

## Onancock Town Council Meeting

### AGENDA

September 26<sup>th</sup>, 2016

7:00 p.m.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Consideration and Approval of the Minutes from the Regular Meeting on August 22<sup>nd</sup>, 2016.
5. Public Business
  - a. Supplemental Appropriation for the Police Department, Town Manager William Kerbin
  - b. Supplemental Appropriation for the Police Department, Town Manager William Kerbin
  - c. Purchase of New Police Vehicle, Town Manager William Kerbin
  - d. Town of Onancock Committee Guidelines, Councilmember Catherine Krause
  - e. Holiday Committee Nominees, Councilmember Catherine Krause
  - f. Approval of Davis, Bowen & Friedel, Inc. Contact for Wharf Improvements Project, Phase I, Engineering Services, Town Manager William Kerbin
  - g. Approval of Wharf Restroom Policy, Councilmember T. Lee Byrd
  - h. Approval of Contractor with Kestral Marine Construction LLC, Councilmember T. Lee Byrd
6. Public Comment
7. Planning Commission Report – Fletcher Fosque
8. Waterfront Committee Report – T. Lee Byrd
9. Personnel Committee Report – Catherine Krause
10. Holiday Committee - Catherine Krause
11. Mayor's Report
12. Town Manager's Report
13. Mayor and Town Council Comments
14. Closed Session (if needed)
15. Adjourn

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

Call to Order and Roll Call:

Mayor Jones called the meeting order at 7:00 PM and roll was called. Mayor Russell Jones and Councilmembers Robert Bloxom, Catherine Krause, Ray Burger, Joshua Bundick, and Fletcher Fosque were present. Councilmember John Morgan was absent. A majority of members were present and a quorum was established.

The Pledge of Allegiance was recited.

Consideration and Approval of the Amended Minutes from the Regular Meeting on June 27<sup>th</sup>, 2016 and Approval of the Minutes from the Regular Meeting on July 25<sup>th</sup>, 2016:

Mayor Jones shared that the June 27<sup>th</sup>, 2016 meeting minutes had been amended to clarify that the minimum water and sewer rates were changed thus creating a rate change. Mayor Jones asked if there were any other additions or corrections to either sets of minutes.

*With none, Councilmember Bundick made a motion to approve the amended minutes from the June 27<sup>th</sup>, 2016 meeting and the regular minutes from the July 25<sup>th</sup>, 2016 meeting. Councilmember Krause seconded the motion. The motion passed by unanimous voice vote.*

Mrs. Shirley Zamora, North Street, expressed her concern about the new water and sewer rates and how they appear to have doubled when taken into consideration the minimum consumption allowed has decreased. The new minimum consumption amount is not two-thirds less and the cost for trash pick-up is too expensive.

Mayor Jones encouraged Ms. Zamora to make an appointment to come in and speak with Town Manager Kerbin and Mrs. Fiege so that they may be able to help clear up some of her concerns. Mayor Jones continued on to say that fees and minimums were not changed/raised to be underhanded or to hurt anyone. The purpose of the change was assist those that do not budget well for quarterly bill.

Public Business:

- a. Accomack Community Band, Mr. Wayne Dize: Mr. Dize, Accomack Community Band, spoke to council about this year's Haunted House at the Old Onancock High school. This is the fifth year that the band has put this event on and an important part of the event is asking the Onancock Town Council to grant them a variance to Town Ordinance 16-9, Relating to Halloween, which restricts Halloween festivities to the day of Halloween and no later than 8:00 PM. Mr. Dize shared that the event is the last three weekends in October. They have already been granted permission by the Friends of Onancock School to use the building for the event. Sheriff Godwin has also already been coordinated with for deputy coverage during the event dates and times. Mr. Dize asked if council had any questions.

Councilmember Bundick asked what kind of attendance the event usually gets. Mr. Dize shared that usually the event gets about 200 people a night but last year the event averaged 230

people a night. Mr. Dize also shared that the event gets people from all over including Delaware.

Mayor Jones asked Mr. Kerbin if council could make a standing variance so that the Accomack Community Band did not need to request one every year. Mr. Kerbin said that he would look into that.

