

Town of Onancock
Town Council Meeting
July 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 June 24, 2019 Regular Town Council Meeting.
4. Public Business
 - a. Discussion of the Amended Sewer Agreement with Accomack County– Town Manager William Kerbin
 - b. FY2020 Budget Amendment – Town Manager William Kerbin
 - c. Approval of Alternative Location of Civil War Trail Sign – Town Manager William Kerbin and Ms. Cara Burton, Eastern Shore Library
 - d. 5-Year Town Road Maintenance Plan – Town Manager William Kerbin
 - e. FY2020 Budget Carry-Forward: Town Recodification Funding – Town Manager William Kerbin
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. Financial Report – Mr. William Kerbin
12. Follow-up on Council Action Items – Mr. William Kerbin
13. Council Comments
14. Closed Session- if needed
15. Adjourn

Town of Onancock
Town Council Meeting
June 24, 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, Ray Burger, Maphis Oswald and Matt Spuck 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 Meeting Minutes from the May 20, 2019 Regular Town Council Meeting: Mayor Fosque asked if there were any changes, corrections, or additions to the minutes as submitted. Councilmember Marino asked that vote acknowledgement on page two under the discussion of advertising money for a billboard on Route 13 be changed since the “unanimous voice vote” cannot be correct since Councilmember Spuck had abstained during the vote.

With no further corrections, Councilmember Bloxom made a motion to approve the minutes with the change. Councilmember Burger seconded the motion. The motion passed by unanimous voice vote.

Public Business:

- a. 2019-2020 Goals & Objectives Action Plan – Town Manager William Kerbin: Mr. Kerbin shared the list of projects the town hopes to complete in the coming fiscal year.

Councilmember Burger stated that this plan looks like a solid foundation to move forward with.

Councilmember Spuck asked that more specific action items be realized in the plan.

Mayor Fosque shared that Capital Improvement action items will need to come from the Planning Commission. Councilmember Bloxom suggested that the Town Manager make the initial proposal to the Planning Commission so that they can review the individual projects prior to sending it along to council.

- b. Waiver of Alcohol Ordinance for Mallard’s at the Wharf’s Event on September 20th & 21st – Town Manager William Kerbin: Mr. Kerbin reminded council that Mr. John Morrison was granted approval to hold a mini-HarborFest this coming September. Mr. Morrison is planning on serving alcohol during the event. The town’s current Code does not allow for alcohol consumption at the Onancock Wharf. This waiver would allow Mr. Morrison and other potential event holders the opportunity to be granted permission to consume alcohol at the wharf with council approval.

Council discussion followed.

Councilmember Bloxom made a motion that the Town of Onancock waive Sec. 22-5 (f) of the Town of Onancock Code regarding the prohibition of alcohol in the wharf area for the event sponsored by Mallard's scheduled for September 20 and September 21, 2019 provided that:

- 1. An agreement is signed between the town and Mallard's that protects the town from liability;*
- 2. A liability insurance policy is submitted to the town listing the town as an additional insured at least thirty (30) days in advance; and,*
- 3. A copy of the ABC license is submitted to the town at least thirty (30) days in advance.*

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

- c. Approval of Location of Civil War Sign & Authorization – Town Manager William Kerbin: Mr. Kerbin explained that the Eastern Shore Library has received grant funding from the Onancock Business and Civic Association to erect a Civil War sign in Onancock and Parksley. They have requested that the sign be placed in Custis Park across from the US Post Office.

Council discuss followed. Some issues discussed were placing a Civil War sign in a park that was dedicated to an African-American town employee. Some members asked to see the verbiage prior to approval.

Mr. Rick Turner, Onancock Street, explained that historians and other tourists follow these signs. This could be a perfect opportunity to increase tourism in Onancock.

Council discussed finding a better location for the proposed sign.

Ms. Ann Nock, Market Street, asked that council contact the US Post Office so that the sign could be placed there.

- d. Approval of Amended Sewer Agreement with Accomack County – Town Manager William Kerbin: Mayor Fosque asked if council had an opportunity to review the proposed changes. Mayor Fosque explained that the Town and County Attorney's have already amended the agreement as needed and Accomack County has already approved the changes.

Council discussion followed. Some items of concern were the prematurity of the signed amended agreement; losing control over the town's asset; the county's lack of liability from their customers' flow; the potential requirement of pretreatment testing; and possibility of limiting of gallons of flow processed a day. Some counter concerns that were raised were that the town and county are already operating under the current agreement and at least the passage of the proposed amendments grants the town a few new concessions. The town does not have leverage and needs to understand that the county's flow is vital to the wastewater plants continued services. The town also needs the county to be on board with the regional sewer project or it will never happen.

Councilmember Bloxom made a motion that the Town of Onancock approve the amended Sewer Agreement between the Town of Onancock and Accomack County. Councilmember Burger seconded the motion.

Mr. Kerbin asked that the motion be amended to include pretreatment standards. Further discussion followed.

Mr. Hayden Rochester, King Street, shared his involvement with the original agreement in 2015. At that point the county threatened to walk away and build its own wastewater system. That would be disastrous to the town. It appears that past animosities are finally dissipating.

Mrs. Shirley Zamora, North Street, warned council of the horrible effects a denial would have on the now blossoming relationship the town has with the county. Mrs. Zamora stressed that with the county's partnership future wastewater concerns may be a thing of the past in the town's near future.

Councilmember Burger amended Councilmember Bloxom's original motion to include a provision that the town and county reach an agreement on the pretreatment standards in this agreement prior to September 1, 2019. Councilmember Bloxom seconded the motion. The motion passed with three affirmative voice votes. Councilmember Oswald voted against the motion and Councilmember Marino abstained.

Public Comment:

No comments were heard.

Planning Commission Report:

Councilmember Bloxom shared that the Planning Commission had a short meeting June 18th. Mr. Jim McGowan has offered his assistance with the Comprehensive Plan rewrite. Councilmember Bloxom also thanked Mr. John Boddie for his assistance with converting the pdf document into Word.

Waterfront Committee Report:

Councilmember Bloxom shared that the new Harbormaster is doing well and has hired a few new assistants. Councilmember Bloxom also shared that the committee has been discussing lower off-season rates.

Personnel Committee Report:

Mayor Fosque shared that the committee met recently to go over Mr. Kerbin's annual evaluation.

Mayor's Report:

Mayor Fosque shared the details about the regional sewer meeting he attended. Mayor Fosque shared the potential process for moving forward with this regional sewer project. The projected cost of the project is \$20,000,000 and it appears that Hampton Roads Sanitation District may contribute that money. The Onancock Wastewater Plant could potentially become part of the Hampton Roads Sanitation District once the pipe is in place. Mayor Fosque shared that there are still a few details to work out and that he would keep council and the public apprised of future actions.

Mayor Fosque also shared that the Onancock Business and Civic Association Ice Cream Social will be next Wednesday, July 3rd starting at 5:00 pm. This year's events have been expanded to include food trucks.

Town Manager's Report:

Mr. Kerbin read his report aloud.

- Cellular Tower Progress: Construction is still scheduled to be complete by August 1, 2019 provided there are no weather delays.
- Wharf Interpretive Panel: The installation of the wharf interpretive panel is scheduled for July 19, 2019. Mr. Kerbin discussed the idea of having a ribbon cutting with Shannon Alexander from the Accomack Northampton Planning District Commission once this is installed.
- Resurfacing Jackson Street: Mr. Kerbin received a cost estimate for resurfacing Jackson Street. Due to the high cost, Davis Bowen and Friedel is going to provide some alternative options for repairing the street including tar and chip and overlaying the street.
- Sewer Grinder Pump: Bob Bloxom, Bryan Horton and Mr. Kerbin had a telephone conference with Aaron Goller at Davis Bowen and Friedel regarding the installation of a grinder pump to address hospital rags affecting the town pump station. Since February 2019, we have had ongoing discussions with hospital and County staff to address this matter. The solution recommended by our engineer is a grinder at a manhole along the county portion of the line. The grinder would shred the materials into smaller pieces. The cost would be approximately \$50,000. Further discussions with the County will occur within the next few weeks regarding this proposed solution.
- Suntrust Bank: Mr. Kerbin met with Cindy Gazda, Vice President at Suntrust Bank, regarding rumors of their branch closing. She has reassured me there is no plan to close this branch at this time. If Suntrust decided to close the branch, the bank would provide ample notice to customers, possibly even a year.
- Northeast Revitalization Project: Mr. Kerbin met with Bobbie Wert and Nancy Gonzalez from Habitat for Humanity on June 7. We discussed the beginning phase of the project which will be the submittal of a Community Development Block Grant planning grant. This grant will be submitted this summer.
- Transfer of Streets: Mr. Kerbin have received the surveys for the 2 streets slated to be turned over to VDOT this year. I met with Chris Isdell and Dale Pusey from VDOT this morning, June 24, to discuss next steps in the process.
- New Businesses: Flo's Unique Cleaning and Larkins Attic are 2 new businesses in town.
- Downtown Revitalization Grant Opportunity: Mr. Kerbin and Carol Tunstall from the Main Street group had a telephone conference with Curt Smith from the Accomack Northampton Planning District Commission. We discussed the possibility of a Community Development Block Grant application for a planning grant and community improvement grant. The planning grant phase would be the first step and would include completion of a downtown inventory and marketing plan. The community improvement phase would be the second step and could include façade improvements, pedestrian enhancements or a revolving loan fund for businesses. The planning grant can be applied for from January through September each year. The community improvement grant is due at the end of March each year. Curt Smith will plan to come to the August Town Council meeting to provide more information and answer questions on this process.
- VLGMA Summer Conference: Mr. Kerbin attended the Virginia Local Government Managers' Conference last Thursday. The topics included broadband, the General Assembly and crisis communication.

