

Onancock Town Council Meeting

AGENDA

March 27, 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 February 27, 2017.
4. Public Business
 - a. Eastern Shore Communications Proposal to Extend Fiber Optic to the Wharf, Mr. William Kerbin
 - b. Free Little Library Proposal, Ms. Kathy Carmody and Mrs. Janet Rochester
 - c. Partial Demolition of the Accessory Structure at the Old Onancock High School, Mr. William Kerbin
 - d. Onancock School Lease Addendum, Mr. William Kerbin
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

*NOTE: The Onancock Town Council will hold a budget workshop on April 10, 2017 to discuss the FY 2018 Town of Onancock Budget. A Public Hearing will be held in conjunction with the regularly scheduled, April 24, 2017, Town Council meeting. Final Council approval of the FY 2018 budget is scheduled for the May 22, 2017 regularly scheduled Town Council meeting.

Town of Onancock
Town Council Meeting
February 27, 2017
7:00 PM

Call to Order and Roll Call:

Mayor Jones called the meeting to order at 7:00 PM and roll was called. Mayor Russell Jones and Councilmembers T. Lee Byrd, Ray Burger, Joshua Bundick and Fletcher Fosque were present. Councilmembers Robert Bloxom and Catherine Krause were 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 January 23, 2017 and the Special Meeting on February 16, 2017:

Mayor Jones asked if there were any corrections, additions or changes to both sets of minutes that were submitted. Councilmember Bundick stated that the ending time of the February 16, 2017 meeting could not be correct since the beginning time was the same. Mayor Jones said that those minutes would be amended to reflect the correct ending time.

With no other comments, Councilmember Byrd made a motion to approve the January 23, 2017 minutes as submitted and the February 16, 2017 minutes as amended. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.

Public Business:

- a. Public Hearing, Special Use Permit – Mr. & Mrs. Edwin Butterfield, 49 King Street: Mayor Jones opened the public hearing at 7:04 PM. Mr. Doug Small spoke on behalf of the applicants, Mr. and Mrs. Butterfield. Mr. Small explained that the permit is requesting permission from council to put two second story apartments above the building on the corner of North Street and King Street, where the Onancock General Store currently operates a restaurant below. Mr. Small shared that the conceptual plans are in council's hands and asked if anyone has any questions about the proposed use.

Councilmember Bundick asked Mr. Small how the space is currently being used. Mr. Small shared the space is not currently in use. Mayor Jones explained that in the past the space had been used for activities such as an office for a therapist and a yoga studio. Councilmember Byrd shared that it is mostly used for storage at this point. Mayor Jones further explained to the public that the town does not have a building inspector. The only role the town plays in this process would be to approve the special use, allowing the applicants to apply for a building permit from Accomack County.

Mr. Haydon Rochester, King Street, asked Mr. Small where the applicants plan on having their future tenants park as well as whether the applicants plan on renting on a short-term or long-term basis. Mr. Small said that he was unaware of the details Mr. Rochester requested. Mr. Rochester also asked Mr. Small where the fire egress will be. Mr. Small shared that there is a plan to add windows.

Mayor Jones closed the public hearing at 7:11 PM.

Councilmember Fosque suggested that council add the provision that this special use permit does not transfer with the property. Mayor Jones questioned that type of provision for commercial properties. Councilmember Byrd stated that special use permits are owner specific every time. Councilmember Fosque stressed that keeping the special use permit owner specific adds a level of control. If the use is creating problems, then council would have the opportunity to deny any future special use permit applications for the parcel.

Councilmember Fosque made a motion to approve the special use permit with the stipulation that the permit not be transferrable and the occupant must use off-street parking.

Mrs. Nancy James, Blarney Stone Pub, mentioned that when she obtained a special use permit for 40 Market Street she was told that the permit would transfer with the building. Mrs. James also mentioned that when she went through the special use permit application process one of the components to the permit was that they come up with an off-street parking plan for their future tenants. Mayor Jones stated that parking should be a factor in the permitting process. Councilmember Fosque stated that he believes that if the permit were to transfer with the building than the use should be by right and not by special use permit which it is currently. Councilmember Fosque stressed the idea of the non-transferable permit as a modicum of control that council can maintain.

Councilmember Fosque stated that he stands by his original motion with the non-transferrable stipulation. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.

