
Town Council: Brandon Brockmeier, Ray Burger, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald
Mayor: Fletcher Fosque | **Town Manager:** Matt Spuck

Town of Onancock

Town Council Meeting

February 27, 2023, at 7:00 p.m.

Agenda

1. Call to order and roll call.
2. Pledge of Allegiance
3. Approve minutes from January 23, 2022, meeting.
4. Approve minutes from the Special Meeting January 18, 2023.
5. Public Hearings
 - a. Proposed ordinance change: 14-57 Property Maintenance (joint hearing with Planning Commission)
 - b. Special Use Permit – Short Term Rental: 51 North Street
 - c. Special Use Permit – Short Term Rental: 9 Liberty Street
6. Public Presentation:
 - a. Onancock Volunteer Fire Department – Annual Presentation
 - b. Historic Onancock School – Annual Presentation
 - c. Onancock Main Street – Grant Match Request
7. Council Action
 - a. Procurement Policy
 - b. Appoint Council representative to Planning Commission
8. Council discussion:
 - a. 2024 Budget – Council Strategic Initiatives
9. Public Comment
10. Committee Reports
 - a. Personnel
 - b. Planning Commission
 - c. Waterfront (Fletcher Fosque)
11. Mayor's Report
12. Town Manager's Report
 - a. Manager's Report
 - b. Financial Report
13. Town Councilmember comment
14. Closed session, if necessary
15. Adjourn

**Town of Onancock
Town Council Meeting
Monday January 23, 2022
7:00 PM**

1) Call to order and Roll Call:

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

2) The Pledge of Allegiance was recited.

3) Amend the original agenda – Councilmember Nock moved to amend the agenda to allow for committee appointments. Councilmember Oswald seconded the motion. The motion passed with 6-0 vote.

4) Approve minutes from December 19, 2022 meeting: Councilmember Oswald moved to approve the minutes. Councilmember Nock seconded the motion. The motion was approved with a 6-0 vote.

5) Council Action –

a) USDA Loan Resolution – Councilmember Oswald moved to adopt the USDA Loan Resolution as presented. Councilmember Holdren seconded. The motion passed with 6-0 vote.

6) Council Discussion

a) Onancock Main Street presentation – Janet Fosque, President of Onancock Main Street presented the annual updates which included accomplishments from 2022 and upcoming projects and goals for 2023. The full power point slides are included in the minutes.

b) Police presentation on staffing - Town Manager Spuck along with Chief Eric Williams presented research data comparing the cost difference with staffing four or five full time police officers.

i. Attracting officers – Are wages competitive to attract and retain officers? Town Manager Spuck shared wages comparisons from three neighboring towns and the Accomack County Sheriff’s office. The best way to compare wages was classifying by rank.

Rank	Wage Comparison
Pre-Academy (untrained)	Wages are competitive
Post Academy	\$4,000 - \$5000 raise/bonus upon graduation
Sergeants/Captains	Low by only \$2000 - \$5000
Chief	Wages are competitive

**Town of Onancock
Town Council Meeting
Monday January 23, 2022
7:00 PM**

ii. Lack of qualified candidates – Town Manager Spuck shared an article from CNN discussing the nationwide problem with finding qualified candidates. The issues seem to be two-fold with young people not applying because of the overall climate towards officers and retirements are exceptionally high and have increased by 44%. The Shore is no exception to these same issues with all agencies posting ads to hire.

iii. Retaining officers – Town Manager Spuck addressed what seems to be a retention problem - In the last 10 years the Town has lost 7 police officers. The reasons vary but include completely left the profession, moved out of the area, promotion, and financial reasons with high cost of payroll deduction for medical insurance. Town Manager Spuck does not think there is a retention problem.

iv. Cost of medical insurance – the cost of family medical insurance is forcing the type of officer we can hire. The full cost of dependent coverage is 100% subsidized by the employee.

v. Does having more officers reduce crime? - Town Manager Spuck presented statistics to support that if the town can staff five full time officers the crime rate is lower.

**** The overall recommendation is to staff 5 full time police officers. Other issues to work through would be to increase post academy wages and mid-level ranks. The town needs to look at restructuring the cost of medical insurance. Mayor Fosque asked for the FY 2024 budget process to show options for staffing four officers and five officers. ****

c) Town Plan – process to move forward with selected consultant – Town Manager Spuck will discuss the scope of work and price negotiations with Hill Studios. Hill Studios was unanimously chosen by Town Council in the selection process.

7) Public Comments

- Mayor Fosque read an apology letter from Ms. Sharon Haydon about the special use permit for at 50 Ames St.
- Rosemary Paparo – 9 Holly – she is a member of ad-hoc committee with Onancock Residents Group and reported positive feedback from previously held meetings with the Historic Onancock School regarding the pavilion.
- Priscilla Hart – 21 Market St – Ms. Hart asked is there a building contract between the Town and a builder for the pavilion? No contract is in place because Rick King is doing the building with his own money. Is there a conflict of interest because the Historic Onancock School lease requires two council members to be on the school's board? Since the town owns the property; is there any liability for incidents?

8) Committee Appointments –

- Councilmember Burger resigned from the board of Historic Onancock School. Councilmember Oswald moved to appoint Councilmember Nock.

**Town of Onancock
Town Council Meeting
Monday January 23, 2022
7:00 PM**

Councilmember Marino seconded the motion. The motion passed with a 6-0 vote.

- Mayor Fosque resigned from the Planning Commission. The current statute requires that one member from Town Council serve on Planning Commission. Councilmember Brockmeier is currently on the board and expressed his desire to maintain this role. Councilmember Marino also expressed interest. Councilmember Oswald moved to appoint Councilmember Marino. Councilmember Marino seconded the motion. The motion was tabled until Town Manager Spuck gets clarity from Town attorney asking if two council members can be on the planning commission.

9) Committee Reports:

- a) Personnel Committee – Councilmember Marino resigned from the Personnel Committee. A new member will be appointed at the February 27, 2023 meeting. The January meeting had no items on the agenda.
- b) Planning Commission – Planning Commission did not meet in January because of New Year’s Day holiday.
- c) Waterfront Committee – Waterfront Committee did not meet because the Marina is closed for winter hiatus.

10) Mayor’s Report – Mayor Fosque gave updates from 2022. Some accomplishments are listed below.

- a) Bulkhead Project – the project is almost complete. This project was funded by grant money from the Virginia Port Authority and Boater’s Improvement.
- b) Security Cameras – security cameras are in the process of being installed. This project was funded by ARPA.
- c) Town Attorney –Hefty, Wiley and Gore was hired as the town attorney.
- d) Jackson St- Jackson St was resurfaced and repaved as part of the HRSD sale.
- e) Chandler Building – the Town purchased 38 Market St. Plans are being reviewed by an architect to convert the building to a welcome center and public restrooms.

11) Town Manager’s Report

- a) **Town Manager’s Report – in Council packet.**
- b) **Financial Report –** Councilmember Holdren asked what are the percentages we have to in each reserve fund and can the financial report reflect the status to date?

**Town of Onancock
Town Council Meeting
Monday January 23, 2022
7:00 PM**

12) Town Councilmember comments –

- Councilmember Burger – no comment.
- Councilmember Marino – While visiting the dog park, she was pleased with the traffic.
- Councilmember Holdren – she encouraged anyone interested to comment on Linwood Lewis’ bill SP 13-90 to the VA General Assembly. The bill would restrict the Town’s ability to enforce our ordinance for Short Term Rentals.
- Councilmember Oswald – she informed Onancock Main Street that Barbara Streisand also visited Onancock. The Northeast Project was once \$50,000 and was reduced to \$35,000. She would like the \$15,000 restored. Councilmember Oswald congratulated Councilmember Nock on her appointment to the HOS board. She encouraged Councilmember Nock to report back to the board with current happenings to prevent more stress and tension that was caused by the pavilion.
- Councilmember Nock – she asked for a line item in the budget to update the audio equipment in the Town Hall chambers.
- Councilmember Brockmeier – he thanked OMS for the window coverings at the Charlotte Hotel.

13) Closed session – not necessary.

14) Adjourn – Councilmember Holdren moved to adjourn the meeting. Councilmember Nock seconded the motion. The motion passed with a 6-0 vote. The meeting adjourned at 8:34 PM.

Mayor, Fletcher Fosque

Town Clerk, Debbie Caton

**Town of Onancock
Town Council Meeting
Wednesday, January 18, 2023
Town Council Work Session
6:00 PM**

1) Call to order and Roll Call:

Mayor Fletcher Fosque called the meeting to order at 6:00 PM and roll was called. Mayor Fletcher Fosque and Councilmembers, Brandon Brockmeier, Ray Burger, Cindy Holdren, Joy Marino, and Sarah Nock were present. A quorum was established. Councilmember Maphis Oswald arrived at 6:02 PM and was marked present. Town Manager Matt Spuck, Town Clerk Debbie Caton and Deputy Clerk Mariellen Mearsheimer were also present.

2) The Pledge of Allegiance was recited.

3) Work Session

a) Discussion with Board of Friends of Onancock School regarding Pavilion located at school.

- Mayor Fosque welcomed Councilmember Brockmeier as the newest council member. He also reminded the audience of the regular Town Council meeting scheduled for Monday, January 23, 2023. The mayor stated the purpose of this meeting was a joint work session between the Town Council and Friends of Historic Onancock School (HOS). The meeting will be conducted as a work session and no votes would be recorded.
- Terry Swain – 45 Ames St made an opening statement for the HOS and spoke to the mission of the school and how that coincides with Onancock being a small art town and would benefit from the Pavilion. Also, business owners need the additional foot traffic to be prosperous.
- Councilmember Oswald asked if there was a financial plan in place that can be reviewed so once the project begins; HOS can complete and maintain the structure? She requested the plan on uses for the pavilion.
 - Haydon Rochester spoke on behalf of HOS. The HOS board met with representatives from Onancock Residents Group (ORG) on January 10, 2023 to sort out parking, noise level and other issues. Two other meetings are currently scheduled. In response to Councilmember Oswald's request, Mr. Rochester said the previous plan is worthless because they did not anticipate this amount of conflict with concerned residents; therefore, the HOS board can not proceed with soliciting donors or launching a capital campaign.
- Councilmember Holdren asked for a rough idea of the impact of routine fundraising and any controversy surrounding the cancelation of donor events?
 - Haydon Rochester spoke on behalf of HOS. The fundraising for the pavilion is essentially dead because without a plan for uses of the pavilion, it is tough to go to donors to ask for money. For regular funding,

**Town of Onancock
Town Council Meeting
Wednesday, January 18, 2023
Town Council Work Session
6:00 PM**

the main obstacle is the current board are volunteers and are occupied with other things. This restricts the opportunity to plan events.

- Councilmember Oswald stated section 12 of the lease states, “peaceful and quiet possession and use of the premises” and taking on concert level events negates the lease.
 - Haydon Rochester spoke on behalf of HOS. This is directed at HOS. The tenant will have the “peaceful and quiet possession and use of premises.” He would rather the question of quiet be directed by the community not the lease. HOS is talking to residents and hope to work this out. IF the community can’t stand it, HOS will make the decision to continue or discontinue construction.
- Councilmember Nock asked presuming there is an agreement to be found among the school, especially near neighbors and neighbors in town, will be the school open to a documented agreement with guidelines on when and how the pavilion will be used?
 - Haydon Rochester spoke on behalf of HOS. He stated the structure will be built to last 75 years, the principle of an agreement is acceptable, but it needs to heed to the rights of the facility so that it will be workable throughout the lifetime of the structure.
- Councilmember Nock stated she missed the piece at the March 2022 meeting that stated the intent was to have the pavilion be a funding mechanism to maintain the school for maintenance needs. She asked how realistic is it that concerts will suffice to generate the funding stream needed to keep the main building updated?
 - Haydon Rochester spoke on behalf of HOS. He stated the original plan could have potentially generated \$100,000/ year but that is no longer on the table. The revenue stream directly correlates with the configuration that is agreed upon for uses of the pavilion. If events must be small and local, it will not do the job.
- Councilmember Oswald asked if the Director’s salary is the major reason the revenue is needed from the pavilion uses? Councilmember Burger stated the future building repairs is the major need.
 - Cynthia Downing spoke on behalf of the HOS. She stated what sustains the Director’s salary is generated from the current tenants. HOS is sustaining itself and any excess was spent for repairs that could be afforded. The major upcoming expenses are window replacement, roof replacement and upgrading the HVAC system.
 - Haydon Rochester reiterated the original financial plan is no longer valid.

1

**Town of Onancock
Town Council Meeting
Wednesday, January 18, 2023
Town Council Work Session
6:00 PM**

- Councilmember Marino asked if the funds were available to build the pavilion in March 2022 when HOS asked for permission to build?
- Councilmember Holdren suggested HOS come back to Town Council with issues that can not be resolved with the Onancock Residents Group.
- Two meetings are scheduled for the January 24, 2023 and January 31, 2023 between the HOS board and ORG. The meetings are not public as they want to focus on resolutions. The results will be reported back to Town Council.
- All residents have access to review the construction documents and architectural plans.
- Councilmember Oswald asked if there is a loan attached to construction of the pavilion? Haydon Rochester answered that currently there is a promissory note with Rick King as "reimbursement". When fundraising options and the capital campaign plan stopped because of resident response; previously ordered material and work from subcontractors required payment. Mr. King will be paid back once fundraising can start again.

4) Public Comments

- Mary Clements – 59 Market St. – Ms. Clements suggested one source for all forms of communication. She also read into public record suggestions for noise, parking, trash, and other issues. This letter is available with published minutes.
- Rick Turner – 3 Onancock St – Mr. Turner credited the town council for their concern with all issues concerning Town residents. In March 2022, Town Council approved the construction of the pavilion. He is bewildered as to why all these questions were not asked and the possibility of tabling the request did not happen. He urged everyone to visit the HOS
- Brenda Smith – 12 Market St – she complimented the HOS board on the upkeep of the building and surrounding areas and congratulated them on continued success. She is very happy the Town Council and HOS are going the extra mile to accommodate all the needs of residents.
- Priscilla Hart – 21 Market St – Ms. Hart remembers the meeting in March 2022 when Rick King from HOS said the funding was available to build the pavilion. She asked if there are any liens on the property. Haydon Rochester stated they owe roughly \$50,000 with no specific time frame to pay back.
- Patsy Felthousen – 5 Ames St – The pavilion project is already in the red because of unsold Amazon stock gifted to HOS. The original project was quoted at \$350,000 but the budget has grown almost \$200,000. She also

**Town of Onancock
Town Council Meeting
Wednesday, January 18, 2023
Town Council Work Session
6:00 PM**

noted Cape Charles and Salisbury are two nearby communities with outside areas for live music and the concerts are free during the summer.

5) Council Comments

- Councilmember Brockmeier thinks the HOS and ORG meeting is the best way to move forward for resolution. He is looking forward to the feedback.
- Councilmember Marino agreed with Councilmember Brockmeier and added that she along with Councilmembers Nock and Holdren attended the VML conference where they learned of Civility Oath. She feels the most important take away is transparency.
- Councilmember Oswald referred to the meeting in March 2022, when the unanimous decision by Town Council to move forward with construction of the pavilion was made. She feels the decision was made without questions or concern because a trust factor was already established between Town Council and HOS.
- Councilmember Nock thanked everyone for attending. She is distressed to hear of a smear campaign in any direction as she has heard of massive amounts of animosity. She hopes the Town can work towards a plan that is agreeable to everybody. She hopes we can find healing with all the issues that have come to light.
- Councilmember Holdren agreed 100% with Councilmember Nock.
- Councilmember Burger – no comments

6) Adjourn – Councilmember moved to adjourn the meeting. Councilmember Brockmeier seconded. The motion passed with 6-0 vote. The meeting adjourned at 7:32 PM.

Mayor, Fletcher Fosque

Town Clerk, Debbie Caton

ARTICLE III. PROPERTY MAINTENANCE¹

Sec. 14-57. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Grass, weeds, and other foreign growth means vegetation unmanaged or uncontrolled of every kind growing or standing on any parcel of lot other than flowers, vegetable gardens, trees, ornamental shrubbery, or area classified as wetlands by any government body.

Occupied property means any lot or parcel of land located within the town that either contains a structure or other improvements, or is served by the town public water system, or is served by the town public sewage system, and on which lot or parcel any person or entity has resided, conducted any business or activity, or physically occupied such for any period within the 45 days immediately preceding any notice by the zoning administrator.

Owner means any person or entity holding record title to any lot or parcel of land within the town, including fiduciaries holding title to or having the legal care, custody, control, or management of any such lot or parcel.

Same set of operative facts means the situation or facts existing either before or after an owner has been given a notice to cut by the zoning administrator officer. The operative facts shall change only after the owner has either cut such grass, weeds, or other foreign growth to compliance after such notice, or the town has so cut the same.

Undeveloped property means any lot or parcel of land located within the town that either does not contain a structure or other improvements, or is not served by the town public water system, or does not have an installed sewage service.

Vacant developed property means any lot or parcel of land located within the town that either contains a structure or other improvements, or is served by the town public water system, or is served by the town public sewage system, and on which lot or parcel no person or entity has either resided, conducted any business or other activity, or physically occupied such lot or parcel at any time within the 45-day period immediately preceding any Notice by the zoning administrator.

Violation means an owner fails or has failed to cut such grass, weeds, or other foreign growth from their lot or parcel to prevent it from attaining the applicable prohibited height. A notice to cut by the zoning administrator shall not be required to constitute a violation by such owner.

(Code 1989, § 11-13; Ord. of 6-26-2017, § 11-13)

Secs. 14-58—14-72. Reserved.

¹State law reference(s)—Authority to require removal of garbage, trash, etc., Code of Virginia, § 15.2-901.

