

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 26, 2024, at 7:00 p.m.
Agenda

1. Call to order and roll call.
2. Pledge of Allegiance
3. Approve minutes from the January 22, 2024, meeting.
4. Public Hearings
 - a. Article II: Stopping, Standing, and Parking
5. Public Presentation:
 - a. A-NPDC presentation and discussion about Downtown Improvement Grant
 - b. Friends of Onancock School annual presentation
6. Council Action
 - a. Possible action re: Article II: Stopping, Standing, and Parking
7. Council discussion:
 - a. Codes of Ethics and Civility
 - b. Prioritized list of capital projects.
8. Committee Reports
 - a. Personnel (Cindy Holdren) – Holiday – Did not meet.
 - b. Onancock Main Street (Cindy Holdren)
 - c. Historic Onancock School (Sarah Nock)
 - d. Planning Commission (Brandon Brockmeier)
 - e. Waterfront (Fletcher Fosque) – Off-season – Did not meet.
 - f. Economic Development Authority (Joy Marino)
9. Public Comment
10. Mayor's Report
11. Town Manager's Report
 - a. Manager's Report
 - b. Financial Report
12. Town Councilmember comments
13. Closed session.
 - a. None scheduled
14. Adjourn

**Town of Onancock
Town Council Meeting
Monday, January 22, 2024
7:00 PM**

1) Call to order and Roll Call:

Mayor Fosque called the meeting to order at 7:02 PM and roll was called. Mayor Fletcher Fosque, Councilmembers Brandon Brockmeier, Ray Burger, Cynthia Holdren, Joy Marino, Sarah Nock, Maphis Oswald were present. Town Manager Matt Spuck was present, and Town Clerk Debbie Caton was also present.

2) The Pledge of Allegiance was recited.

3) Approve minutes from the December 18, 2023, meeting. – Councilmember Nock moved to approve the minutes. Councilmember Oswald seconded the motion. The motion passed with a 6-0 vote.

4) Public Hearing

- a. **Real Estate – Donate 9 Watson to Habitat for Humanity** – The public hearing opened at 7:04 PM.

Public Comments:

- Thelma Gillespie – 4 Watson St – Ms. Gillespie stated the house on 9 Watson St was demolished in 2019. Since that time there have been no offers to purchase the lot. She thinks the donation to Habitat for Humanity is a good idea.
- Rosemary Paparo -9 Holly St. – Ms. Paparo stated a new home for a family is also important.

The public hearing closed at 7:09 PM.

Councilmember Brockmeier moved to donate 9 Watson Street to the Eastern Shore Habitat for Humanity. Councilmember Holdren seconded the motion. Town Clerk Debbie Caton took a roll call vote.

Councilmember Brockmeier - aye

Councilmember Burger - aye

Councilmember Holdren - aye

Councilmember Marino - aye

Councilmember Nock - aye

Councilmember Oswald – aye

The motion passed with a 6-0 vote.

**Town of Onancock
Town Council Meeting
Monday, January 22, 2024
7:00 PM**

5) Public Presentation

- a. **Onancock Main Street (OMS)** – Jenny Gehman, Onancock Main Street Executive Director gave a presentation about the organization’s 2023 accomplishments. Ms. Gehman discussed two upcoming grants OMS plans to apply for in 2024. The first grant is the Downtown Improvement Grant. If awarded, a portion of grant funds will be used for additional murals in downtown; most of the funds would assist downtown business owners with interior improvements. The second grant is the Virginia Tourism Corporation. If awarded, the grant money will be used to hire Advance Travel & Tourism to promote Onancock in the media.

Councilmember Holdren moved for Town Council to commit to matching funds for the Downtown Improvement Grant (\$37,500) and matching funds for the VA Tourism Corporation (\$20,000) The total match is \$57,500.

Councilmember Nock seconded the motion.

Town Manager Spuck clarified the matching funds will need to be appropriated in the FY25 annual budget. The following vote was recorded:

Councilmember Brockmeier – aye
Councilmember Burger – aye
Councilmember Holdren – aye
Councilmember Marino – aye
Councilmember Nock – aye
Councilmember Oswald – abstention

The motion passed.

- b. **Hill Studios** - David Hill with Hill Studios did a presentation on public parking, lighting, and signage. After the presentation, Mayor Fosque suggested a special meeting to discuss the final selections for lighting and signage, as well as priorities for other recommendations. A meeting is scheduled for Monday, February 12, 2024, at 7:00 PM.

6) Council Action

- a. **Appoint a new member to OEDA** – Councilmember Holdren moved to appoint Lisa Fiege to the Onancock Economic Development Authority. Councilmember Brockmeier seconded the motion. The motion passed with a 6-0 vote.

**Town of Onancock
Town Council Meeting
Monday, January 22, 2024
7:00 PM**

7) Council discussion:

- a. **Town Plan – Fixture Discussion** – A special meeting is scheduled for Monday, February 12, 2024, at 7:00 PM to discuss plan recommendations.
- b. **Town Council Code of Ethics** – Per previous discussions, a committee will be formed to review and combine language from others to develop a code of ethics document for the Town of Onancock. Councilmember Holdren and Councilmember Marino volunteered for this committee.

8) Committee Reports

- **Personnel – (Cindy Holdren)** – Holiday – did not meet.
- **Onancock Main Street –(OMS) (Cindy Holdren)** – Councilmember Holdren thanked the Town Council for their support and hopes for continued support.
- **Historic Onancock School (HOS) - (Sarah Nock)** – Councilmember Nock reiterated HOS is open to everyone. The grounds are open all the time including the playground and soccer fields. Several groups utilize the community room for various events including birthday parties, wedding showers and baby showers. The columns and steel beams are in place for the performance pavilion. The next phase of construction is dependent on pricing for labor and material.
- **Planning Commission – (Brandon Brockmeier)** - Holiday – did not meet.
- **Waterfront – (Fletcher Fosque)** – Off season – did not meet.
- **Economic Development Authority (EDA)– (Joy Marino)** – The EDA met January 16,2024 and held a special meeting January 22, 2024. The purpose of the special meeting was to discuss the terms of the loan agreement and promissory note for the IRF loan for the Lilliston Building.

9) Public Comment

- Mike Rydberg, Fire Chief – Onancock Volunteer Fire Department – Mr. Rydberg introduced himself to the community as the new fire chief.
- Dana Simson – 51 Kerr St – Ms. Simson read a letter shared with OBCA and Town Council.
- Priscilla Hart –21 Market St – Ms. Hart stated she appreciates the information from Hill Studios about parking. She thinks the parking guidelines need to limit employees of downtown businesses and downtown residents from parking in

**Town of Onancock
Town Council Meeting
Monday, January 22, 2024
7:00 PM**

the street all day. She noted although the cobra lights are not attractive, they do provide ample lighting.

- Rosemary Paparo – 9 Holly St. – Ms. Paparo addressed Councilmember Holdren’s comment from the December 18, 2023, meeting. Ms. Paparo agrees the town needs to appropriate ARPA funds for Police Department and Welcome Center renovations.

10) Mayor’s Report – Mayor Fosque attended the Onancock Volunteer Fireman banquet Saturday, January 20, 2024, to swear in the new volunteers.

11) Town Manager’s Report

a) Manager’s Report-

- HRSD will start the water meter replacement in the Spring 2024. This is no cost to homeowners.
- VDOT’s initial drainage ditch at Holly Street did not work. VDOT will work towards a solution.
- Northeast Revitalization Project – two homes were demolished with two more on the horizon.
- ARPA projects – The police department and welcome center demo will start soon.
- Dredging at the Harbor – DPW is working on the spoil site. The site will be inspected before the dredging can start.
- The annual audit for FY 23 starts February 6, 2024.

b) Financial Report – see attached report.

12) Councilmember Comments

- Councilmember Brockmeier – no comments.
- Councilmember Burger – no comments.
- Councilmember Holdren – Councilmember Holdren congratulated Town Manager Spuck on being asked to speak at the Hampton Roads American Society for Public Administration symposium on February 24, 2024.
- Councilmember Marino – no comments.
- Councilmember Nock – no comments.
- Councilmember Oswald – no comments.

**Town of Onancock
Town Council Meeting
Monday, January 22, 2024
7:00 PM**

13) Closed Session: Councilmember Nock moved to enter closed session for the purpose of discussing personnel matters and real estate matters. Councilmember Holdren seconded the motion. The motion passed with a 6-0 vote. Closed session began at 9:00 PM.

- a) Personnel matters as allowed by state code 2.2-37111 (A) (1)
- b) Real Estate matters as allowed by state code 2.2-3711 (A) (3)

Councilmember Holdren 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 Nock seconded the motion.

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

Closed session ended at 9:55 PM.

14) Adjourn: Councilmember Burger moved to adjourn the meeting. Councilmember Oswald seconded the motion. The motion passed with a 6-0 vote. The meeting adjourned at 10:01 PM.

Mayor, Fletcher Fosque

Town Clerk, Debbie Caton

6

ARTICLE II. STOPPING, STANDING AND PARKING

Sec. 26-37. Parking prohibited in specified places.

