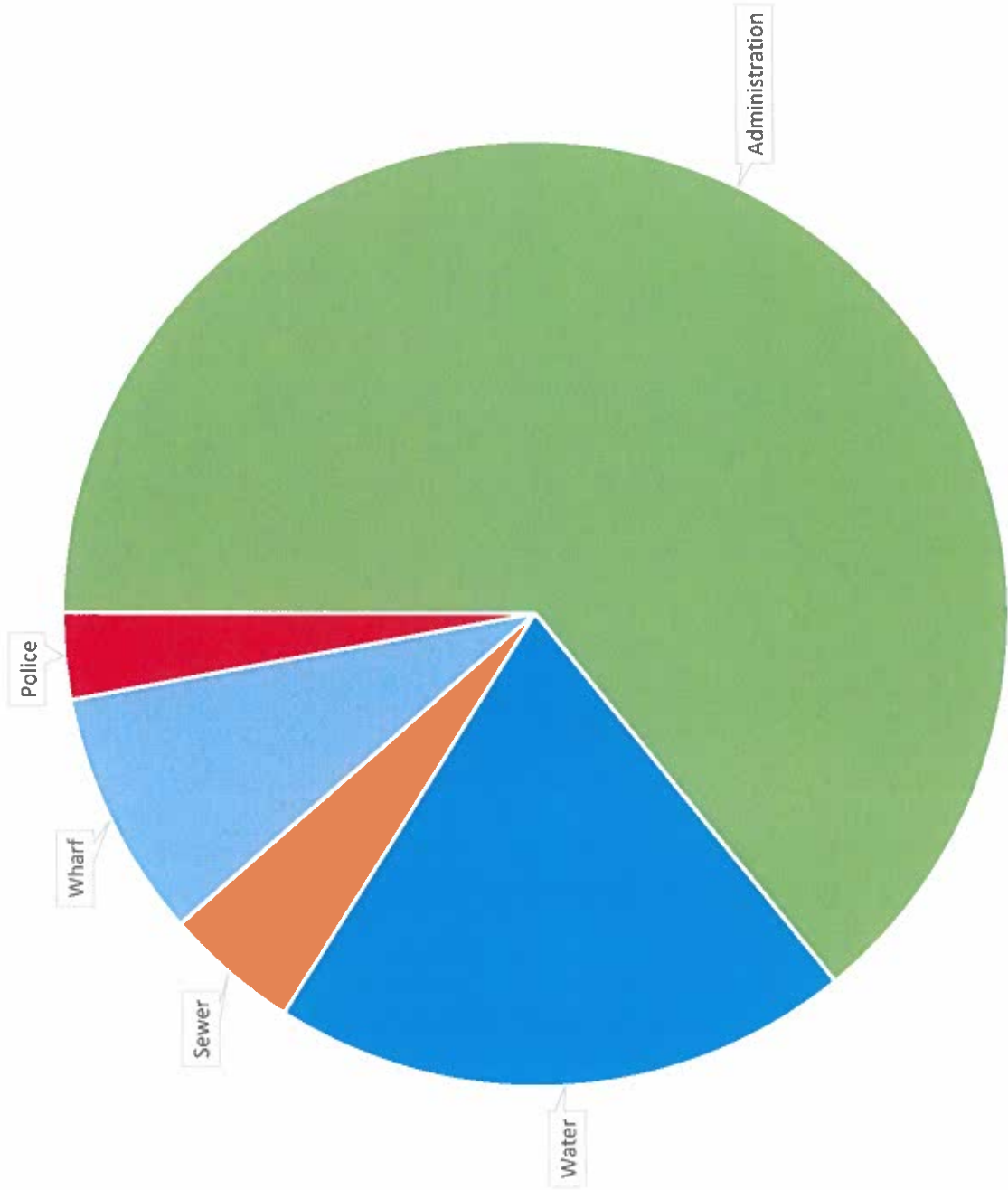
Percentage of Year Completed: 33%

**Town of Onancock
Budget Summary by Department
Through October 31, 2023**

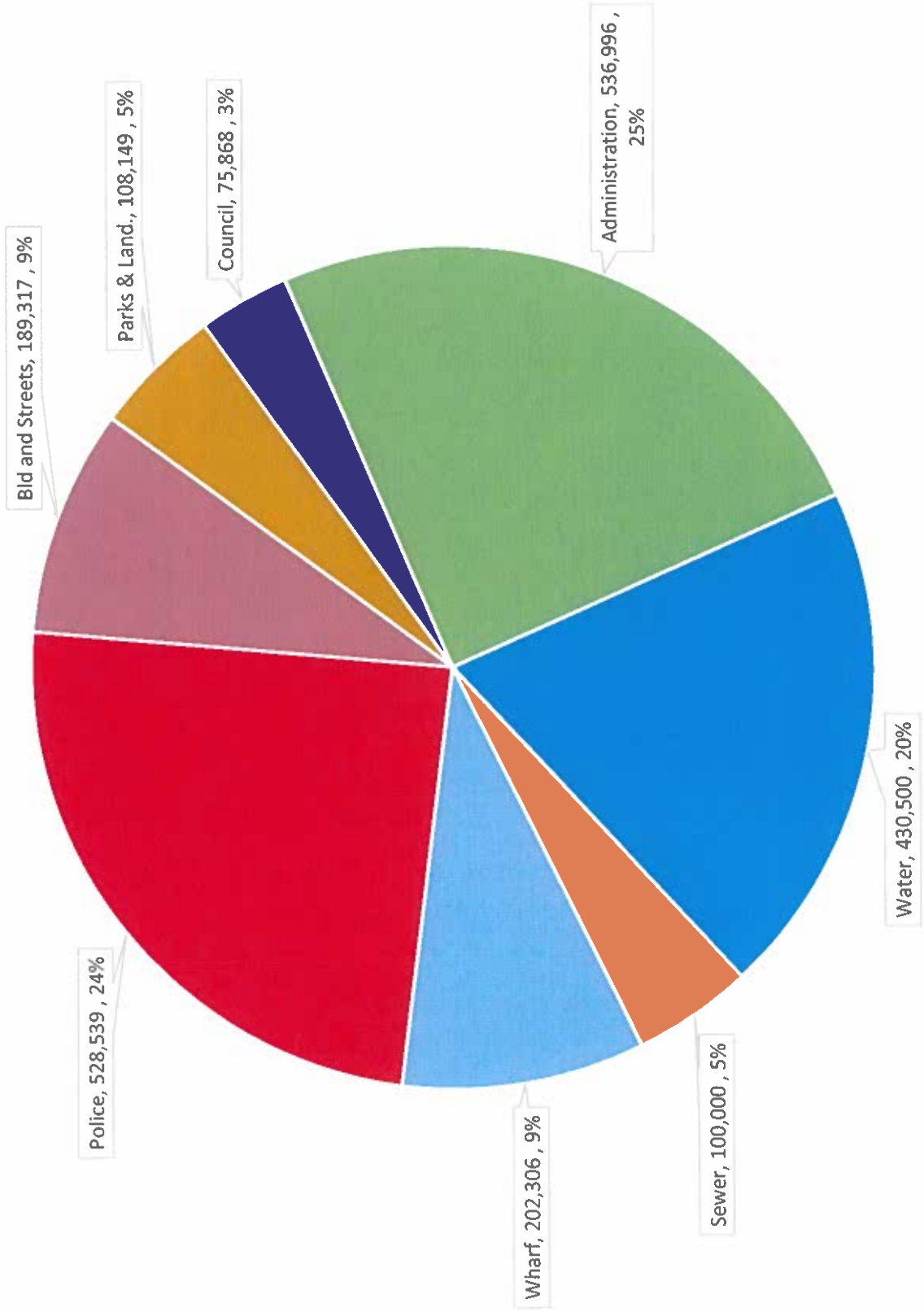
<u>PARKS & LANDSCAPING</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Expenditures									
Cutting Grass Contra	0	0	No Budget	0	0%	6,555	7,400	0	
Wages and Benefits	22,677	67,363	34%	44,686	66%	0	17,792	35,653	
Vehicle Repair	64	1,500	4%	1,436	96%	0	839	780	
Electric Services	976	0	No Budget	(976)	0%	1,053	11,841	35,585	
Property Insurance	131	250	52%	119	48%	0	0	119	
Auto Insurance	695	2,820	25%	2,125	75%	0	1,401	1,402	
Worker'S Comp Insura	17	716	2%	699	98%	0	1,481	1,348	
Repair & Maintenance	1,209	3,000	40%	1,791	60%	441	7,433	3,900	
Vehicle Fuel	927	2,500	37%	1,573	63%	0	2,562	2,847	
Small Tools & Equipm	260	1,500	17%	1,240	83%	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	29,428	108,149	27%	78,721	73%	23,667	74,668	107,866	