AN ORDINANCE TO AMEND PART II, CHAPTER 14, ARTICLE III TITLED "PROPERTY MAINTENANCE" TO REGULATE THE ACCUMULATION OF TRASH, GARBAGE, REFUSE, LITTER, CLUTTER, GRASS, WEEDS, AND OTHER FOREIGN GROWTH AS PROVIDED BY THE CODE OF VIRGINIA

WHEREAS, the Town Council of the Town of Onancock desires to promote the public safety, health, and welfare of the residents of the Town of Onancock, and

WHEREAS, it is declared to be in the public interest to regulate and restrict the accumulation of trash, garbage, refuse, litter, clutter, grass, weeds, and foreign growth within the Town; and

WHEREAS, under Section 15.2-901 of the Code of Virginia, 1950, as amended, the Town may enact ordinances for removal or disposal of trash, garbage, refuse, litter, clutter, cutting of grass and weeds, and may establish a penalty for violations of such ordinances; and

NOW, THEREFORE BE IT ORDAINED, by the Town Council of the Town of Onancock that the following provisions be enacted regulating and restricting the accumulation of trash, garbage, refuse, litter, clutter, grass, weeds, and foreign growth within the Town as follows:

Chapter 14 – ENVIRONMENT

ARTICLE III. PROPERTY MAINTENANCE

Sec. 14-57. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Clutter means mechanical equipment, household furniture, containers, and similar items that may be detrimental to the well-being of a community when they are left in public view for an extended period or are allowed to accumulate. Items that constitute clutter includes items not designed, built, or manufactured for outdoor use or storage.

Garbage means all trash, garbage, refuse, litter, waste, animal and vegetable matter, and other discarded materials or debris.

Property means any lot, premises, or tax map parcel comprising real property located within the Town of Onancock. *Owner* means any person or entity holding record title to any lot or parcel of land within the Town, including fiduciaries holding title to or having the legal care, custody, control, or management of any such lot or parcel.

Sec. 14-58. Unlawful property maintenance conditions.

- 1) Accumulations of trash, garbage, refuse, litter, clutter, and other like substances. It shall be unlawful for the owner of any property, or any occupant or other person who is responsible for the maintenance and upkeep of any property, occupied or vacant, including the area adjoining such property extending to the paved portion of the roadway and the property line of an abutting property, to permit the accumulation on such property of trash, garbage, refuse, litter (collectively, for purposes of this section, "debris"), clutter, and other like substances that might endanger the health of other residents of the locality, except as may be placed there for purposes of collection in accordance with chapter 28-20 of this Code.
- The following provisions shall further apply:

- i) *Debris.* In the event the owner, occupant or other person responsible for any property shall fail or refuse to remove any debris, or in the event the property upon which such debris is found is unoccupied, the Town Manager or designee shall give written notice to the owner of such property to clear off and remove from the property all debris and other like substances that might endanger the health or safety of other residents, within seven (7) days from the date of such notice. A violation of this subsection shall be punishable as a criminal misdemeanor with a fine of at least \$100.00 but not more than \$1,000.00 per violation. Each day during which the condition is ongoing shall constitute a separate offense.
- ii) *Clutter.* Clutter shall not be permitted unless stored within a fully enclosed building or structure, or completely screened by a solid, rigid, six-foot opaque fence composed of standard fencing materials. The placing, draping, or securing of a tarpaulin or other non-rigid cover over and around the clutter shall not be sufficient to comply with the requirements of this section. Notwithstanding the foregoing, clutter that is enclosed or screened in such a manner, but which is deemed a hazard to the health or safety, shall not be permitted. In the event the owner, occupant, or other person responsible for any property shall fail or refuse to remove any unlawful clutter, or in the event the property upon which such clutter is found is unoccupied, the Town Manager or designee shall give written notice to the owner of such property to clear off and remove from the property all such clutter within thirty (30) days from the date of such notice. A violation of this subsection shall be punishable as a criminal misdemeanor with a fine of at least \$100.00 but not more than \$1,000.00 per violation. Each day during which the condition is ongoing shall constitute a separate offense. For purposes of this section, the following terms shall have the following definitions:

- (a) "Clutter" means mechanical equipment, household furniture, containers, and similar items that may be detrimental to the well-being of a community when they are left in public view for an extended period or are allowed to accumulate.

(b) "Extended period" means thirty (30) days or more.

- 2) Cutting of grass and weeds near residential and commercial structures. It shall be unlawful for the owner of any land, or any occupant or other person who is responsible for the maintenance and upkeep of any land, occupied or vacant, including the area adjoining such property extending to the property line or the paved portion of the roadway, to permit grass, weeds and other foreign growth on such property to exceed a height of eight (8) inches, within one hundred fifty (150) feet of any residential or commercial structure, or any structure designed for use in connection therewith.
- a) In areas required to be vegetated by the Chesapeake Bay Preservation Overlay District of the Zoning Ordinance of the Town of Onancock:
- i) The cutting of grass and weeds is required where a lawn has been legally established.
 - ii) A property owner may establish a naturally vegetated buffer area, and exceed the maximum grass height, where a legally established lawn exists, subject to the following requirements:
 - iii) The property owner shall submit a description of the proposed buffer to the Town of Onancock Zoning Administrator for approval;
 - iv) If the buffer establishment is approved, the property owner shall then maintain the naturally vegetated buffer in perpetuity unless otherwise permitted by the Zoning Ordinance; and
- b) For the purposes of this section, a "lawn" shall mean an area of grasses or other durable plants which are maintained at a short height for aesthetic or recreational purposes.
- c) In the event the owner, occupant or other person responsible for any property shall fail or refuse to, maintain said grass, weeds and other foreign growth, the Town Manager or designee shall give written notice without confirmation of receipt to the owner of such property to cut or remove said growth as required by this subsection within seven (7) days from the date of such notice and to so maintain it. One such written notice per growing season (March 1 through November 30) shall satisfy the notice requirement above to authorize the Town to remove or contract for the removal of any excessive growth of grass, weeds, and other foreign growth for the entire growing season. The owner shall reimburse the town for all costs incurred to bring the property into compliance with this code. In addition to these costs, a violation of this subsection shall be punishable as a criminal misdemeanor with a fine of at least \$100.00 but not more than \$1,000.00. Each day during which the condition is ongoing shall constitute a separate offense.
- 3) Cutting of overgrown shrubs, trees, and other such vegetation. It shall be unlawful for the owner of any land, or any occupant or other person who is responsible for the maintenance and upkeep of any land, occupied or vacant, to permit overgrown shrubs, trees, and other such vegetation (collectively, for purposes of this section, "overgrowth") to exist in a manner that is in violation of this section. Overgrowth shall include, but not be limited to,

noxious weeds, vines, ivy, and any other plant material that may inhibit the growth of native vegetation.

a) Overgrowth shall be unlawful if any one or more of the following applies:

- i) The overgrowth is abandoned, neglected, or not adequately maintained;
 - (1) The overgrowth has caused the primary improvements on the property to be wholly or substantially screened from view from pedestrians standing at ground level upon any right-of-way abutting any property line;
 - (2) The overgrowth obstructs the view of address numerals;
 - (3) The overgrowth obstructs access to emergency escape and rescue opening points, as defined by the Virginia Uniform Statewide Building Code, or path of travel from any street to the primary entrance of any primary or accessory structure;
 - (4) The overgrowth is growing into or on primary to accessory structures in a manner that is detrimental to the structure or has caused damaged to a structure;
 - (5) The overgrowth constitutes a public health, safety, welfare, or fire hazard; or
 - (6) The overgrowth is likely to result in rodent harborage on the property.
- ii) In areas required to be vegetated by the Chesapeake Bay Preservation Overlay District of the Zoning Ordinance of the Town of Onancock, the owner shall comply with and obtain all required permits in accordance with the Zoning Ordinance prior to the removal of vegetation.

b) In the event the owner, occupant or other person responsible for any property shall fail or refuse to remove or maintain the unlawful overgrowth, the Town Manager or designee shall give written notice without requiring confirmation of receipt to the owner of such property to remove or maintain the overgrowth as required by this subsection within thirty (30) days from the date of such notice and to so maintain it in compliance with this subsection. Such written notice shall satisfy the notice requirement above to authorize the Town to remove or contract for the removal of any unlawful overgrowth. The owner shall reimburse the Town for all costs to bring the property into compliance. A violation of this subsection shall be punishable as a criminal misdemeanor with a fine of at least \$100.00 but not more than \$1,000.00. Each day during which the condition is ongoing shall constitute a separate offense.

- 4) Exceptions. The requirements of subsections 2 & 3 above shall have no application in the following areas of the Town:
- a) Vegetated wetlands, as defined in the wetland's ordinance (Article X of this Code);
 - b) Banks of retention ponds, streams, and other bodies of water, natural or manmade;
 - c) Banks of drainage easements;

-
- d) Woodlands. For the purpose of this exemption, the term "woodlands" shall include productive and nonproductive forest lands and other areas which are used primarily to promote and preserve the growth of trees and seedlings and land covered to the extent that the operation thereon of a tractor with weed cutting apparatus is not practicable;
 - e) Property that is currently under development, from the date duly approved land disturbance begins until a certificate of occupancy is issued; except that if work is discontinued for more than 14 consecutive days, the property is no longer exempt from these requirements; and
 - f) Any other area required to be vegetated by reason of the application of the Town zoning ordinance, subdivision ordinance, site plan ordinance, stormwater management ordinance, or any other ordinance or provision of law.
- 5) Construction sites shall be maintained in such a manner as to contain trash and/or construction-related debris on the buildable portion of the site. The failure of the person responsible for or in charge of construction sites to contain trash and/or construction-related debris shall result in the issuance of a notice to correct the violation within 24 hours. Failure to obey the terms of the notice regarding construction trash or debris shall be punishable as a criminal misdemeanor with a fine of at least \$100.00 but not more than \$1,000.00 per violation. Each day during which the condition is ongoing shall constitute a separate offense.
- 6) Notice may be made by direct posting on the property front door, regular postal delivery, email, hand delivery, or certified mail. In case the notice referred to in this section cannot reasonably be served on the owner, or when such notice is mailed to the owner's last known address as shown in the Town office, and such owner fails to comply with such notice, the land may be cleared, cut, or cleaned by the Town or designee and the necessary expenses of such clearing, cutting, and removal shall be chargeable to such owner. The Town Manager shall certify such expenses. Such expenses, when so certified, together with a one hundred fifty-dollar (\$150.00) service charge per occurrence, shall be collected by the Town pursuant to the same procedures and in the same manner as real estate taxes and shall be a real estate tax lien upon such land.

Sec. 14-59. Applicability of article.

- (a) This article shall be effective in all areas of Town, except that they shall not be effective in any land zoned for or in active farming operation; or in any area in which the cutting of vegetation required by subsections 14-109 and 14-110 is otherwise prohibited by law, including but not limited to any buffer in a Chesapeake Bay Act Resource Protection Area.

Secs. 14-60—14-72. Reserved.

This ordinance shall be effective upon adoption.

STAFF REPORT

51 North Street, Onancock, VA 23417

To: Town Council
Case Number: SUP 02:23:01
Tax Map: 85A2-A-1

Date: February 1, 2023
From: Matt Spuck

General Information

<i>Applicant</i>	Stanley Thompson
<i>Owner of Record</i>	Stanley Thompson
<i>Requested Action</i>	Special Use Permit for Homestay at 51 North St
<i>Location</i>	51 North St., Onancock, VA 23417
<i>Existing Land Use</i>	The parcel is currently zoned R-1A, Residential 1A.
<i>Adjacent Land Use</i>	The surrounding properties are designated R-1A

Analysis

The applicant is requesting a permit to use a three bedroom, one bathroom within the current residence as a Homestay. There is sufficient off-street parking. The applicant does not own any other Homestay properties in Town and this property is more than two-hundred feet from the nearest Homestay Property. All other conditions of 38-77 will be required and provided after the permit is issued.

Conclusion

It is staff's opinion that the application is consistent with intent found within the Town Code section 38-77 (as adopted 12/19/22) and staff recommends that Town Council approve this application as submitted.

Suggested Motion

Mr. Mayor, I move to approve SUP 02:23:01 with the following requirements:

- Up to four guests may occupy the Homestay at any one time.
- All guests must park in the off-street spaces provided.
- The owner agrees with the terms of §38-77 as adopted by Town Council on December 19, 2022. The application is not complete until all information required per code has been provided.
- The owner agrees to file Transient Occupancy Tax reports quarterly, as required by §16-72 through §16-81, even if there is no revenue to report.

TOWN OF ONANCOCK

15 NORTH STREET
ONANCOCK, VIRGINIA 23417

RECEIVED

OCT 24 2022

TOWN OF ONANCOCK

SPECIAL USE PERMIT APPLICATION

Applicant's Name: STANLEY THOMPSON

Address: 51 NORTH ST Onancock VA 23417

Telephone: 973-223 9346 Date: 10/22/22

Location & Legal Description of Property Proposed* :

51 NORTH ST. Onancock VA 23417

~~PERMIT FOR BNB~~

Single Family House

No. of total guests (for homestay applicants only): 4

No. of proposed parking spaces (for homestay applicants only): 4 to 6

Parcel Number: _____

Zoning Classification: _____

Name and telephone number for local emergency contact: 973-22

Description of Proposed Use: AIR BNB Homestead

PAID
OCT 24 2022

BY: [Signature] Stanley paid

Accomack County, Virginia

Tax Map #:

85A2-A-1

Parcel ID:

085A2A000000100

The assessment information is obtained from the total value of these tax map numbers...

85A2-A-1

Summary

Owner's Name

THOMPSON,STANLEY
OR DELORES THOMPSON

Mailing Address

51 NORTH ST
ONANCOCK, VA 23417-1921

Base Zoning

Note: Part or all of this area falls within the limits of an Incorporated Town. Please check with applicable Town for zoning classification within town limits.

Overlay Zoning

Tax District

14



Sale Information

Transfer Date:	6/16/2016 12:00:00 AM
Sales Price:	\$60,000
Grantor:	TAPMAN,DONNA M EXECUTRIX
Deed Reference:	2016 02444
Additional Ref:	Book 729
Additional Ref:	Page 132

Assessment Information

	New 2022 Assessment	Prior Assessment
Land Value	\$41,800	\$41,800
Improvement	\$76,600	\$58,200
Total Value	\$118,400	\$100,000

The assessment information is obtained from the total value of these tax map numbers...

85A2-A-1

Land

Property Class:	100-Incorporated Town	Electricity:	No Data
Legal Description:	RES	Gas:	No Data
Land Description:	WATERFRONT	Sewer:	Y
Street Type:	Paved	Water:	Y

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof, as Accomack County expressly disclaims any liability for loss or damage arising from the use of said information by any third party.

18

Building

Building Type:	DWELLING	Total Rooms:	5
Description:	Single family	Number of Bedrooms:	3
Stories:	1	Number of Baths:	1
Year Built:	1920	Number of Half Baths:	No Data
Finished Sq Ft:	990	Heat Type:	Heat pump
		Air Conditioning:	P

Construction		Additional Data	
Foundation Type:	Full Crawl	Attic:	Part
Construction Type:	Wood frame	Finished Attic Sq Ft:	No Data
Exterior:	Wood siding	Basement Sq Ft:	No Data
Condition:	normal for age	Finished Basement Sq Ft:	No Data
Roof Type:	Gable	Attached Garage Sq Ft:	No Data
Roof Material:	Comp sh to 235#	Detached Garage Sq Ft:	No Data
		Deck Sq Ft:	64

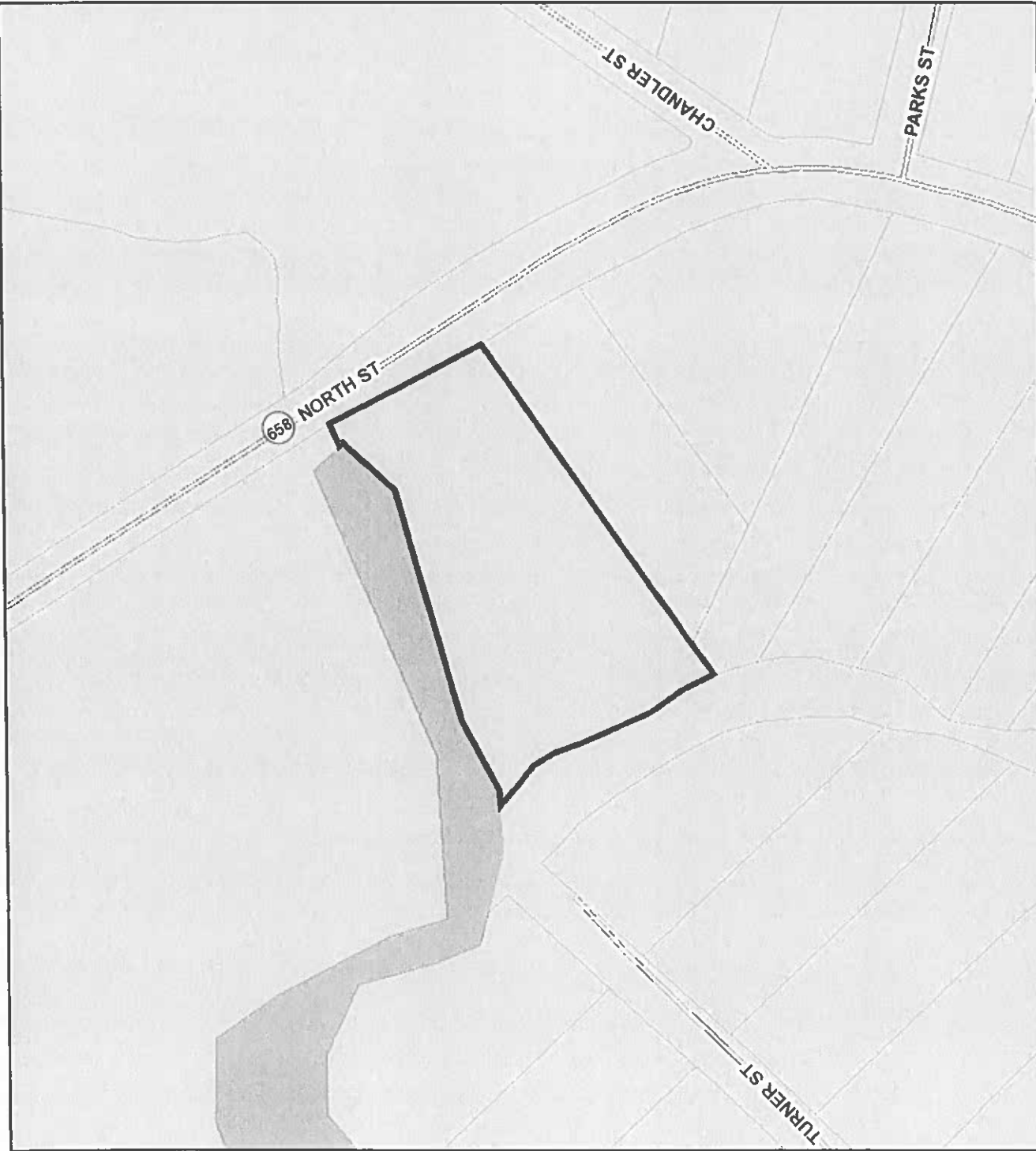
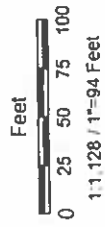
DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof, as Accomack County expressly disclaims any liability for loss or damage arising from the use of said information by any third party.

