

Town of Onancock
Town Council Meeting
July 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 June 25, 2018 Meeting.
4. Public Business
 - a. Joint Public Hearing – Onancock Planning Commission and Onancock Town Council – Tower Text Amendment for Parks and Open Spaces Zoning District
 - b. Public Hearing – Special Use Permit, 11 Liberty Street, Mr. David Mitchell
 - c. Public Hearing - Vice Mayor Selection Ordinance – Town Manager William Kerbin
 - d. Offshore Drilling Presentation – Ms. Terra Pascarosa, Oceana
 - e. Resiliency Adaptation Feasibility Tool (RAFT) Presentation – Ms. Michelle Covi and Ms. Angela King
 - f. Tree Board – Mr. Bill Burnham
 - g. Wharf Fee and Charge Increase Ordinance – Town Manager William Kerbin
 - h. FY2018 Christmas Decorations Budget Carry-Forward – Town Manager William Kerbin
 - i. Appointment of Mr. Matt Spuck to the Planning Commission – Town Manager William Kerbin
 - j. FY2018 Fourth Quarter Financial Report
5. Public Comment
6. Planning Commission Report – Councilmember Fletcher Fosque
7. Waterfront Committee Report – Councilmember T. Lee Byrd
8. Personnel Committee Report – Councilmember Catherine Krause
9. Holiday Committee Report – Councilmember Catherine Krause
10. Mayor’s Report – Mayor Russell Jones
11. Town Manager’s Report – Mr. William Kerbin
12. Council Comments
13. Closed Session- if needed
14. Adjourn

Town of Onancock
Town Council Meeting
June 25, 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, Catherine Krause, T. Lee Byrd, Ray Burger and Fletcher Fosque were present. Councilmember Joshua Bundick 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 Meeting Minutes from the May 21, 2018 and the June 12, 2018 Special Meeting:

Mayor Jones asked if there was any additions, corrections, or changes to the meeting minutes as submitted for both the Regular Meeting held on May 21, 2018 and the Special Meeting held on June 12, 2018.

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

Public Business:

- a. Recognition of Mayor Russell A. Jones and Councilmember T. Lee Byrd – Mayor Elect, Fletcher Fosque: Mayor-Elect Fletcher Fosque shared that about six-years ago when the sitting Mayor, Bruce Paone, died suddenly Mayor Russell Jones was thrust into a job he did not ask for but was obviously the best choice. Over those six years Mayor Russell Jones has done a tremendous job for this Town. Mayor Jones has been instrumental in the renegotiation of the Accomack County Sewer Agreement, Wharf improvements, and working on the utility billing changes and rates. On behalf of the Onancock Town Council, Thank You Mayor Jones.

Mayor-Elect Fletcher Fosque also spoke to the retirement of Councilmember T. Lee Byrd. Councilmember Byrd has been a huge driving force for all the positive changes down at the Town Wharf.

Mayor Jones and Councilmember Byrd were presented with gifts from the Town for their years of service.

- b. Swearing in Ceremony for Mayor Elect, Fletcher Fosque, Re-Elected Councilmembers Joshua Bundick and Catherine Krause, as well as the Newly Elected Councilmembers Joy Marino and Maphis Oswald: Mrs. Donna Belote, with the Accomack County Clerk of Court's Office, filled in for Mr. Samuel Cooper. Mrs. Belote swore in Mayor-Elect Fletcher Fosque and Councilmembers Catherine Krause, Joy Marino and Maphis Oswald.

Due to Councilmember Bundick's absence, he will need to make an appointment with the Clerk of Court to do his swearing in separately.

- c. Town of Parksley Railway Museum 30th Anniversary Celebration – Dr. Julie Nash, Town of Parksley Town Councilmember: Dr. Julie Nash, Parksley Town Council Member, shared with Council that the Town of Parksley will be having a festival in October, which will be the first of many, to celebrate the 30th Anniversary of the Railroad. Dr. Nash explained that the railroad station in Parksley will be closing and will no longer be maintained. This celebration will commemorate that event. Dr. Nash explained that she is attempting to get other Eastern Shore Towns involved in the festival. She is encouraging them to have a booth at the festival which will promote their Town and events. Dr. Nash also suggested that the Towns come up with a game so that people can visit the booth and play a game while there. The suggested prize should be inexpensive and railroad themed. Dr. Nash also asked if Council would consider marketing this event on the Town’s website.

