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

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**Town of Onancock**  
**Town Council Meeting**  
**August 28, 2023, at 7:00 p.m.**  
**Agenda**

1. Call to order and roll call.
2. Pledge of Allegiance
3. Approve minutes from the July 24, 2023, meeting.
4. Approve minutes from the June 26, 2023, meeting.
5. Public Hearings
  - a. CDBG Northeast Neighborhood Funding
  - b. Ordinance change Article II : Financial Matters
6. Public Presentation:
  - a. None Scheduled
7. Council Action
  - a. Article II : Financial Matters
  - b. Resolution: Application for IRF loan for 20 Market Street
8. Council discussion:
  - a. Planning Commission recommendation: Article VIIIA: Cultural, Recreational, and Community Facilities District
9. Public Comment
10. Committee Reports
  - a. Personnel (Cindy Holdren)
  - b. Onancock Main Street (Cindy Holdren)
  - c. Historic Onancock School (Sarah Nock)
  - d. Planning Commission (Brandon Brockmeier)
  - e. Waterfront (Fletcher Fosque)
11. Mayor's Report
12. Town Manager's Report
  - a. Manager's Report
  - b. Financial Report
13. Town Councilmember comments
14. Closed session
  - a. Personnel matters: §2.2-3711 (A) (1)
15. Council Action
  - a. Appoint Onancock Economic Development Authority (OEDA) Board Members
16. Adjourn

**Town of Onancock  
Town Council Meeting  
Monday July 24, 2023  
7:00 PM**

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

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

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

**3) Approve minutes from June 26, 2023, meeting –** Councilmember Nock moved to approve the minutes as amended. Councilmember Holdren seconded the motion. Councilmember Oswald and Councilmember Marino requested more comments and clarity on a few points. The updated minutes will be emailed to the council members for review. The motion passed with a 6-0 vote.

**4) Public Hearings**

a. **None Scheduled**

**5) Public Presentation**

a. **None Scheduled**

**6) Council Action:**

a) **Personnel Policies –** Councilmember Holdren reported the personnel policy was reviewed by the former attorney, Rachel Kellam and the current attorney, Hefty, Wiley, and Gore. The personnel committee updated the handbook with the recommended changes.

- Councilmember Oswald asked what source was referenced for the holiday schedule? Councilmember Holdren stated the holiday schedule came from the Code of Virginia. The two changes included adding Juneteenth because it is a federal holiday, and a staff request for Christmas Eve.
- Councilmember Nock recommended a few grammatical changes. Her other questions were answered via email with Town Manger Spuck before the meeting.

Councilmember Holdren moved to adopt the personnel policies with the amendments discussed. Councilmember Oswald seconded the motion. The motion passed with a 6-0 vote.

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**7) Council discussion**

- a) **Hill Studios next steps** – Town Manager Spuck explained Hill Studios was retained to design signs, lighting, and parking for the Town.
- i. **Signs** - The list below indicates the type of sign and the status of each phase of the design.
    - Wayfinding signs – the design is approved. Currently waiting for the specifications for fabrication. Before any signs are bought, Town Council will have the final approval.
    - Entry way sign– the design is not approved. Hill Studios asked Town Manager Spuck for a benchmark or ideas to help with the design process.
    - Street signs – the design is approved. The specs were sent over to a vendor so (1) sign can be ordered and installed. The street sign at Market/Ames needs to be replaced and the new sign will go there.
    - Destination signs – the design is on hold until the entry way sign is approved to allow for continuity.
  - ii. **Lighting** – The list below indicates the type of lighting and the status of each phase of the design.
    - Downtown streetlights – the design is approved. The specifications have been approved and Town Manager Spuck is currently shopping vendors for pricing.
    - Residential streetlights - the design is not approved. Hill Studios is working on another design.
    - Fixtures in front of Town Hall – Hill Studios is looking for a fixture that will complement the architectural style of the building.
    - Gazebo lights –a new design for landscaping and hardscapes is being created. The fixtures at the gazebo will not work with the downtown streetlights; therefore, Hill Studios is looking for a pole that will complement the downtown streetlights and gazebo.
    - Wharf lighting – this design received the most positive feedback from residents.

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- iii. **Parking** – It was suggested for College Ave to be nose-in parking. Mayor Fosque suggested a work session to follow up and discuss the parking study.

**8) Public Comment –**

- a) Patsy Felthousen – 5 Ames St – Mrs. Felthousen wished to discuss the omission of Article IX in the current town code. Haydon Rochester presented Article IX into the minutes at June 2023 meeting stating Article IX gave Historic Onancock School (HOS) the zoning status of Cultural, Recreational, and Community Facility. Mrs. Felthousen stated, “within this zoning status, it gave Friends of Onancock School (FOS) the authority to operate and do whatever they want, and Article IX is not part of new codes recodified on January 25, 2021. Article XIII which is in the town code designates HOS as Parks and Open Space. “
  - Mayor Fosque agreed there is a conflict and confusion with the ordinance. After speaking with the town attorney, Article IX was approved in 2008 but never put in the code. Planning Commission will adopt a new statute for Cultural, Recreational, and Community Facility or rewrite it.
- b) Dr. Greg Felthousen – 5 Ames St. –Dr. Felthousen comments are in alignment with what was already discussed in reference to Article IX. Dr. Felthousen’s written comments will be part of the approved minutes. He stated, “a Special Use Permit (SUP) is the proper way for this issue to be resolved.”
- c) Rosemary Paparo – 9 Holly St – Ms. Paparo stated, “despite 16 years of operation, the Friends of Onancock (FOS) have yet to achieve the benchmark under the lease to the town. The town is still helping with expenditures including \$7,000 annually for property insurance. This is 40% of what the town allocates to assist the Onancock Volunteer Fire Department which is more important. The town also assists with the sewer/water bill which is pursuant to the lease. In the zeal to sustain the school, the town has directed its resources from Market Street and North Street where business owners have substantial personal interest. Other small towns recognize the importance of the downtown district, Onancock is doing the opposite. “
- d) Greg Temple – 76 Market St – Mr. Temple stated, “everyone should start thinking differently when debating the SUP and Article IX, the future of the school should be a part of the process as well as how to change the relationship between the town and FOS. “
- e) Norman Haggie – 16 Hall St – Mr. Haggie received an article about seven charming towns in Virginia. Onancock was listed #3. The article emphasized the small knit community. He hopes the inhabitants of Onancock will be considered when establishing the SUP for the pavilion and not just the decisions of FOS.

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- f) Mark Sinclair – 19142 Greenway Circle – Mr. Sinclair complimented the new sound system and suggested a microphone for the Town Manager. Mr. Sinclair listed several things he did not understand including Onancock Resident’s Group (ORG) not updating their website since March 2023, parliamentary procedures are not followed according to Robert’s Rules of Order, he does not understand how a council person can vote on the lease of FOS, the special zoning applied to the FOS grounds, and the construction of a performance pavilion to only say they did not understand what they were voting for. And lastly, he does not understand how the pavilion can make any money if half of the performances will be free.

**9) Committee Reports**

- **Personnel – (Cindy Holdren)**- Councilmember Holdren reported the personnel committee met to finalize Town Manager Spuck’s evaluation. The evaluation will be delivered in August.
- **Onancock Main Street –(OMS) (Cindy Holdren)** – Councilmember Holdren updated on the following OMS projects:
  - Gift card promotion - \$6,120 was purchased in gift cards. \$5,000 was spent downtown. Approximately \$1,100 has not been redeemed. Currently, there is \$7,000 available for purchase in the bonus cards.
  - Muralist – Curtis Goldstein arrived in town to begin work on the North Street Playhouse mural. The theme of this mural is “History of the Performing Arts in Onancock.”
  - Main St Volunteer hours – from January 2023 – June 2023 OMS recorded 1140 hours in volunteer time. Many volunteers do not record all the hours worked; therefore, the volunteer hours are underreported. The Department of Housing and Community Development values the hourly rate at \$31.80/hour which totals \$36,252 in volunteer time donated to the Town.
  - Visitor apps – OMS would like an opportunity to work with Town Manger Spuck on the visitor apps that are being created.
  - Grants – In 2022 OMS identified and wrote grants for \$73,000 that went to the Town. The administrative fees for these grants were not reimbursed to OMS. Because the town submitted and will be the recipient of the \$1,000,000 grant for the Lilliston Building those administrative fees will be reimbursed to the town.
  - Office space at 38 Market St. – Because the rent is increasing, OMS would like to ask for a commitment from the Town Council to consider

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offering space in the Chandler Building. OMS has a small amount of money available to help renovate the space.

Council discussion ensued.

Councilmember Marino asked how much space would OMS want or need? Councilmember Holdren responded that OMS needs a locked office and access to a conference room.

Councilmember Marino expressed concerns with being asked for a commitment without all the facts or data to make an informed decision. She requested the reference material regarding how other town's budget and/or fund their Main Street programs.

Councilmember Marino would like a town policy for how the town will help other non-profit organizations particularly with the request for free office space in a town building.

Councilmember Brockmeier asked if OMS will have an open-door policy and can assist with visitors? Councilmember Holdren responded OMS could work out a schedule.

Councilmember Nock stated whatever policy is developed, it should be recognized that OMS is in a unique partnership with the town and is not any random non-profit.

Councilmember Oswald does not want to commit to renting the space until the original project (public bathrooms and welcome center) is complete.

Janet Fosque, President of Onancock Main Street asked to speak. (NOTE: this was not during public comments). Mrs. Fosque stated OMS works strictly for the benefit of the town. Renting office space at the Historic Onancock School (HOS) was a temporary solution and the reason it has come up is because the rent is increasing. OMS will not ask the town to spend money on their space. They have money to provide furnishings and other things needed. If the town develops a policy to help non-profits, you should think broader than OMS because the town already heavily assists OBCA events with labor, police presence and moving equipment.

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Councilmember Holdren moved that town council offer space for OMS at 38 Market St. Councilmember Nock seconded the motion.

Councilmember Brockmeier - nay  
Councilmember Burger - yea  
Councilmember Holdren - yea  
Councilmember Marino - nay  
Councilmember Nock - yea  
Councilmember Oswald - nay  
Mayor Fosque voted “yea” to break the tie vote. The motion passed.

After the motion passed, Councilmember Oswald asked Mayor Fosque if he should have recused himself from the vote because his wife is the President of OMS.

Mayor Fosque responded “no.”

Councilmember Marino stated, “there is conflict of interest and there is the appearance of conflict of interest. We need to be more aware of the appearance of conflict of interest.”

