

Town of Onancock
Town Council Meeting
May 22, 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 Robert Bloxom, Catherine Krause, T. Lee Byrd, and Ray Burger were present. Councilmembers Joshua Bundick and Fletcher Fosque were absent. A majority of members were present and a quorum was established.

The Pledge of Allegiance was recited.

Consideration and Approval of the Budget Workshop minutes from the April 10, 2017 meeting, the Budget Public Hearing minutes from the April 17, 2017 meeting and the minutes from Regular Town Council meeting on April 24, 2017:

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

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

Public Business: (Town Council heard item b, National Safe Boating Week Proclamation, before item a, Adoption of the FY18 Budget)

- a. Adoption of the FY18 Budget, Mr. William Kerbin: Town Manager Kerbin explained that the budget before them this evening was what they recommended for approval from the April 17, 2017 public hearing on the budget.

Mayor Jones explained that the budget workshop on the proposed budget proved to be difficult and council struggled with how best to change the financial direction of the town. Mayor Jones shared that in the five years he has been the Mayor he has watched the town's net worth decrease by almost \$400,000. Mayor Jones stressed that the town cannot continue to use its savings to make ends meet year after year. There are several increases proposed in this budget which should help close the gap in the coming year.

Mayor Jones asked council for further comments.

Councilmember Byrd explained that the debt service on the sewer plant is one of the major causes of the town's financial situation. Councilmember Byrd shared that he believes that this budget will help get us closer to breaking even.

Mayor Jones explained that the town's debt service is \$400,000 annually.

Councilmember Bloxom shared that in addition to the rate and tax increases staff was directed to also cut some of the proposed expenditures which they did. Councilmember Bloxom thanked Mr. Kerbin and Mrs. Fiege for their hard work on this proposed budget.

Mr. Haydon Rochester, King Street, asked council if the proposed increases will be enough to overcome the town's financial shortfalls. Mayor Jones stated that these increases and the hospital finally being online should help the town get closer to being balanced.

With no further discussion on the budget, Councilmember Bloxom made a motion to adopt FY 2018 Town of Onancock budget including the approval of all related tax and rate increases as presented at the budget public hearing. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.

- b. National Safe Boating Week Proclamation, Mayor Russell Jones: Mayor Jones explained that this is an annual item for consideration which makes a difference to us considering our position on the Chesapeake Bay. The Coast Guard representative, Jack Crawford, explained that they have recently shifted their focus from recreational and commercial boating deaths to wake board deaths. The Coast Guard has been taking an active role in educating those wake boarders. Mayor Jones suggested that the Coast Guard schedule a time to come down to the Onancock Wharf to do courtesy boat inspections.

Mayor Jones read the proclamation aloud.

- c. Personnel Manual Update, Mr. William Kerbin: Mr. Kerbin explained that he and Police Chief Williams and Mr. Bryan Horton have reviewed and revised the town's personnel manual. Mr. Kerbin also thanked Councilmembers Krause and Joshua Bundick for their additions and suggestions. Mr. Kerbin explained that one major change to the personnel manual is the consolidation of the street crew and the water/sewer department. They will now all be under the department title of Public Works which will be headed up by Mr. Bryan Horton.

Councilmember Byrd asked that the Harbormaster job description be expanded upon to include the importance of computer skills and the ability to generate profit and loss reports.

Mayor Jones asked for public comment on this item.

With none, Councilmember Krause made a motion to adopt the revised personnel manual and make it effective June 1, 2017 to all employees of the Town of Onancock. Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.

- d. Public Hearing, Water and Sewer Reconnection Fee Increase, Account Transfer Fee Increase and Town Vehicle Decal Late Charges, Mr. William Kerbin: Mayor Jones opened the public hearing at 7:24 PM and ask council for comments.

Councilmember Krause asked if the vehicle decal late penalty was new. Mr. Kerbin confirmed that it was.

Mrs. Kathy Boyd, Market Street, expressed her support of a vehicle decal late penalty.

With no further comment, Mayor Jones closed the public hearing at 7:28 PM.

- e. Public Hearing, Denial of New Service Connections for those with Delinquent Water and Sewer Accounts, Mr. William Kerbin: Mayor Jones opened the public hearing at 7:29 PM. Mayor Jones

shared that this item is straight forward and seems like something the town should already be doing.

Councilmember Burger asked if this meant that those delinquent account holders would be denied future services until they paid off their old water and sewer balances. Mr. Kerbin confirmed that those individuals would not be granted new services until their debt with the town was cleared up.

Mayor Jones asked for public comment. With none, Mayor Jones closed the public hearing at 7:31 PM and asked council for a motion to accept the changes in items d and e.

Councilmember Byrd made a motion to approve all of the items that were presented to council in this evening's public hearings. Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.

- f. Amendment for Special Use Permit Application, 51 Market Street, Mr. William Kerbin: Mr. Kerbin explained to council that in the February council meeting two special user permits were approved but with the stipulation that the permits would not transfer with the property. Mr. Kerbin researched the issue further and it appears that the general policy is that special use permits in commercial districts do tend to run with the land.