Mayor Jones suggested that Dr. Nash contact Kerry Allison, Eastern Shore Tourism Commission, so that they can help promote the event.

- d. Referral of the Tower Text Amendment to Planning Commission – Town Manager William Kerbin: Mr. Kerbin shared that the Verizon representatives were here to answer any questions about this Text Amendment and/or the construction of the 220 foot tower. Mr. Kerbin explained that the Text Amendment proposed here needs to be approved so that Verizon can move forward with the construction of the tower. Currently, the Town Code does not allow towers in this zone. Mr. Kerbin clarified that this amendment, needs to be sent to Planning Commission so that they can make the appropriate recommendations to Town Council. Mr. Romine further explained the process; once the text amendment is adopted, Verizon will then need to apply for a special use permit.

Councilmember Krause thanked Verizon for stepping up to address the lack of service in Onancock. Councilmember Krause asked what the geographic range will be once constructed. Mr. Romine stated that it will be about three miles. Mr. Bickings explained that the projected build date will be in 2019. Councilmember Krause asked Council to do all it can to speed this process up so that Verizon can start construction.

Councilmember Fosque suggested that the Town hold a Joint Public Hearing with the Planning Commission and Town Council.

Councilmember Bloxom made a motion that the Onancock Town Council refer the attached proposed text amendment to permit the construction of the towers in Parks and Open Spaces Zoning District, with a special use permit, to the Town of Onancock Planning Commission for a public hearing on this matter, and to request that the Planning Commission provide appropriate changes and recommendations for the Town Council. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote.

- e. Resolution of Support for Regional Wastewater Extension Project - Town Manager William Kerbin: Mr. Kerbin explained that infrastructure needs on the Eastern Shore of Virginia were recently identified at an Infrastructure Summit. The item that topped the list is a regional sewer project. Several key individuals are now discussing the potential of that project. The included resolution is for the Onancock Town Council to acknowledge its support of such a project. Mr. Kerbin clarified that there is currently no money required from the Town.

Mayor Jones shared that the current proposal is to extend a feeder line down to the Town of Exmore. The Town of Exmore is currently facing a \$10 million sewer upgrade to keep their discharge permit with the Department of Environmental Quality. Mayor Jones further shared that this project could have a potential fiscal impact on Onancock of about \$650,000.00 in additional revenue, annually. The money for the expansion would come from the Federal Government. Mayor Jones stressed that this project would be a dramatic turnaround in the Town's current financial situation.

The Onancock Town Council agreed to the passage of the resolution which was then passed around for Council signatures.

- f. Discussion of Subcontracting with a Title Company to Research Town Street Plats – Councilmember Robert Bloxom: Councilmember Bloxom shared that he has been attempting to locate plats of the streets the Town owns. That way they could eventually be turned over to the Virginia Department of Transportation (VDOT). Currently, VDOT accepted a quarter-mile a year. There is a master plat somewhere unfortunately Councilmember Bloxom has been unable to locate it. Councilmember Bloxom recommends the Town hire a Title Company to do the research for the Town.

Councilmember Fosque asked what the cost will be to hire an outside company. Councilmember Bloxom stated that he has not yet looked in to that aspect of this request. Mr. John Custis, Town Attorney, stated that it should cost a few hundred dollars.

Councilmember Bloxom made a motion that the Onancock Town Council subcontract with a title company to conduct research of plats as part of the plan to transfer certain Town streets to VDOT. Councilmember Krause seconded the motion. The motion passed by unanimous vote.

- g. Appointment of the Vice-Mayor – Mayor Elect, Fletcher Fosque: Mayor-Elect Fosque explained that currently he is the Vice-Mayor therefore a new council member will need to take his place.

Councilmember Fosque made a motion to make Councilmember Robert Bloxom the new Vice-Mayor. Councilmember Byrd seconded the motion. The motion passed by unanimous voice vote. Councilmember Bloxom abstained from the vote.

Mr. Kerbin shared that the Town Code does not address this process and therefore will need to be updated for future scenarios.

- h. Appointment of New Member to Planning Commission – Fletcher Fosque, Planning Commission Chair: Councilmember Fosque shared that the Planning Commission has been short a member and will also need a council member representative in July since he will no longer be on Town Council. Councilmember Bloxom asked if there was a summary of credentials for those possible members listed in the agenda packet since he is unfamiliar with a few names. Councilmember Fosque explained that it is not crucial to name a new member today. Councilmember Fosque asked if there were any council members interested in the council representative spot. Mayor Jones suggested that the appointments be done correctly even if that means no vote happens tonight. Councilmember Fosque explained that the Text Amendment can still be passed without the last member being appointed.

