

I. POLICE SUPERVISOR

GENERAL RESPONSIBILITIES:

Reports to the Chief of Police. Directs and coordinates activities of members of police force assigned to by performing the following duties.

TYPICAL WORK EXAMPLES:

- Explains general orders, special messages, and decisions of Police Chief to subordinates.
- At the direction or in the absence of a higher-ranking supervisor assigns department members to designated posts.
- Informs subordinate department members of command changes in regulations and policies, implications of new or amended laws, and new techniques of police work.
- Submits report on condition of the department including personnel, patrol activities, ongoing investigations, the station itself, vehicles, and equipment to the Chief of Police.
- As directed by the Chief of Police, investigates and reports findings in charges of inefficiency or neglect of duty against department members.
Investigates charges filed against private citizens by complaints and confers with Chief of Police before issuing arrest orders.

SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees, planning, assigning and directing work, appraising performance, addressing complaints and resolving problems.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Police Supervisor must perform all duties as a police officer in addition to this position.

EDUCATION, EXPERIENCE, CERTIFICATES, and LICENCE:

- High School diploma or general education degree (GED).
- Virginia driver's license.
- Virginia Law Enforcement certification with the Virginia Department of Criminal Justice Services.
- Minimum of four years' experience as a Certified Law Enforcement Officer
- Must meet the minimum department training standards.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES:

Through knowledge of the rules and regulations of the Onancock Police Department; through knowledge of modern police methods and procedures; through knowledge of the geography of the Town of Onancock; ability to understand and carry out oral and written instruction; ability to deal firmly and tactfully with other employees and the public.

J. POLICE OFFICER

GENERAL RESPONSIBILITY:

A Police Officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. Reports to the Chief of Police. A Police Officer shall:

- Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- Aid people who are in danger of physical harm.
- Facilitate the movement of vehicular and pedestrian traffic.
- Identify problems that are potentially serious law enforcement or administrative issues.
- Create and maintain a feeling of security in the community.
- Promote and preserve the peace.
- Provide other emergency services.
- The Police Officer position is non-supervisory. Police Officer duties are performed on an assigned shift under the general guidance of the Chief of Police.

GENERAL DUTIES AND RESPONSIBILITIES:

- Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate orders.
- Coordinate efforts with those of other members of the department so that teamwork will ensure continuity of purpose and achievement of police objectives.
- Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of law enforcement objectives.
- Respond punctually to all assignments.
- Review the watch to watch log of events since the last tour of duty to ensure efficient & effective continuity of operations.
- Record activity during tour of duty in the manner prescribed by proper authority.
- Maintain weapons and equipment in a functional condition.
- Assist citizens requesting assistance or information. Courteously explains any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
- Be accountable for the securing, receipt and proper transporting of all evidence and property coming into custody.
- Answer questions asked by the general public, advise citizens or refer them to persons or agencies where they can obtain further assistance.
- Preserve the peace at public gatherings or in neighborhood or family settings.
- Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately.
- Confer with court prosecutors and testify in court.
- Cooperate with other law enforcement agencies within the county jurisdiction.
- Conduct a thorough investigation of all offenses and incidents within the local jurisdiction. Collect evidence and record data which will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.

- Be alert to the development of conditions tending to cause crime or that are indicative of criminal activity. Take preventive action to correct such conditions, and inform superiors as soon as the situation permits.
- When and as directed by the Chief of Police, conduct foot patrols in the downtown business area to enhance police presence and promote community relations.
- Respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render basic first aid to persons needing police services.
- Remain on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence, or the dispatcher has issued authorization for a temporary absence.
- Patrol area giving particular attention to and frequently rechecking locations where the crime hazard potential is high. In so far as possible, a Police Officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and back track in order to be at the location when least expected.
- Be alert for all nuisances, impediments, obstructions, or conditions that might endanger or hinder the safety, health or convenience of the public.
- Perform such other duties as may be assigned by the Chief of Police.
- Concerning a patrol vehicle:
 - A. Ensure that it is well maintained mechanically and clean both inside and out.
 - B. Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Direct and expedite the flow of traffic at assigned intersections keeping in mind the duty as a traffic officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic. Wear the prescribed traffic safety clothing and equipment.
- Enforce parking ordinances and motor vehicle laws in the patrol areas.
- Be alert for traffic safety conditions which may endanger or inconvenience the public and report such conditions to the Chief of Police or Town Manager.
- Respond immediately when called from a traffic post to render emergency police service. Notify the Chief of Police or Town Manager at the earliest possible opportunity.