Accomack County, Virginia

Legend

Parcels

Map Printed from AccoMap
<https://parcelviewer.geodecisions.com/Accomack>



Title: Parcels

Date: 2/1/2023

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Accomack County is not responsible for its accuracy or how current it may be.

STAFF REPORT

9 Liberty Street, Onancock, VA 23417

To: Town Council
Case Number: SUP 02:23:02
Tax Map: 85A2-24-59

Date: February 1, 2023

From: Matt Spuck

General Information

<i>Applicant</i>	Karen and Christopher Davis
<i>Owner of Record</i>	Karen and Christopher Davis
<i>Requested Action</i>	Special Use Permit for Homestay at 9 Liberty St
<i>Location</i>	9 Liberty St., Onancock, VA 23417
<i>Existing Land Use</i>	The parcel is currently zoned R-1B, Residential 1B.
<i>Adjacent Land Use</i>	The surrounding properties are designated R-1B.

Analysis

The applicant is requesting a permit to use this over/under duplex residence as a Homestay. There is sufficient off-street parking. The applicant does not own any other Homestay properties in Town and this property is more than two-hundred feet from the nearest Homestay Property. All other conditions of 38-77 will be required and provided after the permit is issued.

Conclusion

It is staff's opinion that the application is consistent with intent found within the Town Code section 38-77 (as adopted 12/19/22) and staff recommends that Town Council approve this application as submitted.

Suggested Motion

Mr. Mayor, I move to approve SUP 02:23:02 with the following conditions:

- Up to four guests may occupy the Homestay at any one time.
- All guests must park in the off-street spaces provided.
- The owner agrees with the terms of §38-77 as adopted by Town Council on December 19, 2022. The application is not complete until all information required per code has been provided.
- The owner agrees to file Transient Occupancy Tax reports quarterly, as required by §16-72 through §16-81, even if there is no revenue to report.

TOWN OF ONANCOCK

15 NORTH STREET
ONANCOCK, VIRGINIA 23417

SPECIAL USE PERMIT APPLICATION

Applicant's Name: Karen and Christopher Davis
Address: 9 Liberty Street P.O. Box 393 Onancock VA 23417
Telephone: 757-710-1277 Date: 11/10/22
Location & Legal Description of Property Proposed*: 9 Liberty Street, Onancock VA 23417
Duplex under/over Home.

No. of total guests (for homestay applicants only): 4

No. of proposed parking spaces (for homestay applicants only): 1-2

Parcel Number: 085A274000 59.00

Zoning Classification: RESIDENTIAL

Name and telephone number for local emergency contact: _____
Christopher Davis 957-710-1277

Description of Proposed Use: _____
Short term rentals for one of the 2
units. Owners live in 2nd unit on site.

PAID
NOV 15 2022
BY: 11/11/22 #5206
\$150.

Accomack County, Virginia

Tax Map #:

85A2-24-59

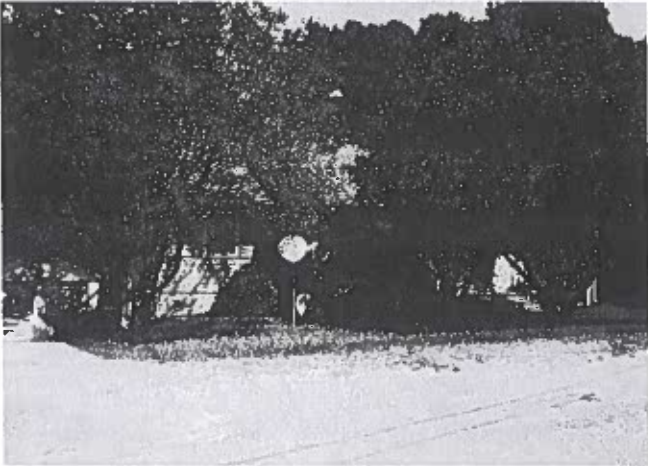
Parcel ID:

085A22400005900

The assessment information is obtained from the total value of these tax map numbers...

85A2-24-59

Summary

<p>Owner's Name ARMSEY, HAROLD & BETTY ARMSEY & KAREN DAVIS & CHRISTO</p> <p>Mailing Address 9 LIBERTY ST ONANCOCK, VA 23417</p> <p>Base Zoning Note: Part or all of this area falls within the limits of an Incorporated Town. Please check with applicable Town for zoning classification within town limits.</p> <p>Overlay Zoning</p> <p>Tax District 14</p>	
---	--

Sale Information		Assessment Information		
Transfer Date:	8/13/2021 12:00:00 AM		New 2022 Assessment	Prior Assessment
Sales Price:	\$0	Land Value	\$60,500	\$60,500
Grantor:	9 LIBERTY STREET LLC	Improvement	\$148,600	\$113,000
Deed Reference:	2100 04207	Total Value	\$209,100	\$173,500
Additional Ref:	Book	The assessment information is obtained from the total value of these tax map numbers... 85A2-24-59		
Additional Ref:	Page			

Land

Property Class:	100-Incorporated Town	Electricity:	No Data
Legal Description:	MT PROSPECT PT LOT 59 LIBERTY STREET	Gas:	No Data
Land Description:	WATERVIEW	Sewer:	Y
Street Type:	Paved	Water:	Y

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof, as Accomack County expressly disclaims any liability for loss or damage arising from the use of said information by any third party.

Building

Building Type:	DWELLING	Total Rooms:	5
Description:	Single family	Number of Bedrooms:	3
Stories:	1	Number of Baths:	2
Year Built:	1956	Number of Half Baths:	No Data
Finished Sq Ft:	998	Heat Type:	Heat pump
		Air Conditioning:	P

Construction		Additional Data	
Foundation Type:	Full Bsmt	Attic:	None
Construction Type:	Wood frame	Finished Attic Sq Ft:	No Data
Exterior:	Vinyl siding Stone vincer	Basement Sq Ft:	1138
Condition:	normal for age	Finished Basement Sq Ft:	998
Roof Type:	Gable	Attached Garage Sq Ft:	No Data
Roof Material:	Comp sh to 235#	Detached Garage Sq Ft:	576
		Deck Sq Ft:	No Data

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof, as Accomack County expressly disclaims any liability for loss or damage arising from the use of said information by any third party.

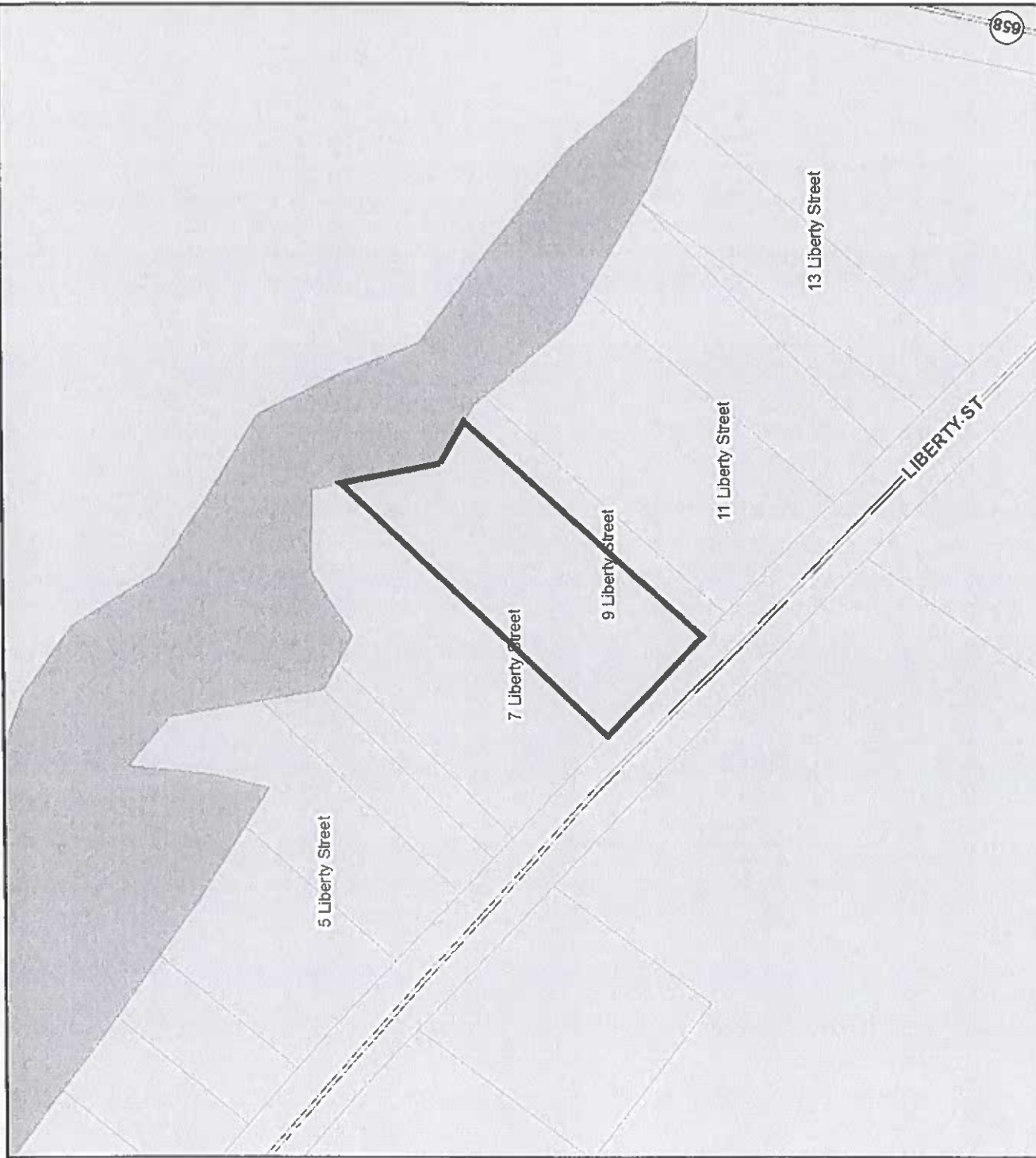
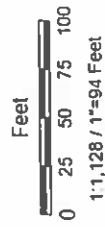
24

Accomack County, Virginia

Legend

Parcels

Map Printed from AccoMap
<https://parcelviewer.geodecisions.com/Accomack>



Title: Parcels

Date: 2/1/2023

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Accomack County is not responsible for its accuracy or how current it may be.

25

Onancock Volunteer Fire Department 2022 Summary

The Onancock Volunteer Fire Department responded to 284 incidents during the calendar year compared to 261 in 2021 and 242 in 2020. The 284 calls were further divided into 175 fire-related incidents and 109 EMS-related incidents. Our response time for fire incidents averaged 10.5 minutes while EMS incidents was 8.5 minutes.

Motor vehicle accidents continue to account for approximately 70% of the overall fire incident volume. We also responded to 21 Structure Fires during the year.

The average number of responders on both fire and EMS related incidents was 5 members.

The Deputy Chief and Assistant Chief had 143 and 191 incident responses respectively. Other top responding active members had 161, 135, and 119 incident responses. The next highest call volume was below 100 incident responses.

Accomack County Department of Public Safety staffing of Onancock Station 9 was increased from two to four individuals during 2022.

The 2023 Department elections resulted in Joe Pechacek being elected Chief after Adam James with 8 years of service as Chief stepped down. Brian Applegate remains Deputy Chief and Adam James assumed the Assistant Chief position.

Department Focus areas for 2023:

- Recruitment and Retention
- Fire Station Expansion and Renovation
- Technical Rescue Team implementation



Historic Onancock School

Annual Report 2022 - Executive Summary

The Friends of Onancock School remain committed to establishing the Historic Onancock School and the 14 acre grounds as a vital and vibrant cultural and community center to benefit the Town of Onancock, our residents and the citizens of the entire Eastern Shore of Virginia. This report summarizes the major initiatives and accomplishments of the organization during 2022.

HOS Vision - at the heart of our diverse community, the Historic Onancock School Community & Cultural Center contributes economically, culturally and educationally to the quality of life on Virginia's Eastern Shore while preserving the community character.

HOS Mission - to connect, inspire and embrace our diverse community through artistic, educational, social & recreational means to sustain our legacy for future generations.

HOS Diversity Statement - we are a place for all. We strive to include all citizens across race, gender, age, religion, identity, and experience as we work together to build our community.

Lease Agreements – 2022 marks the 15th year of the FOS lease with the town of Onancock

- ❖ Use of Premises - FOS continues to use the premises for community purposes as a nonprofit community and cultural campus, including both indoor & outdoor spaces for educational, social, recreational, artistic, cultural, athletic and other community activities as well as legitimate casual activities.
- ❖ Rehabilitation and Development - FOS has used its best efforts to rehabilitate and develop the premises to be used in accordance with provisions stated above. FOS did not construct a new building on the Land without first obtaining the written consent of the Town for the location of such building and the approval of the Town of the appearance of such building.
- ❖ Benchmarks - the first anniversary (2008), fifth (2012) and tenth anniversary in 2017 were all met (and exceeded). In order to comply with this 15th year benchmark, the director of FOS and Town Manager have met on several occasions to discuss operations (rentals and events), the compliance with lease requirements as presented in the most recent annual report, funding opportunities, and future plans. We also discussed the significant capital needs and ways to address them. These casual conversations nurture the relationship between FOS and the Town.
- ❖ Maintenance – FOS has cared for and maintained the School in a condition that has far exceeded the condition that existed on the date of the lease. In fact, over \$600,000 has gone towards the maintenance, upkeep and improvements to the facility since 2007.

2022 was again a year of adapting to the pandemic. Our first large event was outdoors in May and centered on bringing the community together for an outdoor SpringFest celebration. This event was led and sponsored by a group of citizens. Revenue from rentals, events and fundraisers were again down for the first six months, but rebounded in the early fall.

Strategic Plan

- The Board of Directors started out the year by focusing on the new 2022-2025 Strategic Plan. This plan guides our continuing efforts to improve the building and open spaces, grow revenue to provide stability to our organization and to increase the value of the Historic Onancock School as a cultural and community center.
- The Goals are as follows:
 - Continue to improve the building and open space of the Historic Onancock School
 - Ensure sufficient income to cover operational expenses and to increase contingency/capital funds
 - Cultivate greater community support and outreach to increase usage of facility

Building and Open Space Improvements:

- General interior building maintenance and repairs to studios and common spaces included upgrades in electric, plumbing and painting to insure safety, energy efficiency and appearances. Outdoors, extensive upgrades included guttering, additional security lighting on the grounds, landscaping and adding an additional ADA parking space.
- Following the March Town Council unanimous approval of the Pavilion project on the grounds of Historic Onancock School, our facilities committee forged ahead to finalize plans, obtain wetlands and building permits, update budget to reflect changes in materials supply and set the timeline for phases of construction.
- Additional improvements were made to the playground with the addition of a Story Trail - an interactive walk & read activity with 18 stations for families to read together and a Little Free Library for Kids was constructed and installed. This was accomplished using grant funding from the Robert E & Marie Orr-Smith Foundation and volunteer labor.

Financials:

- Revenues of \$141.5K Includes \$60.4K in studio rentals, \$21.3K in fundraising income, \$8.2K in Special Event income \$29.4K contributions & support and \$22.2 in grant income and designated donations.
- Expenses of \$189.9K, including \$16.2K in building maintenance and facilities improvements, \$46.2K in payroll expenses and \$17.3K in utilities costs, 49.6* in General Operating Expenses and \$60.6K in Capital Expenses. * \$43.4 in funds were held over from grants received in 2021.
- Net Income of \$18.7K reflects unused grant funds.
- Bank balances of \$141.8.6K at end of 2021 plus stocks valued at \$65,365 on 12.31.22

Building and Grounds Use:

- 100% of studios on both floors are rented. There continues to be a steady wait list for space availability.
- The number of people who visited or attended functions on the grounds or in the Historic Onancock School building during 2022 exceeded 10,000. This total is counted and recorded from applications, tickets sold and reported visitors. This is double the number who visited in 2020 & 2021 combined. Considering the addition of Springfest in May, a new monthly event Wine Wednesdays and increased rentals of our event space, we now feel that the pandemic slump is over. Countless others daily use the outdoors public access for exercise, the nature trail, bird watching, playground, picnic gatherings, disc golf, home school classes and many children's birthday parties.

Kudos and Thanks:

- To all of the volunteers, business and individual donors and the Town of Onancock and other local organizations who supported FOS (list below) as we all recover from the past years in survival mode.