The vote was tabled for a future council meeting.

Public Comment:

Ms. Joani Donohoe, Friends of Onancock School, shared that the Historic Onancock School is kicking off its campaign to upgrade its playground facility. Prior to the Ice Cream Social which is scheduled for July 3, 2018 at 6:30 PM, the Friends of Onancock School will be hosting an event where local children can enter a drawing contest where they are asked to draw what they think the playground should look like. This is an opportunity for the community to share their input with us.

Mr. Glenn Smith, Market Street, shared some safety concerns he has with the stones that get tossed from the T&W Block trucks when they are on Market Street. He has contacted the Virginia Department of Transportation about this issue but it takes them too long to respond. Is there something that the Town can do to fix this issue when it arises? Mayor-Elect asked that Mr. Kerbin send T&W Block a letter about this issue. Mr. Smith continued with another concern he has about the speed in which motorists are traveling on Market Street. Mr. Smith shares that the Police Department does an excellent job of catching speeders on their way into Town but that once those motorists get past them they increase their speed. Mr. Smith also shared that every Sunday morning between 11 AM and noon someone is parking in the middle of East Street by the Town Gazebo which is blocking all traffic. Mr. Smith asked that the Police start patrolling Market Street on Sunday morning from SunTrust down to the Wharf. Lastly, Mr. Smith shared his concern about the lack of etiquette individuals are using while working with their drones. Recently, his wife was in the backyard sunbathing a drone was hovering over which was no higher than his roof, approximately 35 feet. Mr. Smith feels that this is an invasion of privacy. Councilmember Krause shared that drones are regulated by the Federal Aviation Administration (FAA) and cannot be regulated by the Town. Mr. Smith suggested that the Town at least come up with some rules of etiquette for those individuals.

Mr. Haydon Rochester, King Street, congratulated the new Mayor and Councilmembers and thanked outgoing Mayor Jones and Councilmember Byrd for their years of service. Mr. Rochester stated that he has never seen the Town look as good as it as over the past few years.

Planning Commission Report:

No meeting.

Waterfront Committee Report:

Councilmember Byrd shared that the committee discussed the upcoming summer events and possible schedule improvements. With the exception of the spring weather the Wharf is off to a great start. Several renovations are underway and some are scheduled for this winter. These projects also have financial support through the Virginia Port Authority grant and the Boating Infrastructure Grant. Councilmember Byrd thanked Mrs. Lisa Fiege for her assistance with securing the Boating Infrastructure Grant for the bathhouse floor replacement project. Councilmember Byrd also thanked the Wharf staff for their hard work. Councilmember Byrd shared that there have had a few incidents recently that have involved people jumping from their boats onto our docks which has resulted in injuries. To correct this issue, the Town will be purchasing steel cables along with specific signage asking that people disembark their watercraft appropriately. Councilmember Byrd shared that Mayor Jones will be joining the Waterfront Committee in July.

Personnel Committee Report:

Councilmember Krause shared that there was no meeting but that there will be one coming up shortly.

Holiday Committee Report:

No meeting.

Mayor's Report:

Mayor Jones thanked the members of Town Council and Town Staff for all their assistance over the last six years. Mayor Jones shared that with everyone's time and assistance the Town has been able to get a lot done over those years.

Town Manager's Report:

Town Manager Kerbin shared the following:

- Town Hall staff will be going Live with the new billing software June 26, 2018. Staff will continue to input data entry through the month of July.
- Public Works staff assisted with the preparations for the Le Tour de Shore bike race and the Shore Made Music Festival which was held on June 16, 2018.
- The Town has hired a new Public Works staff member, Eric Nock.
- The Police Department has been awarded approximately \$38,000 from the Department of Criminal Justice Services (599 Funds) for general police operations.
- The Police Department will be switching to First Net Responder telephones. These telephones will allow the Department priority access over the airwaves during a disaster.
- Several Town staff members attended a Freedom of Information Act (FOIA) training on June 20, 2018.
- Mr. Kerbin attended the Virginia Local Government Management Association (VLGMA) conference on June 21, 2018. The conference included Town Managers, City Managers, and County Administrators across the state.

Council Comments:

Councilmember Byrd thanked everyone for their assistance during his time on Council.

