

**Onancock Town Council Meeting**  
**AGENDA**  
**January 23, 2017**  
**7:00 p.m.**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Consideration and Approval of the Regular Meeting on November 28, 2016.
4. Public Business
  - a. Joint Public Hearing, Planning Commission and Town Council: Homestays Proposed Town Code Restrictions
  - b. Public Hearing, Wharf Restroom Policy - Mr. William Kerbin, Jr.
  - c. Samuel Outlaw Building Project – Mr. Gerald Boyd
  - d. 2016 Annual Police Department Report – Police Chief Eric Williams
  - e. Proposed Jackson Street Opened for One-Way Traffic Only – Mr. William Kerbin, Jr.
  - f. Proposed Queen Street Opened for One-Way Traffic Only – Mr. William Kerbin, Jr.
  - g. 2016 State of the Town – Mr. William Kerbin, Jr.
  - h. Town Council Meeting Schedule for CY2017 – Mr. William Kerbin, Jr.
  - i. 2017 Department Goals & Objectives – Mr. William Kerbin, Jr.
5. Public Comment
6. Planning Commission Report – Fletcher Fosque
7. Waterfront Committee Report – T. Lee Byrd
8. Personnel Committee Report
9. Holiday Committee Report – Catherine Krause
10. Mayor's Report
11. Town Manager's Report
12. Closed Session (if needed)
13. Adjourn

Town of Onancock  
Town Council Meeting  
November 28, 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, T. Lee Byrd, Ray Burger, Joshua Bundick 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 the Regular Meeting on October 24, 2016:

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

*With none, Councilmember Bloxom made a motion to approve the October 24<sup>th</sup>, 2016 meeting minutes as submitted. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.*

Public Business:

- A. Le Tour de Shore Presentation, Ms. Jean Hungiville: Ms. Hungiville introduced herself as the Executive Director of the Eastern Shore of Virginia Chamber of Commerce as well as a former board member of the Onancock Business Civic Association (OBCA) and a town resident. Ms. Hungiville continued on to share that the Le Tour de Shore is a Chamber event. The event had been headquartered at the Old Onancock High School but this coming year The Chamber was hoping to move the event to the Town Gazebo. Ms. Hungiville continued on to share that the event has been growing over the years and this year's date is set for Father's Day weekend. This event is a fundraiser for The Chamber. The Chamber is looking for some additional developmental partnerships, current partnerships include Citizens for a Better Eastern Shore and the Onancock Rotary Club. Ms. Hungiville stated that this year's event is projected to have 250 riders participating, stressing that these riders bring with them disposal incomes along with their families to cheer them on. This will be a wonderful opportunity for the businesses in the downtown area to market themselves to new groups of people. The Chamber will supply the port-o-potty's. The Chamber requests that the East Street and West Street be closed for safety purposes during the event. The cyclists will be asked to park at the Queen Street parking lot and the Old Onancock High School will be available for overflow parking as well. Ms. Hungiville also shared that cyclists will be able to utilize the showers at the town wharf per her discussion with the Councilmember Byrd. Ms. Hungiville shared that The Chamber will be publishing a one-pager of Onancock's amenities for the cyclists' information. There is also a Fun Run planned for the evening before the bicycle race.

Councilmember Byrd asked about the policing of trash can for the event. Ms. Hungiville shared that Waste Watchers will be asked to assist in that task while promote their initiative. Additional volunteers may come from the local High School students who are looking for community service hours.

Councilmember Burger asked how many of the participants were locals. Ms. Hungville stated that about half were from The Shore.

- B. Discussion on Changing Jackson Street and Queen Street to One-Way Traffic Only, Mr. William Kerbin: Town Manager Kerbin explained that this is just a first time discussion of the proposed changing of the follow of traffic from two-ways to one-way on Jackson Street and Queen Street.

Jackson Street would become one-way turning off of Market Street heading towards Kerr Street. Police Chief Eric Williams predicts that this change would reduce the Jackson Street flow of traffic by about 60%. Mr. Kerbin continued on to share that this change will help to reduce additional wear and tear on Jackson Street.