No person shall park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or traffic control device, in any of the following places:

- (1) On a sidewalk.
- (2) ~~In front~~Blocking any portion of a public or private driveway.
- (3) Within 15 feet of any intersection.
- (4) Within 15 feet of a fire hydrant.
- (5) On a crosswalk.
- (6) Within 15 feet upon the approach to any flashing beacon, stop sign or traffic control signal located at the side of a roadway.
- (7) Between a safety zone and the adjacent curb or within 15 feet of points on the curb immediately opposite the ends of a safety ~~zone, unless~~zone unless a different length is indicated by official signs or markings.
- (8) Within 15 feet of the driveway entrance to any fire station and, on the side of a street opposite the entrance to any fire station, within 75 feet of the entrance, when properly signposted.
- (9) Alongside or opposite any street excavation or ~~obstruction, when~~obstruction when such parking would obstruct traffic.
- (10) On the roadway side of any vehicle parked at the edge or curb of a street.
- (11) Upon any bridge.
- (12) ~~At any place where official signs prohibit parking. This provision shall not be in force on Sunday and other generally recognized legal holidays, except in the area of the town wharf and streets immediately adjacent thereto.~~

(Code 1989, § 13-10; Amd. of 4-10-1978, § 1)

State law reference(s)—Prohibiting parking in certain locations, Code of Virginia, § 46.2-1239; authority of town to regulate parking, Code of Virginia, § 46.2-1220.

Sec. 26-38. Parking across parking space lines or not wholly within parking space.

It shall be unlawful to park any vehicle across any line or marking designated ~~as a~~ a parking space or to park any vehicle in any way that such vehicle shall not be wholly within a parking space as designated by lines or markings. ~~Without written permission from the Town Manager or Chief of Police, it shall be unlawful to place any object within the confines of a marked parking space that could impede a full-sized vehicle from using the parking space as intended.~~

(Code 1989, § 13-11; Amd. of 4-10-1978, § 2)

Sec. 26-39. Vehicles, trailers, and campers parked on streets and parking lots.

- (a) No vehicle, trailer, or camper shall be parked on any street or parking lot in the town for a period greater than 48 hours.
- (b) No trailer shall be left on any town property for a period greater than 24 hours without being properly attached to a vehicle.
- (c) No vehicle shall be parked on any ~~town/state owned street, highway~~ public right of way or parking lot without displaying a valid/current state license plate, and state inspection, and municipality sticker.
- (d) Enforcement by the chief of police or by another officer as designated.
 - (1) The registered owner of the vehicle, trailer, or camper shall ~~be notified of such~~ receive a parking violation by registered or certified mail, return receipt requested, mailed to the last known address of such owner as shown on the state department of motor vehicles records. If, after seven days from the date of ~~actual receipt of such notice by the owner of said vehicle, trailer, or camper, or 14 days after the date of mailing, which shall occur first,~~ the owner of such property has failed to remove said property, the town, acting through its agents or employees, may have said property removed.
 - (2) After removal of any such property ~~pursuant to~~ according to subsection (a) of this section, the town, through its agents or employees, may dispose of such property. Written notice shall be delivered in a manner that allows for confirmation of receipt, after giving a further notice as provided in subsection (a) of this section to t. The owner of such property, and the failure of the owner to must pay all costs attributable to such removal within five days of ~~completion~~ the receipt of such notice. If the owner of the property cannot be determined by investigation through the state department of motor vehicles or the comparable state agency in which said property is registered, or such cannot be reasonably ascertained from the property, no such additional notice to the owner of the property shall be required.
 - (3) The cost of any such removal and disposal shall be chargeable to the owner of the property, and may be collected by the town as taxes and levies collected. Any amount which may be realized by the town from the sale of any such property shall be applied to such costs. No amount will be refunded to the owner under any circumstance.
- (e) Penalty. Any person violating the provisions of this section shall, upon conviction, be guilty of a Class 4 misdemeanor and be punished by a fine of not more than \$250.00. Each day in violation shall constitute a separate offense with a limit of \$3,000.00. The town shall similarly collect fines as personal property taxes.

(Code 1989, § 13-12; Ord. of 4-25-2016(1))

Sec. 26-40. Violations and penalties; payment of uncontested parking citations; contested citations.

- (a) It shall be unlawful for any person to violate or fail to comply with any of the provisions of this article or of any rule or regulation promulgated pursuant thereto.
- (b) Any ~~parking~~ citation issued by an officer of the town ~~pursuant to~~ under this article may be satisfied by payment to the town ~~manager office of the sum of \$25.00 at any time during regular office hours at the town office in the municipal building within~~ and amount equal to the appropriate amount including the Processing Fee as published in the most recently published Virginia Uniform Fee Schedule Rule 3B:2 Uniform Fine Schedule). ~~15 days of the date of the citation~~ If the violation remains unpaid for 30 days, the violation will be

Created: 2023-09-29 09:58:22 [EST]

(Supp. No. 6)

8

reported to the Department of Motor Vehicles which may affect vehicle- registration. The fine and Processing Fee shall not be waived under any circumstance.

- (c) It is unlawful to park any vehicle Parking in handicapped onlyhandicapped-only designated areas. It shall be unlawful for any automobile, truck, cart or vehicle to be parked in a designated handicapped zone unless the vehicle displays a valid handicapped license plate or parking tag issued by the appropriate department of motor vehicles and is occupied by the handicapped person or persons for whom the tag was issued. Violation of this subsection shall be punishable by a fine of \$250.00 for the first offense and \$500.00 for a second or subsequent offense the fine and processing fee public in the Virginia Uniform Fee Schedule.
- (d) Any person who wishes to contest any parking citation shall notify the town manager at any time during regular office hours at the town office in the municipal building within 15 days of the date of the citation. Upon receipt of such notification, the town manager shall certify in writing on an appropriate form to the general district court of the county that such parking citation is being contested and request that a date for trial be set on the docket of such court. Upon notification by the court of the trial date, the town manager shall cause a summons to be issued to the person receiving such parking citation, which summons shall be served by a police officer of the town, or shall be mailed by certified or registered mailUSPS to such person in the event such person is a nonresident of the town.
- (e) In the event any parking citation is neither satisfied by payment nor contested by delivery of written notice to the town manager within such period of 15 days, the town manager shall refer the matter for trial to the general district court of the county and have a summons issued in the same manner as described above. The town will also report the unpaid citation to the Department of Motor Vehicles.

(Code 1989, § 13-13; Amd. of 4-10-1978, § 3; Amd. of 4-10-1989; Ord. of 4-25-2016(2))

Sec. 26-41. ~~Authority of town manager or chief of police~~Temporary Parking Adjustments.

The town manager or chief of police may adopt and put into effect regulations designating the time, place, and manner for which vehicles may be allowed to park on town streets and may make and enforce such additional rules and regulations as parking conditions may require. It shall be unlawful for any person to violate such rules and regulations.

(Code 1989, § 13-14; Ord. of 4-25-2016(3))

State law reference(s)—Enforcement of town parking ordinances, Code of Virginia, § 46.2-1225.

~~Secs. 26-42—26-70. Reserved.~~

Secs. 26-42: Downtown Parking Regulations

a) Limitation of parking to two hours in the Downtown District

i) For this ordinance, the boundaries of the Downtown are considered Market Street immediately east of College Avenue traveling west on Market Street until the transition to King Street at the far west end of Market Street. Also included in the Downtown District are North Street heading south from Town Hall to Market Street, the northern spurs of both Ames Street and Mount Prospect Street beginning at the edge of the bridge up to Market Street, all of King Street, and all of Crockett Avenue.

i) A parking space is defined as a marked area designed for the temporary parking of a motor vehicle.

ii) No person shall park any motor vehicle in any parking space on any public street within the Downtown District for a period exceeding two hours.

(1) Exceptions include emergency vehicles actively performing their duties, or vehicles displaying a handicapped parking permit following applicable state laws.

(2) Fines and processing fees are set by the most recently published Virginia Uniform Fee Schedule including the Processing Fee as published in the most recently published Virginia Uniform Fee Schedule Rule 3B:2 Uniform Fine Schedule. If the fine is not paid within 30 days, the violation shall report the violation to the Department of Motor Vehicles and the general district court of the county.

(3) The fine and Processing Fee shall not be reduced, waived, or adjusted in any way under any circumstance unless ordered to do so by the Onancock Chief of Police.

Secs. 26-43—26-70. Reserved.

10



Historic Onancock School

Annual Report 2023 - Executive Summary

The Friends of Onancock School remain committed to establishing the Historic Onancock School and the 14 acre grounds as a vital, vibrant and accessible community and cultural center to benefit the Town of Onancock, our residents and the citizens of the entire Eastern Shore of Virginia. We believe that we are one of the many essential components that make up the Onancock Experience alongside the shops, restaurants, theaters and the waterfront that make up our charming town. This report summarizes the major initiatives and accomplishments of the organization during 2023.

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 – 2023 marks the 16th year of the FOS lease with the town of Onancock

- ❖ Use of Premises - FOS continues to use the premises in the manner stated in the lease: 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 continues to use its best efforts to rehabilitate and develop the premises to be used in accordance with provisions stated above.
- ❖ Benchmarks - the first anniversary (2008), fifth (2012) and tenth anniversary in 2017 were all met (and exceeded). In order to comply with this 16th year benchmark, the director and Board President of FOS have met on several occasions with the Town Manager and Mayor to discuss operations, 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 continue to further the relationship between FOS and the Town.
- ❖ Maintenance – FOS has cared for and maintained the facility in a condition that has far exceeded the condition that existed on the date of the lease. In fact, well over \$650,000 has gone towards the maintenance, upkeep and improvements to the facility since 2007.

Strategic Plan

- The Board of Directors continue to focus on our 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 continued upgrades to ensure the safety, energy efficiency and appearances, condition and use of the facility. Outdoors, upgrades included landscaping, tree & brush care, planting 20 native birch trees and pollinator plants.

