# Town of Onancock Town Council Meeting February 26, 2018 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 January 22, 2018 meeting and the Budget Workshop Minutes from February 12, 2018 meeting.
- 4. Public Business
  - a. Public Hearing, Special Use Permit Ms. Suzanne Fall, 7 Kerr Street
  - b. Friends of Onancock School, Annual Report Mrs. Carol Tunstall and Ms. Joani Donohoe
  - c. Eastern Shore Community College Workforce Development Center Presentation Mr. Tom Johnson
  - d. Sidewalk Study Presentation Ms. Barbara Schwenk, Accomack-Northampton Planning District Commission
  - e. Request for Playground Equipment Installation at the Little League Field Mrs. Melissa Payne
  - f. Town Wide Yard Sale Mrs. Cynthia Holdren
  - g. Wharf Slip Rental Fee Increase Councilmember T. Lee Byrd
- 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. Council Comments
- 13. Closed Session- if needed
- 14. Adjourn

#### Town of Onancock Town Council Meeting January 22, 2018 7:00 PM

#### Call to Order and Roll Call:

Mayor Jones called meeting to order at 7:00 PM and roll was called. Mayor Russell Jones and 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.

The Pledge of Allegiance was recited.

Consideration and Approval of the Regular Town Council Minutes from the November 27, 2017 meeting and the Special Meeting on December 19, 2017:

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

With none, Councilmember Bundick made a motion to approve the minutes as submitted.

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

#### **Public Business:**

a. Public Hearing, Special Use Permit – Ms. Suzanne Fall, 7 Kerr Street: Mr. Kerbin explained that Ms. Suzanne Fall of 7 Kerr Street has requested a special use permit to operate a homestay at that location. Mayor Jones opened the public hearing at 7:02 PM.

Councilmember Byrd stated that this application is similar to the others council has already approved. Councilmember Bundick asked if this was a new use for that property. Mr. Kerbin confirmed.

Mr. Kevin Taylor, Kerr Street, shared that he lives next door to this property and is concerned with the parking plan since both properties share a drive-way. Mr. Taylor explained that the drive-way is narrow and sharing it with 7 Kerr Street is already cumbersome. Mr. Taylor mentioned that he has children and he is also concerned about the individuals that will rent the house. Mayor Jones asked if there are currently separate parking areas for both properties. Mr. Taylor shared that Ms. Fall has built a two-car parking area and has discussed fencing it. Mr. Taylor mentioned that the drive-way his part of his property although they have an easement. Mayor Jones asked if Mr. Taylor has discussed his concerns with Ms. Fall. Mr. Taylor stated that he has not. Councilmember Byrd asked if Mr. Taylor knew of the easement when he purchased the property. Mr. Taylor confirmed that he did. Mr. Taylor stressed that while there is parking at her property the new layout has become burdensome for his family. Councilmember Byrd asked if the Taylors were currently happy with the drive-way arrangement. Mr. Taylor stated that he was but that he is concerned about the future if this special use permit is approved without a parking plan. Councilmember Byrd asked if there was a parking layout that would satisfy Mr. Taylor. Mr. Taylor explained that while parking is an issue he is also concerned about strangers renting the house and the possible harmful interaction his children may have with those renters.

Mr. Kerbin recommended the approval of the special use permit but suggested that council ask for a site plan for the parking issue at this property.

Councilmember Krause asked if there is currently anyone living at that location. Mr. Taylor said there was not.

Councilmember Fosque mentioned that the town council does not have a lot of authority over easements and parking issues. Councilmember Fosque has asked that the applicant respond to this concern prior to council's approval.

Councilmember Fosque, Byrd and Krause shared that they were not prepared to approve the permit this evening.

Councilmember Byrd asked if Mr. Taylor would have to back out of the drive-way no matter the parking arrangement. Mr. Taylor said that he would. Councilmember Fosque explained that the use of the property for the purposes of a homestay will not cause the parking issues.

Mr. Taylor asked how many guests are allowed at the homestays. Councilmember Bundick shared that the number of guests is determined by the number of rooms available.

Mayor Jones suggested that council table this discussion until Mr. Taylor's parking concerns are addressed. Mayor Jones closed the public hearing at 7:14 PM.

Town Council decided to not take action on the special use permit request this evening.

b. Motion to Approve Town Council Meetings for Calendar Year 2018 - Town Manager William Kerbin: Mr. Kerbin reviewed the proposed meeting schedule for calendar year 2018 with council. There are two dates that the fourth Monday of the month will be during a holiday; May and December. Mr. Kerbin proposes that those meetings be scheduled for the third Monday of the month for May and December. Mayor Jones shared that the town has also adopted a policy of having the following Thursday of the month be the alternate date if the originally scheduled council meeting has any conflicts. Mayor Jones explained that this will need to be added to the motion to adopt the calendar year meeting schedule. Councilmember Fosque shared that council is currently in violation of the town's bi-laws since it is supposed to meet twice a month. Mr. Kerbin confirmed that it is and that he will work to bring updated language to council for approval.

Councilmember Bloxom made a motion to approve the calendar year 2018 meeting schedule with the amendment of Thursday for an alternate date. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.

c. Motion to Appoint Mr. Larry Frey to the Onancock Planning Commission - Town Manager William Kerbin: Mr. Kerbin deferred to the Planning Commission Chair, Councilmember Fosque. Councilmember Fosque explained that there are currently two vacancies on the Planning Commission and Mr. Frey is the only one to step forward to volunteer his time. Councilmember Fosque stated that he believes that Mr. Frey will be a good addition to the commission.

Councilmember Fosque made a motion to approve Mr. Lawrence Frey's appointment to the Onancock Planning Commission. Councilmember Krause seconded the motion. The motion passed by unanimous voice vote.

d. 2017 State of the Town Report - Town Manager William Kerbin: Mr. Kerbin shared the State of the Town report with council. Mr. Kerbin feels that the town has accomplished several goals during 2017 which were noteworthy. Mr. Kerbin read the report aloud.

Councilmember Byrd asked if Mr. Kerbin feels that Riverside Shore Memorial Hospital will increase their water volume over time. Councilmember Krause asked Mr. Kerbin if he knew if the hospital was at full capacity. Mr. Kerbin shared that he was unsure at the moment but that he would check in with the hospital administrator and get back to council.

- e. Review of 2017 Goals and Objectives Town Manager William Kerbin: Mr. Kerbin shared the 2017 goals and objectives status report that was provided to council in their agenda packet. Mr. Kerbin read the list aloud.
- f. 2018 Goals and Objectives Town Manager William Kerbin: Mr. Kerbin shared with council the department goals for 2018.

One of the larger goals is to update the Town Code which Mr. Kerbin feels will be a multi-year project. Mr. Kerbin has spoken with Mrs. Elaine Meil with the Accomack-Northampton Planning District Commission about the update. Mrs. Meil has recommended that a town committee be formed specifically for the purposes of facilitating the update. Councilmember Fosque shared that this needs to be done, there are ordinances that have been passed that no one can find. Mayor Jones explained that Mr. Kerbin is the fourth town manager who has attempted to take on this project.

Councilmember Fosque suggested that the goals be reviewed further in the upcoming budget workshop. Councilmember Bundick suggested that the department heads come to the budget workshop as well to discuss their budgets.

g. Review of Proposed Budget Planning and Adoption Schedule – Town Manager William Kerbin: Mr. Kerbin reviewed the proposed schedule for the FY19 budget process. Mr. Kerbin shared that he plans on scheduling a budget workshop session in February separate from the regular Town Council meeting. Mr. Kerbin shared that he hopes to have the budget adopted in the April Town Council meeting.

Mayor Jones explained that no action is taken during budget workshop but that all are welcome to join so that the public can see how the process works.

Councilmember Krause expressed concern about the wharf being behind in their revenues. Councilmember Bloxom reminded Councilmember Krause that the wharf still has three months to go in this fiscal year and that those revenues shortfalls should be corrected when the wharf opens back up for the 2018 boating season.

Councilmember Bloxom thanked Mr. Barry Weeks and Mrs. Lisa Fiege for their hard work getting the internal income statement spreadsheet ready for council's review.

h. Main Street Program – Mrs. Janet Fosque: Mrs. Janet Fosque, Mrs. Barbara Johnsen; Mrs. Karin Rush-Monroe and Councilmember Krause shared a Main Street presentation with Town Council. It was explained that the Main Street program aims to revitalize historic downtowns through preservation-based, community-driven, grassroots strategies which have developed by the Virginia Department of Housing and Community Development in 1985. Main Street is strategy centered with the implementation process based on Four Points: Economic Vitality, Design, Promotion & Organization. The presenters stressed that Onancock was still in the beginning stages of possibly adopting this program. They shared that thanks to a previous administration the Town of Onancock already has "Affiliate Status". Other towns on the Eastern Shore of Virginia also have affiliate status; Cape Charles, Chincoteague and Exmore. They concluded the presentation with the following statement: "The vision has to be a community vision, It's not the town council's vision. It's not the business owner's vision. It's the Communities' Vision. That is the only way it can work."

Mrs. Cherie Tapman, C.D. Marsh Jewelers, shared that she is not completely sold on this idea. She mentioned that the Town of Parksley was also looking into this program but has backed off due to the rules the town would have to abide. Mrs. Tapman stressed that revitalization is a great idea but why not use the town's resources to work on filling the ten empty store fronts downtown. Mrs. Tapman stressed that before she would give her consent to move forward, as a business owner, with this project would only be after the proposed new requirements for the businesses is laid out. Mrs. Fosque explained that the goals for this program will be identified by the group as a whole. Mrs. Tapman thanked the Onancock Police Department for all their hard work stressing that the town needs all five police officers.

Councilmember Krause shared that this program is set up with the community vision of the town. Explaining that some towns with this program use it solely for their residents and not for tourism. Onancock's goals will depend on the community vision.

Mrs. Rush-Monroe shared that the most common theme of the Main Street program is economic development.

Mrs. Ann Nock, Market Street, commended the group on their efforts with this program.

Ms. Shirley Zamora, North Street, shared that she was once the Mayor of Onancock and that during her time as the mayor the town spent two years working to get downtown to become a Main Street area. Ms. Zamora expressed her concern that there appeared to be no institutional memory, stating that individuals such as Councilmember Fosque should remember the original efforts to become a Main Street town. Ms. Zamora shared that in order for the town to become a Main Street town it had to have blight and that the day before the Main Street people were to come to town to review Onancock Mr. Vincent Erato tore the building down and the town was no longer eligible. Ms. Zamora continued stating that it concerns her that this is being treated like a new idea when several years ago the town had meetings and visioning sessions specifically for this program. Ms. Zamora did acknowledge that several of the current Town Council members are new to the area. Ms. Zamora asked that Town Manager Kerbin look for the notebooks that should be filed at Town Hall regarding this program.

Mrs. Fosque thanked Ms. Zamora for her past efforts with this program. Mrs. Fosque did mention that the program has been through several revisions over the years, some of these items and concerns raised this evening are not something they have come across when reviewing this program.

Mrs. Karen Emerson, Kerr Street, expressed her excitement that this project was moving forward. Mrs. Emerson shared that she has lived in a Main Street town and has seen the benefits first hand.

#### Public Comment:

Ms. Celeste Pepitone-Nahas, Mighty Earth, shared that she is working for a non-profit called Mighty Earth which is a nation-wide initiative. The initiative is targeting Tyson Foods, requesting that they use sustainable practices. Ms. Pepitone-Nahas explained that they are not looking to hurt Tyson Foods just get them to agree to and implement a strategy to limit pollution and adopt a sustainable practices plan. Ms. Pepitone-Nahas stressed that on the Eastern Shore of Virginia the residents rely on a single-source aquifer which needs to be protected. Ms. Peptione-Nahas invited everyone to a meeting at the Naomi Makemie Church Wednesday, January 24, 2018 at 7:00 PM.

Mr. Haydon Rochester, King Street, thanked council for their past support of the Orchestra of the Eastern Shore and asks that they continue to fund the Local Challenge Grant initiative.

Mrs. Nancy James, Blarney Stone Pub, announced that the 5<sup>th</sup> Annual St. Patrick's Day Parade will be held Sunday, March 11, 2018 at 2:00 PM. Mrs. James asked council to continue to support the Parade and asked for volunteers. Mrs. James shared that this is the largest event on the Eastern Shore of Virginia. Mayor Jones suggested that Mrs. James work with Ms. Kerry Allison at the Eastern Shore Tourism Commission so that they can help get the word out. Mrs. James also announced that the 2<sup>nd</sup> Annual Celtic Festival will also be taking place that Sunday.

Mrs. Fosque, Market Street, thanked the town staff for their work on repairing the front of Town Hall.

