

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

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**Town Council**  
**July 22, 2024**  
**7:00 PM Council Chambers**  
**Agenda**

1. Call to order and roll call.
2. Pledge of Allegiance
3. Approve minutes from Special Meeting June 5, 2024.
4. Approve minutes from the June 24, 2024, meeting.
5. Closed session
  - a. Consultation with legal counsel per section §2.2-3711 (A) (7)
6. Public Hearings
  - a. None scheduled.
7. Public Presentation:
  - a. None scheduled.
8. Council Action
  - a. None scheduled.
9. Council discussion:
  - a. Discuss the Parking ordinance. (Joint public hearing held 2-26-24)
  - b. Discuss town staff support for Onancock Economic Development Authority (OEDA).
  - c. Discuss notes from Queen Street Parking meeting.
10. Committee Reports
  - a. Personnel (Cindy Holdren)
  - b. Onancock Main Street (Cindy Holdren)
  - c. Historic Onancock School (Sarah Nock)
  - d. Planning Commission (Fletcher Fosque)
  - e. Waterfront (Fletcher Fosque)
  - f. Economic Development Authority (Joy Marino)
11. Public Comment
12. Mayor's Report
13. Town Manager's Report
  - a. Manager's Report
  - b. Financial Report
14. Town Councilmember comments
15. Adjourn

**Town of Onancock**  
**Town Council – Special Meeting**  
**Wednesday, June 5, 2024**  
**6:00 PM**

- 1) **Call to Order:** Mayor Fosque called the meeting to order at 6:00 PM.
- 2) **Attendance/Establish Quorum** – Councilmembers Cindy Holdren, Joy Marino, Sarah Nock and Maphis Oswald and Mayor Fosque were present. Councilmember Burger arrived at 6:30 PM. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present. A quorum was established.

**Councilmember Brandon Brockmeier resigned from his council seat effective June 5, 2024. The town charter says we “shall” appoint someone within sixty days. Applications will be accepted for an appointment until the term expires 12/31/2024. Councilmember Oswald moved to appoint a new councilmember at the July 2024 meeting. Councilmember Holdren seconded the motion. The motion passed with a 4-0 vote. Applications will be accepted until July 8, 2024.**

- 3) **Town Council discussion about the use of reserves** – The following budget items were requests for use of the 2024 reserve funds.
  - Utility Locator – Councilmember Oswald moved to approve \$18,197 to purchase a utility locator. Councilmember Holdren seconded the motion. The motion passed with a 4-0 vote.
  - Roof Repairs – Roof repairs over the police department and Welcome Center were approved for \$13,680 as a change order to the original construction contract. This was approved at the April 22, 2024, town council meeting.
  - N.E. Park Mulch – Councilmember Oswald moved to approve \$19,174 to purchase rubberized mulch at the Northeast Park. Councilmember Marino seconded the motion. The motion passed with a 4-0 vote.
  - North Street Playhouse – Councilmember Nock moved to approve \$10,000 as a one-time contribution to a non-town owned building for an upgraded HVAC system. Councilmember Oswald seconded the motion. The motion passed with a 4-0 vote.
  - Pickleball Courts – there was no motion to approve \$80,000 for pickleball courts.
  - EDA Seed Money – It was approved at the April 22, 2024, town council meeting to approve \$20,000 for seed money to the Onancock Economic Development Authority.
  - Basketball Court Resurface – Councilmember Marino moved to approve \$5,000 to resurface the basketball courts in the Northeast neighborhood with more information provided. Councilmember Nock seconded the motion. More information will be provided at the June meeting as to the best way to manage the tree root growth under the current courts and to assure the roots will not break up the new resurfacing.

**Town of Onancock**  
**Town Council – Special Meeting**  
**Wednesday, June 5, 2024**  
**6:00 PM**

- Gorilla FT 54 – Councilmember Nock moved to procure the Gorilla FT54 basketball goal hoops for \$3,700. Councilmember Marino seconded the motion. The motion passed with a 5-0 vote.
- Senior Gathering Space (HVAC system)– Councilmember Marino moved to reappropriate \$20,000 from the ARPA funds from the walking trial to a HVAC system and approve an additional \$20,000 from the 2024 reserve funds to install a HVAC system. Councilmember Holdren seconded the motion. The following votes were recorded:
  - Councilmember Burger – aye
  - Councilmember Holdren – aye
  - Councilmember Marino – aye
  - Councilmember Nock – abstain.
  - Councilmember Oswald – abstain.

