

**Town of Onancock
Town Council Meeting
December 17, 2018
7:00 p.m.**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Consideration and Approval of the Meeting Minutes from the November 26, 2018 Regular Town Council Meeting.
4. Public Business
 - a. Consideration of the Accomack County Sewer Credit – Mayor Fletcher Fosque
 - b. Approval of the Ed Weber Contract for the Replacement of the Harbormaster Building Floor – William Kerbin, Town Manager
5. Public Comment
6. Planning Commission Report – Councilmember Robert Bloxom
7. Waterfront Committee Report – Councilmember Robert Bloxom
8. Personnel Committee Report – Councilmember Catherine Krause
9. Mayor’s Report – Mayor Fletcher Fosque
10. Town Manager’s Report – Mr. William Kerbin
11. Council Comments
12. Closed Session- if needed
13. Adjourn

Town of Onancock
Town Council
November 26, 2018
7:00 p.m.

Call to Order and Roll Call:

Mayor Fosque called the meeting to order at 7:00 p.m. and roll was called. Mayor Fletcher Fosque and Councilmembers Robert Bloxom, Catherine Krause, Joy Marino, Ray Burger, Maphis Oswald and Joshua Bundick 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 October 22, 2018 Meeting; the November 7, 2018 Special Meeting; and, the November 13, 2018 Work Session Meeting:

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

Mrs. Lisa Fiege mentioned that Ms. Terris Kennedy's name was misspelled in the November 7, 2018 Special Meeting Minutes.

Councilmember Oswald made a motion to approve the minutes as presented. Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.

Public Business:

- a. Public Hearing: Special Use Permit at 22 Meadville Drive – Town Manager William Kerbin: Mr. Kerbin explained that Mr. Webb Smith and Mrs. Clare Turner are requesting a special use permit to operate an apartment at 22 Meadville Drive.

Mayor Fosque opened the public hearing at 7:02 p.m.

Mr. Bruce Garber, Ames Street, asked if the code requires that the owner also reside in the dwelling. Mr. Kerbin confirmed that it does.

Mrs. Clare Turner, Meadville Drive, confirmed that they live there full-time.

Mrs. Barbara Johnsen, Ames Street, asked how many tenants could live in the apartment. Mayor Fosque explained that those rules are governed by the Commonwealth of Virginia and that some of the conditions are as follows: the tenants are part of one family and that they can only have one person per 100 square feet. Mrs. Johnsen asked if anyone in that zone can have a rental apartment. Mayor Fosque as long as the apartment is attached to the dwelling.

Council discussion followed on the topic of adopting a definition of attached for the Zoning Ordinances.

Mayor Fosque closed the public hearing at 7:08 p.m.

Councilmember Bundick made a motion to approve SUP 5:18 with the following condition:

- *The owner of the dwelling unit within which the apartment is located reside within the dwelling itself.*

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

Public Comment:

Ms. Irene Lewin, Lewin & Carr Realtors, expressed her concern over how the Town can alert residents when dangerous situations arise. Ms. Lewin suggested that a phone tree be put in place by the Town so that everyone can be aware of situations like the one the Town had with rabid foxes on Halloween.

Council discussion followed. Mayor Fosque asked the Town Manager to reach out to Accomack County to see if the Town could use their Code Red system when the need arises.

Planning Commission Report:

Councilmember Bloxom shared the Planning Commission reviewed a possible definition of attached for the Town's Zoning Ordinances. Ms. Linda Copper and Ms. Nancy James were also in attendance. They are asking the Town for a special exemption in the Zoning Ordinances for detached structures.

Waterfront Committee Report:

Councilmember Bloxom shared the Committee reviewed Council's decision to allow the Eastern Shore of Virginia's Chamber of Commerce to use the Town Wharf in May. The Committee also discussed the upcoming repairs to the Harbormaster Shack along with the repair to the floating dock. The wharf parking lot paving will begin soon as well.

Holiday Committee Report:

Mayor Fosque shared that the Holiday decorations are almost completely up at this point. Mayor Fosque thanked the Public Works crew for all their hard work in getting the decorations up.

Mayor's Report:

Mayor Fosque shared that the regional sewer group will be having a meeting on December 13, 2018.

Councilmember Krause shared that the Christmas Homes Tour tickets are still available. She shared the locations that had them for sale.

Mrs. Fiege also reminded Council that the 28th Annual Onancock Christmas Parade was coming up on Sunday, December 9, 2018. Council members were asked to let Mrs. Fiege know if they wanted to participate in the parade.

