

**Town of Onancock
Town Council Meeting
December 16, 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 November 25, 2019 Regular Town Council Meeting.
4. Public Business
 - a. Onancock Main Street Initiative Update – Mrs. Janet Fosque
 - b. Discussion of St. Patrick’s Parade – Mayor Fletcher Fosque
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. Sewer Transmission Line Steering Committee Report – Councilmember Robert Bloxom
10. Mayor’s Report – Mayor Fletcher Fosque
11. Town Manager’s Report – Mr. William Kerbin
12. Financial Report – Mr. William Kerbin
13. Follow-up on Council Action Items – Mr. William Kerbin
14. Council Comments
15. Closed Session- if needed
16. Adjourn

Town of Onancock
Town Council Meeting
November 25, 2019
7:00 p.m.

Call to Order and Roll Call:

Mayor Fosque called the meeting to order at 7:01 p.m. and roll was called. Mayor Fletcher Fosque and Councilmembers Robert Bloxom, Joy Marino, Catherine Krause, Ray Burger, Maphis Oswald and Matt Spuck 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 October 28, 2019 Regular Town Council Meeting:

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

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

Public Business:

- a. Public Hearing – Regarding the Purchase of the 9 Watson Street Property – Mayor Fletcher Fosque: Mr. Kerbin explained that this public hearing is required for the town to purchase the property at 9 Watson Street which was approved at the previous Council Meeting.

Mayor Fosque opened the public hearing at 7:10 p.m.

Mayor Fosque asked if there was any public comment on this matter. Mrs. Brenda Smith, Market Street, asked what the town plans on doing with the lot. Mayor Fosque explained that the town is in the process of applying for a Community Development Block Grant for that section of town and that parcel may play a role in that development grant.

With no further comment, Mayor Fosque closed the public hearing at 7:12 p.m.

- b. Boys & Girls Club Presentation – Ms. Desiree Kellam, Youth of the Year: Ms. Kellam, Northampton High School Student, shared with council her passion for helping others as well as her career goal of being a Certified Public Accountant.

Ms. Kathy Custis, Boys & Girls Club, spoke to council about the Boys & Girls program and how it effects positive changes in the youth of the Eastern Shore. She also highlighted their future goal of opening a new clubhouse in Accomack County which will be located at the old Mary N. Smith Middle School Middle School Building.

Council thanked them for coming to the meeting.

- c. Resolution of the Town of Onancock's Petition to Accomack County Circuit Court for Inclusion into the Hampton Roads Sanitation District Commission's Service Area – Councilmember Robert

Bloxom & Town Manager William Kerbin: Mr. Kerbin shared with council that the regional sewer project is coming along; with the intent that the Hampton Roads Sanitation District (HSRD) will build a force main sewer line from Nassawadox to Onancock. Part of that process is that Accomack & Northampton Counties need to petition the courts for permission to be part of HSRD's service area. Tonight's Resolution, if approved, would allow the Town of Onancock to opt into that service area in the future.

Councilmember Oswald asked a clarifying question regarding the Accomack County petition to the court. Their petition already includes Onancock. Mayor Fosque confirmed that it does.

Mayor Fosque asked for public comment.

With none, Councilmember Bloxom made a motion that the Town of Onancock approve the Resolution of Inclusion in the Hampton Roads Sanitation District Commission service area. Councilmember Spuck seconded the motion. The motion passed by unanimous voice vote.

- d. **Revised Road Maintenance Plan – Town Manager William Kerbin:** Mr. Kerbin shared his revised road maintenance plan with council. The plan outlined the streets to be turned over to the Virginia Department of Transportation (VDOT) over the next five years.

Council discussion followed. Discussion focused on the cost and what is needed to bring the streets to VDOT standards. Councilmember Oswald questioned why the town would need to spend money on streets that have no houses and or traffic such as Trower. Councilmember Marino asked that Cross Street be added to the list. Councilmember Spuck asked to see a longer term financial model for these turnovers.

Mr. Kerbin said that he would revise the plan for the next council meeting.

- e. **Code Enforcement Action Plan – Town Manager William Kerbin:** Mr. Kerbin reviewed his progress report of the properties in town that are in violation of the Town Code.

Council discussion followed. The general conversation centered around updating the Town Code so that it had more teeth when it comes to enforcement of Code violations.