Percentage of Year Completed: 33%

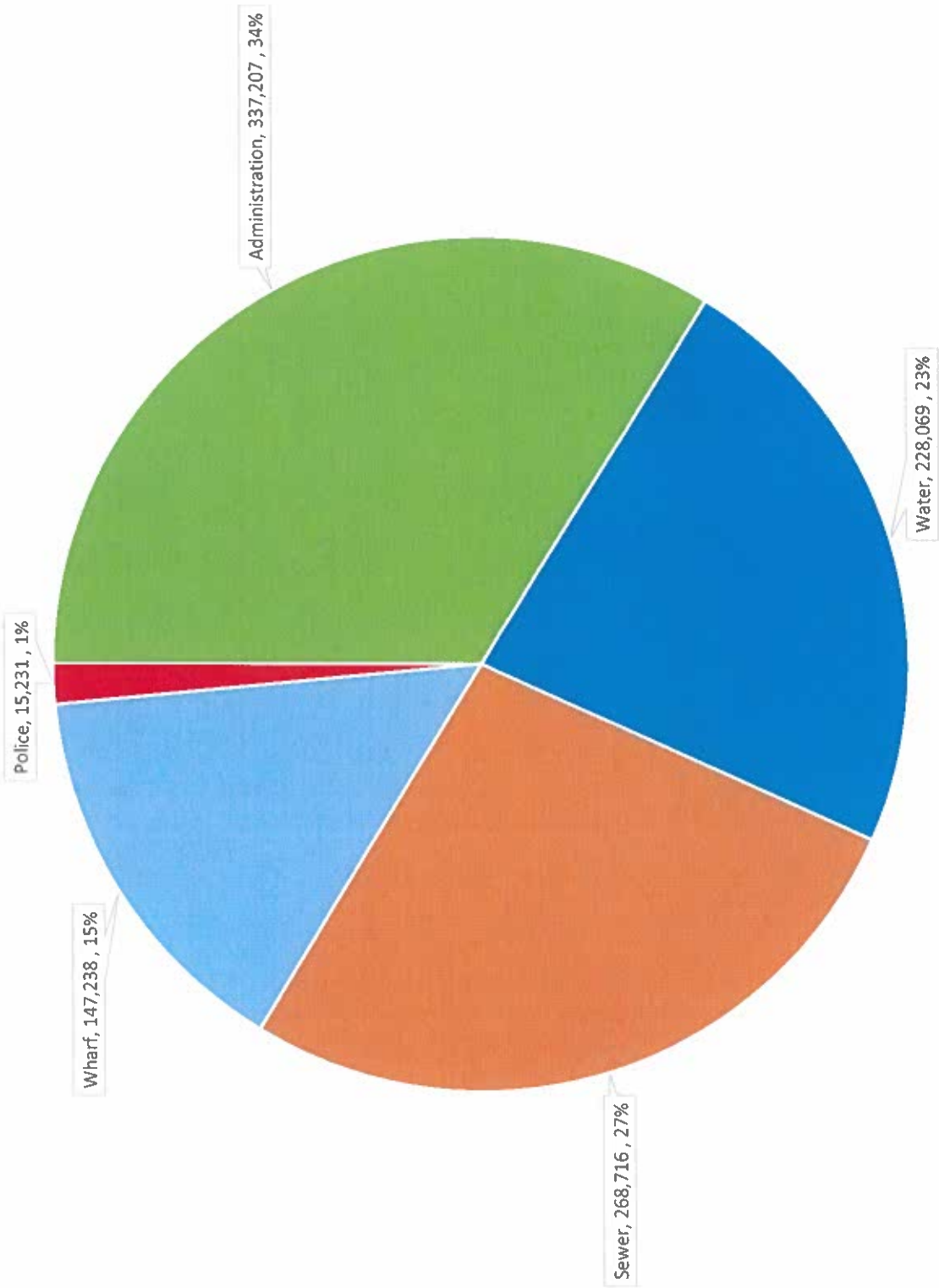
Revenue - Budget 2024



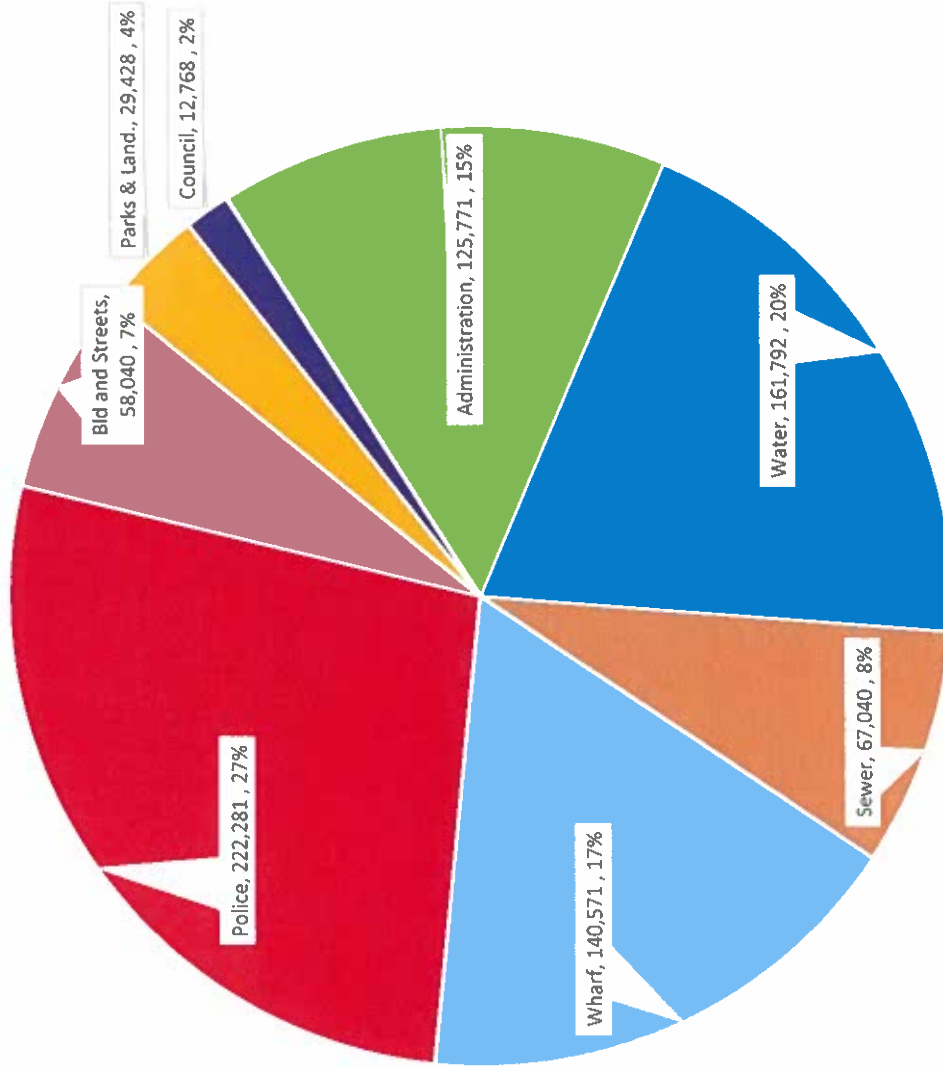
Expenditure - Budget 2024



Revenue - Actual 2024



Expenditures - Actual 2024



**Town of Onancock
Cash and Reserve Report
Through October 31, 2023**

	Current Year	Prior Year	% Increase / (Decrease)
CASH AND RESERVES			
CASH			
Checking	135,714	534,445	(75%)
RESERVES			
Cash Reserve (savings account)	1,951,316	860,587	127%
Grant Match or Project Reserve	254,787	256,378	(1%)
Capital Asset Reserve	143,324	83,634	71%
General Fund Reserve	511,981	403,105	27%
ARPA Funds	804,790	1,042,319	(23%)
Utility Reserve	721,337	740,673	(3%)
Total Reserves	4,387,535	3,386,696	30%
Total Cash and Reserves	4,523,249	3,921,141	15%
Cash and Reserves - No ARPA	3,718,459	2,878,823	29%