Queen Street would also become a one-way street with traffic coming off of Market Street and around to Ames Street. Mr. Kerbin shared that this proposal should reduce the number of complaints from those parking at Charter Communications. Mayor Jones shared that the town owns a surveyed lot to the east of the Roseland Theater. Mayor Jones continued on to share that the Queen Street is about 40 feet wide on the Market Street side and then narrows down.

Councilmember Fosque asked if the surrounding business owners have been asked about their feelings of this proposed change. Councilmember Fosque shared that he likes the proposal except for it being one-way behind the North Street Playhouse.

Mrs. Lynne Fowler, Queen Street, expressed her concern for the house located at 58 Market Street. Having the oil truck coming off of Market Street and attempt to enter the driveway for 58 Market Street will be nearly impossible. The other concern Mrs. Fowler expressed was that her and her husband will encounter issues when towing their boat into their barn since they are unable to make a right turn there with the trailer.

Public Comment:

Mrs. Kathy Boyd, Market Street, shared her excitement on how lovely the town looks for the coming holiday season.

Planning Commission:

Councilmember Fosque shared that the Planning Commission continued their discussion of the proposed homestay language. Councilmember Fosque shared that while some councilmembers expressed concern over the town mandating that the homestays be owner occupied the Planning Commission has decided to keep that language intact. Councilmember Fosque shared that the Planning Commission did decide to amend the language restricting how many overnight guests are allowed to stay at the homestay. No longer will the homestays only be allowed to have a maximum of six overnight guests, the number of guests will be decided and confirmed through the special use permit. Councilmember Fosque also expressed his interest in council placing a moratorium on homestays until the language regulating them becomes code. Councilmember Fosque asked that a joint public hearing be scheduled and noticed for the January Council Meeting.

Councilmember Bundick asked Councilmember Fosque why the Planning Commission feels the need to restrict homestays to only owner occupied. Councilmember Fosque shared that the Planning Commission is concerned about absentee landlords. Mayor Jones feels that some of these issues could be controlled through the special use permit.

Councilmember Fosque stated that this language will help to level the playing field between homestays (Airbnbs) and the Bed and Breakfasts currently operating in town. Councilmember Fosque continued on to say that there are no shortages of places to stay in town so why do we need more. The idea behind this language is to protect the residential district.

Waterfront Committee:

Councilmember Byrd shared that there was no Waterfront Meeting this month. Councilmember Byrd continued on to share that the wharf is still open for limited fuel sales and that Harbormaster Melcher will be working with the town office through the winter months.

Personnel Committee:

No meeting.

Holiday Committee:

Councilmember Fosque shared that the volunteers and committee members are still in the process of getting the decorations up around town.

Mayor's Report:

No report.

Town Manager's Report:

Mr. Kerbin updated council on the following:

- Staff and Volunteers are hard at work putting holiday decorations up around town and town staff is also preparing for the 26<sup>th</sup> Annual Christmas Parade.
- The Samuel Outlaw Building committee is working on achieving 501(c)(3) status.
- Mr. Kerbin attended a community revitalization seminar in Warsaw, Virginia which discussed various community and economic development programs.
- Mr. Kerbin and Mrs. Melcher (Harbormaster) attended a tourism workshop at the Eastern Shore Community College which addressed marketing strategies formulating a concise message to attract visitors to the Eastern Shore including Onancock.
- Mr. Kerbin also met with Mr. Thomas Bullitt with the Virginia Local Government Management Association to discuss safety training for our public works crew.
- The town will be submitting a Tree City USA application to retain its Tree City USA status.
- All wharf operations will cease on November 30, 2016. The harbormaster is working on a schedule for the floating slips improvement project as well as a thank you letter to all of the 2016 transient boating guests.
- The Onancock Police Department recently hired Mr. Kenneth Reese to replace Office Ed Perry.

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 7:57 PM.

