

Town of Onancock  
Town Council  
February 22, 2016  
7:00 PM

Call to Order and Roll Call:

Mayor Jones called the meeting to order and roll was called. Mayor Russell Jones and Councilmembers T. Lee Byrd, Sandra Fox, Joshua Bundick, John Morgan and Fletcher Fosque were present. Councilmember Catherine Krause was absent. A majority of members were present and a quorum was established.

The Pledge of Allegiance was recited.

Consideration and Approval of Minutes from the Regular Meeting on January 25<sup>th</sup>, 2016:

Mayor Jones asked if there were any changes, corrections or additions to the meeting minutes as submitted.

*With none, Councilmember Bundick made a motion to approve the minutes as submitted. Councilmember Fosque seconded the motion. The motion passed by unanimous voice vote.*

Public Business:

- a. Public Hearing: Mayor Jones opened the public hearing at 7:03 PM. Mr. William Whitely, Interim-Town Manager, shared that an error had been made and that the town will allow the Farmer's Market to have meals that their location. Mr. Whitely continued on that say that the advertisements for the public hearing have been made according the Virginia Code.

Councilmember Fosque excused himself from the discussion since him and his wife, Mrs. Janet Fosque, were the original applicants for the Onancock Farmer's Market special use permit.

Ms. Maryellen Harris, President of the Onancock Artisan and Farmer's Market (The Market), spoke on behalf of the special use permit application. Ms. Harris explained the reasons behind The Market's request for a new special use permit. Ms. Harris shared that since the initial special use permit they have changed from a Limited Liability Corporation to a non-profit 501(c)(3) entity. The Market is also seeking to remove the timeframe limitations that the current permit has. They would like to be able to hold special markets throughout the year. Ms. Harris stressed that The Market's mission is in no way changing. Ms. Harris also believes that The Market is a great compliment to the town and its businesses.

Mayor Jones asked if there was any council or public comment on the issue before they closed the public hearing.

The public hearing closed at 7:12 PM.

*Councilmember Byrd made a motion to approve Special Use Permit SUP02:16. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.*

- b. Historic Banner Request: Mr. Whitley shared that Mrs. Janet Fosque has asked that council approve appropriations for the purchase of historic banners that will be placed around town.

Mrs. Janet Fosque, Christmas Decorations Committee Member, asked council to commit to the purchase of historic banners in this fiscal year even though the purchase will take place in the coming fiscal year. Mrs. Fosque shared that this purchase is a continuation of the holiday bells banners that were purchased for the holiday season. Mrs. Fosque further explained that the historic banners will highlight different areas of town. For example, locations such as the Old Onancock High School, Hopkins Brothers Store, and Ker Place would be promoted on the banners. Mrs. Fosque shared that some of these banners will be paid for by the organization that represents them. The town would only be paying for 15 historical banners and ten more "Welcome to Onancock" banners at a cost \$3,085. Mrs. Fosque is asking for a commitment now so that the project can get started immediately even though the banners will not be ready until Fall 2016.

Councilmember Morgan asked if any of the historical homes in town will be featured. Mrs. Fosque said unfortunately no. The committee felt that it would not be cost effective and that there may be some issues among homeowners in town in regards to what constitutes a historic home.

Councilmember Fox asked if the "Welcome to Onancock" banners will stay up year round. Mrs. Fosque confirmed that they would.

Mayor Jones asked where the town would be able to find the money to cover the expense in this fiscal year's budget since it was not previously budgeted. Or is this something we can plan for in next year's budget. Mrs. Fosque explained that once the artwork is approved the printing company will require 50% down to start the project.

Councilmember Bundick asked if the project could be funded in stages. Mrs. Fosque explained that it could be funded in stages but that the visual impact of the banners would be lessened by only doing a few at a time.

*Mayor Jones asked for a verbal consensus to fund the full purchase of the banners no later than July 1<sup>st</sup>, 2016. All were in verbal agreement.*

- c. Planning Commission Appointment: Mr. Whitley asked Town Council if they had any interested parties for filling the Planning Commission vacancy. Councilmember Fosque shared that Mr. John Simpkins has expressed interest.

*Councilmember Fosque made a motion to appoint Mr. John Simpkins to the Onancock Planning Commission. Councilmember Fox seconded the motion. The motion passed by unanimous voice vote.*

- d. CY16 Meeting Schedule: Mr. Whitley explained that at the beginning of each calendar year the formal meeting schedule needs to be adopted. Mr. Whitley shared the proposal of continuing to hold the Town Council meetings on the fourth Monday of every month. Mr. Whitley said the only conflict for that proposal is in December and for that reason he proposes that the

December Town Council meeting be held on the third Monday in December 2016. The alternative meeting day for all months is the following fourth Thursday.