Town Manager's Report:

Mr. Kerbin read his report aloud.

Wharf Parking Lot - Branscome will be paving the wharf parking lot sometime after Thanksgiving. The parking lot will be closed to all vehicular access for a specified time. We will make residents aware of this closure when we have the specific dates of closure.

Christmas Preparations - Public Works staff have been putting up holiday decorations. Town Hall staff have been preparing for the upcoming Christmas parade scheduled for Sunday December 9. Applications for the parade are due by Wednesday December 5.

Taxes - All taxes are due by December 5. At this point, the Town has collected approximately \$158,000 in real estate taxes and \$28,000 in personal property taxes.

New Public Works Employee - The Town would like to welcome Luis Ramirez to the Department of Public Works. He will be performing both maintenance, and water and wastewater duties.

Cellular Tower Progress - The site plan review has been completed and approved for the cell tower. Verizon is waiting for the historic preservation review to be completed. The anticipated construction date is Spring, 2019.

Police Academy Graduation - I want to extend congratulations to Yardley Townsend who graduated from the police academy on November 20.

Council Comments:

Mayor Fosque asked if Council would like to cancel the December Town Council meeting. All were in agreeance.

Councilmember Bloxom made a motion to cancel the December 2018 Town Council meeting. Councilmember Oswald seconded the motion. The motion passed by unanimous voice vote. Bob move, Maphis second.

Ms. Ann Nock, Market Street, explained to Council the effort that goes into decorating the Town and planning the parade. She suggested that Council take the time to thank the Town Staff.

Council discussed some items that were to be addressed in the January Work Session meeting. Mayor Fosque asked for a consensus on which day in January to have the Work Session meeting. It was decided that the meeting would be held on January 14, 2019.

Councilmember Marino welcomed Mr. Smith and Mrs. Turner to Town and thanked them for cutting the bushes back on Meadville and Ames Streets.

Councilmember Krause thanked the Town Staff for their hard work getting the decorations up around Town.

Closed Session, if needed:

None.

Adjourn:

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

The meeting adjourned at 7:47 p.m.

Fletcher Fosque, Mayor

Lisa Fiege, Deputy Clerk

County Sewer Credit Request Statement of Facts
December 17, 2018

The Town of Onancock and Accomack County entered into an agreement for sewerage service on May 17, 1979. A sewer line was completed in June 1979 from the Industrial Park to the Town of Onancock corporate limits. A main sewer meter was installed at the entrance to the corporate limits located today behind Coldwell Banker. The County bills customers hooked up to this line from their individual water meters. The Town does not have access to those water meters. There is a total of 30 customers on this sewer line including: McDonald's, Riverside Hospital, the Eastern Shore Chamber of Commerce, Edwards Seafood, Four Corners Plaza, PNC Bank, the Quality Inn, Sage Diner, and Shore Cleaners. A subsequent County sewer agreement was entered into in 2015.

The County is the Town of Onancock's largest sewer customer. For the fiscal year ended 6/30/18, the County paid the Town \$399,000 for sewer treatment. The County owns both the sewer lines and the main meter, but the Town reads the main meter on a monthly basis. The County is responsible for maintenance of the sewer lines and the main sewer meter up to the point at which the County line connects to the Town line. The County asserts that the meter was being calibrated annually by an approved service provider.

On May 11, 2018, County staff met with Town staff to discuss discrepancies with the County main sewer meter. These discrepancies represented meter readings from March, 2017 to April, 2018 that the County had noticed during this time period between the main sewer meter and its customer's individual water meters. At this same meeting, County staff submitted a letter requesting a credit for this 14 month discrepancy in the amount of \$159,682.

On June 8, 2018, the Town Manager mailed a letter to the County Administrator denying the request, but offering to reconsider the request in the future if the County provided documentation that proved the discrepancies and that it has taken action to mitigate the cause for the discrepancies.

On June 15, 2018, the County Administrator responded to the Town's letter with a list of actions to address the discrepancies with the main sewer meter including installation of a new main sewer meter and recalibration of the hospital meter. The County installed a new main sewer meter on July 12, 2018 which was placed adjacent to the old meter.

On November 1, 2018, the County Administrator submitted a new request for a credit in the amount of \$88,945 and requested the Town to begin using the new meter for the October billing and all future billings. The Town has begun using the new meter for billing purposes.

