

**Town of Onancock
Town Council Meeting
November 27, 2017
7:00 p.m.**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Consideration and Approval of the Regular Town Council Minutes from the September 25, 2017 meeting; the Special Meeting on October 2, 2017 as well as the Special Meeting on October 11, 2017.
4. Public Business
 - a. Resolutions of Appreciation – Mayor Russell Jones
 - b. Samuel Outlaw Building Report - Mr. Gerald Boyd
 - c. Tree Board Report – Mr. William Kerbin
 - d. Discussion on the VML and ICMA Conferences – Mr. William Kerbin
 - e. Main Street Program Report
5. Public Comment
6. Planning Commission Report – Councilmember Fletcher Fosque
7. Waterfront Committee Report – Councilmember T. Lee Byrd
8. Personnel Committee Report – Councilmember Catherine Krause
9. Holiday Committee Report – Councilmember Catherine Krause
10. Mayor’s Report – Mayor Russell Jones
11. Town Manager’s Report – Mr. William Kerbin
12. Closed Session- if needed
13. Adjourn

Town of Onancock
Town Council Meeting
September 25, 2017
7:00 PM

Call to Order and Roll Call:

Mayor Jones called the meeting to order at 7:00 PM. Mayor Russell Jones and Councilmembers Catherine Krause, T. Lee Byrd, Ray Burger and Fletcher Fosque were present. Councilmembers Joshua Bundick and Robert Bloxom were absent. A majority of members are present and a quorum was established.

The Pledge of Allegiance was recited.

Town Manager Kerbin shared that John Hrusovsky, an active town employee with the Public Works department, passed away over the weekend. Mr. Kerbin asked for a moment of silence in his honor.

Consideration and Approval of the Regular Town Council Minutes from the August 28, 2017 meeting:

Mayor Jones asked for any changes, corrections or additions to the minutes as submitted.

With none, Councilmember Byrd made a motion to approve the August 28, 2017 meeting minutes as submitted. Councilmember Burger seconded the motion. The motion passed by unanimous voice vote.

Public Business:

- a. United Way Presentation – Mrs. Karen Emerson: Mrs. Emerson, Deputy Director of the UW, shared that the United Way of the Eastern Shore of Virginia started in 1991 and to date has raised 6.5 million dollars. Mrs. Emerson explained that the United Way recently kicked off their campaign with a goal to raise \$275,000. Mrs. Emerson continued by sharing that most everyone on the Eastern Shore is touched by the United Way efforts. All money that is raised by the United Way of the Eastern Shore of Virginia stays on the Eastern Shore. The United Way verifies the 501(c)(3) status of all organizations that apply for funding. Mrs. Emerson stressed that the United Way of the Eastern Shore is helping to building a stronger tomorrow for the residents of the Eastern Shore of Virginia. Mrs. Emerson urged everyone to review the brochure she brought with her to the meeting. Every little bit helps including volunteering your time.

Council thanked Mrs. Emerson for her hard work with the United Way.

- b. Hazardous Duty Enhanced Retirement Benefit – Town Manager William Kerbin: Mr. Kerbin explained that this item was previously discussed in the August meeting. When council passed the FY2018 budget it approved a new expenditure so that the town could look into adopting the Hazardous Duty retirement benefit for the police department. Mr. Kerbin explained that this year's cost will be less than originally budgeted but that there will be a significant increase to the town's employer rate in the coming budget year.

Councilmember Fosque shared that it may be worth foregoing the Hazardous Duty program and increasing each officer's salaries by \$20,000.

Mayor Jones explained that this program has become the new industry standard and if the town wants to maintain its department it needs to adopt the Hazardous Duty enhanced retirement benefit.

Councilmember Fosque stressed his concern for encumbering future town dollars since once this program is adopted it will continue in perpetuity.

Mayor Jones asked for any public comment on this matter.

With none, Councilmember Fosque made a motion to adopt the VRS-Hazardous Duty Benefit for the Town of Onancock's police department employees effective October 1, 2017.

Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.

- c. Memo Regarding Nonconforming Uses and the Homestay Ordinance – Town Manager William Kerbin: Mr. Kerbin explained that this item would be deferred to the next council meeting.