- b. Public Hearing, Special Use Permit – Eastern Shore Enterprises, 51 Market Street: Mayor Jones opened the public hearing at 7:27 PM. Mr. Dan and Julie Philips, owners of 51 Market Street, spoke on behalf of their special use permit application. They were requesting permission to renovate the upstairs into a one bedroom apartment and below would be renovated into a 30-seat restaurant. Mr. and Mrs. Phillips shared that they owned a restaurant in Cape Charles for eight years prior to this move.

Mrs. Janet Fosque, Market Street, asked what their plans were for fire egress. Mr. and Mrs. Phillips shared that there will be five windows in the upstairs apartment along with a separate entrance and sprinkler system.

Mayor Jones closed the public hearing at 7:30 PM

Councilmember Fosque made a motion to approve Eastern Shore Enterprises special use permit application with the stipulation that the permit does not transfer with the building and the occupants must use off-street parking. Councilmember Burger seconded the motion. The motion passed by unanimous voice vote.

- c. Tourism Commission Presentation – Ms. Kerry Allison: Ms. Allison presented council with a summary of Virginia’s tourism over the past year. Virginia is the second fastest growing tourism region with visitors spending a total of \$261.1 million. Taxes collected by Virginia localities

totaled seven million dollars. Ms. Allison also reviewed the marketing base line strategy and action plan for tourism.

Council thanked Ms. Allison for her briefing.

- d. Friends of Onancock School Annual Report, Ms. Joani Donohoe: Mrs. Carol Tunstall, newly elected Friends of Onancock Board President, spoke to council about their annual report. Mrs. Tunstall shared that they are excited to be celebrating ten years as a vibrant community center. Some of the highlights are as follows: replacement of the HVAC in the main conference room; full system duct work in class rooms; repaired a section of the roof; water damage repair; as well as a major renovation to the restrooms and service kitchen. Mrs. Tunstall shared that they currently have 100% of the space on the first floor rented and the grounds are available to the public 24 hours a day seven days a week. Mrs. Tunstall shared that 78,000 people visit different functions on the grounds over the course of a year. There has also been an increase of minority usage of the grounds which is an excellent reflection of the diversity of our community. The Friends of Onancock School has five new board members who are excited and energized about the coming year. Mrs. Tunstall thanked council for their time and asked if there were any questions.

Councilmember Fosque asked if there were any immediate plans for demolition of the old building out back that is falling down. Mr. William Kerbin, Town Manager, explained that town staff is already working on coming up with a plan for that project.

Councilmember Fosque asked that the Friends of Onancock School Board come back to council soon with additional updates. Mrs. Tunstall shared that there are no current plans for that but that they would once they get some other item prioritized. Mrs. Tunstall stressed that the safety of the building is key to their agenda.

Mrs. Tunstall also shared that they are interested in having a town council member sit on the board. Councilmember Burger shared that Councilmember Krause had expressed interest in that post.

Mayor Jones asked if their current budget was sufficient for their building maintenance needs. Mrs. Tunstall shared that in two years they will be able to apply for a community foundation grant which should help with some of the bigger ticket items. They are also working on building their capital account for these repairs as well.

Mrs. Ann Nock, Market Street, read a poem aloud that highlighted the town's fortune for being in the center of the Eastern Shore of Virginia as well as having the Old Onancock School in the center of town. She stated that there are no limits to the town's possibilities with a vivacious community center in the center of town. Mrs. Nock also thanked the Friends of Onancock School's Board for their hard work on bringing the school to where it is today.

- e. Onancock School Lease Agreement Addendum, Mr. William Kerbin: Mr. Kerbin shared that he met with Councilmember Krause to discuss the Friends of Onancock School's coming ten-year benchmark as well as an addendum to the lease. Mr. Kerbin encouraged council to review the suggested new benchmarks for the lease addendum which were included in the agenda packet.

Councilmember Fosque asked when the lease expires. Mr. Kerbin shared that this August will be their ten-year benchmark.

Councilmember Bundick shared that council observed the public support for the Friends of Onancock School last year and if they continue to show facility improvements than he is happy with them maintaining the lease.

Councilmember Byrd stated that the Friends of Onancock School has come a long way in the rehabilitation of the school and grounds.