Local Collaborations

- Local nonprofits, organizations, services who HOS by bringing their meetings, classes, seminars and events along with their members and guests to support our facility.
- Academy of Lifetime Learning (ALL) classes
- Eastern Shore Master Naturalists
- Ye Accawmacke Garden Club
- Eastern Shore Housing Summit
- Onancock Baptist Church
- Roseland Cinema & Entertainment Center (RCEC)
- ES Historical Society /Shore History
- Virginia Coastal Reserve /The Nature Conservancy
- Eastern Shore of VA Land Trust
- Eastern Shore Art League
- OBCA
- ESVA Chamber of Commerce / ESVA Tourism
- ES Waterman's Museum
- Onancock Main Street
- Accomack Community Band
- ES Museum Network
- Paul Nolz Soccer Camp
- ES Cruisers Car Show
- Eastern Shore Spartans
- Nandua High School
- Broadwater Academy
- Artisans Guild of the Eastern Shore
- Town of Onancock
- ESVA Community Foundation

Other accomplishments in 2022

- Added on to our Playground with a Story Trail, a Little Free Library.
- New disc golf professional nets and signage.
- Alumni Class Challenge netted \$18,383. Donations were distributed to operations, Home Ec cottage improvements, plus, an Onancock High School memorabilia exhibit, dedicated to the Class of 1958 who won the class challenge.

Grants Received in late 2021-2022

Gerhart Family Foundation

Murray Family Foundation

Robert E & Marie Orr-Smith Foundation

United Way of Virginia's Eastern Shore

Virginia Humanities Sharp Grant

Total \$ 65,650

Looking Ahead in 2023:

- There are additional improvements to the playground space, all with a focus on our youth. Adding to the new Story Trail and Little Free Library we are installing outdoor chalkboards, original from the OHS building, for budding artists and to nurture creativity.
- We plan to continue our annual fundraising events; Creekside Crawl 5K, Public Lands Day and Champagne & Oyster Tasting. Plus, the addition of two new events 'Blooms & Brushes' Garden & Studio Tour in June and a partnership with the Eastern Shore Waterman's Museum to feature a Maritime Festival in August. We look forward to favorite events; the OBCA Ice Cream Social and Artisans Guild Holiday Tour among other partnerships.
- The construction of a Performance Pavilion to provide a destination for arts, cultural events, performances and community events.

As presented to the Onancock Town Council on February 27, 2023

2023 OMS Grant Match Requests from Town

VTC Marketing Leverage Program \$20,000-requires 1:1 match. OMS requests \$20,000 from Town. Application deadline is 2/28/23, implementation by 10/15/24.

Ads with VA.org, Edible Delmarva, etc.

Rack Cards printing and placement

VTC Welcome Center (rack card placement and 2 blitzes)

Travel Blogger/Influencers

Photographer (create a "library" of professional photos for tourism website, videos, social media, special and seasonal promotions)

DHCD Downtown Improvement Grant-\$75,000-requires 2:1 match. OMS requests \$32,500 from Town. Application deadline is 4/28/23, implementation complete by 5/31/24.

Revolving low-interest loans for commercial business renovations/upgrades to interior spaces. (Ex décor, display, lighting, POS devices, customer interactive devices)
NOTE: This will create important legacy funding for OMS.

Two shoulder season Gift Card Bonus Promotions (The current promo using \$9000 in funds generated a direct infusion of \$43,120.00 into merchants' pockets)

Mural Phase 3

Visitor Information Kiosks Downtown, Wharf, HOS, Dog Park

(NOTE: This grant covers up to 10% administrative, which is important support for OMS)

VTC Microbusiness Marketing Leverage Program-\$5,000-requires 1:1 match. OMS requests \$5,000 from Town, Application will open Aug. 2023.

Shoulder Season Promotions (Fall 2023 & repeat Valentine's in 2024)

Window Clings for businesses with QR Code link to visitor information

Print and digital ads

2023-24 VTC 365 MLP Budget

\$20,000 VTC MLP Funds

\$20,000 Town Match

\$40,000 Total

Radio ads in NPR/WHRO, Bay Country, WESR \$12,500

Digital & Print ads for tourism & shoulder season business promotions \$10,810

New website video & Seasonal video \$8,000

Professional graphic design for print & digital ads \$2740

2 Welcome Center Blitzes \$2600

Website enhancements for shoulder season promotions \$1,850

Rack Card redesign, printing, placement in welcome centers \$1500

\$75,000 DIG Grant Funds

\$37,500 Town match

\$112,500 Total

Commercial Interior Improvement Matching Grant \$60,000

Mural Project Phase 3 (Multiple sites) \$25,000

Visitor Information Kiosks (1 central downtown & 2 satellites) \$10,000

OMS Downtown Bonus Card (round 2&3 to boost shoulder season spending) \$6,500

Administrative Costs \$11,000 (This grant allows 10% of the funds to be used for administrative costs.)

Procurement Policy

The Town Council adopted a procurement policy in 2019.

This year, Town Council determined this policy needed to be updated.

Management wrote a new policy based on the VML Handbook for Virginia Mayors and Council Members, 2021 edition.

That revised policy was then reviewed by the Town's Attorney and was also provided to Council for review.

All Council comments were inserted into the document.

Following you will find the current policy, the policy showing edits from the new policy written by Management with strike through edits made by Council and the Attorney, and finally the final recommended version without edit marks.

We request that Council act on this new policy and adopt it effective immediately.

TOWN OF ONANCOCK, VA

PROCUREMENT POLICY

February, 2019

Section 1 - Organization

The Town Manager supervises all procurement on behalf of the Town. The Town Manager shall adhere to and comply with the rules and regulations consistent with this policy and the laws of the Commonwealth of Virginia, if applicable, governing the function of Town Procurement. The Town Manager shall propose amendments to this Procurement Policy from time to time as needed.

The Town Manager shall coordinate procurement procedures among departments and shall ensure procurement actions are properly documented and maintain all related records. Records shall be kept for each procurement that document adherence to this policy. The Town will make every effort to obtain the highest quality goods and services at the best possible price. All procurement procedures will be conducted in a fair and impartial manner with the avoidance of any impropriety.

Section 2 – Conflict of Interest

When conducting business, the Town expects its employees, Advisory Boards and Council members to treat every supplier on a fair and equitable basis. Pursuant to the Virginia Conflict of Interests Act Title 2.2, Chapter 31 of the Code of Virginia, Town officers, employees and Council members should have no financial relationship with any entity with which the Town does business or with any potential supplier unless such relationship is disclosed in writing to the Town Council prior to such procurement being made.

To reduce the potential for conflicts of interest, abuse of position, or even the appearance of impropriety, the Town discourages employees or officials from accepting any gift from organizations, business concerns or individuals with which they have, or may have in the future, business relationships with the Town. Employees and officials may receive an occasional meal, promotional items routinely distributed by vendors and de-minimis holiday gifts.

Under no circumstances shall any employee purchase materials, goods or services from a supplier for personal use by giving the impression that the procurement is for the Town. If a supplier makes a general practice of providing discounts to Town employees or officials, then the Town employee or official may accept these discounts on their personal purchases, however the vendor must not name the Town as the customer or purchaser.

Section 3 – Disclaimer of Responsibility

The Town will not be responsible for or liable for any expenditure or agreement for expenditure made by an authorized Town employee or official who fails to follow this policy. It is considered a “breach of duty” on the part of any employee or official who procures goods or services not consistent with this policy. Any breach will be reported to the Town Council in writing.

The Town Council may disclaim responsibility and liability for any expenditure or agreement for expenditure arising from a procurement for goods and services made in its name or in the name of any governmental department under its fiscal authority, by an unauthorized person acting outside this policy. The cost of any such disclaimed transaction will become the personal liability of the individual who acted improperly. Employees should understand that violation of the policy might subject the employee to disciplinary action including, without limitation, termination of employment.

Section 4 – Procurement Policies

4(A) – Purchases over \$50,000

Whenever the Town seeks to procure goods or services estimated to cost more than \$50,000, a formal Invitation to Bid or a Request for Proposal shall be issued and subject to Town Council approval. Purchases shall not be split to avoid the \$50,000 limit.

Any written Invitation to Bid or Request for Proposal shall describe adequately the goods or services requested, quantity and required delivery specifications. The Town Manager shall compile a list of all vendors or contractors from whom quotes or bids have been requested and the quotes or bids offered. Information gathered in complying with this procedure shall be filed with the documentation supporting the subsequent purchase or contract.

An Invitation to Bid or Request for Proposal shall either be advertised in a newspaper of general circulation or posted in a designated public area at least ten days prior to the date bids are due. Responses to Invitations to Bid and Requests for Proposal will be treated as “competitive sealed bids” and will remain unopened until the date and time specified in the advertisement.

The Town Manager shall have the authority to waive minor informalities in bids/proposals, reject all bids/proposals, or parts of all bids/proposals when, in the Town Manager’s judgment, the public interest is not served. The Town Manager shall determine the responsibility of a bid or proposal and responsiveness of a bid.

The Town Council must approve the award of all contracts with total value in excess of \$50,000. Award shall be made to the lowest responsive and responsible vendor that

supplied a bid/proposal or to the vendor deemed most likely to be able to deliver the product or service in a workmanlike and timely manner.

4(B) - Purchases between \$25,000 to \$50,000

Purchases of less than \$50,000 but more than \$25,000 will require a written Request for Proposal and quotes received in writing, via facsimile, or email from three vendors. In the event that three quotes cannot be obtained, the Town Manager shall document the names of the vendors approached for quotes and any reasons given for the failure or refusal to bid. The final approval of award will vest with Town Council.

Any written Invitation to Bid or Request for Proposal shall describe adequately the requested good or service, quantity and required delivery specifications. The Town Manager shall compile a list of all vendors or contractors from whom quotes or bids have been requested and the quotes or bids offered. Information gathered in complying with this procedure shall be filed with the documentation supporting the subsequent purchase or contract.

4(B) – Purchases between \$5,000 to \$25,000

Purchases of less than \$25,000 but more than \$5,000 will require written quotes from three vendors. In the event that three quotes cannot be obtained, the Town Manager shall document the names of the vendors approached for quotes and any reasons given for the failure or refusal to bid, or document reason why it is not practicable to obtain 3 vendors. The final approval of award will vest with the Town Manager.

The Town Manager shall compile a list of all vendors or contractors from whom quotes or bids have been requested and the quotes or bids offered. Information gathered in complying with this procedure shall be filed with the documentation supporting the subsequent purchase or contract.

4(C) - Purchases under \$5,000

All purchases under \$5,000 will not be subject to this procurement policy. Authorized Town employees are encouraged to continue to look for the best price when purchasing supplies, equipment or services.

4(D) – Sole Source

Sole source procurement may be authorized if and when there is only one source practicably available for the required goods or services. Competition is not available in a sole source situation. Sole source justification based solely upon a single vendor's capability to deliver in the least amount of time is not an appropriate justification since availability alone is not a valid basis for determining sole source procurement. Any sole

source procurement requires documentation from the Town Manager as to the justification of the procurement.

4(E) – Emergency Procurements

In case of an emergency, where a delay in order to seek multiple proposals may threaten public buildings, public property or the life, health, safety or welfare of the residents, a contract may be awarded without competitive sealed bidding or competitive negotiation. Any such procurement shall be made with such competition as is practical under the circumstances. Any such procurement must be approved by the Town Manager and Town Council, if the amount is over \$25,000, at the meeting immediately following the purchase of the goods and services with a justification from the Town Manager for the purchase.

Section 5- Preferences and Tie Bids

In accordance with the Code of Virginia, the Town of Onancock does not grant preferences or “set- asides” except in the case of tie bids. If all bids are for the same total amount or unit price (including authorized discounts and delivery times) and if the public interest will not permit the delay of re-advertisement for bids, the Town Manager shall be authorized to award the contract to the most qualified bidder based on past work experience.

Section 6- Non-Discrimination

The Town of Onancock conforms, as applicable, to the provisions of the Federal Civil Rights Act of 1964, as amended; the Virginia Fair Employment Contracting Act of 1975, as amended; the Virginians with Disabilities Act; the Americans With Disabilities Act, and Sections 2.2-4310. All bidders/offerors who submit bids/proposals to the Town are required to certify they conform to these same anti-discrimination requirements.

Section 7- Debarment or Suspension

Debarment is the Town's exclusion of certain individuals or firms from contracting with the Town for a specified period of time. The Town Manager may debar a person or company from consideration for awards or contracts upon a finding of cause that the vendor has engaged in any of the following activities.

1. Unsatisfactory performance on a contract with the Town of Onancock or another public body, including but not limited to, failure to comply with contract terms and conditions or to meet specification/scope of services requirements.
2. Offering any gift, gratuity, favor, or advantage to any Town employee or official who exercises official responsibility for procurement transactions.
3. Failing to disclose a condition constituting a conflict of interest by any

officer, director, owner, or partner of the vendor in a contract or purchase order awarded by the Town.

4. Conviction of any officer, director, owner, partner, or agent of the vendor of any criminal offense involving public contracting.
5. Court judgment finding a violation of Federal or State antitrust laws.
6. Conviction of any criminal offense, or a judgment in civil litigation, which indicates a lack of moral or business integrity.
7. Abandonment of performance or termination for default on any other Town of Onancock project.
8. Default on any surety bond or written guaranty on which the Town of Onancock is an obligee.
9. The filing of a bankruptcy petition, by, against, or regarding the contractor.
10. Any other cause that the Town Manager determines to be so serious and compelling as to affect responsibility as a contractor, such as debarment by another governmental entity for any cause listed herein, or prior reprimands.

The Town Manager may suspend a person or company from consideration for an award or contracts upon a finding of probable cause that might lead to debarment. Consideration of future awards and contracts will be based on the extenuating circumstances of the debarment or suspension.

In debarring or suspending any individual or firm from contracting with the Town, the Town Manager shall follow all applicable procedures outlined herein and will notify Town Council of the action taken.

Section 8- Excess and Surplus Property

The Town Manager shall be responsible for:

1. Redistribution of serviceable excess personal property.
2. Disposal of surplus Town personal property through sealed bid, auction, trade-in, or fixed price sales. Some personal property may also be disposed of by junking, sale as scrap metal, or cannibalization.
3. Disposal of unclaimed property in the custody of the Police Department in accordance with the Code of Virginia Sections 15.2-1719, 15.2-1720 and 15.2-1721.

Surplus Town property may be donated to charitable organizations where appropriate.

The Town Manager shall evaluate the request for donation and first determine whether the requested item is needed by any Town agency. Other factors to be considered in the evaluation are the disposal value of the item, availability of the requested item, serviceability, compatibility to the intended use and potential benefits to the Town, including public relations and goodwill.

TOWN OF ONANCOCK, VA PROCUREMENT POLICY DATE COUNCIL ADOPTS

Section 1 - Organization

The use of taxpayer funds is one of the most significant responsibilities for any employee. The Town Manager supervises all procurement on behalf of the Town in accordance with the total appropriations allowed by the Town Council in its annual budget. The Town Manager shall adhere to and comply with the rules and regulations consistent with this policy, the Virginia Public Procurement Act (VPPA), ~~or any other procurement procedures required by an approved funding source.~~ Willful failure to do so may be considered breach of terms of the employment agreement. ~~Employees~~~~The Town~~ must always use the most restrictive policy when making purchases under this policy. ~~Meaning This mean that~~ if the Town Procurement Policies are more restrictive than the funding source requires, the Town Policies must be followed. The Town Manager shall propose amendments to this Procurement Policy from time to time as needed.

The Town Manager shall coordinate procurement procedures among departments, ~~and~~ shall ensure ~~that~~ procurement actions are properly documented and ~~shall~~ maintain all related records. Records shall be kept for each procurement that document adherence to this policy. If sufficient funds have been appropriated for the purchase, Town Council delegates the decision of who is awarded a contract to ~~administration~~ Administration, except as noted herein.

The Town will make every effort to obtain the highest quality goods and services at the best possible price. We highly value our local businesses and whenever reasonable, the Town commits to purchasing from local businesses if it complies with this policy and is in the best interest of the Onancock taxpayer. All procurement procedures will be conducted in a fair and impartial manner with the avoidance of any impropriety.

Section 2 – Conflict of Interest

The VPAA contains a special set of rules for anyone involved in the procurement transaction, including Town Council members if they approve the contract or are otherwise involved in the procurement or the contract. These are in addition to the requirements of the Conflict-of-Interest Act. ~~A willful violation of the ethical provisions is a class 1 misdemeanor.~~

~~Employees shall ensure that transactions comply with the "Ethics in Public Contracting" sections found in Article 6 of the Virginia Public Procurement Act (Va. Code § 2.2-4367 et seq.) and the Virginia State and Local Government Conflict Of Interest Act (Va. Code § 2.2-3100 et seq.) to ensure there is no actual conflict of interest. Town Council and~~

EDITS

40

employees should read the Acts and seek legal advice/guidance prior to engaging in an activity for which a conflict may exist.

Anyone having official responsibility for a procurement transaction cannot participate in the transaction if (1) he or she is employed by a bidder, offeror, or contractor, (2) the person, his or her partner, or any member of the immediate family (which includes the person's spouse, child, parents, siblings regardless of where they live, or any other person living in the house) holds position with the bidder, offeror, or contractor (such as officer or director) or makes more than \$5,000 annually in compensation from any such bidder, offeror or contractor.

In addition, it is a misdemeanor for anyone involved in the procurement transaction to accept any gift, loan, or discount from a bidder, offeror, contractor, or subcontractor of more than a nominal or minimal value unless fair market value is paid.

Section 3 – Disclaimer of Responsibility

The Town will not be responsible for or liable for any expenditure or agreement for expenditure made by an authorized Town employee or official who fails to follow this policy.

The Town Council may disclaim responsibility and liability for any expenditure or agreement for expenditure arising from a procurement for goods and services made in its name or in the name of any governmental department under its fiscal authority, by an unauthorized person acting outside this policy. The cost of any such disclaimed transaction will become the personal liability of the individual who acted improperly. Employees should understand that violation of the policy might subject the employee to disciplinary action including, without limitation, termination of employment.

Commented [MS1]: I agree to this bill by the lawyer I cannot see the Town can tell the Vendor. We are not responsible for this cost because an employee of ours didn't follow policy. That would explain the Vendor and if I were them, I would not accept those terms.

Commented [MS2]: I agree to this bill by the lawyer I cannot see the Town can tell the Vendor. We are not responsible for this cost because an employee of ours didn't follow policy. That would explain the Vendor and if I were them, I would not accept those terms.