- **Historic Onancock School (HOS) - (Sarah Nock) –**
  - a. The Eastern Shore Tourism commission poll voted the HOS galleries as one of the top picks for the upper eastern shore.
  - b. Despite weather delays, the ice cream social was a successful event.
  - c. Over three hundred people attended the “Blooms and Brush” and the “Jam for the Arts” fundraising events.
  - d. Youth Works is a volunteer service group working at the school doing outdoor landscaping and other painting tasks. Paul Nolz is holding the annual soccer camp July 24, 2023, through July 28, 2023.
  - e. The membership drive kick-off is August 2, 2023, during Wine Wednesday.
- **Planning Commission – (Brandon Brockmeier)-** The planning commission did not meet because of the July 4<sup>th</sup> holiday.
- **Waterfront – (Fletcher Fosque) –** Mayor Fosque did not attend the Waterfront Committee meeting; therefore, Town Manager Spuck gave the report. The committee discussed the Boating Infrastructure Grant (BIG). The plan is to apply for grant money to assist with handicap accessibility after hours, a new fuel pump, a new pump-out station, new deck boards and support with advertising dollars. The committee also discussed FY 23 year-end revenue and expenses.

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10) Mayor's Report –

- a) Town Council will task the planning commission to produce a new zoning for the HOS. Although, the planning commission meetings are open to the public it operates as an independent advisory board. Their role is to report to the Town Council any recommendations for zoning and ordinances.
- b) Because Mayor Fosque does not personally or financially gain from OMS, he did not consider his earlier vote a conflict of interest. OMS works for the town so the town is the only beneficiary.

11) Town Manager's Report

a) Manager's Report

- i. HRSD transition – VDOT has approval for the Jefferson St. project but still waiting for approval from Accomack County. DPW is ready with all the necessary supplies to run the water lines.
- ii. Street repairs – VDOT has scheduled the Holly Street culverts for late summer.
- iii. Northeast Revitalization Project – Town Manager Spuck has a meeting Tuesday, July 25, 2023. Police Chief Williams asked to pursue brighter lights for Boundary Ave. Part of the grant allows for new poles with brighter lights. Town Manager Spuck is collaborating with the engineer and ANEC for a solution.
- iv. OBCA purchased two dog shades for the dog park. They will be installed soon.
- v. Security cameras – Town Manager Spuck and Police Chief Williams are working with the manufacturer to troubleshoot a few issues.
- vi. Samuel Outlaw Blacksmith Shop is registered with the National Park Service as a national registered listing.

- b) Financial Report – See attached report.

12) Town Councilmember comment

- a) Councilmember Marino thanked Town Manager Spuck for his detailed monthly reports. She asked when will the Economic Development Authority (EDA) board members will be appointed? Town Manager Spuck responded that after the contract with the Town, EDA, and the developer of the Lilliston Building is complete and



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approved by the attorney, he can then write the loan documents. When the EDA is in place the money can move. Town Manager Spuck estimates this to happen in 60 days. Town Manager Spuck will post an ad on the website for potential board members.

- b) Councilmember Oswald noted the corner of Riley St./ Parker St. and the corner of North/King St has overgrown vegetation and is obstructing the line of vision for drivers.
- c) Councilmember Nock – A few business owners have submitted reimbursements for the Façade Improvement Grant. These business owners have been reimbursed.

Councilmember Marino moved to a closed session to discuss real estate matters as permitted by 2.2-3711 (A) (3). Councilmember Nock seconded the motion. The motion passed with a 6-0 vote. The closed session opened at 9:01 AM.

13) Closed session

- a) Real Property – 2.2-3711 (A)(3)

Councilmember Marino moved to reenter public session and with a roll call vote to certify that no matter was discussed other than that mentioned in the motion to enter closed session. Councilmember Holdren seconded the motion.

Councilmember Brockmeier – yes  
Councilmember Burger – yes  
Councilmember Holdren – yes  
Councilmember Marino – yes  
Councilmember Nock – yes  
Councilmember Oswald – yes

14) Public session – Action Taken during closed session.

Councilmember Marino moved that we reject the offer to sell the piece of town property along the creek behind 4 Market St. Councilmember Brockmeier seconded the motion. The motion passed with a 4-2 vote.

Councilmember Brockmeier – yea  
Councilmember Burger – yea  
Councilmember Holdren – yea  
Councilmember Marino – yea

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Councilmember Nock – nay  
Councilmember Oswald - nay

15) Adjourn – Councilmember Marino moved to adjourn the meeting. Councilmember Brockmeier seconded. The motion passed with a 6-0 vote. The meeting adjourned at 9:31 PM.

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Mayor, Fletcher Fosque

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Town Clerk, Debbie Caton

**Town of Onancock  
Town Council Meeting  
Monday June 26, 2023  
7:00 PM**

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

Vice- Mayor Maphis Oswald called the meeting to order at 7:00 PM and roll was called. Vice-Mayor Maphis Oswald, Councilmembers Cynthia Holdren, Joy Marino, and Sarah Nock were present. Councilmembers Brandon Brockmeier and Ray Burger were not present. Mayor Fletcher Fosque was present via Zoom. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present.

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

**3) Approve minutes from the May 15, 2023, meeting–** Councilmember Holdren moved to approve the minutes. Councilmember Nock seconded the motion. The motion passed with a 4-0 vote.

**4) Approve minutes from the May 22, 2023, meeting -** Councilmember Nock moved to approve the minutes. Councilmember Holdren seconded the motion. The motion passed with a 4-0 vote.

**5) Public Hearings**

- a. **26-4: Speed Limit Ordinance –** The public hearing was opened at 7:04 PM.

**Public Comments:**

Charlie Roe – 142 Market St – Mr. Roe is in favor of the speed limit change but thinks it is important to have police enforcement. In the past, he has spoken to the town about the difficulty with crossing the street in the B-2 district. At that time, his suggestion was cross walks and police enforcement. In his experience, the downtown businesses are treated differently than uptown.

Public hearing closed at 7:10 PM.

Council Comments – Councilmember Holdren thinks there was a miscommunication in that the speed limit change was to facilitate the use of golf carts. She wished to clarify that the changes are for pedestrian safety and not for the less than 20 golf carts in town.

- b. **Chapter 2: Administration, Division 3: Economic Development Authority Ordinance –** Public Hearing opened at 7:13. Town Manager Spuck explained the Economic Development Authority (EDA) needs to be in place for the short-term because the town received a grant from the VA Department of Housing and

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Community Development (DHCD) IRF loan to revitalize a blighted building. The town cannot lend money to a private entity per the attorney; therefore, an EDA board needs to be established to oversee the funds and loan terms. He further went on to explain that in the long term the EDA board will allow for additional funding avenues to stimulate the businesses in Onancock. This will include all businesses despite their location of downtown or uptown.

**Public Comments** – Peter Holt - 15 Meadville – Mr. Holt asked, “would the Town set up a committee to manage the funds?” Town Manger Spuck explained the EDA is a 7-member board and the terms would rotate like a council seat. The plan is to select qualified members from the community to fulfill the skill sets required such as accounting, legal, real estate, and other requirements as needed.

Public hearing closed at 7:20 PM.

**6) Public Presentation**

- a. **Geoff Daking: Sound measurement** – Mr. Daking distributed a packet to town council of his presentation. This packet is included in the approved minutes. He gave a presentation on sound measurement. The goal of the presentation was to help town council and members of the audience better understand how sound is measured. He explained music is more difficult to measure because of the different levels in dynamics and different frequencies. He went on to further explain sound reinforcement and the combination of microphones and speakers. All outdoor music venues will need sound reinforcement. The entire presentation can be viewed at the [www.onanock.com](http://www.onanock.com).

Councilmember Marino asked Mr. Daking what sources were used for the presentation? Mr. Daking responded, “he used data from the Audio Encyclopedia, World Health Organization and Bell Labs. “

Councilmember Marino asked Mr. Daking if he was a sound engineer. He responded “yes”.

*The following comments were out of order and not part of the public comment session. Vice-Mayor Oswald allowed the comments.*

Don Ruthig- Mr. Ruthig spoke from the audience and disagreed with Mr. Daking’s opinion about reinforced sound.

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Clark Williams – Mr. Williams spoke from the audience and explained that residential neighborhoods deserve peace and quiet.

**7) Council Action**

- a. **Section 3-301 to 3-303: Economic Development Authority ordinance -** Councilmember Marino moved to adopt the EDA ordinance. Councilmember Holdren seconded the motion.

Council Discussion –

- Councilmember Marino asked if the council could adopt the ordinance now but later appoint members and establish by-laws? Town Manager Spuck verified with the attorney that we can appoint members and establish by-laws after the ordinance was passed.
- Councilmember Holdren asked the attorney for clarification on the EDA's authority to develop properties outside of the town limits. She has not received a response and would like his response before moving forward with the ordinance. Town Manager Spuck stated this decision would negatively impact more people than being considered. It impacts the contractor that is drawing money from a line of credit at a higher interest rate, it hurts the Town's relationship with DHCH because we cannot process the loan and it hurts Onancock Main Street as the grant award was a huge accomplishment.
- Vice-Mayor Oswald would like to clarify the members of the board will be residents of Onancock. The following is the state regulation in reference to members of the board, *"every director shall, at the time of his appointment and thereafter, reside in a locality within which the authority operates or in an adjoining locality. When a director ceases to be a resident of such locality, the director's office shall be vacant, and a new director may be appointed for the remainder of the term."*

The motion passed with a 4-0 vote.

- b. **Section 26-4: Speed Limit** – Town Manager Spuck asked to redact line A under 1. – Vice-Mayor Oswald moved to approve the ordinance with the above redaction. Councilmember Holdren seconded the motion.

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Council comments:

- Councilmember Holdren asked Town Manager Spuck to elaborate on the resident complaints about the current speed limit. Town Manger Spuck reminded everyone of Mr. Roe’s earlier comments. He also explained the road diet is a large part of the decision on Market St. The road diet will take the four-lane road down to two lanes with bike and pedestrian lanes on each side. Most safety complaints are from residents are about Liberty St. Because there are no sidewalks on Liberty, pedestrians feel unsafe while walking because cars are speeding.
- Councilmember Nock asked if VDOT will approve all or nothing with the suggested speed limit changes. Town Manager Spuck replied saying, “VDOT could do that but he does not know why they would.”

Nock – yea

Maphis – yea

Holdren – yea

Marino – nay

The motion carried with 3-1 vote.