KNOWLEDGE, SKILLS AND ABILITIES: Demonstrated ability to communicate with adolescents ability to deal effectively with adolescents and adults; knowledge of police investigative techniques and techniques of identification, general rules of evidence, and laws of search and seizure; ability to analyze evidence; ability to question and interview skillfully, ability to organize and prepare clear and concise oral and written reports; skill in the use of firearms; possession of physical ability and endurance; skill as a public speaker; ability to establish effective working relationships with all community citizens.

EDUCATION, EXPERIENCE, CERTIFICATES, and LICENCE:

- High School diploma or general education degree (GED).
- Virginia driver's license.
- Must have or obtain within one year of employment, Virginia Law Enforcement certification with the Virginia Department of Criminal Justice Services.

- **Must meet the minimum department training standards.**

K. HARBORMASTER

GENERAL DESCRIPTION OF WORK:

Provides the full range of support services to both transient and permanent boaters, maintains timely and accurate data on all aspects of marina operations, monitors and maintains all marina facilities and equipment in good operating condition, and develops and prioritizes recommendations for near and long term facility improvements. This position is responsible for Part Time Assistant Harbormasters and Dock Attendants. The Harbormaster reports to the Town Manager.

TYPICAL TASKS:

- Maintain continuous daily staffing at the Harbormaster facility during the following seasonal periods:
 - April/May: 8:00AM - 5:00PM
 - June/August: 8:00AM - 7:00PM
 - September/October: 8:00AM - 5:00PM
(or as may be adjusted by town policy)
- Provide an On-Call phone watch for emergencies. Post the On-Call Watch number externally at the Harbormaster facility and provide copies to both the Town Manager's Office and the Waterfront Committee.
- Promotes a favorable public image of the Town of Onancock.
- Provides a high standard of customer service to boaters.
- Through daily inspection, ensure the Town Wharf Marina facilities are maintained in safe, reliable, and clean operating condition. Special attention is required to ensure the restrooms and showers are operated & maintained in a safe and clean condition.
- Perform routine maintenance of the facility (painting, minor plumbing repairs, etc.). Ensure prompt repair action is initiated on inoperable support equipment beyond the repair capability of assigned personnel.
- Greet arriving boaters and assist as necessary in safely berthing their vessel during normal working hours. Maintain daily contact with visiting boaters to ensure their requirements are responsively addressed.
- Maintain awareness of ongoing events in the Town of Onancock in order to be able to direct visitors to appropriate town activities, businesses and services.
- Provide welcome materials, as supplied, to visiting boaters.
- Provide a Customer Survey form on vessel arrival and collect the form from the vessel operator on vessel departure. Maintain the forms for a 2-year period. Use the Customer Survey form as input to the near and long term desired enhancements to the marina.
- Maintain a responsive VHF communications guard with arriving boaters. All calls will be answered in a timely fashion.
- Maintain an up to date reservation system that will allow accurate slip occupancy projections by vessel length/beam/draft.
- Maintain accurate records on marina slip occupancy updated on a daily basis. Required information includes: date, boat name, slip assignment, length overall (LOA), beam, draft, type vessel, owner name/address, number of personnel embarked, fee paid for the slip-on departure.

- Maintain receipts of all income and expenses.
- Performs and collects receipts for fueling operations.
- Ensure ramp usage fees are collected from non-exempt users. Maintain a record of ramp usage fees by vehicle registration.
- Maintain a Harbormaster Log of daily events.
- Provide a Monthly Report to the Town Manager using the supplied report format highlighting marina usage data, fees collected, operating expenses, and key events in the previous month period.
- Supervise and schedule Part Time Assistant Harbormasters to ensure the required duties above are carried out in a uniform standard with a focus on customer service excellence.
- Develop a training program for Part Time employees to ensure uniform standards of performance are maintained.
- Performs other duties as assigned by Town Manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to interact effectively and professionally with a variety of people.
- A thorough understanding of all aspects of marina operations to include the operation of both sail and powered vessels.
- Ability to carry out the work examples cited above including the safe operation of all installed equipment.
- Ability to physically perform manual work associated with marina operations under varying weather conditions.
- Demonstrated management skills necessary to effectively supervise subordinate personnel.
- Computer skills necessary to ensure required marina operations data is properly recorded and saved for reporting purposes.
- Familiarity with basic marine weather phenomena including wind, tide, and current factors affecting safe operations.
- Proficiency in VHF voice radio procedures
- Ability to follow oral and written instructions.