Councilmember Fosque asked why the town could not make the grandfathered homestays register and give the town contact information which is required under the new ordinance.

Mayor Jones explained that ordinances cannot be retroactive. The town cannot require that they supply contact information but that does not mean the town could not ask for it.

Mr. Kerbin shared that Mr. John Custis, town attorney, will draft a clarification memorandum for the next meeting so that he can respond to council's questions.

- d. National Guard Partnership – Town Manager William Kerbin: Mr. Kerbin explained that the town is trying to partner with the National Guard for certain projects in town such as resurfacing town streets, building renovations, repairing sidewalks and community development projects, to name a few. Part of the National Guard's requirements for a partnership is having it publicly noticed.

Mayor Jones shared that the notice requirement is to protect local contractors.

Councilmember Krause shared that she is hesitant of this partnership since her online research suggested that this military civilian partnership brings the military to the shore. Councilmember Krause expressed her concern for having a firing range in town which would be accomplished through this proposed partnership.

Mr. Kerbin explained that the proposed firing range would be located outside of town and would be strictly for the town's police department. The National Guard's role on the firing range project would be assistance with clearing the land.

Councilmember Fosque asked how often the officers need to be qualified. Mr. Kerbin said he was unsure would check with the Police Chief.

Councilmember Krause asked for more information about this partnership, stating that at the present time this partnership does not sound like anything council would want to bring to town.

Councilmember Byrd shared that the National Guard already has an armory in town that houses tanks.

Councilmember Fosque asked why the town would spend money on a firing range for the police department when they do not need to qualify that often.

Mr. Kerbin stated that he would get additional details from the Police Chief to help answer council's questions.

Councilmember Krause is concerned that the firing range may eventually open up to others in the area and she expressed her discomfort in that notion.

Mayor Jones shared that these partnerships benefit the National Guard because it gives them real life projects to practice on instead of simulators. Mayor Jones also shared that the firing range site would double as a site to dump chipping materials.

Mrs. Anne Nock, Market Street, asked Mr. Kerbin to review the website that Councilmember Krause mentioned to see if there was any helpful information to share with the rest of council.

Public Comment:

No comments.

Planning Commission Report:

Councilmember Fosque shared that the committee is still working on the revisions to the Comprehensive Plan. Councilmember Fosque stated that it was not likely that the revisions would be completed by the end of the year.

Waterfront Committee Report:

Councilmember Byrd shared that in the meeting on September 12th the committee discussed fuel costs and the floating dock upgrade project. Councilmember Byrd explained that there has already been a pre-bid meeting for the project and that final bids are due at the end of September. Councilmember Byrd shared that the kayak race, coordinated by Mary and Bill Burnham, was successful. Councilmember Byrd thanked Mr. and Mrs. Burnham for all of their hard work on the race. Councilmember Byrd also shared that the Bagwell Bridge renovation, a Virginia Department of Transportation project, will begin November 1, 2017.

Personnel Committee Report:

Mayor Jones asked Councilmember Krause if she was done tidying up responses from council. Councilmember Fosque asked when the responses were due. Councilmember Krause explained that responses were due last Wednesday but she had been out of town and therefore was just getting to them now.

Holiday Committee Report:

Councilmember Fosque shared that the historic banners are in and everyone can expect to see them up within the week. Councilmember Fosque explained that the historic banners will come down the week of Thanksgiving so that the holiday banners can be put up.

Mayor's Report:

Mayor Jones shared that he will not be in town for the October council meeting.

Town Manager's Report:

Mr. Kerbin updated council on the following items:

- Mr. Kerbin has finalized the business directory; however, it is still missing some information. Mr. Kerbin reminded council that this will be an ongoing project and that he intends on continuing to reach out to all the businesses until the goal of 100% participation is met.
- A pre-bid meeting was held regarding the floating dock improvement project on September 14, 2017. Final bids are due in September 29, 2017.
- The police department has been awarded 2 grants: \$2,000 for gun locks for the police vehicles; and, \$6,500 for overtime safety checks for seat belt enforcement.
- The Police Chief, Director of Public Works, and Mr. Kerbin are continuing to draft an Emergency Management Plan for the town which will address manmade and natural disasters.
- The Mr. Kerbin and the Mayor will be meeting with Delegate Rob Bloxom and Senator Lynwood Lewis this week to discuss assistance with regulatory streamlining and potential funding.
- Mr. Kerbin will be attending the VML Conference in Williamsburg October 1 – October 3, 2017 as well as the ICMA Conference in San Antonio from October 23 through October 27, 2017.