Councilmember Bloxom asked if the special use permits expire if unused. Mr. Kerbin explained that they do not but that council could make that a stipulation on future special use permits.

Councilmember Bloxom made a motion to amend both special use permits, 01:17 and 02:17, to change the condition that the special use permit runs with the owner to the special use permit runs with the property. Councilmember Krause seconded the motion. The motion passed by unanimous voice vote.

- g. Amendment for Special Use Permit, 49 King Street, Mr. William Kerbin: Council discussed this item at the same time as item f.
- h. Discussion of Brush and Limb Pick-Up Schedule Change, Mr. William Kerbin: Mr. Kerbin explained that this item is just in the initial discuss phase. Mr. Kerbin explained that this idea stems for the town's goal of reducing its expenditures. Reducing the frequency of brush and limb pickup would help reduce the expenses associated with that service. Mr. Kerbin explained that it may make sense to move the brush and limb pickup to every other month. The potential annual savings would be approximately \$3,000 a year.

Ms. Ann Nock, Market Street, suggested that the town not only worry about the bottom line but also worry about making sure Onancock is a nice clean place to live. Ms. Nock expressed her concern that some of the older residents of Onancock will not be able to process their own yard debris.

Mr. Haydon Rochester, King Street, expressed his concern for bi-monthly pickup of brush and limb, stating that it could become a liability if someone were to trip over a branch and hurt themselves.

Mayor Jones expressed his concern for those that have trees removed in town, some of the companies that specialize in tree removal do not always dispose of the refuse, they leave it for the town to chip and remove. Some of those pieces are beyond the caliber of what this service should entail.

Mr. Kerbin shared that this type of heavy lifting increases the town's chances of having worker's compensation claims. Mr. Kerbin suggested that council review the option of out-sourcing the service.

Councilmember Burger expressed his concern that if the town only chipped bi-monthly all it would do would be increase the volume in one session.

Councilmember Byrd agreed that the town needs to cut expenses where it can but that this may not be the best place to look at this time.

- i. Discussion of the Accomack Community Band Letter Re: Haunted House, Mr. William Kerbin: Mr. Kerbin shared that the Accomack Community Band sent a letter to the town. The letter was a notice that they will not be holding the annual Haunted House this year, unfortunately, the amount of work that goes into the Haunted House is exceeding their volunteers.
- j. Discussion of the Collection Policy and Delinquent Businesses, Taxes & Fees, Mr. William Kerbin: Mr. Kerbin discussed the town's collection policy to help make everyone aware of the tools the town has for collections on delinquent accounts. Mr. Kerbin shared that the town will be addressing some of these business delinquencies over the next few months.

Mayor Jones explained to council the town has done a better job of collecting on some of these delinquencies over the past two years but that there is still more work to be done.

Public Comment:

Ms. Ann Nock, Market Street, suggested that the town partner with Chesapeake Bay Foundation for additional plantings and parking lot maintenance.

Planning Commission Report:

No meeting.

Waterfront Committee Report:

Councilmember Byrd shared that the town is getting closer to receiving permit approval from the Army Corp of Engineers for the floating dock upgrade. Councilmember Byrd continued to say that Mrs. Fiege has been working on identifying possible grants that would assist the town with some facility upgrades.

Mayor Jones shared that the town has also applied to be a sanctuary harbor in the case of extreme weather or other catastrophes.

Personnel Committee Report:

No meeting.

Holiday Committee Report:

No meeting.

Mayor's Report:

No report.

Town Manager's Report:

Mr. Kerbin report to council on the following items:

- The town has selected a new website developer, Municode, to update the town's website.
- The shop building at the Old Onancock High School has been demolished and the only cost to the town was the employee time to complete the job.
- The Samuel Outlaw Building Board of Directors met on May 10 and officers were elected: Gerald Boyd, Chair; Zachary Mallete, Vice-Chair; Thelma Gillespie, Secretary; and, Teresa Kellam, Treasurer.
- Town Hall recently had a telephone system upgrade. Town Hall staff now have voice-mail and forwarding capabilities.
- Mr. Kerbin attended a Town Hall meeting held by Lynwood Lewis.
- The town is in the process of applying for a Main Street Affiliate Status. The benefits of this programs are technical assistance and training.
- Mr. Kerbin attended a Virginia Rural Coastal Summit which focused on the creation of an Economic Development Authority between the counties of the Eastern Shore, Middle Peninsula and Northern Neck.
- Mr. Kerbin attended a ribbon cutting for the Spaceport Airfield at Wallops Island as part of his involvement with the Wallops Island Regional Alliance.

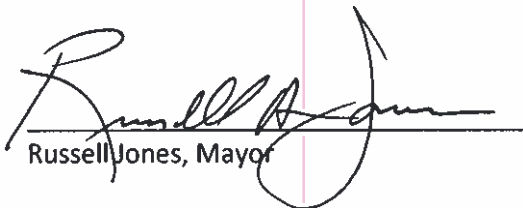
Closed Session, if needed:

None.

Adjourn:

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

The meeting was adjourned at 7:58 PM.



Russell Jones, Mayor



Lisa Fiege, Deputy Clerk