EDUCATION AND EXPERIENCE:

A completed high school education or GED equivalent. A minimum of three years of boating experience in either sail or power vessels and completion of a U.S. Coast Guard approved Safe Boating Course. A minimum of three years of supervisory experience. Must possess a valid Motor Vehicle Operator's License.

XVIII. REVISED SECTIONS

PERSONNEL POLICIES RECEIPT ACKNOWLEDGMENT

To be signed by the employee to indicate he/she will abide by the Personnel Policy Manual and understands its effect:

I understand it is my responsibility to read, familiarize myself with the policies, and understand the matters set forth in the most current version of the Town of Onancock Personnel Policy Manual (hereinafter, "Manual").

This Manual supersedes all prior policies as to subjects addressed in the manual and all representations, oral or written. In the event of a contradiction between this Manual and the representation of a supervisor, the terms of this manual will govern.

I understand that no statement contained in this Manual creates any guarantee of continued employment or creates any obligation, contractual or otherwise, on the part of the Town of Onancock.

I understand and acknowledge that the Town of Onancock has the right, without prior notice, to modify, amend, or terminate policies, practices, benefit plans, and other institutional programs within the limits and requirements imposed by law.

[Signature]: _____

Name (printed): _____

Dated: _____

**PUBLIC HEARING
TOWN COUNCIL
TOWN OF ONANCOCK, VA
MAY 22, 2017**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday May 22, 2017 at 7:00 p.m., in the Town Council Chambers located at 15 North Street, Onancock, VA 23417, to consider two (2) special use permit application amendments and adopt several new ordinances:

Special Use Permit applications – SUP 03:16

An amendment to change a condition for a special use permit application granted to Edwin and Rori Butterfield to convert a second story into two (2) separate rental apartments at 49 King Street in the Town of Onancock.

An amendment to change a condition for a special use permit application granted to Eastern Shore Enterprises, LLC requesting to convert a second story into one (1) apartment located at the corner of Market Street in the Town of Onancock.

Changes to ordinances related to the adoption of the FY 2018 budget:

Sec 13-22 Penalty

Any person who purchases a town license past the due date shall be charged a late penalty of \$10.00 per decal.

Sec 21- 45 Amendment to Water and Sewer Ordinance

7. No service involuntarily disconnected shall be reconnected without the payment of all delinquent bills plus a \$50.00 reconnection fee.

8. A new customer of a sewer and water account will be charged an account set up fee of \$30.00.

Sec 21-43 Water and Sewer Service – Delinquent Accounts

The Town will not provide either new water or sewer service to any property owner who has an existing delinquent water or sewer account with the Town. The property owner must pay off all existing water or sewer debt prior to receiving any new service.

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, or at the work address above.

TO: Eastern Shore Post

Advertise on the following date: May 12, 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 additions to the following additions to ordinances related to the adoption of the FY 2018 budget and to add these ordinances to the Town of Onancock Code:

Sec 13-22 Penalty

Any person who purchases a town license past the due date shall be charged a late penalty of \$10.00 per vehicle.

Sec 21- 45 Amendment to Water and Sewer Ordinance

7. No service involuntarily disconnected shall be reconnected without the payment of delinquent bills plus a \$50.00 reconnection fee.

8. A new customer of a sewer and water account will be charged a fee of \$30.00.

AGENDA TOWN COUNCIL May 22, 2017

SUBJECT: Adoption of additions to ordinances related to the adoption of the FY 2018 budget

RECOMMENDATION: Staff recommends approval of the additions to the ordinances

TIMING: Current

DISCUSSION: The proposed additions are related to changes to fees for the FY 2018 budget.