- Additional improvements continue to be made to the playground with the addition of chalkboards, original from the OHS building, for budding artists and to nurture creativity. A new sail shade was added to the picnic area. On the soccer field, new regulation soccer nets were installed. This was accomplished using grant funding from the Robert E. & Marie Orr-Smith Foundation, the Gerhart Family Foundation and volunteer labor.

Financials:

- Revenues of \$137.4K include \$65.3K in studio rentals, \$19.4K in fundraising income, \$12.6K in Special Event income, \$37.8K in contributions & support & \$2.3 in grant income. Designated donations for pavilion construction were \$87.7K.
- Expenses of \$117.3K, including \$6.5K in building and facilities improvements, \$55.2K in payroll expenses and \$19.9K in utilities costs, \$6.2K in fundraising expenses and 29.5K in General Operating Expenses. Pavilion costs \$10.8K.
- Net Income of \$20.1K for Operations; \$76.9K for Pavilion.
- Bank balances of \$229.9K as of 12.31.2023.
- In-Kind Support -Volunteer Service recorded through 2023 totaled 1,043 hours resulting in a total of \$33,167.40 In-Kind dollars to support FOS. (This is based on nonprofit industry standard valuation of time as \$31.80 per hour.)

Building and Grounds Use:

- 100% of studios on both floors are rented.
- The number of people who visited or attended functions on the grounds or in the Historic Onancock School building during 2023 increased to now exceed 14,000. This total is counted and recorded from our application process, tickets sold to events as well as guest counts at our events, meetings and classes and reported visitors. The debut of the very successful Blooms & Brushes Garden & Studio Tour in June, increased attendees for Wine Wednesdays and more community use of our Gallery for private rentals has boosted numbers of visitors. [Countless others use the outdoors public access green space daily for exercise, walks on the nature trail, bird watching, playground, picnic gatherings, disc golf, soccer, home school classes and many children’s birthday parties, outdoor use has more than doubled in the past 2 years.]

Kudos and Thanks:

- To all of the volunteers, business and individual donors and the Town of Onancock and other local organizations who supported FOS.
- We are grateful to the Town Council for voting in favor of an assessment to be completed on the building. This will be a valuable tool in making future repair & improvement decisions on this 103 year old building.

Local Collaborations

- Local nonprofits, organizations, services who support 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
- Paul Nolz Soccer Camp
- Roseland Cinema & Entertainment Center (RCEC)
- ESVA Historical Society /Shore History
- Virginia Coastal Reserve /The Nature Conservancy
- Eastern Shore of VA Land Trust
- Eastern Shore Art League
- Onancock Business & Civic Association (OBCA)
- ESVA Chamber of Commerce / ESVA Tourism
- Community Christian Youth Fellowship
- Little Hands Little Feet, LLC.
- Eastern Shore Center for Independent Living
- ES Maritime Museum
- Onancock Main Street
- Accomack Community Band
- Eastern Shore of VA Museum Network
- Eastern Shore Health District
- Eastern Shore Cruisers Car Show
- Eastern Shore Spartans
- Nandua High School
- Broadwater Academy
- Artisans Guild of the Eastern Shore
- Town of Onancock
- ESVA Community Foundation
- East Coast Migrant Head Start
- Weichert Realty

Additional accomplishments in 2023

- The Onancock High School (OHS) Memorabilia Exhibit opened in October 2023. This exhibit was a result of a fundraising Class Challenge conducted in 2022. The exhibit is on display in the south hallway and will continue to expand in the future to accommodate donations of memorabilia that we have received.
- The Class Challenge/Memorabilia Exhibit has also launched a Room Naming Campaign that will continue through 2024. Several rooms and the front portico and entry foyer are now dedicated.
- The Eastern Shore Disc Golf Club held its spring disc golf tournament on the grounds and will return in 2024
- The Eastern Shore Car Cruisers selected HOS for one of their fundraising shows which resulted in a generous donation to FOS.
- The Holiday Artisan Market at HOS, started in 2018 to add to the OBCA sponsored *Christmas in Onancock* festivities, has grown to include 12 guest vendors along with many of our open studios. We had over 275 visitors to attend the market and many purchased tickets to the Homes Tour and attended Cokesbury Concert series while visiting our town.
- The premier of the 'Blooms & Brushes' Garden Tour was a resounding success on many levels, most importantly the collaboration with local businesses, organizations as sponsors and generous homeowners who donated their time and allowed us to showcase their home gardens. We would like to mention their names again as their participation and support was outstanding. Janice & Jay Miller, Beth & Greg Temple, Kate & John Morgan, Dana & Jake Dillon, Rosemary Paparo, Shore History/Ker Place, and Eastern Shore Master Gardeners.

Grants Received in 2023

Gerhart Family Foundation
Robert E. & Marie Orr-Smith Foundation
United Way of Virginia's Eastern Shore

Looking Ahead in 2024:

We plan to continue our annual fundraising and events:

- 'Blooms & Brushes' Garden & Studio Tour on June 8
- Creekside Crawl 5K/ 'Love Your Park' for Public Lands Day on September 14
- Champagne & Oyster Tasting on November 17th
- Plus, the addition of a new event 'Field Day Fiesta' on May 4th This new event will focus on our outdoor recreational space featuring fun events for kids of all ages and families to participate. A full day of activities, music, refreshments and festivities is planned.
- We look forward to returning favorite events, the OBCA Ice Cream Social and Artisans Guild Holiday Tour among other partnerships.
- This October the CBES Bike Tour has selected Onancock and HOS as the site for the CBES Bike Ride. This fundraiser will bring 1,200 riders and guests to our town on October 26.
- Fundraising for the pavilion and related improvements to the grounds, including a memory garden will continue.
- The construction of a Performance Pavilion will resume to provide a destination for arts, cultural events, performances and community events.

As presented by Joani Donohoe, Executive Director of HOS to the Onancock Town Council on February 26, 2024

RESOLUTION

(Adopted _____)

A RESOLUTION TO ADOPT A CODE OF ETHICS AND CONDUCT FOR THE MEMBERS OF THE TOWN OF ONANCOCK COUNCIL AND FOR THE MEMBERS OF ALL BOARDS, COMMITTEES AND COMMISSIONS APPOINTED BY THE COUNCIL

WHEREAS, the citizens and businesses of Onancock, Virginia are entitled to have fair, ethical and accountable local government which has earned the public's full confidence; and

WHEREAS, in keeping with Onancock's commitment to excellence, all public officials, both elected and appointed, must comply with both the letter and spirit of the laws and policies affecting the operation of government; and

WHEREAS, all public officials, both elected and appointed, are required to be impartial and fair in their judgment and actions and ensure that public office is used for the public good; and

WHEREAS, the Town Council has determined that the adoption of a Code of Ethics and Conduct for its members and the members of all Council-appointed boards, committees and commissions will assist in achieving these ends; now, therefore, be it

RESOLVED by the Town Council this ___ day of _____, 20___, that the following Code of Ethics and Conduct is hereby adopted:

TOWN OF ONANCOCK CODE OF ETHICS AND CONDUCT

Recognizing that those who hold public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical, accountable, and moral conduct, any person serving in an elected or appointed office in the Town of Onancock, including Town Mayor, Council, boards, commissions, and committees shall adhere to the following Code of Ethics:

1. Uphold the Constitution, laws and regulations of the Nation, Commonwealth of Virginia and the Town of Onancock and of all governments therein and never knowingly be a party to their evasion.
2. Place loyalty to the highest moral principles and to the people of the Town of Onancock as a whole, above loyalty to individuals, districts, or particular groups.

3. Expose through appropriate means and channels: corruption, or neglect of duty when discovered. The Mayor, chairs of boards, committees and commissions have a responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.
4. Give a full measure of effort and service to the positions of trust for which stewardship is granted; giving earnest effort and best thought to the performance of duties. Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business at hand; or otherwise interfering with the orderly conduct of meetings.
5. Seek to find and use the most equitable, efficient, effective and economical means for getting tasks accomplished.
6. Adopt policies and programs that are in accordance with the Town's Equal Employment Opportunity policy, and that support the rights and recognize the needs of all citizens regardless of race, age, religion, creed, country of origin or handicapping conditions.
7. Ensure the integrity of the actions of the Mayor and Town Council by avoiding discrimination through the dispensing of special favors or unfair privileges to anyone, whether for remuneration or not. A member should never accept for himself or herself or for family members, favors or benefits which could be construed by reasonable persons as influencing the performance of governmental duties.
8. Make no private promises of any kind binding upon the duties of any office, because a public servant has no private word. Only in Town Council meetings can decisions be made.
9. Avoid a conflict of interest. A member should recuse himself or herself from participating in deliberations or voting on issues, which render personal gain for himself or herself or for family members. Engage in no business with the Town of Onancock government either directly or indirectly, which is inconsistent with the State and Local Government Conflict of Interest Act or the Public Procurement Act.
10. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
11. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Freedom of Information Act.
12. Recognize that interaction with the media is a vital link in maintaining good

communication with the public. Town Council comments to the media should be in a courteous, statesmanlike manner and should maintain the propriety of the Council when speaking to public issues, or to opinions of colleagues and individuals. However, if any member uses unfair and/or unethical means, it shall be duty of other Councilmembers to expose and censure the member(s) who do so.

13. Make sure, when responding to the media, that a clear distinction is made between personal opinion or belief and a decision made by the Mayor and Town Council.
14. No member may disclose or use confidential information without appropriate authorization. Confidential information includes discussions during executive or closed sessions and certain economic development information.
15. Review each of these principles orally and in public session at the bi-annual organizational meeting. (We don't have such a meeting. Delete?)
16. Pledge to honor and uphold these principles, ever conscious that public office is a public trust.
17. It is the duty of each Council member to ensure the Code of Ethics is fulfilled. If violation of any is noted, a Council member should first discuss the matter privately with the other Council member, and if no resolution is found, then brought before the Council as a whole for discussion.

