

**Town of Onancock
Town Council Meeting
March 25, 2019
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 February 25, 2019 Regular Town Council Meeting and the Meeting Minutes from the March 11, 2019 Budget Workshop Meeting.
4. Public Business
 - a. Update on the Eastern Shore of Virginia Tourism Commission – Mr. Robie Marsh, Executive Director
 - b. Update on the Home and Garden Tour – Ms. Lisa Tankard and Ms. Jenny Barker
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 – No report
11. Council Comments
12. Closed Session- if needed
13. Adjourn

Town of Onancock
Town Council Meeting
February 25, 2019
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, Joy Marino, Catherine Krause, 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 Meeting Minutes from the January 28, 2019 Regular Town Council Meeting:

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

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

Public Business:

- a. Presentation on the Watermen's Museum – Mr. Paul Ewell: Mr. Ewell gave an overview of the museum, sharing that they have been at the Historic Onancock School for about five years. The museum, Watermen's Heritage, is a 501c3, it represents the entire history of the Eastern Shore Maritime trade. Mr. Ewell also shared that there are 13 small maritime museums located on the Eastern Shore of Virginia.

Ms. Ann Nock, Market Street, shared her delight that this museum is in town.

- b. Update on the Historic Onancock School – Ms. Joani Donohoe, Executive Director: Ms. Joani Donohoe shared with the council the Historic Onancock School annual report for 2018. Some items highlighted were: 100% of their rental space is leased; the home economics building is being renovated and might be used as an art class building; as well as, the utilization of the events room. Ms. Donohoe shared some of the events coming up this year: Garden Art and Flower show; museum opening; as well as, the Ice Cream Social.

Council discussion followed. Council thanked Ms. Donohoe for her presentation.

- c. Discussion and Approval of the Procurement Policy – Mr. William Kerbin, Town Manager: Mr. Kerbin explained the latest edition of the Procurement Policy.

Council discussion followed. Discussion centered around the 'emergency procurements' section, Mr. Kerbin explained that the department heads would make the needed purchase and alert the town manager immediately following, who would then update council at the next council meeting. Council decided that only the town manager should be able to make emergent purchases but that the town manager could designate the mayor or a council member to be able to make these purchases in his/her absence.

Councilmember Oswald made a motion to approve the procurement policy with the adjustments and to make this policy effective July 1, 2019. Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.

- d. Discussion and Approval of the Town Property Rental Application and Policy – Mr. William Kerbin, Town Manager: Mr. Kerbin reviewed the latest version of the rental application.

Council discussion followed. Some items of concern were charging social groups a fee to use town property, should the town make applicants carry liability insurance, and possibly only charging an application fee when the event is being held to make money.

Mr. Kerbin suggested that council table this item until the language is right. Council agreed. Councilmember Oswald added that under age applicants should have adult supervision.

- e. Discussion and Approval of the Code of Conduct – Mr. William Kerbin, Town Manager: Mr. Kerbin explained that this proposed Code of Conduct was modeled from the Accomack County Board of Supervisors and other small municipalities Codes of Conduct. This is not a legal document, but council should be able to utilize it as an advisory document.

Council discussion followed. Councilmember Krause offered some edits to the document. Councilmember Oswald was concerned that with the document's lack of teeth and that it seems unnecessary.

Councilmember Bloxom made a motion to approve the Code of Conduct with the edits presented by Councilmember Krause. Councilmember Marino seconded the motion. The motion passed with a voice vote although Councilmember Oswald abstained from voting.

Public Comment:

Ms. Ann Nock, Market Street, urged Council to require that the Town Attorney attend all council Meetings. His lack of attendance is dragging out policy changes, creating a lag in passage time.

Mr. Johnny Morrison (Johnny Mo), Mallard's at the Wharf, Owner, shared with council his vision of bringing back HarborFest. The idea would be to start out small and grow as needed for future events. Mr. Morrison is requesting the use of the town's parking lot on the restaurant side of the marina. This event is to benefit the Onancock Volunteer Fire Department. This is to be a family event which is currently planned for September 20th and 21st. The restaurant would carry the liability insurance and the town would be named as an additional insured party. The restaurant's ABC License would cover the event.

Council discussion followed.

Councilmember Bundick made a motion to approve Mr. Morrison's requested use of the parking lot provided that Mr. Morrison coordinate with the Town Manager and Police Chief. Councilmember Oswald seconded the motion. The motion passed by unanimous voice vote.