Reserves Only - No ARPA	3,582,745	2,344,377	53%
REQUIRED RESERVES PER POLICY			
Grant Match or Project Reserve	250,000	Up to \$250,000	Current Reserve 254,787 Over/(Under Reserved) 4,787
Capital Asset Reserve	142,017	25% of 5-year CAPEX plan	143,324
General Fund Reserve	507,754	30% of budgeted revenue	511,981
Utility Reserve	715,970	120 day operating (\$455,000/12*4)+ 30% Accumulated Depreciation (\$1,837,935)+ \$15k for road repairs	721,337
Total Required Reserves per Policy	\$ 1,615,740	Over/(Under) Reserved	\$ 1,631,429

**Town of Onancock
Use of Reserves**

	Current Reserves	Project Cost	Remaining Reserves
Cash Reserve (savings account)	1,951,316	703,000	1,248,316
Grant Match or Project Reserve	254,787	0	254,787
Capital Asset Reserve	143,324	0	143,324
General Fund Reserve	511,981	0	511,981
Utility Reserve	721,337	18,000	703,337
Total Reserves	3,582,745	721,000	2,861,745

REQUIRED RESERVES PER POLICY

	Policy Requirement	Policy	Remaining Reserves	Over/(Under Reserved)
Grant Match or Project Reserve	250,000	Up to \$250,000	254,787	4,787
Capital Asset Reserve	142,017	25% of 5-year CAPEX plan	143,324	1,308
General Fund Reserve	507,754	30% of budgeted revenue	511,981	4,227
Utility Reserve	715,970	120 day operating (\$455,000/12*4)+ 30% Accumulated Depreciation	703,337	(12,633)
		+\$15k for road repairs		
Total Required Reserves per Policy	\$ 1,615,740	Over/(Under) Reserved	\$ 1,613,429	\$ (2,311)

Projects:

King Street Curbs and Sidewalks	\$ 250,000
Street Lights (per 5-year CIP)	\$ 216,000
Signs (per 5-year CIP)	\$ 167,000
Benches/Cans/Planters	\$ 20,000
Holiday Decorations (new lights, etc.)	\$ 50,000
	<u>\$ 703,000</u>
Clean Water Tower	\$ 18,000
	<u>\$ 18,000</u>