The motion carried.

- Senior Gathering Space (Elevator) – there was no motion to approve \$135,000 for an elevator.
- Senior Gathering Space (Renovate bathroom to ADA compliant) - there was no motion to approve \$20,000 to renovate the bathrooms.
- Fire Equipment – Councilmember Nock moved to approve \$45,000 for a matching grant to the Onancock Volunteer Fire Department for a rescue vehicle. Councilmember Holdren seconded the motion. The motion passed with a 5-0 vote.
- Landscaping – Councilmember Holdren moved to approve \$42,025 to Browder-Hite for townwide landscaping services. Councilmember Nock seconded the motion. The following votes were recorded.
  - Councilmember Burger – aye
  - Councilmember Holdren – aye
  - Councilmember Marino – abstain.
  - Councilmember Nock – aye
  - Councilmember Oswald – abstain.

The motion carried.

Town of Onancock  
Town Council – Special Meeting  
Wednesday, June 5, 2024  
6:00 PM

- Advertising -- Councilmember Marino moved to approve \$30,000 for a marketing program. Councilmember Burger seconded the motion. The following votes were recorded:
  - Councilmember Burger - aye
  - Councilmember Holdren - nay
  - Councilmember Marino - aye
  - Councilmember Nock - nay
  - Councilmember Oswald – abstain.

Mayor Fosque voted nay to break the tie vote. The motion did not carry.

- 4) Adjourn – Councilmember Holdren moved to adjourn the meeting. Councilmember Nock seconded the motion. The motion passed with a 5-0 vote. The meeting adjourned at 8:57 PM.

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Fletcher Fosque, Mayor

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Debbie Caton, Town Clerk

**Town of Onancock  
Town Council Meeting  
Monday, June 24, 2024  
7:00 PM**

- 1) **Call to Order:** Mayor Fosque called the meeting to order at 7:00 PM and roll was called. Councilmembers Ray Burger, Cindy Holdren, Joy Marino, Sarah Nock, Maphis Oswald and Mayor Fosque were present. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present. A quorum was established.
- 2) **Pledge of Allegiance**
- 3) **Approve minutes from the May 20, 2024, meeting.** – Councilmember Nock moved to approve the meeting minutes. Councilmember Oswald seconded the motion. The motion passed with a 5-0 vote.

Mayor Fosque made the following announcements:

- Agenda Item #5 will be updated with a presentation about the winter Farmer’s Market.
- A committee will be appointed to help with the design of the Queen Street parking lot.
- Because of the resignation of Brandon Brockmeier who was the Town Council representation to the Planning Commission, a commissioner needs to be appointed for the joint public hearing to have a quorum.

Councilmember Nock moved to approve the updated agenda items. Councilmember Holdren seconded the motion. The motion passed with a 5-0 vote.

Councilmember Burger moved to appoint Mayor Fosque as the temporary commissioner to the Planning Commission. Councilmember Nock seconded the motion. The motion passed with a 5-0 vote.

- 4) **Joint Public Hearings** – Chairperson Schreiber called the Planning Commission meeting to order at 7:05 PM. Commissioners T. Lee Byrd, Larry Frey, Fletcher Fosque, and Chairperson Schreiber were present. Commissioners Bill Bagwell, Jake Dillon and Carol Tunstall were not present. A quorum was established.

# Town of Onancock Town Council Meeting Monday, June 24, 2024 7:00 PM

The public hearing opened at 7:06 PM

- a. Rezoning application 24 King St. from Commercial to Residential. –Town Manager Spuck explained 24 King Street is already surrounded by residential homes. The new owner would like to make the house a long-term rental. The Planning Commission agreed the rezoning was appropriate.

No public comments. The Public Hearing closed at 7:07 PM.

The Public hearing opened at 7:08 PM.