On November 28, 2018, upon a request from the County, Town representatives, met with County representatives to discuss a potential settlement of the sewer credit amount that could be agreed to by both the town and county governing bodies. The Town's first offer was to give the County 25% of the entire amount requested. The County representatives

expressed concerns that its board of supervisors would not support a proposal involving a 25% credit. In response to the County's concerns, the Town counteroffered with a 50% split in the amount of \$44,472 which after consideration, the County believes the Board of Supervisors would accept to avoid litigation. These discussions were nonbinding on the Town Council and no action has been taken on this 50% offer pending a public vote of Council and the Board of Supervisors.

SUGGESTED MOTION: Mr. Mayor, I move that the Onancock Town Council approve the proposal from Ed Weber Contracting in the amount of \$53,814.75 for repairs to the Harbormaster's facility.

AGENDA TOWN COUNCIL December 17, 2018

SUBJECT: Approval of the Proposal from Ed Weber Contracting for Repairs to the Harbormaster's Facility

RECOMMENDATION: Staff recommends approval of the proposal

TIMING: Current

DISCUSSION: The Town received funding from the Boating Infrastructure Grant in 2018 to make repairs to the Harbormaster's facility. Repairs will include flooring, restroom renovations and realignment of the roll up door. Construction work will be completed in Winter, 2019.

Staff: Bill Kerbin
Town Manager

Attachment: Ed Weber Contracting Proposal

Copy:

Ed Weber Contracting

#2 Mount Prospect ~ Onancock, VA 23417

Carpenter-Contractor

Office (757)787-7956 ~ Cell (757)710-8515

edwebercontracting.com

edwebercontracting@gmail.com

December 11, 2018

Mr. Corbin
Town Manager
Town of Onancock
15 North Street
Onancock, VA 23417

Re: Proposal to remedy interior issues in the Harbormaster's building

Mr. Corbin:

Exterior:

Initial observations of the building show a soundly built exterior. The materials used to skin the building are high quality, all-weather products including AZEK (air-entrained PVC) as trim, cementitious siding products (most likely Hardie Corp), all-vinyl windows from Symington, and standing-seam metal roofing (most likely Image II from Metal Sales).

The underpinnings are pressure treated, water immersion pilings, pressure treated ground contact girders and joists, hot dipped galvanized and stainless-steel fasteners, and a breathable skirting around the perimeter. The floor insulation is closed cell spray-on foam to a depth of approximately 6 inches.

All exterior materials were installed by highly skilled craftsmen.

Interior issues:

Harbormaster's office and Laundry Room:

The entrance and service areas have saturated and weakened subflooring causing the VCTs (Vinyl Composition Tiles, aka Vinyl Commercial Tiles) to buckle and crack. The tiles are a potential tripping hazard, but most important is the saturated subfloor that will continue to weaken and eventually rot through.

The water intrusion comes directly from the lack of weather-stripping, and a proper threshold, which allows the wind-driven rain, coming from the prevailing direction, to be forced under the door and

accumulate on the VCTs. VCTs are not a substitute for a water proof flooring system as the joints between the tiles are not grouted and will allow water to filter down onto the underlayment.

The underlayment is a double layer of standard OSB (oriented strand board) which is highly susceptible to water absorption. OSB is not a product indicated for flooring, and certainly not in a damp, or wet environment. This should have been tagged by the Building inspector! This product will swell, breaking the fiber-to-fiber bonds and will never recover its structural integrity. Once wet and swollen, the OSB boards are structurally deficient and cannot, on its own, carry the weight of the bathrooms, laundry room, and the harbormaster's office floors.

The underlayment in this application should have been a specially designed $\frac{3}{4}$ " underlayment named Advantech from Huber industries. It is water proof and carries the manufacturers 50-year warranty.

Bathrooms:

I recommend that we designate one bathroom (the one adjacent to the laundry room, preferably) for ADA compliance, and retrofit the other two with standard shower modules with full curbing

The flooring in these rooms is in desperate shape because the ADA compliant showers have no curbing and the overflow from the showers floods the floors. The VCTs are installed abutted to the shower entry with caulking acting as a sealant; however, the caulk has already cracked and is useless.

These floors have cracked and bumpy VCTs plus are spongy under foot. The area around the toilets has already collapsed in two of the bathrooms and patches were immediately installed. I assume the damage to the toilet areas are caused by two factors: the 2-part OSB floor is subject to deflection, which is why they are not specified for subflooring, and when used the toilet floor flexes enough to break the wax seal and allow that waste water to infiltrate the 2 layers of OSB directly.