Councilmember Krause thanked Mayor Jones and Councilmember Byrd for all of their hard work during their time on Council. Councilmember Krause stressed what wonderful mentors they were to her when she was starting out. Councilmember Krause also shared that the Onancock Main Street community survey would be coming out soon and that if anyone who does not receive the email would like to participate, that they please email the group at onancockmainstreet@gmail.com.

Closed Session, if needed:

Councilmember Bloxom made a motion that Town Council convene a Closed Meeting for the purposes of holding a consultation with the Town Attorney pertaining to a specific legal matter requiring the provision of legal advice by such Counsel, pursuant to Section 2.2-2711(A)(7) of the Code of Virginia of 1950, as amended. Councilmember Krause seconded the motion.

Closed session convened at 8:15 PM.

Councilmember Bloxom 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 in Section 2.2-3712(D) of the Code of Virginia of 1950, as amended. Councilmember seconded the motion.

Roll call called:

Robert Bloxom	<input checked="" type="radio"/> Yes <input type="radio"/> No	Ray Burger	<input checked="" type="radio"/> Yes <input type="radio"/> No
Catherine Krause	<input checked="" type="radio"/> Yes <input type="radio"/> No	Joshua Bundick	Absent
T. Lee Byrd	<input checked="" type="radio"/> Yes <input type="radio"/> No	Fletcher Fosque	<input checked="" type="radio"/> Yes <input type="radio"/> No

Open meeting reconvened at 8:41 PM.

Adjourn:

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

The meeting adjourned at 8:42 PM.

Russell Jones, Mayor

Lisa Fiege, Deputy Clerk

SUGGESTED MOTION: Mr. Mayor, I move that the Onancock Town Council approve the attached text amendment to permit the construction of towers in the Parks and Open Space Zoning District, with a special use permit.

AGENDA TOWN COUNCIL July 26, 2018

SUBJECT: Approval of Text Amendment to Permit Construction of Towers in the Parks and Open Spaces Zoning District

RECOMMENDATION: Staff recommends approval of the text amendment.

TIMING: Current

DISCUSSION: Verizon is proposing to construct a 220' monopole cell tower next to the water tower. Currently, towers are not a permitted use in the Parks and Open Space Zoning District. The attached text amendment would allow towers upon the issuance of a special use permit provided that the applicant meets certain setback and height requirements.

Staff: Bill Kerbin
Town Manager

Attachment: Text Amendment to Permit the Construction of Towers in the Parks and Open Space Zoning District.

Copy:

Amendment to the Parks and Open Space Zoning District

Sec. 24-1 Definitions

Antenna means any apparatus designed for telephonic, data, radio, or television communications through the sending and/or receiving of radio frequency waves.

Tower means any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers, or monopole towers. The term includes, but is not limited to, radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone and wireless communication towers and alternative tower structures.

Wireless Communication Facility (WCF). Any unstaffed facility for the transmission and / or reception of wireless communications services, usually consisting of Antennas, transmission cables, equipment facilities, and a support structure or Tower.

Article VIII. Parks and Open Spaces, (POS)

Sec 24-53. Special Exceptions

c. Wireless Communication Facilities.

Sec. 24-54. Setback Regulations.

c. Wireless Communication Facilities, upon the obtaining of a Special Use Permit from the Onancock Town Council, shall have a minimum setback from the property line equal to 110% of the engineered fall zone of the support structure or Tower.

Sec. 24-55. Height Regulations.

Add the following sentence: WCFs, upon the obtaining of a Special Use Permit from the Onancock Town Council, shall be exempt from the height regulations contained herein, subject to regulations which may be imposed by the Federal Aviation Administration and approval of Town Council.

**PUBLIC HEARING
TOWN COUNCIL
TOWN OF ONANCOCK, VA
JULY 26, 2018**

The Town Council and Planning Commission for the Town of Onancock, VA will conduct a joint public hearing on Thursday July 26, 2018 at 7:00 p.m., in the Town Council Chambers located at 15 North Street, Onancock, VA 23417, to consider the adoption of the following ordinances in the Town of Onancock Code:

Sec. 24-1 Definitions

Antenna means any apparatus designed for telephonic, data, radio, or television communications through the sending and/or receiving of radio frequency waves.