*Councilmember Bundick made a motion to approve the CY16 meeting schedule as presented. Councilmember Fox seconded the motion. The motion passed by unanimous voice vote.*

- e. Town Manager Selection Schedule: Mayor Jones shared that Town Manager G. Cabell Lawton, IV will not be returning to his position with the town. Mr. Lawton is currently on Family Medical Leave with the town which will continue until the town finds a replacement town manager. Mayor Jones continued on to share that the selection process for a new town manager tends to be rather lengthy and that Mr. Whitley has put together a timeline for the selection process. The advertisement is up and the town will no longer accept applications after March 31<sup>st</sup>. The personnel committee will be doing the initial interviews and the plan is to make an offer to the candidate selected no later than the beginning of May.
- f. Parking Regulations Report: Onancock Police Chief, Eric Williams, presented an updated parking plan for downtown Onancock. Mr. Williams explained that council will need to vote on certain parking requests to make them legal. Mr. Williams spoke with the Virginia Department of Transportation (VDOT) and shared that if council voted to place time limit signs on certain parking spots in downtown VDOT may be able to get funding for those signs. Mr. Williams shared that there is no handicap parking outside of the Onancock Post Office but that the post office itself is also not handicapped accessible. Mr. Williams explained that in this parking plan some additional vehicle parking spots have been added at the Onancock Wharf but that some trailer and kayak parking spots have been eliminated. Mr. Williams continued on to say that if council is onboard with the proposed parking regulations then the ordinances will need to be sent to the town attorney to verify their legality. Mr. Williams asked council to approve the suggested motions included in their packets.

*Councilmember Byrd made a motion to do the following: eliminate time limited parking on Market Street and North Street; designate two parking spots on Market Street in front of the Post Office to be limited to 15 minute parking only; add vehicle spots on the south side of the bulkhead at the town wharf; eliminate two of four parking spots on the east side (Mt. Prospect) of the wharf and making the remaining two spots reserved parking from 6am – 6pm for kayak dock usage; angle the spaces for boat trailer parking so they face more towards the boat ramp and make them reserved for boat trailers from 6am – 6pm; and forward the following ordinances to the town attorney for review 16-01, 16-02, 16-03, 16-04. Councilmember Fosque seconded the motion. The motion passed by unanimous voice vote.*

- g. Budget Approval Discussion: Mr. Whitley explained that the proposed schedule for budget discussions is similar to what the previous town manager did last year. The proposed schedule currently allows for a public hearing in April and budget adoption in May. Mr. Whitley explained that after the budget is presented council can decide to hold a budget work session if so desired. Mr. Whitley explained that no action is required this evening.
- h. Gazebo Roof: Mr. Whitley shared that the town has received funds from the Onancock Business Civic Association for repairs to the gazebo roof. The project has been completed. Mr. Whitley

explained that council needs to acknowledge the monies received by approving a supplemental appropriation.

*Councilmember Bundick made a motion to approve a supplemental appropriation acknowledging monies received by the Onancock Business Civic Association for the purposes of repairing the gazebo roof in the amount of \$2,000. Councilmember Morgan seconded the motion. The motion passed by unanimous voice vote.*

- i. FY15 & 1<sup>st</sup> Half FY16 Financial Analysis: Mr. Whitley elaborated on the town's current fiscal situation. Last month the town was presented with an audit report for FY15. FY15 had an ending undesignated fund balance of \$117,000. Mr. Whitley explained that this should be viewed as a positive accomplishment for the town. The general fund balance transferred \$106,000 to water and sewer which was less than originally projected. Mr. Whitley shared that Town Manager Lawton did an excellent job with anticipating the town's expenditures for the year. Some estimated revenues fell short and will need to be reevaluated in the coming year's budget.

Mr. Whitley moved on to explain where the town stands for the first half of FY16. The revenues and expenditures are on target thus for the year. Taxes were due in December so most of that money is already in house. Mr. Whitley stressed that the town needs to implement a capital improvement fund.

Mayor Jones shared that this is the first year since his tenure that the town has been able to put money into the savings account. Mayor Jones thanked Mr. Lawton and town staff for making the appropriate changes that helped get the town back on track.