- f. Proposed Homestay Regulations, Mr. William Kerbin: Councilmember Fosque shared that the sticking point for council seemed to be the owner-occupied clause. The language was brought back to the Planning Commission for further review but they decided to keep the original language intact. Councilmember Fosque shared that he met with Mr. Kerbin to iron out the owner-occupied language so that council would vote affirmatively on it. The language before council tonight allows owners to not have to establish residency but it only allows one special use permit per land owner.

Councilmember Fosque made a motion to adopt the revised homestay ordinance and incorporate this ordinance into the Town of Onancock Code as Section 24-16(c). Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.

- g. Free Little Library, Ms. Kathy Carmody: Postponed.
- h. Request to Change Business License from Gross Receipts to Taxable Income, Ms. Terris Kennedy: Ms. Kennedy, Blarney Stone Pub, shared that the business license tax is based on a percentage of the business's gross sales receipts. This amount includes state and meals tax which is money that the restaurant does not keep. Ms. Kennedy urged council to change the formula to earned income in lieu of gross sales receipts.

Mayor Jones stated that the business license tax is not based on gross sales receipts plus taxes received. Those dollars are just a pass through to the taxing authorities. It is uncommon to pay taxes on a tax.

Councilmember Fosque shared that the state code limits what the localities can do when assessing taxes and fees.

Mr. Kerbin stated that the town attorney, John Custis, shared that the town could move from taxing the gross sales receipts to taxable income if that was council's desire.

Mayor Jones warned council to be careful if considering moving the business license tax from gross sales receipts to taxable income. He stated that there are many ways businesses could use that formula to their advantage.

Mr. Kerbin stated that he would check with the Virginia Municipal League for further research on this matter.

Public Comment:

Mrs. Nancy James, Blarney Stone Pub, reminded everyone that the O’Nancock St. Patrick’s Day Parade and Celtic Festival were coming up on March 12, 2017. Mrs. James encouraged any interested volunteers to let Mr. Haydon Rochester know.

Mr. Haydon Rochester, King Street, asked council to remember the Virginia Commission of the Arts Local Challenge Grant when drafting their fiscal year budget. The Eastern Shore of Virginia Orchestra receives \$1000.00 a year from the town, half of which is reimbursed to the town through the grant.

Mr. Kent Sudman, Meadville Drive, mentioned that the Chesapeake Bay Magazine had a nice write up about the Old Onancock High School and Maritime Museum.

Planning Commission Report:

Councilmember Fosque said that there was no meeting but that in the March meeting they will be reviewing the town’s Comprehensive Plan. Councilmember Fosque estimated that this process will take a few months.

Waterfront Committee Report:

Councilmember Byrd shared that the floating docks project will be postponed until the end of the 2017 boating season. This is due to the lengthy permitting process. Councilmember Byrd shared that Harbormaster Ruth Melcher found a full-time job at Eastern Shore Nurseries. She will continue as the town’s harbormaster but on a part-time basis. The town has also hired Mrs. Edith Platt as a dockhand to assist Mrs. Deb Melcher who will be at the wharf on a more full-time basis as the Harbormaster Assistant. Councilmember Byrd shared that several boating clubs have already made reservations for the coming season. Also, Mr. Tom Bonino has asked to use one of our slips for about two to four hours and the new owners of the Inn at Onancock are also in the process of organizing an evening cruise for their guests. The initial thought is that they may be able to share a slip with the Tangier Ferry. Councilmember Byrd shared that the tentative opening of the wharf is slated for April 1, 2017.

Mayor Jones shared that Harbormaster Melcher worked on a seasonal budget for the wharf over the past few months. It was modeled after last season’s numbers. Unfortunately, all three holiday weekends over the past season were rained out. Had they not been then the wharf would have almost doubled its profits for last season.

Personnel Committee Report:

No report.

Holiday Committee Report:

Mrs. Janet Fosque, Holiday Committee, spoke to council requesting that council consider increasing their budget next fiscal year from \$5,000 to \$8,000. Mrs. Fosque continued to state that she needed a verbal commitment from council this evening so that the town could capitalize on the sale that Mosca was having in the month of February. Mrs. Fosque shared that Mosca has offered to defer billing the town until July but that it is important that the town order now to take advantage of the sale. Mrs.

Fosque stressed that she needed council to at least commit to funding the Christmas Decorations line item for the coming fiscal year at \$5,000.

Councilmember Fosque stated that \$5,000 has been the standard appropriation for the past few years and that he supports that amount for the coming year as well.