Financial Report:

Mr. Kerbin read his report aloud. Some items that were highlighted were tax collections, wharf fees and sales along with water and sewer billing.

Councilmember Spuck asked that future financial reports also show year-to-date for the previous fiscal year.

Mayor Fosque mentioned that he and another councilmember will not be in town for the July meeting. Discussion followed about when to reschedule the meeting. It was decided that the July meeting would be held on Thursday, July 25th at 7:00 p.m.

Follow-Up on Council Action Items:

Mr. Kerbin asked if any members had any questions on the follow-up action items listed in the agenda package. Mr. Kerbin also clarified that the broken water line at the Bagwell Bridge should be repaired by mid-August.

Council Comments:

Councilmember Marino shared that the Eastern Shore Broadband Authority has begun wiring the town for high speed internet. ESVBA anticipates that home connections will begin within the month.

Councilmember Oswald asked that future contract negotiations be presented to council prior to any of the parties involved signing the agreement.

Closed Session, if needed:

Councilmember Bloxom made a motion to convene a Closed Meeting for the purpose 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 Marino seconded the motion. The motion passed by unanimous voice vote.

Town Council convened the Closed Meeting at 8:45 p.m.

Councilmember Bloxom made a motion to reconvene in Open Meeting, and that a roll call vote can be taken and recorded on this motion so that each member who votes in favor shall, thereby, certify compliance with all matters identified in Section 2.2-3712 (D) of the Code of Virginia of 1950, as amended. Councilmember Spuck seconded the motion and a roll call vote was taken.

Robert Bloxom	YES /NO	Ray Burger	YES /NO
Catherine Krause	Absent	Maphis Oswald	YES /NO
Joy Marino	YES /NO	Matt Spuck	YES /NO

Town Council reconvened Open Meeting at 9:05 p.m.

Councilmember Bloxom made a motion to grant Town Manager William Kerbin's 3% cost-of-living adjustment effective immediately which was granted to all other town employees with the FY2020 budget approval. Councilmember Oswald seconded the motion. The motion passed by unanimous voice vote.

Adjourn:

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

The meeting adjourned at 9:06 p.m.

Fletcher Fosque, Mayor

Lisa Fiege, Deputy Clerk

SUGGESTED MOTION: Mr. Mayor, I move that the Town of Onancock approve a budget amendment in the amount of \$2,631.70 and approve the transfer of \$2,631.70 from the general fund to the sewer/water fund.

AGENDA **TOWN COUNCIL** **July 25, 2019**

SUBJECT: Approval of budget amendment in the amount of \$2,631.70.

RECOMMENDATION: Staff recommends approval of the budget amendment for the following reason:

- The sewer and water fund budget must be balanced.

TIMING: Current

DISCUSSION: Based on a review of the FY 2020 budget, staff determined that the sewer and water fund budget was not balanced. By law, this fund must be balanced. In order to balance the budget, staff proposes to reduce the weed contract budget line item by \$2300 and the mosquito control line item by \$331.70. In reviewing the 2019 and 2018 FY budgets, both of these budget line items had funds left over and that reducing these respective line items to cover this shortfall will not affect any ongoing projects or operations.

Staff: Bill Kerbin, Town Manager

Attachment: FY 2020 budget

**2015 AGREEMENT FOR
CENTRAL ACCOMACK UTILITY SERVICE
AMENDED AND RESTATED**

April 2019

THIS AGREEMENT is made, entered into and effective as of this 17th day of April, 2019, by and between the TOWN OF ONANCOCK, VIRGINIA, a municipal corporation (hereinafter referred to as the "Town"), party of the first part, and ACCOMACK COUNTY, VIRGINIA, a political subdivision of the Commonwealth of Virginia, (hereinafter referred to as the "County"), party of the second part, which said parties hereto, desiring to enter into this Agreement concerning the treatment and disposal of sewage, do hereby agree as follows:

ARTICLE I

GENERAL RECITALS

1.1 The Town and the County entered into an Agreement for Sewerage Service on May 17, 1979, whereby the Town has treated sewerage delivered by the County from the County's collection and transmission lines into the Town's transmission lines. This Agreement has been modified several times, most recently by effect of a Resolution of the Town Council on August 27, 2012, whereby the treatment capacity afforded to the County by the Town was increased from 50,000 to 80,000 gallons per day (hereafter "gpd").

1.2 The Town has recently completed a substantial upgrade of the Town's Sewage Treatment Plant, whereby the treatment capacity of the Town Plant was increased from 250,000 to 750,000 gpd.

1.3 The County accepted on October 3, 2012, transfer of the wastewater collection and transmission infrastructure outside of the Town from the County Economic Development Authority (EDA; previously known as the Industrial Development Authority).

1.4 The County has historically provided a substantial volume of treatable waste and payment to the Town for the treatment provided.

1.5 The Town desires to continue treating waste delivered to the Town by the County.

1.6 The Town and the County are authorized to make this agreement under §15.2-1300 and §15.2-2122 of the Code of Virginia (1950, as amended).

ARTICLE II

DEFINITIONS

2.1 Whenever used in this Agreement, unless a different meaning clearly appears in the context, the following terms, whether used in the singular or plural, shall be given the following respective meanings:

County System - the facilities for receiving, transporting and disposing of sewage located outside of the boundaries of the Town of Onancock.

Town System - the facilities for receiving, transporting, treating and disposing of sewage located within the boundaries of the Town of Onancock.

ARTICLE III

GENERAL AGREEMENT

3.1 The Town agrees to receive into the Town System for treatment and disposal any sewage delivered from the County System through metered connections at mutually convenient locations within the Town. The County agrees to maintain the County System to the delivery point and the meter measuring sewage delivered from the County System to the Town System for treatment. The County agrees to deliver all sewage received in the County System to the Town for treatment and disposal throughout the term of this Agreement.

3.2 The Town acknowledges the County's intent to provide utility service to customers outside of the Town and agrees that any prospective utility customer's situated outside of the Town boundary requesting utility service shall be first directed to the County for connection to the County System as County customers. Upon either (1) the County's written declination to provide sewer service or a particular location or (2) the County's failure to act upon a prospective customer's request for service within two (2) years of such request having been received in writing, the Town shall have the option (but not the obligation) to serve such customer directly. However, in no event shall any such service provided by the Town be offered or asserted as evidence of Town services in support of an annexation action.

ARTICLE IV

QUALITY

4.1 The parties agree that the attached Exhibit A are pretreatment standards intended to ensure that the waters of Onancock Creek are protected in accordance with valid state permit

limits. These standards shall be adopted by both parties for enforcement as outlined herein against all system users, including in equal measure both in-town and county systems. These standards are subject to change, if made necessary, by mutual agreement.

4.2 The Town shall continuously operate the Town System in strict compliance with all permits, laws and regulations governing such operations. The Town shall notify (and provide copies to) the County of any notices of non-compliance or violations regarding such operations issued by state or federal authorities within five (5) business days of receipt.

4.3 Should the sewage discharged from the County system into the Town System at any time not meet the requirements as to quality developed pursuant to Article IV above, the Town shall notify the County of the deviation from requirements and the County shall immediately correct such deviation. The County shall work with its customers to correct such deviation within a reasonable period of time following such written notice from the Town. The County shall revoke permission to make such discharge of such waste into the System until such time that the customer creating such waste meets the requirements stated herein. No liability shall attach to the County for acts of its users.

ARTICLE V

METERING AND QUANTITY

5.1 Sewage delivered from the County System into the Town System shall be measured by meters. The County shall furnish, install, operate and maintain standard meters as part of the County System. Such meters and related equipment shall remain the property of the County; however, the Town and the County shall have access to such meters and equipment at all times for inspection, examination and reading. Calibration and adjustment of such meters shall be accomplished by competent technicians twice a year by the Town at the County's sole cost and expense, with the results of such calibrations shared with the County within five (5) days of completion. All readings of meters shall be entered upon proper books of record in the Town Offices. Upon written request the County shall have access to said records at reasonable intervals during reasonable business hours.

5.2 Sewage meeting the requirements of Article IV is to be discharged by the County into Town's system at metered locations including, but not limited to, Manhole No. M-17, as shown on Sheet I2 of the Plans by Shore Engineering Co., Inc. dated _____, _____ (Note that this is the County/Town sewage connection point existing as of the date of this Agreement.)

5.3 The Town shall notify the County when all discharges from all sources reach eighty-five percent (85%) of the total capacity of the Town System. Subject to other rights

contained in this Agreement, the Town will continue to guarantee the County at least 150,000 gpd of treatment capacity throughout the life of the sewage system as long as it is permissible by all State and Federal Permits issued to the Town for operation of this System.

ARTICLE VI

FISCAL PROVISIONS

6.1 The Town shall charge the same and no more than the Town's lowest published rate of general application to any volume of sewage produced by any sewer customer inside the Town. Such rate per 1,000 gallons shall apply to the total metered sewage flow per calendar month.

6.2 Billings by the Town to the County shall be reviewed periodically by both parties for accuracy. Any discrepancies found shall be reported to the County within ten (10) business days of any discrepancy being found, but in no event one (1) year after the billing date of the disputed billing. All billings pursuant to this Section shall be payable within thirty (30) days of the date of billing with a Ten Percent (10%) penalty for late payment and such penalties shall accrue at 1.5% per month penalty for each subsequent month the payment is not received.

6.3 No rates, fees, or surcharges for sewer service other than those provided for in this Agreement shall be charged to the County.