- b. Remove Article XII: Off-Street Parking from town ordinances. – Town Manager Spuck explained the original ordinance of Parking, Standing, and Stopping required each district to have designated off-street parking spots. Article XII does not fit Onancock and needs to be removed from the ordinance. The Planning Commission agreed the removal of Article XII was appropriate.

Public Comments

- Priscilla Hart – Ms. Hart agrees Article XII does not make sense.

The public hearing closed at 7:12 PM.

After the public hearings, the town council voted on the public hearing items.

- Councilmember Oswald moved to rezone 24 King St. Councilmember Nock seconded the motion. The motion passed with a 5-0 vote.
- Councilmember Holdren moved to remove Article XII from the Parking, Standing Stopping ordinance. Councilmember Oswald seconded the motion. The motion passed with a 4-1 vote. The following votes were recorded:
  - Councilmember Burger – aye
  - Councilmember Holdren – aye
  - Councilmember Marino – nay
  - Councilmember Nock – aye
  - Councilmember Oswald – aye

**Town of Onancock  
Town Council Meeting  
Monday, June 24, 2024  
7:00 PM**

5) **Public Presentation** – Theresa Van Dessel from the Onancock Farmer’s Market gave a presentation with updates on the winter market. Town Council members were emailed the specifications for a new building for the winter market. (the renderings are attached.) There was a petition signed by over one hundred people to keep the farmers market in the downtown district by allowing space in the Queen Street parking lot. Many vendors use the market for their livelihood. The owners of Corner Bakery spoke discussing concerns about the layout of the Queen Street parking lot. The current design will limit access to the back door where deliveries are made. Councilmember Holdren moved to approve the plan as presented. Councilmember Nock seconded the motion. The motion passed with a 3-2 vote. The following votes were recorded:

- Councilmember Burger – aye
- Councilmember Holdren – aye
- Councilmember Marino – nay
- Councilmember Nock – aye
- Councilmember Oswald – nay

6) **Police Presentation** – Chief Eric Williams answered several questions from members of the Town Council.

- a. Mayor Fosque asked if the security cameras have been effective. Chief Williams answered there are four key locations with two cameras in each spot. A grant was awarded for the purchase of additional cameras. Currently, the cameras are set up law enforcement review only. All cameras are set up for street view.
- b. Councilmember Oswald asked how residents are being apprised of the incidents such as car break-ins. There is no public information. Chief Williams stated it is difficult to contact each resident.
- c. Councilmember Nock asked if the text message system or manager’s minutes would be a good avenue to contact residents? Town Manager Spuck responded that it does not cover everyone.
- d. Councilmember Holdren asked if a resident has their own camera footage, is it legally useful? Chief Williams answered yes.

**Town of Onancock  
Town Council Meeting  
Monday, June 24, 2024  
7:00 PM**

**7) Council Action**

- a. Approve 2025 Budget Resolution –Councilmember Nock moved to approve the FY25 budget. Councilmember Oswald seconded the motion. The motion passed with a 4-1 vote. The following votes were recorded:
  - Councilmember Burger – aye
  - Councilmember Holdren – aye
  - Councilmember Marino – nay
  - Councilmember Nock – aye
  - Councilmember Oswald – aye

**8) Council Discussion**

- a. A meeting will be set within the next few weeks to discuss a conceptual design for the Queen Street parking lot. All stakeholders are encouraged to attend.

**9) Committee Reports**

- a. Personnel (Cindy Holdren) – Councilmember Holdren reported the personnel committee met in June to create new reporting forms for the police department.
- b. Onancock Main Street (Cindy Holdren) – Councilmember Holdren reported there will be a presentation in July by Lisa Fiege.
- c. Historic Onancock School (Sarah Nock) – Councilmember Nock reported the HOS was added to several travel/tourism apps. The Blooms and Brushes tour was well attended with over one hundred tickets sold. Wine Wednesday and the Ice Cream Social are both scheduled for Wednesday, July 3, 2024. The pavilion construction is still ongoing.
- d. Planning Commission (Matt Spuck) – Town Manager Spuck reported the planning commission discussed the two topics in tonight’s public hearings.
- e. Waterfront (Fletcher Fosque) – Mayor Fosque reported the committee discussed revenue. Charles Perry repaired the pump out as opposed to replacing it.
- f. Economic Development Authority (Joy Marino) –Councilmember Marino reported the EDA did not meet.