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Russell Jones, Mayor

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Lisa Fiege, Deputy Clerk

**JOINT PUBLIC HEARING  
PLANNING COMMISSION/TOWN COUNCIL  
TOWN OF ONANCOCK, VA  
JANUARY 23, 2017**

The Town of Onancock Planning Commission and Town Council for the Town of Onancock, VA will conduct a joint public hearing on Monday January 23, 2017 at 7:00 p.m., in the Town Council Chambers located at 15 North Street, Onancock, VA 23417, to consider the following: adoption of and change to ordinances in the Town of Onancock Code:

*Chapter 23. Sec 24-16 (c) (Proposed) – Homestay regulations*

*Definitions:*

*Homestay - Homestay means a home occupation in which an individual owns a dwelling and uses it as his or her permanent residence and also provides lodging in a portion thereof for temporary periods of time not to exceed three (3) weeks.*

*Permanent residence – A permanent residence is a residence that is considered the owner’s primary residence and engages in activities that shows this status including but not limited to where the owner pays taxes, the owner is registered to vote, and maintains a driver’s license.*

- 1. An owner of a Homestay residence must apply for a business license and is subject to the transient occupancy tax.*
- 2. The owner shall apply for a special use permit and provide proof of permanent residence of the dwelling unit including but not limited to a driver’s license, voter registration card, or passport showing the address of the property or other document (s) that the zoning administrator may deem appropriate that proves permanent residence of the dwelling unit.*
- 3. The applicant the owner must identify and provide contact information for a responsible party, if the owner is not the responsible party, who will be available 24 hours a day, 7 days a week, to respond to, and resolve issues and complaints that arise during a period in which the dwelling is being used for transient occupancy.*
- 4. The number of overnight guests will be determined by the zoning administrator in consultation with the homeowner based on the number of bedrooms, size of the house and size of the lot subject to approval of the Town Council.*
- 5. The Homestay shall comply with all applicable Town, county, state and federal statutes, regulations and ordinances.*

6. *The Town reserves the right to inspect the residence based on complaints to verify that the Homestay is being operated in accordance with the regulations set forth within this section.*
7. *The special use permit may be revoked by the zoning administrator (i) in the event that three (3) or more substantiated complaints are received by the City in a calendar year, or (ii) failure to maintain compliance with any of the regulations set forth in this section.*

Upon completion of the public hearing, the Planning Commission will hold a meeting to make a recommendation to the full Town Council regarding the proposed homestay regulations. The Town Council will then consider the adoption of the proposed homestay regulations. Copies of the above ordinance amendment is available for review at the Town Office located at 15 North Street, Onancock, VA 23417 during normal business hours. The public is invited to attend this hearing and comment or participate in the proceeding. Questions or comments may be directed to Mr. Bill Kerbin, Town Manager, at 757-787-3363, or email at [wkerbin@onancock.com](mailto:wkerbin@onancock.com), or at the work address above.

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TO: Eastern Shore Post

Advertise on the following date: January 6, 2017 and January 13, 2017

Authorized by: Town Manager, Town of Onancock

Bill to: Town of Onancock, VA  
15 North Street, Onancock, VA 23417

**PUBLIC HEARING  
TOWN COUNCIL  
TOWN OF ONANCOCK, VA  
JANUARY 23, 2017**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday January 23, 2017 at 7:00 p.m., in the Town Council Chambers located at 15 North Street, Onancock, VA 23417, to consider the following: adoption of and changes to ordinances in the Town of Onancock Code:

*Chapter 23. Sec 24-16 (c) (Proposed) – Homestay regulations*

*Definitions:*

*Homestay - Homestay means a home occupation in which an individual owns a dwelling and uses it as his or her permanent residence and also provides lodging in a portion thereof for temporary periods of time not to exceed three (3) weeks.*

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- 3. The applicant the owner must identify and provide contact information for a responsible party, if the owner is not the responsible party, who will be available 24 hours a day, 7 days a week, to respond to, and resolve issues and complaints that arise during a period in which the dwelling is being used for transient occupancy.*
- 4. The number of overnight guests will be determined by the zoning administrator in consultation with the homeowner based on the number of bedrooms, size of the house and size of the lot subject to approval of the Town Council.*
- 5. The Homestay shall comply with all applicable Town, county, state and federal statutes, regulations and ordinances.*