Staff: Bill Kerbin
Town Manager

Attachment:

Copy:

SUGGESTED MOTION: Mr. Mayor, I move to adopt the following ordinance that addresses a property owner who is requesting new water or sewer service and has a delinquent water or sewer account:

Sec 21-43 Water and Sewer Service – Delinquent Accounts

The Town will not provide either new water or sewer service to any property owner who has an existing delinquent water or sewer account with the Town. The property owner must pay off all existing water or sewer debt prior to receiving any new service.

AGENDA **TOWN COUNCIL** **May 22, 2017**

SUBJECT: Adoption of Water and Sewer Service ordinance

RECOMMENDATION: Staff recommends approval of the ordinance

TIMING: Current

DISCUSSION: This ordinance would require a property owner to pay off all existing sewer or water delinquent accounts prior to receiving either new sewer or water service. The Town adopted a policy that requires a landlord and a new tenant to enter into an agreement that would hold the landlord responsible for the water or sewer bill if the tenant does not pay the owed amount.

Staff: Bill Kerbin
Town Manager

Attachment:

Copy:

SUGGESTED MOTION: Mr. Mayor, I move to amend special use application #02:17 to change the condition that the special use permit runs with the owner to the special use permit runs with the property.

AGENDA **TOWN COUNCIL** **May 22, 2017**

SUBJECT: Adoption of an amendment to special use permit application #02:17

RECOMMENDATION: Staff recommends approval of the amendment

TIMING: Current

DISCUSSION: At the February 27, 2017 Town Council meeting, a special use permit application was granted to Dan and Julie Phillips to convert the second story into one (1) apartments for 51 Market Street. The Town Council approval included a condition that the special use permit would run with the owner and not the property. Based on a review of past special use permit applications in the B-1 zoning district, the special use permit ran with the property and not the owner.

Staff: Bill Kerbin
Town Manager

Attachment: Special Use Permit Application
Staff Report

Copy:

TOWN OF ONANCOCK

15 NORTH STREET
ONANCOCK, VIRGINIA 23417

PAID
FEB 09 2017

SPECIAL USE PERMIT APPLICATION

BY: UF C#1002

Applicant's Name: Eastern Shore Enterprises, LLC
Address: 2453 Sand Hill Dr, Cape Charles, VA 23310
Telephone: 757-236-4850 Date: 2/6/17

Location & Legal Description of Property Proposed: see attached "Exhibit A"

Tax Map Number: 085A2000005800

Instrument Number: 200904282

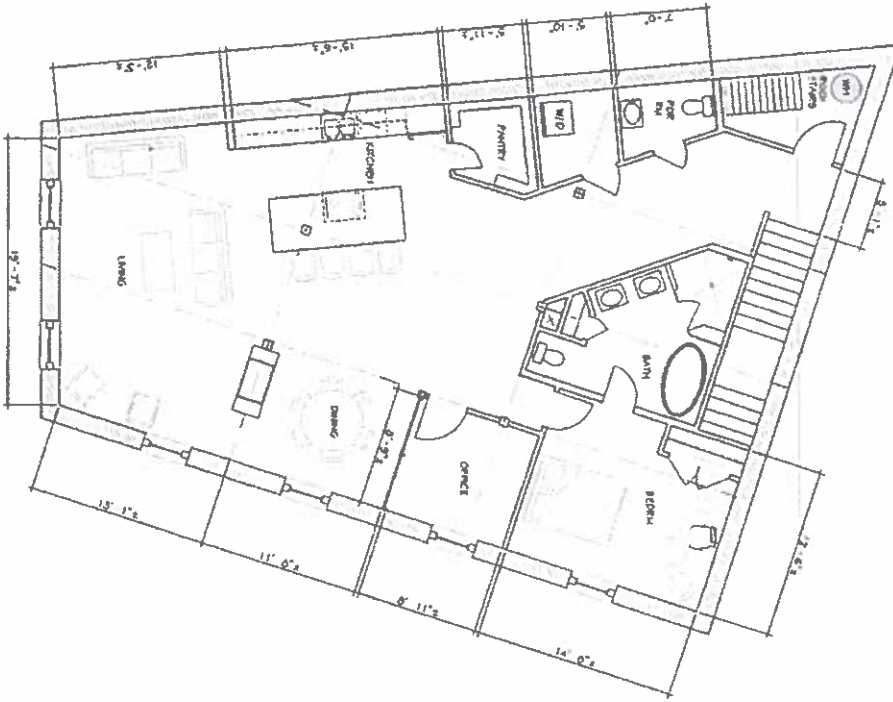
Brick Store
Market & North St. (51 Market Street)