- c. **Onancock Resolution – Boating Infrastructure Grant (BIG)** – The boating infrastructure grant is applied for each year. Last year the award was \$64,000 which helped pay for the new bulkhead. The resolution is required for reimbursement. Councilmember Marino moved to accept the resolution. Vice- Mayor Oswald seconded the motion.

- Councilmember Nock asked for clarification that the work is already complete. Town Manager Spuck confirmed the work is complete.

Motion passed with a 4-0 vote.

8) Council Discussion:

- a) Hill Studios next steps parking – There were three initiatives with the Hill Studio study. 1) Parking – nose-in parking on College Ave. was favorable. The recommendation was to come back and work with VDOT to get nose-in parking. 2) Lighting – The downtown lighting was popular while the residential package was not popular. 3) Signage – The wayfinding signs were well received along with street

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signs. The package that was not received well was the entry way and the destination signs. David Hill asked for any design ideas to help the process begin to move forward. Upon selection, Hill Studios will provide manufacturer, product information and pricing for a proposed budget. Mayor Fosque suggested a work session in July because of the absence of Councilmember Brockmeier and Councilmember Burger. Councilmember Holdren asked if we can get the pricing for the packages that are popular.

9) Public Comments –

- a) Rick Turner – 3 Onancock St – Mr. Turner thinks the FOS have been treated poorly. The board has continued to keep the grounds in great shape and the building is pristine. Any maintenance issues have been managed solely by the FOS board without town involvement. One of many examples includes the request for an outdoor bathroom facility because of the high traffic at the playground. The FOS board worked out a free porta potty deal. He also stated the pavilion will not be a constant nuisance. When the Hill Studio gave their presentation a few months ago, it was noted that music can benefit small towns.
- b) Haydon Rochester – 39 King St –Mr. Rochester is the President of FOS. He stated the school zoning is a unique zoning. The town council gave FOS permission to move forward with the construction of the pavilion and is extremely unfortunate the project is not completed.
- c) Priscilla Hart – 21 Market St – Ms. Hart likes the idea of a town Welcome Center. She hosted a few guest that were staying at the harbor who needed assistance with town sightseeing spots and other activities. Town Manager Spuck informed her that that he is currently working to create a digital walking map and other visitor apps. The grant awarded from VA Tourism will assist in the cost of development.
- d) Clark Williams – 5 Johnson St – Mr. Clark stated when he discusses with new residents as to why they moved to Onancock; many respond with “the peace and quiet of a small town.” The performance pavilion will disrupt this way of life for residents. He charged town council to navigate the issues.

10) Committee Reports

- a) Personnel Committee -Councilmember Holdren reported the personnel committee met to discuss Town Manager Spuck’s annual evaluation. Currently, the revised personnel handbook has not been approved and hopes the revisions can be expedited.

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- b) Planning Commission – In Councilmember Brockmeier’s absence, Town Manager Spuck reported the planning commission reviewed Chapter 38 – Zoning.
- c) Waterfront Committee – In Mayor Fosque’s absence, Town Manager Spuck reported the waterfront committee reviewed performance with slip nights and revenue. With the BIG Infrastructure Grant, the Harbor can install a new fuel pump, pump out station, and a handicap ramp.

11) Mayor’s Report – defer to next month.

12) Town Manager’s Report

- a) HRSD – The utility repair to install sewer laterals on Jefferson St. qualifies as a patch/repair and the road will be brought up to VDOT standards. It is no longer necessary for the road to be a one-way street.
- b) VA Tourism Grant – With the grant award money, we are creating a walking map and interactive map system to use on your phone.
- c) Town website – Town Manager Spuck had a zoom call with the website developer, and they came to an agreement on the landing page. A contractor was hired to work on social media presence.
- d) ARPA – The generator, cameras and new equipment have been moved to the DOJ grant. The county has the plans for the new police station because there is a life safety approval required.
- e) 38 Market St – a floor plan has been approved.

Financial Report – Town Manager Spuck reviewed the financial report.

13) Town Council comments –

- Councilmember Nock - She reminded everyone of the ice cream social on July 3, 2023.
- Vice- Mayor Oswald – She stated the mayor’s job is not easy and she appreciates everyone’s patience with running the meeting.
- Councilmember Holdren – The HOS Blooms and Brush tour was well attended and hopes this will become an annual event. She reminded everyone about OMS gift card promotion. The new mural at North Street Playhouse will start towards the end of July.
- Councilmember Marino –She is sorry to see Charlie Roe leave town and thanked him for his help.



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14) Closed Session -not necessary

15) Adjourn – Councilmember Marino moved to adjourn the meeting. Councilmember Holdren seconded the motion. The motion passed with a 4-0 vote. The meeting adjourned at 9:28 PM.

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Mayor, Fletcher Fosque

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Town Clerk, Debbie Caton

### **CDBG Public Hearing Notice (first)**

The Town of Onancock will hold a public hearing on August 28, 2023 at 7:00 p.m. to solicit public input on local community development and housing needs in relation to the Northeast Neighborhood of Onancock Community Development Block Grant (CDBG) funding within the Town.

Information on the amount of funding available, the requirements on benefit to low-and moderate-income persons, eligible activities, and plans to minimize displacement and provide displacement assistance as necessary will be available. Citizens will also be given the opportunity to comment on the Town's past use of CDBG funds. All interested citizens are urged to attend. For additional information, contact Eric Luchansky at (757)787-2936, extension 118.

Comments and grievances can be submitted in writing to Accomack Northampton Planning District Commission at P.O. Box 417, 23372 Front Street, Accomac, VA 23301, or by phone at (757)787-2936, TDD at 7-1-1, until noon of the day of the hearing.

If you plan to attend and have any special needs requirements, please call the number above.

**ARTICLE II. FINANCIAL MATTERS**

**Sec. 16-19. Fiscal year.**

The fiscal year of the town shall begin on July 1 of each year and end on June 30 of the following year.

(Code 1989, § 9-1(A); Ord. No. O-08-2012, 11-26-2012)

State law reference(s)—Uniform fiscal year, Code of Virginia, § 15.2-2500.

**Sec. 16-20. Worthless check fee.**

There is hereby imposed a fee, as established from time to time by the town council and maintained on file in the office of the town manager, upon any person who shall utter, publish or pass any check, draft, or order for payment of taxes or any other sums due to the town of any description whatsoever, which is subsequently returned for insufficient funds or because there is no account or the account has been closed, or because such check, draft, or order was returned because of a stop-payment order placed in bad faith on the check, draft, or order by the drawer. There may be an administrative fee charged in addition to the fee, which may not exceed the actual fee charged by the bank to the town.

(Code 1989, § 9-1(B); Ord. No. O-08-2012, 11-26-2012)

State law reference(s)—Returned check fee, Code of Virginia, § 15.2-106.

**Sec. 16-21. Credit card fee.**

~~There is hereby imposed~~town may impose a fee, not to exceed the amount actually charged to the town for processing such payment plus a reasonable administrative fee, specifically not to exceed four percent, on all revenue collections of any type or description accepted by the town, including, but not limited to, taxes, interest, penalties, fees, fines or other charges, whenever any such collection is paid by credit card, debit card or electronic fund transfer. The fee imposed by this section shall be added to the aforesaid collection at the time of payment and become part of the total charged.

(Code 1989, § 9-1(C); Ord. No. O-08-2012, 11-26-2012)

State law reference(s)—Authority to accept credit cards, etc., Code of Virginia, § 2.2-614.1.

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**Sec. 16-22. Trust for Investing Funds.**

That, pursuant to Sections 2.2-4501 et seq. and 15.2-1300 of the Virginia Code, the Town Council of the Town of Onancock hereby establishes a trust for the purpose of investing funds, other than sinking funds, determined to derive the most benefit from this investment strategy, in investments authorized under the Investment of Public Funds Act, jointly with other participating political subdivisions and public bodies in the Trust Fund. A copy of the Virginia Investment Pool Trust Fund Agreement (the "Trust Fund Agreement") is available with the Financial Policies of the Town of Onancock.

(Code TBD Civic Plus)

**Sec. 16-23. Participating Political Subdivision.**

That the Town of Onancock agrees to become a "Participating Political Subdivision" in the Trust Fund, as further defined in the Agreement.

(Code TBD Civic Plus)

**Sec. 16-24. Trustee.**

That the Town Council of the Town of Onancock does hereby designate the Town Manager of the Town of Onancock to serve as the trustee of the Town of Onancock with respect to the Trust Fund, and to determine what funds under his/her control shall be invested in the Trust Fund.

(Code TBD Civic Plus)

**Sec. 16-25. Town Manager Authorization.**

That the Town Council of the Town of Onancock hereby authorizes the Town Manager to execute and deliver the Trust Joinder Agreement for Participating Political Subdivisions under the Virginia Investment Pool Trust Fund ("Trust Joinder Agreement"), a copy of which is available with the Town of Onancock Financial Policies.

(Code TBD Civic Plus)

**Sec. 16-26. Effective Date.**

This ordinance shall become effective upon its adoption.

(Code TBD Civic Plus)

**Secs. 16-~~27~~—16-45. Reserved.**

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

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## Town of Onancock

### Resolution

Dated this 28<sup>th</sup> day of August 2023.

Be it resolved, the Town of Onancock wishes to apply for one million dollars and no cents (\$1,000,000.00) of Industrial Revitalization Loan Funds for the Building Renovation Project located at 20 Market Street for the proposed end use of renovating an historic downtown building and to achieve market-driven redevelopment of this long-vacant and prominently located commercial building.

Whereas private investor funds from Fletcher and Janet Fosque will also be expended on this project, it is projected that the businesses will occupy this abandoned space will fulfill the results of the ARPA Planning Grant 2023 (23-IRFPG-05).

Be it further resolved that Matthew Spuck, Town Manager, is hereby authorized to sign and submit appropriate documents for the submittal of this Industrial Revitalization Loan Fund proposal and the Onancock Economic Development Authority shall serve as the administering agency.

Moved: \_\_\_\_\_

Proper Second: \_\_\_\_\_

Vote: \_\_\_\_\_

Signed:

\_\_\_\_\_  
Maphis Oswald, Vice-Mayor

Attest:

\_\_\_\_\_  
Debbie Caton, Clerk

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

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August 15, 2023

Dear Council members,

At the August 7, 2023, Planning Commission meeting at which a quorum was present, a motion was made and properly seconded to recommend to you Article VIII A: Cultural, Recreational, and Community Facilities ordinance as it was originally adopted in September 2008.

As you know, in 2021 when the town code was put online using Municode, this ordinance was not included and therefore ceased to exist when the entire code was codified, which is why we must revisit the 2008 ordinance.