6.4 The County shall pay the Town only for the metered volume of sewage that flows from the County System into the Town System at the rates prescribed in this Agreement.

6.5 The Town shall be free to change its rates at any time in accordance with lawful process, but in no event shall the Town over-charge or bill the County any sewer rate other than the lowest rate charged by the Town to any customer within the Town, regardless of flow rate or volume. The Town's lowest adopted sewer rate shall always be charged to the County.

6.6 To provide non-binding benchmarks for future rate adjustments, during the last calendar quarter of the second, fourth, and sixth terms of this Agreement, the Town shall cause a sewer rate study to be conducted by a competent independent professional and the resulting Town cost data, analysis, and study report shall be made available to the public. Consistent with the cooperative cost study performed in the summer of 2014, the engineer or firm performing the sewer cost studies prescribed herein shall be mutually acceptable to the Town and to the County. The County shall have access to the cost data and shall cooperate in such studies.

ARTICLE VII

GENERAL PROVISIONS

7.1 Title to all sewage in the County System shall remain in the County until it is received into the Town System, whereupon title thereto shall pass to the Town.

7.2 The effects of certain types of industrial waste upon sewers and sewage treatment processes are such as to require careful consideration of each industrial connection. This is a matter of concern both to the Town and to the County. Accordingly, the County covenants that it will have in effect and will enforce a binding contractual or regulatory provision(s) regulating the discharge of industrial waste into the County System subject to the general provision that no harm will result from such discharge and subject to the filing by applicant industry of a statement, a copy of which shall be forwarded to the Town, containing the following information: (1) Name and address of applicant; (2) Type of industry; (3) Estimated quantity of plant waste; (4) Typical analysis of the waste; and (5) Type of pre-treatment proposed. His statement shall be forwarded to the Town not less than 60 days prior to the customer's desired date of service. To facilitate inspections and control of industrial waste, the County will, upon request by the Town, require industries to separate industrial waste from sanitary sewage until such industrial waste has passed through an inspection manhole which shall be located so as to be accessible at all times to inspectors of the Town and the County. If inspection indicates that damage might result from the discharge of such industrial waste, permission to make such discharge shall be revoked unless and until the industry establishes acceptable remedial measures.

7.3 At regular intervals the Town will make measurements, tests and analyses of the characteristics of waters and wastes discharged into its system, all of which shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater, published by the American Public Health Association, and shall be determined at the point of discharge or at such other point as the Town may determine or upon suitable samples taken at said points of discharge. Sampling shall be carried out by customarily accepted methods to reflect the limits of concentration; etc., specified in Article IV and the effect of constituents upon the sewerage works and to determine the existence of hazards to life and property. (The particular analyses involved will determine whether a twenty-four (24) hour composite is appropriate or whether a grab sample or samples should be taken. Normally, but not always, BOD and suspended solids analyses shall be obtained from twenty-four (24) hour composites-of all outfalls whereas pH shall be determined from periodic grab samples). Should any such analysis disclose concentration higher than those permissible, the Town will at once inform the County of such violation. It shall be the obligation of the County, to the extent of its legal ability, to require the offending originator of said highly concentrated materials to take remedial pre-treatment of its wastes before discharge into the County System or the Town System. In some borderline cases of excessive strength of industrial waste, the originating industry and the County may be desirous,

and the Town may be agreeable, to negotiating terms under which the Town will accept and treat any over-strength waste, but the Town makes no commitment to perform such service.

7.4 If, by an reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement, then such party shall give notice and full particulars of such Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied on, and the obligation of the party receiving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period, and any such party shall endeavor to remove or overcome such inability with all reasonable dispatch. The term Force Majeure as employed herein shall mean acts of God, strikes, lockouts or other industrial disturbances, etc., of public enemy, orders of any kind of the government of the United States or the State of Virginia, or any civil or military authority, insurrections, fires, hurricanes, storms, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines or canals, partial or entire failure of water supply and inability on the part of any contracting member to provide water necessary for operation of its water and sewerage system hereunder, or of the Town to receive sewage on account of any other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable to it in the judgment of the party having the difficulty. Force Majeure shall not relieve the County of its obligation to make payments to the Town as required under Article VI or its obligation with respect to quality of sewage and set forth in Article IV of this Agreement.

7.5 This Agreement shall be subject to all valid rules, regulations and laws applicable hereto passed or promulgated by the United States of America, the Commonwealth of Virginia, or any governmental body or agency having lawful jurisdiction or any authorized representative or agency of any of them. As plant owner and operator, the Town shall be solely and exclusively responsible for the compliance with all such rules, regulations and laws pertaining to the treatment of waste and disposition of the products of waste treatment derived by operation of this Agreement.

7.6 This Agreement and the Town's provision of utility services pursuant hereto shall not be involved as support or justification for any involuntary boundary adjustment (annexation) by the Town.

7.7 All Town revenue derived from operation of the Town System and providing sewer service shall be accounted for by the Town and expended only for legitimate costs of operating, **repairing and replacing** the Town System and providing sewer service.

7.8 Each of the parties hereto shall do all acts and execute all documents necessary and reasonably convenient to effectuate the terms and provisions of this Agreement.

7.9 This Agreement is made and entered into in the Commonwealth of Virginia and shall be governed by, construed, interpreted, and enforced under the laws of the Commonwealth of Virginia. The parties agree that any dispute arising out of or in connection with this Agreement shall be adjudicated in the Circuit Court of Accomack County; provided, however, that such adjudication shall occur only after the parties comply with the mediation provision contained in Section 7.12 herein.

7.10 The provisions of this Agreement shall be severable. If any phrase, clause, sentence, or provision of this Agreement is ruled invalid or unenforceable by the Circuit Court of Accomack County, the remaining provisions of this Agreement shall nonetheless remain in full force and effect.

7.11 This Agreement sets forth the final agreement between the County and the Town regarding all matters addressed herein; neither party shall be bound by any terms, conditions, oral statements, warranties, or representations not herein.

7.12 Except as otherwise provided herein, the parties agree that any dispute or claim arising out of or from this Agreement shall be mediated prior to any other legal action. Unless otherwise agreed in writing by the parties, mediation fees, costs and expenses shall be divided and paid equally by the parties to the mediation. If either party elects to have an attorney present that party shall pay his or her own attorney's fees. The parties further agree that the obligation of both entities to mediate as herein provided shall apply to all disputes or claims arising out of this Agreement. The Town and the County agree that neither party shall commence any action in any court regarding a dispute or claim arising out of or from this Agreement, without first mediating the dispute or claim, unless the right to pursue such action or the ability to protect an interest or pursue a remedy as provided in this Agreement, would be precluded by the delay of the mediation. In the event the right to pursue such action, or the ability to protect an interest or pursue a remedy would be precluded by the delay, the Town or the County may commence the action only if the initial pleading or document commencing such action is accompanied by a request to stay the proceeding pending the conclusion of the mediation. The provisions of this paragraph shall survive the termination of this Agreement and shall not be deemed to have been extinguished by merger.

ARTICLE VIII

TERM, TERMINATION, AND NOTICES

8.1 The Agreement shall continue in force and effect for forty (40) years from its effective date.

8.2 In the event that either party is in default of any obligation herein, the non-defaulting party shall provide written notice to the defaulting party describing in detail the default being alleged. The defaulting party shall have ten (10) days to cure such default if undisputed. Should the defaulting party fail to cure such default in such ten (10) day period, the non-defaulting party shall have all remedies available it under applicable law, but only after attempting to resolve any issue with such defaulting party through the mediation provision of Section 7.12 herein; provided, however, that if the nature of the default is such that more than ten (10) days are required for its cure and the defaulting party is diligently pursuing a remedy of such default, then the defaulting party shall diligently pursue the same to completion. Should such party fail to cure a default in a reasonable period of time thereafter, the non-defaulting party does hereby reserve any and all rights under Virginia law with respect to the enforcement of the provisions of this Agreement.

8.3 Notwithstanding this notice requirement, any advertisement or public consideration by the Town of any change in sewer rates that could have the effect of imposing a rate on the County higher than the lowest sewer rate imposed upon any sewer customer within the Town shall be deemed justification for termination of this Agreement without notice by the County.

8.4 All notices or communications provided for herein shall be in writing and shall be delivered or mailed, and, if mailed, shall be sent by certified or registered mail, postage prepaid, to the chief administrative officer of the party or its successor. Correspondence to the Town shall be copied to the Mayor. Correspondence to the County shall be copied to the Chairman of the Board of Supervisors. The address of the Town shall be the Town's municipal office in Onancock, Virginia and the address of the County shall be its county office in Accomac, Virginia, unless either is notified by the other in writing of a change of address.

IN WITNESS WHEREOF, the parties hereto acting under authority of their respective governing bodies have caused this Agreement to be executed in several counterparts, each of which shall constitute an original, all as of the day and year written below.

SIGNATURE PAGE TO FOLLOW.

TOWN OF ONANCOCK, VIRGINIA

ATTEST:

By: _____
Mayor

Clerk of Town of Onancock

Dated: _____

COUNTY OF ACCOMACK, VIRGINIA

ATTEST:

By:  _____
County Administrator

Clerk, Accomack County

Dated: 6/6/19

APPROVED AS TO FORM:

County Attorney

SUGGESTED MOTION: Mr. Mayor, I move that the Town of Onancock approve the location of Town Square for a Civil War Trail sign and authorize the Town Manager to sign an easement granting permission to Civil War Trails, Inc. to enter the referenced property stated below and install a historical marker as part of the Civil War Trails program contingent upon:

- A narrative for the sign is provided to Town Council prior to installation for review and approval.

