

Town of Onancock  
Town Council Meeting  
February 26, 2018  
7:00 PM

Call to Order and Roll Call:

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

The Pledge of Allegiance was recited.

Consideration and Approval of the Regular Town Council Minutes from the January 22, 2018 meeting and the Budget Workshop from February 12, 2018 meeting:

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

*With none, Councilmember Bloxom made a motion to approve the January 22, 2018 and February 12, 2018 meeting minutes as submitted. Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.*

Public Business:

- a. Special Use Permit – Ms. Suzanne Fall, 7 Kerr Street: Mr. Kerbin explained that this special use permit was reviewed in the January 2018 council meeting. Mr. Kerbin shared that Council tabled the vote in January so that the applicant could respond to her neighbor's concern regarding the parking situation. Mrs. Fall shared that she brought the site plan for Council's review. Mayor Jones asked if Mrs. Fall has had the opportunity to speak with her neighbor. Mrs. Fall stated that she has spoken with Mr. Kevin Taylor and that they fully intend on working with them on the parking concerns. Mrs. Fall also shared that they have granted the Taylor's access to use their property for turning their vehicles around. Mrs. Fall explained to Council that the home is a single-family home that has three bedrooms which sleeps six. Mrs. Fall explained that their family also plans on visiting the residence often and that they also have six family members that will be staying there overnight. Councilmember Burger stated that he felt that pre-designated parking area would be plenty of space for two to three cars. Mayor Jones reminded Council that one of the stipulations of this special use permit is that the applicant have an off-street parking plan which appears to have been addressed by Mrs. Fall. Mrs. Fall offered to restrict her future renters to no more than two cars.

*Councilmember Fosque made a motion to approve the special use permit with the amendment that there will be no more than six overnight guests and they can have no more than three cars which must have off-street parking. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.*

- b. Friends of Onancock School, Annual Report – Mrs. Carol Tunstall and Ms. Joani Donohoe: Mrs. Carol Tunstall, Board President for the Friends of Onancock School, gave Council a 2017 update. The Board was able to complete and approve their three-year strategic plan which is to be a

working plan. They have created four committees to work on each goal area. Mrs. Tunstall shared that the Board believes that strategic plan timelines, goals and measures are achievable and be a great foundation for guiding their future activities. Mrs. Tunstall shared that they have three new tenants on the lower level which looks great and is being well maintained. This brings their current occupancy rate to 100% on the first floor and 90% on the basement floor. Mrs. Tunstall explained that their revenues increased by 23% percent during 2017. Mrs. Tunstall shared that the Board has approved a new logo and are in the process of developing a marketing strategy. Mrs. Tunstall also acknowledged Ms. Joani Donohoe's exceptional work as their Executive Director.

Mayor Jones asked if there were any plans for the old shop and home economics building. Mrs. Tunstall shared that are currently looking into their rental potential which would require some renovations.

Mrs. Tunstall thanked Council for their continued partnership.

- c. Eastern Shore Community College Workforce Development Center Presentation – Mr. Tom Johnson: Mr. Johnson explained that Mr. Kerbin invited him to Council so that he could update them on the Eastern Shore Community College's Workforce Development program. Mr. Johnson shared that their Department has a lot of adult education and specialized training for adults to make them more employable. Through programs such as The Workforce Opportunity Act (WIOA) low income workers can go back to school to retrain and learn new skills to assist them with finding better jobs. There are also employee enhancement courses which the employer can customize. The Workforce Development program likes to offer courses that lead the student to becoming credentialed such as obtaining a CDL license for truck driving. Mr. Johnson shared that there is a program called Fast Forward, the State of Virginia identifies short-term training that leads to the student becoming credentialed. The Commonwealth would pay two-thirds of the educational cost but the student must be a Virginia resident. The Community College checks back in with the student six-months after they graduate from the program to see how things are going.

Mayor Jones suggested that they look into having a training program for law enforcement. Mr. Johnson stated that he would look into that option.

Mr. Johnson shared that of the 38 students that worked on their CDL licenses this past year 37 passed. Mayor Jones asked how the students learn on the tractor trailers. Mr. Johnson explained that they hire a third-party vendor who owns the trucks.