- f. **Approval of Request for Proposal for Engineering Service regarding Wastewater Plant Operation's Study – Councilmember Robert Bloxom:** Councilmember Bloxom asked Mr. Eric Dodge, Sewer Transmission Line Steering Committee Member and head of the Operations Subcommittee, to present the Request for Proposals (RFP) to council. Mr. Dodge briefly reviewed the scope of the RFP as well as the Operations Subcommittee's recommendations. Based on the criteria on which the subcommittee reviewed the proposals, Davis, Bowen & Friedel was selected as the appropriate engineering firm to handle the town's RFP. Mr. Dodge shared that the cost from this study is \$30,500 but he proposed that council approve \$35,000 for the study in case of any unexpected costs that may arise.

Mayor Fosque asked where council would get the money from for this study. Councilmember Bloxom stated that it should come from reserves.

Councilmember Bloxom made a motion that the Town of Onancock, in response to proposals received November 15, 2019 for engineering services in connection with the operation of the Town's wastewater collection and treatment systems, approve undertaking negotiations with the first-ranked firm Davis, Bowen & Friedel (DBF) and to approve a budget of \$35,000 for that purpose. And finally, to approve that if negotiation fails, the town can immediately begin negotiations with the second ranked firm for that same budget. Councilmember Krause seconded the motion. The motion passed by unanimous voice vote.

- g. Discussion of the St. Patrick's Parade – Mayor Fletcher Fosque: Mayor Fosque explained that this parade comes from the Marketing Committee the town use to have. Ms. Nancy James has spearheaded the event for many years and has since retired. Currently, no one has stepped up to take it over. Mayor Fosque asked what council would like to do about continuing the parade.

Council discussion followed. Discussion centered around how to keep the parade going without completely putting the burden directly on town staff. Council decided to table this issue until the December meeting.

- h. Little League Sign Contribution – Mayor Fletcher Fosque: Mayor Fosque shared that Mr. Kerbin and he had a meeting with the head of the Central Accomack Little League program to discuss getting a directional sign for them up in town. Central Accomack Little League has also asked the town to help pay for a sign at the ball field, recognizing the Senior Boys & Girls teams for the accomplishment over the summer. The town's portion of the sign is about \$250.00.

Council agreed to the expenditure.

- i. King Street Lot Lease for Wharf Overflow Parking – Mayor Fletcher Fosque: Councilmember Bloxom explained that Mr. Bill Bagwell has asked the town to rent his new property on King Street as overflow parking for the marina. According to Mr. T. Lee Byrd the lot will fit approximately 12-15 cars and/or trailers. It would be \$4,800.00 annually.

Council discussion followed.

Councilmember Oswald made a motion that the town rent the property for a year with the option to get out of the lease after one year. Councilmember Bloxom seconded the motion. The motion passed by unanimous voice vote.

Public Comment:

Mr. Steve Johnsen, Ames Street, congratulated council on their passage of tonight's Resolution.

Planning Commission Report:

No meeting.

Waterfront Committee Report:

No meeting.

Personnel Committee Report:

Councilmember Krause shared that the committee met and decided to leave Town Hall open Monday, December 23, 2019. Councilmember Krause shared that there was some discussion on adding a floating holiday to the list of town holidays.

Sewer Transmission Line Steering Committee Report:

Councilmember Bloxom shared that the December 5th meeting has been cancelled so their next meeting will be December 19th @ 10:00 a.m.

Mayor's Report:

Mayor Fosque shared with council that the town Holiday Party will be Thursday, December 12th starting at 4:00 p.m.

Mayor Fosque thanked the town staff for all of their hard work getting the decorations up around town.

Town Manger's Report:

Mr. Kerbin read his report aloud:

- **Taxes:** Staff continues to collect taxes which are due on December 5.
- **Holiday Preparations and Christmas Parade:** Public Works continues to put up Christmas decorations. Staff continues to prepare for the annual Christmas parade. Please let Mrs. Lisa Fiege know if you plan on participating in parade as an Onancock Town Council member by December 10.
- **Town Code Review Update:** Staff will meet on December 10, 2019 to confer on proposed changes. These changes will then go to Municode for proofs and these changes should be finalized by February 29, 2020. The code will then go to Council for review and any proposed additions or changes. Mr. Kerbin estimates a 60-day review period.
- **VDOT Transfer of Streets:** Parks Paving will begin making repairs to East and Waples Streets in order to transfer these streets over to VDOT.
- **Litter Grant:** The town was awarded a litter grant in the amount of \$814 for the doggie bag stations.
- **Tree Grant Proposal:** Mr. Kerbin and Mr. Bill Burnham are working on submitting a grant for tree plantings for the Outlaw building. The grant is due on January 8, 2020.
- **Playground Equipment Grant:** Councilmember Joy Marino and Mr. Kerbin attended a grant workshop sponsored by the Virginia Department of Conservation and Recreation. There is grant funding that may be used to improve the Northeast Section Park. The application will be available 2020. Mr. Kerbin will follow up with the contact for that grant.
- **Police Department:** The department had 2 officers participate in cultural diversity training.
- **Town Audit:** The town auditors, Robinson, Farmer & Cox & Associates, will be here the week of December 2.

Financial Report:

Some council members questioned the huge change in pay from last fiscal year's mosquito spraying to this fiscal year. Mr. Kerbin explained that the person who had been spraying for the town did not work with us this year. The person who did spray this year was the only one the town could find.

Councilmember Spuck asked what the amount of the over stated trash revenue was this time last fiscal

year. Mrs. Fiege explained that it was about \$78,000.

Follow-up Council Action Items:

Was not reviewed.

Council Comments:

Councilmember Bloxom asked if Mr. Kerbin would give council an overview of the town's insurance package.

Councilmember Marino asked everyone to talk with their friends and neighbors to see if anyone would be interested in taking over the St. Patrick's Parade.

Councilmember Krause thanked the members of the Sewer Transmission Line Steering Committee for their hard work on this project.

Councilmembers Oswald and Spuck expressed their joy over how the town decorations look.

Closed Session, if needed:

Councilmember Bloxom made a motion that Town Council convene a Closed Meeting for the purposes 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 Krause seconded the motion. The motion passed by unanimous voice vote.

Closed Session convened at 8:32 p.m.

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

Robert Bloxom YES/NO
Catherine Krause YES/NO
Maphis Oswald YES/NO

Joy Marino YES/NO
Ray Burger YES/NO
Matt Spuck YES/NO

Open Session reconvened at 9:00 p.m.

Adjourn:

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

The meeting adjourned at 9:02 p.m.

Fletcher Fosque, Mayor

Lisa Fiege, Deputy Clerk

Town of Onancock
Town Council Action Items
November 25, 2019 Town Council Meeting

Action item

Outcome

Revise Road Maintenance Plan reflect Council priorities	Will be in January packet.
Put request for Coordinator of St. Patrick's parade on Facebook and website	Request has been placed on Facebook and website.
Provide overview of insurance packages.	Will plan to include in January or February agenda.

**Town Manager's Report
December 16, 2019**

Taxes

Taxes were due on December 5. As of December 10, the town has collected 94.2% of real estate taxes and 99% of personal property taxes.

Christmas Parade

Town staff finalized preparations for the annual Christmas parade.

Town Code Review Update

Staff met on December 10, 2019 to confer on proposed changes to the Town Code. These changes will go to Municode for proofs and these changes should be finalized by February 29, 2020. The code will then go to Council for review and any proposed additions or changes. I am estimating a 60-day review period.

VDOT Transfer of Streets

Parks Paving is continuing to make repairs to East and West Streets in order to transfer these streets over to VDOT.

Tree Grant Proposal

I am continuing to work with Bill Burnham on submitting a grant for tree plantings for the Outlaw building. The grant is due on January 8, 2020.

Town Audit

The town auditors, Robinson, Farmer & Cox & Associates, were here the week of December 2.

ONANCOCK POLICE DEPARTMENT
Summary of Police Activities for
November 2019

Events Initiated _____ 1,645

Court

Number of times attended: Twice Fines: 926.00

Traffic

Number of summonses issued: 47 Number of warnings: 33

Event	Number of:	Event	Number of:
Drunk in Public	1	Unattended Death	1
Vandalism	1	Animal Complaint	1
Protective Order	1	Trespassing	3
Larceny	1	Accident	2
Destruction of Property	2	Mental Health	2
Disorderly	1	Threats	1
Poss. Stolen Property	1	BUSINESS- assist/complaint	3
Special Patrols	1002	Alarm-	2
BUSINESS- checks	94	CITIZEN- assist/complaint	4
CITIZEN- residence check	52	SUSPICIOUS- activity	4