AGENDA TOWN COUNCIL July 25, 2019

SUBJECT: Approval of Location of Civil War Trails sign at Town Square and Authorization of Signature of Easement for Sign

RECOMMENDATION: Staff recommends approval of the location of the sign in Custis Park and the execution of an easement granting permission to Civil War Trails Inc. for the following reasons:

- This is a key location for walkers and is not intended as a drive by sign.
- Town Square is centrally located in the town and receives more exposure from pedestrians, and individuals in vehicles.
- There is parking at the location.
- This sign will provide an additional amenity to the park which will bring more people to the park to enjoy.

TIMING: Current

DISCUSSION: To follow-up from the June 24, 2019 Town Council meeting, Town Council requested an alternative location to Custis Park for a proposed Civil War Trails sign and to review a copy of the narrative for the sign. Cara Burton and I visited Town Square and determined that the East Street side of the park next to the parking area would be an appropriate location. Ms. Burton informed me that the location needs to be approved prior to drafting the narrative since the narrative is site specific. I have attached a fact sheet and information sheet regarding the program. In addition, I had a conversation with the director of this organization and he explained that this program is not connected to any heritage or pro Confederate commemorative groups. The civil War Trail Signs, Inc. mission is related to promoting Virginia tourism.

As you probably are aware, Cara Burton, from the Eastern Shore Public Library received funding from OBCA for a Civil War Trails Sign program at the OBCA May meeting. This is part of a

larger program on the Eastern Shore. This program attracts visitors throughout the world. According to the Civil War Trails fact sheet attached, the overnight guest stays 50% longer than other travelers averaging 2-5 days. More than 30% of visitors spent between \$250-\$750 during their trip with 20% of visitors spending over \$1,000. This project does not require either a Town cash match or a Town in-kind match.

Staff: Bill Kerbin
Town Manager

Attachment: Request Letter from Cara Burton
Example of Signage
Fact Sheet from Civil War Trails, Inc
Easement Agreement
Civil War Trails Inc. Information sheet

Copy:



Main Library
Northampton Free Library
Chicoteague Island Library
Cape Charles Memorial Library

PO Box 360
Accomac, VA 23301
Phone: 757-787-3400
Fax: 757-787-2241
www.espl.org

Board of Trustees

Jacqueline Davis, Chairperson

Gerry Ryan, Vice Chairman

Patricia Bloxom, Barbara Coady, Dennis Custis, Katherine "Kitty" Hall,

Althea Pittman, Ann Rutledge, Tim Valentine

Dana Bundick, Treasurer

Cara Burton, Library Director and Secretary

May 8, 2019

William Kerbin
Onancock Town Manager
15 North Street
Onancock, VA 23417

Dear Mr. Kerbin,

Great news! Onancock Business and Civic Association has granted funds to the Eastern Shore Public Library Foundation to install a Civil War Trails sign in Onancock. This will launch the Civil War Trail (CWT) program on the Eastern Shore of Virginia, which will be of great long term benefit for historic tourism to the town. People from around the world seek out Civil War sites and the marketing the CWT program is an efficient way to tell millions to visit Onancock.

As we discussed, the sign would be located on the grassy corner by the farmer's market. At a later date, you and I can discuss exactly where on this site the sign would be best located to minimize mowing obstruction while still being most visible to town visitors.

To install the sign, the CWT organization needs a temporary easement agreement signed (attached). I also enclose information about the trail program. If you would like me to attend the Town Council meeting at which this will be discussed, please let me know.

Sincerely,

Cara Burton
Library System Director

"Gravelly" sign showing points of interest. Located in town square, ca.

ALEXANDRIA IN THE CIVIL WAR

"Alexandria is ours!"



"Alexandria is ours," declared Col. Orlando Wilcox of the 1st Michigan Infantry as his regiment captured the city on the morning of May 24, 1861, one day after Virginia officially left the Union. Due to its strategic location on the Potomac River just south of Washington, D.C., Alexandria and the commanding heights around you were quickly seized, fortified, and would remain under Union control through late 1865.

Alexandria's transformation from a small seaport town to military garrison took its toll on the city. Two-thirds of the population fled. Large private homes, churches, and other public buildings were "requisitioned" to support the Union military operations. The city became headquarters for

the U.S. Military Railroad and one of the largest Union army hospital centers. Alexandria also became a safe haven for those escaping from slavery, resulting in a refugee crisis.

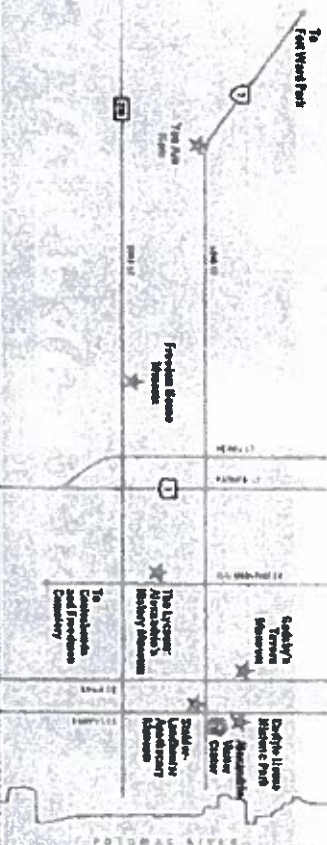
Today, many buildings of the Civil War era remain standing. To begin exploring Old Town Alexandria, turn right and march down King Street towards the Visitors Center.



Union officers pose in front of Grady's Tavern. Can you find the 61st Street in their footsteps, and a horse, and serve some history of your own. All photographs courtesy: Library of Congress



View of Alexandria from Statue's Hill, which is to your left. In the foreground is the camp of the 4th New York Infantry. King Street, which is visible in this photo, is directly in front of you.



Drew A. Gruber
Executive Director
757-378-5462
executivedirector@civilwartrails.org



Chris D. Brown
Program Administrator
757-378-5462
administrator@civilwartrails.org

About Us

- Civil War Trails, Inc., is a non-profit founded in 1994 offering more than 1,550 sites in Virginia, Maryland, West Virginia, North Carolina and Tennessee.
- Civil War Trails is governed by a board of directors comprised of state and municipal tourism officers and other stakeholders.
- More than 800 partners (state tourism offices, destination marketing organizations, chambers, businesses, museums, etc.) support and promote the program on a daily basis.
- More than 750 of our sites are being interpreted to the public for the first time.
- We produce in partnership 15 map-guide brochures that are distributed domestically and internationally and available online, at travel centers, sites, and amenities nationwide.

*About Our Visitors**

- Travelers who visit Civil War sites stay longer and spend more than average travelers.
- Our average overnight guest stays 50% longer than other travelers averaging 2-5 days.
- More than 30% spent between \$250-\$750 during their trip with 20% spending over \$1,000.
- Our average guest spent 25% of their budget on food and beverage, and 33% on lodgings.
- More than 75% of our guests also enjoyed state parks, beach, camping, and hiking.
- More than 30% of our guests also enjoyed fine dining, wineries, and breweries.

About 2017

- We distributed more maps than any single year during the Sesquicentennial.
- We launched our new website with printer-ready maps for hoteliers and consumers.
- We maintained, repainted, repaired, or replaced over 175 interpretive and directional signs.
- We promoted Civil War Trails at 23 consumer shows resulting in several thousand leads.
- We welcomed 178 new partners and sites to the program.
- We authored or contributed to over two dozen articles, blogs, and periodicals, and assisted media outlets, networks, and editors with various content requests.

About 2018 - So Far!

- We continue to see strong visitation and fulfillment requests with a broadening audience.
- We have 84 projects underway including new sites, content updates, and maintenance.
- We are hosting partnership meetings across the entire geographic span of the program.
- We have led discussions about networking Revolutionary War and Civil Rights sites.
- We are being solicited to expand the program into Pennsylvania, Kentucky, and Washington, D.C.
- We are revising our marketing universals and expanding our board.

* Statistics derived from several reports generated by the Virginia Tourism Corporation, The Economic Development Partnership of North Carolina, the Maryland Office of Tourism Development, and 'Blue, Grey & Green c. 2013'

Permission for Temporary Easement/Entry Agreement

(Please type or print neatly)

Permission is hereby granted this _____ day of _____, 20____, by:

to *Civil War Trails, Inc.*, and its contractors to enter upon that portion of my/our land to install a historical marker as part of the Civil War Trails program. I/we understand that I/we will be contacted prior to said installation and that I/we will have the final authority as to the marker's placement and location.

I/we understand that the *Civil War Trails, Inc.*, or its contractors will maintain the marker as long as it remains on my/our property, is sponsored and that the marker will be removed at anytime in the future if so requested by me/us or my/our successors.

LANDOWNER SIGNATURE

DIRECTOR, CIVIL WAR TRAILS

LANDOWNER ADDRESS

EXECUTIVE DIRECTOR, CIVIL WAR TRAILS

SIGNATURE OF INITIATING ORGANIZATION

SIGNATURE OF SUSTAINING SPONSOR (MEMBER)

[ADDRESS AND PHONE NUMBER]

[ADDRESS AND PHONE NUMBER]



ABOUT US

Civil War Trails connects visitors with the great campaigns and lesser-known sites of the Civil War. Our signature signs and distinctive red bugle guide visitors as they follow in the footsteps of the generals, soldiers, citizens, and the enslaved who found themselves in the midst of this great struggle.

Civil War Trails began in 1994 as a group of historians successfully linked together the sites connecting Petersburg and Robert E. Lee's surrender at Appomattox. Since then, many people contributed to the founding and growth of the program, which is a testament to its success and grassroots nature. We thank Chris Calkins for his scholarship on the Petersburg and Appomattox Campaigns, which paved the way for the first Trail, Lee's Retreat. Jack Berry, Don Pierce, and Mitch Bowman also contributed the inspiration, architecture, and elbow grease to the development of Civil War Trails. Their leadership created the largest open air museum in the world.