**ARPA Project Cost Update
Through October 31, 2023**

	Not to Exceed Budget	Reappropriated	Spent to Date	Remaining to Spend	Status
SIFRF-1010	\$ 50,000	\$ (50,000.00)	\$ -	\$ -	Moved to DCJS
SIFRF-1020	\$ 15,000	\$ -	\$ 12,014	\$ 2,986.00	Closed
SIFRF-1030	\$ 100,000	\$ 50,000.00	\$ 19,797	\$ 130,203.00	
SIFRF-1030	\$ 195,000	\$ 145,000.00	\$ 29,842	\$ 310,158.00	
SIFRF-1040	\$ 25,000	\$ -	\$ 25,966	\$ (966.00)	Closed
SIFRF-1050	\$ 35,000	\$ 16,435.00	\$ 57,962	\$ (6,527.00)	(Need 4x4)
SIFRF-1060	\$ 8,000	\$ -	\$ 8,000	\$ -	Closed
SIFRF-1070	\$ 165,000	\$ (16,435.00)	\$ 148,565	\$ -	Closed
SIFRF-1080	\$ 8,000	\$ -	\$ 7,776	\$ 224.00	Closed
SIFRF-1090	\$ 145,000	\$ (145,000.00)	\$ -	\$ -	Moved to DCJS
SIFRF-1100	\$ 5,000	\$ -	\$ 4,079	\$ 921.00	Closed
SIFRF-1110	\$ 20,000	\$ -	\$ -	\$ 20,000.00	
SIFRF-1120	\$ 90,000	\$ -	\$ 25,916	\$ 64,084.00	
SIFRF-1130	\$ 40,000	\$ -	\$ -	\$ 40,000.00	
SIFRF-1140	\$ 3,500	\$ -	\$ -	\$ 3,500.00	
SIFRF-1150	\$ 7,500	\$ -	\$ -	\$ 7,500.00	
SIFRF-1160	\$ 15,000	\$ -	\$ -	\$ 15,000.00	
SIFRF-1170	\$ 10,000	\$ -	\$ -	\$ 10,000.00	
SIFRF-1180	\$ 90,000	\$ -	\$ 9,100	\$ 80,900.00	
SIFRF-1190	\$ 35,000	\$ -	\$ -	\$ 35,000.00	
SIFRF-1200	\$ 8,500	\$ -	\$ 2,625	\$ 5,875.00	
SIFRF-1210	\$ 20,000	\$ -	\$ -	\$ 20,000.00	
SIFRF-1220	\$ 100,000	\$ -	\$ 100,000	\$ -	Closed
SIFRF-1230	\$ 65,932	\$ -	\$ -	\$ 65,932.00	
Summary	\$ 1,256,432.00	\$ -	\$ 451,642.00	\$ 804,790.00	\$ (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	\$ -	\$ 208,979	\$ 2,021.00	

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 – November 27, 2023

HRSD Transition

- The Jefferson Street project is complete. It is paved and all water and sewer lines are installed.
- The water meter selection recommendation has been put before HRSD for approval. That approval (or not) will happen at the end of this month and then the order for the meters and lids will be placed. The schedule for the Spring installation is still on track.

Street Repairs

- VDOT graded the east side of Holly Street to help the stormwater drainage. It should flow into the culverts we installed over the summer.

Town Plan

- Hill Studios will present their final recommendations for streetlights, street signs, and wayfinding signs.
 - Hill will present at the December Council meeting.
 - I have outlined how the use of town reserves could be used to fund the CIP for this project without affecting operating cash flow as reflected in the 2024 budget and CIP Summary.

Northeast Revitalization Project

- The house demotion continues.
- We have permission from the fire department to construct the sidewalk on their property. Our attorney is drafting a letter, and the insurance company will weigh in afterward.
- The brightest streetlights available have been installed throughout the NE Neighborhood at the request of residents.

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

- I forwarded the red line Performance Agreement to OEDA and the State for review.

Website

- I am continuing to update and add content.

Open ARPA Project Updates

- Police Generator (\$0) –moved to DCJS grant.
 - Big Wood has been awarded the contract and we have paid the deposit.
- GIS Water System (\$15,000)
 - Project closed.
- Police Department Renovation
 - Bids due Dec. 15.
- Welcome Center and Public Restrooms
 - Bids due Dec. 15.
 - We have allocated \$490,000 for these two projects. Architectural and project management will use a little more than 10%.
- Dog Park (\$25,000)
 - Project complete.
 - OBCA purchased 2 shade structures for the park. We must reinforce the poles for higher winds. We will complete it as time allows.
- Northeast Park (\$52,000)

- Project closed. (We still have to put the new trash cans in place).
- 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.
 - I am getting the electrician to install plugs to allow for the relocated cameras.
 - 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 Patio (\$40,000)
 - We have a sketch, and I will mark the pavement to provide bidders with equal information.
- Touchless Fixtures at LL (\$3,500)
 - We are using this project for rainy days in the coming weeks.
- Drainage Ditch Cleanout (\$7,500)
 - The first two drains were cleaned using town staff. Other blocked drains may need outside contractors.
- 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)
 - We are beginning spill site preparation.
- 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 the 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

- Taxes have gone out and have been being paid consistently. They are due no later than December 5.
- I am attending Virginia Association for Zoning Officials training between Dec. 6 - 8.