6. *The Town reserves the right to inspect the residence based on complaints to verify that the Homestay is being operated in accordance with the regulations set forth within this section.*
7. *The special use permit may be revoked by the zoning administrator (i) in the event that three (3) or more substantiated complaints are received by the City in a calendar year, or (ii) failure to maintain compliance with any of the regulations set forth in this section.*

*Chapter 22. Sec 22-5 (h) – Wharf bathroom policy*

*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.*

Copies of the above ordinance amendments are available for review at the Town Office located at 15 North Street, Onancock, VA 23417 during normal business hours. The public is invited to attend these hearings and comment or participate in the proceedings. Questions or comments may be directed to Mr. Bill Kerbin, Town Manager, at 757-787-3363, or email at [wkerbin@onancock.com](mailto:wkerbin@onancock.com), or at the work address above.

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TO: Eastern Shore Post

Advertise on the following date: December 30, 2016 and January 6, 2017

Authorized by: Town Manager, Town of Onancock

Bill to: Town of Onancock, VA  
15 North Street, Onancock, VA 23417

**SUGGESTED MOTION:** Mr. Mayor, I move to adopt the following ordinance 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**                      **January 23, 2017**

**SUBJECT:** Adoption of wharf bathroom and shower ordinance.

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

**TIMING:** Current

**DISCUSSION:** The proposed ordinance will address past usage of showers and bathrooms during events held at the wharf. The ordinance'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:**

# ONANCOCK POLICE DEPART



2016 Summary of Department Activities

Incident Crime Summary / Police Activities Year to Year Comparison  
Onancock Police Department

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Total Events Initiated	1,987	5,313	8,446	11,565	10,590	<b>13,167</b>
Traffic Summons	363	441	418	361	499	<b>399</b>
Verbal Warnings	187	189	257	211	140	<b>73</b>
Business / Citizen Complaints and Assist	127	252	242	216	205	<b>152</b>
Incident Based Criminal Cases	73	98	99	102	130	<b>143</b>
Traffic Crashes	13	13	15	19	15	<b>17</b>
Business / Residence Checks	360	807	1,321	1,396	650	<b>1,109</b>
Special Patrols	N/A	1,434	3,234	6,902	7,215	<b>8,693</b>

**Incident Crime Summary / Police Activities Year to Year Comparison  
Onancock Police Department**

Offense	2010	2011	2012	2013	2014	2015	2016
<b>Homicides</b>							
Murder/No-negligent	0	1	0	0	0	0	0
<b>Manslaughter</b>	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Justifiable Homicide	0	1	0	0	0	0	0
<b>Total Homicide</b>							
<b>Kidnapping / Abduction</b>	4	1	0	0	0	0	0
<b>Sex Offenses, Forcible</b>							
Rape	0	0	2	0	2	1	0
Sodomy	1	1	0	0	0	1	2
Sexual Assault with an Object	0	0	0	0	0	0	0
Fondling	0	1	0	2	0	1	0
<b>Total Sex Offenses, Forcible</b>	1	2	2	2	2	3	2
<b>Robbery</b>	0	1	0	0	1	1	2
<b>Assaults</b>							
Aggravated Assault with Knife/Firearm	0	0	0	0	2	2	1
Simple Assault	12	6	9	18	15	15	24
Intimidation	0	0	1	2	1	2	1
<b>Total Assaults</b>	12	6	10	20	18	19	26
<b>Arson</b>	1	0	0	0	0	0	0
<b>Burglary / Breaking and Entering</b>	9	4	3	4	4	3	6
<b>Larceny / Theft</b>							
Pocket-Picking	0	0	0	0	0	0	0
Purse-Snatching	0	0	0	0	0	0	0
Shoplifting	1	1	0	4	0	0	1
Theft of Motor Vehicle Parts	0	0	0	0	3	2	1
Theft of Motor Vehicle	0	2	3	6	5	1	0
Theft from Coin-Operator	0	0	0	0	0	1	0
<b>Machine</b>							
Theft from Building	5	3	5	6	4	2	3
All Other Larceny	8	5	5	10	8	20	12
<b>Total Larceny / Theft Offenses</b>	14	11	13	26	20	26	17
<b>Motor Vehicle Theft</b>	1	1	0	0	0	3	3
<b>Counterfeiting / Forgery</b>	0	1	0	0	0	6	3
<b>Fraud</b>							
False Pretenses/Confidence Game	0	2	0	0	2	1	2
Credit Card/Automatic Teller Fraud	1	0	0	0	0	1	0
Impersonation	0	1	0	0	0	1	0
Welfare Fraud	0	0	0	0	2	0	0
Wire Fraud	1	3	0	0	2	3	2
<b>Total Fraud Offenses</b>							