*Councilmember Krause made a motion to approve a variance for the Accomack Community Band to operate a haunted house on October 14-15, October 21-22, October 28-29 and on October 31<sup>st</sup>. Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.*

- b. Town Hall Historical Façade Update, Mrs. Janet Fosque: Mrs. Fosque, Holiday Decorations Committee, presented a proposal for new signage at Town Hall. The new signage would be more in line with keeping the historical theme of the building. The proposal is based on Mr. Touart's recommendation. The sign would consist of all applied letters and PVC piping.

Councilmember Krause suggested that the town look into hiring someone to put a scope of work together to identify the town's restoration needs prior to looking into new signage.

Mrs. Fosque suggested that the town look into hiring Mr. Touart but to make a decision soon so that the town could get on his calendar in a timely fashion.

- c. Consideration of Replacement Councilmember for Councilmember John Morgan, Mayor Russell Jones: Mayor Jones shared that Mr. Morgan has been ill therefore unable to get sworn in as an Onancock Town Council Member. Town Code demands that council fill the vacant seat for either two years or for the full term. Mr. T. Lee Byrd has agreed to fill the vacancy for two years.

*Councilmember Bundick made a motion to appoint T. Lee Byrd to the Onancock Town Council to fill a vacancy left by Mr. John Morgan. Councilmember Krause seconded the motion. The motion passed by unanimous voice vote.*

- d. Town of Onancock Committee Guidelines, Councilmember Catherine Krause: Councilmember Krause explained that town committees are advisory only but that council relies on the groundwork they lay for potential policy changes. In previous drafts, the idea of the Onancock citizenry was difficult to define. Councilmember Krause shared that these guidelines are not being established to discourage participation by any interested persons but that it was important to acknowledge what defines a town resident. Councilmember Krause thanked Mr. Kerbin for his fresh take on the document. With his assistance Councilmember Krause was able to come up with the idea that Town of Onancock residents will have preference over those who do not live in town although it is reasonable to consider all persons willing and qualified to participate on town committees. The Committee Guideline document also sets the guidelines on how members are appointed to committees; number of years in a term; and, the goals of each committee.

Mayor Jones stated that he feels that it is important that town residents have priority to sit on a committee although experts and other highly qualified individuals are always welcome to participate in town committees through other means such as consulting.

Councilmember Fosque asked if consultants would be voting members on committees. Mayor Jones said that they would not. Councilmember Fosque stated that he felt that the language in the document was vague on this point.

Councilmember Fosque also expressed some concern that the document references two year terms for member but Planning Commission members have a four year term. Mayor Jones suggested that the Planning Commission be removed from the document since it is governed by state code. Councilmember Bundick asked that it be noted in the Committee Guidelines document that rules governing the town's Planning Commission is located elsewhere.

Ms. Ann Nock, Market Street, suggested that this document is hurting the feelings of those non-town residents who want to participate. Ms. Nock believes that the town should not be turning away volunteers who do not live in the town limits.

Mr. Haydon Rochester, King Street, feels that the document is vague on the point of using non-residents to fill vacancies on a committee with the concern being what if the committee is full and has non-residents on it, would the non-resident lose their seat if a resident all of a sudden wanted to participate. Mayor Jones said there is no provision for bumping current members of a committee.

Ms. Nancy James, Blarney Stone Pub, thanked Councilmember Krause for the latest version of the document, stating that language regarding town residency has been much improved.

Mr. Alan Silverman, Parker Street, read a letter to council outlining some issues he has with the document. Mr. Silverman's concern stems from those residents on the Eastern Shore that have an Onancock mailing address identifying with being an Onancock resident even if though they do not live within the town limits. Mr. Silverman also cautioned council against dissuading interested persons from volunteering on town committees since it is hard enough to find volunteers to begin with. Mr. Silverman also continued on to express his concern with the Waterfront Committee being so top heavy with councilmembers.

Mayor Jones asked Mr. Kerbin how his previous locality, upstate New York, handled issues such as these. Mr. Kerbin shared that councilmembers are generally liaisons and are not voting members.

Mr. Silverman suggested that term limits be put into place. Councilmember Fosque expressed his concern with that since it takes a while to get members up on certain issues.

Ms. James suggested that the individual committees set their own standards for operating.