By 1999, Civil War Trails consisted of over 200 interpretive sites, including Lee vs. Grant, Peninsula and Shenandoah Valley Campaign Trails. In 2000, Civil War Trails became a 501(c)(3) non-profit, educational organization and began expanding into Maryland. The following year, the National Trust for Historic Preservation listed Civil War Trails first among successful and sustainable heritage tourism programs in the nation. Shortly thereafter, Civil War Trails launched the Carolinas Campaign Trail in North Carolina. West Virginia and Tennessee quickly signed on in the mid-2000s. Today, the program guides visitors to over 1,550 sites, over 700 of which we are proud to interpret to the public for the first time.

Our guest-focused approach allows us to interpret—not commemorate or memorialize—the events, people, and places of the most pivotal time in our nation's history. There's always something new to see and do along the Trail, as our program continues to grow. We look forward to seeing you on the Trail!

Town of Onancock
5 Year Road Maintenance Plan
July 1, 2019

Jackson Street

This street is in very poor condition. Sections of the street received overlays in 2017 to address numerous potholes. These overlay areas have begun to deteriorate since this fix was a temporary solution. There are several areas of severe alligator cracking at the corner of Kerr and Jackson Streets. Other areas on the street have been patched over the years. Poor drainage is an ongoing problem with standing water on about 50% of the street which results in further potholes and alligator cracking. Here are the options* available to address the street:

Option #1

Mill the entire street and install a new base course. Stormwater infrastructure would also be added with this option. The total cost would be approximately \$120,000.

Option #2

Tar and chip the street. This option would provide an aesthetic benefit for the street, but would not solve the standing water issue. VDOT would accept a tar and chip surface but the stormwater issues would need to be addressed prior to transfer of the street. The total cost of this option is approximately \$23,000.

Option #3

Make general repairs to potholes and sections of alligator cracking to the street in year #1. Allocate funding into a street capital fund for years #2 and #3. Continue to look for federal, state or private grant funding.

The short-term course of action will include overlaying deficient areas of the road year #1. Some of the road has already been temporarily overlaid. I would propose that the Town should continue to allocate funds into the capital reserve for complete milling and resurfacing the street to prepare for transfer of the street over to VDOT in years #2 and #3. I have checked on VDOT and USDA funding for part of the project. The town is not eligible to receive revenue sharing funds directly and USDA only has loan assistance for street repairs. Option #1 includes stormwater management improvements to meet VDOT standards.

1. Town Hall parking lot

This parking lot is located directly behind Town Hall and serves employees of downtown businesses, business owners, customers of downtown businesses and a few residents in the surrounding community. Due to this heavy usage, the parking lot has numerous potholes, and both alligator cracking and longitudinal cracking. Here are the options for the parking lot:

Option #1

Mill and resurface portion of the parking lot that is in disrepair. The total cost would be approximately \$63,000.

Option #2

Install seal coat and crack repair to portions of the parking lot. The total cost would be approximately \$20,000.

We will need to defer this project to years #4 and #5 given the amount of funding needed to mill and resurface the parking lot. I am proposing a similar course of action for this project. The short-term course of action will be to make minor general repairs to prevent further deterioration of the parking lot. We will research grant and loan funding for this project but probably will not be eligible due to limited public benefit of a parking lot.

2. Transfer of Streets to VDOT

There is a 4-year plan to transfer Town streets over to VDOT. The first year includes East, Lee and Waples Streets. The second year will include Onancock Street. The third year will include Justis Street. The fourth year will include Jackson Street.** East and Waples Streets have been surveyed and we are currently waiting for a revised survey showing a revised right of way for East Street that will include all of the parking area and sidewalk. Lee Street still needs to be surveyed. The Town is also waiting for a permit to be filed for an overhead utility provider.

3. Other Street Repairs

There are several other streets that need repairs including Warren Avenue and Turner Street. The Town will use street repair maintenance funds to address needed repairs on the streets in years #1 and #2.

*These options are from engineering reports produced by Davis, Bowen & Friedel.

**Jackson Street may move up on the transfer schedule if repairs are completed that bring the road up to VDOT standards.

SUGGESTED MOTION: Mr. Mayor, I move to carry forward funds from FY 2019 to FY 2020 in the amount of \$12,010 to complete the Town Code codification.

AGENDA **TOWN COUNCIL** **July 25, 2019**

SUBJECT: Carry forward of funds for a specific project

RECOMMENDATION: Staff recommends approval of the proposed action.

TIMING: This will enable staff to continue to approve invoices and keep the project moving forward.

DISCUSSION: This project has been approved through a contract and therefore the town is obligated to pay for invoices charged under the contract.

Staff: Bill Kerbin, Town Manager

Attachment:

FY 2019 Year End Financial Report Summary
July 25, 2019 Town Council meeting

- General fund finished with a very good surplus.
- The sewer water fund fell short by approximately \$41,000.
- Delinquent real property, personal property and transient occupancy taxes exceeded projections.
- Meals taxes and business license taxes also exceeded projections
- Transient docks fees were down possibly due to the weather.
- Wharf gas sales continued to be very good.
- Town Attorney fees did exceed budgeted amounts due to legal work related to sewer matters such as drafting the sewer amendment and research on the outstanding deferred revenue in the sewer/water fund which was prompted by the auditors

SUMMARY TOTALS

YTD: JUNE 30, 2019

<u>GENERAL FUND</u>	<u>BUDGET</u>	<u>YTD</u>
EXPENDITURES	\$1,588,754.77	\$1,310,075.94
REVENUES	\$1,587,254.77	\$1,499,701.98
OVER/UNDER		\$189,626.04

WATER/SEWER FUND

EXPENSES	\$	1,328,900.00	\$	1,232,993.80
REVENUES	\$	1,328,900.00	\$	1,191,660.79
OVER/UNDER			\$	(41,333.01)

TOTAL OVER/UNDER FOR ALL FUNDS				\$148,293.03
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TOWN OF ONANCOCK - INTERNAL INCOME STATEMENT FOR JUNE 2019

Disp Acct	Budget	YTD	Prcnt
GENERAL FUND REVENUE			
10-3110-1010 REAL PROPERTY-CURRENT	\$356,206.15	\$327,169.08	92%
10-3110-1020 REAL PROPERTY-DELINQUENT	\$10,000.00	\$37,719.01	377%
10-3110-2010 PUBLIC SERVICE-REAL	\$17,000.00	\$17,287.54	102%
10-3110-3010 PERSONAL PROPERTY-CURRENT	\$164,000.00	\$161,706.80	99%
10-3110-3020 PERSONAL PROPERTY-DELINQUENT	\$5,000.00	\$18,140.66	363%
10-3110-3030 PUBLIC SERVICE-PERSONAL PROPERTY	\$850.00	\$663.16	78%
10-3110-6010 PENALTIES	\$15,000.00	\$13,103.51	87%
10-3120-0100 LOCAL SALES TAX	\$76,600.00	\$77,255.10	101%
10-3120-0200 CONSUMERS UTILITY TAX	\$52,700.00	\$54,709.94	104%
10-3120-0300 BUSINESS LICENSE TAX	\$38,000.00	\$42,991.21	113%
10-3120-0500 VEHICLE DECALS	\$16,000.00	\$15,337.00	96%
10-3120-0600 BANK STOCK TAXES	\$35,000.00	\$37,922.00	108%
10-3120-0700 CELLULAR PHONE TAX	\$92,500.00	\$84,397.87	91%
10-3120-1000 TRANSIENT OCCUPANCY TAX	\$18,875.00	\$25,530.23	135%
10-3130-3080 BUILDING/ZONING PERMITS	\$300.00	\$275.00	92%
10-3130-3100 MEALS TAX	\$160,000.00	\$168,341.37	105%
10-3140-1010 TRAFFIC FINES	\$10,000.00	\$13,959.37	140%
10-3150-1010 INTEREST ON ACCOUNTS	\$250.00	\$12,638.08	5055%
10-3150-2010 RENTAL OF PROPERTY	\$600.00	\$125.00	21%
10-3160-0804 TRASH REVENUE	\$74,000.00	\$74,593.50	101%
10-3189-0803 GRASS CUTTING	\$300.00	\$0.00	0%
10-3189-9001 MISCELLANEOUS REVENUE	\$5,250.00	\$5,912.95	113%
10-3221-0401 LAW ENFORCEMENT FUNDS	\$46,000.00	\$43,913.39	95%
10-3221-0410 FIRE PROGRAM FUNDS	\$10,000.00	\$10,000.00	100%
10-3221-0411 LITTER CONTROL GRANT	\$1,031.00	\$1,034.00	100%
10-3221-0414 VA COMM FOR THE ARTS	\$1,500.00	(\$1,500.00)	-100%
	\$1,206,962.15	\$1,243,225.77	103%
WHARF REVENUE			
10-3160-1305 BOAT DOCKAGE FEES-MONTHLY	\$625.00	\$0.00	0%
10-3160-1306 BOAT DOCKAGE FEES-TRANSIENT	\$72,960.00	\$51,093.00	70%
10-3160-1307 BOAT RAMP FEES	\$800.00	\$1,230.00	154%
10-3160-1308 RAMP-ANNUAL DECAL	\$1,500.00	\$1,445.00	96%
10-3160-1309 WHARF GASOLINE SALES	\$85,000.00	\$100,039.96	118%
10-3160-1314 WHARF-OTHER	\$2,200.00	\$1,619.47	74%
10-3160-1316 WHARF ELECTRIC	\$5,500.00	\$4,800.44	87%
	\$168,585.00	\$160,227.87	95%
WHARF GRANT REIMBURSEMENT			
10-3160-1317 WHARF-GRANTS	\$211,707.62	\$96,248.37	45%
ADMINISTRATION EXPENDITURES			
COMPENSATION & BENEFITS			
10-4503-1100 SALARIES	\$145,470.33	\$132,903.65	91%
10-4503-1200 OVER-TIME COMPENSATION	\$2,000.00	\$1,856.60	93%
10-4503-2100 FICA	\$11,291.19	\$9,472.21	84%
10-4503-2200 RETIREMENT-VRS	\$24,064.11	\$24,353.79	101%
10-4503-2300 HOSPITALIZATION	\$21,390.00	\$19,606.50	92%
10-4503-2400 LIFE INSURANCE	\$1,844.66	\$2,007.72	109%
10-4503-2600 SUTA	\$2,500.00	\$638.92	26%
	\$208,560.29	\$190,839.39	
ACCOUNTING COSTS			