The lease with the Friends of Onancock School began in August 2007. The original ordinance was adopted by Council in September 2008. That ordinance allows for "facilities for ... uses such as but not limited to ... performance, and display of the visual and performing arts..." We believe this ordinance alone allows for the Friends of Onancock School to build the facility and use it for performances. Suggesting that the ordinance allows only for a facility that *could* be used for performances, but does not actually allow for those performances is, in our opinion, not reasonable, and does not meet the intent of the ordinance. Therefore, we do not believe the ordinance requires a Special Use Permit requirement to fulfill the ordinance as written and adopted by your predecessors.

In addition to those reasons, we believe that because the FOS was operating in good faith under the 2008 ordinance, it is reasonable to assume they did not need a permit for a project allowed by their lease and the ordinance put in place shortly after their lease with the Town was formalized. They were operating under the 2008 ordinance and as with any operation in Virginia, subsequent changes to ordinance (2021 codified ordinances) do not affect those operating under the previous version of the code.

The purpose, as we understand it, for amending the ordinance with a Special Use Permit is to add guidelines to the performances at the Pavilion. The purpose of a performance venue is to perform. It is not a special use.

We believe that FOS has been an asset to the town by bringing more art and artists to town. We believe they have transformed a town building and town property that the town did not have the resources to preserve or enhance. FOS has proven to be trustworthy and has added value to the community for over 15 years. The property has held many, many concerts, and events over the years without a special use permit, which gives them good faith precedent. We believe a small formal group can help shape guidelines without such formality.

The Planning Commission deliberated and voted 4-1 in favor of recommending the original ordinance to the Town Council for consideration.

Submitted by Planning Commission

**ARTICLE VIII. PARKS AND OPEN SPACES DISTRICT (POS)**

**Sec. 38-229. Statement of intent.**

The Parks and Open Spaces District (POS) is composed of several areas used as public parks, public recreation facilities, and open spaces. The regulations for this district are designed to enhance the aesthetic appeal of the town, to promote the public health of residents, and to provide public recreation facilities.

(Code 1989, § 24-51; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

**Sec. 38-230. Principal permitted uses.**

The following uses shall be permitted, subject to all other requirements of this chapter, as a matter of right in the Parks and Open Spaces District (POS):

- (1) Open undeveloped spaces.
- (2) Publicly-owned parks and recreational facilities.

(Code 1989, § 24-52; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997)

**Sec. 38-231. Special exceptions.**

The following uses shall be permitted in the Parks and Open Spaces District (POS) subject to all other requirements of this chapter only upon the obtaining of a special use permit from the town council:

- (1) Public or private fair or carnival facilities operated for or by a charity or nonprofit organization.
- (2) Private recreational facilities.
- (3) Wireless communication facilities.

(Code 1989, § 24-53; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997; Ord. of 7-26-2018, § 24-53)

**Sec. 38-232. Setback regulations.**

The following setback regulations shall apply in the Parks and Open Spaces District (POS):

- (1) Buildings shall be located 35 feet or more on any street right-of-way.
- (2) Accessory buildings shall be located 35 feet or more from any street right-of-way.

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- (3) Wireless communication facilities (WCFs), upon the obtaining of a special use permit from the town council, shall have a minimum setback from the property line equal to 110 percent of the engineered fall zone of the support structure or tower.

(Code 1989, § 24-54; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997; Ord. of 7-26-2018, § 24-54)

**Sec. 38-233. Height regulations.**

Buildings in the Parks and Open Spaces District (POS) may be erected up to 2 ½ stories and 35 feet in height. WCFs, upon the obtaining of a special use permit from the town council, shall be exempt from the height regulations contained herein, subject to regulations which may be imposed by the Federal Aviation Administration and approval of the town council.

(Code 1989, § 24-55; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997; Ord. of 7-26-2018, § 24-55)

**ARTICLE VIIIA. CULTURAL, RECREATIONAL, AND COMMUNITY FACILITIES (CRCF)**

**Sec. 38-234. Statement of intent.**

The Cultural, Recreational, and Community Facilities district is composed of areas within the Town of Onancock which are deemed to be appropriate locations for such uses as permitted. The regulations for this district are designed to facilitate the provision of space for cultural expression, educational opportunities, recreational activities, and other social and community uses.

(Code TBD Civic Plus))

**Sec. 38-235. Principal permitted uses.**

The following uses shall be permitted, subject to all other requirements of this chapter, as a matter of right in the Parks and Open Spaces District (POS):

- (1) Facilities for cultural, recreational, social and community uses such as but not limited to practice, performance, and display of the visual and performing arts, educational activities, recreation and physical fitness activities, meetings, conferences, and other community or social gatherings.
- (2) Commercial sales and marketing activities associated with the above uses, including but not limited to art galleries and shows, open houses, fundraisers, performance and event ticket sales and registration.
- (3) Outdoor recreational uses, including, but not limited to, sports fields and courts, playgrounds, walking, biking, and fitness trails, picnic facilities and facilities for



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temporary outdoor uses such as sports tournaments, art shows, festivals, weddings, or other organized gatherings.

- (4) Administrative offices, facilities and activities customarily associated with the operation of the permitted uses.

(Code TBD CivicPlus)

**Sec. 38-236. Setback regulations.**

The following setback regulations shall apply in the Cultural, Recreational, and Community Facilities district:

- (1) Buildings shall be located 35 feet or more on any street right-of-way.
- (2) Accessory buildings shall be located 35 feet or more from any street right-of-way.
- (3) Wireless communication facilities (WCFs), upon the obtaining of a special use permit from the town council, shall have a minimum setback from the property line equal to 110 percent of the engineered fall zone of the support structure or tower.

(Code TBD Civic Plus)

**Sec. 38-237. Height regulations.**

Buildings may be erected up to 2 ½ stories and 35 feet in height.

(Code TBD Civic Plus)

**Secs. 38-238—38-259. Reserved.**

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

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Town Manager Report – August 28, 2023

HRSD Transition

- The Jefferson Street project is being staged now. It is expected to begin in mid-September. Any impact of the street closure will be communicated.

Street Repairs

- Holly Street VDOT is scheduling the new culverts for summer. No new dates have been shared by VDOT.

Town Plan

- We are still developing entry and destination signs. The street signs and wayfinding signs are having specs finalized to order 1 of each.
- I am looking for vendors for streetlights to see if they have standard fixtures similar to those drawn by Hill.

Northeast Revitalization Project

- Contracts to demolish and remove debris from 4 Church and 8 Watson are in the process of being signed. 15 Cross is beginning that process. The first demo should begin in mid-September.
- I am getting quotes from ANEC for the brightest streetlights available. This is at the request of residents and the police.

VTC (Virginia Tourism Grant)

- The website application is being fine-tuned. I am going to price a professional photographer to take exterior shots of each business for the web and the app.
- We have placed a half page ad in PropTalk. Our two-page destination highlight in the Waterway Guide is in the final edit. Social media campaigns are moving forward and being pushed to larger markets within 4 hours of Onancock.

VODOT (TAP for King Street Sidewalk project)

- We were approved to submit a full application. This is due to VDOT in 3 weeks.

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

- Our Town attorney has the agreements for review and edit. After that is complete, we submit to DHCD for final contract date. After all is signed, we can begin to distribute funds through the EDA.

Website

- The website is about 6 weeks from being complete.

Open ARPA Project Updates

- Police Generator (\$0) –moved to DCJS grant.
  - Putting Bid documents on our site and calling current vendors to notify of opportunity.
- GIS Water System (\$15,000)
  - Project closed.
- Police Department Renovation (\$150,000 – reappropriated because of the DCJS grant)
  - We need the contractor's name before we can get the final building permit from the County. I hope to get the CD for 38 Market and put both to bid and secure a contractor as quickly as possible.
- Welcome Center and Public Restrooms (\$340,000 –higher because of the DCJS grant)
  - See above.

- Dog Park (\$25,000)
  - Project complete.
  - OBCA purchased 2 shade structures for the park. We will install them at the first available time.
- Northeast Park (\$52,000)
  - The selected equipment is on order. We expect September or October installation.
- Security Cameras (\$145,000) –moved to DCJS grant.
  - The cameras have been installed and staff trained. There are a lot of adjustments to me made now that they are in place and being used.
- Air Conditioning upstairs (\$20,000)
  - No activity
- Matching Grants for Business Facades (\$90,000)
  - Award letters have been distributed. To date \$16,016 of grant funds have been distributed.
- Sunset Park (\$40,000)
  - I met with the first paver contractor that Tammy Hill suggested. I am going to mark the area and talk with Hill to make sure the design matches theirs. I need two more quotes.
- Touchless Fixtures at LL (\$3,500)
  - We are purchasing the materials after baseball season. Using it as a project for rainy days.
- Drainage Ditch Cleanout (\$7,500)
  - This project will likely be the two storm drains going under Johnson toward the south. They are completely packed and cannot divert the rainwater.
- Water Valve Isolation (\$15,000)
  - I am waiting for the water meter replacement project to begin. I would like to have the same type of meter as all the other remote read meters installed.
- Duckbill at Wharf (10,000)
  - Likely these funds can be reappropriated.
- Dredging under floating docks (\$90,000)
  - We will begin to prepare the spill site as time allows.
  - We are beginning the process to put bid documents together.
- Downtown Visual Improvements (\$35,000)
  - Waiting until the 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)
  - We suggest using these funds and other reserves for the King Street project for a portion of the grant match.

#### Miscellaneous

- We have started to re-write Town Code Chapter 34 – Utilities. This chapter is 32 pages long as published today. I will be making first pass edits and giving each of you a binder with current and proposed edits. Because this will be more than 75 pages of text, I think having a binder with paper copies will be easier to manage.
- I am enrolled in the first course required for the PADM certificate.
- The meter replacement project is on schedule. We located about 140 meters the surveyors could not find. They will get the locations complete this week. The selection of the meters is starting.
- Three new houses are being built and will need water and sewer connections. This will take all three guys at least a day each, plus the huge project of providing water service to all of Jefferson. With chipping, meter reads, and grass cutting, please acknowledge the incredible amount of work this small crew accomplishes for the town.
- I am starting to spend more time working with our attorney to enforce serious zoning violations.
- We have enlisted an agency to attempt to collect seriously past due (5 years) personal property taxes.