Mr. Jeffrey Barrett, North Street, suggested that the Virginia Department of Transportation (VDOT) consider widening the roads on North Street. He mentioned that during the blizzard several cars were virtually on top of each other when passing. Mr. Barrett also suggested that town plows widen the road; that side streets be plowed; and that the town should possibly follow after the VDOT plows to assist with the snow removal.

Mrs. Tapman, Marsh's Jeweler, mentioned that if the residents wanted their streets plowed by VDOT then people should not park their cars on the streets.

#### Planning Commission Report:

Councilmember Fosque mentioned that there was a Planning Commission meeting last Tuesday and that they are still working on updating the Town Plan. Councilmember Fosque stressed that this is a long-process and that he plans on having a meeting every month until its done. Councilmember Fosque also reiterated that the Planning Commission still needs one more member.

#### Waterfront Committee Report:

Councilmember Byrd shared that there was no January meeting. Mr. Kerbin explained that the floating dock materials are being delivered this week and construction should begin shortly after.

#### Personnel Committee Report:

No meeting.

#### **Holiday Committee Report:**

Mrs. Janet Fosque thanked everyone for their assistance this past holiday season. Mrs. Fosque asked council to continue to fund their line item for at \$5,000 for the coming budget. Mrs. Fosque shared that they will purchase the new decorations this February when they are on sale but defer the invoice until the new fiscal year.

#### Mayor's Report:

Mayor Jones suggested that those interested in receiving town email notifications to please call Town Hall and ask to be added to the list. Mayor Jones shared that the town elections are coming up and the deadline to register to run for Town Council is March 6, 2018.

#### Town Manager's Report:

Mr. Kerbin reminded everyone that the town elections were coming up on May 1, 2018. Mr. Kerbin shared that one of our police officers, Dean Carroll, will be retiring March 1, 2018. The police department is currently looking for his replacement. Mr. Kerbin continued stating that he recently met with a Verizon representative and that they are currently looking for a new site for new cell tower. Mr. Kerbin commended his entire staff for their hard work during 2017.

#### Council Comments:

Councilmember Fosque shared that he recently attended a VML conference in Charlottesville, Virginia. The conference was to update everyone on changes to the conflict of interest rules as well as the open meetings act. Councilmember Fosque shared with council that when the entire group is emailed councilmembers should not "reply to all", that is considered conducting business. Councilmember Fosque suggested that council take the time to review the Freedom of Information Act handbook.

Councilmember Bundick reminded everyone that Friday, January 26, 2018 is the annual Onancock Volunteer Fire Department banquet. This year it will be held at the Elks Lodge.

Councilmember Krause asked when the online bill issues will be resolved. Mrs. Fiege shared that she is currently looking for a new vendor and hopes to have this resolved within the next two weeks.

Councilmember Bloxom thanked Mr. Barry Weeks and Mrs. Lisa Fiege for their hard work with preparing the internal income statement for council. Councilmember Bloxom also mentioned that the Fire Department recently repainted all of the fire hydrants in town and that they look great. Councilmember Bloxom shared that in light of the Hallwood, Virginia scandal he wanted thank his fellow council members for being easy to work with and reasonable.

#### Closed Session, if needed:

Councilmember Krause made a motion that Town Council convene a Closed Meeting for the purposes 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 Bloxom seconded the motion. The motion passed by unanimous voice vote.

Closed session began at 8:32 PM.

Councilmember Krause 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.

YES NO

Robert Bloxom Catherine Krause T. Lee Byrd	YES NO YES NO	Ray Burger Joshua Bundick Fletcher Fosque	YES NO YES NO
Open session began	at 9:08 PM.		
Adjourn: Councilmember Byr Waterfront Commit		month's agenda so that he can get	council's approval on a fev
	que made a motion to nanimous voice vote.	adjourn. Councilmember Bundick s	seconded the motion. The
The meeting adjour	ned at 9:08 PM.		
Russell Jones, Mayo	r	Lisa Fiege, Deputy C	lerk

## Town of Onancock Town Council Meeting – Budget Workshop February 12, 2018 6:00 PM

#### Call to Order and Roll Call:

Mayor Jones opened the meeting at 6:00 PM. All council members were present.

#### Public Business:

Prior to the start of the budget workshop session Police Chief Eric Williams introduced Mr. Paul Meuli. Mr. Meuli is the town's recently hired police officer. Mr. Meuli has just finished the training academy and will graduate tomorrow, February 13, 2018.

Mayor Jones and Council welcomed Mr. Meuli to the town.

a. Budget Workshop: Mayor Jones opened the budget workshop session, stating that this is not a normal council meeting with a public comment section although time permitting he would allow public comment.

Mr. Bryan Horton, Public Works Director, asked council if they had any questions regarding the street maintenance proposed expenditures. Councilmember Bundick asked if snow removal was a part of this department's budget. Mr. Horton stated snow removal does fall under this department. Councilmember Fosque asked about the chipper and dump truck, stating that to replace or repair these items is expensive. Councilmember Fosque stated that council should review the brush and limb pick-up policy, if that was not a town service then money for the chipper and dump truck would not be necessary. Councilmember Fosque asked Mr. Kerbin to do a study on the best way to proceed with this service; discontinue, limit, or contract the service out. Councilmember Fosque explained that it may be cheaper to hire it out once you start looking at the cost of the equipment and the amount of time to takes our staff to complete chipping each month.

The water and sewer expenditures were discussed next.

Mayor Jones asked Mr. Horton why Accomack County's sewage billings have been all over the place this fiscal year. Mr. Horton said that it could vary up and down without any constant. Councilmember Fosque shared his concern that the septage receiving program has been a financial disappointment to the town. Mr. Horton explained that the plant can only take so much flow a day which has contributed to part of the issue. There has also been some equipment failure. Mr. Horton explained septage receiving will be able to take more flow once the stars align. Mayor Jones asked if the town could budget for an anticipated revenue of \$25,000. Mr. Horton stated that he felt \$25,000 would be an over estimate for next fiscal year, asking that the projected revenue stay at \$15,000. Councilmember Bundick stated that except for the retirement increase, the proposed expenditures look similar to the current year.

Councilmember Byrd asked how often the membrane needs to be replaced. Mr. Horton said the membrane can last five to six years, sharing that the towns has lasted longer due to the quality of care. Mr. Horton said that this is something that only gets replaced when it fails. Councilmember Bundick asked why the lab fees were proposed at a decrease. Mr. Horton

stated that they have been doing a lot of testing through Wallops, requiring the town to have less on hand. Councilmember Bundick asked what type of expense the town can anticipate for the membrane replacement. Mr. Horton said that he was currently unsure but is waiting for a call back from the vendor. Councilmember Bundick suggested that council start funding the capital improvements line item for the plant. Mayor Jones agreed stating that capital improvement projects for the entire town need to start being funded as well. Council thanked Mr. Horton for presenting his department's budget.

Police Chief Eric Williams reviewed his proposed expenditures for fiscal year 2019. Chief Williams stated that his salary line item has decreased due to the retirement of an officer and that the replacement officer will come in at a lower salary. Councilmember Byrd asked if there was any grant funding for police training. Chief Williams stated that grant money for training is not available. Chief Williams explained that more grant opportunities are becoming available for police departments for items such as equipment, over-time, and body armor. These grants will usually fund about 50% of these expenditures. Chief Williams shared that he was able to secure grant funding for the new body cameras the officers are now wearing. Chief Williams shared that certain grants which will reimburse 50% of the town's over-time cost as well as our cost for vehicle maintenance and fuel fees. Councilmember Bundick asked why the hospitalization line item increased so drastically. Mrs. Fiege shared that in the current year's budget the town only funded hospitalization based on the departments need at the time. The problem the town ran into with that funding was that an officer that was not on the town's health insurance left and the new officer needed the insurance. The fifth officer was not part of the equation. Councilmember Krause asked what the schedule is for vehicle replacement. Chief Williams shared that the current schedule is to replace one vehicle every two years. This timeframe could be extended but not until all of the Dodge Chargers are replaced. Chief Williams did mention that the United States Department of Agriculture: Rural Development is announcing their desire to assist rural police departments with grant money for new vehicles (40%). Mayor and Town Council thanked Chief Williams for his time.

Mr. Kerbin review the summary of the proposed budget. One item that needs to be increased is the police department's salary line item, their holiday pay was not part of the initial proposal. The budget proposal assumed that the new full-time Harbormaster employee would be salaried at \$30,000. Councilmember Byrd and Bundick asked that the budget be adjusted to account for the higher end of the pay scale. Mrs. Fiege said that she would adjust it for an annual salary of \$35,000.

Councilmember Byrd shared that the expenditures needed to repave the wharf parking lot and ramp repairs are not currently in the budget. Mayor Jones and Councilmember Byrd will be going to the Virginia Port Authority to ask for grant money to assist with these projects. Councilmember Byrd stated that he will be coming to council soon to approve a rate increase for slip rentals.

Mr. Kerbin shared the list of future capital improvement projects, which were listed in order of importance. Councilmember Fosque mentioned that the water tower does not look good at the moment, asking if something can be done about that. Councilmember Krause asked that one of the goals be advancing the internet services in the town. Councilmember Krause shared that during the Christmas Homes tour this past December certain participants tried to buy tickets online from their phones in town and could not get a good enough signal. They had to go back

out to Four Corners before they could purchase the tickets. Councilmember Fosque mentioned that Town Manager Kerbin has sent Verizon a letter asking for them to review the service in town. Mr. Kerbin shared that Verizon is working on securing a location for a new tower. Councilmember Krause stressed that residents and visitors should be able to use their mobile devices when downtown. Councilmember Fosque stated that he did not feel that this was a function of local government. Councilmember Fosque stated that maybe the town could give incentives or a break on the part of the lease money that would come to the town to help entice Verizon to put their services on the Onancock water tower.

Mr. Kerbin also pointed out that the wharf's revenue and expenditures have been pulled out in its own spreadsheet so that council could review it side by side. Mayor Jones mentioned that the wharf made a profit this past season and that he believes that the revenues will continue to improve.

Councilmember Fosque asked about the flood insurance funding for the wharf. Councilmember Byrd shared that the town received a quote for flood insurance and it was too high. Mayor Jones and Councilmember Byrd shared that they felt it was better to be self-insured.

Councilmember Fosque asked when the BB&T bank loan will be complete. Mr. Kerbin stated that he was unsure at the moment but that he would look into and get back to council.

Mr. Kerbin shared that the proposed fiscal year 2019 budget, there are currently no salary increases. Mr. Kerbin stated that council may want to look into at least giving the employees a bonus. Mrs. Fiege shared that a \$500 per person bonus would cost the town \$7,000. Mrs. Fiege also briefly shared the additional numbers it would take to give a 3%, 2% and 1% increase. Mayor Jones suggested that council use their discretionary fund for a bonus. Councilmember Fosque suggested that the bonus be based on years of service. Council asked Mr. Kerbin to write up some option for them to review at the next budget meeting.

Mayor Jones asked if the public had any comments.

Mrs. Maphis Oswald, Sturgis Street, expressed her concern that the water department will not be able to fund its expenditures based on the proposed budget. Stating that the original loan documents required that sewer and water self-funded and independently of each other. Mrs. Oswald asked council to consider how best to cover the water deficit.

Mr. Matt Spuck, The Inn at Onancock, shared that in a previous conversation with Mr. Kerbin, he mentioned a concept of meshed Wi-Fi. Mr. Spuck suggested that council check it out. It could be the way to help with the town's internet problems. The cost is about \$3,000 and it offers an open platform to town guests.

Mrs. Oswald asked that council consider keeping the brush and limb service, stressing that it is a town service that is provided to the residents via their tax dollars. It is a nice benefit to living in Onancock.

#### Adjourn:

Councilmember Bundick made a motion to adjourn. The motion passed by unanimous voice vote.	Councilmember Byrd seconded the motion.
The meeting adjourned at 7:44 PM.	
	Lina Fiago, Dometre Charle
Russell Jones, Mayor	Lisa Fiege, Deputy Clerk

#### **STAFF REPORT**

To: Town Council Date: February 26, 2018

Case Number: SUP 01:18

Tax Map: 85-A2-A-392

From: William H. Kerbin Jr.

**General Information** 

Applicant Suzanne Fall

Owner of Record Suzanne Fall

Requested Action Proposed use of tax map parcel 85-A2-A-392 is to

operate a homestay currently zoned Residential, 1A.

Location The parcel is located on the south side of Kerr

Street.

Parcel Area The total acreage of the parcel is .42 acres.

Existing Land Use The parcel is currently used as a single-family

dwelling.

Adjacent Land Use The surrounding properties are designated R-1A

Residential.