Ms. Shirley Zamora, North Street, applauded council for trying to implement structure into the committee process.

Councilmember Krause suggested that they revisit the membership paragraph prior to approval, allowing the individual committees to come up with their own mission statements and goals.

Mayor Jones recommended that council table this issue until the September meeting so that the document can be tweaked.

- e. Drug and Alcohol Testing Policy Revision, Town Manager, William Kerbin, Jr.: Mr. Kerbin explained that in the town's personnel manual random drug testing is a town policy but it is not being implemented. Mr. Kerbin recommends that council expand the language to say "all full-time employees" are subject to random drug testing as opposed to just "safety sensitive" employees. Mr. Kerbin shared that the town will start random drug testing on October 1<sup>st</sup>, 2016.

Councilmember Bundick asked if this was a budgeted expense for the current fiscal year. Mr. Kerbin shared that it is not but it will be in the next one.

*Councilmember Bundick made a motion to approve the drug and alcohol testing policy revision effective October 1, 2016; and to make it effective for all employees; and to incorporate this policy revision into the Town of Onancock personnel manual. Councilmember Fosque seconded the motion. The motion passed by unanimous voice vote.*

- f. VDOT Resolution, Town Manager, William Kerbin, Jr.: Mr. Kerbin explained that working on water and sewer lines in town sometimes disturbs a Virginia Department of Transportation (VDOT) road and VDOT requires that the town provide a surety bond to tear up one of their roads. This resolution would allow the town to forgo the surety bond requirements since the town carries sufficient property insurance.

Mayor Jones read the resolution aloud.

*Councilmember Bloxom made a motion to adopt the Town of Onancock VDOT Resolution that will relieve the Town of the obligation of securing a surety bond each time a land use permit is submitted for work on public works and public utilities' projects on Commonwealth of Virginia highway systems. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.*

- g. Appointments to the Waterfront Committee, Mr. T. Lee Byrd: Mayor Jones explained that the Waterfront Committee is going to be assisting the town on recommendations for slip upgrades totaling \$300,000. The Virginia Port Authority awarded the town grant monies to upgrade the slips at the wharf. Mayor Jones urged council to go ahead and approve the committee members now prior to the committee guidelines being in place so that the committee can get started on the planning of the slip upgrades.

Councilmember Fosque asked if there was any conflict of interest having three councilmembers on the committee.

Mayor Jones stated that he and the Town Manager are ex officio members of the committee (non-voting).

*Councilmember Krause made a motion to appoint the following individuals to the Town of Onancock Waterfront Committee: Bill Bagwell; Councilmember Bloxom; T. Lee Byrd; Councilmember Fosque; Steve Johnsen; John Crowling, consultant; and Mayor Jones and Town*

*Manager Kerbin as ex officio members. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.*

Public Comment:

Ms. Ann Nock, Market Street, thanked council for the time limit parking sign that was put up in front of the post office.

Ms. Shirley Zamora, North Street, expressed concern over the brush and limbs not being removed in a more timely fashion it could be a fire hazard.

Councilmember Fosque asked that the town not do any more new plantings in town. Town staff is having a hard enough time maintaining current landscaping.

Planning Commission Report:

Councilmember Fosque shared that the Planning Commission meeting focused on Airbnb/Short-Term Rentals in town. The Planning Commission has decided to have another public meeting to invite more of the public to weigh in on the issue prior to the committee making a policy recommendation to council. The meeting will be on Monday, September 12<sup>th</sup>, 2016 at 7:00 PM.

Mayor Jones asked that the individuals in town that own these establishments be invited to comment as well.

Personnel Committee Report:

No meeting.

Holiday Committee Report:

Councilmember Krause deferred until next month.

Mayor's Report:

No report.

Town Manager's Report:

Mr. Kerbin shared that he has been out meeting local business owners as well as attending the Onancock Business Civic Association and the Friends of Onancock School meetings.

Mr. Kerbin shared that the quote to update the town computers to Office 365 came in too high and that the town is looking into other options.

Mr. Kerbin shared that a company called Troy and Banks is going to be doing a utility audit on the town's phone, internet and electric bills. They will evaluate the bills to make sure that the town is not being overcharged.