Mayor Jones urged council to consider this verbal agreement carefully since the town is currently unable to pay deserving employees appropriately as well as are unable to pave roads that are in disrepair.

Mrs. Fosque explained to council that this expenditure will be recurring in future budgets, once items are purchased monies will need to be appropriated for their upkeep. Mrs. Fosque asked council for their verbal commitment.

Mayor Jones asked council if they were all in agreement. Everyone confirmed that they were.

Mayor's Report:

No report.

Town Manager's Report:

Town Manager William Kerbin shared the following updates with council.

- Discussed community development projects with the Accomack Northampton Planning District Commission for potential projects in the Northeast section of town, streetscape projects and possible renovations to the Old Onancock High School.
- The town's FY16 audit was recently completed and the final report is due any day.
- The town is currently reviewing proposals for several entities for telephone upgrade in town hall as well the wharf, police department and the wastewater treatment plant.
- Recently, the Town of Onley asked us to speak at their council meeting to discuss the possibility of extending our sewer services to their town.
- The 4th Annual O'Nancock St. Patrick's Parade and Celtic festival will be held on Sunday, March 12, 2017.
- The Town Manager and Department Heads are in the process of reviewing and updating the town's Personnel Manual and suggested edits should be completed by late March and will be submitted to the Personnel Committee at that time.
- Lastly, the town has hired a new Administrative Assistant, Mariellen Mearsheimer, who will begin March 1, 2017.

Closed Session (if needed):

None.

Adjourn:

Mrs. Ann Nock, Market Street, asked that council draft and pass a Proclamation welcoming the new hospital to Accomack County.

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

The meeting was adjourned at 8:51 PM.

Russell Jones, Mayor

Lisa Fiege, Deputy Clerk



Eastern SHORE Communications, LLC
P.O. Box 615
Cape Charles VA 23310
(757) 695.2080
SPIN: 143036101

Proposal: 0000355

March 2, 2017
2 pages

Client

Town of Onancock
Mr. William Kerbin
15 North Street
Onancock, VA 23417

Proposal Overview

This proposal is for Fiber optic internet to Harbor Master office.

About Us

Eastern Shore Communications is an established Internet Service Provider (ISP) serving commercial customers from Hampton Roads Virginia across Virginia's and Maryland's Eastern Shore. Our commercial and industrial customers include the largest employers in the region, and some of the largest hospitality enterprises in the Mid Atlantic. We also provide residential services and last mile coverage in rural communities in all of our market areas. Our network backbone is a state of the art fiber optic network that reaches from Washington DC to Atlanta Georgia, with interconnection to other fiber networks the world over. Our secure network operations centers are diversely

located in Norfolk, Cape Charles and Wallops Island. We offer up to 10 Gigabit broadband internet and transport service as well as VOIP telephone, Cloud hosting services, rack-space, customer premise network design services, and engineering and technology consulting to maximize internet and network based productivity. Numerous commercial references are available upon request.

Payment Structure

50% of NRC due at signing. Balance at project completion.