Parcel Number: 085A2A000005800

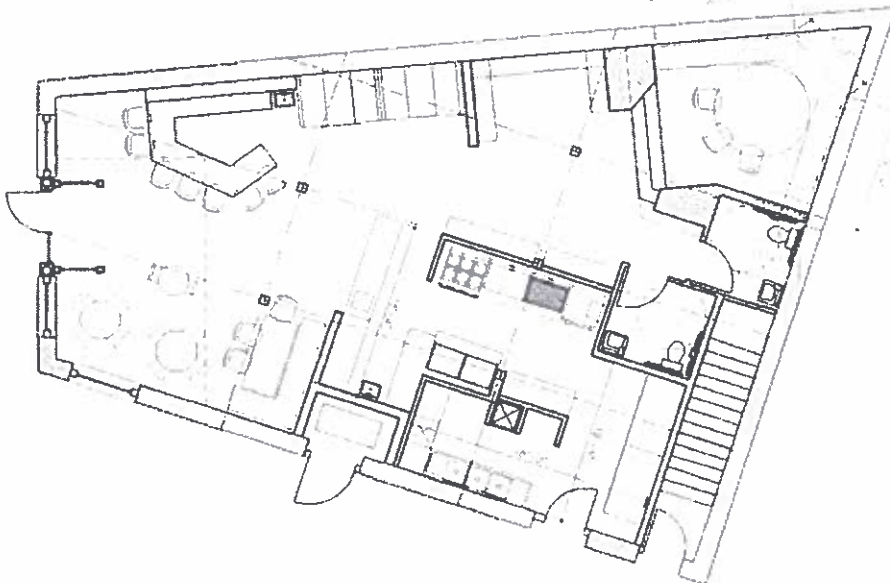
Zoning Classification: Commercial

Description of Proposed Use: Building will be renovated
to house a 30 seat restaurant (including
~ 7 seat wine & beer bar) on the first floor.
Second floor will be owner/operator apartment
(1 bedroom). Owners are Dan and Julie
Phillips - Principals of Eastern Shore
Enterprises, LLC.

SECOND FLOOR PLAN - NEW WORK



FIRST FLOOR PLAN - NEW WORK



A-11 <small>DATE: 11/17/17</small>	LEADLE ARCHITECTS <small>1000 N. MARKET STREET, SUITE 200, ANNE ARBOR, MI 48106</small>	ALTERATION TO 51 MARKET STREET		<small>PROJECT NO:</small> 100-05	<small>DATE:</small> 20 04 2017	<table border="1"> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	DESCRIPTION	DATE										<table border="1"> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>								
		NO.	DESCRIPTION				DATE																				
<small>OWNER:</small> ONANCOCK, VIRGINIA		FIRST AND SECOND FLOOR PLANS		<small>PROJECT:</small> 100-05																							

PROCESS FRONT 1.51.17

EXHIBIT A

All that certain lot or parcel of land situate in the Town of Onancock, Accomack County, Virginia, containing forty-one thousandths of an acre (0.041 A) and described as follows: Beginning at the corner of North and Market Streets in said Town and thence running North 27° 20' East along the West side of said North Street a distance of fifty-five feet ten inches (55 ft. 10 in.); thence North 63.25° W a distance of forty-four feet two and one-half inches (44 ft. 2 ½ in.); thence running S 4° West a distance of sixty-five feet eight inches (65 ft. 8 in.) to the North side of Market Street; and thence running South 78.5° East along the North side of Market Street a distance of eighteen feet five and three-quarter inches (18 ft. 5 ¼ in.) to the point of beginning.

BEING the same lot or parcel of land conveyed to the Grantor by deed from Hazel K. Wise, by John R. Wise, et als, her attorneys in-fact, dated September 26, 2009, and recorded in the Clerk's Office for the Circuit Court of Accomack County, Virginia, as Instrument #200904292.