- d. Sidewalk Study Presentation – Ms. Barbara Schwenk, Accomack-Northampton Planning District Commission (ANPDC): Ms. Schwenk explained that the ANPDC and the Virginia Department of Transportation (VDOT) worked together to define potential projects in the area. The ANPDC was awarded a grant from VDOT to work on the study of sidewalks. This study has been going on for the past three-years. The ANPDC looked at all of the sidewalks on the Eastern Shore of Virginia. The study placed all of the sidewalks into the following categories ADA-compliant, functional but not ADA-compliant (at least three feet wide) and not functional (less than three feet wide). Ms. Schwenk shared that most of the Town sidewalks are in the third category. The Town has 8.14 miles of sidewalk; 4% in category one, 36% in category two, and 60% in the third category. Ms. Schwenk asked Council how they wish to proceed with repairing these issues.

Ms. Schwenk explained that the Town is not eligible for CDBG grant funding but may be eligible for grants through transportation alternative programs. VDOT also have a 50-50 revenue sharing program that the Town may be able to participate in as well. Ms. Schwenk also mentioned that the Town could look into a public-private partnership to assist in resolving these issues.

Mayor Jones clarified that most of the sidewalks in Town were in fact owned by VDOT. Mayor Jones asked Ms. Schwenk if VDOT was wanting the Town to pay to upgrade their sidewalks. Ms. Schwenk confirmed Mayor Jones' assessment.

Councilmember Bundick asked if there was a timeline for getting a sidewalk from the Town of Onley to the Town of Onancock. Ms. Schwenk shared that she and Mr. Curtis Smith have been discussing this potential project for a while now and unfortunately, the landowners along Market Street are not interest in the project.

- e. Request for Playground Equipment Installation at the Little League Field – Mrs. Melissa Payne: Mrs. Payne, Central Accomack Little League, asked for Council's permission to build a playground on the little league field which is owned by the Town. Mrs. Payne shared that this playground addition will be a great way to get kids outside and playing. Mrs. Payne shared that \$30,000 has been raised in memory of a dear friend for the purposes of making this playground a reality.

Mayor Jones wanted to remind them that once the playground equipment is installed it becomes part of the land and cannot be removed by the Little League.

Councilmembers Byrd and Fosque expressed their interest in seeing this project move forward.

Councilmember Bundick asked if they planned on putting a fence around the equipment. Mrs. Payne stated that they would along with moving the parking area away from the new playground.

Mrs. Maphis Oswald, Sturgis Street, asked if the Town would need to be a partner to apply for grant funds. Mrs. Payne said she was uncertain.

*Councilmember Byrd made a motion 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.*

*Councilmember Bundick seconded the motion. The motion passed by unanimous voice vote.*

- f. Town Wide Yard Sale – Mrs. Cynthia Holdren: Mrs. Holdren, Committee Chair for the Onancock Business Civic Association Yard Sale, shared that the Town Wide Yard Sale is scheduled for May

5<sup>th</sup> and the rain date is May 12<sup>th</sup>. Mrs. Holdren asked that they be allowed to use the Town Park for their vendors. Mrs. Holdren shared that the cost for vendors will be same as last year. Businesses also participated last year by putting tables out in front of their store fronts.

Mrs. Maphis Oswald, Sturgis Street, asked what for the event times. Mrs. Holdren shared that the event will run from 8 am – 12 pm.

Mrs. Holdren also shared that trailer parking will be at the Old Onancock High School.

- g. Wharf Slip Rental Fee Increase – Councilmember T. Lee Byrd: Councilmember Byrd explained to Council that there has not been a fee increase in the past five years and that the suggested increase is in line with the surrounding marinas.

Mrs. Maphis Oswald, suggested that the Town wait one more year so that everyone has a chance to see all of the upgrades at the Wharf. Councilmember Byrd shared that he has discussed the fee increase with several boating clubs over the past two years and everyone is in agreement that the Town should be charging more.

Mr. Kent Sudman, Meadville Drive, asked if the cost for electric would be increasing as well. Mayor Jones stated that those fees would not be changing. Mayor Jones shared that he hopes to install meters on the electric pedestals in the future.

*Councilmember Byrd made a motion to approve an increase of a slip rental fee for the Onancock Marina from \$1.50 a foot to \$2.00 a foot. Councilmember Fosque seconded the motion. The motion passed by unanimous voice vote.*

Public Comment:

Ms. Terris Kennedy, Onancock Business Civic Association, asked that the Town partner with them to sponsor the Le Tour de Shore jersey shirts. The Le Tour de Shore begins and ends in Onancock. The cost to sponsor the shirts is \$950.00; the Town's portion would be \$475.00. Council expressed their interest in partnering with the Onancock Business Civic Association on this advertising opportunity.