Signatures

Acceptance of proposal and SLA terms

Eastern Shore Communications

Name: Ronald van Geijn
Title: President

Date: _____
Signature: _____

CUSTOMER

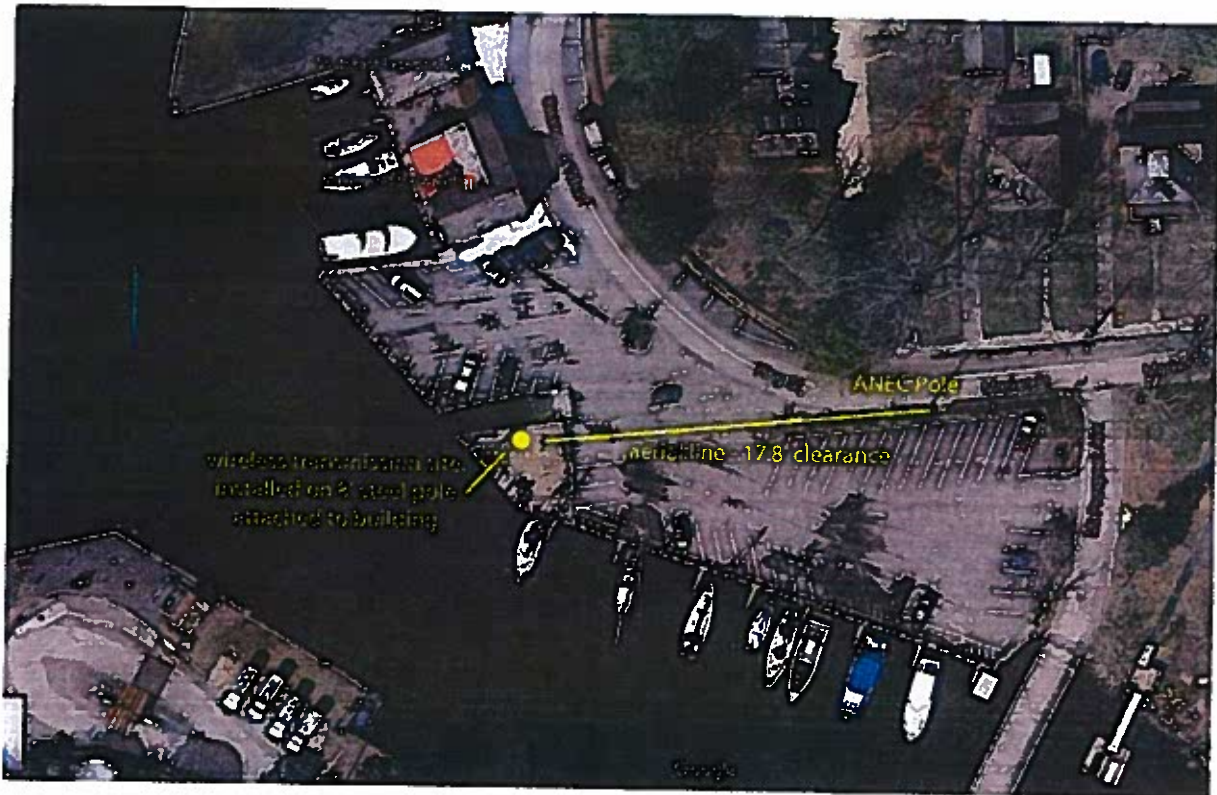
Name: _____
Title: _____
Date: _____
Signature: _____

Additional costs for installation, extending the point of demarcation, construction, inside wiring and equipment may apply. Offer does not include applicable taxes, surcharges or fees. Other restrictions may apply.
© 2014 Eastern Shore Communications, LLC. All rights reserved.

Detailed Description

Install fiber to harbor master office. Aerial Installation (fig.1) will provide clearance of 17.8' (approx.) across parking lot.

Eastern Shore Communications will pay for 5Mbps of Dedicated Internet Access to the Harbor Masters Office. Town will pay for installation of circuit. **Eastern Shore Communications will be allowed to install Fixed Wireless Antenna.**



Pricing

Standard Fiber Installation as shown in Figure above	\$700*
Monthly Recurring Fee Dedicated Internet access 5Mb/5Mb	\$0

Additional costs for installation, extending the point of demarcation, construction, inside wiring and equipment may apply. Offer does not include applicable taxes, surcharges or fees. Other restrictions may apply.

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Janet

proposal from
Kathy Casamady

Free Little Library Proposal

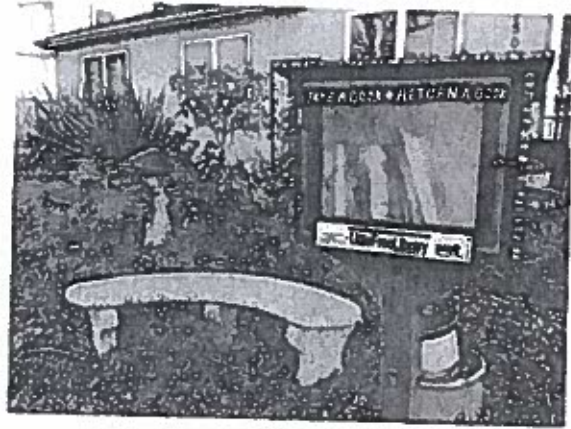
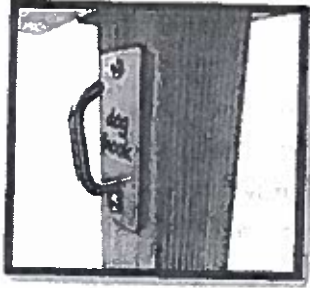
SUMMARY: I, as an individual, will pay for the materials and construction of one Free Little Library, along with the pole/post for installation and stock it with the initial supply of books. I will further take responsibility, once a location has been determined, to register it with the Free Little Library organization, provide the instructions/marketing materials that are housed within the library itself and maintain it for a minimum of three (3) years from installation.