This document was prepared by:
JOHN P. CUSTIS, who is a member of the
VIRGINIA STATE BAR, #77861
Accomac, Virginia 23301-0577

4

INSTRUMENT #160004187
RECORDED IN THE CLERK'S OFFICE OF
ACCOMACK COUNTY ON
OCTOBER 24, 2016 AT 12:56PM
\$100.00 GRANTOR TAX WAS PAID AS
REQUIRED BY SEC 58.1-802 OF THE VA. CODE
STATE: \$50.00 LOCAL: \$50.00

SAMUEL H. COOPER, CLERK
RECORDED BY: NJR

SUGGESTED MOTION: Mr. Mayor, I move to amend special use application #01:17 to change the condition that the special use permit runs with the owner to the special use permit runs with the property.

AGENDA **TOWN COUNCIL** **May 22, 2017**

SUBJECT: Adoption of an amendment to special use permit application #01:17

RECOMMENDATION: Staff recommends approval of the amendment

TIMING: Current

DISCUSSION: At the February 27, 2017 Town Council meeting, a special use permit application was granted to Edwin and Rori Butterfield to convert the second story into separate apartments. The Town Council approval included a condition that the special use permit would run with the owner and not the property. Based on a review of past special use permit applications in the B-1 zoning district, the special use permit generally ran with the property.

Staff: Bill Kerbin
Town Manager

Attachment:

Copy:

TOWN OF ONANCOCK

15 NORTH STREET
ONANCOCK, VIRGINIA 23417

SPECIAL USE PERMIT APPLICATION

Applicant's Name: Edwin Butterfield & Rori Butterfield

Address: PO Box 17, Montauk, NY 11954

Telephone: 631-668-0006

Date: January 27, 2017



BY: JECKE 3089

Location & Legal Description of Property Proposed: 49 King Street, Onancock, VA.

All that certain tract or parcel of land situate at the intersection of the northeaster side of North Street in the Town of Onancock, in Lee Magisterial District, Accomack County, Virginia, and formerly known as the "Glick Storehouse." Said tract or parcel is bounded as follows: On the Northeast, by the land of the Town of Onancock; on the Southeast, by North Street; on the Southwest, by King Street; and on the Northwest by the land of the Town of Onancock

Parcel Number: 085-A2-A0-00-0024-00 and 085-A2-A0-00-0025-00

Zoning Classification: _____

Description of Proposed Use: convert second story into two separate rental apartments. See annexed plans. Douglas Small is authorized to take any and all actions and necessary and proper to further this application.

Dated: Montauk, New York

January 27, 2017

085A2A000002400

085A2A000002500

(757) 787-3363
Phone

(757) 787-3309
Fax

www.onancock.com
Website

**Accomack Community Band
PO Box 135
Accomac, VA 23301**



April 18, 2017

Onancock Mayor and Town Council

15 North Street

Onancock, VA 23417

Honorable Mayor Jones

Honorable Council Members

The Accomack Community Band currently located in the Onancock School building would like to inform the Council of our intention to not have a Haunted House at the school this year. The event has become a very successful fundraiser for the band and for the school and it is after much deliberation that we have decided not to hold the event this year. The toll on our members over the past couple of years in terms of time and effort has been huge and our membership and participation numbers have not grown to keep up with the number of workers needed to host the event. The membership of the band has decided to take this year off and carefully examine the cost in terms of time and money invested and decide whether our time would be better spent pursuing another fundraising activity.

We truly thank the Council for their past support and encouragement over the past five years and hope that we may have the privilege of working with the town in the future. If there are any questions or concerns please feel free to contact me at your convenience.

Sincerely,

R. Wayne Dize

President Accomack Community Band

RECEIVED
APR 21 2017
TOWN OF ONANCOCK

Article XI. Collections Policy for Delinquent taxes and fees

§9-40. Authority to create and publish delinquent taxpayer lists.