Section 4 – Procurement Policies

4(A) – Purchases ~~over~~ \$25,000.01 and over

Whenever the Town seeks to procure goods or services estimated to cost more than \$25,000, a formal Invitation to Bid or a Request for Proposal shall be issued and subject to Town Council approval. Purchases shall not be split to avoid the \$25,000 limit.

Invitation to Bid

When the Town is buying goods, services, insurance, or construction above an estimated value of \$25,000 where it is not an emergency, sole source, state contract pricing, the Town shall issue an Invitation to Bid (ITB) or Request for Proposal (RFP).

Invitation to Bid (ITB), or Competitive Sealed Bidding, is a written document that indicates exactly what the Town wants to purchase and sets forth the contract terms and other specifications. Each bidder must bid on the same specifications which are included

EDITS

41

in the bid (Va. Code § 2.2-4302.1). Notice of the IFB must be posted 10-days prior to the bids being received on the Town's website and may be advertised in the local newspaper with the highest circulation. The Town is required to award the contract to the lowest responsive and responsible bidder.

~~The bidder with the lowest price is not automatically awarded the contract because the lowest bidder must be "responsive" and "responsible." To be "responsive" the bidder must conform in all material respects have met all requirements of the Invitation to Bid. The Town may waive informalities in the bid (e.g., a minor defect or variation of a from the exact requirements of the Invitation to Bid, or Request for Proposal, which does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured a missing insurance form that can easily be obtained), but the low bidder must have substantially complied with all bid requirements.~~

To be "Responsible" the bidder must have the capability in all respects to do the work specified. If the Town has evidence that the low bidder has performed substandard work ~~for another locality~~, or they have never performed ~~the this exact type of work listed in the IFB before~~, then the Town Manager may determine that this bidder is non-responsible. In that case, the Town must provide a written response to the bidder that details the reasons for this determination and give the bidder an opportunity to protest the decision.

Request for Proposal

Requests for Proposal (RFP), or Competitive Negotiations, ~~is normally used for service contracts where price is not the most important consideration, are used when the service is difficult to write detailed specifications, particularly for contracts for services as opposed to goods. This is a more subjective process and does not require an award to the lowest bid.~~

~~An RFP is a more general statement of what the Town wishes to purchase, and we invite the offerors to present possibly different ways to provide the services rather than issuing specifications where the bidders are all bidding on the same thing (§2.2-4302.2).~~

A notice indicating that an RFP has been issued must be issued on the Town's website and may be published in the local newspaper with the highest circulation at least 10-days before the proposals are due. Once the RFP is received, the Town Manager and Mayor ~~or one member of Town Council~~ shall jointly review the proposals to determine which proposers shall be interviewed. ~~If the Mayor is unavailable, then a member of Town Council will review the proposals with the Town Manager.~~ This process is called Short Listing. At least two firms need to be interviewed by at least two staff members and the Mayor, ~~or one Town Council member,~~ unless only one is fully qualified or one is clearly more qualified than the others.

During the interviews, the firms are asked to describe why they should be given the contract, and the cost ~~and scope of the services~~ may be negotiated. No information

obtained from one firm may be shared with any other firm being interviewed.

At the end of the interviews, the group that performed the interview is to award the contract to the ~~offeror who makes the best proposal, most appropriate firm to perform the services that will provide the best and most responsible value to the Town.~~

~~At any time before the award is given, bids or proposals may be rejected. If no bidder is deemed responsive and responsible, or no proposal provides the best value for the Town, whether solicited through IFB or RFP, the Town may begin the procurement process again. The reasons for cancellation or rejections must be made part of the contract file.~~

4(B) - Purchases between \$5,000 to \$25,000

Purchases ~~between of less than \$25,000 to but more than \$25,000~~ require written quotes from three vendors. The solicitation by the Town may be made in writing (including email) to each vendor known to have done responsive and responsible work for the Town in the past. ~~Additionally, if not an emergency or sole source procurement, the Town shall list the project on its website and advertise in the local newspaper with the highest circulation with at least 10 days from the publication date to the date the bid is due.~~ If three quotes cannot be obtained, the Town Manager shall document the names of the vendors approached for quotes and any reasons given for the failure or refusal to bid, or document reason why it is not practicable to obtain 3 vendors. If the vendor responds verbally with its intent not to bid or does not respond to communications from the Town within three business days, the Town Manager shall provide the time and date of that communication with the final purchase information. The final approval of award will rest with the Town Manager.

The Town Manager shall compile a list of all vendors or contractors from whom quotes, or bids have been requested and the quotes or bids offered. Information gathered in complying with this procedure shall be filed with the documentation supporting the subsequent purchase or contract.

4(C) - Purchases under \$5,000 (Small Purchase)

All purchases under \$5,000 will not be subject the IFB ~~or RFB~~ ~~or written quote processes. Quotes are encouraged but not required.~~ Authorized Town employees are encouraged to continue to look for the best price when purchasing goods or services. When practicable, the Town should make every reasonable effort to invite as many vendors as possible to work with the Town. To notify vendors of possible bidding opportunities, the Town shall make efforts to list projects requiring procurement of goods or services on the Town's website ~~and publishing a list of goods or services open for consideration in the local newspaper with the highest circulation with relative frequency. Quotes for Small Purchases shall be submitted in writing, and this includes via email.~~ With justification, the Town Manager may select any vendor he or she chooses that makes the best proposal.

When Neither an IFB or RFP is Required

4(D) – Sole Source

Sole source procurement may be permitted if there is only one source practicably available for the required goods or services. In sole source procurement, a contract may be negotiated and awarded to the sole source provider without competition. It must be articulated in writing with the backup materials for the purchase which measures were taken to verify that competition is not available. Unless it is an emergency purchase, sole source justification based solely upon a single vendor's capability to deliver in the least amount of time is not an appropriate justification since availability alone is not a valid basis for determining sole source procurement. Sole source procurement is allowed when using cooperative purchase agreements, or state or federal purchase contracts. These contracts have already had competitive bids performed by other governmental bodies and therefore meet the competitive bidding requirements.

A notice must be issued which states that the contract is being awarded to a sole source, what is being procured, the contractor selected, and the date on which the contract was or will be awarded. This can be either posted on a website or published in a newspaper.

4(E) – Emergency Procurements

In case of an emergency, where a delay to seek multiple proposals may threaten public buildings, public property or the life, health, safety or welfare of the residents, a contract may be awarded without competitive sealed bidding or competitive negotiation. Any such procurement shall be made with such competition as is practical under the circumstances. Any such procurement must be approved in writing by the Town Manager. The Town Council must be notified via email in advance of such a purchase if the amount is over \$10,000. This notification must include the details of the emergency, the consequences suffered if the purchase was not made under these emergency conditions.

Section 5 – Protests

Any bidder or offeror, who desires to protest the award or decision to award a contract shall submit the protest in writing to the Town Manager no later than ten days after the award or the announcement of the decision to award. If a bidder or proposer feels the Town did not follow the proper procedure in evaluating a bid or proposal, he or she has the right to file a protest. The written protest must state the grounds for protest and be filed within 10 days of the decision to award the contract or the decision the Town intends to award the contract to one bidder or offeror. Bidders or offerors are the only parties allowed to file a protest; citizens cannot file a protest or sue the Town on the basis that VPPA was not followed.

Commented [CH3]: TC should discuss the protest process. If there is no admin appeal, then I guess court would be the only option for a protester.

~~The Town Manager shall issue a decision in writing within ten days and the bidder or offeror has ten days to file an appeal to the Town Council, which shall serve as the administrative panel. The written protest must be filed with the Town Manager and then immediately forwarded to Town Council, who shall serve as the Administrative Panel to decide on the appeal. The protesting bidder and the Town Manager shall meet with the Administrative Panel at the first possible opportunity, considering public meeting rules. The decision of the Administrative Panel is final.~~

Commented [DP4]: An administrative panel is optional. If you want to have a panel to review an appeal, that panel must consist of disinterested individuals and cannot include employees. If the Mayor will or another member will assist with decisions to award, then those individuals cannot be included on the administrative panel.

Section 6- Preferences and Tie Bids for IFB's

~~In accordance with the Code of Virginia, the Town of Onancock does not grant preferences or "set-asides" except in the case of tie bids. If all bids are for the same total amount or unit price (including authorized discounts and delivery times) and if the public interest will not permit the delay of re-advertisement for bids, the Town Manager shall in the case of a tie bid, it is possible pursuant to Va. Code § 2.2-4328 to award the contract to a Virginia company. Otherwise, the tie shall be decided by lot. be authorized to award the contract to the most qualified bidder based on past work experience.~~

Section 7- Non-Discrimination

The Town of Onancock conforms, as applicable, to the provisions of the Federal Civil Rights Act of 1964, as amended; the Virginia Fair Employment Contracting Act of 1975, as amended; the Virginians with Disabilities Act; the Americans with Disabilities Act, and §2.2-4310. All bidders/offerors who submit bids/proposals to the Town are required to certify that they conform to these same anti-discrimination requirements, and all other provisions of the Virginia Public Procurement Act.

Section 8- Debarment or Suspension

Debarment is the Town's exclusion of certain individuals or firms from contracting with the Town for a specified period. The Town Manager may debar a person or company from consideration for awards or contracts with the consent of the Town Council upon a finding of cause that the vendor has engaged in any of the following activities.

1. Unsatisfactory performance on a contract with the Town of Onancock or another public body, including but not limited to, failure to comply with contract terms and conditions or to meet specification/scope of services requirements.
2. A history of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for

debarment.

- ~~2.3~~ Offering any gift, gratuity, favor, or advantage to any Town employee or official who exercises official responsibility for procurement transactions.
- ~~3.4~~ Failing to disclose a condition constituting a conflict of interest by any officer, director, owner, or partner of the vendor in a contract or purchase order awarded by the Town.
- ~~4.5~~ Conviction of any officer, director, owner, partner, or agent of the vendor of any criminal offense involving public contracting.
- ~~5.6~~ Court judgment finding a violation of Federal or State antitrust laws.
- ~~7. Conviction, or a plea of guilty or nolo contendere, under state and federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Town contractor.~~
- ~~4. Conviction of any criminal offense, or a judgment in civil litigation, which indicates a lack of moral or business integrity.~~
- ~~6.8~~ Abandonment of performance or termination for default on any other Town of Onancock project.
- ~~7.9~~ Default on any surety bond or written guaranty on which the Town of Onancock is an obligee.
- ~~8.10~~ The filing of a bankruptcy petition, by, against, or regarding the contractor.
- ~~11.~~ Any other cause that the Town Manager determines to be so serious and compelling as to affect responsibility as a contractor, such as debarment by another governmental entity for any cause listed herein, or prior reprimands.
- ~~12. Whenever the Tax Commissioner so determines pursuant to § 58.1-1902.~~

~~The Town Manager may suspend a person or company from consideration for an award or contracts with the consent of Town Council upon a finding of probable cause that might lead to debarment. Consideration of future awards and contracts will be based on the extenuating circumstances of the debarment or suspension.~~

In debarring or suspending any individual or firm from contracting with the Town, the

Town Manager shall follow all applicable procedures outlined herein.

Appeal of Ineligibility or Disqualification Determination or Debarment (Code of Virginia, § 2.2- 4357)

Any bidder, offeror or contractor refused permission to participate, or disqualified from participation, in public contracts shall be notified in writing. Prior to the issuance of a written determination of disqualification or ineligibility, the public body shall (i) notify the bidder in writing of the results of the evaluation, (ii) disclose the factual support for the determination, and (iii) allow the bidder, offeror, or contractor, an opportunity to inspect any documents that relate to the determination, if requested by the bidder within five business days after receipt of the notice.

Within ten business days after receipt of the notice, the bidder may submit rebuttal information challenging the evaluation. The public body shall issue its written determination of disqualification or ineligibility based on all information in the possession of the public body, including any rebuttal information, within five business days of the date the public body received such rebuttal information.

If the evaluation reveals that the bidder, offeror or contractor should be allowed permission to participate in the public contract, the public body shall cancel the proposed disqualification action. If the evaluation reveals that the bidder should be refused permission to participate, or disqualified from participation, in the public contract, the public body shall so notify the bidder, offeror or contractor. The notice shall state the basis for the determination, which shall be final unless the bidder appeals the decision within the time frame provided by the Code of Virginia.

If, upon appeal, it is determined that the action taken was arbitrary or capricious, or not in accordance with the Constitution of Virginia, applicable state law or regulations, the sole relief shall be restoration of eligibility.

Section 9- Excess and Surplus Property

The Town Manager shall be responsible for:

1. Redistribution of serviceable excess personal property.
2. Disposal of surplus Town personal property through sealed bid, auction, trade-in, or fixed price sales. Some personal property may also be disposed of by junking, sale as scrap metal, or cannibalization.
3. Disposal of unclaimed property in the custody of the Police Department in accordance with the current Code of Virginia.

Surplus Town property may be donated to charitable organizations where appropriate.

The Town Manager shall evaluate the request for donation and first determine whether the requested item is needed by the Town. Any item disposed of by the Town is done ~~so~~ as-is where-is with no warranty or performance guarantee of any kind.

TOWN OF ONANCOCK, VA PROCUREMENT POLICY *DATE COUNCIL ADOPTS*

Section 1 - Organization

The use of taxpayer funds is one of the most significant responsibilities for any employee. The Town Manager supervises all procurement on behalf of the Town in accordance with the total appropriations allowed by the Town Council in its annual budget. The Town Manager shall adhere to and comply with the rules and regulations consistent with this policy, the Virginia Public Procurement Act (VPPA). Willful failure to do so may be considered breach of terms of the employment agreement. Employees must always use the most restrictive policy when making purchases under this policy. This means that if the Town Procurement Policies are more restrictive than the funding source requires, the Town Policies must be followed. The Town Manager shall propose amendments to this Procurement Policy from time to time as needed.

The Town Manager shall coordinate procurement procedures among departments, shall ensure that procurement actions are properly documented and shall maintain all related records. Records shall be kept for each procurement that document adherence to this policy. If sufficient funds have been appropriated for the purchase, Town Council delegates the decision of who is awarded a contract to Administration, except as noted herein.

The Town will make every effort to obtain the highest quality goods and services at the best possible price. We highly value our local businesses and whenever reasonable, the Town commits to purchasing from local businesses if it complies with this policy and is in the best interest of the Onancock taxpayer. All procurement procedures will be conducted in a fair and impartial manner with the avoidance of any impropriety.

Section 2 – Conflict of Interest

The VPAA contains a special set of rules for anyone involved in the procurement transaction, including Town Council members if they approve the contract or are otherwise involved in the procurement or the contract. These are in addition to the requirements of the Conflict-of-Interest Act. Employees shall ensure that transactions comply with the “Ethics in Public Contracting” sections found in Article 6 of the Virginia Public Procurement Act (Va. Code § 2.2-4367 *et seq.*) and the Virginia State and Local Government Conflict Of Interest Act (Va. Code § 2.2-3100 *et seq.*) to ensure there is no actual conflict of interest. Town Council and employees should read the Acts and seek legal guidance prior to engaging in an activity for which a conflict may exist.

Section 4 – Procurement Policies

4(A) – Purchases \$25,000.01 and over.

Whenever the Town seeks to procure goods or services estimated to cost more than \$25,000, a formal Invitation to Bid or a Request for Proposal shall be issued and subject to Town Council approval. Purchases shall not be split to avoid the \$25,000 limit.

Invitation to Bid

Invitation to Bid (IFB), or Competitive Sealed Bidding, is a written document that indicates exactly what the Town wants to purchase and sets forth the contract terms and other specifications. Each bidder must bid on the same specifications which are included in the bid (Va. Code § 2.2-4302.1). Notice of the IFB must be posted 10-days prior to the bids being received on the Town’s website and may be advertised in the local newspaper with the highest circulation. The Town is required to award the contract to the lowest responsive and responsible bidder.

To be “responsive” the bidder must conform in all material respects to the Invitation to Bid. The Town may waive informalities in the bid (e.g., a minor defect or variation of a from the exact requirements of the Invitation to Bid, or Request for Proposal, which does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured), but the low bidder must have substantially complied with all bid requirements.

To be “Responsible” the bidder must have the capability in all respects to do the work specified. If the Town has evidence that the low bidder has performed substandard work, or they have never performed the work listed in the IFB, then the Town Manager may determine that this bidder is non-responsible. In that case, the Town must provide a written response to the bidder that details the reasons for this determination and give the bidder an opportunity to protest the decision.

Request for Proposal

Requests for Proposal (RFP), or Competitive Negotiation, is normally used for service contracts where price is not the most important consideration. and does not require an award to the lowest bid.

A notice indicating that an RFP has been issued must be issued on the Town’s website and may be published in the local newspaper with the highest circulation at least 10-days before the proposals are due. Once the RFP is received, the Town Manager and Mayor shall jointly review the proposals to determine which proposers shall be interviewed. If the Mayor is unavailable, then a member of Town Council will review the proposals with the Town Manager. This process is called Short Listing. At least two firms need to be interviewed by at least two staff members and the Mayor, or one Town Council

member, unless only one is fully qualified or one is clearly more qualified than the others.

During the interviews, the firms are asked to describe why they should be given the contract, and the cost may be negotiated. No information obtained from one firm may be shared with any other firm being interviewed.

At the end of the interviews, the group that performed the interview is to award the contract to the offeror who makes the best proposal..

If no bidder is deemed responsive and responsible, or no proposal provides the best value for the Town, the Town may begin the procurement process again. The reasons for cancellation or rejections must be made part of the contract file.

4(B) - Purchases between \$5,000 to \$25,000

Purchases between \$5,000 to \$25,000 require written quotes from three vendors. The solicitation by the Town may be made in writing (including email) to each vendor known to have done responsive and responsible work for the Town in the past. If three quotes cannot be obtained, the Town Manager shall document the names of the vendors approached for quotes and any reasons given for the failure or refusal to bid, or document reason why it is not practicable to obtain 3 vendors. If the vendor responds verbally with its intent not to bid or does not respond to communications from the Town within three business days, the Town Manager shall provide the time and date of that communication with the final purchase information. The final approval of award will rest with the Town Manager.