Mr. Kerbin explained that he is in the process of reviewing three proposals to upgrade the town's website. Mr. Kerbin is most likely going to recommend GovOffice for the website upgrade.

Mr. Kerbin shared Harbormaster Ruth Melcher's report with council; slip rentals continue to be steady and gas sales have increased. Harbormaster Melcher especially thanked Mr. Bill Bagwell and Mr. T. Lee Byrd for their assistance with setting the gas prices at the wharf. She also reports that 36 season ramp decals have been sold this year.

Council Comments:

Council welcomed Mr. T. Lee Byrd back on the council.

Councilmember Krause invited everyone to the "Meet the Town Manager" event on Sunday, September 11<sup>th</sup>, 2016 from 5:00 – 7:00 PM. It will be held in the Onancock Kayak Landing Park.

Closed Session, if needed:

None.

Adjourn:

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

Council adjourned at 8:43 PM.

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Russell Jones, Mayor

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Lisa Fiege, Deputy Clerk

**SUGGESTED MOTION:** Mr. Mayor, I move to approve a supplemental appropriation for FY 17, to increase the Police Salary Line Item (10.5524.1100) by \$3,939.60 in order to expend Highway Safety grant funding.

**AGENDA**                      **TOWN COUNCIL**                      **September 26, 2016**

**SUBJECT:**                      Appropriation of grant award from Virginia Highway Safety Office.

**RECOMMENDATION:**                      Staff recommends approval of the proposed amendment.

**TIMING:**                      This needs to be completed by October 1, 2016.

**FISCAL IMPLICATIONS:**                      There is a 50% match on this grant. The matching funds will come from fuel cost for the grant period. Grant period Oct. 1, 2016 – Sept. 30, 2016

**POLICY IMPLICATIONS:**                      This action is consistent with fiscal policies.

**DISCUSSION:**                      Grant funds are in the following areas:  
\$3,939.60 in overtime for traffic safety enforcement.

**Staff:**                      William Kerbin  
                                    Town Manager

**Attachment:**

**Copy:**



**SUGGESTED MOTION:** Mr. Mayor, I move to approve a supplemental appropriation for this FY17 to increase the Police Supplies Line Item (10.5524.6016) in the amount of \$2,543.00 in order to expend equipment grant funding.

**AGENDA**                                      **TOWN COUNCIL**                                      **September 26, 2016**

**SUBJECT:** Appropriation of grant award from Virginia Department Criminal Justice Services / (JAG).

**RECOMMENDATION:** Staff recommends approval of the proposed amendment.

**TIMING:** This needs to be completed by November 1, 2016.

**FISCAL IMPLICATIONS:** These funds are to be used to purchase non-budgeted police equipment. The town is responsible for a 10% match.

**POLICY IMPLICATIONS:** This action is consistent with fiscal policies.

**DISCUSSION:**

**Staff:** William Kerbin  
Town Manager

**Attachment:**

**Copy:**

**SUGGESTED MOTION:** Mr. Mayor, I move to approve the purchase of a new police vehicle for the sum of \$30,000.00. A loan from the USDA may be obtained at an interest rate of 2.75%.

**AGENDA**                      **TOWN COUNCIL**                      **September 26, 2016**

**SUBJECT:**                      Approval to purchase a new police vehicle

**RECOMMENDATION:**        Staff recommends purchase of the vehicle

**TIMING:**                      This needs to be completed by October 1, 2016.

**FISCAL IMPLICATIONS:**    Cost of the vehicle

**POLICY IMPLICATIONS:**    This action is consistent with fiscal policies.

**DISCUSSION:**                The electronics and other equipment are being recycled from the older vehicle, in order to keep the cost down.

**Staff:**                      William Kerbin  
   Town Manager

**Attachment:**

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**SUGGESTED MOTION:** Mr. Mayor, I move to adopt the Town of Onancock Committee Guidelines and apply these guidelines to all existing Town Council appointed committees.

**AGENDA**                      **TOWN COUNCIL**                      **September 26, 2016**

**SUBJECT:** Adoption of Town of Onancock Committee Guidelines

**RECOMMENDATION:** Staff recommends approval of the committee guidelines.

**TIMING:** Current

**DISCUSSION:** The Town Council reviewed committee guidelines at its August 22, 2016 meeting. Based on public comment, staff has revised the guidelines to address some of the concerns of citizens. These guidelines would apply to the Tree Board, Waterfront Committee, Personnel Committee, Holiday Committee and any other council appointed ad hoc committee.