Planning Commission Report:

Councilmember Fosque shared that the Planning Commission could not be this month due to a lack of quorum. Councilmember Fosque shared that there is still one opening on the Commission.

Waterfront Committee Report:

Councilmember Byrd shared that the Mt. Prospect Bridge was completed ahead of schedule. Murtech will be done the Town's floating dock upgrade shortly as well. The Town's Public Works staff will be upgrading the electrical pedestals before the new season. Councilmember Byrd shared that the Town will be begin interviewing Harbormaster applicants in the coming weeks. Councilmember Byrd expressed his excitement in the Town being able to pick up a full-time Harbormaster this coming season. Councilmember Byrd thanked Mrs. Fiege for securing grant money for the bathhouse floor replacement project at the harbormaster shack. Councilmember Byrd and Mayor Jones recently made a presentation to the Virginia Port Authority asking for additional grant money to repair the ramp and the parking area.

Mrs. Maphis Oswald, Sturgis Street, asked why Council decided to make the Harbormaster position full-time. Is there enough to be done in the winter months? Councilmember Byrd shared that there is plenty to be done year-round.

Personnel Committee Report:

Councilmember Bundick shared that they have been reviewing applications for the full-time Harbormaster position.

Holiday Committee Report:

Councilmember Fosque shared that the committee recently met so that they could identify what needs to be to purchase next.

Mayor's Report:

Mayor Jones asked that Mr. Kerbin set the budget public hearing. Mr. Kerbin confirmed that the public hearing would be in the regular Town Council March meeting. Mayor Jones continued on to share that the results of the previous year's audit are now available and the Town came out ahead in FY2017 by about \$13,000. Mayor Jones shared that the general fund does not spend all that it has been allocated annually which helps fill the hole left behind by the water and sewer operations. Currently, the water and sewer fund owes the general fund about \$375,000. Mayor Jones thanked all of the Town staff for their hard work in keeping costs down.

Town Manager's Report:

Town Manager William Kerbin shared the following with Council:

- Work is continuing on the floating dock project and is scheduled to be completed this week.
- The Onancock Main Street initiative will be hosting an informational session Thursday, March 8<sup>th</sup> from 5:30 pm – 6:30 pm at Market Street United Methodist Church. Mr. Kyle Meyer from the Virginia Department of Housing and Community Development will be in attendance.
- The filing deadline for Council and Mayoral candidates is March 6<sup>th</sup> and the election will be held on May 1<sup>st</sup>.
- Mr. Kerbin has been working with Ms. Deborah Christie with Congressman Scott Taylor's office to develop a list of infrastructure projects for potential funding from the infrastructure bill currently proposed in Congress. An infrastructure summit will be held on Saturday, April 14 from 10 am – 12:00 pm, Eastern Shore elected officials and Town Managers will be in attendance.
- The Town has received 12 applications for the new full-time Harbormaster position. The personnel committee is currently reviewing them and interviews will be starting soon.
- Mr. Kerbin has begun researching how best to improvement the WiFi services in the Town. Mr. Kerbin has reviewed the Woodstock, Vermont model as well as reached out to Verizon to see if the Town could give them incentives to use the Town's water tower for increased cellular services.
- Staff have begun preparations for the 5<sup>th</sup> Annual St. Patrick's Day Parade which is scheduled for Sunday, March 11<sup>th</sup> at 2:00 pm.

- The Town has applied for new grant monies through the Virginia Port Authority, the scope of work will include repairs to the ramp and parking area as well as upgrades to the electrical pedestals.
- The Town has tentatively scheduled a National Guard concert for Saturday, September 8<sup>th</sup> at 7:00 pm at the Old Onancock High School.
- Police Officer Dean Carroll will be retiring as of March 1, 2018. The Town wants to congratulate on his 20-years of service to the Town.

Town Council Comments:

None.

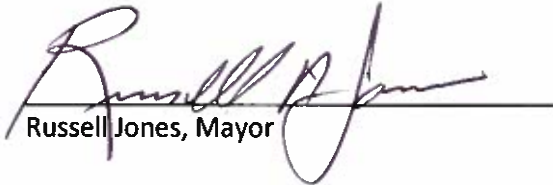
Closed Session, if needed:

None.

Adjourn:

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

The meeting was adjourned at 8:21 PM.

  
Russell Jones, Mayor

  
Lisa Fiege, Deputy Clerk