Closed Session, if needed:

None was needed.

Councilmember Fosque asked if there was any way to change the meeting time for the council meetings.

Mayor Jones said that he would prefer that the entire council be present before this conversation takes place. Mayor Jones explained to the public that prior to the start of the meeting some council members discussed moving the meeting time so that it would be earlier than 7:00 PM.

Adjourn:

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

The meeting adjourned at 7:52 PM.

Russell Jones, Mayor

Lisa Fiege, Deputy Clerk

Town of Onancock
Town Council
Special Meeting
October 2, 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. Councilmembers Robert Bloxom, Catherine Krause, T. Lee Byrd, Ray Burger, Joshua Bundick and Fletcher Fosque were present. All members were present and a quorum was established.

Pledge of Allegiance.

Closed Session:

Councilmember Krause made a motion that Town Council convene a Closed Meeting for the purpose of holding, a discussion of the personnel, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia of 1950, as amended. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.

Councilmember Byrd made a motion that Town Council reconvene in Open Meeting, and that a roll call vote be taken and recorded on this motion so that each member who votes in favor shall, thereby, certify compliance with all of the matters identified in Section 2.2-3712(D) of the Code of Virginia of 1950, as amended. Councilmember Bloxom seconded it.

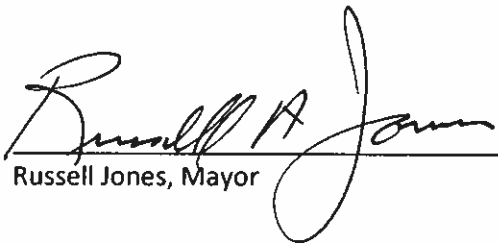
Robert Bloxom YES/NO
Catherine Krause YES/NO
T. Lee Byrd YES/NO

Ray Burger YES/NO
Joshua Bundick YES/NO
Fletcher Fosque YES/NO

Adjourn:

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

The meeting adjourned at 8:05 PM.



Russell Jones, Mayor

Fletcher Fosque, Vice-Mayor

Town of Onancock
Town Council Meeting
October 11, 2017
6:00 PM

Call to Order and Roll Call:

Mayor Jones called the meeting to order at 6:02 PM and roll was called. Mayor Russell Jones and Councilmembers Robert Bloxom, Catherine Krause, T. Lee Byrd, Joshua Bundick and Fletcher Fosque were present. Councilmember Ray Burger was absent. A majority of members were present and a quorum was established.

Public Business:

- a. Approval of the bid for materials for Phase I of the Wharf Improvement Project by Crane Materials International – Mr. William Kerbin: Mayor Jones explained that this meeting was the final step in committing the money to the floating dock upgrade project at the town wharf. The town will receive grant money for this project from the Virginia Port Authority (VPA), 74% is reimbursable by VPA. Mayor Jones further explained that the town's 26% share of the project cost is coming from the \$274,000 the town received when it allowed an outside company to manage telecom entities that lease space on the water tower.

Councilmember Byrd expressed his excitement that this project is finally coming to fruition.

Councilmember Bloxom asked when the project was slated to begin. Mr. Kerbin shared that it would begin in the middle of January 2018.

Councilmember Bundick asked if there were any concerns with the project going forward in January since the Virginia Department of Transportation will be renovating the Bagwell Bridge. Mayor Jones explained that the contractor is well aware of this situation and it was one of the specifications that they are to coordinate their activities with VDOT.

Councilmember Byrd made a motion that the town order the floating docks separately and to accept the proposal submitted by Crane Materials International in the amount of \$97,477.06 for certain materials for the floating docks project including piers, gangways, bridges and rail. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.

- b. Approval of the bid for construction for Phase I of the Wharf Improvements Project by Murtech, Inc. – Mr. William Kerbin: Mayor Jones explained that Murtech was the only reasonable bidder for this project. Mr. Kerbin shared that he was still in the process of checking references but that Ocean City has already responded and they were pleased with Murtech's work.