Tower means any structure that is designed and constructed primarily for the purpose of supporting one or more antennas, including self-supporting lattice towers, guy towers, or monopole towers. The term includes, but is not limited to, radio and television transmission towers, microwave towers, common-carrier towers, cellular telephone and wireless communication towers and alternative tower structures.

Wireless Communication Facility (WCF). Any unstaffed facility for the transmission and/or reception of wireless communications services, usually consisting of Antennas, transmission cables, equipment facilities, and a support structure or Tower.

Article VIII. Parks and Open Spaces, (POS)

Sec 24-53. Special Exceptions

c. Wireless Communication Facilities.

Sec. 24-54. Setback Regulations.

c. Wireless Communication Facilities, upon the obtaining of a Special Use Permit from the Onancock Town Council, shall have a minimum setback from the property line equal to 110% of the engineered fall zone of the support structure or Tower.

Sec. 24-55. Height Regulations.

Upon the obtaining of a Special Use Permit from the Onancock Town Council, WCFs shall be exempt from the height regulations contained herein, subject to regulations which may be imposed by the Federal Aviation Administration and approval of Town Council.

Copies of the above ordinance amendment 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 this hearing and comment or participate in the proceedings. Questions or comments may be directed to Mr. Bill Kerbin, Town Manager, at 757-787-3363, or email at wkerbin@onancock.com, or at the work address above.

TO: Eastern Shore Post

Advertise on the following date: July 26, 2018

Authorized by: Town Manager, Town of Onancock

Bill to: Town of Onancock, VA
15 North Street, Onancock, VA 23417

STAFF REPORT

To: Town Council
Case Number: SUP 03:18
Tax Map: 85A-2-24-59A

Date: July 26, 2018

From: William H. Kerbin Jr.

General Information

<i>Applicant</i>	David Mitchell
<i>Owner of Record</i>	David Mitchell
<i>Requested Action</i>	Proposed use of tax map parcel 85A-2-24-59A
<i>Location</i>	The parcel is located on the north side of Liberty Street.
<i>Parcel Area</i>	The total acreage of the parcel is .82 acres.
<i>Existing Land Use</i>	The parcel is currently used as a single-family dwelling.
<i>Adjacent Land Use</i>	The surrounding properties are designated R-1B Residential.
<i>Submitted Proffers</i>	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: Each dwelling unit shall be permitted not more than one apartment which shall be contained in the dwelling unit itself.

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 3:18 with the following conditions:

- The owner of the dwelling unit within which the apartment is located reside within the dwelling itself; and,
- The owner of the dwelling provide four (4) parking spaces for offstreet parking.

**PUBLIC HEARING
TOWN COUNCIL
TOWN OF ONANCOCK, VA
JULY 26, 2018**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Thursday July 26, 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 an apartment in a single family dwelling:

Special Use Permit application – SUP 03:18

David Mitchell is requesting a special use permit to operate a homestay located at 11 Liberty Street in the Town of Onancock. The property is zoned R-1B and is located on parcel 085A2A22400059A0.

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 wkerbin@onancock.com, or at the work address above.

TO: Eastern Shore Post

Advertise on the following date: May 4, 2018
Authorized by: Town Manager, Town of Onancock
Bill to: Town of Onancock, VA
15 North Street, Onancock, VA 23417

SUGGESTED MOTION: Mr. Mayor, I move that the Onancock Town Council approve the Wharf Fee and Charge Increase ordinance and adopt the ordinance as part of the Town of Onancock Code..

AGENDA **TOWN COUNCIL** **July 26, 2018**

SUBJECT: Approval of the Wharf Fee and Charge Increase ordinance

RECOMMENDATION: Staff recommends approval of the ordinance.

TIMING: Current

DISCUSSION: Currently all fee increases related to wharf activities require a public hearing and; therefore, require public notice in a newspaper of general circulation. This ordinance will allow the harbormaster, subject to Town Council and waterfront committee approval, to increase fees and charges less than \$100 without a public hearing. This will decrease advertising expenses.

Staff: Bill Kerbin
Town Manager

Attachment: Wharf Fee and Charge Increase ordinance

Copy:

Amendment to the Wharf Section to the Town of Onancock Code

Sec. 22-12 Wharf Fee and Charge Increases

The Harbormaster shall have the authority, subject to Waterfront Committee and Town Council approval, to increase fees and charges from time to time less than \$100 that includes an existing fee or charge that totals less than \$100. In the event any fee or charge increase is more or less than \$100 that includes an existing fee or charge that totals over \$100, the Town Council will require one (1) public hearing and amendment to the Town Code in order to increase the fee or charge.