Submitted Proffers None

#### Analysis

In evaluating this application staff considered the Statement of Intent of the Residential District R-1. The Statement of Intent for the Residential District, R-1 states the following; "The Residential District, R-1 is composed of certain open areas where similar residential development is recommended to occur by the Onancock Town Plan." The Residential District R-1 Zoning District ordinance also states: "The following uses shall be permitted in the R-1, Residential District subject to all the other requirements of this ordinance, only upon the obtaining of a Special Use Permit, as defined in Article XV, from the Town Council: A homestay means a home occupation in which an individual owns a dwelling and also provides lodging in a portion thereof for temporary periods of time not to exceed 3 weeks.

#### Conclusion

It is staff's opinion that the application is consistent with the statement of intent found within the Zoning Ordinance and meets the special exception language set forth in the Zoning Ordinance.

#### **Suggested Motion**

Mr. Chairman, I move to approve SUP 01:18.

#### PUBLIC HEARING TOWN COUNCIL TOWN OF ONANCOCK, VA JANUARY 22, 2018

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday January 22, 2018 at 7:00 p.m., in the Town Council Chambers located at 15 North Street, Onancock, VA 23417, to consider the following special use permit application to operate a homestay:

Special Use Permit application – SUP 01:18

Suzanne Fall is requesting a special use permit to operate a homestay located at 7 Kerr Street in the Town of Onancock. The property is zoned R-1A and is located on parcel 085A2A000039200.

Copies of the above application 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 <a href="wkerbin@onancock.com">wkerbin@onancock.com</a>, or at the work address above.

TO: Eastern Shore Post

Advertise on the following date: January 12, 2018 Authorized by: Town Manager, Town of Onancock

Bill to: Town of Onancock, VA

15 North Street, Onancock, VA 23417



## Historic Onancock School Annual Report 2017 - Executive Summary Presented to Onancock Town Council 2/26/2018

The Friends of Onancock School are committed to establishing the Historic Onancock School and the 13 acre grounds as a vital and vibrant cultural and community center to benefit the Town of Onancock and the citizens of the entire Eastern Shore of Virginia. This report summarizes the major initiatives and accomplishments of the organization during 2017.

#### **Strategic Plan**

- A 3 year Strategic Plan was completed and approved by the Board. This plan will guide our
  efforts to improve the building and open spaces and to increase the value of the Historic
  Onancock School as a cultural and community center. Major goals are as follows:
  - Continue to improve the building and open space of the Historic Onancock School
  - Ensure sufficient income to cover operational expenses and to increase contingency / capital funds
  - Increase the usage of the building space and open space
  - Establish an identity which will capture the essence of who we are and what we do

#### **Building and Open Space Improvements:**

- Using the Engineering Study recommendations, improvements were made to interior and exterior spaces, and needed roof repairs were completed
- The back of the shop building was removed and the back of the building sealed, eliminating a safety hazard on the grounds.
- The lower level / basement was cleaned and painted, allowing three new tenants to move in.

#### Financials:

- Revenues of \$87.9K, a 23% increase over 2016. Includes \$45.4K in studio rentals, \$18.9K in fundraising income, \$4.9K in Special Event income and \$18.7K in donations and grant income.
- Expenses of \$80.4K, including \$23.5K in building maintenance and enhancements, \$28.6K in payroll expenses and \$8.5K in utilities costs.
- Net Income of \$7.5K. Bank balances of \$67.9K at end of 2016.

#### **Building and Grounds Use:**

- 100% of first floor studios rented; 90% of basement rented.
- In excess of 6,400 people visited or attended functions on the grounds or in the Historic Onancock School building during 2017, including 350 alumni for a multi-year Reunion.

#### **HOS Identity:**

- Developed and approved a new logo for Historic Onancock School.
- Began planning for a marketing campaign.

#### Organization Development:

Promoted Joani Donohoe to Executive Director.

## Historic Onancock School Strategic Plan 2018-2021

Approved by majority vote of the Board of Directors, November 30, 2017

**Our Vision:** As the heart of our diverse community, the Historic Onancock School Community & Cultural Center contributes economically, culturally and educationally to the quality of life on Virginia's Eastern Shore while preserving the community character.

**Our Mission:** Friends of Onancock School (FOS) is a 501-c(3) non-profit dedicated to strengthening the economic and cultural vitality of the Eastern Shore's diverse community through the rehabilitation of the Historic Onancock School and its adjoining campus. FOS achieves its goals with the support of a broad based and engaged population involved in community service and recreational activities, the arts, educational programs, and small business entrepreneurship initiatives.

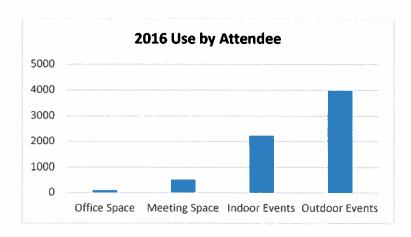
Our Values: What we believe and what we stand for

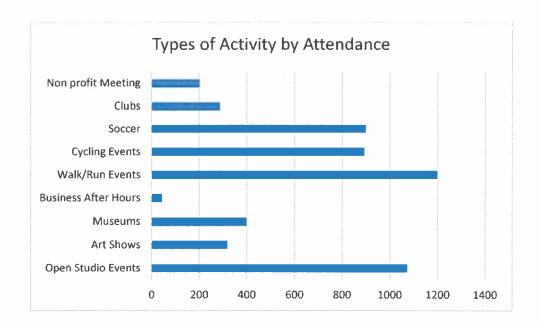
- Integrity
- Heritage
- Enrichment
- Diversity
- Environment

#### Who We Serve:

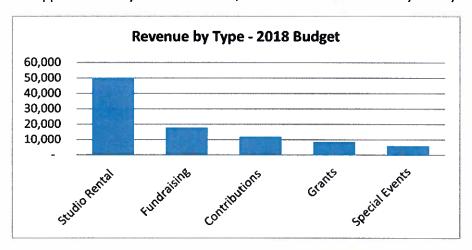
The Historic Onancock School (HOS) is a nonprofit entity. The main floor of the 28,000 square foot building is the primary usable space, with a large meeting room that provides space for indoor events such as parties, meetings and lectures. A service kitchen is also available for meal set up and service. The main floor also contains studio space for artists. There is museum space on the lower level as well as additional studio space currently used for exercise and fitness. The grounds and building combined provide a venue for large primarily outdoor events. The grounds, which are open to the public from dawn to dusk, include athletic fields, a handicap accessible children's playground and a nature trail with native plants.

With a mission that strives to meet the needs of the whole community, HOS users represent diversity and a wide range of events and activities.





To support the many activities at HOS, revenue is raised in a variety of ways.



#### **Our Programs and Services:**

- The grounds of the Historic Onancock School, including a children's' playground, are open to the
  public at all times for enjoyment, recreation and fitness.
- The building provides a venue for small indoor events such as galas, parties, exhibits, lectures or mini concerts.
- The building serves as studio rental space for individual artists and small businesses, as well as providing space for non-profits, a museum and rehearsals.
- The grounds and building provide a venue for large outdoor events, runs, concerts, bike rides, etc. Many of these events are sponsored by local non-profits as fundraisers to benefit their organizations.
- The building contains a large main room and several smaller rooms that provide space for meetings for many local groups and organizations.

#### Our Goals: 2018 - 2021

- 1. Continue to improve the building and open space of the Historic Onancock School.
- 2. Ensure sufficient income to cover operational expenses and to increase contingency / capital funds.
- 3. Increase the usage of the building and open space.
- 4. Establish an identity which incorporates existing and future direction. This identity will capture the essence of who we are and what we do.

#### **Background and Context**

#### **Background:**

The Historic Onancock School (HOS) is located at 6 College Avenue, one-third of a mile from the town of Onancock's commercial district. The main building, built in 1921, features Neo classical architecture with a brick facade. Currently, the building encompasses 28,000 square feet and is situated on 13 acres, bordered on the south and north side by the Joynes branch of the Onancock Creek. This property serves as park and open space as well as a community center for residents of Onancock as well as residents of the Eastern Shore's two counties - Accomack and Northampton.

In 2006 the Town of Onancock regained ownership of the building and grounds from the County of Accomack. The town council appointed an ad hoc committee to assess the value of saving this building and in 2007 a 40-year lease of the building and grounds was secured by a group of concerned citizens, who established Friends of Onancock School (FOS) as a non-profit organization. Over the past 12 years, FOS, has put forward a focused effort to secure and restore the neglected building and to redefine its purpose in a way to financially support restoration and use expansion.

Onancock Virginia is a town of 1,100 residents located between the Onancock creek and its tributaries. Listed on the National Registry of Historic Places, Onancock supports pedestrian life and with its walkability, access to healthcare and shopping offering its residents the ability to age in place. The town itself is physically beautiful with an outdoor landscape complimented by the many historic and renovated homes that line its streets. The Onancock wharf is an active working wharf, with Chesapeake Bay access for large boats and sailing vessels. The downtown shops include many artisan galleries featuring works unique to the culture and history of the Eastern Shore. There are many dining options including a bakery that has been in operation for over 40 years. A movie theatre, a community playhouse and other retail shopping are also part of the downtown experience.

Despite the active downtown area there are still many vacant store fronts. Many of these buildings have been vacant for greater than 10 years. And though there is movement to fill some vacancies, the population of Onancock is not enough to sustain economic recovery and growth.

Virginia's Eastern Shore had a population of 45,142 in 2014, more than a 12% decrease from the 51,398 population in 2000. Although a slight increase is projected for 2020, Northampton and Accomack Counties are lagging far behind the rest of Virginia which saw growth of almost 18% from 2000 to 2014. Approximately one-third of Eastern Shore residents are located in Northampton County, with two-thirds in Accomack County.

Unemployment in Accomack County in 2016 was 4.8%, higher than Virginia's 4.0%. Median household income (2011 - 2015) was \$39,412 compared to Virginia's \$65,015. The percentage of persons living in poverty in Accomack County was 20.4%, compared to 11% for Virginia.

Importantly, the Historic Onancock School's building and grounds provide free or affordable space for a host of community activities for the residents of Onancock and Virginia's Eastern Shore. Several thousands of people each year, both local and visitors to the Shore, make use of the open space and the building meeting space. We strive to ensure that the Onancock Community and Cultural Center provides "A space for all".

#### **Organizational Strengths:**

#### **Organization Development:**

FOS continues to strengthen the organization by maintaining a dedicated and enthusiastic Board of Directors whose responsibility is to establish strategic direction for the organization and to monitor progress. The Executive Director manages the organization's operations and provides input into potential improvements and future direction. Outside experts provide guidance to the organization as needed or requested. There is an emphasis on developing sound policies and procedures to guide decisions and activities.

#### Location:

Historic Onancock School is located on 13 acres of open space which is adaptable for a variety community events such as meetings, classes, sport programs, outdoor camps, music events, individual fitness and recreation. The existing building and land not only features a beautiful setting on the creek but also offers significant historical relevance for the Town of Onancock and the Eastern Shore. The property enjoys easy access within town and from US 13.

#### **Community connections/partnerships:**

This project recognizes and features the Culture/history of this community. It is a place of history blended with new direction to promote entrepreneurship for local talent and young businesses. Networks among the tenants, community users and alumni together with a strong supportive and collaborative relationship with the Town contribute to establishing HOS as a gathering spot across our community and a destination for community events.

## Historic Onancock School Strategic Plan 2018-2021

Our Goals: 2018 - 2021

#### Goal 1: Continue to improve the building and open space of the Historic Onancock School

The 96 year old building is in need of repairs and improvements to maintain a safe and inviting place for rentals and special event use. The large open space surrounding the building provides an ideal location for a great number of uses. Those involved with the Historic Onancock School are committed to continuing to improve these valuable assets to make them more inviting to all who visit and spend time here.

#### **Objectives:**

- a) Develop a prioritized list of needed repairs and improvements to the building and open space.
- b) Complete repairs and improvements according to timeline.
- c) Identify and quantify "big ticket" items that will need specific funding strategies.

### Goal 2: Ensure sufficient income to cover operational expenses and to increase contingency / capital funds

As a non-profit, the Friends of Onancock School need to continue to explore and take full advantage of all potential sources of income in order to fulfill our Mission.

#### **Objectives:**

- a) Identify revenues needed to cover operational expenses and revenues needed to fund contingency / capital needs.
- b) Increase funding from studio rentals and special events by 15% over the next 3 years.
- c) Increase net income from fundraisers to \$20,000 per year within 3 years.
- d) Increase contributions and support income to \$25,000 with three years
- e) Identify and pursue three to five funding sources for major improvements.
- f) Investigate and pursue opportunities to develop Artisan Market as a source of income.

#### Goal 3: Increase the usage of the building space and open space

As a Community and Cultural Center, the Historic Onancock School is a space that should be welcoming to all citizens of the Eastern Shore as well as to visitors to our area. We feel that there are segments of our population who are not aware of the opportunities we provide. We plan to increase that awareness within the community and identify ways to increase usage.

