

Town of Onancock  
Town Council Meeting  
March 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 Catherine Krause, T. Lee Byrd, Ray Burger, Joshua Bundick and Fletcher Fosque were present. Councilmember Robert Bloxom 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 Minutes of February 27, 2017:

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

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

Public Business:

- a. Eastern Shore Communications Proposal to Extend Fiber Optic to the Wharf, Mr. William Kerbin: Mr. Brian Manly, Eastern Shore Communications, spoke to council about the proposal to bring fiber to the town wharf. Eastern Shore Communications is asking that the town pay the \$700.00 installation fee and in turn Eastern Shore Communications would provide the monthly service to the wharf for free. Eastern Shore Communications would place an antenna on the top of the marina so that they could bring wireless access to additional customers that currently cannot get broadband because they are not in range.

Councilmember Byrd asked Mr. Manly how long Eastern Shore Communications will pay for the monthly wireless fee for the town. Mr. Manly stated that the term is usually five years but he was unsure if that date specific clause was in the agreement proposed to council.

Councilmember Fosque asked if 18-feet would be enough clearance for sailboats being pulled out of the water with their masts up. Councilmember Byrd stated that the plan is to put markings on the line so that boaters are aware of its existence.

Mr. Manly shared that the marina will be directly connected to the fiber through an Ethernet cable.

Councilmember Burger asked how far the signal will reach once it's on the Harbormaster Shack. Mr. Manly explained that the signal will only reach a few blocks. Part of the problem is that the Harbormaster Shack is in a lower lying area. Mr. Manly stated that some customers are allowing Eastern Shore Communications to place a repeater on their homes to help extend services to those that are not already in the line of sight of the wireless signal.

Councilmember Bundick asked what the cost of direct fiber costs monthly. Mr. Manly shared that a dedicated line of five megs is \$360.00 a month. Councilmember Bundick stated that the town would get its return on the cost of the installation quickly.

Councilmember Bundick also asked what other purchases the town would need once the fiber line was installed. Mayor Jones explained that they already have the repeater and extender at the wharf so once the cable is installed the wharf will be fully functional for extending the internet service to the transient boaters.

*Councilmember Byrd made a motion to approve the contract with Eastern Shore Communication and approves the \$700.00 expenditure for the cost of the installation. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.*

- b. Free Little Library Proposal, Ms. Kathy Carmody and Mrs. Janet Rochester: Ms. Kathy Carmody, Nancock Gardens, asked council to consider granting permission for her to place a Free Little Library on town property. Ms. Carmody explained that this idea began in Wisconsin about ten years ago. The idea is to take a book, leave a book. The Free Little Library receptacle can be anything such as an old refrigerator but the one she has selected looks like a large bird feeder. Ms. Carmody explained that she will purchase the materials for the construction of the Free Little Library as well as do the initial stocking of the books. She also agrees to be the library steward for a minimum of three years. Mr. Carmody asked council to designate a place on town property for the receptacle. She also asked council to register the location of the Free Little Library. Ms. Carmody has the support of the Friends of the Library who have also agreed to repair damages to the structure if vandalized over the next three years.

Mayor Jones asked what type of foot traffic the receptacle attracts. Ms. Carmody stated these receptacles get a lot of regular foot traffic as well as visitors to the area. Visitors will be able to locate the receptacle once it is registered nationally.

Mayor Jones asked what Ms. Carmody preference would be for a site for the receptacle. Ms. Carmody explained that she is open to wherever council would like it although she would prefer that it be in a visible area. Mayor Jones suggested Custis Park.

Councilmember Byrd suggested the town wharf by the gas tank so that boaters would have easy access to it.

Councilmember Krause stated that she would prefer to see it in the downtown area where there is more foot traffic. Councilmember Krause then asked how many books the receptacle can hold. Ms. Carmody shared that it holds 25-35 books, depending on the size.

*Councilmember Bundick made a motion to approve Ms. Carmody's proposal and that the Free Little Library be placed at Custis Park. Councilmember Fosque seconded the motion. The motion passed by unanimous voice vote.*

Ms. Carmody thanked council and shared that her goal was to have it up by May 15, 2017.

- c. Partial Demolition of the Accessory Structure at the Old Onancock School, Mr. William Kerbin: Mr. Kerbin explained that this discussion began at last month's council meeting. Mr. Kerbin is looking for council to formalize this process since there is a general concern about the condition of the building and the safety hazard it poses. The Friends of Onancock School has asked the town to assist with the demolition of this building. The Friends of Onancock School will pay for the dumpster and the tipping fee and the town will pay for the demolition. Mr. Kerbin shared that the cost to the town will be around \$3,000.00.

*Councilmember Krause made a motion to approve the partial demolition of an outbuilding at the Onancock School and assume any costs associated with the demolition excluding the storage and removal of the debris.*

Councilmember Bundick asked what the town's expectations are regarding the possible finding of asbestos and lead paint in the building. The town needs to be aware of the potential of hazardous waste. Councilmember Bundick asked that Mr. Kerbin get a consultant to survey the situation before the town begins the demolition.

Mrs. Karen Splawn, Friends of Onancock School, shared that the floor is concrete, there is no insulation, and the pipes are not wrapped it is unlikely that there is asbestos in the building.

*Councilmember Krause resubmitted her motion with an amendment stating that the town will demolish the building after the asbestos inspection is completed. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.*

- d. Onancock School Lease Addendum, Mr. William Kerbin: Mr. Kerbin explained that the lease addendum in council's packet was also discussed at the last council meeting. Council's consensus was that the Friends of Onancock School met most of their ten-year benchmarks and therefore the town will continue with the existing lease as planned.