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

ALL DEPARTMENTS	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B	Explanation
				\$	%					
<b>Revenue</b>										
Administration	47,129	1,393,125	3%	(1,345,996)	(97%)	1,296,397	1,391,245	1,402,274		
Water	54,910	430,500	13%	(375,590)	(87%)	420,140	491,897	565,045		
Sewer	60,201	0	No Budget	60,201	0%	1,025,382	1,121,513	821,749		
Wharf	46,593	184,050	25%	(137,457)	(75%)	198,463	206,989	206,618		
Police	506	64,000	1%	(63,494)	(99%)	55,140	41,997	85,957		
<b>Total Revenue</b>	<b>209,338</b>	<b>2,071,675</b>	<b>10%</b>	<b>(1,862,337)</b>	<b>(90%)</b>	<b>2,995,522</b>	<b>3,253,641</b>	<b>3,081,643</b>		
<b>Expenditures</b>										
Council	3,176	75,868	4%	72,692	96%	41,247	39,942	59,837		
Administration	33,318	536,996	6%	503,678	94%	496,887	491,268	533,173		
Water	23,866	430,500	6%	406,634	94%	218,974	247,147	423,790		
Sewer	17,392	0	No Budget	(17,392)	0%	556,205	406,064	645,152		
Wharf	44,982	202,306	22%	157,324	78%	177,250	199,066	235,651		
Police	50,141	528,539	9%	478,398	91%	325,746	394,355	424,978		
Bld and Streets	9,821	189,317	5%	179,496	95%	133,009	156,818	169,928		
Parks & Land.	7,423	108,149	7%	100,726	93%	23,667	74,668	107,866		
<b>Total Expenditures</b>	<b>190,119</b>	<b>2,071,675</b>	<b>9%</b>	<b>1,881,556</b>	<b>91%</b>	<b>1,972,985</b>	<b>2,009,328</b>	<b>2,600,375</b>		
<b>Net Change</b>	<b>19,219</b>	<b>0</b>		<b>19,219</b>	<b>0%</b>	<b>1,022,537</b>	<b>1,244,313</b>	<b>481,268</b>		

Percentage of Year Completed: 8%

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

	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b>TOWN COUNCIL</b>									
<b>Expenditures</b>									
Wages, Taxes & Benefits	1,176	15,527	8%	14,351	92%	14,793	15,118	15,129	
Town Attorney	2,000	24,000	8%	22,000	92%	735	2,733	18,000	
Travel And Training	0	2,000	0%	2,000	100%	25	0	0	
Main Street Partners	0	25,500	0%	25,500	100%	15,000	15,000	19,571	
Es Tourism-Tot Share	0	4,500	0%	4,500	100%	4,620	4,154	4,600	
Liability Insurance	0	4,341	0%	4,341	100%	6,074	0	2,150	
Office Supplies	0	0	No Budget	0	0%	0	2,937	387	
<b>Total Expenditures</b>	<b>3,176</b>	<b>75,868</b>	<b>4%</b>	<b>72,692</b>	<b>96%</b>	<b>41,247</b>	<b>39,942</b>	<b>59,837</b>	

Percentage of Year Completed: 8%

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

ADMINISTRATION Revenue	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Real Property-Current	0	380,146	0%	(380,146)	(100%)	324,439	373,468	379,753	
Real Property-Late	80	20,000	0%	(19,920)	(100%)	78,952	32,135	28,464	
Public Service-Real	0	15,000	0%	(15,000)	(100%)	17,593	15,814	3,799	
Personal Property-Current	138	166,305	0%	(166,167)	(100%)	190,967	255,838	183,797	
Personal Property-Late	285	10,000	3%	(9,715)	(97%)	15,867	15,459	15,056	
Penalties	87	13,000	1%	(12,913)	(99%)	21,897	9,240	7,703	
Local Sales Tax	0	91,834	0%	(91,834)	(100%)	89,367	92,372	105,461	
Consumers Utility Tax	3,317	51,000	7%	(47,683)	(93%)	55,696	56,036	50,339	
Business License Tax	93	3,000	3%	(2,907)	(97%)	35,768	3,711	3,465	
Vehicle Decals	30	26,000	0%	(25,970)	(100%)	5,213	20,834	26,348	
Bank Stock Taxes	0	33,000	0%	(33,000)	(100%)	48,262	45,329	32,307	
Communication Tax	5,449	75,000	7%	(69,551)	(93%)	74,358	70,214	71,938	
Transient Occupancy	6,608	34,000	19%	(27,392)	(81%)	20,816	26,094	25,220	
Building/Zoning Perm	25	2,500	1%	(2,475)	(99%)	1,700	1,975	2,100	
Meals Tax	22,572	248,000	9%	(225,428)	(91%)	194,319	237,448	255,108	
Meals & Transient La	0	0	No Budget	0	0%	1,999	685	3,722	
Rental Of Property	1,082	12,240	9%	(11,158)	(91%)	12,240	13,767	13,164	
Water Tower Rental I	0	6,850	0%	(6,850)	(100%)	6,850	0	6,850	
Grass Cutting	0	4,500	0%	(4,500)	(100%)	0	0	4,515	
Trash Revenue	6,808	106,000	6%	(99,192)	(94%)	53,340	61,280	90,448	
Town Plan	0	25,000	0%	(25,000)	(100%)	0	0	41,364	
Transfers In	553	0	No Budget	553	0%	0	0	0	
Miscellaneous Revenue	0	32,000	0%	(32,000)	(100%)	30,697	9,766	11,531	
Fire Program Funds	0	15,000	0%	(15,000)	(100%)	15,000	15,000	15,000	
Litter Control Grant	0	1,250	0%	(1,250)	(100%)	820	108	2,723	
Va Comm For The Arts	0	1,500	0%	(1,500)	(100%)	0	1,500	3,000	
Loan And Grants Proc	0	20,000	0%	(20,000)	(100%)	0	33,000	19,100	

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

<u>ADMINISTRATION</u>		ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance \$   %	2021	2022	2023	Trend 2020-2024B
<b>Total Revenue</b>		<b>47,129</b>	<b>1,393,125</b>	<b>3%</b>	<b>(1,345,996)</b>	<b>1,296,397</b>	<b>1,391,245</b>	<b>1,402,274</b>	
<b>Expenditures</b>									
Wages, Taxes & Benefits	14,385	185,958	8%	171,573	92%	205,673	180,235	176,092	
Legal And Collection	0	0	No Budget	0	0%	0	1,750	0	
Audit Service	0	24,500	0%	24,500	100%	16,750	17,750	24,500	
Bank Processing Fees	324	3,600	9%	3,276	91%	5,108	3,576	2,659	
Credit Card Fees	1,019	11,500	9%	10,481	91%	369	9,217	12,842	
Payroll Processing F	1,385	8,450	16%	7,065	84%	3,259	7,263	6,798	
Temp Services	0	2,500	0%	2,500	100%	0	0	0	
Professional Develop	0	12,000	0%	12,000	100%	200	227	1,099	
Software Subscriptio	5,877	28,000	21%	22,123	79%	0	20,323	27,493	
Software Support	0	13,665	0%	13,665	100%	0	10,408	16,043	
Office Equipment	197	4,000	5%	3,803	95%	21,595	7,982	8,549	
Advertising	0	10,000	0%	10,000	100%	2,951	10,503	12,324	
Postage	0	3,000	0%	3,000	100%	2,626	1,289	2,021	
Telephone	384	6,000	6%	5,616	94%	1,680	3,272	4,976	
Property Insurance	0	1,377	0%	1,377	100%	0	805	681	
General Liability In	0	5,661	0%	5,661	100%	0	12,333	3,416	
Workers Comp	0	306	0%	306	100%	0	330	54	
Travel	0	1,000	0%	1,000	100%	0	45	0	
Dues & Membership	1,035	1,200	86%	165	14%	1,072	2,440	1,086	
Office Supplies	0	10,000	0%	10,000	100%	8,519	7,411	9,483	
Historic Onancock Sc	0	0	No Budget	0	0%	7,500	0	450	
Hos - Property Insur	0	7,979	0%	7,979	100%	0	6,503	5,954	
Cultural Enrichment	0	3,000	0%	3,000	100%	1,250	2,669	3,041	
Miscellaneous	0	3,500	0%	3,500	100%	3,261	574	110	
Website & Printing	0	5,000	0%	5,000	100%	0	318	13,430	

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

ADMINISTRATION	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Town Events	0	6,500	0%	6,500	100%	0	266	1,996	
Employee Welfare	29	500	6%	471	94%	686	1,176	414	
Computer Capital Out	0	0	No Budget	0	0%	0	0	2,945	
Contingency	600	8,000	8%	7,400	93%	0	5,030	3,800	
Bank Building Loan	0	0	No Budget	0	0%	0	26,781	6,696	
Trash Collection Ser	8,083	104,800	8%	96,717	92%	101,110	106,244	102,597	
Town Plan	0	25,000	0%	25,000	100%	0	0	41,391	
Contribution To Fire	0	25,000	0%	25,000	100%	25,000	25,000	25,000	
Fire Programs Funding	0	15,000	0%	15,000	100%	15,000	15,000	15,000	
<b>Total Expenditures</b>	<b>33,318</b>	<b>536,996</b>	<b>6%</b>	<b>675,251</b>	<b>126%</b>	<b>496,887</b>	<b>491,268</b>	<b>533,173</b>	

<b>Net Change</b>	<b>13,811</b>	<b>856,129</b>	<b>2%</b>	<b>(670,745)</b>	<b>(78%)</b>	<b>799,510</b>	<b>899,977</b>	<b>869,101</b>	
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Percentage of Year Completed: 8%