#### **Objectives:**

- a) Identify local business / organization partnership opportunities.
- b) Identify ways to increase "community center" awareness.
- c) Identify ways to increase Artisan market awareness.
- d) Become a mid-shore Virginia Welcome Center affiliate.

### Goal 4: Establish an identity which incorporates existing and future direction. This "identity" will capture the essence of who we are and what we do.

Several terms are applied to our "identity". Friends of Onancock School, which actually refers to the 501 (c) 3 non-profit organization which raises funds and manages the day-to-day operations and currently is a part of our logo. The building itself and the open space which were the Onancock High School are now referred to as the Historic Onancock School, capturing the identity of the "place". The Onancock Community and Cultural Center is more descriptive of the use that is being made of the facilities. All these terms can be confusing to the community. Our goal is to develop a consistent message.

#### **Objectives:**

- a) Determine the identity to be adopted.
- b) Create the brand for the identity by designing visual products as well as messages that embody the brand.
- c) Develop strategies to promote the new brand.

### **Friends of Onancock School** Profit & Loss YTD Comparison December 2017

	Dec 17	Jan - Dec 17
Ordinary Income/Expense		
Income Contributions and Support	3,368.62	16,533.62
Fundraising Income		
Champagne & Oyster Tasting Shore Made Music 2017	0.00	4,567.65
Give Local 757	0.00 0.00	9,467,12 2,122,02
Membership Dues Income	1,950.00	2,730.00
Total Fundraising Income	1,950.00	18,886.79
Late Fee Receipts	0.00	125.00
Rental Income	2,185.00	35,711.30
Restricted Fund Income	_,	
Restricted Fund-United Way	0.00	2,136.27
Total Restricted Fund Income	0.00	2,136.27
Special Event Income	618.81	4,908.81
Utility Income	540.00	9,589.15
Total Income	8,662.43	87,890.94
Gross Profit	8,662,43	87,890.94
Expense		
Advertising Expense	0.00	168.00
Building Mainenance	0.00	2,186.31
Dues & Subscriptions Expense	15.99	553.87
Facilities Improvements	1,690.39	21,325.98
Finance charges	0.00	3.00
Fundraiser Expense	0.00	0.000.04
Champagne and Oyster Tasting	0.00	2,328.31
Shore Made Music 2017	0.00 265.70	5,133.29
Membership Drive Expenses Fundraiser Expense - Other	0.00	265.70 220.00
Total Fundraiser Expense	265.70	7,947.30
Grant and Contract Expense	0.00	23.75
Grounds Maintenance Expense	0.00	2,875,89
insurance Expense	-162.00	2,838.00
Janitorial Expense	118.13	2,166.62
Legal & Professional Fees	60.00	789.25
License & Corporate Fees	0.00	25.00
Office Supplies Expense	89.09	1,017.25
Payroll	1,892.88	26,443.54
Payroll Taxes - FOS	0.00	2,123.76
Postage and Delivery Printing and Reproduction	0.00	239.40
Reconciliation Discrepancies	0.00 0.00	480.46 0.00
Special Event Expense	75.00	175.00
Special Event Refund	218.81	393.81
Telephone	5.05	60.60
Utilities	1,346.98	8,519.46
Total Expense	5,616.02	80,356.25
Net Ordinary Income	3,046.41	7,534.69
Other Income/Expense		
Other Income	9	
Interest income	0.32	4.18
Total Other Income	0.32	4.18
Net Other Income	0.32	4.18
let income	3,046.73	7,538.87

## Friends of Onancock School Balance Sheet

As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets Checking/Savings	
SunTrust Checking - Operations	14,952.52
Money Market - Suntrust	12,522.30
PNC MM - Restricted Funds	10,022.00
Class of 69 PNC MM - Restricted Funds - Other	1,560.00 -1,560.00
Total PNC MM - Restricted Funds	0.00
Xenith Bank Checking - Capital	40,387.52
Total Checking/Savings	67,862.34
Total Current Assets	67,862.34
Fixed Assets	
Buildings	
Accum Deprec Building	-1,443.48
Buildings - Other	43,213.02
Total Buildings	41,769.54
Playground Equipment	
Accum Deprec Playground	-254.16
Playground Equipment - Other	1,763.99
Total Playground Equipment	1,509.83
Computer	
Accum Depr	-1,271.52
Computer - Other	1,271.52
Total Computer	0.00
Land Improvements	
Accum Depr Land Improvements	-1,641.88
Land Improvements - Other	5,970.13
Total Land Improvements	4,328.25
Leasehold Improvements	
Accum Depr Leasehold Impr	-414.02
Leasehold Improvements - Other	2,380.00
Total Leasehold Improvements	1,965.98
Office Equipment	
Accum Depr Office Equip Office Equipment - Other	-1,220.37 1,059.51
Total Office Equipment	<u>1,958.51</u> 738.14
Total Fixed Assets	50,311.74
TOTAL ASSETS	
	118,174.08
LIABILITIES & EQUITY	
Equity Retained Earnings	110,635.21
Net Income	7,538.87
Total Equity	118,174.08
• •	
TOTAL LIABILITIES & EQUITY	118,174.08

#### Historic Onancock School 2018 Budget Proposal

NCOME	Proposed 2018	2017 Revised Budget	Notes
Contributions and Support	\$12,000	\$12,000	
Fundraising Income			
Fundraising Events	\$15,000	\$10,000	
Membership Dues	\$3,000	\$3,000	
Grant Income		\$5,000	
nterest			
Late Fee Receipts			
Restricted Fund Income			
United Way	\$2,500	\$2200	
OBCA	\$6,000		
Studio Rental	\$53,000	\$32,500	
Returned Check Charges			
Special Events	\$6,000	\$6,000	
Jtilities Recapture		\$10000	
TOTAL INCOME	\$97500	\$80700	
EXPENSES			
Advertising Expense	\$1500	\$200	
Bank Charges		\$200	
Building Maintenance	\$2500	\$1850	
Dues and Subscriptions	\$700	\$450	
Education and Training	\$150	\$150	
Equipment Rental and Maintenance		\$75	
acilities improvement	\$13000	\$19000	
undraising Expenses		410300	
Fundraising Events	\$6000	\$2000	
Membership Drive	\$400	\$400	
Annual Drive	\$300	<b>\$</b> 100	
Frant and Contract Expense			
irounds Maintenance	\$5000	\$3500	
nsurance	\$2800	\$2737	
anitorial	\$3800	\$2200	
egal and Professional	\$800	\$850	
Office Supplies	\$700	\$600	
Payroll	\$32000	\$29124	
ayroli Taxes - FOS	\$2667	\$2334	
ostage and Delivery	\$200	\$200	
Printing and Reproduction	\$250	\$200	
Rental Deposit Refund	4250	φ200	
lestricted Fund Expense			
United Way	\$2500	\$1100	
OBCA	\$6000	\$1100	
pecial Event Expenses	\$200	\$200	
elephone	\$75		
tilities	\$12500	\$100 \$12500	
Vebsite Development and Maintenance	\$12500		
occupation and maintenance	\$1000	\$100	
OTAL EXPENSES	\$95042	\$79870	

# EASTERN SHORE OF VIRGINIA PEDESTRIAN FACILITIES STUDY

**Inventory and Needs Assessment** 

December 2017



Mason Avenue, Cape Charles

Prepared by: Accomack-Northampton Planning District Commission



Eastern Shore o	f Virginia	Pedestrian	Facilities	Study	/ 2017
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## EASTERN SHORE OF VIRGINIA PEDESTRIAN FACILITIES STUDY

### **Inventory and Needs Assessment**

December 2017

Prepared for:

Virginia Department of Transportation

Hampton Roads District

1700 North Main Street

Suffolk, Virginia 23434

Prepared by:

Accomack—Northampton Planning District Commission

23372 Front Street

Accomac, Virgnia 23301

(757)787-2936

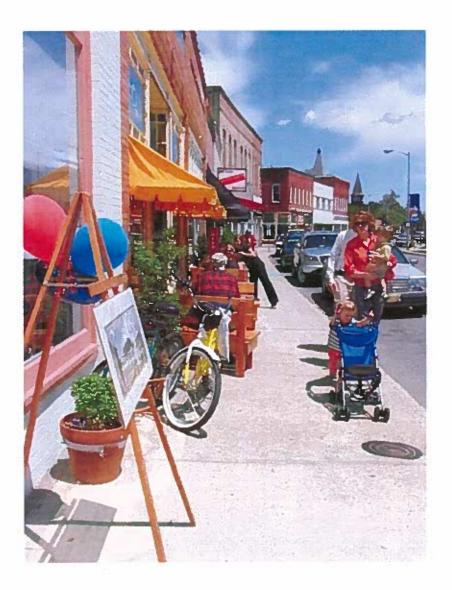
Funding provided by Virginia Department of Transportation – UPC 0000111157

The Accomack-Northampton Planning District Commission wants to thank VDOT staff for their assistance in developing this study.



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Introduction	page 2
Methodology	
Analysis	pages 4-7
Recommendations and Next Steps	
Towns/Villages Maps	page 9-34



Market Street, Onancock

#### **Executive Summary**

The goal of this study was to develop a complete inventory of pedestrian facilities, sidewalks and crosswalks, on the Eastern Shore of Virginia. In order to prioritize which facilities need to be repaired or replaced first, sidewalks were categorized as ADA-compliant (1), functional but not ADA-compliant (2), and non-functional (3). Crosswalks were also located. Both were then mapped for each town and village, and miles and the percentages of each category were tabulated. Forty-six percent of the sidewalks in the study were deemed non-functional (3) for ADA-compliance. Most of those were installed prior to 1991 and the Americans with Disabilities Act. The largest percentage of sidewalks (49%) are now in the functional but not ADA-compliant category (2) and were installed after 1992. The newest standards for ADA-compliance changed again in 2011, with the result that only 6% of all VDOT-maintained sidewalks fall into the ADA-compliant category.

Those towns that had Category 1 ADA-compliant sidewalks also had crosswalks connecting them except for Exmore and Accomac. Six new crosswalks could be painted between Exmore's sidewalks on Main Street, Bank Avenue, and Commercial Avenue. The Town of Accomac has one location between ADA-compliant sidewalks that could also be painted for a crosswalk.

A needs assessment for all towns and counties will begin by sending this study to mayors and councils. Upon request, A-NPDC will assist the towns in identifying priorities. According to VDOT records for the Hampton Roads area, one mile of new sidewalk costs between \$382,000 and \$1.2 million. Finding construction funding will be an ongoing effort by VDOT, the jurisdictions, the A-NPDC, and other agencies.



Main Street, Chincoteague

#### Introduction

The purpose of this study was to determine the location and adequacy of pedestrian facilities and to prioritize replacement or repair of those that are inadequate by presenting the study to VDOT and the local jurisdictions on Virginia's Eastern Shore.

The Accomack-Northampton Planning District Commission (A-NPDC) received funding from the Virginia Department of Transportation (VDOT) under its Highway Planning and Construction program to finance the activities contained in the FY 2018 Scope of Work.

One of the activities was to work with the towns to develop prioritized pedestrian needs assessment, including GIS sidewalk inventory, crosswalk needs, and prioritized pedestrian needs for each town. This study includes public sidewalks that are maintained by VDOT as well as private sidewalks such as those found in housing developments, medical centers, and schools.

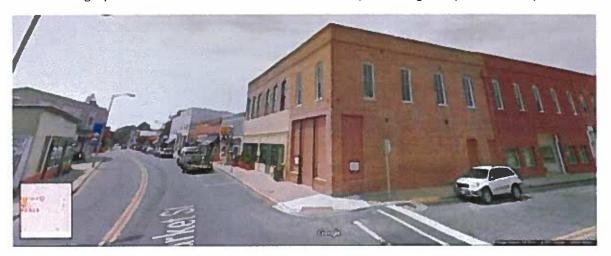
#### Methodology

Sidewalks were located using Google Earth or Street Maps as well as field verification where details could not be determined from the aerial images. In addition, some sidewalks were upgraded recently and did not yet appear in the Google products. Those were field verified as well.

Each section of sidewalk was examined for compliance with the Americans with Disabilities Act (ADA) of 2010. In order to qualify as ADA-compliant, a sidewalk must be 5-feet wide not including the curb, have ramps that include "bubbles" for the sight-impaired, and must include flares on ramps and driveway cuts. Crosswalks are ADA-compliant if they connect two sections of ADA-compliant sidewalk.

Sidewalks were determined to be in one of three categories:

1. ADA Compliant – 5-feet wide not including the curb, "bubbles" on ramps, and flares at ramps and driveway cuts. No utility poles in sidewalk. This view also shows a crosswalk connecting two Category 1 sidewalks on Market Street in Onancock. (from Google Maps/Streetview).