Acknowledged and accepted this the ___ day of _____.

Mayor Fletcher Fosque

Vice-Mayor Maphis Oswald

Councilmember Ray Burger

Councilmember Joy Marino

Councilmember Sarah Nock

Councilmember Cynthia Holdren

Councilmember Brandon Brockmeier

VML CIVILITY PLEDGE (See #4 above. Does that cover it?)

The Town of Onancock pledges to practice and promote civility within the governing body.

The elected officials of the Onancock enact this civility pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of the community.

This pledge ensures all communication – both spoken and written – to be open, honest and transparent as this is vital for cultivating trust and relationships.

This pledge ensures mutual respect to achieve municipal goals, recognizing that patience, tolerance and civility are imperative to success.

This pledge creates opportunities for finding common ground and engaging in civil discussion to seek solutions through active listening and thoughtful participation.

DRAFT

Use of Reserves for Capital Projects - Including ARPA		How Much Money Do We Have:	\$ 4,866,060
		How much are we required to hold in reserve per policy:	
	Grant or Project Reserve (Up to \$250,000)		\$ 250,000
	Capital Asset Reserve (25% of 5-year CAPEX plan)		\$ 142,017
	General Fund Reserve (30% of budgeted revenue)		\$ 507,754
	Utility Reserve (120 day operating exp. + 30% Accumulated. Depreciation. + \$15k for road repairs)		\$ 715,970
	Total Required Reserves:		\$ 1,615,740
	Available Cash to Spend:		\$ 3,250,320
ARPA	ARPA Projects - Non Construction - 7 projects remaining		\$ 249,359
	Welcome Center and Police Station		
	Cost	\$ 866,714	
	ARPA Funds Used to Date	\$ (232,403)	
	ARPA Funds Remaining	\$ (372,667)	\$ 372,667
	Reserves Required		\$ 261,644
Town Plan	Street Lights Downtown (\$15,000 per pole fixture installed) (30 if Town Square included)	\$ 450,000	
	Street Lights Uptown (\$7,500 per fixture, installed) (26 fixtures) (there are 17 more to Fairgrounds)	\$ 195,000	
	Street Signs (\$2,500 including installation) (15 downtown)	\$ 37,500	
	Wayfinding Signs (\$2,500 including installation) (14 throughout)	\$ 35,000	
	Entry Sign (Brickwork \$10k, Sign \$8k HDU with routing, sculpture \$10k)	\$ 28,000	
	Interpretive and Destination Signs (8 signs, \$2,500 each)	\$ 20,000	
	Benches/Trash Cans/Alley Lighting	\$ 25,000	\$ 790,500
Other Possible Projects:			
	Pave, Curbs, Lights on Queen Street (900 tons @ \$200) Curbing \$50,000, Lights 8 poles \$15,000, striping \$20k, landscaping \$15k		\$ 385,000
	King Street Sidewalk Connection		\$ 300,000
	Christmas Decorations for new Lights		\$ 75,000
	New Water System Generator (USDA Loan/Grant)		\$ 80,000
	New Back Hoe (USDA Grant/Loan Program)		\$ 95,000
	Clean Exterior of Water Tank		\$ 18,000
	Total Possible Use of Funds:		\$ 2,627,170
	Remaining Unappropriated Reserves		\$ 623,149

**Town of Onancock
Budget Summary by Department
Through January 31, 2024**

ALL DEPARTMENTS	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B	Explanation
				\$	%					
Revenue										
Administration	1,038,019	1,393,125	75%	(355,106)	(25%)	1,302,952	1,398,645	1,402,274		
Water	375,549	430,500	87%	(54,951)	(13%)	420,140	495,314	565,045		
Sewer	535,869	100,000	536%	435,869	436%	1,025,382	1,121,513	821,749		
Wharf	154,408	184,050	84%	(29,642)	(16%)	198,463	206,989	206,618		
Police	76,281	64,000	119%	12,281	19%	55,140	41,997	85,957		
Total Revenue	2,180,126	2,171,675	100%	8,451	0%	3,002,077	3,264,458	3,081,643		
Expenditures										
Council	50,364	75,868	66%	25,504	34%	41,247	39,942	59,837		
Administration	232,242	536,996	43%	304,754	57%	496,887	491,268	533,173		
Water	262,103	430,500	61%	168,397	39%	218,974	247,147	423,790		
Sewer	189,601	100,000	190%	(89,601)	(90%)	556,205	406,064	645,152		
Wharf	158,900	202,306	79%	43,406	21%	177,250	199,066	235,651		
Police	331,786	528,539	63%	196,753	37%	325,746	394,355	424,978		
Bld and Streets	115,711	189,317	61%	73,606	39%	133,009	156,818	169,928		
Parks & Land.	52,761	108,149	49%	55,388	51%	17,112	67,268	107,866		
Total Expenditures	1,393,468	2,171,675	64%	778,207	36%	1,966,430	2,001,928	2,600,375		
Net	786,658	0		786,658	0%	1,035,647	1,262,530	481,268		

Percentage of Year Completed: 58%

**Town of Onancock
Budget Summary by Department
Through January 31, 2024**

<u>TOWN COUNCIL</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Expenditures									
Wages, Taxes & Benefits	8,820	15,527	57%	6,707	43%	14,793	15,118	15,129	
Town Attorney	14,000	24,000	58%	10,000	42%	735	2,733	18,000	
Travel And Training	0	2,000	0%	2,000	100%	25	0	0	
Main Street Partners	18,915	25,500	74%	6,585	26%	15,000	15,000	19,571	
Es Tourism-Tot Share	4,500	4,500	100%	0	0%	4,620	4,154	4,600	
Liability Insurance	4,130	4,341	95%	212	5%	6,074	0	2,150	
Office Supplies	0	0	No Budget	0	0%	0	2,937	387	
Total Expenditures	50,364	75,868	66%	25,504	34%	41,247	39,942	59,837	

Percentage of Year Completed: 58%

**Town of Onancock
Budget Summary by Department
Through January 31, 2024**

ADMINISTRATION	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Real Property-Current	388,460	380,146	102%	8,314	2%	324,439	373,468	379,753	
Real Property-Late	14,827	20,000	74%	(5,173)	(26%)	78,952	32,135	28,464	
Public Service-Real	11,279	15,000	75%	(3,721)	(25%)	17,593	15,814	3,799	
Personal Property-Current	174,559	166,305	105%	8,254	5%	190,967	255,838	183,797	
Personal Property-Late	21,143	10,000	211%	11,143	111%	15,867	15,459	15,056	
Penalties	10,354	13,000	80%	(2,646)	(20%)	21,897	9,240	7,703	
Local Sales Tax	53,928	91,834	59%	(37,906)	(41%)	89,367	92,372	105,461	
Consumers Utility Tax	30,484	51,000	60%	(20,516)	(40%)	55,696	56,036	50,339	
Business License Tax	995	3,000	33%	(2,005)	(67%)	35,768	3,711	3,465	
Vehicle Decals	21,877	26,000	84%	(4,123)	(16%)	5,213	20,834	26,348	
Bank Stock Taxes	0	33,000	0%	(33,000)	(100%)	48,262	45,329	32,307	
Communication Tax	37,662	75,000	50%	(37,338)	(50%)	74,358	70,214	71,938	
Transient Occupancy	22,323	34,000	66%	(11,677)	(34%)	20,816	26,094	25,220	
Building/Zoning Perm	865	2,500	35%	(1,635)	(65%)	1,700	1,975	2,100	
Meals Tax	163,926	248,000	66%	(84,074)	(34%)	194,319	237,448	255,108	
Meals & Transient La	96	0	No Budget	96	0%	1,999	685	3,722	
Rental Of Property	6,683	12,240	55%	(5,557)	(45%)	12,240	13,767	13,164	
Water Tower Rental I	0	6,850	0%	(6,850)	(100%)	6,850	0	6,850	
Grass Cutting	2,250	4,500	50%	(2,250)	(50%)	6,555	7,400	4,515	
Trash Revenue	53,728	106,000	51%	(52,272)	(49%)	53,340	61,280	90,448	
Interfund	2,288	25,000	9%	(22,712)	(91%)	0	0	41,364	
Transfers In	0	0	No Budget	0	0%	0	0	0	
Miscellaneous Revenue	4,041	32,000	13%	(27,959)	(87%)	30,697	9,766	11,531	
Fire Program Funds	15,000	15,000	100%	0	0%	15,000	15,000	15,000	
Litter Control Grant	1,250	1,250	100%	0	0%	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 January 31, 2024**