Councilmember Fosque asked if the Friends of Onancock School will update council soon on their corrective measures outlined in the engineering report. Mrs. Carol Tunstall, Friends of Onancock School, stated that they are still working on the items outlined in that report.

Councilmember Byrd stated that the Friends of Onancock School has done a great job to date with keeping up with the maintenance of the building.

Mrs. Karen Splawn, Friends of Onancock School, asked council if they can finally move forward with the school and stop worrying about ten-year benchmarks, asking should she go home or stay and continue the corrective actions. Does council plan on taking the school back from the Friends of Onancock School Board? Mrs. Splawn shared her concern over a threatening letter that was received from council about the prospect of council voiding the lease.

Councilmember Krause explained that there had been a lack of communication and knowledge until recently. Council had been unaware of the engineering and structural assessment the building underwent. Councilmember Krause explained that any misconceptions council had

about the Friends of Onancock School Board's lack of maintaining the lease's benchmarks have been dispelled.

Mayor Jones addressed Mrs. Splawn's concern about the town taking the building back, stating that has never been the goal of council. Mayor Jones did, however, express his concerns about the longevity of the building without a major renovation.

Councilmember Burger asked council to give a verbal acknowledgement to the Friends of Onancock School Board, stating that they are satisfied with the benchmarks and wish to continue the lease.

Mrs. Carol Tunstall, Friends of Onancock School Board, stated that she is comfortable with council's verbal acknowledgement of the benchmarks being met.

Mr. Kent Sudman, Meadville Drive, suggested that the record reflect council's agreement with the continuation of the lease even though not all the benchmarks were completed.

Mayor Jones asked all members if they agreed. All councilmembers verbally stated their agreement to continue the lease and that all requirements have been satisfied.

Mayor Jones again stressed his concerns about the continual deterioration of the building.

Public Comment:

Ms. Joani Donohoe, Tree Board Member, wanted to remind council of all the hard work the Tree Board does for the town, sharing that it takes about \$1,500.00 to keep up with the maintenance and care of one large tree in town. Ms. Donohoe explained that while \$1,500.00 a tree sounds expensive it is cheaper than removing a dead tree. Ms. Donohoe shared that she is mentioning this since it is almost time for council to set the budget for the upcoming fiscal year.

Mayor Jones asked Ms. Donohoe if there were any more plans from Chairman Bill Burnham on updating the Tree Board's mission. Mayor Jones shared that Mr. Burnham mentioned getting the Tree Board out of the town landscaping business. Ms. Donohoe stated that nothing has been discussed since before the Board's winter break.

Planning Commission Report:

Councilmember Fosque shared with council that the Planning Commission is working on updating the town's Comprehensive Plan. They are in the process of reviewing the individual sections. Councilmember Fosque explained that this will be a lengthy process and that council should not expect a revision for a few months.

Councilmember Fosque also shared that the Planning Commission also discussed the idea of special use permits for businesses and the idea of how the approved permits should stay with the property and not the owner. Councilmember Fosque explained that after further consideration he believes that the permit should stay with the property since it would make resale of the property more appealing to prospective business owners. Mayor Jones suggested that they may want to amend the special use permits they approved at the last council meeting since those permits are now affixed to the owners and not the property.

Waterfront Committee Report:

No meeting.

Personnel Committee Report:

No meeting.

Holiday Committee Report:

No meeting.

Mayor's Report:

No report.

Town Manager's Report:

Town Manager William Kerbin shared with council the following:

- The Virginia Department of Housing and Community Development staff will be visiting the Northeast and downtown sections of town as well as the Old Onancock High School within the next few weeks. They will be able to assist town staff with future community development grant planning for those areas.
- The accounting firm of Robinson, Farmer, Cox and Associates has completed the town's FY16 audit. Not significant issues were uncovered and the town's staff was complimented on its internal controls.
- Town staff is currently reviewing four proposals for a phone system upgrade in town hall.
- The town manager and department heads have been diligently working on the revision of the personnel manual which will be shared with the personnel committee in the beginning of April. Special thanks to Chief Eric Williams and Mr. Bryan Horton, Operator-In-Charge for their hard work on the rewrite.
- The town manager and maintenance staff attended a OSHA training held by the Virginia Municipal League (VML) to review safety standards and compliance issues. VML representatives are scheduled to conduct a risk assessment of the town on April 6, 2017.
- Wharf staff are diligently preparing the marina for the beginning of the 2017 boating season. Special thanks to Mr. and Mrs. Johnsen for their assistance with the preparation work. Mr. Kerbin also thanked the Onancock Volunteer Fire Department for their donation of an old fire hose to line the bulkhead.
- Town staff is currently working on preliminary figures for the FY18 budget. A budget workshop has been scheduled for April 10, 2017 and the public hearing on the budget is scheduled for the April 24, 2017 regularly scheduled council meeting.
- The Samuel Outlaw Building now has the official designation of being a 501(c)(3). Mr. Gerald Boyd and Mr. Kerbin met with Dr. Mark Williams who is a blacksmith from Furnace Town who has offered to do a demonstration once the building is opened back up. The non-profits first board meeting will be held in late April.
- Finally, vehicle decals are on sale and due on vehicles no later than April 15, 2017.


Closed Session, if needed:

None.

Adjourn:

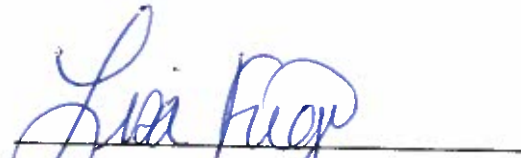
Councilmember Bundick mentioned that VML Regional Supper is going to be this April at Mallard's at the Wharf and that it would be nice if council had a group together to represent Onancock.

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



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Russell Jones, Mayor



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Lisa Fiege, Deputy Clerk