Councilmember Krause made a motion that the town award the bid for the Wharf Improvements Project – Phase I to Murtech, Inc. in the amount of \$117,714.00 for work included on the construction bid form submitted on September 29, 2017 contingent upon contacting three (3) references and determining no complaints resulted from these inquiries. Councilmember Byrd seconded the motion. The motion passed unanimously by voice vote.

Adjourn:

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

The meeting adjourned at 6:25 PM.

Russell Jones, Mayor

Lisa Fiege, Deputy Clerk



TOWN OF ONANCOCK

15 North Street
Onancock, VA 23417

RESOLUTION OF APPRECIATION
FOR DONATION TOWARD STREET BANNERS

WHEREAS, the Town of Onancock has placed banners along various streets to celebrate its diverse history and heritage; and,

WHEREAS, these banners show pride in our town and enhance the streetscape throughout the Town; and,

WHEREAS, the Town of Onancock appreciates contributions of its citizens by way of either monetary donations or in-kind labor; and,

WHEREAS; Roberta Hampton Dean made an in-kind donation of artwork for the Holiday Bells banners and Eliza Bosworth Askin made an in-kind donation of artwork for the Historic banners.

NOW, THEREFORE, I, Russell A. Jones, extend commendation and appreciation to Roberta Hampton Dean and Eliza Bosworth Askin on behalf of the Town of Onancock for their artistic contributions toward the Town banners.

DATED THIS _____ day of _____

Mayor _____



TOWN OF ONANCOCK

15 North Street
Onancock, VA 23417

RESOLUTION OF APPRECIATION
FOR DONATION TOWARD STREET BANNERS

WHEREAS, the Town of Onancock has placed banners along various streets to celebrate its diverse history and heritage; and,

WHEREAS, these banners show pride in our town and enhance the streetscape throughout the Town; and,

WHEREAS, the Town of Onancock appreciates contributions of its citizens by way of either monetary donations or in-kind labor; and,

WHEREAS; The the Eastern Shore of Virginia Historical Society made a monetary donation toward the Historic banners.

NOW, THEREFORE, I, Russell A. Jones, extend appreciation to The Eastern Shore of Virginia Historical Society on behalf of the Town of Onancock for its contribution toward the Town banners.

DATED THIS _____ day of _____

Mayor _____



TOWN OF ONANCOCK

15 North Street
Onancock, VA 23417

RESOLUTION OF APPRECIATION
FOR DONATION TOWARD STREET BANNERS

WHEREAS, the Town of Onancock has placed banners along various streets to celebrate its diverse history and heritage; and,

WHEREAS, these banners show pride in our town and enhance the streetscape throughout the Town; and,

WHEREAS, the Town of Onancock appreciates contributions of its citizens by way of either monetary donations or in-kind labor; and,

WHEREAS; The Friends of Onancock School made a monetary donation toward the Historic banners.

NOW, THEREFORE, I, Russell A. Jones, extend appreciation to The Friends of Onancock School on behalf of the Town of Onancock for its contribution toward the Town banners.

DATED THIS _____ day of _____

Mayor _____

Tree Board Annual Report 2017

The Tree Board met four times in 2017 in May, July, September and October. The Board held a public information event at the Onancock Market in October, and on Nov. 4 the Tree Board celebrated Arbor Day by planting two trees at Onancock Landing with the assistance of two Girl Scout troops.

Tree Board meetings are held on the second Wednesday of each month at 6 p.m. in Town Council chambers. Town Manager Bill Kerbin attended each meeting in 2017, and Councilman Ray Burger serves as both a board member and liaison to Town Council.

In 2017, Onancock marked its 25th year as a Tree City USA participant. This program, an extension of the Arbor Day Foundation, represents the town's commitment to care for trees, recognizing their value to our quality of life and to our economy.

The Tree Board has a priority list of trees on Town property that require care and monitoring.

1. The White Oak, Onancock's landmark tree, dominates the busy Queen Street parking area.
2. Silver Maple at the Town Welcome sign, corner of Market St. and Fairgrounds Ave.
3. Pin Oak in the Town Park. This is the largest tree in the Town Park.
4. Onancock Landing plantings.
5. Town Park plantings.