**Staff:** Bill Kerbin  
Town Manager

**Attachment:** Committee Guidelines

**Copy:**

Committee Guidelines  
September 26, 2016

The Mayor and Council may create various committees for a specific event or ongoing study and review any aspect of Town operations. Council will provide a draft Mission Statement for each committee. The final statement of mission and purpose will be jointly approved by both bodies.

All committees will function as advisory bodies, without designated funds or authority. Each committee will determine and publish its schedule of meetings, and/or events. A report will be made to council at the regular monthly meetings of actions taken and recommendations made.

Council will assign a committee member as Chair, and principal contact between committee and Council. Committee memberships will be approved by Council, to include terms and reappointment conditions. Interested parties may apply by simple written request, including all contact information and qualifications for serving on a particular committee.

Committees may also determine general guidelines and bylaws for their operation. Suggested guidelines will be available for use from Council.

**SUGGESTED MOTION:** Mr. Mayor, I move to appoint the following individuals to the Holiday Committee:

Janet Fosque – Chair  
Catherine Krause  
Dawn Byrd  
Fletcher Fosque  
Barbara Johnsen  
Roberta Dean – Artistic Consultant

**AGENDA**                      **TOWN COUNCIL**                      **September 26, 2016**

**SUBJECT:** Appointment of Holiday Committee members

**RECOMMENDATION:** Staff recommends appointment of these committee members.

**TIMING:** Current

**DISCUSSION:** The above individuals are being considered for appointment for the Holiday Committee.

**Staff:** Bill Kerbin  
Town Manager

**Attachment:**

**Copy:**

**SUGGESTED MOTION:** Mr. Mayor, I move to accept the proposal submitted by Davis Bowen and Friedel to provide engineering services for Phase I of the Wharf Improvements Project in the amount of \$34,200.

**AGENDA**                      **TOWN COUNCIL**                      **September 26, 2016**

**SUBJECT:** Acceptance of proposal from Davis, Bowen and Friedel

**RECOMMENDATION:** Staff recommends approval of the cost proposal.

**TIMING:** Current

**DISCUSSION:** This cost proposal is to authorize Davis Bowen and Friedel to provide engineering services for Phase I of the Wharf Improvements Project.

**Staff:** Bill Kerbin  
Town Manager

**Attachment:** Cost Proposal

**Copy:**



# Andrews, Miller & Associates

A DIVISION OF DAVIS, BOWEN & FRIEDEL, INC.

ARCHITECTS ENGINEERS SURVEYORS

September 16, 2016

Mayor Russell Jones  
The Town Onancock  
Town Hall  
15 North Street  
Onancock, VA 23417

Re: Wharf Area Improvements – Phase One  
AMA P1931A15.012

Dear Mr. Jones

Andrews, Miller & Associates, a Division of Davis, Bowen & Friedel, Inc., (AMA/DBF) Has reviewed the project information and prepared a scope of services for the proposed Phase One Wharf Area Improvements as discussed during our meeting in the Town Hall office on August 26, 2016.

Our scope of work will include the following:

1. **Preparation of Project Base Sheet:** This task will include a limited topographic survey that will locate the existing bulkhead, existing fixed timber boat slips & associated amenities in the immediate vicinity of the Phase One area. This will also include a bathymetric survey in the immediate and surrounding areas to determine water depths in the slip area and immediately channelward of the slips & will include data over to the bulkhead / shoreline on the opposite side of the waterway. This information will be utilized to prepare a project base sheet for the preparation of the construction documents.
2. **Preliminary (50% Design Document):** This task will include coordinating items that were discussed in our previous meeting into the Concept Plan layout. Basic construction layout, details and notes will be included in this submittal as well as an updated opinion of probable costs and preliminary technical specifications for the proposed improvements. A representative from the AMA/DBF team will present this submittal to the Town and meet in the Town Hall to review the submittal.
3. **Permit Package Submittal:** Upon completion of the preliminary submittal, any comments from the Town will be incorporated and a set of permit drawings will be prepared for submittal to the State of Virginia & the Corps of Engineers for review of wetland disturbances. A pre-application meeting will be attended with the Corps & the State to obtain preliminary comments from each prior to the submittal. The application package will include the permit application documents and the permit drawings. This package will also be presented to the Town of Onancock and Accomack County for review if necessary.