The Town Manager shall compile a list of all vendors or contractors from whom quotes, or bids have been requested and the quotes or bids offered. Information gathered in complying with this procedure shall be filed with the documentation supporting the subsequent purchase or contract.

4(C) - Purchases under \$5,000 (Small Purchase)

All purchases under \$5,000 will not be subject the IFB or RFP, process. Quotes are encouraged but not required. Authorized Town employees are encouraged to continue to look for the best price when purchasing goods or services. When practicable, the Town should make every reasonable effort to invite as many vendors as possible to work with the Town. To notify vendors of possible bidding opportunities, the Town shall make efforts to list projects requiring procurement of goods or services on the Town's website. With justification, the Town Manager may select any vendor he or she chooses that makes the best proposal.

When Neither an IFB or RFP is Required

4(D) – Sole Source

Sole source procurement may be permitted if there is only one source practicably available for the required goods or services. In sole source procurement, a contract may be negotiated and awarded to the sole source provider without competition. It must be articulated in writing with the backup materials for the purchase which measures were taken to verify that competition is not available. Unless it is an emergency purchase, sole source justification based solely upon a single vendor's capability to deliver in the least amount of time is not an appropriate justification since availability alone is not a valid basis for determining sole source procurement.

A notice must be issued which states that the contract is being awarded to a sole source, what is being procured, the contractor selected, and the date on which the contract was or will be awarded. This can be either posted on a website or published in a newspaper.

4(E) – Emergency Procurements

In case of an emergency, where a delay to seek multiple proposals may threaten public buildings, public property or the life, health, safety or welfare of the residents, a contract may be awarded without competitive sealed bidding or competitive negotiation. Any such procurement shall be made with such competition as is practical under the circumstances. Any such procurement must be approved in writing by the Town Manager. The Town Council must be notified via email in advance of such a purchase if the amount is over \$10,000. This notification must include the details of the emergency, the consequences suffered if the purchase was not made under these emergency conditions.

Section 5 – Protests

Any bidder or offeror, who desires to protest the award or decision to award a contract shall submit the protest in writing to the Town Manager no later than ten days after the award or the announcement of the decision to award. The written protest must state the grounds for protest. Bidders or offerors are the only parties allowed to file a protest; citizens cannot file a protest or sue the Town on the basis that VPPA was not followed.

The Town Manager shall issue a decision in writing within ten days and the bidder or offeror has ten days to file an appeal to the Town Council, which shall serve as the administrative panel, to decide on the appeal. The protesting bidder and the Town Manager shall meet with the Administrative Panel at the first possible opportunity, considering public meeting rules.

Section 6- Preferences and Tie Bids for IFB's

In the case of a tie bid, it is possible pursuant to Va. Code § 2.2-4328 to award the contract to a Virginia company. Otherwise, the tie shall be decided by lot.

Section 7- Non-Discrimination

The Town of Onancock conforms, as applicable, to the provisions of the Federal Civil Rights Act of 1964, as amended; the Virginia Fair Employment Contracting Act of 1975, as amended; the Virginians with Disabilities Act; the Americans with Disabilities Act, and §2.2-4310. All bidders/offerors who submit bids/proposals to the Town are required to certify that they conform to these same anti-discrimination requirements, and all other provisions of the Virginia Public Procurement Act.

Section 8- Debarment or Suspension

Debarment is the Town's exclusion of certain individuals or firms from contracting with the Town for a specified period. The Town Manager may debar a person or company from consideration for awards or contracts with the consent of the Town Council upon a finding of cause that the vendor has engaged in any of the following activities.

1. Unsatisfactory performance on a contract with the Town of Onancock or another public body, including but not limited to, failure to comply with contract terms and conditions or to meet specification/scope of services requirements.
2. A history of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment.
3. Offering any gift, gratuity, favor, or advantage to any Town employee or official who exercises official responsibility for procurement transactions.
4. Failing to disclose a condition constituting a conflict of interest by any officer, director, owner, or partner of the vendor in a contract or purchase order awarded by the Town.
5. Conviction of any officer, director, owner, partner, or agent of the vendor of any criminal offense involving public contracting.
6. Court judgment finding a violation of Federal or State antitrust laws.
7. Conviction, or a plea of guilty or nolo contendere, under state and federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen

property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a Town contractor.

8. Abandonment of performance or termination for default on any other Town of Onancock project.
9. Default on any surety bond or written guaranty on which the Town of Onancock is an obligee.
10. The filing of a bankruptcy petition, by, against, or regarding the contractor.
11. Any other cause that the Town Manager determines to be so serious and compelling as to affect responsibility as a contractor, such as debarment by another governmental entity for any cause listed herein, or prior reprimands.
12. Whenever the Tax Commissioner so determines pursuant to § 58.1-1902.

In debarring or suspending any individual or firm from contracting with the Town, the Town Manager shall follow all applicable procedures outlined herein.

Appeal of Ineligibility or Disqualification Determination or Debarment (Code of Virginia, § 2.2- 4357)

Any bidder, offeror or contractor refused permission to participate, or disqualified from participation, in public contracts shall be notified in writing. Prior to the issuance of a written determination of disqualification or ineligibility, the public body shall (i) notify the bidder in writing of the results of the evaluation, (ii) disclose the factual support for the determination, and (iii) allow the bidder, offeror, or contractor, an opportunity to inspect any documents that relate to the determination, if requested by the bidder within five business days after receipt of the notice.

Within ten business days after receipt of the notice, the bidder may submit rebuttal information challenging the evaluation. The public body shall issue its written determination of disqualification or ineligibility based on all information in the possession of the public body, including any rebuttal information, within five business days of the date the public body received such rebuttal information.

If the evaluation reveals that the bidder, offeror or contractor should be allowed permission to participate in the public contract, the public body shall cancel the proposed disqualification action. If the evaluation reveals that the bidder should be refused permission to participate, or disqualified from participation, in the public contract, the public body shall so notify the bidder, offeror or contractor. The notice shall state the basis for the determination, which shall be final unless the bidder appeals

the decision within the time frame provided by the Code of Virginia.

If, upon appeal, it is determined that the action taken was arbitrary or capricious, or not in accordance with the Constitution of Virginia, applicable state law or regulations, the sole relief shall be restoration of eligibility.

Section 9- Excess and Surplus Property

The Town Manager shall be responsible for:

1. Redistribution of serviceable excess personal property.
2. Disposal of surplus Town personal property through sealed bid, auction, trade-in, or fixed price sales. Some personal property may also be disposed of by junking, sale as scrap metal, or cannibalization.
3. Disposal of unclaimed property in the custody of the Police Department in accordance with the current Code of Virginia.

Surplus Town property may be donated to charitable organizations where appropriate. The Town Manager shall evaluate the request for donation and first determine whether the requested item is needed by the Town. Any item disposed of by the Town is done as-is where-is with no warranty or performance guarantee of any kind.

2024 Budget Initiatives

Each year, I ask Council to share any budget idea before the process begins. This is that time.

Our budget cycle this year will be:

Month	Description
February	Council Strategic Initiatives
March	Price Initiatives, First Wage Model, Solicit Written Public Comment on Budget
April	First Pass of 2024 Budget, Capital Budget, Public Hearing
May	Second Pass of 2024 Budget
June	Vote to adopt 2024 Budget Resolution

The First Pass in April will provide preliminary tax rates and changes to fees and penalties.

All budget versions will be presented as fully balanced with a summary of pertinent drivers (tax rates, etc.).

The following pages are for you to write out a description of your "2024 Wish List." Obviously, these will need to be costed out for accuracy, and then inserted into the budget models. Once everyone's (Council, staff, and public) initiatives are put into a model, Council will prioritize and add/remove as you see fit.

Please be as descriptive as possible with your initiative so that staff can properly estimate the budget impact.

**Town of Onancock
Budget Summary by Department
Through January 31, 2023**

ALL DEPARTMENTS	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B	Explanation
				\$	%					
Revenue										
Administration	1,037,849	1,407,914	74%	(370,065)	(26%)	1,142,294	1,296,397	1,397,223		
Water	325,232	455,000	71%	(129,768)	(29%)	362,964	418,110	446,022		
Sewer	514,520	847,440	61%	(332,920)	(39%)	920,469	1,025,382	1,121,513		
Wharf	129,760	204,600	63%	(74,840)	(37%)	147,284	198,463	206,989		
Police	35,025	80,000	44%	(44,975)	(56%)	53,951	55,140	41,997		
Total Revenue	2,042,385	2,994,954	68%	(952,569)	(32%)	2,626,962	2,993,492	3,213,744		
Expenditures										
Council	38,382	125,323	31%	86,941	69%	36,050	36,627	35,932		
Administration	262,246	510,393	51%	248,147	49%	465,433	501,507	495,422		
Water	200,003	455,000	44%	254,997	56%	235,768	218,974	247,147		
Sewer	131,174	847,440	15%	716,266	85%	633,749	556,205	406,064		
Wharf	131,303	225,878	58%	94,575	42%	181,432	188,018	210,966		
Police	249,389	541,190	46%	291,801	54%	396,701	325,746	394,355		
Bld and Streets	70,387	163,391	43%	93,004	57%	112,407	133,009	156,818		
Parks & Land.	111,319	126,339	88%	15,020	12%	31,583	23,667	74,668		
Total Expenditures	1,194,204	2,994,954	40%	1,800,750	60%	2,093,123	1,983,753	2,021,372		New chipper. USDA to Reim
Net Change	848,182	0		848,182	0%	533,839	1,009,739	1,192,372		

Percentage of Year Completed: 58%

**Town of Onancock
Budget Summary by Department
Through January 31, 2023**

	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
EXPENDITURES									
Wages And Taxes	8,662	15,419	56%	6,757	44%	15,051	14,793	15,262	
Town Attorney	8,000	4,500	178%	(3,500)	(78%)	0	735	2,733	
Travel And Training	0	1,000	0%	1,000	100%	0	25	0	
Main Street Partners	19,571	15,000	130%	(4,571)	(30%)	15,000	15,000	15,000	
Liability Insurance	2,150	4,154	52%	2,004	48%	5,999	6,074	0	
Office Supplies	0	250	0%	250	100%	0	0	2,937	
Master Plan	0	85,000	0%	85,000	100%	0	0	0	
Total Expenditures	38,382	125,323	31%	86,941	69%	36,050	36,627	35,932	

Percentage of Year Completed: 58%

**Town of Onancock
Budget Summary by Department
Through January 31, 2023**

Revenue	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
ADMINISTRATION									
Real Property-Curren	379,753	364,038	104%	15,715	4%	336,051	324,439	373,468	
Real Property-Delinq	7,093	30,000	24%	(22,907)	(76%)	35,026	78,952	32,135	
Public Service-Real	3,799	15,000	25%	(11,201)	(75%)	16,748	17,593	15,814	
Personal Property-Cu	177,948	164,451	108%	13,497	8%	151,787	190,967	255,838	
Personal Property-De	7,344	12,500	59%	(5,156)	(41%)	23,513	15,867	15,459	
Penalties	3,312	11,273	29%	(7,961)	(71%)	13,462	21,897	9,240	
Local Sales Tax	68,358	89,000	77%	(20,642)	(23%)	81,114	89,367	92,372	
Consumers Utility Tax	26,690	52,500	51%	(25,810)	(49%)	52,915	55,696	56,036	
Business License Tax	333	3,450	10%	(3,117)	(90%)	36,514	35,768	3,711	
Vehicle Decals	24,316	18,000	135%	6,316	35%	9,138	5,213	20,834	
Bank Stock Taxes	0	42,000	0%	(42,000)	(100%)	27,207	48,262	45,329	
Communication Tax	43,343	72,000	60%	(28,657)	(40%)	81,315	74,358	70,214	
Transient Occupancy	20,002	28,000	71%	(7,998)	(29%)	11,546	20,816	26,094	
Building/Zoning Perm	1,000	1,500	67%	(500)	(33%)	375	1,700	1,975	
Meals Tax	158,442	190,005	83%	(31,563)	(17%)	137,212	194,319	237,448	
Meals & Transient La	3,597	0	No Budget	3,597	0%	1,389	1,999	685	
Income Earned Invest	22,123	0	No Budget	22,123	0%	12,175	0	5,978	
Rental Of Property	6,496	12,240	53%	(5,744)	(47%)	12,160	12,240	13,767	
Water Tower Rental I	6,850	6,850	100%	0	0%	6,850	6,850	0	
Grass Cutting	4,515	4,500	100%	15	0%	0	0	0	
Trash Revenue	50,912	102,000	50%	(51,088)	(50%)	39,160	53,340	61,280	
Transfers In	0	116,666	0%	(116,666)	(100%)	0	0	0	
Miscellaneous Revenu	11,367	4,941	230%	6,426	130%	42,556	30,697	9,766	
Fire Program Funds	0	15,000	0%	(15,000)	(100%)	10,000	15,000	15,000	
Litter Control Grant	2,723	1,250	218%	1,473	118%	818	820	108	
Va Comm For The Arts	(2,000)	1,750	-114%	(3,750)	(214%)	1,500	0	1,500	

**Town of Onancock
Budget Summary by Department
Through January 31, 2023**

ADMINISTRATION	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Loan And Grants Proc	0	49,000	0%	(49,000)	(100%)	0	0	33,000	
Total Revenue	1,037,849	1,407,914	74%	(370,065)	(26%)	1,142,294	1,296,397	1,397,223	
Expenditures									
Salaries	74,626	128,320	58%	53,694	42%	137,048	151,111	134,143	
Fica	5,358	9,817	55%	4,459	45%	8,846	9,835	9,185	
Retirement-Vrs	10,462	17,747	59%	7,285	41%	20,143	19,982	22,625	
Hospitalization	8,063	16,359	49%	8,296	51%	20,471	26,066	13,153	
Life Insurance	1,109	693	160%	(416)	(60%)	1,661	(2,385)	489	
Suta	41	132	31%	91	69%	399	719	172	
Disability Insurance	298	797	37%	499	63%	0	0	468	
Legal And Collection	0	3,000	0%	3,000	100%	0	0	1,750	
Audit Service	0	18,500	0%	18,500	100%	16,750	16,750	17,750	
Bank Processing Fees	1,642	5,200	32%	3,558	68%	1,914	5,108	3,576	
Credit Card Fees	8,056	11,000	73%	2,944	27%	0	369	9,217	
Payroll Processing F	3,510	7,000	50%	3,490	50%	3,322	3,259	7,263	
Temp Services	0	2,500	0%	2,500	100%	1,414	0	0	
Professional Develop	1,099	1,800	61%	701	39%	0	200	227	
Software Subscriptio	15,451	14,660	105%	(791)	(5%)	0	0	20,323	
Software Support	6,330	11,435	55%	5,105	45%	0	0	10,408	
Vehicle Repair	0	250	0%	250	100%	0	0	0	
Office Equipment	2,391	7,800	31%	5,409	69%	19,195	21,595	7,982	
Advertising	6,569	14,146	46%	7,577	54%	2,178	2,951	10,503	
Postage	1,699	3,000	57%	1,301	43%	2,483	2,626	1,289	
Telephone	2,673	3,816	70%	1,143	30%	1,576	1,680	3,272	
Property Insurance	681	1,705	40%	1,024	60%	0	0	805	
Vehicle Insurance	201	412	49%	212	51%	0	0	412	
General Liability In	1,416	3,644	39%	2,229	61%	0	0	12,333	

**Town of Onancock
Budget Summary by Department
Through January 31, 2023**

ADMINISTRATION	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Workers Comp	54	330	16%	276	84%	0	0	330	
Travel	0	250	0%	250	100%	1,808	0	45	
Dues & Membership	756	1,800	42%	1,044	58%	897	1,072	2,440	
Office Supplies	9,679	12,000	81%	2,321	19%	5,593	8,519	7,411	
Historic Onancock Sc	0	0	No Budget	0	0%	0	7,500	0	
Hos - Property Insur	3,954	6,503	61%	2,549	39%	0	0	6,503	
Cultural Enrichment	3,041	3,600	84%	559	16%	3,000	1,250	2,669	
Miscellaneous	110	3,500	3%	3,391	97%	1,997	3,261	574	
Website & Printing	0	15,000	0%	15,000	100%	0	0	318	
Parades	1,187	15,000	8%	13,813	92%	623	0	266	
Employee Welfare	0	750	0%	750	100%	0	686	1,176	
Computer Capital Out	0	3,000	0%	3,000	100%	0	0	0	
Contingency	3,800	10,000	38%	6,200	62%	0	0	5,030	
Bank Building Loan	6,696	8,927	75%	2,231	25%	0	0	26,781	
Trash Collection Ser	51,660	102,000	51%	50,340	49%	100,260	101,110	106,244	
Contribution To Fire	25,000	25,000	100%	0	0%	25,000	25,000	25,000	
Fire Programs Funding	0	15,000	0%	15,000	100%	10,000	15,000	15,000	
Es Tourism-Tot Share	4,600	4,000	115%	(600)	(15%)	5,381	4,620	4,154	
Total Expenditures	262,246	510,393	51%	248,147	49%	465,433	501,507	495,422	

Net Change	775,603	897,521	86%	(121,918)	(14%)	676,861	794,890	901,801	
-------------------	----------------	----------------	------------	------------------	--------------	----------------	----------------	----------------	--