2. Functional, but not fully ADA-compliant - at least 3 feet wide, includes flares and ramps, but not "bubbled," and ramps may be narrower than the rule. No utility poles in sidewalk. This view is Market Street and College Avenue in Onancock. A crosswalk connects two Category 2 sidewalks.



3. Non-functional - less than 3 feet wide, missing ramps and/or flares, utility poles in sidewalk, broken, heaved, etc. Any one of these conditions qualifies the sidewalk for this category. This view is Justis Street in Onancock.



4. Existing crosswalks were mapped and a table with locations appears on page 7.

Each section of sidewalk and each crosswalk was then mapped and assigned to a category using ArcGIS. An aggregate table was built (see tables on pages 6-7), and maps of the categorized sidewalks were developed for towns and villages to prioritize improvements. Maps are presented in alphabetical order by county and incorporated town or un-incorporated village name. See page 9 for a key to maps.

#### **Analysis**

#### Sidewalks

There are a total of 68.3 miles of VDOT-maintained sidewalks in both counties including 40.7 miles in Accomack County and 27.6 miles in Northampton County. There are an additional 6.5 miles of non-VDOT-maintained sidewalks mostly at schools, medical and assisted living centers, private developments, and commercial sites such as Walmart in Onley.

Of the total VDOT-maintained miles, only 4.2 miles (6%) are ADA compliant (category 1), 33.2 miles (49%) are functional but not ADA-compliant (category 2), and 31.1 miles (45%) are in category 3 – non-functional under ADA rules.

Most of the miles of sidewalks in the region were installed by VDOT before 1990 when ADA regulations were not in place. After 1991, when the regulations became effective, ramps and flares and three feet of width was mandated. Sidewalks installed by VDOT after 1991 are now mostly category 2, as the regulations changed again in 2011. Legislation became effective in 2012. The latest regulations require "bubbles" on ramps for sight-impaired pedestrians and wider widths. Sidewalks installed after 2012 are Category 1 – ADA-compliant.

Of the total non-VDOT maintained sidewalks, 51% are ADA-compliant, 46% are functional but not ADA-compliant, and 3% are non-functional. This higher percentage of ADA-compliant and functional sidewalks is attributed to the fact that the majority of these sidewalks were installed more recently than the VDOT-maintained sidewalks.

Following on the next two pages are the tabular data for sidewalks on the Eastern Shore of Virginia.

**Towns and Villages Maintained by VDOT** 

Towns and Villages	Total Miles	Total Miles Category 1		Total Miles Category 2		Total Miles Category 3		Crosswalks Category 4
	Inventoried Sidewalks	Total Sidewalk Miles	% of Total in Jurisdiction	Total Sidewalk	% of Total in Jurisdiction	Total Sidewalk Miles	% of Total in Jurisdiction	Number
VDOT Maintained								
Eastern Shore Totals	68.3	4.22	6%	33.15	49%	31.12	46%	0.37
Accomack County	40.71	1.54	4%	15.16	37%	24.06	59%	0.29
Accomac	3.71	0.05	1%	0.27	7%	3.39	91%	
Atlantic*	0.49	0	0%	0.45		0.04	8%	C
Belle Haven	0.23	0	0%	0.23	100%	0	0%	C
Bloxom	0.1	0	0%	0	0%	0.1	100%	
Chincoteague	17.45	1.17	7%	8.18	47%	7.88	45%	0.22
Greenbackville*	0.55	0	0%	0	0%	0.55	100%	(
Greenbush*	0.05	0	0%	0	0%	0.05	100%	0
Hallwood	0.12	0	0%	0.07	58%	0.05	42%	(
Keller	0	0	0%	0	0	0	0%	(
Mappsville*	0.81	0	0%	0	0	0.81	100%	(
Melfa	1.17	0	0%	1.17	100%	0	0%	(
Nelsonia*	0.82	0	0%	0.09	11%	0.73	89%	(
New Church*	1.93	1	52%	0.92	48%	0.01	1%	(
Oak Hall*	1.21	0	0%	0	0%	1.21	100%	(
Onancock	8.14	0.32	4%	2.89	36%	4.86	60%	0.07
Onley	1.88	0	0%	0.04	2%	1.84	98%	(
Painter	0	0	0%	0	0%	0	0%	(
Parksley	2.15	0	0%	0.68	32%	1.47	68%	(
Saxis	0.01	0	0%	0	0%	0.01	100%	(
Tangier	0	0	0%	C	0%	0	0%	(
Tasley*	0	0	0%	0	0%	0	0%	
Temperanceville*	1,14	0	0%	0.1	9%	1.04	91%	
Wachapreague	0.65	0	0%	0.65	100%	0	0%	- (
Northampton County	27.59	2.68	10%	17.98	65%	7.06	26%	0.09
Cape Charles	15.1	1.96	13%	11.04	73%	2.03	13%	0.07
Cheriton	3.04	0	0%	1.33	44%	1.71	56%	(
Eastville	1.77	0.03	2%	0.93	53%	0.8	45%	0.03
Exmore	3.24	0.68	21%	1.44	44%	1.12	35%	- (
Franktown*	1.15	0	0%	0.7	61%	0.45	39%	- (
Nassawadox	3.29	0	0%	2.53	77%	0.76	23%	- (

\*villages

#### **Locations Not Maintained by VDOT**

Locations	Total Miles	Total Miles	Total Miles Category 1 Total Miles Ca		Total Miles Category 3		Category 3	Crosswalks Category 4
	Sidewalks	Total Sidewalk Miles	% of Total	Total Sidewalk	% of Total	Total Sidewalk Miles	% of Total	Number
Accawmacke ES	0.13	0.13	100%	0	0%	0	0%	0
Arçadia HS	0.29	0.29	100%	0	0%	0	0%	0
Arcadia MS	0.31	0.31	100%	0	0%	0	0%	0
Atlantic CHC	0.15	0.15	100%	0	0%	0	0%	0
Bay Creek, Cape Charles	0.87	0.87	100%	0	0%	0	0%	0
Bayview Community HC	0.07	0.07	100%	0	0%	0	0%	0
Chincoteague ES	0.2	0.03	15%	0.11	55%	0.03	15%	0.03
Chincoteague HS	0.34	0.15	44%	0.19	56%	0	0%	0
Eastern Shore Community	The district of the last			BIT SIR	1 500			
College	0.01	0.01	100%	0	0%	0	0%	0
The Hermitage	0.33	0	0%	0.33	100%	0	0%	0
Kegotank ES	0.15	0	0%	0.11	73%	0.04	27%	0
King's Bay, Cape Charles	1.19	0	0%	1.19	100%	0	0%	0
Kiptopeke ES	0.23	0.23	100%	0	0%	0	0%	0
Metompkin ES	0.25	0.19	76%	0.06	24%	0	0%	0
Nandua HS	0.26	0.05	19%	0.21	81%	0	0%	0
Nandua MS	0.33	0.33	100%	0	0%	0	0%	0
Northampton MS	0.06	0	0%	0	0%	0.06	100%	0
Northampton HS	0.17	0.17	100%	0	0%	0	0%	0
Occohannock ES	0.18	0.18	100%	0	0%	0	0%	0
Pungoteague ES	0.12	0	0%	0.07	58%	0.05	42%	0
Riverside Shore Memorial					1000	11 7 12 1		
Hospital	0.89	0.18	20%	0.71	80%	0	0%	0
Shore Life Care @Parksley	0.16	0	0%	0.16	100%	0	.0%	0
Shore Medical Center	0.03	0	0%	0.03	100%	0	0%	0
Onley CHC	0.11	0.09	82%	0	0%	0	0%	0.02
Walmart, Onley	0.13	0.13	100%	0	0%	0	0%	0

Category 1	ADA-Compliant	
Category 2	Functional but non-ADA	
Category 3	Non Functional	
Category 4	Crosswalks	
Notes:		
Heritage Hall, Nassaw	adox mapped in town totals	
Chincoteague Commi	unity Health Center mapped in town total	S
County totals include	both incorporated and non-incorporated	towns
Franktown CHC has no	o sidewalks	

#### Crosswalks

Crosswalks were mapped as well. Most of them connect category 2 sidewalks (functional, but not ADA-compliant) in the towns of Chincoteague, Eastville, and Onancock. Under the 2011 ADA rules, only Category 1 sidewalk intersections can have crosswalks installed.

Category 1 sidewalks that could have crosswalks painted between them were found in Accomac (1) across Business Route 13 between Cross Street and Courthouse Avenue, and in Exmore (6), between the two sidewalks on Bank Avenue and Commercial Avenue and between those two streets and the far side of Business Route 13 (Main Street).

Cape Charles, Chincoteague, Onancock and Exmore have more crosswalks than other towns in the region. Cape Charles has the most ADA-compliant crosswalks as a result of that town's efforts building a community walking trail financed in part by the Transportation Equity Act (formerly TEA-21 now MAP-21 Moving Ahead for Progress in the 21st Century).

Details of crosswalks as they connect between categories of sidewalks:

Towns/Villages	Cat 1-1	Cat 1-2	Cat 2-2	Cat 2-3	Locations for additional crosswalks
Accomac	0	0	0	0	1 – Cross St & Courthouse Rd on Business Route 13
Atlantic	0	0	0	0	0
Belle Haven	0	0	0	0	0
Bloxom	0	0	0	0	0
Cape Charles	10	3	2	3	0
Cheriton	0	0	0	0	0
Chincoteague	3	4	4	2	0
Eastville	0	1	0	0	0
Exmore	0	0	0	0	6 – Bank & Commercial Avenues & Business Route 13
Franktown	0	0	0	0	0
Greenbackville	0	0	0	0	0
Greenbush	0	0	0	0	0
Hallwood	0	0	0	0	0
Mappsville	0	0	0	0	0
Melfa	0	0	0	0	0
Nelsonia	0	0	0	0	0
Oak Hall	0	0	0	0	0
Onancock	1	0	8	0	0
Onley	0	0	0	0	0
Parksley	0	0	0	0	0
Temperanceville	0	0	0	0	0
Wachapregue	0	0	0	0	0

(Note: no crosswalks were found between category 3 sidewalks)

#### Recommendations & Next Steps

#### **Short Term:**

Town of Accomac – paint one crosswalk across Business Route 13 between Cross Street and Courthouse Avenue.

Town of Exmore – paint six crosswalks between Category 1 sidewalks at Bank and Commercial Avenue intersections with Business Route 13 and between both sides of those streets.

This study points out that a 46 percent of Eastern Shore sidewalks are not useable by disabled persons.

In order to identify which sidewalks should be upgraded first, or where sidewalks and crosswalks could be added to facilitate use by disabled persons, each jurisdiction will need to decide how or if it wishes to address the deficiencies identified in this study.

To begin the needs assessment, each jurisdiction will receive a copy of this study, and A-NPDC staff will make presentations to the jurisdictions' governing bodies upon request and help each develop its priorities. Information from the jurisdictions will be added to this study as it is available.

To address identified priorities to bring sidewalks up to ADA-compliance, additional funding will need to be found.

According to VDOT, one mile of new sidewalk costs between \$382,000 and \$1.2 million depending upon the several factors such as whether utilities need to be relocated or additional right-of-way needs to be acquired. Therefore, replacing all 31.12 miles of non-functional Category 3 sidewalks owned and maintained by VDOT is not remotely feasible in the near future. Our local VDOT Residency has maintenance funds only, which it uses to replace sidewalks only when a road is resurfaced. It does not have funding for new construction. Therefore, our jurisdictions will need to prioritize those sections of sidewalk they want replaced and assist VDOT in finding the funds needed to effect the improvements.

#### Potential funding sources include:

- Virginia Department of Housing and Community Development <u>Community Development Block</u> <u>Grant (http://www.dhcd.virginia.gov/index.php/community-partnerships-dhcd/76-community-development-block-grant-cdbg-competitive-grants.html)</u>
- Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21 https://www.fmcsa.dot.gov/mission/policy/map-21-moving-ahead-progress-21st-century-act)
- 3. <u>VDOT Revenue Sharing Program</u> (http://www.virginiadot.org/business/local-assistance-access-programs.asp)
- 4. VDOT Maintenance Funds (http://www.virginiadot.org/info/contactus.asp)
- Private/Public Partnerships (https://www.virginia.gov/agencies/office-of-public-privatepartnerships/)

#### Mid- to Late-Term and ongoing:

Add priorities collected from jurisdictions as updates to this study, and assist VDOT and jurisdictions in obtaining funding for improved pedestrian facilities and additions as requested.