	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
ADMINISTRATION									
Total Revenue									
	1,038,019	1,393,125	75%	(355,106)	(25%)	1,302,952	1,398,645	1,402,274	
Expenditures									
Wages, Taxes & Benefits	97,993	185,958	53%	87,965	47%	205,673	180,235	176,092	
Legal And Collection	3,375	0	No Budget	(3,375)	0%	0	1,750	0	
Audit Service	0	24,500	0%	24,500	100%	16,750	17,750	24,500	
Bank Processing Fees	1,497	3,600	42%	2,103	58%	5,108	3,576	2,659	
Credit Card Fees	17,177	11,500	149%	(5,677)	(49%)	369	9,217	12,842	
Payroll Processing F	5,668	8,450	67%	2,782	33%	3,259	7,263	6,798	
Temp Services	0	2,500	0%	2,500	100%	0	0	0	
Professional Develop	1,929	12,000	16%	10,071	84%	200	227	1,099	
Software Subscriptio	17,048	28,000	61%	10,952	39%	0	20,323	27,493	
Software Support	3,552	13,665	26%	10,113	74%	0	10,408	16,043	
Office Equipment	2,194	4,000	55%	1,806	45%	21,595	7,982	8,549	
Advertising	2,252	10,000	23%	7,748	77%	2,951	10,503	12,324	
Postage	1,584	3,000	53%	1,417	47%	2,626	1,289	2,021	
Telephone	2,550	6,000	42%	3,450	58%	1,680	3,272	4,976	
Property Insurance	1,983	1,377	144%	(606)	(44%)	0	805	681	
General Liability In	2,333	5,661	41%	3,328	59%	0	12,333	3,416	
Workers Comp	411	306	134%	(105)	(34%)	0	330	54	
Travel	460	1,000	46%	540	54%	0	45	0	
Dues & Membership	1,920	1,200	160%	(720)	(60%)	1,072	2,440	1,086	
Office Supplies	4,090	10,000	41%	5,910	59%	8,519	7,411	9,483	
Historic Onancock Sc	0	0	No Budget	0	0%	7,500	0	450	
Hos - Property Insur	8,658	7,979	109%	(679)	(9%)	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 January 31, 2024**

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	366	500	73%	134	27%	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	51,690	104,800	49%	53,110	51%	101,110	106,244	102,597	
Town Plan	2,622	25,000	10%	22,378	90%	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	

Total Expenditures	232,242	536,996	43%	392,719	73%	496,887	491,268	533,173	
---------------------------	----------------	----------------	------------	----------------	------------	----------------	----------------	----------------	--

Net	805,777	856,129	94%	37,613	4%	806,065	907,377	869,101	
------------	----------------	----------------	------------	---------------	-----------	----------------	----------------	----------------	--

Percentage of Year Completed: 58%

**Town of Onancock
Budget Summary by Department
Through January 31, 2024**

WATER	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Water Charges	332,781	425,000	78%	(92,219)	(22%)	394,911	424,515	548,614	
Water Installation F	33,300	0	No Budget	33,300	0%	3,000	4,500	1,500	
Water & Sewer Penalt	7,758	5,500	141%	2,258	41%	19,615	16,671	12,765	
Miscellaneous Revenu	1,710	0	No Budget	1,710	0%	2,614	49,628	2,167	
Total Revenue	375,549	430,500	87%	(54,951)	(13%)	420,140	495,314	565,045	
Expenditures									
Wages, Taxes & Benefits	89,782	152,526	59%	62,744	41%	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	23,075	25,000	92%	1,925	8%	17,552	10,960	28,363	
Auto Insurance	278	450	62%	172	38%	0	412	0	
Printing Utility Bil	1,230	500	246%	(730)	(146%)	507	0	0	
Advertising	0	250	0%	250	100%	0	0	0	
Electric Services	4,181	20,000	21%	15,819	79%	13,779	14,974	15,360	
Postage	1,836	2,000	92%	165	8%	755	1,123	844	
Reserve For Cip	31,880	0	No Budget	(31,880)	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	2,377	2,500	95%	123	5%	1,863	2,366	1,753	
Lab Supplies	3,247	2,000	162%	(1,247)	(62%)	998	2,064	3,413	
Purification Supplie	14,983	28,000	54%	13,018	46%	21,099	8,935	24,065	
Outside Consultants	4,003	9,400	43%	5,397	57%	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	27,950	55,900	50%	27,950	50%	36,945	36,154	55,900	
Interest - Bond - Wa	1,228	1,668	74%	440	26%	1,662	1,588	2,456	
Interest - Bond - Wa	49,818	99,636	50%	49,818	50%	0	25,491	99,637	
Total Expenditures	262,103	430,500	61%	168,397	39%	218,974	247,147	423,790	
Net	113,447	0		113,447	0%	201,166	248,167	141,256	

Percentage of Year Completed: 58%

25

**Town of Onancock
Budget Summary by Department
Through January 31, 2024**

SEWER	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Sewer Charges	444,178	0	No Budget	444,178	0%	1,014,068	1,071,885	818,382	
Sewer Installation F	3,400	0	No Budget	3,400	0%	8,700	0	1,200	
Paving from 2023 Budget	88,291	100,000	88%	(11,709)	(12%)	0	0	0	
Total Revenue	535,869	100,000	536%	435,869	436%	1,025,382	1,121,513	821,749	
Expenditures									
Coll. Repair/Maintena	95,318	0	No Budget	(95,318)	0%	75,412	136,140	253,160	
Electric Services	1,169	0	No Budget	(1,169)	0%	71,544	45,809	3,675	
Telephone	0	0	No Budget	0	0%	9,541	11,974	(1,062)	
Paving from 2023 Budget	88,291	100,000	88%	11,709	12%	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	
Total Expenditures	189,601	100,000	190%	(89,601)	(90%)	556,205	406,064	645,152	
Net	346,268	0		346,268	0%	469,177	715,449	176,596	

Percentage of Year Completed: 58%


**Town of Onancock
Budget Summary by Department
Through January 31, 2024**

WHARE	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Boat Dockage Fees-Mo	0	250	0%	(250)	(100%)	125	1,311	650	
Boat Dockage Fees-Tr	50,011	55,000	91%	(4,989)	(9%)	75,106	60,562	71,443	
Parking Fee	475	300	158%	175	58%	995	512	232	
Parking Fee - Annual	0	0	No Budget	0	0%	420	336	0	
Gasoline Sales	94,024	112,000	84%	(17,976)	(16%)	108,700	128,103	121,932	
Ice And Other	2,156	3,500	62%	(1,344)	(38%)	2,513	7,628	4,971	
Golf Cart	2,170	4,000	54%	(1,830)	(46%)	0	0	0	
Wharf Electric	5,573	9,000	62%	(3,428)	(38%)	10,604	8,537	7,390	
Total Revenue	154,408	184,050	84%	(29,642)	(16%)	198,463	206,989	206,618	
Expenditures									
Wages, Taxes & Benefits	52,148	71,072	73%	18,924	27%	60,661	55,949	59,458	
Square Cc Fees	4,803	5,500	87%	697	13%	4,365	5,423	5,732	
Vehicle Repair	1,613	200	806%	(1,413)	(706%)	0	259	296	
Vehicle Fuel	354	300	118%	(54)	(18%)	0	63	0	
Electric Services	3,304	6,000	55%	2,696	45%	4,993	4,415	4,728	
Telephone	354	700	51%	346	49%	629	624	344	
Property Insurance	357	448	80%	91	20%	0	319	222	
Auto Insurance	271	412	66%	142	34%	0	412	199	
Worker'S Comp Insura	1,270	2,424	52%	1,154	48%	0	2,670	611	
Office Supplies	474	250	190%	(224)	(90%)	0	289	2,663	
Wharf Janitorial Sup	468	1,000	47%	532	53%	661	351	1,519	
Repair & Maintenance	3,027	3,500	86%	473	14%	6,451	7,797	7,597	
Cost Of Gas/Diesel S	82,794	88,000	94%	5,206	6%	74,263	104,528	98,947	
Cost Of Merchandise	0	0	No Budget	0	0%	0	0	1,400	
Misc.	0	1,000	0%	1,000	100%	8,365	269	1,376	
Advertising & Dues	1,065	16,000	7%	14,935	93%	5,582	8,548	7,393	
Rent	6,600	5,500	120%	(1,100)	(20%)	1,100	7,150	8,200	
Capital Improvements	0	0	No Budget	0	0%	10,180	0	16,500	
Total Expenditures	158,900	202,306	79%	43,406	21%	177,250	199,066	235,651	
Net	(4,493)	(18,256)	25%	13,764	75%	21,213	7,923	(29,032)	
Fuel Margin	11,230	24,000	47%	(12,770)	(53%)	34,437	23,575	22,985	
Fiscal Slip Nights (7/1 - 6/30)	459	759	61%	(300)	(39%)	774	755	761	
Season Slip Nights (4/1 - 10/31)	783	759	103%	24	3%				

**Town of Onancock
Budget Summary by Department
Through January 31, 2024**

<u>POLICE</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Revenue									
Traffic Fines	4,540	13,000	35%	(8,460)	(65%)	8,290	6,904	13,226	
Esummons	673	0	No Budget	673	0%	0	110	960	
Grant - 599	23,033	35,000	66%	(11,967)	(34%)	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	1,235	7,000	18%	(5,765)	(82%)	0	4,300	8,257	
Loan And Grant Proceeds	46,800	0	No Budget	46,800	0%	0	0	0	
Total Revenue	76,281	64,000	119%	12,281	19%	55,140	41,997	85,957	
Expenditures									
Wages, Taxes & Benefits	222,840	416,492	54%	193,652	46%	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	17,716	17,776	100%	60	0%	0	8,327	(35)	
Vehicle Repair	3,939	3,591	110%	(348)	(10%)	2,650	2,791	4,052	
Computer Maintenance	30	4,500	1%	4,470	99%	2,691	4,652	1,127	
Security Cameras	3,017	16,280	19%	13,263	81%	0	0	0	
Telephone Services	1,451	2,904	50%	1,453	50%	3,394	3,165	2,708	
Line Of Duty Act	2,193	3,809	58%	1,616	42%	2,742	3,655	3,462	
Vehicle Insurance	2,215	2,966	75%	751	25%	0	2,801	2,484	
Workers Comp	6,869	10,100	68%	3,231	32%	0	8,823	7,214	
Travel	0	500	0%	500	100%	35	35	164	
Office Supplies	1,340	3,750	36%	2,410	64%	3,741	2,324	2,528	
Vehicle Fuel	3,546	12,000	30%	8,454	70%	7,018	12,527	11,034	
Uniforms	5,177	3,000	173%	(2,177)	(73%)	2,046	1,382	2,485	
Animal Population Co	372	500	74%	128	26%	587	954	0	
Police Supplies	3,420	6,211	55%	2,791	45%	8,317	10,443	7,546	
Police Vehicles	55,735	19,660	283%	(36,075)	(183%)	0	6,554	13,108	
Total Expenditures	331,786	528,539	63%	196,753	37%	325,746	394,355	424,978	