☑ 106 NORTH WASHINGTON STREET, EASTON, MD 21601-3128 • 410.770.4744

☐ ONE PLAZA EAST, SUITE 200, SALISBURY, MD 21803-0093 • 410.543.9091

☐ 23 NORTH WALNUT STREET, DE 19063 • 302.424.1441

WEBPAGE: [www.dbtinc.com](http://www.dbtinc.com)

4. **Final Submittal (100% Design Documents)**: As soon as we receive indication that the permit packages are in final processing, we will finalize the design documents. This will include final construction details, layout information and technical specifications. All front end sections of the specification will be coordinated with the Town (instructions to bidders, general conditions, bid forms, etc.).
5. **Bid Documents / Bidding Assistance**: Upon approval of the final submittal documents, a complete set of bid documents will be prepared and the necessary signatures and permit documents will be included in the documents. The AMA/DBF team will attend a pre-bid meeting in Onancock, respond to questions during the bid process, prepare up to two (2) addendums, review the bids received, provide a tabulation of the bids received and provide a letter recommending the lowest qualified bidder.
6. **Construction Administration**: The AMA/DBF team will attend a Pre-Construction meeting in Onancock, provide shop drawing review, respond to RFI's (requests for information), provide documentation for up to two (2) minor change orders, attend 2 on-site construction progress meetings/field observations, prepare a construction punch list, assist with project closeout and prepare a set of Record Drawings from the Contractors red-lined drawings.

The project will be billed on a Lump Sum, percentage complete basis. The total cost for the project will be **\$32,400.00**

Billing will be in accordance with the attached "Schedule of Rates and General Conditions – Schedule No. 46.

We appreciate the opportunity of offering this proposal and trust it will meet with your approval. Please indicate your acceptance by signing below and returning to our office.

Sincerely,

**ANDREWS, MILLER & ASSOCIATES  
A DIVISION OF DAVIS, BOWEN & FRIEDEL, INC.**



Kenneth B. Eaton, LEED Green Associate  
Senior Project Manager

Approved by \_\_\_\_\_  
The Town of Onancock, VA

Date \_\_\_\_\_



**SUGGESTED MOTION:** Mr. Mayor, I move to adopt the following policy for wharf bathroom and shower use: Bathrooms are open to the public during hours that the Harbor Master's facility is open but not showers:

The Harbor master will adhere to the following protocol:

a: Designate up to two bathrooms for a particular event group, hence retaining separate bath houses for transient guests throughout the function. Signage will be used to segregate units. Showers will be closed and no fee will be charged for bathroom usage.

b: In cases that the event planner chooses to have showers available for their participants (kayak races for instance), prior to the event, the organizers and the Harbor Master will determine the fee charged each person based on the number of total entries as well as how many showers to be designated.

**AGENDA**                      **TOWN COUNCIL**                      **September 26, 2016**

**SUBJECT:** Adoption of wharf bathroom and shower policy

**RECOMMENDATION:** Staff recommends approval of the bathroom and shower policy.

**TIMING:** Current

**DISCUSSION:** The proposed policy will address past usage of showers and bathrooms during events held at the wharf. The policy's intent is to ensure that preference for shower use is given to boaters renting slips and that other users of the wharf that include larger groups pay for shower services to compensate for continual cleaning of bathrooms.

**Staff:** Bill Kerbin  
Town Manager

**Attachment:**

**Copy:**

**SUGGESTED MOTION:** Mr. Mayor, I move to approve the proposal from Kestral Marine Construction Inc. for the bulkhead cap replacement project at the wharf in the amount of \$12,741.

**AGENDA**                      **TOWN COUNCIL**                      **September 26, 2016**

**SUBJECT:** Approval of bulkhead cap replacement project contract

**RECOMMENDATION:** Staff recommends approval

**TIMING:** Current

**DISCUSSION:** The changes from the original proposal include a \$375 increase for stainless steel nails as opposed to galvanized nails, a \$3750 decrease for completing removal of old cap by Town maintenance staff and removal of sanding of existing boardwalk at \$125 per hour. All work must be completed by December 1, 2016.