Councilmember Morgan inquired as to how the town can stop moving general fund money into water and sewer. Would it be only through bringing more users until the system? Mr. Whitley said that rate increases could also help reduce the need for general fund dollars.

Mayor Jones explained that the first goal of the sewer plant is to make it self-sustaining then work on it making money. The debt service is the largest expenditure the sewer plant has.

Public Comment:

No comment.

Planning Commission:

No meeting

Marketing Committee:

Councilmember Fosque shared that the St. Patrick's Day Parade and historical banners were discussed at the last marketing committee meeting.

Mrs. Nancy James, Blarney Stone Pub, gave council an overview of the upcoming St. Patrick's Day Parade. New items have been added to the festivities such as having a competitive Irish dance teacher

come and hold two dance sessions above town hall before the parade. Everything is running on schedule. Posters are printed and up, awards have been ordered and volunteers have been tapped for the day of the event.

Personnel Committee:

No meeting.

Waterfront Committee:

Councilmember Byrd shared that the deadline for accepting applications for the Harbormaster position has been extended to March 15<sup>th</sup>. The last committee meeting was held on February 9<sup>th</sup>. Annual slip rentals were discussed; \$1,640 a month to rent the slip and \$25 a month for electric. Councilmember Byrd went on to share that he has been contacted by three interested parties regarding an annual slip rental. Councilmember Byrd also shared that the town has asked an engineering firm, Davis, Bowen & Friedel, Inc., to do a long-term study of the town wharf. This project is being funded by grant monies from the Boating Infrastructure Grant (BIG). Councilmember Byrd also shared that part of the study looks at updating the town slips to floating docks.

Councilmember Fox asked how many slips are town owned versus owned by the historical society. Councilmember Byrd explained that the town currently has 16 slips and the historical society has five. He continued on to say that the town may be able to control the historical society's slips in the future but that nothing is set in stone.

Mrs. Fosque, Market Street, asked how the town will announce that it has some annual slip rentals available. Councilmember Byrd explained that he will contact those interested parties and the first ones in will be able to rent those slips.

Mr. Rick Turner, Onancock Street, asked if there will be slips available to those boaters who are just stopping in for lunch. Councilmember Byrd said that there would be.

Mr. Steve Boyd, Market Street, asked if annual slip rentals can be offered to those who have been on the waiting list for a few years first. Councilmember Byrd said that all interested parties will be contacted as soon as council adjourned.

Councilmember Byrd shared that the next Waterfront Meeting will be held on the second Tuesday of March.

*The Onancock Town Council unanimously agreed to allow the annual slip rental to be set at \$1,640 a month and that it will be awarded to interested parties on a first come basis.*

Christmas Committee:

No meeting

Mayor's Report:

No report

Town Manager's Report:

Mr. Whitley shared that the town is running out of places to dump its monthly chips and other yard debris. Town staff have come up with a temporary solution for dumping at the water tower but that will only last for about a year.

Ms. Ann Nock, Market Street, asked the town to appropriate more money for town beautification efforts.

Mr. Whitley shared that the Unison agreement has been finalized and the check has already been received by the town.

Mayor and Town Council Comments:

Councilmember Fosque shared that during a recent federal holiday the town office was open. Councilmember Fosque asked if most other towns stay open as well. Councilmember Fosque asked the personnel committee to look into this issue.

Mayor Jones explained that during the last revision of the town's policy manual some holidays were removed. The reason for the removal of certain holidays is so that the town office could be open to the public while most others were off from work. Mayor Jones shared that it may be time to review the personnel manual again.

Councilmember Bundick shared that the Wallops Island is planning a big launch for the summer.

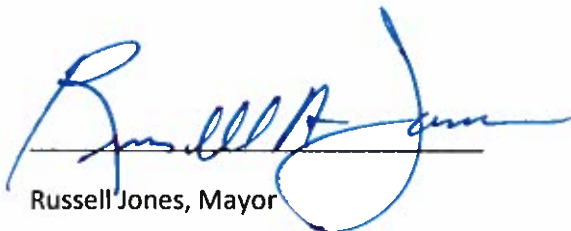
Closed Session, if necessary:

None was needed.

Adjourn:

*Councilmember Byrd made a motion to adjourn. Councilmember Fox seconded the motion. The motion passed by unanimous voice vote.*

The meeting was adjourned at 8:52 PM.

  
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Russell Jones, Mayor

  
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Lisa Fiege, Deputy Clerk