# Maps

# **ACCOMACK COUNTY TOWNS**

Incorporated:	Page	Un-Incorporated:	Page
Accomac	10	Atlantic	11
Belle Haven	12	Greenbackville	16
Bloxom	13	Greenbush	17
Chincoteague	14-15	Mappsville	19
Hallwood	18	Nelsonia	21
Melfa	20	Oak Hall	22
Onancock	23-24	Temperanceville	27
Onley	25		
Parksley	26		
Wachapreague	28		

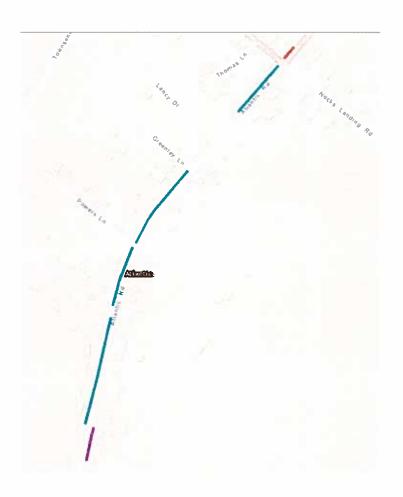
In Accomack County, there are several incorporated towns without sidewalks. Therefore, they were not mapped. They are Keller, Painter, Saxis, and Tangier.

## NORTHAMPTON COUNTY TOWNS

Incorporated:	Page	Un-Incorporated:	Page	
Cape Charles	29	Franktown	33	
Cheriton	30			
Eastville	31			
Exmore	32			
Nassawadox	34			

In Northampton County, there are several un-incorporated villages such as Oyster and Willis Wharf. They are not included here because they do not have sidewalks.