10-4503-3120 AUDIT SERVICE	\$16,750.00	\$16,750.00	100%
10-4503-3121 BANK PROCESSING FEES	\$1,000.00	\$1,880.58	188%
10-4503-3130 BOOKKEEPING FEES	\$3,500.00	\$3,770.58	108%
	\$21,250.00	\$22,401.16	

OTHER EXPENDITURES

10-4503-3140 TRAINING/SCHOOL	\$2,000.00	\$1,673.99	84%
10-4503-3601 ADVERTISING	\$3,000.00	\$2,056.45	69%
10-4503-5500 TRAVEL	\$2,000.00	\$2,131.89	107%
10-4503-5801 DUES & MEMBERSHIP	\$1,200.00	\$1,161.00	97%
10-4503-6014 MISCELLANEOUS	\$3,000.00	\$3,208.23	107%
	\$11,200.00	\$10,231.56	

SUPPLIES

10-4503-3330 OFFICE EQUIPMENT REPAIR	\$24,000.00	\$24,105.57	100%
10-4503-3501 PRINTING-AUTO DECALS	\$275.00	\$705.48	257%
10-4503-5201 POSTAGE	\$4,500.00	\$3,285.44	73%
10-4503-6001 OFFICE SUPPLIES	\$17,500.00	\$8,166.26	47%
	\$46,275.00	\$36,262.75	

UTILITIES

10-4503-5203 TELEPHONE	\$2,550.00	\$1,835.83	72%
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DEPARTMENT TOTALS	\$289,835.29	\$261,570.69	90%
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BUILDINGS & GROUNDS EXPENDITURES

UTILITIES

10-6056-5101 ELECTRIC SERVICES	\$5,500.00	\$4,057.16	74%
10-6056-5102 HEATING FUEL	\$3,500.00	\$4,217.96	121%
	\$9,000.00	\$8,275.12	

REPAIR & MAINTENANCE

10-6056-6007 REPAIR & MAINTENANCE	\$9,500.00	\$5,251.35	55%
10-6056-6006 TOWN HALL JANITORIAL SERVICES	\$3,250.00	\$3,250.00	100%
	\$12,750.00	\$8,501.35	

SUPPLIES

10-6056-6005 JANITORIAL SUPPLIES	\$1,500.00	\$399.93	27%
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DEPARTMENT TOTALS	\$23,250.00	\$17,176.40	74%
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CHRISTMAS EXPENDITURES

UTILITIES

10-7064-5101 ELECTRIC SERVICES	\$200.00	\$254.08	127%
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REPAIR & MAINTENANCE

10-7064-6007 REPAIR & MAINTENANCE SUPPLIES	\$500.00	\$160.81	32%
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SUPPLIES

10-7068-6015 HOLIDAY DECORATIONS	\$6,500.00	\$9,563.20	147%
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DEPARTMENT TOTALS	\$7,200.00	\$9,978.09	139%
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MAYOR & COUNCIL EXPENDITURES

COMPENSATION

10-4001-1101 MAYOR & COUNCIL COMPENSATION	\$14,200.42	\$14,198.35	100%
10-4001-2100 FICA	\$1,086.28	\$1,041.14	96%
	\$15,286.70	\$15,239.49	

OTHER EXPENDITURES

10-4001-5500 TRAVEL-TOWN COUNCIL	\$500.00	\$846.32	169%
10-4001-5803 COMMUNITY PROMOTION	\$16,600.00	\$10,310.34	62%
10-4001-5804 TOWN BEAUTIFICATION COMM	\$1,000.00	\$832.00	83%
10-4001-5805 MAIN STREET PROGRAM	\$5,000.00	\$5,000.00	100%
10-4001-5806 ES TOURISM-TOT SHARE	\$4,500.00	\$4,379.95	97%

	\$27,600.00	\$21,368.61	
DEPARTMENT TOTALS	\$42,886.70	\$36,608.10	85%

DEBT SERVICE/CONTINGENCIES

OTHER EXPENDITURES			
10-8080-9103 CONTINGENCIES	\$29,000.00	\$29,000.00	100%
DEBT SERVICE			
10-8080-9105 BANK BUILDING LOAN	\$26,762.00	\$26,781.36	100%
10-8080-9106 RURAL DEV LOAN	\$7,032.00	\$7,032.00	100%
	\$33,794.00	\$33,813.36	

DEPARTMENT TOTALS	\$62,794.00	\$62,813.36	100%
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FIRE DEPARTMENT EXPENDITURES

OTHER EXPENSES			
10-5528-5605 CONTRIBUTION TO FIRE COMPANY	\$22,500.00	\$22,500.00	100%
10-5528-5606 FIRE PROGRAMS FUNDING	\$10,000.00	\$10,000.00	100%
	\$32,500.00	\$32,500.00	

DEPARTMENT TOTALS	\$32,500.00	\$32,500.00	100%
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INSURANCE EXPENDITURES

INSURANCE			
10-4510-2700 VACORP	\$900.00	\$886.37	98%
10-4510-5304 PROPERTY INSURANCE	\$35,366.00	\$32,917.75	93%
10-4510-5305 VEHICLE INSURANCE	\$6,198.00	\$6,499.25	105%
10-4510-5306 SURETY BONDS	\$200.00	\$0.00	0%
10-4510-5307 PUBLIC OFFICIALS LAIB INS	\$2,618.00	\$5,357.00	205%
10-4510-5308 GENERAL LIABILITY INSURANCE	\$2,971.00	\$2,326.25	78%
10-4510-5309 WORKMEN'S COMPENSATION	\$14,293.00	\$14,060.75	98%
10-5524-5301 LINE OF DUTY ACT	\$2,787.00	\$3,692.25	132%
10-4510-5310 FLOOD INSURANCE-WHARF	\$500.00	\$0.00	0%
	\$65,833.00	\$65,739.62	

DEPARTMENT TOTALS	\$65,833.00	\$65,739.62	100%
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LEGAL/PROFESSIONAL EXPENDITURES

LEGAL			
10-4506-3130 TOWN ATTORNEY	\$4,000.00	\$5,417.89	135%
10-4506-3131 CONSULTANTS	\$1,000.00	\$2,211.00	221%
10-4506-3132 COURT FEES	\$250.00	\$0.00	0%
10-4506-3133 TOWN CODE CODIFICATION	\$14,000.00	\$1,990.00	14%
	\$19,250.00	\$9,618.89	

DEPARTMENT TOTALS	\$19,250.00	\$9,618.89	50%
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MOSQUITO/WEED CONTROL EXPENDITURES

REPAIR & MAINTENANCE			
10-6034-1100 MOSQUITO CONTRACT	\$3,500.00	\$2,400.00	69%
10-6034-6007 REPAIR & MAINTENANCE SUPPLIES	\$500.00	\$0.00	0%
10-6034-6025 MOSQUITO CHEMICALS	\$2,500.00	\$0.00	0%
10-6034-6027 WEED CONTROL CONTRACT	\$6,500.00	\$4,150.00	64%
	\$13,000.00	\$6,550.00	

DEPARTMENT TOTALS	\$13,000.00	\$6,550.00	50%
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PARKS EXPENDITURES

REPAIR & MAINTENANCE			
10-7068-1400 CUTTING GRASS CONTRACT	\$6,300.00	\$5,765.00	92%

10-7068-6007 REPAIR & MAINTENANCE SUPPLIES	\$550.00	\$205.46	37%
10-7068-6010 SMALL TOOLS & EQUIPMENT	\$150.00	\$64.18	43%
10-7068-6011 PARKS-PLANTINGS & LANDSCAPING	\$2,500.00	\$1,300.60	52%
	\$9,500.00	\$7,335.24	

UTILITIES

10-7068-5101 ELECTRIC SERVICES	\$924.00	\$1,164.94	126%
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DEPARTMENT TOTALS

\$10,424.00	\$8,500.18	82%
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POLICE EXPENDITURES

COMPENSATION & BENEFITS

10-5524-1100 SALARIES	\$215,384.11	\$216,893.02	101%
10-5524-1200 OVER-TIME COMPENSATION	\$9,300.00	\$1,537.84	17%
10-5524-2100 FICA	\$17,319.22	\$17,098.28	99%
10-5524-2200 RETIREMENT-VRS	\$34,648.89	\$35,716.17	103%
10-5524-2300 HOSPITALIZATION	\$42,780.00	\$15,686.00	37%
10-5524-2400 LIFE INSURANCE	\$2,692.86	\$2,944.39	109%
10-5524-2600 SUTA	\$1,052.00	\$612.38	58%
	\$323,177.08	\$290,488.08	

