

**Town of Onancock  
Town Council Meeting  
Monday March 27, 2023  
7:00 PM**

**1) Call to order and Roll Call:**

Vice-Mayor Maphis Oswald called the meeting to order at 7:00 PM and roll was called. Vice Mayor Maphis Oswald and Councilmembers Brandon Brockmeier, Ray Burger, Joy Marino, and Sarah Nock were present. Mayor Fosque and Councilmember Holdren were present via Zoom. A quorum was established. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present.

**2) The Pledge of Allegiance was recited.**

**3) Approve minutes from the February 27, 2023 meeting** - Councilmember Brockmeier moved to approve the minutes. Councilmember Nock seconded the motion. The motion passed with a 5-0 vote.

**4) Public Hearings**

**a) 51 North Street – Homestay** – The public hearing opened at 7:02 PM. The homestay application meets all necessary requirements. Town Manager Spuck distributed letters to contiguous property owners. Vice Mayor Oswald asked for any public comments. There was none. The public hearing closed at 7:03 PM. Councilmember Brockmeier moved to approve the homestay application. Councilmember Burger seconded the motion. The motion passed with a 5-0 vote.

**5) Public Hearings – Public Presentation**

**a) Onancock Residents Group (ORG)** – Dr. Felthousen did a power point presentation to the Town Council and audience members to present the status and discoveries surrounding the construction of the performance pavilion. The hope is for a finalized agreement between ORG and FOS will be in place by the April 2023 town council meeting. Dr. Felthousen reported the following:

- Currently there is no back up plan for catastrophic events. This was learned after a meeting with Town Manager Spuck and Mayor Fosque. Town Manager Spuck spoke later to this point by stating the building has property insurance and the town also carries an umbrella policy.
- The schedule of events starts slow for the first two years but show an uptick with 15+ shows by year five.
- After a FOIA request to the Town of Onancock, the survey performed by Shoreline Survey outlines the foundation of the performance pavilion is built in the Resource Protection Area's (RPA). This is a 100-foot buffer from any wetlands per the Chesapeake Bay Preservation Act.
- ORG's suggestion is to start considering the problem (the cost of ongoing building maintenance) and start funding this problem. This will allow the process to build the performance pavilion to slow down.

Council responded to this presentation with several questions. Vice-Mayor Oswald offered the same to audience members.

Councilmember Marino made a motion to execute a stop work order at the HOS until the permitting issues are resolved. Vice-Mayor Oswald seconded the motion. The roll call vote was as follows:

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Councilmember Brockmeier – no  
Councilmember Burger – no  
Councilmember Holdren - no  
Councilmember Marino – yes  
Councilmember Nock – no  
Vice-Mayor Oswald – yes

The motion did not carry.

**b) Hill Studios** – David Hill, Landscape Architect, from Hill Studios presented a power point presentation to the Town Council and audience members with a plan to develop a Town master plan. They will assist in a lighting, wayfinding, and parking opportunities in downtown. Mr. Hill showed Hill Studio’s work from four other Virginia towns with similar needs.

Council responded to this presentation with several questions. Vice-Mayor Oswald offered the same to audience members.

**6) Council Action – Appoint an at-large member to Planning Commission** – Councilmember Brockmeier introduced Jake Dillon as the new member at large to Planning Commission. At the March 6, 2023 meeting, members of Planning Commission unanimously voted Mr. Dillon as a member. Councilmember Brockmeier moved for Jake Dillon to be a member at large of Planning Commission. Councilmember Nock seconded the motion. The motion passed with a 5-0 vote.

**7) Council discussion:**

**a) 2024 Budget – post workshop questions or comments** – Town Manager Spuck reviewed the first pass proposed budget from the March 15, 2023 budget workshop. The proposed budget is balanced for FY 2024 with no increase in real estate and personal property tax rates. The middle tier water consumption rates will be reduced by 10%. A public hearing will be advertised for the April 2023 Town Council meeting for any public comments on the FY2024 budget.

**8) Public Comment –**

- Janet Rochester – 39 King St – Ms. Rochester expressed her concerns about the transparency of the ORG due to continued issues with the website and other proceedings. The group does not have a Treasurer but have spent money to advertise in the Eastern Shore Post.

**9) Committee Reports**

- a) Personnel Committee** – Councilmember Holdren reported the committee met in March and completed the review of personnel policy. Town Manager Spuck is editing the changes that

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will produce the final version. A final version will be presented to the Town Council for approval.

- b) Planning Commission** – Councilmember Brockmeier reported the committee met in March and completed the sign ordinance. A public hearing will be advertised for the April 2023 Town Council meeting.
- c) Waterfront Committee** – Mayor Fosque reported the committee met in March. Craig Tanner, the current Harbor Master resigned from his position on March 10, 2023. Town Manager Spuck placed a classified ad in the Eastern Shore Post advertising for a Harbor Master, Harbor Assistants and Dock Hands. Currently, there is one applicant for the Harbor Master position, and we are still looking for high school and college age applicants to the fill the other positions.

**10) Mayor’s Report –**

- Mayor Fosque was not present at the meeting because he was attending a Main Street event in Boston.
- Mayor Fosque thanked David Hill for the presentation, and he is looking forward to working with Hill Studios.
- Mayor Fosque asked Town Manager Spuck to requisition the cost of an engineer to perform an inspection on the HOS. Town Council can consider paying for these services which will then allow for potential funding of repairs.

**11) Town Manager’s Report –**

- HRSD commission is meeting to approve the cost of Jefferson Rd sewer laterals and mains.
- The street work on Marshall St is almost complete. Crush and run will go down this week.
- The contract terms are still being worked through for the IRF loan.
- Virginia Department of Criminal Justice Services (DCJ) awarded \$211,000 in ARPA funds to the police department for security equipment. This will be used to pay for the security cameras and a generator for the police department.

**12) Town Council Comments –**

- Councilmember Brockmeier – Councilmember Brockmeier thanked Jake Dillon for accepting the member at large seat on the Planning Commission. He also thanked David Hill with Hill Studios for his presentation.
- Councilmember Burger – no comment.

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- Councilmember Holdren – Councilmember Holdren gave a mural project update. The first mural will begin around April 11, 2023, by muralist Seth Lubaton at 9 North Street. The theme is “natural environment.” Mr. Lubaton is encouraging anyone to stop by when he is working.
- Councilmember Marino – Councilmember Marino thanked the parade volunteers and the town staff for another successful event.
- Councilmember Nock – Councilmember Nock gave an update on the Façade Grant applications. The Committee met March 22, 2023, to review the applications. Letters will be mailed to applicants within 30 days to award the grant money.

**13) Closed Session – not necessary**

**14) Adjourn** - Councilmember Nock moved to adjourn the meeting. Councilmember Brockmeier seconded the motion. The motion passed with a 5-0 vote. The meeting adjourned at 9:03 PM.

  
Vice- Mayor, Maphis Oswald

  
Town Clerk, Debbie Caton