**Town of Onancock
Budget Summary by Department
Through January 31, 2024**

POLICE	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
	(255,505)	(464,539)	55%	209,034	45%	(270,606)	(352,358)	(339,021)	
Net									

**Town of Onancock
Budget Summary by Department
Through January 31, 2024**

BUILDBINGS & STREETS	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Expenditures									
Wages, Taxes & Benefits	53,724	90,698	59%	36,974	41%	47,712	69,042	81,473	
Vehicle Repair	1,996	5,000	40%	3,004	60%	619	615	3,569	
Electric Service	26,543	29,000	92%	2,457	8%	22,546	18,277	6,894	
Heating Oil	0	4,000	0%	4,000	100%	0	2,554	0	
Property Insurance	626	685	91%	59	9%	0	2,004	338	
Auto Insurance	290	820	35%	530	65%	0	412	200	
Worker'S Comp Insura	567	1,665	34%	1,098	66%	0	1,481	1,139	
Street Repair	6,649	17,500	38%	10,851	62%	180	27,087	32,516	
Janitorial Supplies	63	250	25%	187	75%	0	985	995	
Cleaning Services	1,800	4,200	43%	2,400	57%	0	3,914	3,914	
Repairs And Maintena	15,930	12,500	127%	(3,430)	(27%)	27,602	18,028	27,309	
Vehicle Fuel	1,367	3,600	38%	2,233	62%	517	3,686	6,753	
Small Equipment Repa	405	3,000	13%	2,595	87%	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	810	2,000	41%	1,190	59%	528	1,140	1,554	
New Public Works Veh	4,842	9,774	50%	4,932	50%	0	0	0	
Blacksmith Shop	100	125	80%	25	20%	0	93	761	
Total Expenditures	115,711	189,317	61%	73,606	39%	133,009	156,818	169,928	

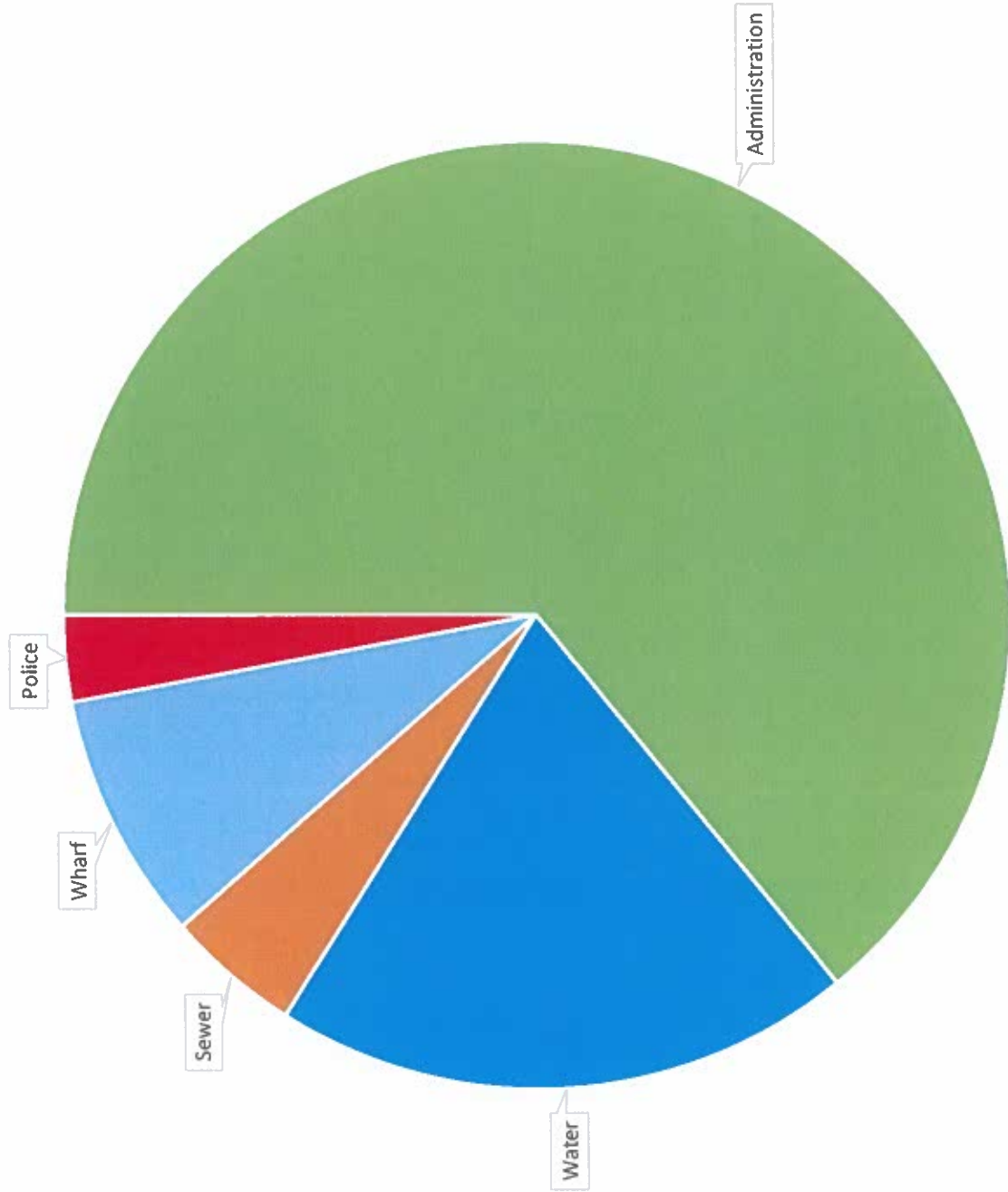
Percentage of Year Completed: 58%

**Town of Onancock
Budget Summary by Department
Through January 31, 2024**

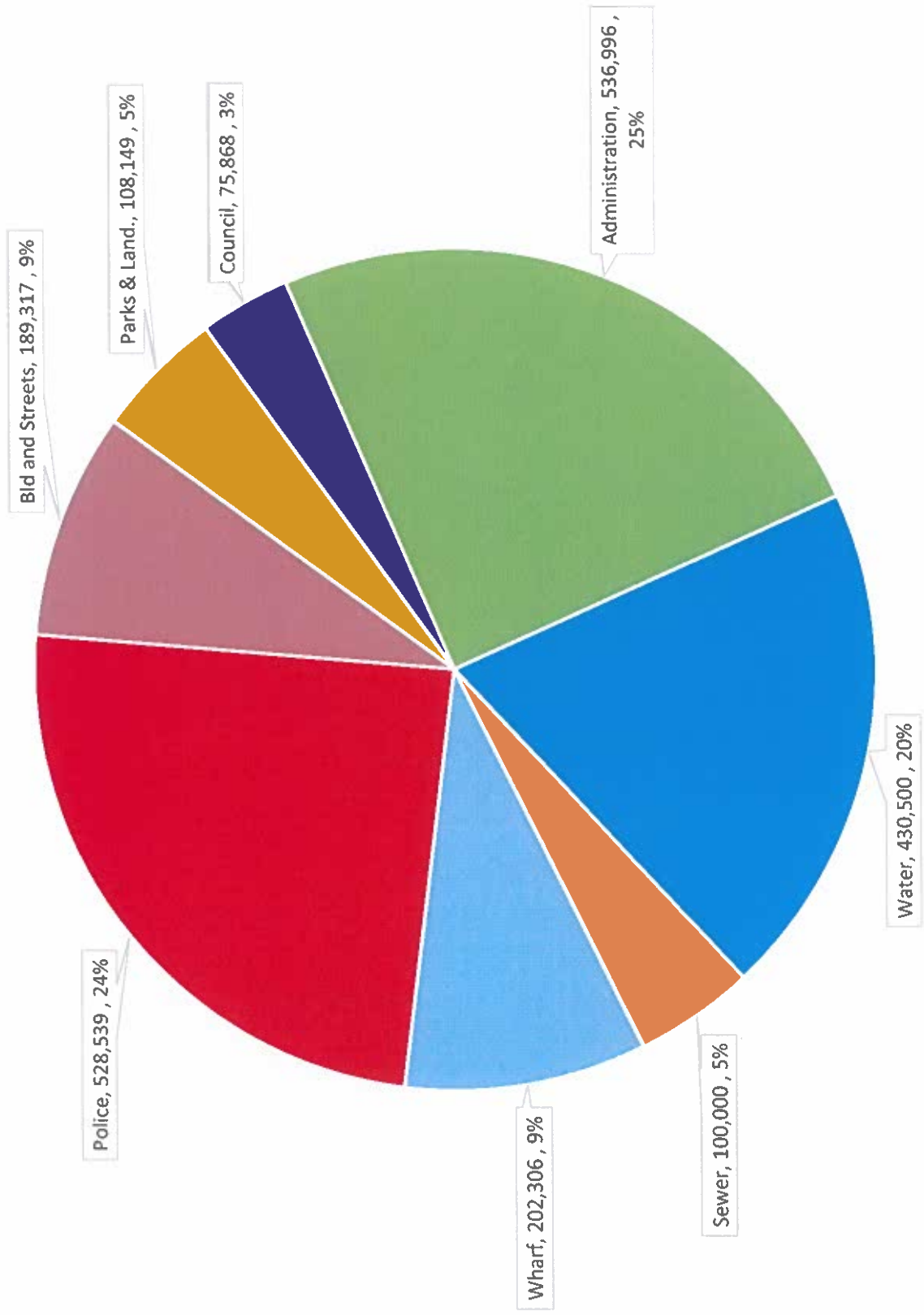
<u>PARKS & LANDSCAPING</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Expenditures									
Wages and Benefits	40,187	67,363	60%	27,176	40%	0	17,792	35,653	
Vehicle Repair	64	1,500	4%	1,436	96%	0	839	780	
Electric Services	3,016	0	No Budget	(3,016)	0%	1,053	11,841	35,585	
Property Insurance	197	250	79%	53	21%	0	0	119	
Auto Insurance	1,043	2,820	37%	1,777	63%	0	1,401	1,402	
Worker'S Comp Insura	17	716	2%	699	98%	0	1,481	1,348	
Repair & Maintenance	1,922	3,000	64%	1,078	36%	441	7,433	3,900	
Vehicle Fuel	1,221	2,500	49%	1,279	51%	0	2,562	2,847	
Small Tools & Equipm	301	1,500	20%	1,199	80%	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	2,321	7,500	31%	5,179	69%	2,633	2,120	10,654	
Mosquito Control	2,470	6,500	38%	4,030	62%	4,950	4,917	6,881	
Weed Control	0	6,500	0%	6,500	100%	4,150	4,150	5,000	
Total Expenditures	52,761	108,149	49%	55,388	51%	17,112	67,268	107,866	