#### ATLANTIC

## Key to Sidewalks

Red = Category 1 – ADA Compliant

Blue = Category 2 -

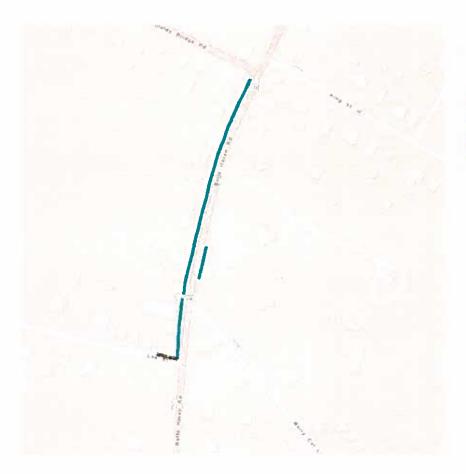
Functional

Purple = Category 3 - Non-

functional

Green = Category 4 -

Crosswalks



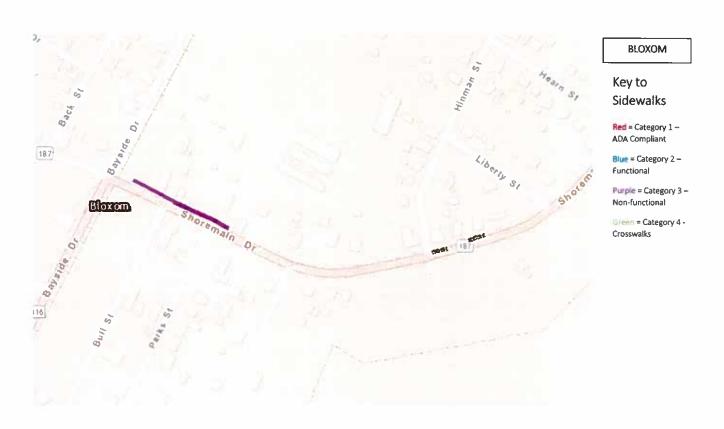
#### BELLE HAVEN

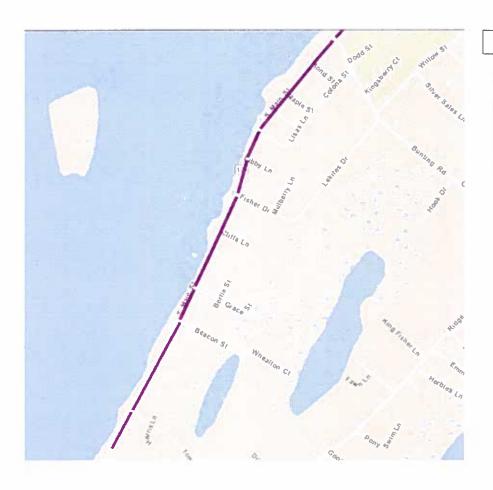
# Key to Sidewalks

Red = Category 1 - ADA Compliant

Blue = Category 2 - Functional

Purple = Category 3 - Non-functional





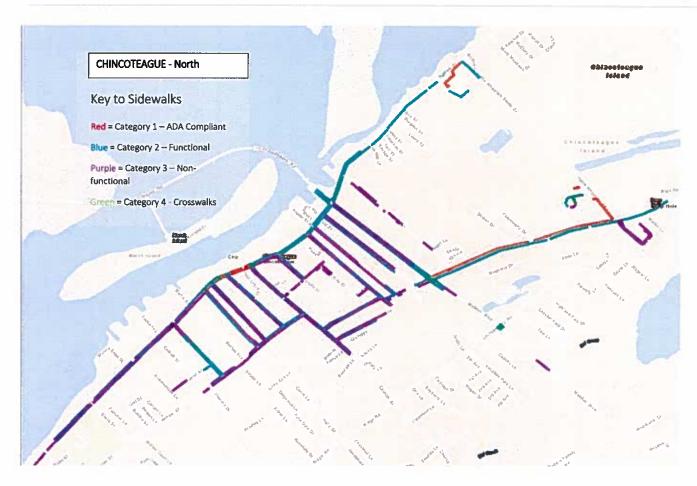
#### CHINCOTEAGUE - South

# Key to Sidewalks

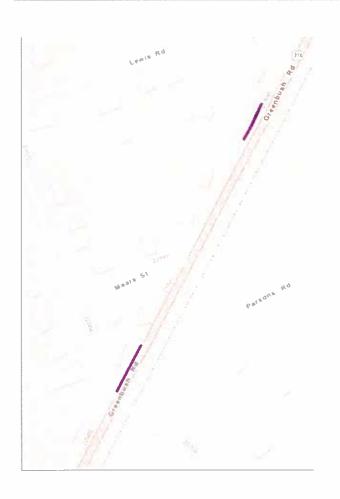
Red = Category 1 - ADA Compliant

Blue = Category 2 - Functional

Purple = Category 3 - Non-functional







#### GREENBUSH

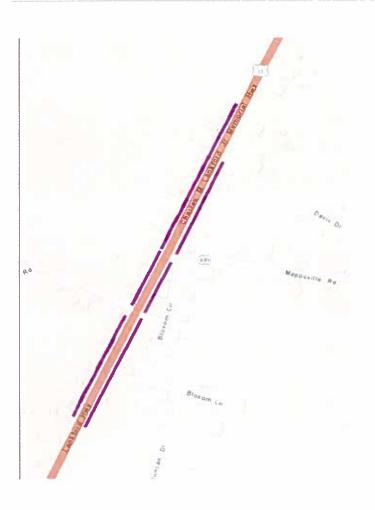
# Key to Sidewalks

Red = Category 1 - ADA Compliant

Blue = Category 2 - Functional

Purple = Category 3 - Non-functional





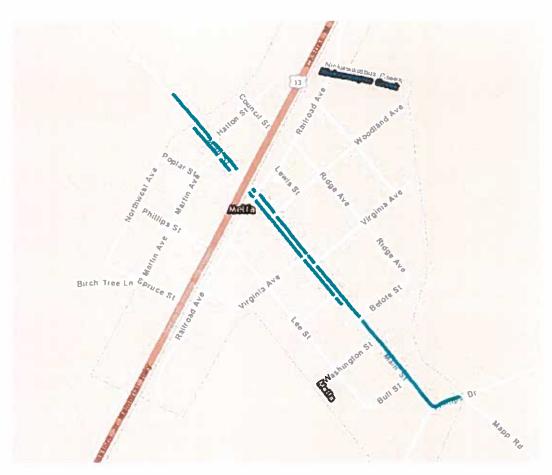
#### MAPPSVILLE

# Key to Sidewalks

Red = Category 1 - ADA Compliant

Biue = Category 2 - Functional

Purple = Category 3 - Non-functional



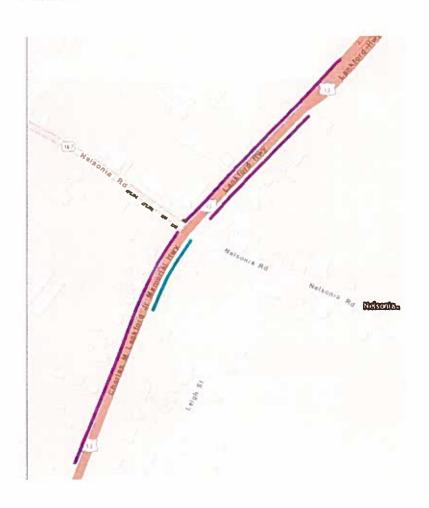
MELFA

# Key to Sidewalks

Red = Category 1 — ADA Compliant

Blue = Category 2 - Functional

Purple = Category 3 - Non-functional



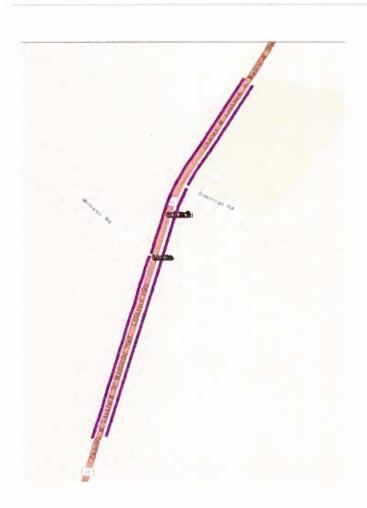
#### NELSON|A

# Key to Sidewalks

Red = Category 1 - ADA Compliant

Blue = Category 2 - Functional

Purple = Category 3 - Non-functional



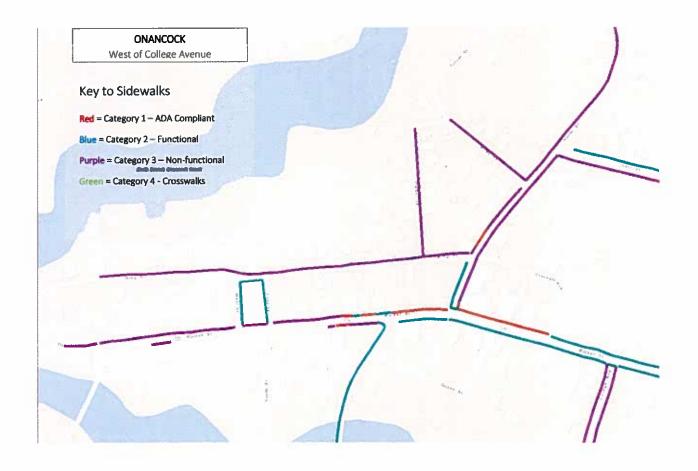
#### OAK HALL

## Key to Sidewalks

Red = Category 1 – ADA Compliant

Blue = Category 2 - Functional

Purple = Category 3 — Nonfunctional







#### ONLEY

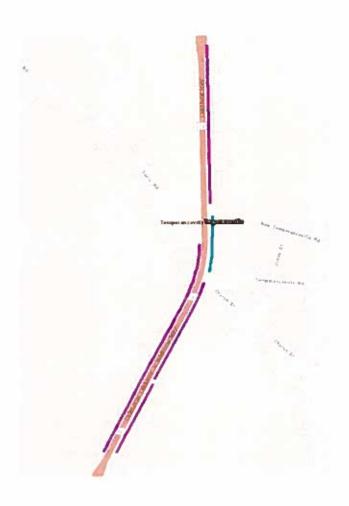
# Key to Sidewalks

Red = Category 1 - ADA Compliant

Blue = Category 2 - Functional

Purple = Category 3 - Non-functional





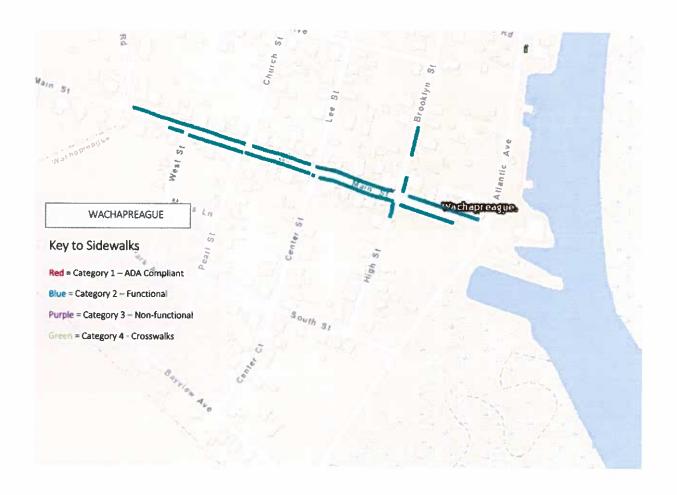
#### TEMPERANCEVILLE

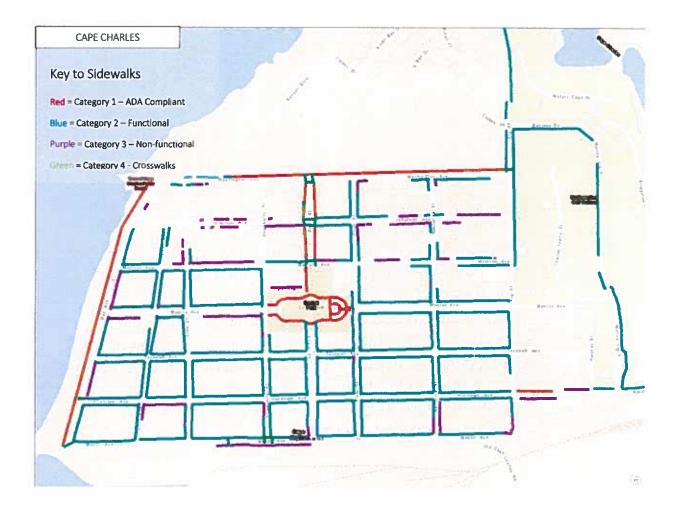
# Key to Sidewalks

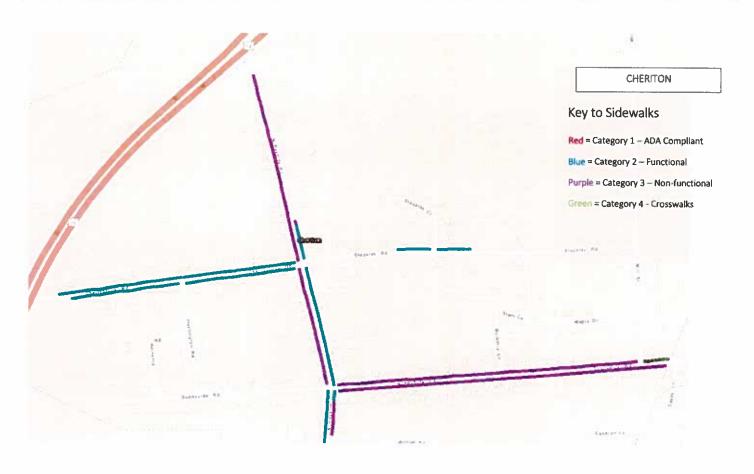
Red = Category 1 — ADA Compliant

Blue = Category 2 - Functional

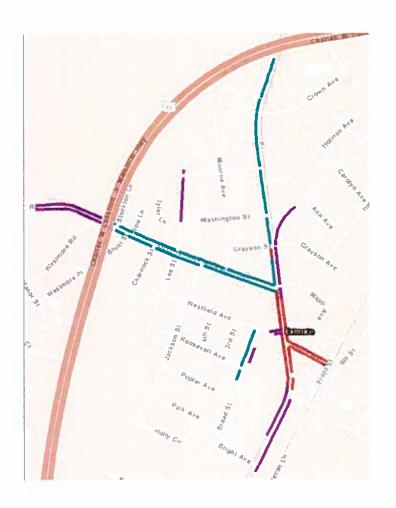
Purple = Category 3 - Non-functional











#### **EXMORE**

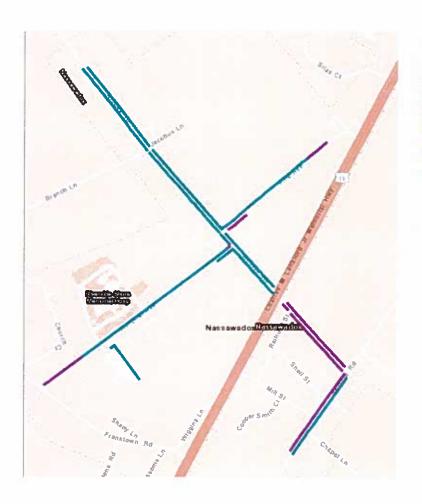
# Key to Sidewalks

Red = Category 1 - ADA Compliant

Blue = Category 2 - Functional

Purple = Category 3 - Non-functional





#### NASSAWADOX

# Key to Sidewalks

Red = Category 1 - ADA Compliant

Blue = Category 2 - Functional

Purple = Category 3 - Non-functional

#### For additional information contact:

Transportation Program Manager Accomack-Northampton Planning District Commission 23372 Front Street P.O. Box 417 Accomac, VA 23301

757-787-2936 x127 bschwenk@a-npdc.org www.a-npdc.org **SUGGESTED MOTION:** Mr. Mayor, I move to approve the installation of playground equipment by the Central Accomack Little League organization to be located on the Little League grounds provided that:

- The Central Accomack Little League maintains liability insurance on the playground equipment with the Town of Onancock listed as an additional insured;
- The Central Accomack Little League will be responsible for any maintenance of the playground equipment; and,
- The Central Accomack Little League will be responsible for securing all appropriate permits.

## AGENDA TOWN COUNCIL February 26, 2018

SUBJECT: Approval of installation of playground equipment on the Little League field property.

**RECOMMENDATION:** Staff recommends the approval of the installation of the playground equipment provided that the Centtral Accomack Little League adheres to the conditions stated above.

TIMING: Current

**DISCUSSION:** The Central Accomack Little League is proposing the installation of playground equipment on the Little League field property. The lease agreement does permit certain facilities on this property subject to approval by the Town. The Little League has provided a budget, site plan, diagrams of the proposed playground equipment, aerial photographs and a project timeline. There is no Town cash match being requested from the Little League for this project. The Little League is seeking funds from grants and donations.

Staff: Bill Kerbin Town Manager

Attachment: Community Build Playground Budget

**Project Timeline** 

Site Plan

Aerial Photographs

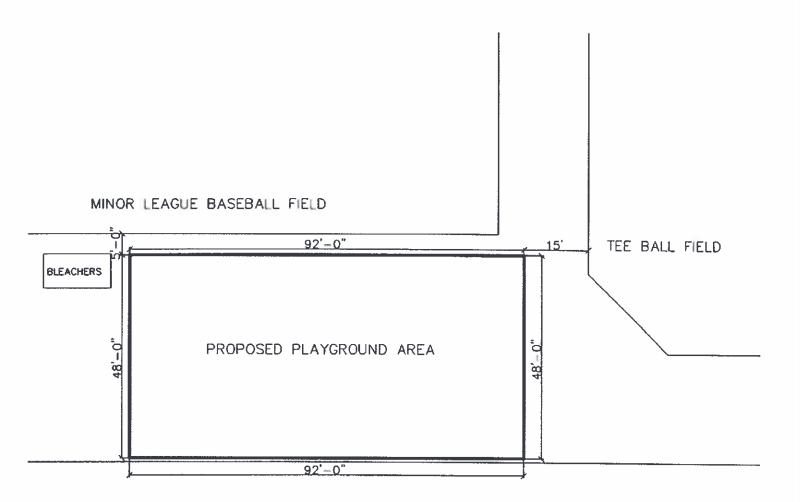
Playground Equipment Diagrams Copy of Liability Insurance

Copy:

# PROJECT TIMELINE

# Central Accomack Little League - Tiffany's Playground

	Estimated Completion	Responsibility	Detail/Strategy	
Strategy	Date	*Who will be in charge of this task?	*How will you get the community involved?	
Form a Planning Committee	04/01/2017	Completed by Friends and Family of Tiffany Smith	Engage family, friends, and community to host one day softball tournament	
Identify Playground Equipment Vendor	09/01/2017	Melissa Payne	Communicate with various vendors; submit applications for match funds; explore alternative opportunities	
Design Day/Event *Get the kids Involved!	10/01/2017	Committee	Develop "must have" list; consider budget and design phased approach on design	
Define Budget/Develop Fundraising Plan	10/01/2017	Committee	Develop All-in budget; Develop Phase-in budget; Develop conservative budget	
Develop Publicity Plan	01/26/2018	Committee	Plan 2 <sup>nd</sup> Annual Softball Event; Businesses, Family, Friends	
Recruit Volunteers *Make sure you don't recruit more volunteers than you need	01/26/2018	Committee		
Order Equipment/Supplies  *Could take approximately 4-8 weeks to receive equipment	07/01/2018	Committee		
Site Preparation *Don't forget utility and soil checks	08/01/2018	Jim Wert Builder, Inc. & Branscombe		
Build Day(s)	09/01/2018	Project Site Manager	Assign Responsibilities for Building Day;	