**PUBLIC HEARING
TOWN COUNCIL
TOWN OF ONANCOCK, VA
JULY 26, 2018**

The Town Council and Planning Commission for the Town of Onancock, VA will conduct a joint public hearing on Thursday July 26, 2018 at 7:00 p.m., in the Town Council Chambers located at 15 North Street, Onancock, VA 23417, to consider the adoption of the following amendment in the Town of Onancock Code:

Sec. 22-12 Wharf Fee and Charge Increases

The Harbormaster shall have the authority, subject to Waterfront Committee and Town Council approval, to increase fees and charges from time to time less than \$100 that includes an existing fee or charge that totals less than \$100. In the event any fee or charge increase is more or less than \$100 that includes an existing fee or charge that totals over \$100, the Town Council will require one (1) public hearing and amendment to the Town Code in order to increase the fee or charge.

Copies of the above ordinance amendment 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 this hearing and comment or participate in the proceedings. Questions or comments may be directed to Mr. Bill Kerbin, Town Manager, at 757-787-3363, or email at wkerbin@onancock.com, or at the work address above.

TO: Eastern Shore Post

Advertise on the following date: July 13, 2018

Authorized by: Town Manager, Town of Onancock

Bill to: Town of Onancock, VA
15 North Street, Onancock, VA 23417

SUGGESTED MOTION: Mr. Mayor, I move that the Onancock Town Council approve the Vice-Mayor ordinance and adopt the ordinance as part of the Town of Onancock Code.

AGENDA **TOWN COUNCIL** **July 26, 2018**

SUBJECT: Approval of the Vice-Mayor ordinance

RECOMMENDATION: Staff recommends approval of the ordinance.

TIMING: Current

DISCUSSION: Currently there are no procedures to address the selection of a vice mayor or specify their duties. The attached ordinance addresses the selection process and the duties of the vice-mayor.

Staff: Bill Kerbin
Town Manager

Attachment: Vice-Mayor ordinance

Copy:

Amendment to the Administration Section of the Town of Onancock Code

Article VI Vice-Mayor

Sec. 2-7 Selection; Powers and Duties

The Town Council shall select, after the first meeting of each election, a vice mayor, who shall preside at meetings in the absence of the mayor and may discharge any duty of the mayor during his absence or disability. A vice-mayor may be selected to serve more than one (1) 4 year term upon a majority of Council members voting affirmatively at the meeting. If the vice-mayor resigns or leaves office prior to the next election, the Town Council shall select a new vice mayor upon a majority of Council members voting affirmatively at the meeting.

**PUBLIC HEARING
TOWN COUNCIL
TOWN OF ONANCOCK, VA
JULY 26, 2018**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday July 26, 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 and amendment to the Town Code of Onancock:

Special Use Permit application – SUP 3:18

Dave Mitchell is requesting a special use permit to operate an apartment inside a dwelling unit located at 11 Liberty Street in the Town of Onancock. The property is zoned R-1B and is located on parcel 085A2A224000059A0.

*Amendment to Town of Onancock Code
Article VI Vice-Mayor*

Sec. 2-7 Selection; Powers and Duties

The Town Council shall select, after the first meeting of each election, a vice mayor, who shall preside at meetings in the absence of the mayor and may discharge any duty of the mayor during his absence or disability. A vice-mayor may be selected to serve more than one (1) 4 year term upon a majority of Council members voting affirmatively at the meeting. If the vice-mayor resigns or leaves office prior to the next election, the Town Council shall select a new vice mayor upon a majority of Council members voting affirmatively at the meeting.

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 wkerbin@onancock.com, or at the work address above.

TO: Eastern Shore Post

Advertise on the following date: July 13, 2018
Authorized by: Town Manager, Town of Onancock
Bill to: Town of Onancock, VA
15 North Street, Onancock, VA 23417

SUGGESTED MOTION: Mr. Mayor, I move that the Onancock Town Council carry forward Christmas Decorations funds from the FY 2018 budget to the FY 2019 budget in the amount of \$1500.00.

AGENDA TOWN COUNCIL July 26, 2018

SUBJECT: Approval of Carry Forward of Christmas Decoration funds in the amount of \$1500 from FY 2018 to FY 2019.

RECOMMENDATION: Staff recommends approval of the carry forward of these funds.