Pursuant to §58.1-3921 to the Virginia Code of Taxation, the town manager, after ascertaining which of the taxes and levies assessed at any time in his town have not been collected, shall within sixty days of the end of the fiscal year, make out lists as follows:

1. A list of real estate on the commissioner's land book improperly placed thereon or not ascertainable, with the amount of taxes charged thereon.
2. A list of other real estate which has become delinquent due to nonpayment of the taxes hereon. This list shall not include any taxes listed under subdivision 4 or 5 of this section.
3. A list of taxes that were assessed on tangible personal property, machinery and tools and tangible business property, other than real estate, which has become delinquent due to nonpayment. This list shall not include any taxes listed under subdivision 4, 5, or 6 of this subsection.
4. A list of uncollected taxes amounting to less than twenty dollars each.
5. A list of uncollected balances previously billed taxes amounting to less than twenty dollars each as to which the town manager has decided that the costs of collecting such balances would exceed the amount recoverable, provided that the town manager shall not include on such list any balance with respect to which he has reason to believe that the taxpayer has purposely paid less than the amount due and owing.
6. A list of uncollected balances of previously billed tangible personal property taxes on vehicles that (i) were owned by taxpayers, now deceased, upon whose estates no qualification has been made, or (ii) were transferred to bona fide purchasers for value pursuant to §46.2-632, 46.2-633, or 46.2-634 without knowledge, on the part of the persons so transferring, of the unpaid taxes.

Notwithstanding any other provision of this title, no tax or levy which has been discharged or otherwise rendered legally uncollectable as to a taxpayer liable upon it in a proceeding under the United States Bankruptcy Code (Title 11 of the United States Code) shall be considered delinquent with respect to that taxpayer on and after the date of such obligation is discharged or otherwise rendered legally uncollectable, and the town manager shall not include any such discharged or uncollectable obligation in any list required to be prepared pursuant to this section.

In accordance with Virginia Code §58.1-3924, the town manager shall furnish a copy of any of the six lists mentioned above to the town council, and at such time the town council may deem it advisable to publish such lists mentioned in subdivision 2 and 3 of §58.1-3921 in a newspaper of general circulation in the town or made be made available on any Internet site maintained by or for the town.

The costs, if any, of publishing such lists shall be paid for by funds allocated for that purpose by the town council, and may be charged ratably to the delinquent taxpayers listed.

§9-41. Authority to collect delinquent taxes and fees, tools for collections.

The town manager along with support staff may employ the following tools to ensure collection of delinquent taxes and fees owed to the town. All collection costs incurred by the town are passed on to the taxpayer as allowed by VA Code §58.1-3958. In addition to any collection fees, the town charges a ten (10) percent penalty which is to be assessed the day after the tax or fee due date and a ten (10) percent interest per annum starting the first day in the new month.

(A) Liens

The town attorney, at the request for the town manager, may record a lien at the Clerk's Office of Accomack County. Upon the recordation of this lien, the town may proceed to collect these taxes by any legal means available including offering the property for sale.

(B) Virginia Debt Set-Off Program

The town manager may choice to participate in the Virginia Debt Set-Off Program, which is a legal remedy for collecting delinquent debts owed to the town. Sections §58.1-520 – 535 of the Virginia State Code governs the Debt Set-Off Program. Once the town submits a claim to the program it then becomes a set off agency. If there is a match made between the set off agency and a Virginia Individual Income tax refund and certain Virginia State Lottery prizes, the associated funds, at the option of the set off agency, can be used to satisfy the delinquent debts. The program starts November 1st for the next participating year.

In addition to the debt owed to the town, the town will recover an administrative fee of \$20 per claim made against any delinquent tax or fee owed to the town.

(C) DMV Vehicle Registration Withholding Program

The town manager through the DMV Vehicle Registration Withholding Program (VRMP) will be able to put a hold on any individual attempting to renew his state vehicle registration that has outstanding personal property taxes, delinquent decal fees and outstanding parking tickets with the town. Administrative fees will also be assessed.

(D) Seizure of Real Estate

When real estate taxes remain delinquent as of December 31st following the second anniversary of the original due date, the town attorney may work with the Court to seize the property and sell it to satisfy the delinquency. These properties are sold through public auctions. Substantial attorney's fees and costs of sale are the responsibility of the debtor (VA Code §58.1-3965 et seq.).

(E) Suspension of ABC License.

Effective July 1, 2014, Section §4.1-225 (6) of the Virginia Code, the town manager may certify to the Virginia Alcoholic Beverage Control Board (the Board) that an ABC licensee holder in the town has been delinquent for 90 days or more in the payment of any taxes, or any penalties or interest related thereto, unless (i) the outstanding amount is de minimis; (ii) the licensee has pending a bona fide application or appeal with respect to such taxes, penalties, or interest; or (iii) the licensee has entered into a payment plan approved by the same locality to settle the outstanding liability.