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

WATER	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b>Revenue</b>									
Water Charges	53,725	425,000	13%	(371,275)	(87%)	394,911	424,515	548,614	
Water & Sewer Penalt	1,005	5,500	18%	(4,495)	(82%)	19,615	16,671	12,765	
Miscellaneous Revenue	180	0	No Budget	180	0%	2,614	49,628	2,167	
<b>Total Revenue</b>	<b>54,910</b>	<b>430,500</b>	<b>13%</b>	<b>(375,590)</b>	<b>(87%)</b>	<b>420,140</b>	<b>491,897</b>	<b>565,045</b>	
<b>Expenditures</b>									
Wages, Taxes & Benefits	11,647	152,526	8%	140,879	92%	116,120	109,047	138,505	
Training & Travel	0	4,000	0%	4,000	100%	0	79	0	
Vehicle Repair	0	750	0%	750	100%	3,045	1,018	0	
Repair & Maintenance	5,967	25,000	24%	19,033	76%	17,552	10,960	28,363	
Auto Insurance	0	450	0%	450	100%	0	412	0	
Printing Utility Bil	0	500	0%	500	100%	507	0	0	
Advertising	0	250	0%	250	100%	0	0	0	
Electric Services	251	20,000	1%	19,749	99%	13,779	14,974	15,360	
Postage	0	2,000	0%	2,000	100%	755	1,123	844	
Reserve For Cip	0	0	No Budget	0	0%	0	19,420	42,530	
Dues & Memberships	0	950	0%	950	100%	527	0	0	
Health Department Fe	2,169	3,000	72%	831	28%	2,165	2,169	2,169	
Vehicle Fuel	54	2,500	2%	2,446	98%	1,863	2,366	1,753	
Lab Supplies	133	2,000	7%	1,867	93%	998	2,064	3,413	
Purification Supplie	0	28,000	0%	28,000	100%	21,099	8,935	24,065	
Outside Consultants	3,628	9,400	39%	5,772	61%	0	300	1,725	
Small Tools & Equipm	0	3,800	0%	3,800	100%	80	2,650	3,099	
Property Insurance	0	3,300	0%	3,300	100%	0	0	1,814	
Interest - Bond - Wa	0	55,900	0%	55,900	100%	36,945	36,154	55,900	
Interest - Bond - Wa	0	1,668	0%	1,668	100%	1,662	1,588	2,456	
Interest - Bond - Wa	0	99,636	0%	99,636	100%	0	25,491	99,637	
<b>Total Expenditures</b>	<b>23,866</b>	<b>430,500</b>	<b>6%</b>	<b>406,634</b>	<b>94%</b>	<b>218,974</b>	<b>247,147</b>	<b>423,790</b>	
<b>Net Change</b>	<b>31,043</b>	<b>0</b>		<b>31,043</b>	<b>0%</b>	<b>201,166</b>	<b>244,750</b>	<b>141,256</b>	

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

SEWER	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b>Revenue</b>									
Sewer Charges	60,021	0	No Budget	60,021	0%	1,014,068	1,071,885	818,382	
<b>Total Revenue</b>	<b>60,201</b>	<b>0</b>	<b>No Budget</b>	<b>60,201</b>	<b>0%</b>	<b>1,025,382</b>	<b>1,121,513</b>	<b>821,749</b>	
<b>Expenditures</b>									
Coll.Repair/Maintena	17,151	0	No Budget	(17,151)	0%	75,412	136,140	253,160	
Electric Services	241	0	No Budget	(241)	0%	71,544	45,809	3,675	
Telephone	0	0	No Budget	0	0%	9,541	11,974	(1,062)	
Reserve For Capital	0	0	No Budget	0	0%	0	0	100,000	
Hrsd Transition Cost	0	0	No Budget	0	0%	17,021	23,577	2,536	
Transfer To Reserve	0	0	No Budget	0	0%	0	0	283,715	
<b>Total Expenditures</b>	<b>17,392</b>	<b>0</b>	<b>No Budget</b>	<b>(17,392)</b>	<b>0%</b>	<b>556,205</b>	<b>406,064</b>	<b>645,152</b>	
<b>Net Change</b>	<b>42,809</b>	<b>0</b>		<b>42,809</b>	<b>0%</b>	<b>469,177</b>	<b>715,449</b>	<b>176,596</b>	

Percentage of Year Completed: 8%

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

POLICE	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b>Revenue</b>									
Traffic Fines	376	13,000	3%	(12,624)	(97%)	8,290	6,904	13,226	
Esummons	130	0	No Budget	130	0%	0	110	960	
Grant - 599	0	35,000	0%	(35,000)	(100%)	46,850	29,678	32,647	
Grant - Doj O.T.	0	9,000	0%	(9,000)	(100%)	0	1,005	30,867	
Grant - Hwy Safety	0	7,000	0%	(7,000)	(100%)	0	4,300	8,257	
<b>Total Revenue</b>	<b>506</b>	<b>64,000</b>	<b>1%</b>	<b>(63,494)</b>	<b>(99%)</b>	<b>55,140</b>	<b>41,997</b>	<b>85,957</b>	
<b>Expenditures</b>									
Wages, Taxes & Benefits	33,960	416,492	8%	382,532	92%	288,004	321,795	363,362	
Court Costs	0	500	0%	500	100%	0	178	0	
Training	1,925	4,000	48%	2,075	52%	4,384	2,690	2,397	
New Officer Training	10,000	17,776	56%	7,776	44%	0	8,327	(35)	
Vehicle Repair	160	3,591	4%	3,431	96%	2,650	2,791	4,052	
Computer Maintenance	30	4,500	1%	4,470	99%	2,691	4,652	1,127	
Security Cameras	520	16,280	3%	15,760	97%	0	0	0	
Telephone Services	242	2,904	8%	2,662	92%	3,394	3,165	2,708	
Line Of Duty Act	0	3,809	0%	3,809	100%	2,742	3,655	3,462	
Vehicle Insurance	0	2,966	0%	2,966	100%	0	2,801	2,484	
Workers Comp	0	10,100	0%	10,100	100%	0	8,823	7,214	
Travel	0	500	0%	500	100%	35	35	164	
Office Supplies	0	3,750	0%	3,750	100%	3,741	2,324	2,528	
Vehicle Fuel	544	12,000	5%	11,456	95%	7,018	12,527	11,034	
Uniforms	24	3,000	1%	2,976	99%	2,046	1,382	2,485	
Animal Population Co	0	500	0%	500	100%	587	954	0	
Police Supplies	2,736	6,211	44%	3,475	56%	8,317	10,443	7,546	
Police Vehicles	0	19,660	0%	19,660	100%	0	6,554	13,108	
<b>Total Expenditures</b>	<b>50,141</b>	<b>528,539</b>	<b>9%</b>	<b>478,398</b>	<b>91%</b>	<b>325,746</b>	<b>394,355</b>	<b>424,978</b>	
<b>Net Change</b>	<b>(49,635)</b>	<b>(464,539)</b>	<b>11%</b>	<b>414,904</b>	<b>89%</b>	<b>(270,606)</b>	<b>(352,358)</b>	<b>(339,021)</b>	

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

WHARF	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-20248
				\$	%				
<b>Revenue</b>									
Boat Dockage Fees-Mo	0	250	0%	(250)	(100%)	125	1,311	650	
Boat Dockage Fees-Tr	13,672	55,000	25%	(41,328)	(75%)	75,106	60,562	71,443	
Parking Fee	56	300	19%	(244)	(81%)	995	512	232	
Gasoline Sales	29,701	112,000	27%	(82,299)	(73%)	108,700	128,103	121,932	
Ice And Other	644	3,500	18%	(2,856)	(82%)	2,513	7,628	4,971	
Golf Cart	870	4,000	22%	(3,130)	(78%)	0	0	0	
Wharf Electric	1,650	9,000	18%	(7,350)	(82%)	10,604	8,537	7,390	
<b>Total Revenue</b>	<b>46,593</b>	<b>184,050</b>	<b>25%</b>	<b>(137,457)</b>	<b>(75%)</b>	<b>198,463</b>	<b>206,989</b>	<b>206,618</b>	
<b>Expenditures</b>									
Wages, Taxes & Benefits	14,374	71,072	20%	56,698	80%	60,661	55,949	59,458	
Square Cc Fees	1,416	5,500	26%	4,084	74%	4,365	5,423	5,732	
Vehicle Repair	0	200	0%	200	100%	0	259	296	
Electric Services	651	6,000	11%	5,349	89%	4,993	4,415	4,728	
Telephone	0	700	0%	700	100%	629	624	344	
Property Insurance	0	448	0%	448	100%	0	319	222	
Auto Insurance	0	412	0%	412	100%	0	412	199	
Worker'S Comp Insura	0	2,424	0%	2,424	100%	0	2,670	611	
Office Supplies	338	250	135%	(88)	(35%)	0	289	2,663	
Wharf Janitorial Sup	270	1,000	27%	730	73%	661	351	1,519	
Repair & Maintenance	1,454	3,500	42%	2,046	58%	6,451	7,797	7,597	
Cost Of Gas/Diesel S	26,480	88,000	30%	61,520	70%	74,263	104,528	98,947	
Misc.	0	1,000	0%	1,000	100%	8,365	269	1,376	
Advertising & Dues	0	16,000	0%	16,000	100%	5,582	8,548	7,393	
Rent	0	5,500	0%	5,500	100%	1,100	7,150	8,200	
Capital Improvements	0	0	No Budget	0	0%	10,180	0	16,500	
<b>Total Expenditures</b>	<b>44,982</b>	<b>202,306</b>	<b>22%</b>	<b>157,324</b>	<b>78%</b>	<b>177,250</b>	<b>199,066</b>	<b>235,651</b>	
<b>Net Change</b>	<b>1,611</b>	<b>(18,256)</b>	<b>-9%</b>	<b>19,867</b>	<b>109%</b>	<b>21,213</b>	<b>7,923</b>	<b>(29,032)</b>	
<b>Fuel Margin</b>	<b>3,221</b>	<b>24,000</b>	<b>13%</b>	<b>(20,779)</b>	<b>(87%)</b>	<b>34,437</b>	<b>23,575</b>	<b>22,985</b>	
<b>Slip Nights</b>	<b>130</b>	<b>759</b>	<b>17%</b>	<b>(629)</b>	<b>(83%)</b>	<b>774</b>	<b>755</b>	<b>761</b>	
Percentage of Year Completed: 8%									

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

<u>BUILDINGS &amp; STREETS</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b>Expenditures</b>									
Wages, Taxes & Benefits	8,273	90,698	9%	82,425	91%	47,712	69,042	81,473	
Vehicle Repair	368	5,000	7%	4,632	93%	619	615	3,569	
Electric Service	749	29,000	3%	28,251	97%	22,546	18,277	6,894	
Heating Oil	0	4,000	0%	4,000	100%	0	2,554	0	
Property Insurance	0	685	0%	685	100%	0	2,004	338	
Auto Insurance	0	820	0%	820	100%	0	412	200	
Worker'S Comp Insura	0	1,665	0%	1,665	100%	0	1,481	1,139	
Street Repair	0	17,500	0%	17,500	100%	180	27,087	32,516	
Janitorial Supplies	0	250	0%	250	100%	0	985	995	
Cleaning Services	300	4,200	7%	3,900	93%	0	3,914	3,914	
Repairs And Maintena	0	12,500	0%	12,500	100%	27,602	18,028	27,309	
Vehicle Fuel	64	3,600	2%	3,536	98%	517	3,686	6,753	
Small Equipment Repa	68	3,000	2%	2,932	98%	323	3,013	763	
Uniforms	0	3,000	0%	3,000	100%	555	2,614	182	
Can Liners	0	1,500	0%	1,500	100%	1,770	1,158	1,569	
Safety/Street Signs	0	2,000	0%	2,000	100%	528	1,140	1,554	
New Public Works Veh	0	9,774	0%	9,774	100%	0	0	0	
Blacksmith Shop	0	125	0%	125	100%	0	93	761	
<b>Total Expenditures</b>	<b>9,821</b>	<b>189,317</b>	<b>5%</b>	<b>179,496</b>	<b>95%</b>	<b>133,009</b>	<b>156,818</b>	<b>169,928</b>	