**Town of Onancock  
Town Council Meeting  
Monday, June 24, 2024  
7:00 PM**

**10) Public Comment**

- a. Rosemary Paparo –Ms. Paparo has serious questions about the town’s ability to provide water to a new development called Coastal Squares approved by Accomack County. She would like the town to hire a water engineer or hydrologist. Cape Charles already has issues with saltwater intrusion.
- b. Kasey Grier –Ms. Grier agrees with Ms. Paparo’s concerns about supplying water to an outside neighborhood. Ms. Grier proposed that each year during the budget cycle the Town Council require the town manager to put together and present an overview of the proposed town budget and the town’s financial position including existing bond debt and assets and encumbered grant funds. This would be an initiative towards transparency.
- c. Hermana Matthews – Ms. Matthews asked for a security camera at the end of Bundick Street. Town Manager Spuck will update Chief Williams with the concerns.
- d. Jay Miller – Mr. Miller and his wife also have concerns about the outside new development approved by Accomack County. He was surprised to see that the town is rolling over and have no details how it will impact the town. There seems to be no concerns about the traffic, water, and sewer.

**11) Mayor’s Report** – Mayor Fosque attended the public hearing at Accomack County for the new development. At this hearing, not one person spoke against it. Mayor Fosque clarified the new development is in the County and we do not have any input in the approval process.

**12) Town Manager’s Report**

- a. Manager’s Report – DEQ solicited for a public hearing about the application for increase of groundwater withdrawal. Only eight people responded but there is a minimum requirement of twenty-five to hold a hearing. The new permit has been issued. The developer is working on the application for out-of-town subdivisions. Upon completion, the application will be brought to Town Council for approval. The developer is responsible for all hook-ups and tie in. There will be an increased rate for out-of-town water users. The only way to reduce cost for Onancock residents is to have more volume.
  - IRF for Lilliston – The second reimbursement was submitted to DHCD.
  - Sunset Patio – the pavers were selected. An RFP (Request for Price) was posted on the website for bid solicitations.
  - Welcome Center renovation updates – The floors and bathroom tile have been installed. The walls are painted. A mid-August to early September completion date is expected.

**Town of Onancock  
Town Council Meeting  
Monday, June 24, 2024  
7:00 PM**

- Police Department renovations updates – The contractor has the electrical permit. Sheetrock and furring strips are being installed.
  - Councilmember Holdren thinks we need a professional to clean up the new website and keep it maintained. There are also ADA compliance issues.
  - Town Manager Spuck would like a policy from the Town Council about mosquito spraying and exceptions to not spraying.
  - Councilmember Nock asked if the basketball court tree root issue has been resolved. Town Manager Spuck is working with DPW and the concrete contractor to produce a solution.
- b. Financial Report – see attached report.

**13) Town Councilmember comments**

- a. Councilmember Burger – Councilmember Burger asked if the basketball courts could be moved because of the tree root issues under the existing courts.
- b. Councilmember Marino – Councilmember Marino thanked Councilmember Nock for bringing up the basketball court resurfacing issues. She also agrees with Councilmember Holdren to spend the ARPA money for the downtown visual improvements. Councilmember Marino reiterated the need for a strategic plan with input from the businesses and residents.
- c. Councilmember Holdren – no comments.
- d. Councilmember Oswald – Councilmember Oswald asked about the cannon from the Historic Onancock School. Mayor Fosque responded that Terry Malarkey has the cannon in his yard. HOS will investigate getting it back on their property.
- e. Councilmember Nock – Councilmember Nock reminded everyone of the ice cream social scheduled for Wednesday, July 3, 3024.
- f. Mayor Fosque announced the election sign-up is closed. We have six candidates running for three open town council seats. Early voting starts in September.

**14) Closed session**

- a. None scheduled.