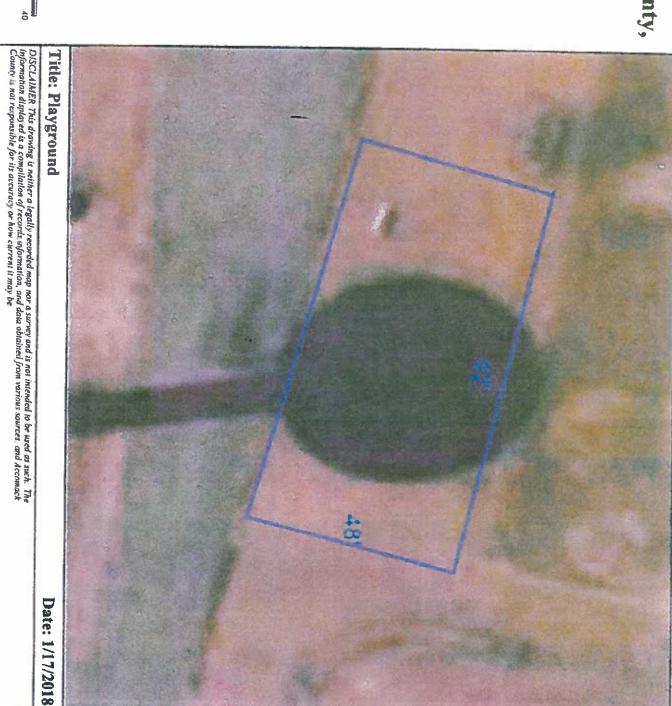


DRIVEWAY

# Accomack County, Virginia

Legend

Map Printed from AccoMap http://wccomack.mapsdirect.net/



Accomack County, Virginia

Legend

Map.Printed from AccoMap http://accomack.mapsdirect.net/

Feet

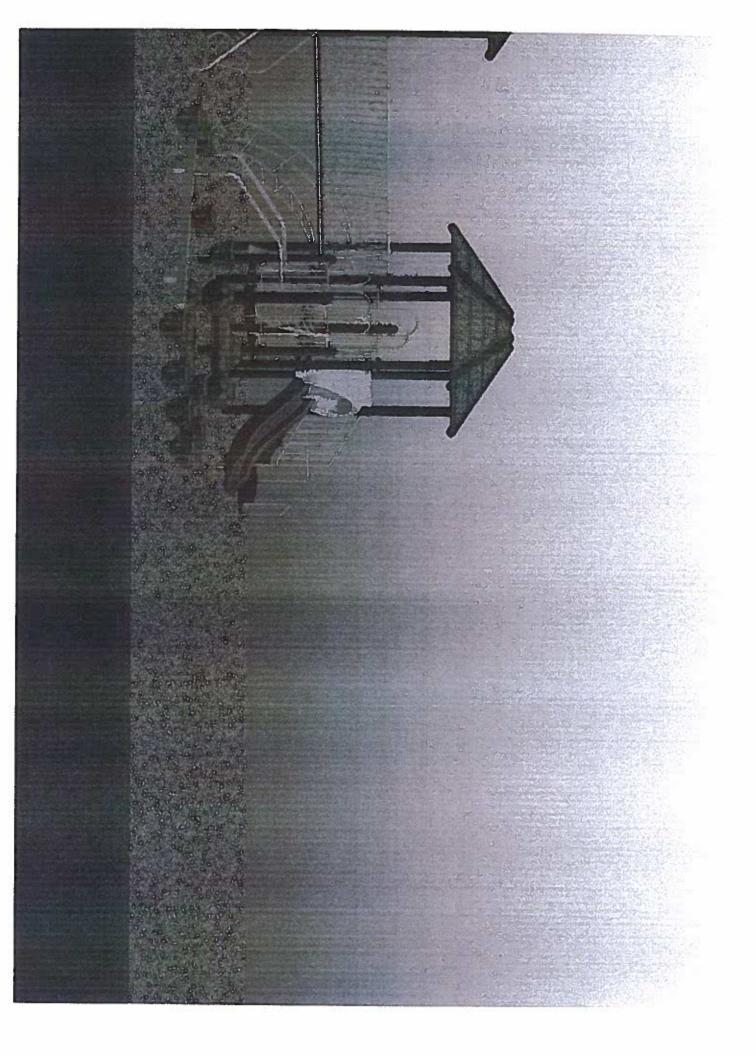


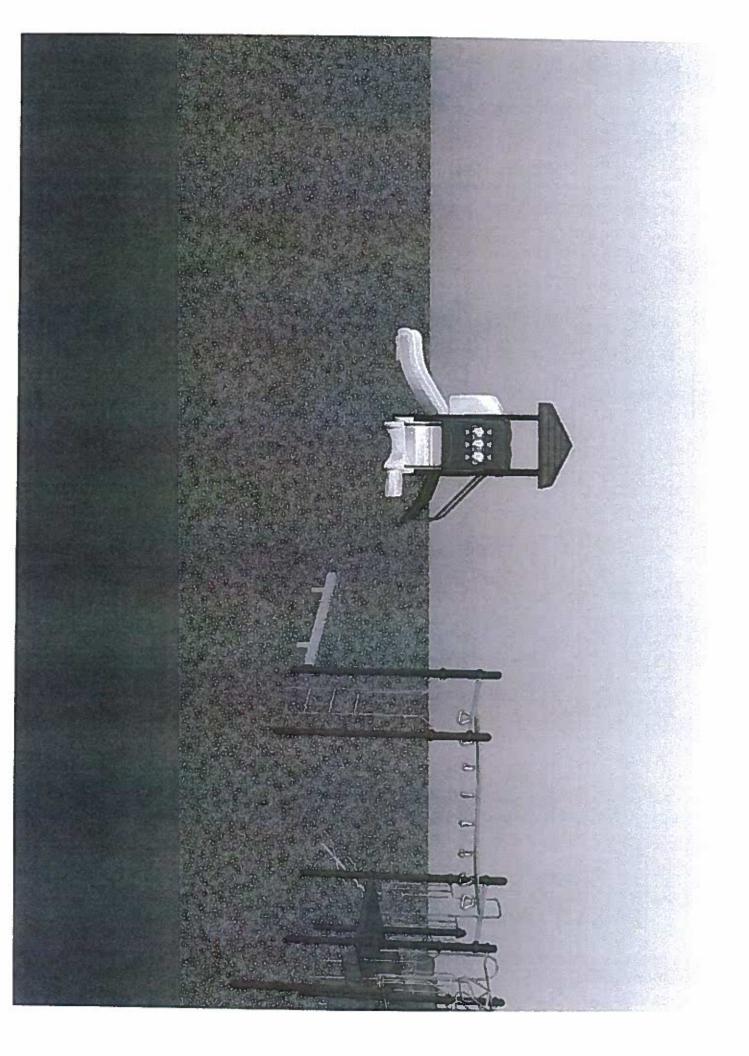
Title: Playground

Date: 1/17/2018

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Accommode County is not responsible for its accuracy or how current it may be.

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CERTIFICATE OF LIABILITY	INSURANCE DATE (SIMODITY)	-		
Keystone Risk Managers, LLC 1995 Point Township Drive Northumberland, PA 17887	CERTIFICATE #: 3460814-2018-2 3 46 08			
	INSURERS AFFORDING COVERAGE:			
ADDITIONAL NAMED INSURED: CENTRAL ACCOMACK LL Billy Justice 17041 Kegotank Road Bloxom Bloxom, VA 23308	INSURER A: Lexington Insurance Company INSURER B: (Non-Liability) INSURER C: AIG Specialty Insurance Company  AIG Specialty Insurance Company			

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

MER LTR	ADD'L MANEED INSRE)		TYPE OF BUILDINGS	POLICY NUMBER	POLICY EPPECTIVE DATE (MEMORYTY)	POLICY EXPIRATION DATE (MINDD/YYYY)	Li	lens
		-	GENERAL LIABILITY	011225822	01/01/2018	04/04/04/0	EACH OCCURRENCE	\$1,000,000
A	X	X	OCCURRENCE	VIIZZJOZZ	01/01/2016	01/01/2019	GENERAL AGGREGATE	\$2,000,000
		X	INCL PARTICIPANTS	Property Damag	e Deductible: \$250		PRODUCTS/COMP OPS AGCREGATE	\$1,000,000
Ì		X	SEXUAL ABUSE				Sensel Abuse OCCURRENCE	\$1,000,000
							Sensel Ahipe AGGREGATE	\$2,000,000
			MEDICAL PAYMENTS				Any One Person	
	X DIRECTORS & OFFICERS		019130066	01/01/2018	01/01/2019	EACH LOSS	\$1,000,000	
			0110112013			AGGREGATE	\$1,000,000	
C	X	-	BER LIABILITY COVERAGE	018254546	01/01/2018	01/01/2019	LIMIT OF LIABILITY CLAMS MADE	\$100,000 PER LEAGUE AGGREGATE
	S&P	SECURITY AND PRIVACY LIABILITY INSURANCE		\$100,000 PER LE \$1,000 PER LEAC	AGUE BUBLIMIT O	FLIABILITY	RETROACTIVE DATE	CONTINUITY DATE
		REG	LLATORY ACTION SUBLIMIT OF LIABILITY	\$100,000 PER LEAGUE SUBLIMIT OF LIABILITY \$1,000 PER LEAGUE RETENTION			POLICY INCEPTION	POLICY INCEPTION
	EM.	EV	ENT MANAGEMENT INSURANCE	\$100,000 PER LEAGUE SUBLIKIT OF LIABILITY \$1,000 PER LEAGUE RETENTION			NOT APPLICABLE	POLICY INCEPTION
A	×		CRIME COVERAGE	011408723	01/01/2018	01/01/2019	EACH LOSS	\$35,000
<b>—</b>				Crime Deductible	: \$250 Property/\$1,	808 Money	AGGREGATE	NONE
3			ORTS EXCERS ACCIDENT				As in Master Policy: Med. Mex. \$100,000 Deductible \$50	As in Master Policy Excess

NDICATES COVERAGEIS) SELECTED FOR ADDITIONAL NAMED INSURED.

#### **ADDITIONAL INSURED**

PADER INCREMENTATION II) of the General Liability policy is amended to include as an insured the person or organization shown in the schedule, but only with respect to liability arising out of the above named Little Languar's maintenance or use of ball fields, or other premises loaned, donated, or rented to that Little Languar's maintenance or use of ball fields, or other premises loaned, donated, or rented to that Little Languar by such person or organizations, new construction, maintenance, repair or demolition operations performed by or on behalf of the person or organization designated in the Schedule and/or 2. That part of the ball field or other premises not being used by the above named Little Langua.

NAME AND ADDRESS OF PERSON OR ORGANIZATION:

į	nsu	R	ED

Little League Baseball Risk Purchasing Group, Inc. 539 U.S. RT. 15 Highway South Williamsport, PA 17702

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS

and AUTHORIZED REPRESENTATIVE

# **Community Build Playground Budget**

Grantees must purchase a playground from a KaBOOM! Preferred Vendor

Playground equipment must be between \$24,000-\$50,000

\*\* Grant can only be applied to playground equipment cost

item	Cost	In Kind? (Y/N)	Potential In-Kind Donor	
Play Equipment				
Equipment Cost**	\$45,000	N		
Design Fees	\$1,000	Y	Jim Wert Builder, Inc.	
Shipping	\$5,000	N		
Installation Supervision	\$1,000	Y	Jim Wert Builder, Inc.	
Playground Sign	\$500	Y	Chesapeake Signs	
Surfacing	A AND A SECURITION OF THE SECURITIES OF THE SECURITION OF THE SECURITIES OF THE SECURITION OF THE SECURITIES OF THE SECURITION OF THE SECU	e degradation		
Safety Surfacing & Materials	\$5,000	Y	Fairdale Farms or Hortco or Local Landscaping Company	
Shipping	\$1,000	Y	Fairdale Farms or Hortco or Local Landscaping Company	
Installation Fees	\$1,000	Y	Jim Wert Builder, Inc.	
Site Preparation	AUTOS ISSESSI	il interprise		
Site Leveling/ Grading	\$2,000	Y	Branscombe	
Drainage/ Irrigation	\$1,000	Υ	Jim Wert Builder, Inc. or Local Plumber or supply company	
Administrative & Promotion	Steens		TO SECURE ASSESSMENT OF THE OWNER OF THE PARTY.	
Promotional Flyers	\$250	Y	ESCC Business Class or Nandua High School Art Class or Business/Marketing Class Students or Eastern Shore Post or Affordable Business Solutions	
Photography/ Video	\$350	Υ	ESCC Photography Class or Eastern Shore Post	
Balloons/Banners	\$200	Υ	Chesapeake Signs and Baskets & Bows	
Name tags	\$150	Y	Nandua High School Marketing Class or Chesapeake Signs	
DJ/ Music	\$250	Υ	Local Radio Station	
Food and the second sec	d sind-dakedia	School Service		
Build Day Meals ( B-fast, Lunch) \$1,00		Y	Sisco or Downtown Restaurant	
Food service supplies	\$250	Y	Sisco or Holt	
Drinks/Water	\$350	Y	Coca-Cola or Sisco	

# **Community Build Playground Budget**

Children's Activities			
Childcare for Build Day	\$400	Υ	Onley Preschool or Girl Scouts
Children's Activity Supplies	\$100	Y	Onley Preschool or Girl Scouts
Safety			
First Aid Provider	\$250	Y	Onancock or Melfa Fire Department
Safety Materials	\$150	Y	Onancock Building Supply Company or Walmart
Build Day Logistics		1	
PA System	\$250	Y	Nandua High School Softball Team or Onancock Baptist or WESR Radio Station
Water Source	\$200	Υ	Town of Onancock
Electric Source	\$350	Υ	A&N Electric Company
Dumpster/Recycling	\$400	Υ	Davis Disposal
Build Tools & Materials			
Bobcat	\$500	Y	Jim Wert Builder, Inc.
Augers (12" and 18")	\$150	Υ	Onancock Building Supply Company
Concrete (3-5 pallets)	\$650	Y	TW Block
Skilled Bob Cat/Auger Operator	\$1,000	Υ	Jim Wert Builder, Inc.
Sub Total	With the mount of the second o	enegyin Armiena	
5% General Buffer	\$3,485	Υ	CALL General Operating Funds
TOTAL	\$73,185		

**SUGGESTED MOTION:** Mr. Mayor, I move to approve an increase of a slip rental for the Onancock Marina from \$1.50 a foot to \$2.00 a foot.

AGENDA TOWN COUNCIL February 26, 2018

SUBJECT: Approval of an increase of slip rental from \$1.50 a foot to \$2.00 a foot

**RECOMMENDATION:** Staff recommends the approval of the increase from \$1.50 a foot to \$2.00 a foot.

TIMING: Current

**DISCUSSION:** The marina has not had an increase on its slip rentals in approximately 5 years. This increase will also make the marina more competitive with other marinas that offer the same facilities.

Staff: Bill Kerbin Town Manager

Attachment:

Copy:

#### Town Manager's Report February 26, 2018

#### Wharf Floating Docks

Work is continuing on the floating docks and is scheduled to be complete this week.

#### Onancock Main Street Initiative

There will be an information session on the proposed Main Street program on Thursday March 8 from 5:30 to 6:30 p.m. at Market Street United Methodist Church. Kyle Meyer from the Virginia Department of Housing and Community Development will be in attendance.

#### Election

The filing deadline for council and mayoral candidates for the Town election is March 6. The election will be held on May 1.

#### Infrastructure Improvements

I have been working with Deborah Christie from Congressman Scott Taylor's office to develop a list of infrastructure projects for potential funding for the infrastructure bill currently being proposed in Congress. There will be an infrastructure summit held on Saturday April 14 from 10:00 to 12:00 p.m. with Eastern Shore elected officials and town managers to discuss this potential funding further.

#### Harbormaster position

The Town has received 12 applications for the position of harbormaster. The personnel committee has begun reviewing applications. The position will remain open until filled.

#### Wifi, Cellular and Broadband Service

I have begun researching improving wifi service. One of the models I am looking at is Woodstock Vermont. I am also following up with Verizon on discussing incentives to locate a tower on the water tower to improve cellular and wifi service. I also plan to reach out to Nubeam and Eastern Shore Communications.

#### St. Patrick's Day parade

Staff is again providing technical support for the annual Saint Patrick's Day parade scheduled for Sunday March 11.

#### Virginia Port Authority Application

The Town is applying for funding for additional improvements for the wharf. These improvements would include repairs to the ramp, parking lot and pedestals.

#### National Guard concert

The Town has tentatively scheduled a National Guard concert for Saturday September 8 beginning at 7:00 p.m. at the Onancock School.

#### Dean Carroll's retirement

Dean Carroll is retiring as of March 1, 2018. I want to congratulate him on his 20 years of service to the Town and want to wish him the best in retirement. The Town has been receiving applications to fill his position.