Incident Crime Summary / Police Activities Year to Year Comparison  
Onancock Police Department

Offense	2010	2011	2012	2013	2014	2015	2016
Stolen Property	0	0	0	1	1	0	0
Destruction/Damage/Vandalism Property	12	18	25	10	11	10	21
Drug/Narcotic Offenses							
Drug/Narcotic Violations	4	3	3	1	2	0	1
Drug Equipment Violations	2	1	0	0	0	1	0
Total Drug/Narcotic Offenses	6	4	3	1	2	1	1
Weapon Law Violations	0	1	0	0	1	0	0

**SUGGESTED MOTION:** Mr. Mayor, I move to make Jackson Street one way from Market Street to Kerr Street and require traffic to enter from Market Street and exit onto Kerr Street.

**AGENDA**                      **TOWN COUNCIL**                      **January 23, 2017**

**SUBJECT:** Adoption of change Jackson Street's current traffic flow from two-way traffic to one-way traffic from Market Street to Kerr Street.

**RECOMMENDATION:** Staff recommends approval of the change to the street flow of traffic.

**TIMING:** Current

**DISCUSSION:** This recommendation was discussed previously at the November 28, 2016 Town Council meeting. The current condition of the street is very poor and the street requires constant maintenance. This change would reduce traffic on Jackson Street and; therefore, reduce the amount of repairs needed for the street.

**Staff:** Bill Kerbin  
Town Manager

**Attachment:**

**Copy:**

Town of Onancock  
2017 State of the Town Address  
January 23, 2017

Secured grant funding from the Virginia Port Authority (VPA) in the amount of \$200,000 to assist the Town with replacing the fixed finger piers with floating docks at the Town marina.

Utilized Boating Infrastructure Grant (BIG) dollars to complete a study at the town wharf. The document explored the future of the town marina. This project brought the surrounding landowners to the table to discuss the possible future look of the marina along with possible land uses for the surrounding area.

Utilized BIG and VPA dollars for replacing the bulkhead cap at the Town marina.

The Town was able to utilize left over funds from the wharf gas tank project to complete the wharf study and replace the bulkhead cap at the marina. The timeframe on that grant was exhausted as of December 1, 2016.

The Town also utilized BIG funds for additional advertising for the Town wharf. The total cost of the project was \$15,662.00. The Town was reimbursed \$10,000. This is a grant that the Town can secure again for future wharf advertising.

The Town secured \$1,500 from the Virginia Commission of Arts under the Local Challenge Grant. The grant is designed to assist local arts programs. A Town match of \$500 is required for the grant. The Accomack Community Band and the Orchestra of the Eastern Shore of Virginia each received grants in an amount of \$1,000. The Town will be reimbursed in April 2017 for the Virginia Commission of the Arts portion of the Local Challenge Grant.

The Town moved to bi-monthly utility billing in July 2016.

The Town now has an active Facebook page with weekly postings.

With the May 2016 elections the Town said goodbye to Councilmembers T. Lee Byrd and Sandra Fox. They were replaced by Robert Bloxom and Ray Burger, III. And, unfortunately, due to an illness, Councilmember John Morgan resigned and the mayor appointed T. Lee Byrd to replace him at the August 2016 council meeting.

The Town hired Bill Kerbin as its new Town Manager in July 2016.

As of July 1, 2016, the Street Crew Department head position was eliminated. This change saved the Town approximately \$64,000.