Percentage of Year Completed: 58%

**Town of Onancock
Budget Summary by Department
Through January 31, 2023**

	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Revenue									
<u>WATER</u>									
Water Charges	313,325	325,000	96%	(11,675)	(4%)	332,050	394,911	424,515	
Water & Sewer Penalt	5,843	12,000	49%	(6,157)	(51%)	19,005	19,615	16,671	
Income Earned Invest	6,063	0	No Budget	6,063	0%	11,909	584	3,753	
Loan Proceeds And Gr	0	68,000	0%	(68,000)	(100%)	0	0	0	
Transfer In From Res	0	50,000	0%	(50,000)	(100%)	0	0	(3,417)	
Total Revenue	325,232	455,000	71%	(129,768)	(29%)	362,964	418,110	446,022	
Expenditures									
Wages and Benefits	77,143	130,596	59%	53,453	41%	141,475	116,120	109,047	
Training & Travel	0	4,000	0%	4,000	100%	28	0	79	
Vehicle Repair	0	750	0%	750	100%	0	3,045	1,018	
Repair & Maintenance	16,331	29,016	56%	12,685	44%	11,077	17,552	10,960	
Auto Insurance	0	412	0%	412	100%	0	0	412	
Printing Utility Bil	0	500	0%	500	100%	0	507	0	
Advertising	0	100	0%	100	100%	0	0	0	
Electric Services	10,011	18,000	56%	7,989	44%	13,865	13,779	14,974	
Postage	623	1,500	42%	877	58%	527	755	1,123	
Reserve For Cip	0	70,500	0%	70,500	100%	0	0	19,420	
Dues & Memberships	0	850	0%	850	100%	0	527	0	
Health Department Fe	2,169	2,200	99%	31	1%	2,133	2,165	2,169	
Vehicle Fuel	885	2,000	44%	1,115	56%	2,068	1,863	2,366	
Lab Supplies	1,044	1,500	70%	456	30%	1,095	998	2,064	
Purification Supplie	9,909	25,000	40%	15,091	60%	21,196	21,099	8,935	
Outside Consultants	450	5,000	9%	4,550	91%	0	0	300	
Small Tools & Equipm	105	3,000	3%	2,895	97%	0	80	2,650	
Property Insurance	814	2,084	39%	1,270	61%	0	0	0	
Interest - Bond - Wa	27,950	55,900	50%	27,950	50%	37,707	36,945	36,154	

**Town of Onancock
Budget Summary by Department
Through January 31, 2023**

<u>WATER</u>	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Interest - Bond - Wa	1,228	2,456	50%	1,228	50%	1,656	1,662	1,588	
Interest - Bond - Wa	49,818	99,636	50%	49,818	50%	0	0	25,491	
Total Expenditures	200,003	455,000	44%	254,997	56%	235,768	218,974	247,147	

Net Change	125,229	0	0%	125,229	0%	127,196	199,136	198,875	
-------------------	----------------	----------	-----------	----------------	-----------	----------------	----------------	----------------	--

Percentage of Year Completed: 58%

**Town of Onancock
Budget Summary by Department
Through January 31, 2023**

SEWER	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Revenue									
Sewer Charges	512,471	847,440	60%	(334,969)	(40%)	915,409	1,014,068	1,071,885	
Total Revenue	514,520	847,440	61%	(332,920)	(39%)	920,469	1,025,382	1,121,513	
Expenditures									
Coll. Repair/Maintena	126,734	388,725	33%	261,991	67%	65,432	75,412	136,140	
Electric Services	2,004	0	No Budget	(2,004)	0%	73,534	71,544	45,809	
Telephone	(1,062)	0	No Budget	1,062	0%	9,027	9,541	11,974	
Reserve For Capital	0	100,000	0%	100,000	100%	0	0	0	
Hrsd Transition Cost	2,436	75,000	3%	72,564	97%	30,500	17,021	23,577	
Transfer To Reserve	0	283,715	0%	283,715	100%	0	0	0	
Total Expenditures	131,174	847,440	15%	716,266	85%	633,749	556,205	406,064	
Net Change	383,346	0		383,346	0%	286,720	469,177	715,449	

Percentage of Year Completed: 58%

66

**Town of Onancock
Budget Summary by Department
Through January 31, 2023**

	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
WHARF									
Revenue									
Boat Dockage Fees-Mo	0	250	0%	(250)	(100%)	125	125	1,311	
Boat Dockage Fees-Tr	35,334	62,500	57%	(27,166)	(43%)	34,848	75,106	60,562	
Parking Fee	182	350	52%	(168)	(48%)	1,562	995	512	
Parking Fee - Annual	0	0	No Budget	0	0%	1,410	420	336	
Wharf Gasoline Sales	86,014	125,000	69%	(38,986)	(31%)	103,478	108,700	128,103	
Wharf-Other	3,262	6,500	50%	(3,238)	(50%)	2,113	2,513	7,628	
Wharf Electric	4,968	10,000	50%	(5,033)	(50%)	3,748	10,604	8,537	
Total Revenue	129,760	204,600	63%	(74,840)	(37%)	147,284	198,463	206,989	
Expenditures									
Wharf Salaries	34,800	64,582	54%	29,782	46%	49,242	60,661	55,949	
Over-Time Compensati	388	0	No Budget	(388)	0%	494	68	629	
Fica	2,692	4,941	54%	2,249	46%	3,804	4,489	4,296	
Retirement	2,454	4,091	60%	1,637	40%	5,562	5,492	6,348	
Life Insurance	202	160	126%	(42)	(26%)	459	459	244	
Suta	63	75	84%	12	16%	242	260	193	
Disability Insurance	60	251	24%	191	76%	0	0	190	
Square Cc Fees	3,489	5,000	70%	1,511	30%	1,776	4,365	5,423	
Vehicle Repair	89	500	18%	411	82%	0	0	259	
Electric Services	3,320	5,500	60%	2,180	40%	4,245	4,993	4,415	
Telephone	344	628	55%	284	45%	460	629	624	
Property Insurance	222	265	84%	44	16%	0	0	319	
Auto Insurance	199	549	36%	351	64%	0	0	412	
Worker'S Comp Insura	611	2,670	23%	2,060	77%	0	0	2,670	
Office Supplies	162	300	54%	138	46%	0	0	289	
Wharf Janitorial Sup	0	1,200	0%	1,200	100%	689	661	351	
Repair & Maintenance	1,755	8,000	22%	6,245	78%	2,702	6,451	7,797	

Cost Of Gas/Diesel S	73,851	98,000	75%	24,149	25%	78,967	74,263	104,528
Misc.	0	1,000	0%	1,000	100%	10,783	8,365	269
Advertising & Dues	1,405	6,000	23%	4,595	77%	22,007	5,582	8,548
Rent	5,200	5,500	95%	300	5%	0	1,100	7,150
Capital Improvements	0	16,666	0%	16,666	100%	0	10,180	0
Total Expenditures	131,303	225,878	58%	94,575	42%	181,432	188,018	210,966

Net Change	(1,543)	(21,278)	7%	19,735	93%	(34,148)	10,445	(3,977)
-------------------	----------------	-----------------	-----------	---------------	------------	-----------------	---------------	----------------

Fuel Margin 12,163 27,000 45% (14,837) (55%) 24,511 34,437 23,575

Percentage of Year Completed: 58%

Percentage of Year Completed:

**Town of Onancock
Budget Summary by Department
Through January 31, 2023**

	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Revenue									
Traffic Fines	9,093	8,000	114%	1,093	14%	9,168	8,290	6,904	
Esummons	635	0	No Budget	635	0%	0	0	110	
Police Grant - 599	46	41,000	0%	(40,954)	(100%)	39,536	46,850	29,678	
Police Grant - Doj	20,061	25,000	80%	(4,939)	(20%)	0	0	1,005	
Police Grant - Hwy S	5,190	6,000	87%	(810)	(13%)	0	0	4,300	
Total Revenue	35,025	80,000	44%	(44,975)	(56%)	53,951	55,140	41,997	
Expenditures									
Salaries	142,155	271,673	52%	129,518	48%	234,547	205,575	232,032	
Over-Time Compensati	27,212	39,000	70%	11,788	30%	5,519	5,294	16,697	
Fica	12,349	20,783	59%	8,434	41%	18,365	17,103	17,907	
Retirement-Vrs	19,584	37,572	52%	17,988	48%	35,239	32,239	35,158	
Hospitalization	13,711	37,392	37%	23,681	63%	25,668	24,624	17,735	
Life Insurance	1,632	1,467	111%	(165)	(11%)	2,908	2,803	2,027	
Suta	41	376	11%	335	89%	562	366	239	
Short Term Disabilit	0	1,239	0%	1,239	100%	0	0	0	
Court Costs	0	500	0%	500	100%	0	0	178	
Training	1,540	6,000	26%	4,460	74%	663	4,384	2,690	
New Officer Training	0	0	No Budget	0	0%	0	0	8,327	
Vehicle Repair	2,087	6,900	30%	4,813	70%	4,871	2,650	2,791	
Computer Maintenance	992	4,500	22%	3,508	78%	3,270	2,691	4,652	
Telephone Services	1,881	6,300	30%	4,419	70%	2,507	3,394	3,165	
Line Of Duty Act	1,462	3,655	40%	2,193	60%	3,655	2,742	3,655	
Vehicle Insurance	1,484	2,902	51%	1,419	49%	305	0	2,801	
Workers Comp	4,214	8,823	48%	4,610	52%	0	0	8,823	
Travel	0	500	0%	500	100%	0	35	35	
Office Supplies	1,693	4,000	42%	2,307	58%	5,811	3,741	2,324	

**Town of Onancock
Budget Summary by Department
Through January 31, 2023**

<u>POLICE</u>	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Vehicle Fuel	7,282	11,000	66%	3,718	34%	8,343	7,018	12,527	
Uniforms	1,879	3,000	63%	1,121	37%	2,377	2,046	1,382	
Animal Population Co	0	1,500	0%	1,500	100%	0	587	954	
Police Supplies	1,638	10,000	16%	8,362	84%	5,992	8,317	10,443	
Police Vehicles	6,554	62,108	11%	55,554	89%	36,099	0	6,554	
Total Expenditures	249,389	541,190	46%	291,801	54%	396,701	325,746	394,355	

Net Change	(214,364)	(461,190)	46%	246,826	54%	(342,750)	(270,606)	(352,358)	
-------------------	------------------	------------------	------------	----------------	------------	------------------	------------------	------------------	--

**Town of Onancock
Budget Summary by Department
Through January 31, 2023**

	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
<u>BUILDINGS & STREETS</u>									
Expenditures									
Wages and Benefits	46,473	58,398	80%	11,925	20%	43,057	47,712	69,042	
Vehicle Repair	1,581	2,000	79%	419	21%	1,215	619	615	
Electric Service	4,940	7,000	71%	2,060	29%	24,374	22,546	18,277	
Heating Oil	0	3,596	0%	3,596	100%	0	0	2,554	
Property Insurance	338	550	61%	213	39%	0	0	2,004	
Auto Insurance	200	412	49%	212	51%	0	0	412	
Worker'S Comp Insura	139	1,481	9%	1,342	91%	0	0	1,481	
Street Repair	5,980	34,000	18%	28,020	82%	0	180	27,087	
Janitorial Supplies	202	250	81%	48	19%	0	0	985	
Cleaning Services	2,264	3,600	63%	1,336	37%	0	0	3,914	
Repairs And Maintena	4,309	30,000	14%	25,691	86%	15,054	27,602	18,028	
Vehicle Fuel	2,275	2,000	114%	(275)	(14%)	0	517	3,686	
Small Equipment Repa	684	4,000	17%	3,316	83%	117	323	3,013	
Uniforms	182	3,000	6%	2,818	94%	200	555	2,614	
Can Liners	635	1,500	42%	866	58%	1,090	1,770	1,158	
Safety/Street Signs	124	1,000	12%	876	88%	357	528	1,140	
New Public Works Veh	0	9,774	0%	9,774	100%	0	0	0	
Blacksmith Shop	61	830	7%	770	93%	0	0	93	
Total Expenditures	70,387	163,391	43%	93,004	57%	112,407	133,009	156,818	

Percentage of Year Completed:

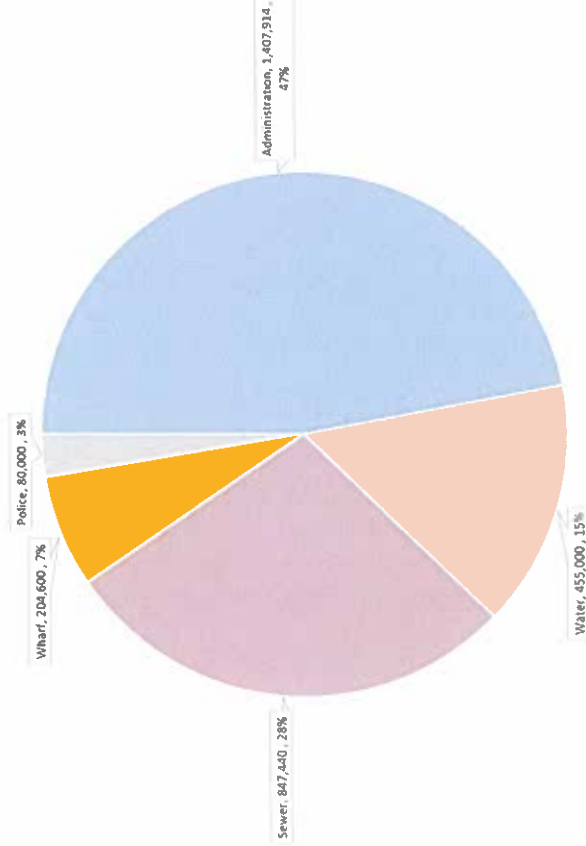
58%

**Town of Onancock
Budget Summary by Department
Through January 31, 2023**

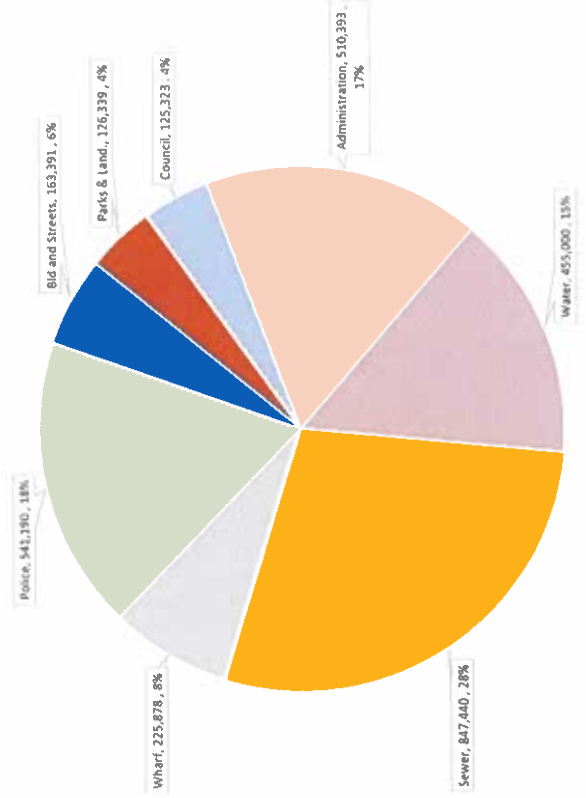
PARKS & LANDSCAPING	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend 2020-2023B
				\$	%				
Expenditures									
Cutting Grass Contra	0	0	No Budget	0	0%	6,210	6,555	7,400	
Wages and Benefits	20,646	49,908	41%	29,262	59%	0	0	17,792	
Vehicle Repair	306	1,750	17%	1,444	83%	0	0	839	
Electric Services	22,308	27,500	81%	5,193	19%	1,560	1,053	11,841	
Property Insurance	119	299	40%	180	60%	0	0	0	
Auto Insurance	702	1,401	50%	699	50%	0	0	1,401	
Worker'S Comp Insura	348	1,481	23%	1,134	77%	0	0	1,481	
Repair & Maintenance	2,628	5,000	53%	2,372	47%	179	441	7,433	
Vehicle Fuel	2,371	3,000	79%	629	21%	0	0	2,562	
Small Tools & Equipm	49,429	2,500	1977%	(46,929)	(1877%)	33	926	5,296	
Parks-Plantings & La	358	7,500	5%	7,142	95%	831	2,499	6,606	
Tree Board And Beaut	292	4,000	7%	3,708	93%	0	460	830	
Holiday Decorations	9,719	10,000	97%	281	3%	6,590	2,633	2,120	
Mosquito Control	2,096	6,500	32%	4,405	68%	12,030	4,950	4,917	
Weed Control	0	5,500	0%	5,500	100%	4,150	4,150	4,150	
Total Expenditures	111,319	126,339	88%	15,020	12%	31,583	23,667	74,668	