Percentage of Year Completed: 58%

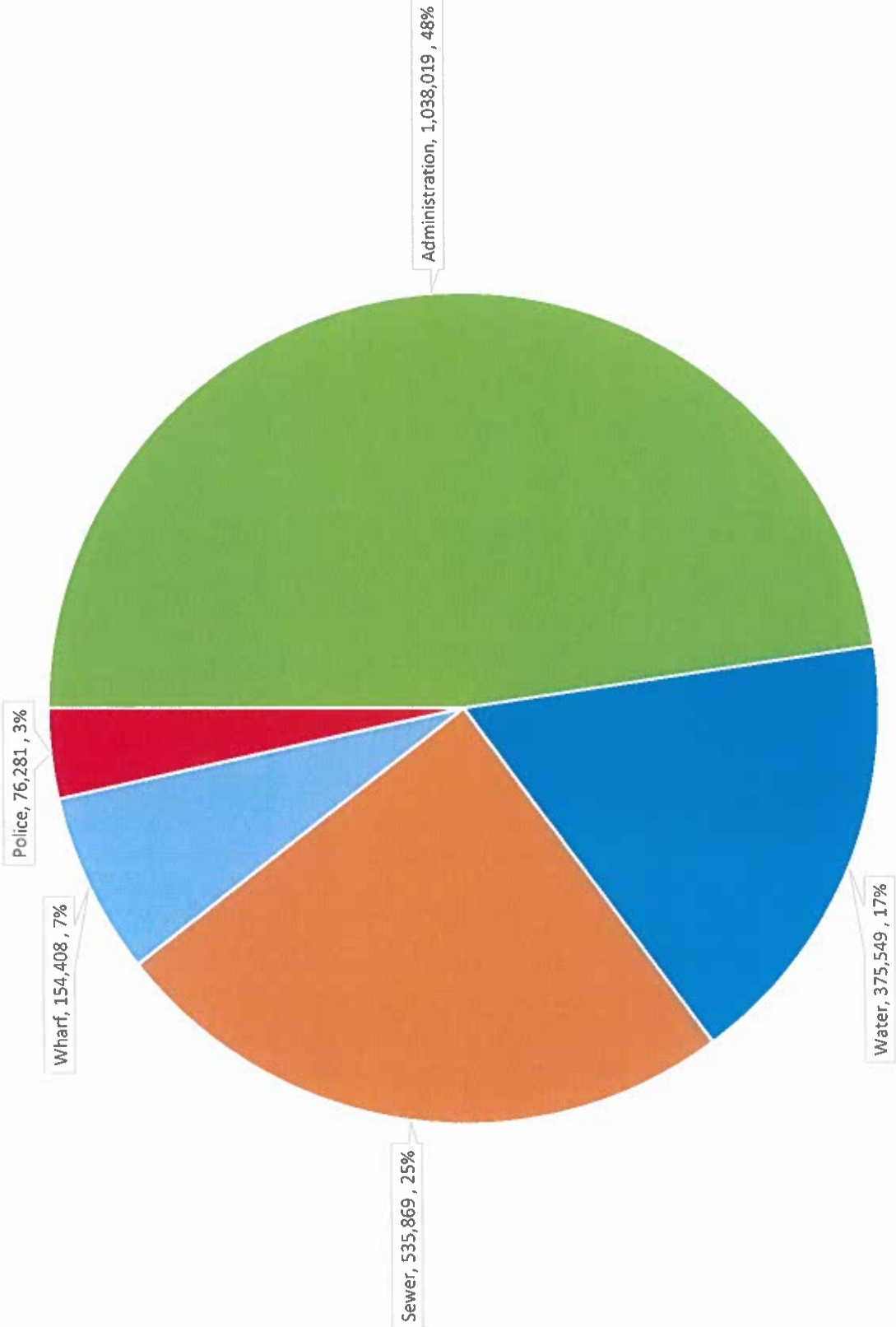
Revenue - Budget 2024



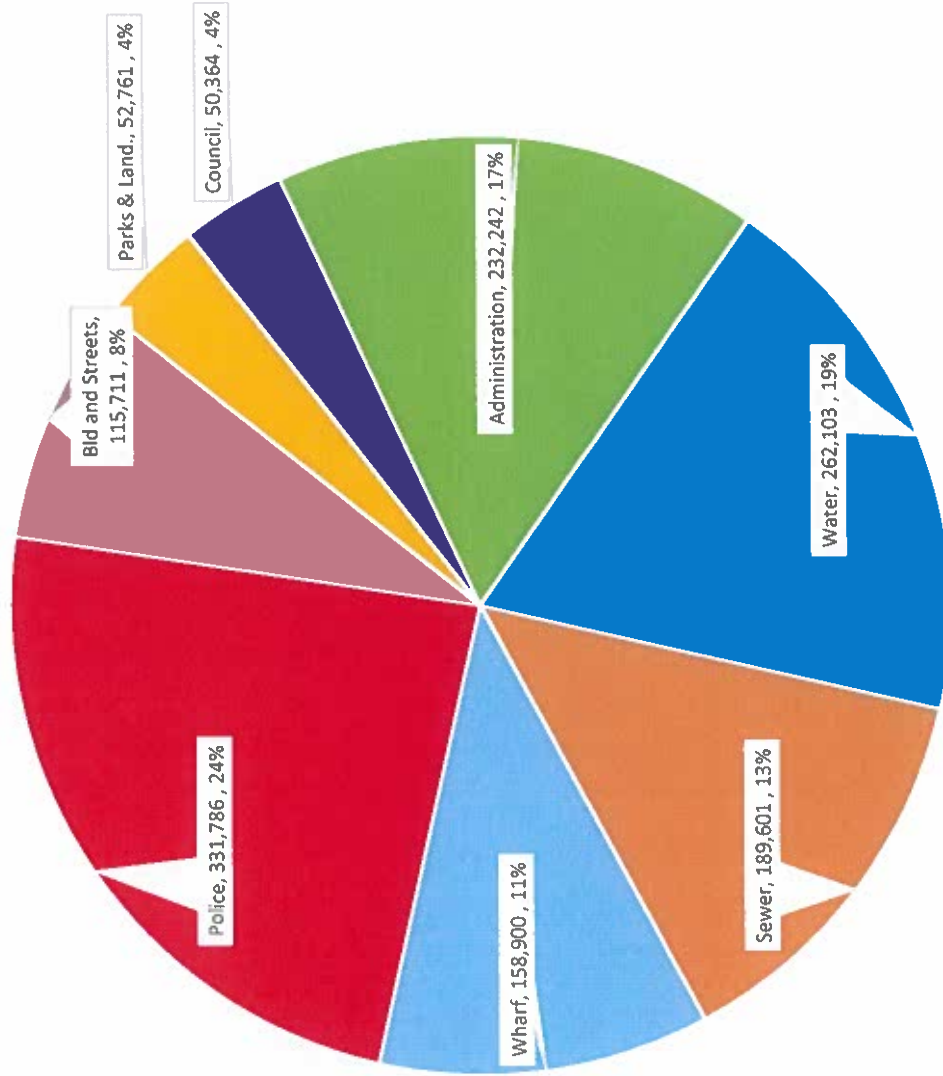
Expenditure - Budget 2024



Revenue - Actual 2024



Expenditures - Actual 2024



Town of Onancock
Cash and Reserve Report
Through January 31, 2024

	Current Year	Prior Year	% Increase / (Decrease)
<u>CASH AND RESERVES</u>			
CASH			
Checking	101,082	572,992	(82%)
RESERVES			
Cash Reserve (savings account)	2,475,142	1,171,744	111%
Grant Match or Project Reserve	258,372	459,594	(44%)
Capital Asset Reserve	144,693	84,816	71%
General Fund Reserve	525,027	408,802	28%
ARPA Funds	622,026	1,053,356	(41%)
Utility Reserve	739,718	751,141	(2%)
Total Reserves	4,764,978	3,929,453	21%
Total Cash and Reserves	4,866,060	4,502,445	8%
Cash and Reserves - No ARPA	4,244,034	3,449,089	23%
Reserves Only - No ARPA	4,142,952	2,876,097	44%
REQUIRED RESERVES PER POLICY			
Grant Match or Project Reserve	250,000	Up to \$250,000	258,372
Capital Asset Reserve	142,017	25% of 5-year CAPEX plan	144,693
General Fund Reserve	507,754	30% of budgeted revenue 120 day operating (\$455,000/12*4)+ 30% Accumulated Depreciation	525,027
Utility Reserve	715,970	\$1,837,935)+ \$15k for road repairs	739,718
Total Required Reserves per Policy	\$ 1,615,740	Over/(Under) Reserved	\$ 1,667,810
			\$ 52,070