**Staff:** Bill Kerbin  
Town Manager

**Attachment:**

**Copy:**

Kestral Marine Construction LLC

12450 Fairview Road

Painter VA 23420

757-442-7688 Cell 757-710-4806

[www.kestralmarine.com](http://www.kestralmarine.com) [kestralmarine1@verizon.net](mailto:kestralmarine1@verizon.net)

September 18, 2016

Russell Jones, Mayor of Onancock

T. Lee Byrd

Onancock Town Marina

Replace all bulkhead cap boards, 1 row 2'x6' / 1 row 2'x12', All lumber dressed,  
treated 1.5 CCA, total distance 614' 9,026.00

Nailed #20 stainless ring shank nail 875.00

Dispose all old cap boards 1,200.00

Scribe around 82 poles for cap to fit 1,690.00

Town to remove all old cap boards and load on trailer

Job to be completed by November 15, 2016

6,370.50 to order material, 6,370.50 upon complete Total 12,741.00

Thank You

Bryan Fisher KMC

*Bryan Fisher*

Town Manager's Report  
September 26, 2016

Community Outreach

I met with Gerald Boyd, organizer of the restoration efforts of the Samuel Outlaw Museum, and Mark Bowden, county building inspector, to discuss potential repairs to bring the building up to code and ready for public use. I also had a follow-up meeting with Mr. Boyd to discuss the future of the museum and how it might be a part of a larger project to assist the surrounding neighborhood.

On September 15, I met with Joani Donahoe to discuss potential grant funding opportunities for the Onancock School.

I also met with Curtis Smith from the Accomack Northampton Planning District Commission regarding assistance with grant writing and administration for several potential projects including a generator for the police department, downtown streetscape project, downtown revolving loan fund, street improvements and remote readers for water meters.

Tree Board

I met with Bill Burnham, Chair of the Tree Board, on September 19. The board will be focused on the following projects: landscaping in front of Town Hall, screening in front of the wastewater treatment plant and landscaping on the property of the Samuel Outlaw museum.

I365 Cloud Support

The Town has signed a contract with Cards Technology to begin the implementation of the I365 cloud support for the Town's computer network.

Utility Audit

Troy and Banks, a utility and telecommunications consultant, has begun reviewing utility bills to look for errors in billing that may provide savings for the Town. This process may take up to 6 months to complete.

Website Update

I plan to talk with another website developer regarding the Town website. At this point, we have reviewed 3 proposals, but this additional IT company was recommended based on their work with municipalities.

### Travel Consultant Tour

A group of approximately 40 travel consultants will be visiting Onancock on Thursday September 29. They will visit Ker Place and the wharf for a kayaking excursion on Onancock Creek.

### VML Conference

I will attend the Virginia Municipal League Conference in Virginia Beach from October 9-11. This is an annual conference and includes town managers, elected officials and other town staff throughout the state.

### Onancock Police Department July Report

A summary of police activities for August 2016 is found in your packet.

### Harbormaster Report

The wharf will be hosting 12 boats the weekend of September 23, 11 boats the weekend of September 30 and possibly up to 6 boats on October 10. Staff will plan to send thank you letters to all 2016 guests with information regarding repairs made to the wharf and events scheduled for next year. Staff has also been working with organizers of the Christmas Homes Tour and Music Festival to coordinate promotion of the event.

# ONANCOCK POLICE DEPARTMENT

## Summary of Police Activities for August 2016

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### Events initiated:

August-	1,222
July-	1,348
June-	1,319

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### Traffic Enforcement:

Number of Summon(s) issued-	30
Number of Warning(s)-	7

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Business / Citizen-	949
(Complaints, assist, checks, and special patrols)	

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### Court:

Number of times attended-	Three
Amount of fines-	\$3,563.00

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Number of Cases Investigated- 11

<u>Reportable Offenses:</u>	<u># of</u>
Larceny -----	2
Destruction of Property -----	3
Obtain Money by False Pretenses-----	1
Peeping Tom -----	2
Utter Checks -----	1
Domestic -----	1
Assault -----	1