

Town of Onancock
Town Council
September 26, 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, Robert Bloxom, Catherine Krause, T. Lee Byrd, Ray Burger, Joshua Bundick and Fletcher Fosque were present. All members were present and a quorum was established.

The Pledge of Allegiance was recited.

Consideration and Approval of the Minutes from the Regular Meeting on August 22nd, 2016:

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

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

Public Business:

- a. Supplemental Appropriation for the Police Department: Mr. Kerbin explained to council that this is a grant from Highway Safety and allows for our Police Department to have overtime hours that are reimbursed 50% for traffic safety checks.

Councilmember Bloxom made a motion 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. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.

- b. Supplemental Appropriation for the Police Department: Mr. Kerbin explained to council that the Police Department received a grant to purchase police equipment. These funds were not initially budgeted and there is a 10% local match associated with this Virginia Department of Criminal Justice Services grant.

Councilmember Krause made a motion to approve a supplemental appropriation for this FT17, to increase the Police Supplies Line Item (10.5524.6016) in the amount of \$2,543.00 in order to expend equipment grant funding. Councilmember Fosque seconded the motion. The motion passed by unanimous voice vote.

- c. Purchase of New Police Vehicle: Mr. Kerbin explained to council that \$15,000 has been budgeted this year for the acquisition of a new Police vehicle. The town would be getting a loan from the United States Department of Agriculture-Rural Development (USDA) for \$30,000 at an interest rate of 2.75%. Mr. Kerbin shared that the Police Chief would like to acquire another Ford Explorer. This would replace one of the Dodge Chargers.

Councilmember Krause asked what the expected life span of a police car is. Mr. Kerbin said he was unsure and that he would get back to her. Mayor Jones shared that these vehicles have a lot of miles put on them every year.

Councilmember Bundick asked for the specific terms of the loan. Mr. Kerbin said he was unsure at this time but would get back to council with an answer shortly.

Councilmember Krause asked what will happen to the replaced vehicle. Mayor Jones shared that the old vehicle gets stripped of its equipment so that it can be used in the new vehicle. Mayor Jones was unsure of what happens to the vehicle itself but speculated that it may not be worth trying to sell.

Councilmember Fosque asked that the new vehicle be a marked police car.

Councilmember Byrd made a motion 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%.

Councilmember Fosque seconded the motion. The motion passed by unanimous voice vote.

- d. Town of Onancock Committee Guidelines: Councilmember Krause asked that Mayor Jones explain the rewrite of the proposed policy since he drafted it. Mayor Jones explained that these guidelines are part of an important effort to create uniformity among all town committees. There were some initial concerns about the policy in regards to membership but in this final draft committees will be asked to come up with their own personalized outline for operating.

Mayor Jones read the policy aloud.

Mayor Jones stated that this policy gives committees leeway with designing their own structure based on their individual needs but gives commonality to the order and sequencing of all town committees.

Councilmember Krause thanked Mayor Jones for his assistance with the rewrite.

Councilmember Krause made a motion to adopt the Town of Onancock Committee Guidelines and apply these guidelines to all existing Town Council appointed committees. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.

- e. Holiday Decorations Committee Nominees: Councilmember Krause shared the list of those individuals currently serving on the committee; Janet Fosque, Catherine Krause, Fletcher Fosque, Dawn Byrd, Barbara Johnsen and Roberta Dean as artistic consultant. All meetings are public and announced. All are welcome.

Councilmember Burger mentioned that several town residents have asked him to look into changing the name of the Holiday Decorations Committee back to the Christmas Decorating Committee. Councilmember Krause shared that since public tax dollars are used to purchase the decorations council thought it best to rename the committee so it would not offend anyone.

Councilmember Burger made a motion to appoint the following individuals to the Holiday Committee; Janet Fosque, Catherine Krause, Dawn Byrd, Fletcher Fosque, Barbara Johnsen and

Roberta Dean. Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.