REQUESTS:

- 1) Request support for the project from the library and/or the Friends of the Library so that it does not appear to be unsanctioned or at odds with the local library efforts.
- 2) That the location chosen is somewhere within a reasonable distance from my own residence to assist with the time and efforts to maintain the Little Library.
 - a. Options/Suggestions: Within the town of Onancock near the marina or town gazebo or perhaps somewhere on the walking path/campus of Riverside Hospital.
 - b. Rationale for those suggestions: Someplace that would have transient or visitor traffic which would extend efforts to promote local library efforts.
- 3) An Agreement with the library or the Friends of the Library that if damage from vandalism occurs to the structure such that monies are needed to repair during the initial three years, that those costs would be shared/split between myself and the library.

EXAMPLES/IDEAS:





ADDITIONAL INFORMATION/RESOURCES:

<https://littlefreelibrary.org/>

Registration process: <https://littlefreelibrary.org/registration-process/>

CONTACT INFORMATION:

Kathy Carmody
24440 Nancock Gardens Road
Onancock, VA 23417
(h) 787-7907 (w) 789-3115
Headed4theshore@gmail.com
kcarmody@co.accomack.va.us

How to install Your Little Free Library

Materials

- 8 ft - 4" x 4" post
- 2 ft - 2" x 6" piece of wood
- 6 - 2 1/2" lag screws
- 3" exterior lag screws

1. To start, you will need an 8 ft. - 4" x 4" treated post. Any kind will work, but cedar tone is our favorite.

2. Cut the post 5 ft. long.

3. With the remaining piece make side angle braces. Cut each piece 10 3/4" long and cut 45° angles on the ends.

4. Cut a platform as wide as the Little Free Library out of the 2" x 6" piece of wood.

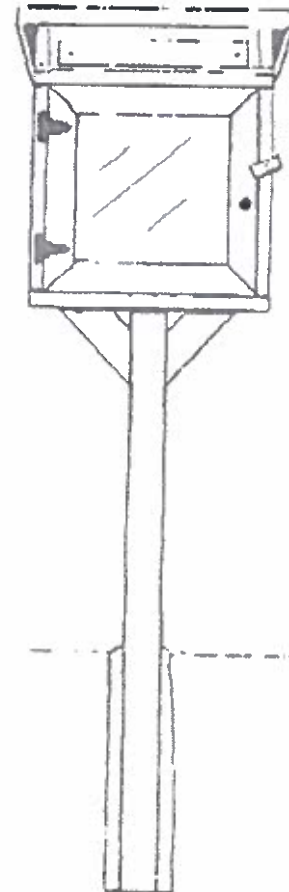
5. Mount the angled braces to the 5 ft. post with 3" exterior lag screws and then attach the 2" x 6" platform using 6- 2 1/2" lag screws. First, pre-drill a slightly smaller hole to make it easier to install the lag screw. Use 3" lag screws to enhance the holding power.

6. Dig a 24" deep hole and install the post. Make sure to use a level and tamp the dirt hard with a shovel to secure the post.

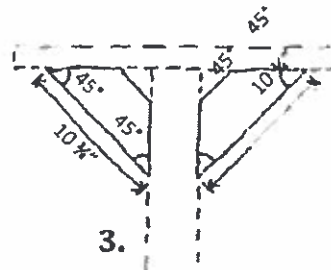
7. Drill 6 holes through the bottom of the Little Free Library. The holes need to match up with the post platform. Use the 6- 2 1/2" lag screws to attach the platform to the library.

8. You are done! Now take a picture of you and your friends by your Little Free Library and register it via our website: www.littlefreelibrary.org. Go to the contacts section to find registration.

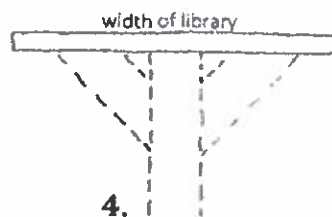
9. Build another Little Free Library. People always say, you can't just build one!