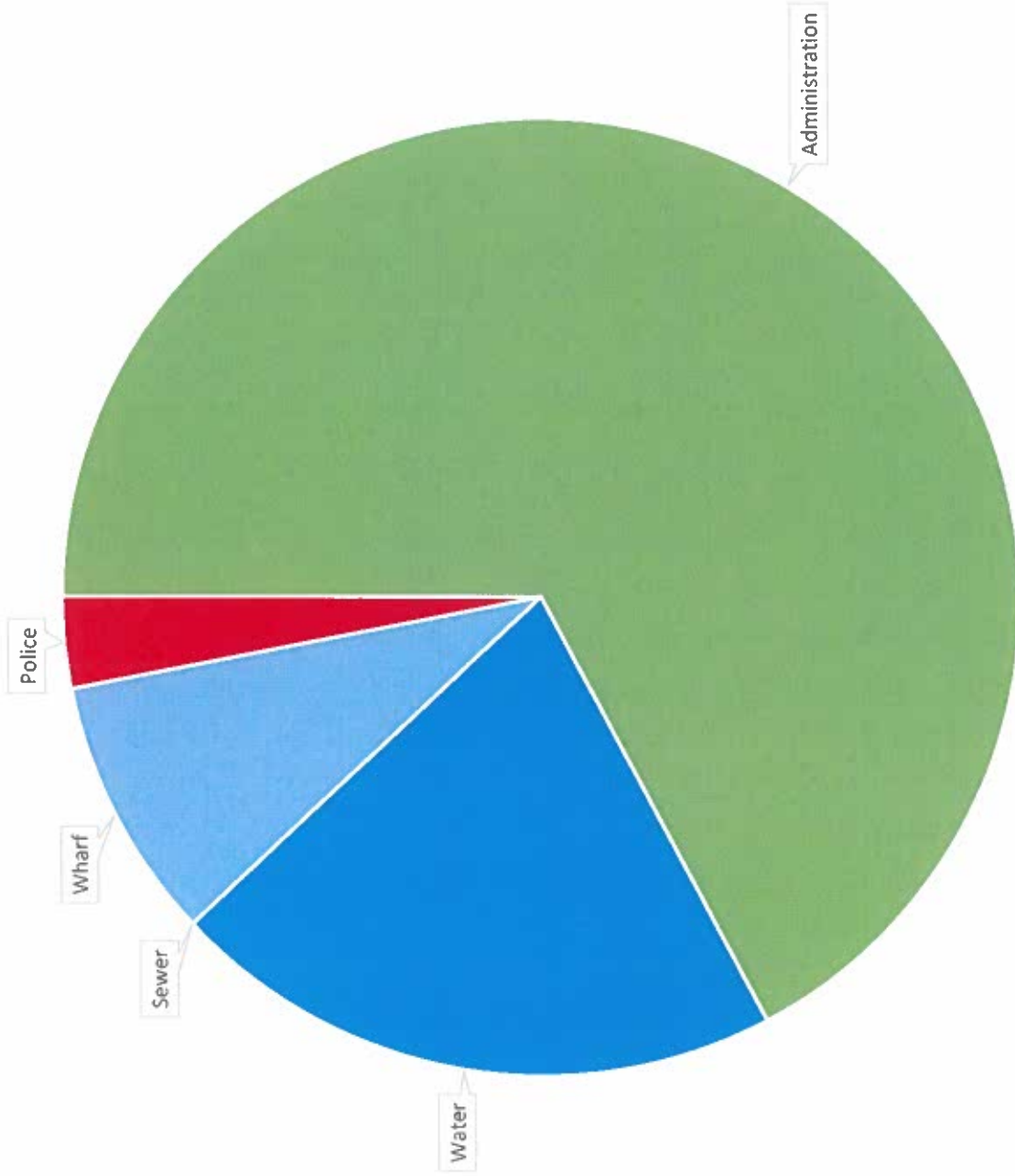
Percentage of Year Completed: 8%

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

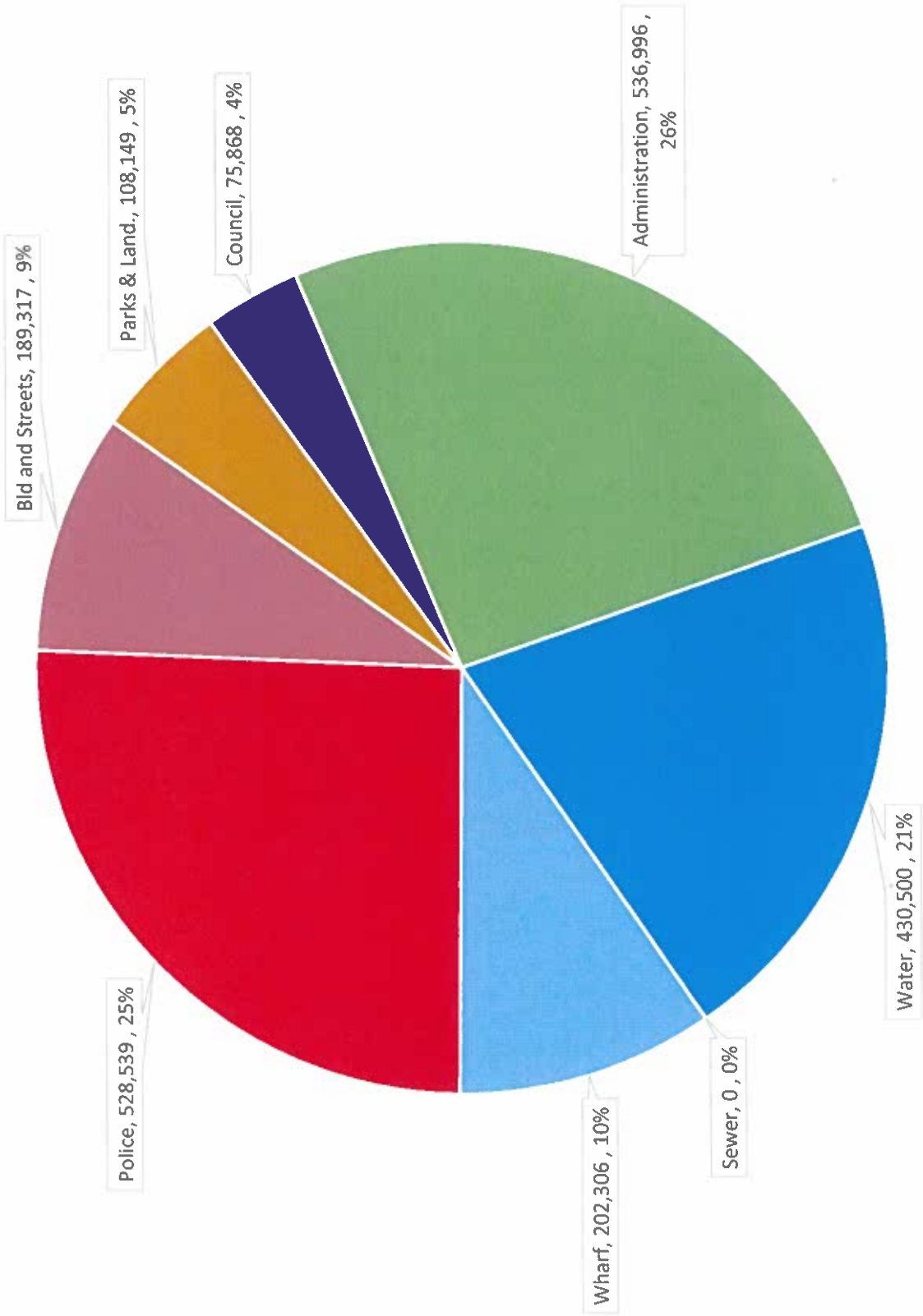
	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b><u>PARKS &amp; LANDSCAPING</u></b>									
<b>Expenditures</b>									
Cutting Grass Contra	0	0	No Budget	0	0%	6,555	7,400	0	
Wages and Benefits	5,918	67,363	9%	61,445	91%	0	17,792	35,653	
Vehicle Repair	0	1,500	0%	1,500	100%	0	839	780	
Electric Services	145	0	No Budget	(145)	0%	1,053	11,841	35,585	
Property Insurance	0	250	0%	250	100%	0	0	119	
Auto Insurance	0	2,820	0%	2,820	100%	0	1,401	1,402	
Worker'S Comp Insura	0	716	0%	716	100%	0	1,481	1,348	
Repair & Maintenance	948	3,000	32%	2,052	68%	441	7,433	3,900	
Vehicle Fuel	315	2,500	13%	2,185	87%	0	2,562	2,847	
Small Tools & Equipm	97	1,500	6%	1,403	94%	926	5,296	1,188	
Parks-Plantings & La	0	4,000	0%	4,000	100%	2,499	6,606	2,217	
Tree Board And Beaut	0	4,000	0%	4,000	100%	460	830	292	
Holiday Decorations	0	7,500	0%	7,500	100%	2,633	2,120	10,654	
Mosquito Control	0	6,500	0%	6,500	100%	4,950	4,917	6,881	
Weed Control	0	6,500	0%	6,500	100%	4,150	4,150	5,000	
<b>Total Expenditures</b>	<b>7,423</b>	<b>108,149</b>	<b>7%</b>	<b>100,726</b>	<b>93%</b>	<b>23,667</b>	<b>74,668</b>	<b>107,866</b>	