OTHER OP SUPPLIES

10-5524-3140 TRAINING	\$5,000.00	\$3,230.84	65%
10-5524-5500 TRAVEL	\$500.00	\$537.89	108%
	\$5,500.00	\$3,768.73	

REPAIR & MAINTENANCE

10-5524-3310 VEHICLE REPAIR	\$4,000.00	\$4,212.77	105%
10-5524-3330 COMPUTER MAINTENANCE	\$4,000.00	\$4,182.01	105%
	\$8,000.00	\$8,394.78	

UTILITIES

10-5524-5203 TELEPHONE SERVICES	\$2,892.00	\$3,798.24	131%
10-5524-6008 VEHICLE FUEL	\$14,000.00	\$8,153.93	58%
	\$16,892.00	\$11,952.17	

SUPPLIES

10-5524-6001 OFFICE SUPPLIES	\$1,500.00	\$1,633.72	109%
10-5524-6011 UNIFORMS	\$3,000.00	\$3,864.71	129%
10-5524-6016 POLICE SUPPLIES	\$9,000.00	\$5,970.12	66%
10-5524-8110 NEW POLICE VEHICLE	\$15,000.00	\$0.00	0%
	\$28,500.00	\$11,468.55	

DEPARTMENT TOTALS

\$382,069.08	\$326,072.31	85%
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SOLID WASTE EXPENDITURES

REPAIR & MAINTENANCE

10-6044-3310 VEHICLE MAINTENANCE	\$3,000.00	\$726.59	24%
10-6044-3910 TRASH COLLECTION SERVICE	\$92,500.00	\$97,504.12	105%
10-6044-6007 REPAIR & MAINTENANCE	\$2,000.00	\$561.56	28%
	\$97,500.00	\$98,792.27	

UTILITIES

10-6044-6008 VEHICLE FUEL	\$4,000.00	\$3,680.90	92%
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DEPARTMENT TOTALS

\$101,500.00	\$102,473.17	101%
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STREET MAINTENANCE EXPENDITURES

COMPENSATION & BENEFITS

10-6040-1100 SALARIES	\$23,646.30	\$24,209.91	102%
10-6040-1200 OVER-TIME COMPENSATION	\$1,500.00	\$359.24	24%
10-6040-2100 FICA	\$1,659.77	\$1,865.83	112%
10-6040-2200 RETIREMENT-VRS	\$4,026.88	\$4,186.60	104%
10-6040-2300 HOSPITALIZATION	\$8,556.00	\$7,843.00	92%

10-6040-2400 LIFE INSURANCE	\$308.30	\$358.82	116%
10-6040-2600 SUTA	\$105.20	\$222.68	212%
	\$39,802.45	\$39,046.08	

REPAIR & MAINTENANCE

10-6040-3310 VEHICLE REPAIR	\$2,000.00	\$837.78	42%
10-6040-6007 STREET REPAIR	\$8,500.00	\$5,596.20	66%
10-6040-6010 SMALL EQUIPMENT REPAIR & MAINT.	\$500.00	\$98.50	20%
10-6040-6018 SAFETY/STREET SIGNS	\$300.00	\$160.34	53%
	\$11,300.00	\$6,692.82	

UTILITIES

10-6040-5101 ELECTRIC SERVICE	\$30,000.00	\$24,715.67	82%
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OTHER OP SUPPLIES

10-6040-6011 UNIFORMS	\$500.00	\$0.00	0%
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SUPPLIES

10-6040-6015 CAN LINERS	\$1,200.00	\$1,585.91	132%
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DEPARTMENT TOTALS

\$82,802.45	\$72,040.48	87%
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WHARF EXPENDITURES

COMPENSATION & BENEFITS

10-7060-1100 WHARF SALARIES	\$35,000.00	\$10,680.27	31%
10-7060-1200 OVER-TIME COMPENSATION	\$5,000.00	\$685.01	14%
10-7060-1300 PART-TIME COMPENSATION	\$15,000.00	\$31,567.84	210%
10-7060-2100 FICA	\$3,825.00	\$3,267.68	85%
10-7060-2200 RETIREMENT	\$5,960.50	\$1,390.38	23%
10-7060-2300 HOSPITALIZATION	\$8,556.00	\$5,595.00	65%
10-7060-2400 LIFE INSURANCE	\$458.50	\$114.63	25%
10-7060-2600 SUTA	\$553.00	\$389.20	70%
	\$74,353.00	\$53,690.01	

UTILITIES

10-7060-5101 ELECTRIC SERVICES	\$7,500.00	\$6,069.63	81%
10-7060-5203 TELEPHONE	\$601.00	\$529.10	88%
	\$8,101.00	\$6,598.73	

REPAIR & MAINTENANCE

10-7060-6005 WHARF JANITORIAL SUPPLIES	\$2,500.00	\$877.09	35%
10-7060-6007 REPAIR & MAINTENANCE SUPPLIES	\$2,000.00	\$7,972.28	399%
	\$4,500.00	\$8,849.37	

SUPPLIES

10-7060-6008 COST OF GAS/DIESEL SALES	\$75,000.00	\$79,529.13	106%
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OTHER OP SUPPLIES

10-7060-6014 OTHER OPERATING SUPPLIES	\$2,500.00	\$2,396.06	96%
10-7060-6016 ADVERTISING & DUES	\$2,000.00	\$2,854.00	143%
10-7060-6009 COST OF MERCHANDISE	\$500.00	\$0.00	0%
	\$5,000.00	\$5,250.06	

DEPARTMENT TOTALS

\$166,954.00	\$153,917.30	92%
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74 % GRANT FUNDED

WHARF CAPITAL IMPROVEMENTS

10-7060-6018 CAPITAL IMPROVEMENTS	\$288,456.25	\$143,991.26	50%
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TOWN OF ONANCOCK - INTERNAL INCOME STATEMENT FOR JUNE 2019

Disp Acct	Budget	YTD	Prcnt
WATER & SEWER REVENUE			
51-3160-0805 WATER CHARGES	\$321,000.00	\$310,782.62	97%
51-3160-0806 SEWER CHARGES	\$960,000.00	\$859,449.15	90%
51-3160-0809 WATER INSTALLATION FEES	\$3,000.00	\$1,500.00	50%
51-3160-0810 SEWER INSTALLATION FEES	\$2,400.00	\$1,200.00	50%
51-3160-0811 WATER & SEWER PENALTIES	\$24,000.00	\$16,469.02	69%
51-3160-0820 SEPTAGE REVENUE	\$15,000.00	\$0.00	0%
51-3160-9001 MISCELLANEOUS REVENUE	\$3,500.00	\$2,260.00	65%
	\$1,328,900.00	\$1,191,660.79	90%
WATER EXPENSES			
COMPENSATION & BENEFITS			
51-6048-1100 SALARIES	\$64,860.19	\$65,462.59	101%
51-6048-1200 OVER-TIME COMPENSATION	\$6,000.00	\$4,337.50	72%
51-6048-2100 FICA	\$4,965.85	\$5,194.93	105%
51-6048-2200 RETIREMENT	\$10,138.56	\$10,167.91	100%
51-6048-2300 HOSPITALIZATION	\$14,973.00	\$13,546.75	90%
51-6048-2400 LIFE INSURANCE	\$846.12	\$838.34	99%
51-6048-2600 SUTA	\$368.20	\$310.23	84%
	\$102,151.92	\$99,858.25	
OTHER OP SUPPLIES			
51-6048-3140 TRAINING & TRAVEL	\$1,000.00	\$0.00	0%
51-6048-3601 ADVERTISING	\$150.00	\$85.37	57%
51-6048-5801 DUES & MEMBERSHIPS	\$1,000.00	\$100.00	10%
51-6048-5803 HEALTH DEPARTMENT FEES	\$5,000.00	\$2,132.85	43%
	\$7,150.00	\$2,318.22	
SUPPLIES			
51-6048-3502 PRINTING UTILITY BILLS	\$4,200.00	\$4,839.98	115%
51-6048-5201 POSTAGE	\$500.00	\$672.06	134%
51-6048-6011 UNIFORMS	\$300.00	\$176.72	59%
51-6048-6016 LAB SUPPLIES	\$3,000.00	\$521.10	17%
51-6048-6020 PURIFICATION SUPPLIES	\$29,000.00	\$19,381.93	67%
	\$37,000.00	\$25,591.79	
REPAIR/MAINT.			
51-6048-3310 VEHICLE REPAIR	\$2,000.00	\$602.85	30%
51-6048-3311 REPAIR & MAINTENANCE SVC	\$5,000.00	\$16,138.30	323%
51-6048-6007 REPAIR & MAINTENANCE	\$5,000.00	\$4,633.99	93%
51-6048-6008 VEHICLE FUEL	\$2,000.00	\$1,575.37	79%
51-6048-8101 SMALL TOOLS & EQUIPMENT	\$200.00	\$0.00	0%