- f. Approval of Davis, Bowen & Friedel, Inc.: Mayor Jones explained that the town is preparing to begin Phase I of the Wharf Improvements Project which will consist of floating piers.

Councilmember Byrd shared that the proposal before council is from Davis, Bowen & Friedel, Inc. (DBF) for the engineering services required to initiate this project. The proposal for these services is for \$32,400.00. Some of these funds will be reimbursed to the town through a Virginia Port Authority grant. This project should help move our wharf facilities into more modern times.

Ms. Nancy James, Blarney Stone Pub, asked what the timeline for this project is. Mayor Jones shared that nothing set yet but that part of the timeline will include permitting which could take a while. Mayor Jones explained that it is the goal to have everything completed by May 1st, 2017.

Councilmember Bundick made a motion to accept the proposal submitted by Davis, Bowen & Friedel to provide engineering service for Phase I of the Wharf Improvements Project in the amount of \$32,400.00. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.

- g. Approval of Wharf Restroom Policy: Councilmember Byrd explained that there have been some issues at the wharf regarding the restroom facilities. Non-transient slip renters are attempting to use the showers during events such as the kayak race or the fishing tournament. Unfortunately, the wharf staff has a difficult time keeping the facilities clean while inundated with these additional users.

Councilmember Byrd read the proposed policy aloud.

Councilmember Byrd made a motion to adopt the following policy for wharf bathroom and shower use: Bathrooms are open to the public during hours that the Harbormaster facility is open but not showers:

The Harbormaster 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 Harbormaster will determine the fee charged each person based on the number of total entrees as well as how many showers to be designated.*

Councilmember Krause seconded the motion. The motion passed by unanimous voice vote.

Councilmember Bloxom explained that he feels that this is an excellent compromise and thanked Councilmember Byrd and staff for coming up with this policy.

- h. Approval of Contractor with Kestral Marine Construction LLC: Councilmember Byrd explained that this contract is to have Kestral Marine replace the town's bulkhead cap at the wharf. The cap on the bulkhead has been there since the early 80's and is need of repair. The town has some grant funds left over from the Boating Infrastructure Grant (BIG) which means the town will be reimbursed 74% of the project costs.

Councilmember Byrd made a motion to approve the proposal from Kestral Marine Construction, Inc. for the bulkhead cap replacement project at the wharf in the amount of \$12,741.00.

Mayor Jones asked for any further discussion on the matter.

Councilmember Bloxom asked about any permitting requirements this project may have. Mayor Jones explained that there are none since it is our property. Mayor Jones continued on to explained that part of the contract is to pay 50% of the costs up front which is not normal for a government contract but this is due to the type of materials needed replace the cap.

Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.

Public Comment:

Mr. Spencer Morgan, College Avenue, came to announce that he is running for Commonwealth Attorney and that he will be available directly following the meeting if anyone would like to speak with him.

Planning Commission:

Councilmember Fosque shared that the Planning Commission has had two meetings in September to discuss possible regulations of Airbnbs/Short-term rentals in town. The Planning Commission is planning to move ahead with proposing language to go before council in the October meeting. The language will be modeled after Charlottesville, VA regulations. Airbnbs/Short-term owners will be required to obtain a special use permit prior to operating in town. They will be limited on the number of overnight guests they can have as well as be required to have that address be their primary address.

Councilmember Bloxom asked what the need is behind this restriction. Councilmember Fosque explained that this is an attempt to get ahead of a problem before it exists. Councilmember Fosque expressed his concern that absentee landlords do not have a stake hold in the town therefore their renters may not be respectful of the landowners around them.

Councilmember Burger asked, as a point of clarification, if an individual owned two properties in town and wanted to rent out the one location that is not their primary address they would not be allowed to do so. Councilmember Fosque confirmed that statement. Airbnbs will only be allowed at an individual's primary location.

Councilmember Fosque would like to schedule a joint public hearing for the October council meeting. Mayor Jones asked Mr. Kerbin to schedule the public hearing. Mayor Jones also asked Councilmember Fosque to get the proposed language out to council as soon as possible for review.