Town Manager's Report
May 22, 2017

Website

The Town has selected Municode as its website developer. Staff held a conference call with Municode representatives to discuss website content and a completion date on May 16.

Demolition of Shop Building

The shop building has been demolished. I am happy to report that the demolition did not require any Town funds only in-kind labor.

Samual Outlaw Building

The board of directors for the Samual Outlaw building met on May 10. Election of Officers was held and the following individuals were elected: Gerald Boyd, Chair; Zachary Mallette, Vice-Chair; Thelma Gillespie, Secretary and Teresa Kellam, Treasurer.

Telephone Upgrade

The telephone system upgrade for Town Hall has been completed. We now have separate extensions as well as voicemail and forwarding capabilities.

Town Hall meeting

I attended a Town Hall meeting held by Lyn Lewis on April 27.

Main Street Program

The Town will be applying for a Main Street Affiliate Status application. The benefits of this program are technical assistance and training. This is step #1 to apply for Main Street designation. This designation would include the formation of a nonprofit organization to promote downtown revitalization.

Virginia Rural Coastal Summit

I attended the Virginia Rural Coastal Summit on May 12. This summit focused on the creation of an Economic Development Authority between the counties of the Eastern Shore, Middle Peninsula and Northern Neck.

Wallops Island Regional Alliance

I attended the ribbon cutting for the Spaceport Airfield at Wallops Island as part of my involvement with the Wallops Island Regional Alliance.

ONANCOCK POLICE DEPARTMENT

Summary of Police Activities for

April 2017

Events initiated _____ 1,505

Court:

Number of times attended _____ Twice

Amount of fines _____ \$4,505

Calls for Service-

<u>Call Type</u>	<u>Number of Times</u>
Disorderly Conduct	3
Assault	4
Vehicle Theft	1
Vandalism	2
Trespassing	2
Domestic	2
Larceny	2
Breaking and Entering	1
Drug Violation	1
Capias	1
Missing Person	2
Animal Complaints	2

Activity Log Event Summary (Cumulative Totals)

ONANCOCK POLICE DEPARTMENT

(04/01/2017 - 04/30/2017)

<No Event Type Specified>	2	1. ACCIDENT	2
100. Unauthorized use of a motor vehicle	1	102. Verbal Warning	33
108. Other	1	107. BUSINESS- Assist	5
11. Assist Another Onancock Police Officer	12	111. Driving with no Headlights on	1
113. Domestic	3	118. Fail To Secure A Child Under 16 YOA	1
12. Assist Fire and Rescue	2	128. Mental Health Problems	6
13. Assist Motorist	1	132. Wharf Check	116
136. FAIL TO OBTAIN VIRGINIA REG	1	142. SPECIAL PATROL AREA	852
145. ISSUED NOTICE OF SUSPENSION	6	148. Welfare Check	3
155. ASSIST- other law enforcement agency	1	18. Assisted Onley Police Department	13
2. Alarm Activation	2	21. Breaking and Entering	1
22. BUSINESS- Check	127	24. CITIZEN- Assist	1
25. CITIZEN- Complaint	2	27. Court	1
30. Destruction of property	2	31. Disorderly Conduct	2
38. Fail To Stop For Stop Sign	3	39. Fail To Yield Right Of Way	1
40. Failure to obey a Highway Sign	4	45. Hang-Up 911 call	1
49. REGISTRATION- improper	5	5. Animal Complaint	4
50. Investigation	2	51. Larceny	2
54. Missing Person	2	57. No Liability insurance	5
6. Arrest For Trespassing	3	60. No or Expired Inspection Sticker	11
61. DRIVER LICENSE none or expired	2	62. REGISTRATION none or expired	2
63. No or Expired Town Sticker	3	7. Assault	3
71. Possession of Marijuana	1	76. Reckless Driving Other Than Speeding	1
80. Residence Check	109	82. Seat Belt	7
87. Speeding 1-9 MPH over Limit	1	88. Speeding 10-19 MPH over Limit	8
89. Speeding 20 and above Limit	1	9. Assist ACSD	9
91. DRIVER LICENSE- suspended or revoked	4	93. SUSPICIOUS- Person	1
94. SUSPICIOUS- Vehicle	1	96. Tinted Windows	1

Total Number Of Events: 1,397