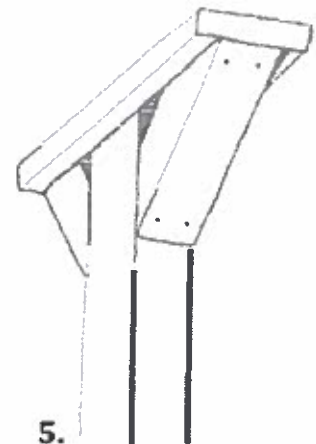
24 inches deep



3.



4.



5.

SUGGESTED MOTION: Mr. Mayor, I move to approve the partial demolition of an outbuilding at Onancock School and assume any costs associated with the demolition excluding the storage and removal of the debris.

AGENDA **TOWN COUNCIL** **March 27, 2017**

SUBJECT: Demolition of the rear portion of the shop building located behind the Onancock School.

RECOMMENDATION: Staff recommends approval of demolition and costs associated with the demolition except for storage and removal of the debris

TIMING: Current

DISCUSSION: The rear part of the shop building has been in a dilapidated condition and poses health and safety risks to the general public. The Town maintenance staff will demolish the rear of the building and the Friends of Onancock School will assume responsibility of the storage and removal of the debris.

Staff: Bill Kerbin
Town Manager

Attachment:

Copy:

**Onancock Town Council
Preliminary 10-year Evaluation and Recommendation
Friends of Onancock School
Lease Agreement Addendum**

Date: February 2017

To: Friends of Onancock School Board of Directors

From: Onancock Town Manager and Council

Introduction

Friends of Onancock School (FOS) Lease Agreement with the Town of Onancock.

Signed August 27, 2007

The lease agreement includes but is not limited to, the following;

- 40-year lease with a prepaid one-time rental charge of \$40.00, which covers the lease term.
- Town water and sewage (up to 43,100 gallons per quarter) provided by the Town at no charge.
- Hazard insurance including, fire, water and wind provided by the Town at no charge.
- By signing this lease the FOS was given full use of premises.
- By signing this lease the FOS also agreed to accomplish specific goals, outlined in Section 4(a)(b) and (c).
 - Those goals included the following 1 year, 5 year and 10 year requirements.

Before the first anniversary of this lease, the FOS shall

1. Commence stabilization of the school, including but not limited to, repair where mud incursion has occurred, and repair of the roof, columns and woodwork.
2. Develop a funding plan including grants, capital campaigns, pledge drives, cultivation events, sales, a schedule of fees and rental charges, and an implementation schedule for the funding plan.
 - a. Complete two cultivation events
 - b. Complete one major fundraising event
 - c. Rent space to at least two anchor tenants
 - d. Apply for and diligently pursue 501(c)(3) status under the IRS code

Before the fifth anniversary of this lease, the FOS shall

1. Have 50% of the available space; internal and external, in use
2. Complete two annual special events to be held on an ongoing basis
3. Have adaptive rehabilitation in progress
4. Have funding sources in place which are sufficient to pay operating expenses
5. Maintain ongoing fundraising efforts

Before the tenth anniversary of this lease (2017), the FOS shall

1. Complete the major adaptive rehabilitation projects
2. Have rents, fees and fundraising proceeds sufficient to support school activities
3. Have 75% of the available space (interior and exterior) in use
4. Have ongoing annual events

Evaluation

2017 Town Council 10-year preliminary evaluation of the FOS Board Compliance with the Lease Agreement and conditions.

1. In 2011 the FOS obtained a structural assessment of the building. This was done by the Becker and Morgan architectural firm. This assessment included high priority items that addressed building stability and safety. The FOS BOD has used this report to guide building repairs. However, there is opportunity to take another look at the engineering recommendations to identify those repairs that are still pending and to put a plan in place to address them.
2. There is a need to define the term Adaptive Rehabilitation.

**Onancock Town Council
Preliminary 10-year Evaluation and Recommendation
Friends of Onancock School
Lease Agreement Addendum**

3. The town of Onancock has not fulfilled the lease requirement that a town council member attend FOS BOD meetings.
4. Based upon the progress that the FOS have made the town of Onancock would like to offer thanks and pledge to become a more active partner in this relationship.
5. Implement fundraising strategies to support operations of school:
 - a. Develop fundraising campaign to solicit donations from school alumni, the community and supporters of school.
 - b. Investigate and pursue grants from federal, state and private funding sources.

Town Manager's Report
March 27, 2017

Community Development Projects

The Virginia Department of Housing and Community Development staff will plan to visit on March 27-29. We will tour the Northeast section, downtown and the Onancock School in order to assist with community development grant planning.