Percentage of Year Completed: 58%

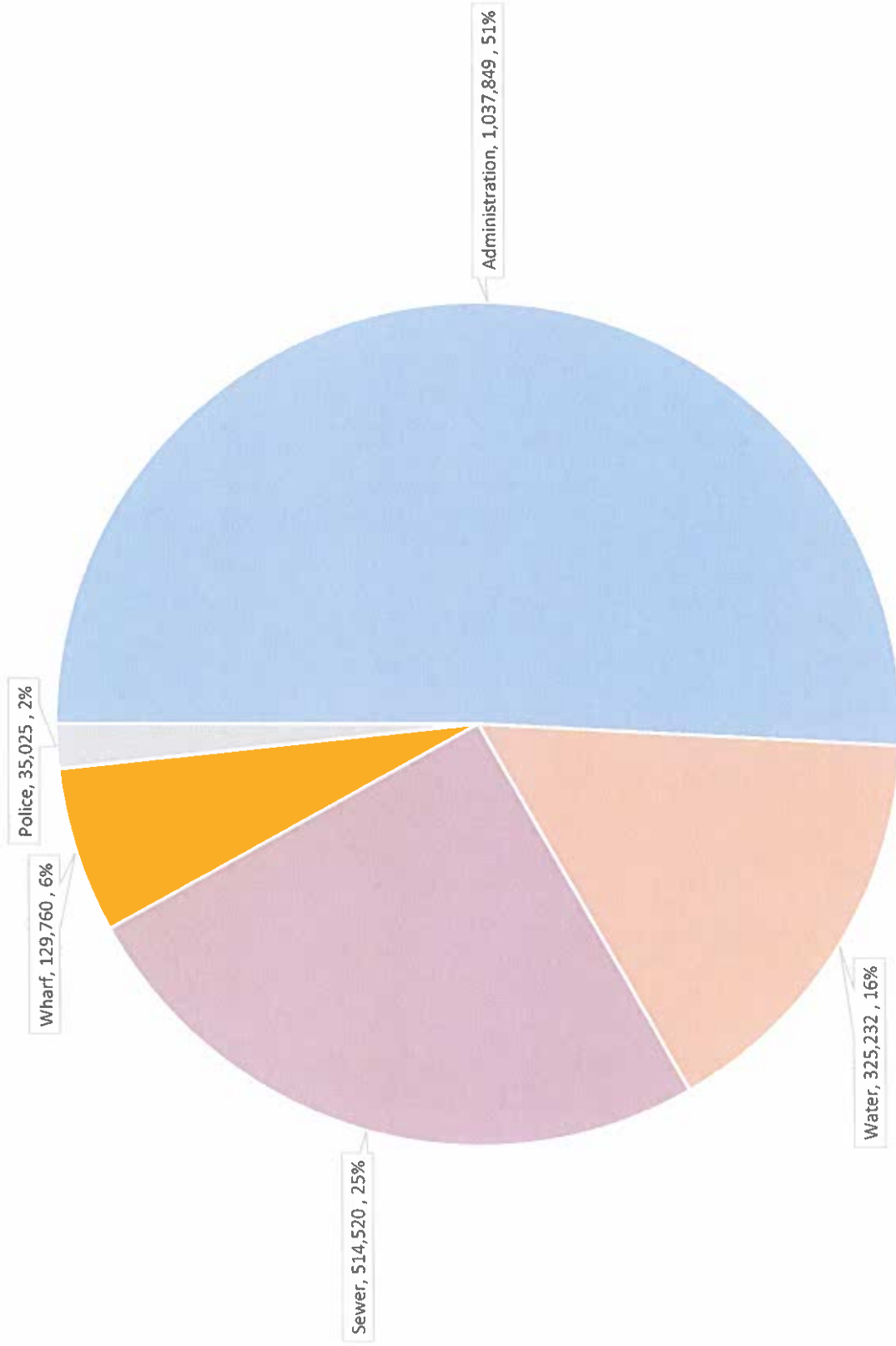
Revenue - Budget 2023



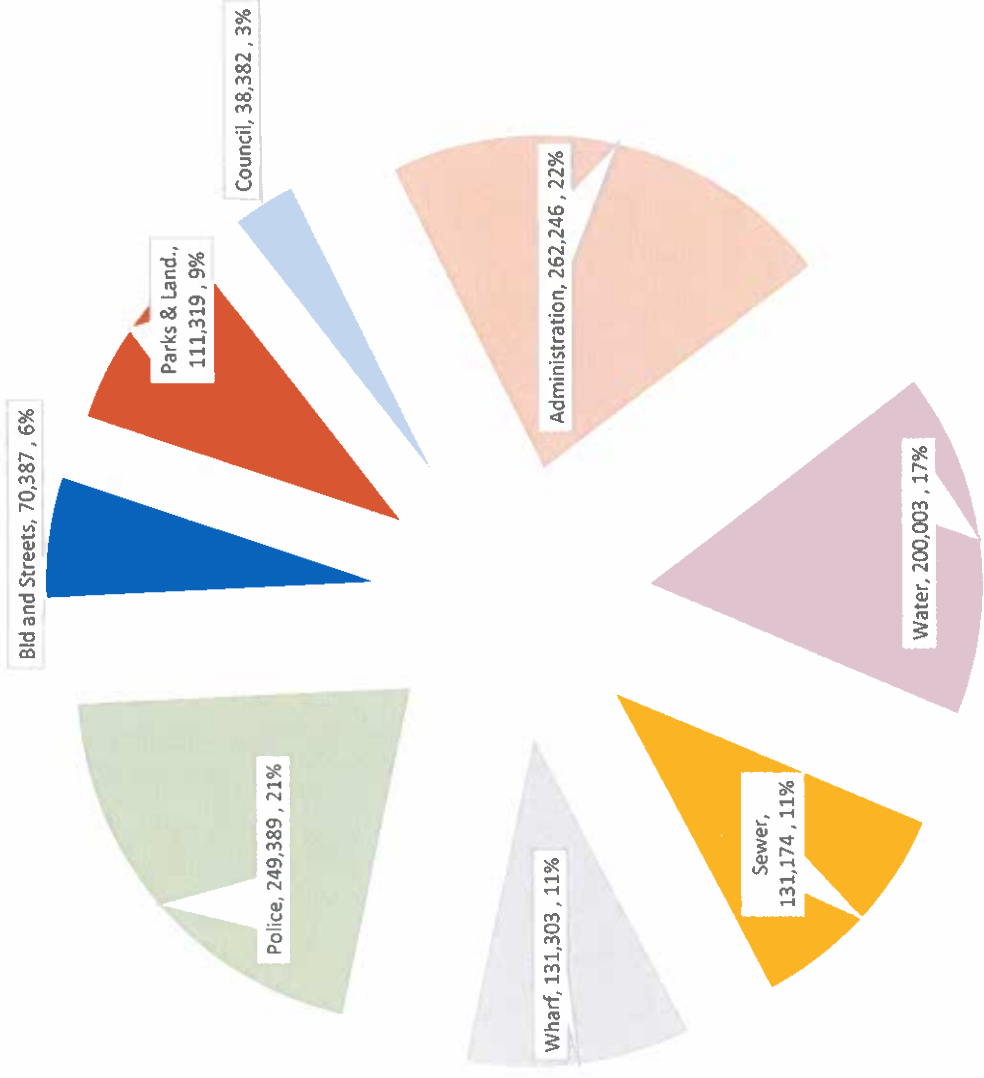
Expenditure - Budget 2023



Revenue - Actual 2023



Expenditures - Actual 2023



Town of Onancock
Cash and Reserve Report
Through January 31, 2023

	ACTUAL 1/31/23	ACTUAL 1/31/22	% Increase / (Decrease)
CASH AND RESERVES			
CASH			
Checking	573,391	367,388	56%
RESERVES			
Cash Reserve (savings account)	1,171,744	1,030,854	14%
Grant Match or Project Reserve	279,594	253,779	10%
Capital Asset Reserve	159,816	145,947	10%
General Fund Reserve	513,802	418,947	23%
ARPA Funds	1,053,356	628,511	68%
Utility Reserve	751,141	710,754	6%
Total Expenditures	3,929,453	3,188,792	23%
Total Cash and Reserves	4,502,844	3,556,180	27%
Cash and Reserves - No ARPA	3,449,488	2,927,669	18%
Reserves Only - No ARPA	2,876,097	2,560,281	12%
REQUIRED RESERVES PER POLICY			
Grant Match or Project Reserve	250,000	Up to \$250,000	Policy
Capital Asset Reserve	142,017	25% of 5-year CAPEX plan	Policy
General Fund Reserve	507,754	30% of budgeted revenue	Policy
Utility Reserve	715,970	120 day operating (\$455,000/12*4)+ 30% Accumulated Depreciation 30% Accumulated Depreciation	Policy
	715,970	(\$1,837,935)+ \$15k for road repairs	Policy
Total Required Reserves per Policy	\$ 1,615,740	Over/(Under) Reserved	\$ 1,704,353
		Current Reserve	Over/(Under Reserved)
		279,594	29,594
		159,816	17,800
		513,802	6,048
		751,141	35,171
		1,704,353	\$ 88,613

ARPA Project Cost Update
As of 1/31/23

	Not to Exceed Budget	Received to Date	Spent to Date	Remaining to Spend	Closed
SLFRF-1010	\$ 50,000	\$ -	\$ -	\$ 50,000.00	
SLFRF-1020	\$ 15,000	\$ 1,050	\$ 1,050	\$ 13,950.00	
SLFRF-1030	\$ 195,000	\$ 9,204	\$ 9,204	\$ 185,796.00	
SLFRF-1030	\$ 100,000	\$ 5,105	\$ 5,105	\$ 94,895.00	
SLFRF-1040	\$ 25,000	\$ 25,966	\$ 25,966	(966.00)	Closed
SLFRF-1050	\$ 35,000	\$ 245	\$ 245	\$ 34,755.00	
SLFRF-1060	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	Closed
SLFRF-1070	\$ 165,000	\$ 148,565	\$ 148,565	\$ 16,435.00	Closed
SLFRF-1080	\$ 8,000	\$ 7,776	\$ 7,776	\$ 224.00	Closed
SLFRF-1090	\$ 145,000	\$ 92,418	\$ 92,418	\$ 52,582.00	
SLFRF-1100	\$ 5,000	\$ 4,079	\$ 4,079	\$ 921.00	Closed
SLFRF-1110	\$ 20,000	\$ -	\$ -	\$ 20,000.00	
SLFRF-1120	\$ 90,000	\$ -	\$ -	\$ 90,000.00	
SLFRF-1130	\$ 40,000	\$ -	\$ -	\$ 40,000.00	
SLFRF-1140	\$ 3,500	\$ -	\$ -	\$ 3,500.00	
SLFRF-1150	\$ 7,500	\$ -	\$ -	\$ 7,500.00	
SLFRF-1160	\$ 15,000	\$ -	\$ -	\$ 15,000.00	
SLFRF-1170	\$ 10,000	\$ -	\$ -	\$ 10,000.00	
SLFRF-1180	\$ 90,000	\$ 9,100	\$ 9,100	\$ 80,900.00	
SLFRF-1190	\$ 35,000	\$ -	\$ -	\$ 35,000.00	
SLFRF-1200	\$ 8,500	\$ -	\$ -	\$ 8,500.00	
SLFRF-1210	\$ 20,000	\$ -	\$ -	\$ 20,000.00	
SLFRF-1220	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	Closed
SLFRF-1230	\$ 65,932	\$ -	\$ -	\$ 65,932.00	
Summary ----->	\$ 1,256,432.00	\$ 1,256,432.00	\$ 411,508.00	\$ 844,924.00	\$ 16,614.00

Other Material Grants

Bulkhead	\$ 360,000	\$ 86,725.00	\$ 290,054	\$ 69,946.00
Northeast Rehabilitation Grant	\$ 489,000	\$ -	\$ -	\$ 489,000.00
IRF Revolving Loan Grant	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000.00

77

Town Council: Brandon Brockmeier, Ray Burger, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald
Mayor: Fletcher Fosque | **Town Manager:** Matt Spuck

Town Manager Report – February 27, 2023

Audit

- The audit was completed with no findings. The financial statements are being prepared by the firm and will be ready in late March.

HRSD Transition

- The electricity for the HRSD pump station at the end of Hartman is being run from the transformer at our water tower. You may see them trenching for that.
- As you recall, part of our agreement with HRSD is to have them add sewer service to the new homes on Jefferson St. That project is being reviewed and approved by the HRSD board and surveying may begin as early as March with the construction work following immediately. Once the sewer work is done, they will mill and overlay the pavement, which will be a huge improvement.
 - This is when the capital budget to pave from Holly to the start of this project on Jefferson will be used. In addition to this, I hope to contract with the contractor doing this work to add a fire hydrant to the middle of that section of street. After speaking with the fire department, that would be the right thing to do.
 - We are asking Garney (the HRSD subcontractor doing the work on Jefferson) to give a quote to add a fire hydrant to that stretch, and to give us the contact information for the paving company doing the work to add the section from Holly to the beginning of their project. This has been budgeted.

Planning Commission

- Planning Commission has reviewed and suggested edits to the Property Maintenance ordinance. I am making their suggested changes and will review with them next month.
- We are compiling a list of ordinances that need to change and I want to work on getting the zoning map current.
- We have two applications for Homestay and two applications for building; one accessory building that will meet setback guidelines, and one new home on Marshall St extension.

Street Repairs

- Holly Street repair is being scheduled for the stormwater easement. We have the culverts and the owner's approval for the work. With such a small staff, finding time for this project has been difficult, but we have started work.
- The RFP for Marshall Street Extension has been published on our website and distributed to three local companies. We will be adding the water and sewer lines. Dean (retired wastewater employee) is coming back to supervise the project. This work will begin, weather depending, the week of 2/27/23.

Water Department

- We need to add the meters for the final two houses being constructed on Johnson St.
- We need to add water and sewer lines to Marshall St.
- We need to map the water and sewer lines for 38 Market.

Bulkhead (paid for with VPA and BIG grants)

- The project is complete. All but one application for payment has been paid and submitted for reimbursement.

Town Plan

- The proposal from Hill has been distributed to Council.

Northeast Revitalization Project

- We received the first invoice for surveying and engineering. After we pay and submit the invoice to DHCD, we will be reimbursed.
- The RFP for the house demo is being written by ANPDC and will be published soon.

VTC (Virginia Tourism Grant)

- We are finishing the work on the DMO grant from VTC. This would provide a 50% match to our existing advertising budget.
- We were awarded, because of our DMO status and my efforts on the Tourism Board, \$50,000. These funds are to be used for a walking app, printed materials for navigating the Town, and way finding materials. All these projects require the completion of the Town Plan currently being considered by Council.

VODOT (Ready Set Go grant)

- This is the grant we received to provide free engineering and design services to ensure our application for the grant to add sidewalks to King St is the strongest possible.
- I had my first meeting with them, which discussed location, road width, utilities, crosswalk location, rights of way, and more.
- The consultant is preparing plans and possible designs to limit costs as much as possible. When he is complete, there will be another group meeting.
- I spoke with the president of Chaney to begin dialogue about an easement along their property at the pier to allow for a sidewalk.

IRF (Industrial Revitalization Fund - \$1 mil for Lilliston)

- I received the batch of sample documents the Town will need to prepare in order to move the contract negotiations forward.

Open ARPA Project Updates

- Police Generator (\$50,000)
 - No activity until police department renovation
- GIS Water System (\$15,000)
 - We have the first layer of the GIS complete (a map of all water utility distribution system) and will purchase the GPS Locator required to complete the acquisition phase of the project.
 - I met with the representatives from ESRI and the hardware company that will provide the GPS locator. I expect this project to be complete within 30-60 days.
- Police Department Renovation (\$95,000)
 - We received proposals from the architect and mechanical engineer. They have been distributed to Council.
- Welcome Center and Public Restrooms (\$100,000)
 - We received proposals from the architect and mechanical engineer. They have been distributed to Council.
- Dog Park (\$25,000)
 - The park is complete.
 - The water line for drinking and paw washing station are in.
 - We need to get the fixtures and cement pads in place to complete.
 - OBCA is committed to \$5,000 toward the park. They are reviewing accessories that will add to the experience.
- Northeast Park (\$35,000)
 - A small group met to discuss the progress on the park.
 - At that meeting I was able to share two pieces of playground equipment that meet the needs as well as the budget. I have one more vendor from whom I need to get prices.

We will give the community reps the pictures and measurements for them to make the final decision on which is purchased.

- We also met with our insurance company to review their guidelines and ensure we meet them with the new public playground equipment.
 - Three options will be presented to the small group within a week for their decision.
- Security Cameras (\$145,000)
 - We completed negotiations with A&N regarding the General Pole Attachment Agreement.
 - Chapman Electric is finished with the installation of the outlets and disconnects on the poles.
 - A&N is scheduled to attach the electric to the work Chapman completed.
 - The cameras have been purchased and programmed.
 - We need internet service at 38 Market Street and at the Water Tower for camera service. I am looking for the most cost-effective solution. Being a business account, the up front costs are substantial to install internet. I am looking for the lowest cost alternative.
- Air Conditioning upstairs (\$20,000)
 - No activity
- Matching Grants for Business Facades (\$90,000)
 - The application has been published and distributed.
- Sunset Park (\$40,000)
 - I am getting a design for pavers for Council to consider.
- Touchless Fixtures at LL (\$3,500)
 - With limited staff, we are waiting to complete this project until we hire for the department.
- Drainage Ditch Cleanout (\$7,500)
 - Determining which Onancock maintained streets have drainage ditches to create a list. As part of the Northeast Revitalization Grant, VDOT will likely deal with the drainage on Cross and School. We will add support elsewhere, if required.
- Water Valve Isolation (\$15,000)
 - No activity
- Duckbill at Wharf (10,000)
 - Waiting for Bulkhead Project to complete to see if the one they installed works the way we anticipate before we move forward.
- Dredging under floating docks (\$90,000)
 - We will begin to prepare the spill site as time allows. This is a significant project and will take a lot of staff time.
 - The timing of this project may need to wait until after the next boating season.
- Downtown Visual Improvements (\$35,000)
 - Waiting until Town Plan is complete.
- Town Square Repairs (8,500)
 - Waiting for Town Plan to complete
- Walking Path at Little League Complex (\$20,000)
 - No activity yet
- Stormwater Management (\$65,932)
 - Possible use for the King Street project if matching required.

Miscellaneous

- The purchase of the dump truck has been horrible. It has taken nearly two years. At this point, the truck has been delivered to Reading. This is the company that puts the attachments on, like to dump itself. Once we accept delivery, USDA will fund the purchase with the grant and loan we were awarded in 2021.
- The process for this year (the water department work truck) does not appear to be as bad. We have a truck but will need to wait for the work truck attachment.

- The police car is waiting for chips and the light package, but it is in the state.
- The Blacksmith Shop has good news. Mr. Boyd and I each wrote a letter to have the site listed on the National Historic Register, and we were approved to move to the next phase of the process. Mr. Boyd will attend a Zoom meeting to discuss next steps in the process.
- The RFP for the redesign of the website has been published on our website and distributed to the top 10 ranked firms in the region.
 - Will Council consider local or national freelancers?
- I am starting the work to update the town zoning map. The County is our resource for this project, and they are stretched thin right now. They agreed to work with us as time allows with a 90–120-day completion deadline. Planning Commission and Council will be asked to review the map as we move along.
 - The ultimate goal would be to use ESRI for this work and maintain our map in house.
- I attended the Sail250 meeting in VB. Onancock is an Affiliate Port and I now sit on the executive council. The ships begin in New Orleans, then sail around Florida and to Norfolk (and the ship visiting Onancock will come up from there), afterwards they go to Baltimore, New York and Boston. This is for the semiquincentennial in 2026. Being even a small part of this (I sit on the ED and Tourism committees) is a real honor.
- I have received quotes from one company for the golf carts for the Wharf. I am looking for two more who have inventory.
- We have advertised to fill the opening in the public works departs (as did most towns on the Shore).