Real Estate taxes were increased by \$0.02 this year, making the millage rate \$0.27/\$100.



Delinquent real estate taxes were sent over to James Elliott for final collection.

The Town formed a partnership with Gerald Boyd with Eastern Shore Training and Consulting Inc. to work on a plan to rehabilitate the Samuel Outlaw Building.

The Town's Holiday Committee continued to implement its holiday decoration work plan which included a new Christmas tree in Custis Park.

**SUGGESTED MOTION:** Mr. Mayor, I move to approve the attached 2017 meeting schedule.

**AGENDA**

**TOWN COUNCIL**

**JANUARY 23, 2017**

**SUBJECT:** Sets the Town Council meetings for calendar year 2017.

**RECOMMENDATION:** Staff recommends approval of the appointments.

**TIMING:** Current

**DISCUSSION:**

**STAFF:** Bill Kerbin

Town Manager

**ATTACHEMENT:**

**COPY:**

## 2017 Town Council Meeting Schedule – 2017

JANUARY 23, 2017

FEBRUARY 27, 2017

MARCH 27, 2017

APRIL 24, 2017

MAY 22, 2017

JUNE 26, 2017

JULY 24, 2017

AUGUST 28, 2017

SEPTEMBER 25, 2017

OCTOBER 23, 2017

NOVEMBER 27, 2017

DECEMBER 18, 2017 (THIRD MONDAY)

All meetings will be held at Town Hall and will begin at 7:00 PM.

**Town of Onancock  
2017 Goals and Objectives  
January 23, 2017**

<b>Departments</b>	<b>Goals</b>	<b>Completed Y/N</b>	<b>Comments</b>
<b>Administration</b>	<ol style="list-style-type: none"> <li>1. Research downtown revitalization grants for streetscape and downtown revolving loan fund.</li> <li>2. Upgrade Town Hall phone system.</li> <li>3. Coordinate with VDOT regarding transfer of Town Streets to its jurisdiction.</li> <li>4. Upgrade Town website.</li> <li>5. Send staff to training including human resources and budget preparation</li> <li>6. Hold sensitivity, sexual harassment, worker</li> </ol>		



	current armor expires in 2017.		
	7. Start upgrading department Tasers.		
	8. Send 4 officers to recert training.		
<b>Wastewater</b>			
	<b>Winter, 2017</b>		
	1. Scrape and paint water lines at water tower.		
	2. Clean out pond.		
	3. Clean out drying beds.		
	<b>Spring, 2017</b>		
	1. Repair old lab building door and window.		
	2. Pressure wash old lab exterior and paint.		
	3. Pressure wash old digesters and paint.		
	4. Flush water lines around town.		
<b>Wharf</b>			

		<b>1. Streamline speed and efficiency of reservation transactions procedure.</b>		
		<b>2. Train staff and implement appropriate daily operating procedures.</b>		
		<b>3. Provide more items to upsell to customers including souvenirs for guest purchase both in the office and online.</b>		
		<b>4. Implement guest survey to provide feedback on overall experience with the Marina and the Town.</b>		
		<b>5. Improve training and data entry procedures to provide better marketing lists.</b>		





Town Manager's Report  
January 23, 2017

Waterfront Festival

On January 6, Catherine Krause, Karin Rush Munroe, Ruth Melcher and I met to discuss the possibility of a Spring festival at the wharf. We decided to postpone this event until Spring, 2018. Some ideas for the festival included a Taste of Onancock restaurants and downtown business sidewalk sales. The consensus was to make this a town centered event.

Street Transfers

I met with Chris Isdell, VDOT residency administrator, on transferring Town Streets to VDOT. The Town can transfer up to ¼ mile of streets a year.

Telephone Upgrade

I have contacted Verizon to begin upgrading the town's phone system including voicemail and separate extensions.

WIRA meeting

I attended the Wallops Island Regional Alliance meeting on January 17.

Storm cleanup

Maintenance crews were busy plowing streets and shoveling sidewalks after the January 7 snowstorm. I want to personally thank Bruce Tapman and Terry Sargent for working through the weekend to clear Town streets.