These rooms also suffer from water damage, in these case the culprit is the curbless showers have no Linear drains at the transitions. Without the Linear drains, the water runs out onto, and into, the flooring and subflooring. We propose that two of the shower modules should be replaced with standard 1-piece shower modules with full curbing, which will contain the water in the shower pan until it drains properly.

In this situation where the underlayment is in structural distress, our recommendations for all the rooms are as follows:

- 1- Clear the rooms of all floor-mounted fixtures, including showers and toilets. Dispose of two shower modules with no curbing, save one and store toilets in warehouse: \$4995.00
- 2- Remove the existing vinyl cove base by cutting the existing sheetrock at the top of the base. The adhesive used for that vinyl cove base is too strong to be able to remove from the drywall without damage: \$875.00.
- 3- Take up the OSB subfloor. Since the subfloor is foamed in place within the joist bays, we will have to work from below by using a reciprocating saw to sever the highly adhesive foam from the sides of the joists, as well as from above by tearing out all the OSB subfloor: \$8775.00.
- 4- Prep the tops of the joists by grinding, scraping and sanding to remove the adhesive residue *: \$4175.00.
- 5- Install new insulation after removing the closed-cell foam we will install R19 fiberglass batts secured with sheets of breathable filter fabric (USF 400) attached to the bottom of the joists with stainless steel button caps. While working under the building we will assure the water supply lines are insulated or covered with a chase: \$7880.00.
- 6- Purchase and install ¾" tongue and groove Advantech subflooring using subfloor adhesive and screws: \$4875.00. (The Advantech will be installed under the shower pans).
- 8- Subcontract with Shelton, from Ben's Carpet, to install new solid vinyl sheet goods (NO seams) over ¾" Baltic plywood base using glue and a heavy roller: \$9900.00. (This vinyl sheet good will be installed under the shower pan).
- 7- Install strips of ½ pressure treated plywood where the cove was and use AZEK 1x8 stock as a baseboard. We will use an elastomeric sealant between the AZEK and the vinyl flooring to seal the outer edges of the flooring: \$5770.00. The solid sheet of vinyl is now under everything.
- 9- Restore all fixtures and furniture from the warehouse (ADA shower, toilets, washer/dryer, counter, desks, etc.): \$6419.75. Two showers will be new, standard shower modules with full curbing; one will be a reuse of one original ADA compliant curbless shower module.
- 10- On the one designated Handicap Access, the curbless shower module will be re-installed with the "Water Stopper", a collapsible ADA compliant flexible curb with curved end pieces. Restoration of the shower module is covered above. Adding the collapsible threshold with add \$150.00

11- We will rebuild the shower walls, repair any sheetrock damaged during the project, and prime any new plaster-work.

12- Re-align the roll-up door at the entrance to the arcade by adjusting the counterbalance springs as well as loosening the curtain from the roller and re-positioning it before sealing all up again. This is a high quality, hurricane-resistant and secure 'curtain roller' and is worth the work to repair it. There is no change to the building exterior or interior. This is Gratis.

Note: *

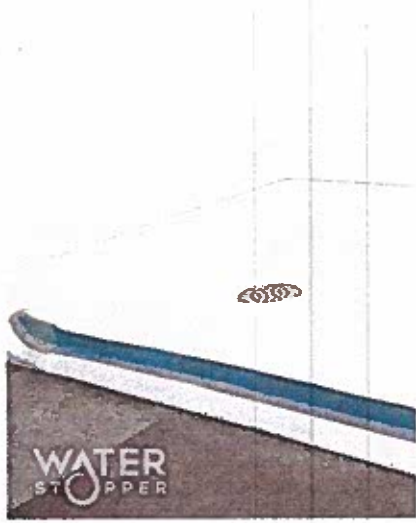
We don't know if the top of the joists has been damaged by the wet OSB subfloor and will not know until we've demo'ed the subfloor as we work around the building. If we find any defective joists, we'll inform you immediately and present a solution.

The price for all the above, including our labor, materials, subcontractor, and disposal is \$53,814.75.

Regards,

Ed Weber, GC

A handwritten signature in black ink, appearing to read "Ed Weber", with a long horizontal stroke extending to the right.