TIMING: Current

DISCUSSION: At the end of FY 2018, the Christmas Decorations budget line item had \$1500 remaining. The Holiday Committee has requested that these funds be carried forward to FY 2019 in order to continue to follow its strategic plan.

Staff: Bill Kerbin
Town Manager

Attachment:

Copy:

SUGGESTED MOTION: Mr. Mayor, I move that Matt Spuck be appointed to the Onancock Planning Commission for a 4 year term.

AGENDA **TOWN COUNCIL** **July 26, 2018**

SUBJECT: Appointment of Matt Spuck to the Onancock Planning Commission

RECOMMENDATION: N/A

TIMING: Current

DISCUSSION: At the June 25, 2018 Town Council meeting, the council requested that the Planning Commission recommend a candidate for appointment from the list of interested residents. The Planning Commission recommended Matt Spuck to fill this vacancy at their July 17, 2018 meeting.

Staff: Bill Kerbin
Town Manager

Attachment:

Copy:

INTERNAL INCOME STATEMENT

CURRENT PERIOD 06/01/18 - 06/30/18; FISCAL YTD 7/1/17 - 06/30/18

<u>Consolidated</u>	<u>Current Period</u>	<u>YTD</u>	<u>Annual Budget</u>	<u>YTD Variance %</u>
General Fund Revenue	\$93,327.02	\$1,246,008.77	\$1,232,886.00	1.06%
General Fund Expenses	\$95,918.76	\$1,033,938.97	\$1,102,517.55	-6.22%
Net General Fund	(\$2,591.74)	\$212,069.80	\$130,368.45	62.67%
Wharf Revenue	\$104,829.56	\$375,978.51	\$327,125.00	14.93%
Wharf Expenses	\$27,239.23	\$374,849.92	\$355,587.91	5.42%
Net Wharf	\$77,590.33	\$1,128.59	(\$28,462.91)	103.97%
Water/Sewer Revenue	\$100,220.91	\$1,231,355.65	\$1,222,916.00	0.69%
Water/Sewer Expense	\$93,449.24	\$1,136,493.59	\$1,234,833.27	-7.96%
Net Water/Sewer	\$6,771.67	\$94,862.06	(\$11,917.27)	896.00%
Consolidated Net	\$81,770.26	\$308,060.45	\$89,988.27	242.33%

NUMBERS IN RED have a negative connotation

Red in Revenue is UNDER revenue

Red in Expense is OVER expense

TOWN OF ONANCOCK
INTERNAL INCOME STATEMENT

CURRENT PERIOD 06/01/18 - 06/30/18; FISCAL YTD 7/1/17 - 06/30/18

<u>GENERAL FUND</u>	<u>Current Period</u>	<u>YTD</u>	<u>Annual Budget</u>	<u>YTD Variance</u>	<u>Notes</u>
Revenues					
R/E Taxes	\$2,267.15	\$395,509.78	\$385,120.00	2.70%	
Pers Prop Taxes	\$259.38	\$179,949.07	\$166,000.00	8.40%	
Delinq Collections (All Types)	\$532.20	\$24,900.56	\$45,000.00	-44.67%	
Local Sales Tax	\$5,842.50	\$72,842.82	\$70,000.00	4.06%	
Utility Tax	\$3,353.94	\$55,962.64	\$52,000.00	7.62%	
Business Licenses	\$30.00	\$31,638.09	\$38,000.00	-16.74%	
Vehicle Licenses	\$418.00	\$16,513.16	\$16,000.00	3.21%	
Cell Phone Tax	\$7,151.07	\$90,582.85	\$95,000.00	-4.65%	
TOT	\$1,832.89	\$15,607.17	\$18,875.00	-17.31%	
Meals Tax	\$16,981.53	\$155,303.67	\$150,000.00	3.54%	
Bank Stock Tax	\$35,787.00	\$35,787.00	\$38,000.00	-5.82%	
Trash Revenue	\$6,890.00	\$74,710.00	\$74,000.00	0.96%	
Police Funds	\$9,995.54	\$63,005.46	\$60,000.00	5.01%	
Fire Prog Funds	\$0.00	\$10,000.00	\$10,000.00	0.00%	
Misc Revenue	\$1,985.82	\$24,696.50	\$12,360.00	99.81%	
Grants Received	\$0.00	(\$1,000.00)	\$2,531.00	-139.51%	
Total Revenue	\$93,327.02	\$1,246,008.77	\$1,232,886.00	1.06%	
Expenses					
Compensation	\$38,024.37	\$503,363.62	\$496,010.79	1.48%	
Pension/Retirement	\$4,327.57	\$46,337.18	\$71,132.76	-34.86%	
Legal/Accounting	\$3,220.18	\$26,999.36	\$28,000.00	-3.57%	
General/Admin	\$7,727.18	\$71,763.79	\$81,107.00	-11.52%	
Repairs/Maintenance	\$16,991.93	\$144,407.73	\$157,966.00	-8.58%	
Financing Costs	\$2,817.78	\$33,813.36	\$33,794.00	0.06%	
Insurance	\$16,058.50	\$65,802.30	\$62,132.00	5.91%	
Supplies	\$2,048.97	\$60,820.20	\$65,475.00	-7.11%	
Fuel & Utilities	\$4,549.19	\$48,555.07	\$65,400.00	-25.76%	
Other Expenses	\$153.09	\$32,076.36	\$41,500.00	-22.71%	
Total Expenses	\$95,918.76	\$1,033,938.97	\$1,102,517.55	-6.22%	
NET REVENUE GENERAL FUND	(\$2,591.74)	\$212,069.80	\$130,368.45	62.67%	