The Tree Board has discussed several initiatives that would improve or enhance public areas and gardens. Our recommendations are as follows:

1. Treatment plant shield plantings. The Tree Board recommends planting Wax Myrtle plants along a 100 foot stretch of fence line along North Street that would shield the treatment plant and improve the looks of an entrance way into the Town.
2. Silver Maple at Town welcome sign. The Tree Board recommends removal and replacement of this tree. Assessment of the tree's health by three arborists concludes the tree is dying. Dead limbs pose a danger/liability for vehicles at the corner. Pending Council approval, Marshall Tree Service is ready to remove the tree this winter.
3. Streetscaping in the downtown area in front of the Lilliston Building using small trees in planters. This initiative is at discussion-level only, with the idea this idea fits into a bigger picture of downtown streetscaping.

The Tree Board would like to thank several people and organizations that have and continue to contribute to care of trees and parks.

1. Onancock Market as a venue to promote our mission of helping educate town residents on proper tree care.
2. Steve Boyd, Market Street, for ongoing water and maintenance of the plantings at Onancock Landing.
3. Rick Turner, Onancock Street, for donating the Sweetbay Magnolias planted at Onancock Landing as part of our 2017 Arbor Day celebration on Nov. 4.

The Tree Board will reconvene in May 2018. Council members and residents are welcome and encourage to attend and contribute to the further beautification of our town through planting and care of trees.

Town Manager's Report
November 27, 2017

Wharf Floating Docks

Work should begin on the floating docks in the 2nd week of December.

Police Department Grant

The police department received a \$ 1258.55 grant for new body armor.

Business Delinquent Taxes and Business Licenses

Of the 13 letters mailed to businesses who have delinquent taxes and/or business licenses, 7 businesses have paid off their debt. 3 other businesses have contacted the Town regarding paying off the debt and 3 other businesses have not responded. I have referred the 3 nonrespondent businesses to legal counsel. We have collected approximately \$3000 in delinquent taxes and business licenses at this point.

Bagwell Bridge

Construction has begun on Bagwell Bridge. Work is scheduled to be completed by April 20, 2018.

Town Hall Improvements

Public Works staff has begun making repairs to the front of Town Hall. These improvements include scraping, painting and replacing rotten wood.

Halloween

The police department handed out candy to 350 children on the night of Halloween. I want to extend a special thank you to Chief Williams and his officers. In addition, I want to also extend a thank you to Andy Cobb, our police chaplain, for his participation in this event.

Christmas Holiday Preparations

Public Works staff have been putting up Christmas decorations throughout Town. In addition, Town staff continues to make plans for the Christmas parade scheduled for December 10.

ONANCOCK TOWN COUNCIL MEETING: PROJECT/ISSUE TRACKING TABLE

<u>PROJECT/ISSUE</u>	<u>RESPONSIBLE PARTY</u>	<u>DEADLINE</u>
1) PLANNING & ZONING		
2) INFRASTRUCTURE		
3) GRANTS/SPECIAL PROJECTS		