Councilmember Fosque also mentioned that Mr. Ben Kidd has resigned from Planning Commission. If anyone is interested or knows of someone who might be interested to let the town manager know as soon as possible.

Waterfront Committee:

Councilmember Byrd shared that all of the issues that were discussed in the Waterfront Meeting have been discussed previously under Public Business.

Councilmember Byrd did want to invite all interested parties to the Waterfront meetings which are held on the second Tuesday of the month.

Personnel Committee:

None.

Holiday Committee:

Councilmember Krause shared that there is no report for this meeting. Currently, the committee is in the process of getting quotes nailed down. The original plan for this year's decorations fell through so the committee is revamping its next steps.

Mayor's Report:

Mayor Jones shared that Friends of Onancock School is having Shore Made Music Festival October 22nd, 2016 from 1 PM-7 PM at the Old Onancock High School

Town Manager's Report:

Mr. Kerbin shared that he has been meeting with Mr. Gerald Boyd about refurbishing the Samuel Outlaw building in town. The county has also been involved in the discussions on what needs to happen to get the building up to code. Mr. Kerbin further explained that it will be part of a larger effort in that neighborhood.

Mr. Kerbin shared that he also been meeting with Mr. Curt Smith with the Accomack Northampton Planning District Commission about possible grants for a generator for the police department. The discussions have also included possible funding mechanisms for road repairs and remote meter reading systems.

Mr. Kerbin has also met with Joani Donohoe, Friends of Onancock School, to discuss possible grant funding for building repairs.

Mr. Kerbin has also met with Mr. Bill Burnham, Tree Board, to discuss landscaping plans for the front of town hall as well as at the Samuel Outlaw building.

Mr. Kerbin shared that Cards Computers was awarded the contract from bringing town hall and the town wharf onto Office 365.

Mr. Kerbin continued on to share that Troy and Banks is continuing their utility audit of the town's different accounts and that this effort could take up to six months.

Mr. Kerbin shared that he has one more proposal to look over regarding the website upgrade before he makes his decision.

Mr. Kerbin explained that a group of about 40 consultants will be here this week. They are consultants for welcome centers.

Mr. Kerbin shared that he will be away October 12th-13th at a Virginia Municipal League conference across the Bay.

Mr. Kerbin shared the Harbormaster's report. Staff is currently working on generating a thank you letter to this year's boaters as well as organizing with others to promote Christmas In Onancock to those boaters.

Mayor and Town Council Comment:

Councilmember Fosque asked about the timeline for landscaping in front of town hall. Mr. Kerbin explained that it is his intent to contact Mr. Touart before a timeline is initiated.

Councilmember Byrd explained that the wharf hours of operation will be reduced in the near future.

Councilmember Bundick shared that he has received a lot of positive feedback on the Meet the Manager event and suggests that the town look at doing more community events in the future. Councilmember Bundick also mentioned that the life buoy at the kayak landing looks like it needs to be replaced.

Councilmember Burger asked why there is no fishing and crabbing allowed at the wharf. Councilmember Byrd explained that it can be disruptive to the transient boaters when kids are running around the wharf.

Councilmember Byrd thanked the Onancock Business Civic Association for all of their ride share volunteers.

Councilmember Krause thanked town staff for keeping up with all the trash and debris in town. The town looks great!

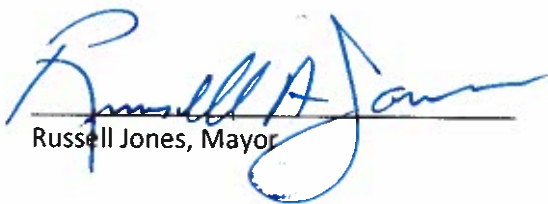
Closed Session, if needed:

None.

Adjourn:

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

The meeting was adjourned at 8:17 PM.



Russell Jones, Mayor



Lisa Fiege, Deputy Clerk