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**Town Manager's Report
July 26, 2018**

Southern Software Conversion

Town Hall staff has been receiving training on the new software.

Bike/Pedestrian Path

The bike and pedestrian path on Market Street is moving forward. I have drafted a joint letter for signature by Jayme Salazar, Town Manager of Onley and Mike Mason, County Administrator. Once signed, VDOT will begin the planning and engineering phase of the project prior to any approval. I will request VDOT to send a project design draft for review at an upcoming meeting.

Crosswalks

I have sent a letter to VDOT to move forward with the installation of crosswalks in various locations in Town. The proposed crosswalks will be located at the corner of Jackson and Market Streets, King and North Streets, North and Market Streets, and Ames and Market Streets.

Delinquent fees and taxes

Staff has been working on collecting delinquent business fees and taxes for the past financial quarter.

Microphones/Recording Equipment for Council Chambers

Staff has been researching a new microphone system and recording equipment for council chambers. The new recording system is now in place, but we are still researching the microphone system.

Chamber of Commerce Dinner

I attended the annual Chamber of Commerce dinner Monday night.

FOIA Training

I am investigating FOIA and Open Meetings Act training opportunities for council members who have not had an opportunity to attend previous training sessions. VML is looking at either setting up a webinar, providing online training, or coming over for an afterhours or weekend training session. I will keep you posted.

CPR Training

Paul Meuli, one of our police officers, is now a certified CPR instructor.

Wharf Barrier

The permanent barrier at the wharf should be installed within the next week or so upon delivery of the cable. I want to extend a special thank you to T. Lee Byrd and several other volunteers who have generously offered to install the cable.

National Guard concert

I want to remind everyone to mark their calendars for Saturday September 8. This is the date of the National Guard concert to be held at the Onancock School. The Friends of Onancock School are co-sponsoring this event with the Town. The concert will begin at 6:00 p.m. In case of inclement weather, the concert will be held in the Nandua High School auditorium. I want to extend a thank you to the Friends of Onancock School for agreeing to co-sponsor this event with the Town.

Adopt a Garden

We are getting a good response on the adopt a garden program. We have 4 gardens adopted at this point.

ONANCOCK POLICE DEPARTMENT

Summary of Police Activities for June 2018

Events initiated _____ 1,226

Court:

Number of times attended _____ Twice

Amount of fines _____ \$1,176.00

Traffic:

Number of summons issued _____ 32

Number of warnings _____ 18

Accidents	4	Business Assist / Complaint	13
Domestic	1	Assist Rescue	2
Assist another agency	16	Minor- curfew violation	1
Mental Health	2	Assist Motorist	6
Wharf Check	115	Welfare Check	1
Assist Town Employee	4	Special Patrols	915
Alarms	2	Breaking & Entering	1
Business Checks	102	Citizen Assist / Complaint	16
Crowd Complaint	3	Destruction of Property	1
Disorderly Conduct	3	Larceny	2
Animal Complaints	1	Mischief	1
Trespassing	3	Noise Complaint	4
Drug Offense	2	Assault	2
Stolen Property	1	Residence Check	44
Special Detail	6	Suspicious activity / Vehicle	1
Hospital Event	91	Traffic Offense	32