Percentage of Year Completed: 8%

# Revenue - Budget 2024

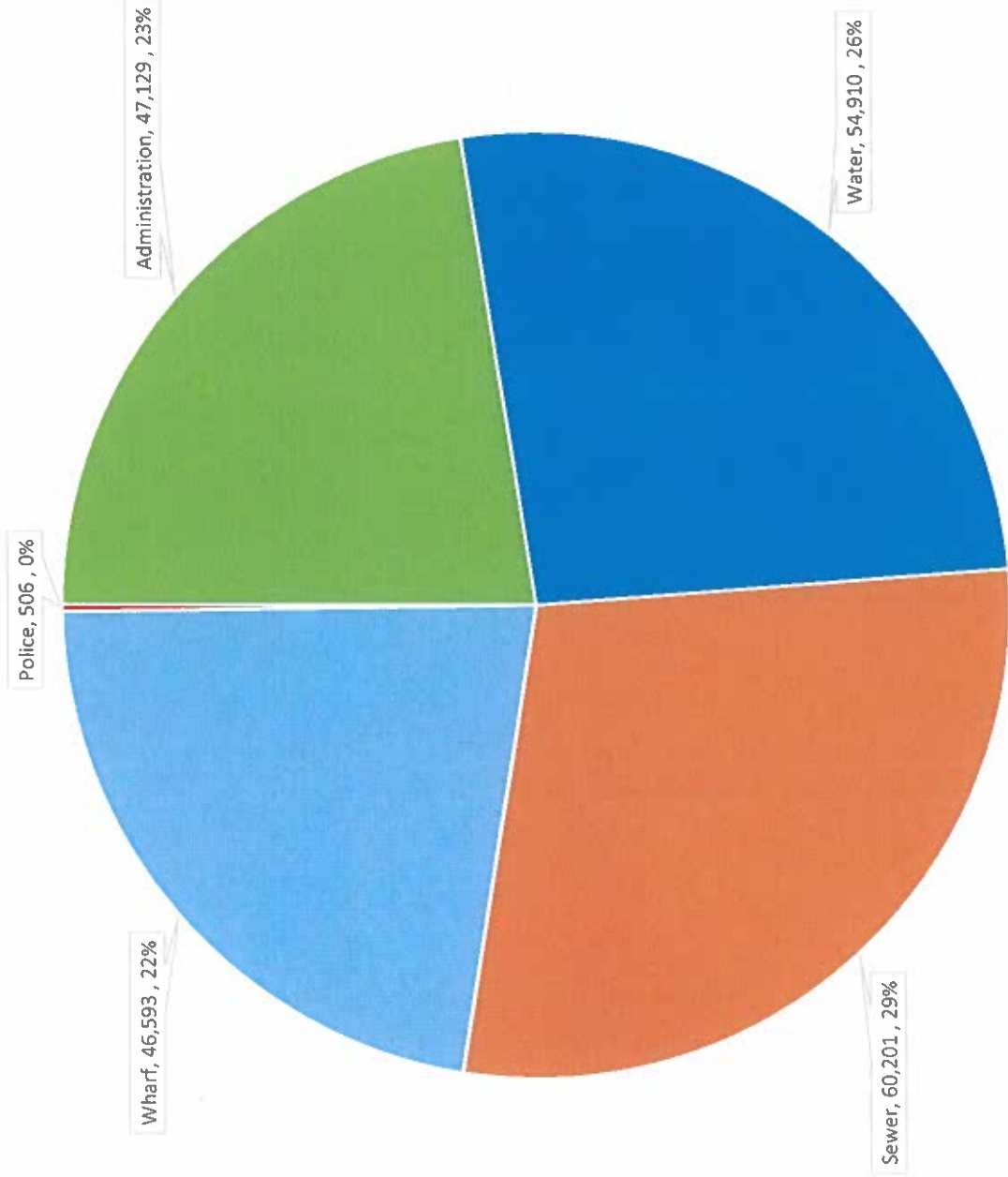


# Expenditure - Budget 2024

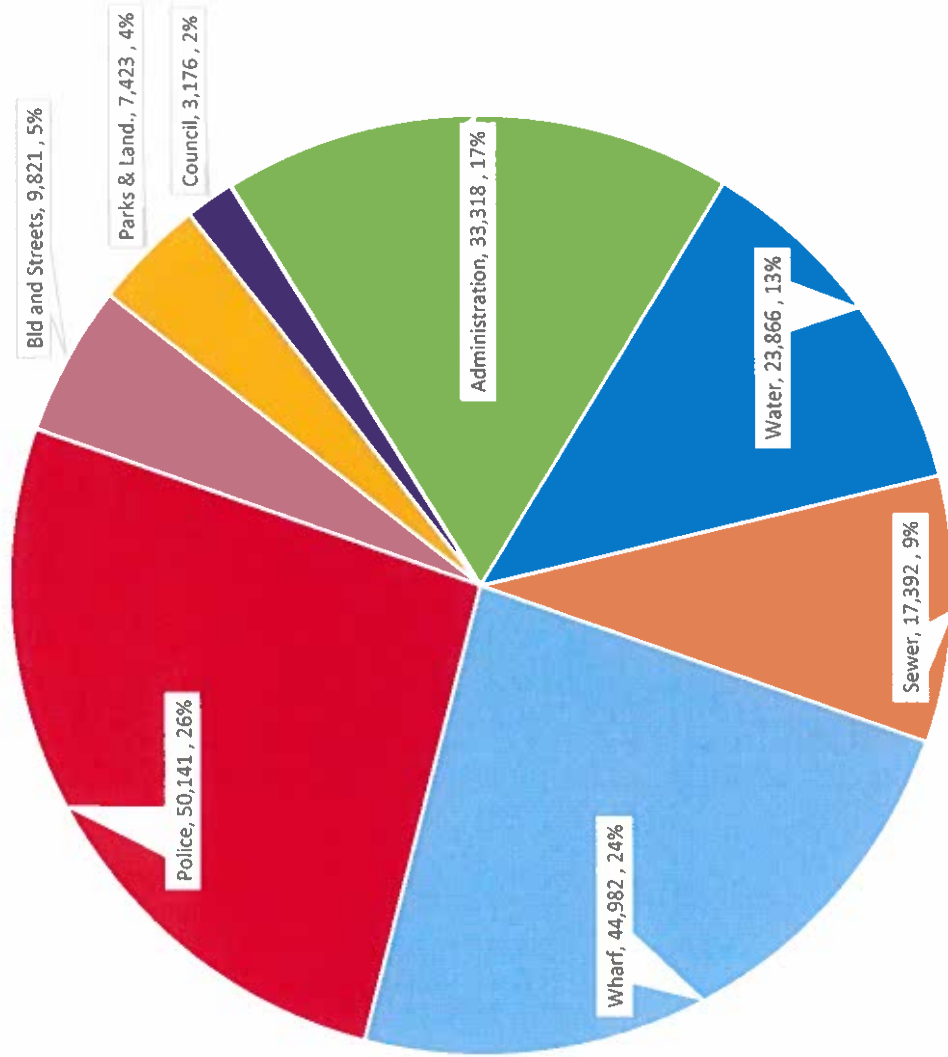




# Revenue - Actual 2024



# Expenditures - Actual 2024



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

	ACTUAL 7/31/23	ACTUAL 7/31/22	% Increase / (Decrease)
<b>CASH AND RESERVES</b>			
<b>CASH</b>			
Checking	190,579	494,907	(61%)
<b>RESERVES</b>			
Cash Reserve (savings account)	1,795,821	853,730	110%
Grant Match or Project Reserve	251,277	254,335	(1%)
Capital Asset Reserve	142,395	85,013	67%
General Fund Reserve	508,543	409,753	24%
ARPA Funds	922,318	1,034,727	(11%)
Utility Reserve	716,493	752,889	(5%)
<b>Total Reserves</b>	<b>4,336,847</b>	<b>3,390,447</b>	<b>28%</b>
<b>Total Cash and Reserves</b>	<b>4,527,426</b>	<b>3,885,354</b>	<b>17%</b>
<b>Cash and Reserves - No ARPA</b>	<b>3,605,108</b>	<b>2,850,627</b>	<b>26%</b>
<b>Reserves Only - No ARPA</b>	<b>3,414,529</b>	<b>2,355,720</b>	<b>45%</b>
<b>REQUIRED RESERVES PER POLICY</b>			
Grant Match or Project Reserve	250,000	Up to \$250,000	251,277
Capital Asset Reserve	142,017	25% of 5-year CAPEX plan	142,395
General Fund Reserve	507,754	30% of budgeted revenue	508,543
Utility Reserve	715,970	120 day operating (\$455,000/12*4)+ 30% Accumulated Depreciation (\$1,837,935)+ \$15k for road repairs	716,493
<b>Total Required Reserves per Policy</b>	<b>\$ 1,615,740</b>	<b>Over/(Under) Reserved</b>	<b>\$ 1,618,708</b>

**ARPA Project Cost Update**  
**As of 6/30/23**

	Not to Exceed Budget	Reappropriated	Spent to Date	Remaining to Spend	Status
SLFRF-1010	\$ 50,000	\$ (50,000.00)	\$ -	\$ -	Moved to DCIS
SLFRF-1020	\$ 15,000	\$ -	\$ 12,014	\$ 2,986.00	Closed
SLFRF-1030	\$ 100,000	\$ 50,000.00	\$ 9,797	\$ 140,203.00	
SLFRF-1030	\$ 195,000	\$ 145,000.00	\$ 5,105	\$ 334,895.00	
SLFRF-1040	\$ 25,000	\$ -	\$ 25,966	\$ (966.00)	Closed
SLFRF-1050	\$ 35,000	\$ 16,435.00	\$ 3,712	\$ 47,723.00	
SLFRF-1060	\$ 8,000	\$ -	\$ 8,000	\$ -	Closed
SLFRF-1070	\$ 165,000	\$ (16,435.00)	\$ 148,565	\$ -	Closed
SLFRF-1080	\$ 8,000	\$ -	\$ 7,776	\$ 224.00	Closed
SLFRF-1090	\$ 145,000	\$ (145,000.00)	\$ -	\$ -	Moved to DCIS
SLFRF-1100	\$ 5,000	\$ -	\$ 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	\$ 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	\$ -	Closed
SLFRF-1230	\$ 65,932	\$ -	\$ -	\$ 65,932.00	
<b>Summary</b>	<b>\$ 1,256,432.00</b>	<b>\$ -</b>	<b>\$ 334,114.00</b>	<b>\$ 922,318.00</b>	<b>\$ 3,165.00</b> <i>(avail. to <sup>a</sup> reappropriate)</i>
<b>Other Material Grants</b>		<b>Amount Reimbursed</b>	<b>Amount Spent</b>		
Bulkhead	\$ 360,000	\$ 231,610	\$ 283,613	\$ 76,387.00	
Northeast Rehabilitation Grant	\$ 978,117	\$ 41,472	\$ 41,472	\$ 936,645.00	
IRF Revolving Loan Grant	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000.00	
DCIS ARPA Grant	\$ 211,000	\$ -	\$ 101,782	\$ 109,218.00	