**ARPA Project Cost Update
Through January 31, 2024**

	Not to Exceed Budget	Reappropriated	Spent to Date	Remaining to Spend	Status	
Police Generator (moved to DCJS)	\$ 50,000	\$ (50,000.00)	\$ -	\$ -	Moved to DCJS	
GIS Water System	\$ 15,000	\$ (2,986.00)	\$ 12,014	\$ -	Closed	Reserves Required
Police Dept & Welcome Center	\$ 295,000	\$ 310,070.00	\$ 232,403	\$ 372,667.00		\$ 261,644.37
Dog Park	\$ 25,000	\$ 966.00	\$ 25,966	\$ -	Closed	
Northeast Park	\$ 35,000	\$ 22,962.00	\$ 57,962	\$ -	Closed	
Remove Wood Shop	\$ 8,000	\$ -	\$ 8,000	\$ -	Closed	
Tower Paint and Seal	\$ 165,000	\$ (16,435.00)	\$ 148,565	\$ -	Closed	
Hypo Tank	\$ 8,000	\$ (224.00)	\$ 7,776	\$ -	Closed	
Security Cameras	\$ 145,000	\$ (145,000.00)	\$ -	\$ -	Moved to DCJS	
Electric at Tower	\$ 5,000	\$ (921.00)	\$ 4,079	\$ -	Closed	
Air Conditioning Town Hall Upstairs	\$ 20,000	\$ (20,000.00)	\$ -	\$ -		
Matching Grant for Onancock Business Facades	\$ 90,000	\$ -	\$ 25,916	\$ 64,084.00		
Sunset Park	\$ 40,000	\$ -	\$ -	\$ 40,000.00		
Touchless Faucets Little League	\$ 3,500	\$ -	\$ -	\$ 3,500.00		
Drainage Ditch Cleanout	\$ 7,500	\$ (7,500.00)	\$ -	\$ -	Closed	
Valve Isolation	\$ 15,000	\$ (15,000.00)	\$ -	\$ -	Closed	
Duckbill at Wharf	\$ 10,000	\$ (10,000.00)	\$ -	\$ -	Closed	
Clean out under floating docks (dredging)	\$ 90,000	\$ -	\$ 9,100	\$ 80,900.00		
Downtown Visual Improvements	\$ 35,000	\$ -	\$ -	\$ 35,000.00		
Town Square repairs	\$ 8,500	\$ -	\$ 2,625	\$ 5,875.00		
Walking path at Little League complex	\$ 20,000	\$ -	\$ -	\$ 20,000.00		
ESCADV Support	\$ 100,000	\$ -	\$ 100,000	\$ -	Closed	
Stormwater Mgt	\$ 65,932	\$ (65,932.00)	\$ -	\$ -	Closed	
Summary ----->	\$ 1,256,432.00	\$ -	\$ 634,406.00	\$ 622,026.00	\$ -	<i>(avail. to ^ reappropriate)</i>
		Amount Reimbursed	Amount Spent			
Bulkhead	\$ 360,000	\$ 280,862	\$ 283,613	\$ (2,751.00)	Closed	
Northeast Rehabilitation Grant	\$ 978,117	\$ 41,472	\$ 41,472	\$ 936,645.00		
IRF Revolving Loan Grant	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000.00		
DCJS ARPA Grant	\$ 211,000	\$ -	\$ 208,979	\$ 2,021.00		

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 – January 22, 2024

HRSD Transition

- The engineering for the meter replacement should begin in the Spring and the physical replacement in the summer.
- As each meter is replaced, HRSD takes over the billing. It will be monthly billing. I attached a sample of the bill. It will be on full size paper, mailed in an envelope, and it will include both town charges (water, trash, VDH) as well as HRSD charges for wastewater management.
- This leans that the budget will need to accommodate for monthly billing for meters replaced and bi-monthly for town billing until the project completes. The figures will be very close, but the process will be different.

Street Repairs

- VDOT is adding a culvert under Holly Street to drain the stormwater into the drain system the town installed last summer.
- Our DPW will be running the water line to the Welcome Center. This will involve cutting about 60 feet by 2 feet in the street from Lilliston to our building. We have the VDOT permits.

Northeast Revitalization Project

- Salm Engineering completed the sidewalk design and has 2 of the 3 easements. Our attorney will work with the fire department to secure the easement for their property. The membership of the OVFD have voted to allow the sidewalk.

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

- We are in the process of opening a bank account at Taylor for OEDA. The signature cards are being circulated.
- The contracts have been approved by our attorney, the developer's attorney, and the state. We are waiting for OEDA to develop a process they are comfortable with.
- Once signed we can begin reimbursing the developer.

Website

- I am still working on it.

Open ARPA Project Updates

- Police Generator (\$0) –moved to DCJS grant.
 - The project is underway.
- Police Department and Welcome Center Renovation
 - The demolition is complete in the Welcome Center and nearly complete in the Police Department.
 - Our DPW installed the sewer line behind the Welcome Center. The interior plumbing is well under way. We need to get the water line run.
- Security Cameras (\$145,000) –moved to DCJS grant.
 - We are at the management phase of placing cameras where they may be most effective.
- Matching Grants for Business Facades (\$90,000)
 - We have reimbursed approximately \$26,000 to date.
- Sunset Patio (\$40,000)

- Need to select bricks to get an accurate quote. At that point you will all see a proposed design.
- Touchless Fixtures at LL (\$3,500)
 - We are using this project for rainy days in the coming weeks.
- Dredging under floating docks (\$90,000)
 - Our DPW cleared the old town dump to allow for a spoil site adequate to receive the sediment.
 - In all likelihood, we will put this to bid and get under contract before October. November-December dredge? We won't be able to get this done before the current boating season.
- Downtown Visual Improvements (\$35,000)
 - Waiting for Council decision on use of funds.
- Town Square Repairs (\$8,500)
 - Fixing 2 sections of sidewalk.
 - I think we should consider an irrigation system.
- Walking Path at Little League Complex (\$20,000)
 - No activity yet

Miscellaneous

- The audit for FY 23 is underway. They are performing it remotely, which is new.
- Our DPW is preparing the surface for the repair at the Wharf. They removed the stairs, all pavers, and are now getting the base ready for concrete to be installed.

▶ The Town has a blood drive on March 4 from 10 – 3. Call 1-800-733-2767 or visit www.RedCrossBlood.org enter Danvers to make an appointment.

HRUBS

HRSD
1434 Air Rail Ave
Virginia Beach, VA 23455
www.hrud.com

City of Chesapeake
306 Cedar Road
Chesapeake, VA 23322
www.cityofchesapeake.net

ACCOUNT SUMMARY			
HRSD Acct		Total Amount Due	\$237.81
Jurisdiction Acct		Current Charges Due	03/27/23
Bill Date	02/27/23	Current Charges	\$237.81
Previous Balance	\$199.48		
Payment Received	-\$199.48		
Balance Forward	\$0.00	Total Amount Due	\$237.81

ACCOUNT DETAIL

Customer Name:
Service Address:

Chesapeake VIRGINIA Chesapeake Charges

Service from 12/22/22 - 02/17/23

Water Charge	\$87.15
Sewer Charge	\$60.05
Chesapeake Subtotal	\$147.20



HRSD Charges

Service from 12/22/22 - 02/17/23

Wastewater Treatment Charge 13.00 CCF x \$6.97	\$90.61
HRSD Subtotal	\$90.61

Total Current Charges \$237.81

Total Amount Due \$237.81

1 CCF = 7.48 Gallons

Meter Number	Previous Read 12/21/22	Current Read 02/17/23	Usage	Usage
	1,013	1,026	13 CCF	9,724 GAL

MESSAGES

New water and sewer rates are effective January 1, 2023. To review these increases, visit <https://www.cityofchesapeake.net/government/city-departments/departments/Public-Utilities-Department/Rates-and-Fees.htm> or call 757-382-6352 for more information.

RETURN THIS PORTION WITH PAYMENT - DO NOT SEND CASH THROUGH MAIL

HRUBS

HRSD
1434 Air Rail Ave
Virginia Beach, VA 23455



Thank you for choosing to receive your bill through our e-Billing program!

0100013-1103227009-01 10/21/17 010401

PAYMENT SECTION

Account Number	
Current Charges Due Date	03/27/23
Total Amount Due	\$237.81
Amount Enclosed	\$ _____

10000000

Past due balances subject to finance charges of 12% per year - Chesapeake and 1.5% per month - HRSD

MAKE CHECK PAYABLE TO:



HRUBS
PO BOX 37097
BOONE IA 50037 0097