Mr. Haydon Rochester, King Street, thanked council for their past financial support of the Orchestra of the Eastern Shore and asked council to keep them in mind when drafting the coming year's budget.

Planning Commission Report:

Councilmember Bloxom shared that there was a meeting, but he was not in attendance.

Waterfront Committee Report:

Councilmember Bloxom shared that the marina repair/maintenance project is well under way and going well. A section of the floating dock was repaired to allow for the rise and fall of the tides. Lastly, the asphalt repair of the parking lot is scheduled for the beginning of March after which the striping will be done.

Personnel Committee Report:

No report.

Mayor's Report:

No report.

Town Manager's Report:

Town Manager Kerbin read his report aloud:

- Harbormaster's Facility Repairs: The contractor has started work on the harbormaster's facility. Work includes repairs to the flooring and the overhead door. The completion date is scheduled for April 1, 2019.
- Neighborhood Revitalization Project: Mr. Kerbin formally requested assistance from the Accomack Northampton Planning District Commission to assist with the grant writing and grant administration of the Neighborhood Revitalization Project. This project may include demolition of vacant homes; creation of new affordable housing; rehabilitation of existing homes and installation of sidewalks.
- Home and Garden Tour Committee: The Home and Garden Tour Committee is continuing to meet and make progress on plans for the Home and Garden tour scheduled for May 4, 2019. Mr. Kerbin is developing a checklist for the public works staff for tasks to be completed prior to this event.
- St. Patrick's Parade: The St. Patrick's Parade and Celtic Festival Committee continues to meet to plan for the parade and Celtic Festival scheduled for March 10. Town staff will be providing assistance with the parade lineup, blocking off streets and directing traffic.
- Cellular Tower Progress: The anticipated construction date of the Verizon cellular tower is late April 2019. This is subject to change due to scheduling and weather.
- Wharf Interpretive Panel: The wharf interpretive panel should be installed sometime in April 2019. This panel will include information on wildlife found in Onancock Creek and Town history.

Council Comments:

Councilmember Marino reminded everyone that the St. Patrick's Parade will be held on March 10, 2019.

Councilmember Bundick shared that more broadband services have been added to the Mt. Prospect area. A relay system was recently placed on his house to reach more residents.

Councilmember Oswald urged public and council to get dressed up and go on out to the St. Patrick's Parade.

Councilmember Bloxom expressed his disappointment that the Eastern Shore of Virginia's Chamber of Commerce decided to not pursue having an event at the town marina. Councilmember Bloxom stated

that hopefully with the start of the Main Street Initiative the town will be able to put in place a dedicated marketing plan.

Closed Session (if needed):

None was needed.

Adjourn:

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

The meeting adjourned at 8:16 p.m.

Fletcher Fosque, Mayor

Lisa Fiege, Deputy Clerk

Town of Onancock
Town Council-Budget Work Session Meeting
March 11, 2019
6:30 p.m.

Call to Order and Roll Call:

Mayor Fosque called the meeting to order and roll was called. Mayor Fletcher Fosque and Councilmembers Robert Bloxom, Joy Marino, Catherine Krause, Ray Burger, Maphis Oswald and Joshua Bundick were present. All members were present, and a quorum was established.

Budget Work Session:

Town Manager Kerbin reviewed the budget assumptions for fiscal year 2019-2020 with council. Mayor Fosque explained that council would review the budget one page at a time.

Council reviewed the entire proposed budget. Some items discussed included: the reason for the proposed reduction of the trash fee; the concern over raising utility rates; the possibility of losing the Bank Stock Tax Revenue the potential closing of the SunTrust branch; the importance of the town giving the Main Street group funds for a Main Street Manager; the cost of a contracted landscaper; and the need for council to start funding street repairs.

Council also discussed the proposed 3% cost of living increase for employees. There was some concern that the 3% was too high and that the town should stay within the regional standard, possibly keep it in line with the state which is 2%. Discussion followed regarding moving to a merit-based system in lieu of all-inclusive cost of living increases. Councilmember Oswald stated that there should be a pay scale for all of the town jobs, creating a ceiling. Councilmember Marino asked if the employees were required to pay into the Virginia Retirement System. Mrs. Fiege explained that the employees do pay into the system which is state mandated. Other employee benefits were discussed such as health insurance.

Adjourn:

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

The meeting adjourned at 8:34 p.m.

Fletcher Fosque, Mayor

Lisa Fiege, Deputy Clerk