Town Audit

The accounting firm of Robinson, Farmer, Cox and Associates has completed their annual audit of the town's finances and a final report has been submitted to the Town. Our auditors did not have any significant findings and complimented the town on its internal controls.

Telephone Upgrade

The Town has received 4 proposals regarding upgrades to its telephone system. Staff is continuing to review these proposals.

Personnel Manual

Department heads and the Town Manager are finalizing a revised Personnel Manual. We plan to send a recommendation to the Personnel Committee in early April. I want to extend a thank you to Police Chief Eric Williams and Bryan Horton Wastewater Operator in Charge for their leadership on this project.

OSHA training

Maintenance staff and I attended an OSHA training on March 16 that was conducted by our insurance carrier, VMLIP. Representatives will be conducting a risk assessment on April 6 to ensure that we are in compliance with all OSHA rules.

Wharf

Wharf staff continue to prepare for the opening of the wharf including cleaning and making minor repairs. Maintenance staff has completed electrical upgrades and other repairs around the wharf. I want to extend a special thank you to Steve Johnsen for making repairs to the docks and power washing the docks. He has been a tremendous asset for wharf operations. I also want to extend a thank you to the Onancock Volunteer Fire Company for their donation of old fire hose to line the bulkhead.

Budget Preparations

We are working on preliminary figures for the FY 2018 Town budget. A budget workshop is planned for April 10, 2017 and a public hearing on the budget will be held on April 24, 2017 during the regularly scheduled Town Council meeting.

Samual Outlaw building

We have officially formed a nonprofit for the operation of the Samual Outlaw building. Gerald Boyd and I met with Dr. Mark Williams who is a blacksmith up at Furnace Town outside Snow Hill, MD. He has offered to come down to provide demonstrations once the shop is operational. A board meeting will be held sometime in late April.

ONANCOCK POLICE DEPARTMENT

Summary of Police Activities for

February 2017

Events initiated _____ 1,251

Court:

Number of times attended _____ Once

Amount of fines _____ \$1,943.00

Calls for Service-

- 5- Domestic
- 2- Disorderly Conduct
- 1- Eluding
- 3- Trespassing
- 1- DUI
- 2- Drug Violations
- 1- Missing Person

Activity Log Event Summary (Cumulative Totals)

ONANCOCK POLICE DEPARTMENT

(02/01/2017 - 02/28/2017)

<No Event Type Specified>	3	102. Verbal Warning	62
11. Assist Another Onancock Police Officer	3	107. BUSINESS- Assist	7
114. TRAINING	1	113. Domestic (verbal only)	5
12. Assist Fire and Rescue	4	117. Fail To Secure A Child Under 4 YOA	1
13. Assist Motorist	3	128. Mental Health Problems	2
142. SPECIAL PATROL AREA	703	132. Wharf Check	89
148. Welfare Check	2	145. ISSUED NOTICE OF SUSPENSION	3
150. HEADLIGHTS- Driver failed to dim	1	15. Assist State Police	1
2. Alarm Activation	7	18. Assisted Onley Police Department	14
23. BUSINESS- Found Open After Hours	2	22. BUSINESS- Check	158
25. CITIZEN- Complaiht	5	24. CITIZEN- Assist	3
29. Defective Equipment	4	27. Court	1
38. Fail To Stop For Stop Sign	2	34. Driving under the Influence	1
45. Hang-Up 911 call	1	41. Found Property	1
54. Missing Person	1	49. REGISTRATION- improper	1
60. No or Expired Inspection Sticker	19	56. No Front Tag Displayed	1
62. REGISTATION- none or expired	1	61. DRIVER LICENSE- none or explred	5
68. Parking Ticket	2	63. No or Expired Town Sticker	4
71. Possession of Marijuana	1	69. Pass On Yellow Line(s)	1
78. Refuse blood or breath test	1	77. Reckless Driving Speeding	1
82. Seat Belt	11	80. Residence Check	109
88. Speeding 10-19 MPH over Limit	14	84. Served Trespass Notice	1
9. Assist ACSD	5	89. Speeding 20 and above Limit	3
94. SUSPICIOUS- Vehicle	1	91. DRIVER LICENSE- suspended or revoked	6
		96. Tinted Windows	3

Total Number Of Events: 1,285