	\$14,200.00	\$22,950.51	
<u>UTILITIES</u>			
51-6048-5101 ELECTRIC SERVICES	\$13,000.00	\$11,388.59	88%
51-6048-5203 TELEPHONE	\$2,000.00	\$2,038.98	102%
	\$15,000.00	\$13,427.57	
<u>DEBT SERVICE</u>			
51-6048-8119 WATER SYSTEM REP/DEBT SVC	\$162,375.00	\$99,636.64	61%
DEPARTMENT TOTAL	\$337,876.92	\$263,782.98	78%
<u>SEWER EXPENSES</u>			
<u>COMPENSATION & BENEFITS</u>			
51-6052-1100 SALARIES	\$155,545.92	\$162,331.41	104%
51-6052-1200 OVER-TIME COMPENSATION	\$19,109.95	\$13,800.91	72%
51-6052-2100 FICA	\$12,060.74	\$13,342.42	111%
51-6052-2200 RETIREMENT	\$25,581.95	\$26,411.12	103%
51-6052-2300 HOSPITALIZATION	\$32,085.00	\$26,204.00	82%
51-6052-2400 LIFE INSURANCE	\$2,486.92	\$2,177.46	88%
51-6052-2600 SUTA	\$894.20	\$742.48	83%
	\$247,764.68	\$245,009.80	
<u>OTHER OP SUPPLIES</u>			
51-6052-3140 TRAINING	\$1,000.00	\$0.00	0%
51-6052-3601 ADVERTISING	\$250.00	\$85.37	34%
51-6052-6011 UNIFORMS	\$300.00	\$176.71	59%
51-6052-5801 DUES & MEMBERSHIPS	\$4,000.00	\$4,298.94	107%
	\$5,550.00	\$4,561.02	
<u>SUPPLIES</u>			
51-6052-3502 PRINTING UTILITY BILLS	\$450.00	\$0.00	0%
51-6052-5201 POSTAGE, SHIPPING	\$1,000.00	\$747.57	75%
51-6052-6001 OFFICE SUPPLIES	\$4,300.00	\$4,101.72	95%
	\$5,750.00	\$4,849.29	
<u>REPAIR & MAINT.</u>			
51-6052-3310 VEHICLE REPAIR	\$1,500.00	\$2,563.19	171%
51-6052-3340 COLL.REPAIR/MAINTENANCE PLA	\$75,000.00	\$117,410.09	157%
51-6052-3345 MEMBRANE REPLACEMENT	\$44,500.00	\$0.00	0%
51-6052-3350 OUTSIDE CONTRACT-TESTING	\$36,000.00	\$13,018.91	36%
51-6052-3360 REPAIR & MAINTENANCE	\$3,500.00	\$348.00	10%
51-6052-6008 VEHICLE FUEL	\$3,500.00	\$2,635.71	75%
51-6052-6022 LAB SUPPLIES	\$2,500.00	\$6,466.13	259%
51-6052-6025 WASTEWATER CHEMICALS	\$42,000.00	\$31,791.39	76%
51-6052-6026 SAFETY EQUIPMENT	\$500.00	\$0.00	0%
51-6052-8101 MACHINERY & EQUIPMENT	\$500.00	\$0.00	0%
	\$209,500.00	\$174,233.42	
<u>UTILITIES</u>			
51-6052-5101 ELECTRIC SERVICES	\$75,000.00	\$82,117.29	109%
51-6052-5203 TELEPHONE	\$7,650.00	\$7,757.13	101%
	\$82,650.00	\$89,874.42	

CAPITAL IMPROVEMENTS

51-6052-6018 RESERVE FOR CAPITAL IMPROVE	\$10,000.00	\$0.00	0%
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DEBT SERVICE

51-6052-9109 I/I DEBT SVC SEWER GRANT	\$45,000.00	\$45,000.00	100%
51-6052-9110 CAPITAL IMP. DEBT SVC	\$66,725.00	\$58,356.00	87%
51-6052-9120 WTP DEBT SERVICE (SRLF)	\$216,119.40	\$216,119.40	100%
51-6052-9130 WTP DEBT SERVICE-RURAL DEVE	\$101,964.00	\$76,473.00	75%
	\$429,808.40	\$395,948.40	
	\$991,023.08	\$914,476.35	92%

WHARF REVENUE

	<u>BUDGET</u>	<u>YTD</u>	<u>%</u>
10-3160-1305 BOAT DOCKAGE FEES-MONTHLY	\$ 625.00	\$ -	0%
10-3160-1306 BOAT DOCKAGE FEES-TRANSIENT	\$ 72,960.00	\$ 51,093.00	70%
10-3160-1307 BOAT RAMP FEES	\$ 800.00	\$ 1,230.00	154%
10-3160-1308 RAMP-ANNUAL DECAL	\$ 1,500.00	\$ 1,445.00	96%
10-3160-1309 WHARF GASOLINE SALES	\$ 85,000.00	\$ 100,039.96	118%
10-3160-1314 WHARF-OTHER	\$ 2,200.00	\$ 1,619.47	74%
10-3160-1316 WHARF ELECTRIC	\$ 5,500.00	\$ 4,800.44	87%
	\$ 168,585.00	\$ 160,227.87	95%

WHARF EXPENDITURES

10-7060-1100 WHARF SALARIES	\$ 35,000.00	\$ 10,680.27	31%
10-7060-1200 OVER-TIME COMPENSATION	\$ 5,000.00	\$ 819.75	16%
10-7060-1300 PART-TIME COMPENSATION	\$ 15,000.00	\$ 31,567.84	210%
10-7060-2100 FICA	\$ 3,825.00	\$ 3,267.68	85%
10-7060-2200 RETIREMENT	\$ 5,960.50	\$ 1,390.38	23%
10-7060-2300 HOSPITALIZATION	\$ 8,556.00	\$ 5,595.00	65%
10-7060-2400 LIFE INSURANCE	\$ 458.50	\$ 114.63	25%
10-7060-2600 SUTA	\$ 553.00	\$ 389.20	70%
10-7060-5101 ELECTRIC SERVICES	\$ 7,500.00	\$ 6,069.63	81%
10-7060-5203 TELEPHONE	\$ 601.00	\$ 529.10	88%
10-7060-6005 WHARF JANITORIAL SUPPLIES	\$ 2,500.00	\$ 877.09	35%
10-7060-6007 REPAIR & MAINTENANCE SUPPLIES	\$ 2,000.00	\$ 7,972.28	399%
10-7060-6008 COST OF GAS/DIESEL SALES	\$ 75,000.00	\$ 79,529.13	106%
10-7060-6014 OTHER OPERATING SUPPLIES	\$ 2,500.00	\$ 2,396.06	96%
10-7060-6016 ADVERTISING & DUES	\$ 2,000.00	\$ 2,854.00	143%
10-7060-6009 COST OF MERCHANDISE	\$ 500.00	\$ -	0%
	\$ 166,954.00	\$ 154,052.04	92%

REV/EXP (OVER/UNDER)	\$ 6,175.83
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Town of Onancock
Town Council Action Items
June 24, 2019 Town Council Meeting

Action item	Outcome
Request Cara burton to provide narrative of proposed Civil War Trails sign	As discussed earlier, Cara Burton has requested that Council approve the site location with a contingency of Town Council review of the narrative. Ms Burton informed me that the narrative is site specific and would have to be revised if the site is changed.
Research ABC license laws to determine if area can be designated for drinking at wharf	Need to conduct further research on this matter.

**Town Manager's Report
July 25, 2019**

Wharf Interpretive Panel

The installation of the wharf interpretive panel is scheduled for July 19, 2019. I have discussed the idea of having a ribbon cutting with Shannon Alexander from the Accomack Northampton Planning District Commission once this is installed.

Sewer Grinder Pump

Bob Bloxom, Bryan Horton and I will meet with county and hospital staff to discuss a proposed solution to the hospital rags affecting the town pump station.

Onancock at Welcome Center

Businesses are encouraged to participate in Onancock Day at the Welcome Center on Saturday August 3 at the Welcome Center at the Bay Bridge Tunnel. The Tourism Commission is allowing businesses to set up tables in the patio area out front. The Welcome Center is open from 8:30 a.m. to 4:30 p.m. but business owners who are participating are encouraged to set up their tables and tents by 10:00 a.m. The town has tents and tables for business owners who may need them to sign out and take with them to the event. This will be an excellent opportunity for the businesses and the town to market itself. Thank you to Christy Betz at the Tourism Commission for this wonderful opportunity!

Transfer of Streets to VDOT

I am working on a few administrative items to finalize the transfer of East and Waples Streets to VDOT. East Street will require an approximate 10' right of way since the current right of way does not include all of the sidewalk and parking area. I am also awaiting another utility provider to submit a right of way permit to VDOT. We were also able to include Lee Street to be transferred to VDOT but this street has not been scheduled for a survey at this point.

Business Licenses

The Town still has 15 businesses who have not applied for a FY 2020 business license. We have sent out another reminder to these businesses to apply for a license by August 13 or the business will be turned over to the Town Attorney.

Oak Tree in Town Square

The Oak Tree in Town Square will be removed due to disease. This will occur within the next couple of weeks. West Street may need to be closed and portions of the park as well. An appropriate tree will be planted in its place.

Sensitivity/Equity and Inclusion Training

Staff participated in sensitivity/equity and inclusion training on July 18.

ONANCOCK POLICE DEPARTMENT

Summary of Police Activities for June 2019

Events initiated ----- 1,413

Court

Number of times attended: three Fines: \$2,589.00

Traffic

Number of summonses issued: 20 Number of warnings: 22

Event:	Number of:	Event:	Number of:
Vandalism	1	Bomb/Arson- threat/attempt	1
BUSINESS- assist/complaint	5	Domestic	1
Welfare Check	1	Special Patrols	1,314
Alarms-	2	Breaking & Entering	1
BUSINESS- checks	79	BUSINESS- found unsecured	2
CITIZEN- assist/complaint	3	Crowd complaint	1
Destruction of property	2	Disorderly conduct	3
ASSAULT- domestic	2	911 hang-up	1
Hit & Run	1	ANIMAL- complaint	1
Larceny	1	ASSULT- citizen	2
Residence check	48	ASSIST- other agencies	17
ASSIST- motorist	5	Accidents	4
SUSPICIOUS- person/vehicle	2		