REVENUE & EXPENDITURE STATEMENT

TOWN OF ONANCOCK

09/01/2017 To 09/30/2017

FY 2017-2018

	Current Period (\$)	YTD (\$)	Budget (\$)	% Used	
10 General Fund					
Revenue					
10 General Fund					
3110 Property Taxes Subtotal	\$4,365.62	\$77,063.22	\$601,120.00	13	
3120 Misc. Taxes Subtotal	\$21,392.47	\$65,189.94	\$327,875.00	20	
3130 Meals Taxes & Permits Subtotal	\$15,650.12	\$50,665.20	\$150,000.00	34	
3140 Traffic Fines Subtotal	\$0.00	\$3,921.16	\$14,000.00	28	
3150 Interest & Rental Income Subtotal	\$278.68	\$358.68	\$2,000.00	18	
3160 Wharf & Trash Income Subtotal	\$25,493.17	\$93,405.78	\$401,485.00	23	
3189 Misc. Fees Subtotal	\$1,885.87	\$2,654.53	\$5,000.00	53	
3221 Grants Subtotal	\$9,196.95	\$8,665.40	\$58,531.00	15	
10 General Fund Subtotal	\$78,262.88	\$301,923.91	\$1,560,011.00	19	
Revenue Subtotal	\$78,262.88	\$301,923.91	\$1,560,011.00	19	
Expenditure					
10 General Fund					
4001 Council Subtotal	\$4,310.19	\$9,786.28	\$43,386.00	23	
4503 Administration Subtotal	\$21,111.73	\$63,383.98	\$250,755.34	25	
4506 Legal Subtotal	\$310.76	\$735.76	\$6,000.00	12	
4510 Insurance Subtotal	\$16,946.25	\$16,946.25	\$58,810.00	29	
5524 Police Subtotal	\$27,814.01	\$116,557.74	\$363,423.14	32	
5528 Fire Dept. Funding Subtotal	\$0.00	\$0.00	\$32,500.00	0	
6034 Mosquito/Weed Control Subtotal	\$600.00	\$3,397.50	\$19,450.00	17	
6040 Street Maintenance Subtotal	\$9,959.21	\$20,001.88	\$84,233.07	24	
6044 Solid Waste Subtotal	\$7,980.54	\$24,914.94	\$97,416.00	26	
6056 Buildings / Ground Subtotal	\$851.85	\$2,911.43	\$24,250.00	12	
7060 Wharf Subtotal	\$13,833.16	\$65,576.68	\$356,087.91	18	
7064 Christmas Subtotal	\$9.39	\$28.48	\$700.00	4	
7068 Parks Subtotal	\$45.01	\$5,035.71	\$15,800.00	32	
8080 Debt Srv & Contingencies Subtotal	\$2,817.78	\$10,703.34	\$62,794.00	17	
10 General Fund Subtotal	\$106,589.88	\$339,979.97	\$1,415,605.46	24	
Expenditure Subtotal	\$106,589.88	\$339,979.97	\$1,415,605.46	24	
Before Transfers	Deficiency Of Revenue Subtotal	-\$28,327.00	-\$38,056.06	\$144,405.54	-26
After Transfers	Deficiency Of Revenue Subtotal	-\$28,327.00	-\$38,056.06	\$144,405.54	-26
51 Water & Sewer					
Revenue					
51 Water & Sewer					
3160 Wharf & Trash Income Subtotal	\$135,540.15	\$358,105.01	\$1,315,849.26	27	
51 Water & Sewer Subtotal	\$135,540.15	\$358,105.01	\$1,315,849.26	27	
Revenue Subtotal	\$135,540.15	\$358,105.01	\$1,315,849.26	27	
Expenditure					
51 Water & Sewer					
6048 Water Subtotal	\$12,845.75	\$93,125.21	\$316,885.94	29	
6052 Sewer Subtotal	\$80,080.28	\$281,020.36	\$919,947.32	31	
51 Water & Sewer Subtotal	\$92,926.03	\$374,145.57	\$1,236,833.26	30	
Expenditure Subtotal	\$92,926.03	\$374,145.57	\$1,236,833.26	30	

REVENUE & EXPENDITURE STATEMENT

TOWN OF ONANCOCK

09/01/2017 To 09/30/2017

FY 2017-2018

		Current Period	YTD (\$)	Budget (\$)	% Used
		(\$)			
Before Transfers	Excess Of Revenue Subtotal	\$42,614.12	-\$16,040.56	\$79,016.00	-20
After Transfers	Excess Of Revenue Subtotal	\$42,614.12	-\$16,040.56	\$79,016.00	-20

ONANCOCK POLICE DEPARTMENT

Summary of Police Activities for September and October 2017

Events initiated _____ 2,241

Court:

Number of times attended _____ Six

Amount of fines _____ \$3,042.00

Calls for Service-

<u>Call Type</u>	<u>Number of Calls</u>
Larceny	3
Domestic	2
Breaking and Entering	3
Shooting into occupied vehicle	1
Trespassing	2
Fraud	1
Disorderly Conduct	2
Hit & Run	6
Vandalism	3
Shooting into occupied dwelling	1
Reckless handing of a firearm	2
Bad Checks	1
Assault on a Police Officer	1
Intimidation	1