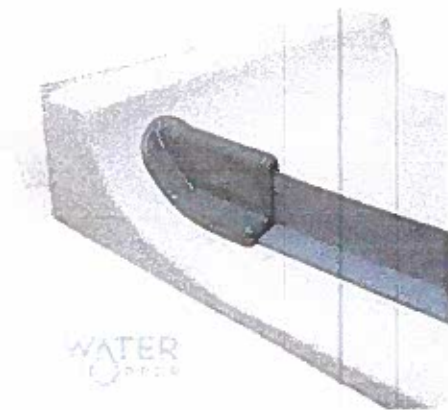
Don't Sacrifice Shower Accessibility

But how do you keep water in your shower, where it belongs, without sacrificing ease of access? The answer: Bestbath's WaterStopper, the most effective water retention system on the market. Whether stepping in by foot, with the help of a walker, or rolling in with a wheelchair, WaterStopper significantly reduces any chance of trips and slips during entry, exit or on a wet bathroom floor after bathing.

How Our WaterStopper Works

WaterStopper is a collapsible rubber water dam that flexes when stepped on or rolled over, yet immediately springs back to an upright position to prevent water from coming out of your barrier-free shower. WaterStopper contains water inside the shower, reducing the possibility of slips and falls outside the shower, and directs it where it belongs – the drain.

The WaterStopper can be added to a new or existing shower (whether composite, tile or any other material) in a matter of minutes, with a minimal amount of do-it-yourself expertise. It is often used in both residential and commercial settings, including retirement communities, hospitals and more.



Protect Bathers' Safety and Your Investment

While safety is crucial, water containment risks go beyond injuries caused by slips and falls. Even a small amount of escaped water can cause expensive damage. Mold. Mildew. Rot. The list goes on.

It's much less costly (and less aggravating) to protect yourself with a professional-grade water containment system now than deal with inevitable mess and expense later.

Product information

Size:3 foot | Color:Gray


Technical Details

Part Number	KTWSG5U
Size	3 foot
Color	Gray
Batteries Included?	No
Batteries Required?	No


Additional Information

ASIN	B06ZY2RZ8P
Customer Reviews	31 customer reviews
	3.7 out of 5 stars
Best Sellers Rank	#337,854 in Tools & Home Improvement (See top 100)

 EONMIR 4 Pack Windproof Stop Protect Clips, Shower Splash Guard Curtain Clip, Self Adhesive Shower Curtain Clips Splash (White)
123
\$7.69

 Magic Splash Guard - Prevent Water from Splashing out of the Bath or Shower- White 1 Guard
147
\$14.39

 1/2" Wide by 1/4" High - Clear Acrylic Frameless Shower Threshold - 35 in long
26
\$19.95

 SlipX Solutions Shower Curtain Splash Guards Holds Liner Flush to Wall to Keep Water Inside Your Shower (Easy to Install, Adhesive-Free, 2 Guards per Pack)
399
\$8.99

Special offers and product promotions

Size: 3 foot | Color: Gray

- Get a \$125 Amazon.com Gift Card upon approval for the Amazon Business Prime American Express Card. Terms Apply. [Learn more](#)

Have a question?

Find answers in product info, Q&As, reviews

Product Description

WaterStopper by Bestbath is the industry's leading water dam, keeping water in the shower and off bathroom floors. Provides added accessibility and mobility for wheelchairs, walkers and those who require low-clearance steps. For maximum performance, use with heavy duty, weighted shower curtain.



Shower Water Containment

Bestbath showers are manufactured to exact specifications to provide safety and to ensure that the water drains properly. For added security, we recommend installing the WaterStopper to keep the water where it belongs - inside the shower.

Town Manager's Report
December 17, 2018

Wharf Paving Project

The wharf paving project began on December 13 and was scheduled to be complete by December 15 depending on the weather.

Christmas and Holiday preparations

Public works staff have been putting up Christmas decorations over the last month.

Northeast Neighborhood Revitalization Project

The mayor and I met with residents from the Northeast Section and Bobbie Wert, Housing Director for the Accomack Northampton Planning District Commission on December 12 to discuss a potential neighborhood revitalization project. The next step is to pursue a Community Development Block Grant Planning Grant to determine the specific needs of this neighborhood. Some of the potential needs may include demolition of dilapidated structures and construction of new housing, rehabilitation of existing housing and installation of new sidewalks.

Emergency Notification System

I have had discussions with C. Ray Pruitt, the Accomack County Director of Public Safety, regarding participating in the County's emergency notification system. He will provide a presentation on the County's system at the January Town Council work session scheduled for January 14.