- 15) Adjourn – Councilmember Oswald moved to adjourn the meeting. Councilmember Nock seconded the motion. The motion passed with a 5-0 vote. The meeting adjourned at 8:59 PM.**

Town of Onancock  
Town Council Meeting  
Monday, June 24, 2024  
7:00 PM

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Fletcher Fosque, Mayor

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Debbie Caton, Town Clerk

## 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. It shall be unlawful to place any object within the confines of a marked parking space that could impede a fill-sized vehicle from using the parking space as intended.

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

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## 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~~

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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 fina 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. 26-43. 2—26-70. Reserved**

##### 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 north spurs of both Ames Street and Mount Prospect Street bridges up to Market Street, King Street, and Crockett Avenue in their entirety.

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.

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(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 38:2 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.**

QUEEN STREET PARKING LOT MEETING NOTES  
July 16, 2024

Attendees: Mayor Fletcher Fosque  
Ray Burger and Cindy Holdren, Town Councilmembers  
Matt Spuck, Town Manager  
Janet Fosque, Onancock Market  
Pete Smith, Corner Bakery  
Toni Nelson, Bank Building  
Scott Chandler, Roseland Theatre  
Jim Altadonna, The Print Shop  
Anne Kyle Doughty, Coldwell Banker/Harbour Realty  
Lise Geduldig and Joe Devaney, 6 Queen St.

Fletcher welcomed everyone and explained our goal is to seek input from the stakeholders. Vision is to make an attractive, well-lit parking lot with pathways to Market Street, as well as to provide space for the summer farmers' market. The winter market space has already been approved by TC. Another goal is to maximize parking to alleviate parking issues in the downtown area. Safety for pedestrians walking on the sidewalks to Market St. is a big concern since they are currently used due to poor lighting.

Discussion Topics

- ◆ Traffic flow – Frazier Associates (under contract with Virginia Main Street to assist Onancock Main Street with designs) has suggested that access into the parking lot be from the Ames Street entrance only. That the main area of the lot be two-way, with drivers also allowed to exit from the lot onto Ames Street, but that the roadway running along the side of the movie theater be one-way (with egress only) onto Market Street. The point where it becomes designated one-way would be determined by the traffic flow design of the lot.
  - Questions arose about the No Parking signs next to the Roseland. No one knows who put the signs up. Matt offered to remove the signs.
  - Ray said that parents taking children to wrestling practice at the GOAT House want to enter next to the building. He is opposed to a one-way section of Queen St.
  - Scott opposed the one-way idea as people want to park as close as possible to where they are going. It disrupts parking for his business and is unsafe. There is no traffic study supporting this idea. Disabled people would be disadvantaged. Customers want parking near the Theatre. DHHS recommends not parking directly next to a public building so parking spaces next to his building would be contrary to their guidance.
  - Jim mentioned that people are parking in the right of way. His building is more valuable with parking.



- Joe has exited onto Market with a U-Haul truck and found it unsafe. He also mentioned that traffic on Ames (per Kathy Runninger) can be quite fast. They have no issue with the number of parking spaces and have not had impeded access.
- Fletcher said the area between the Print Cottage building and Roseland has been a problem historically for 30 years. We need a solution as it doesn't work well now with people stopping to unload and blocking up Market St.
- Lighting – While we want sufficient lighting for safety, we also need to consider the homeowners' needs not to have excessive lighting in their yards. Safety is our main concern. Dark sky compliance is important also.
  - Excessive lighting – Anne Kyle says that since the Town has selected dark sky fixtures, she has no problem. She wants lighting for safety. She will put some lighting in her parking lot. Joe Devaney said that given the vegetation, it mitigates light intruding on their property. He supports dark sky lighting.
  - Lighting levels can be variable to change the lumens and warmth. Scott said it could be put on activity level so that if it senses movement, it gets brighter.
- Landscaping – Maintaining the visual appeal of our Town is important, but we also want to maximize parking spaces. What ideas do we have for balancing these needs?
  - Oak tree.
    - Scott advocated angled in parking stopping at the drip line of the tree if we keep the tree.
    - Anne Kyle said it drops limbs all the time and if we design around this tree, then the tree dies, we need to have a plan for that occurrence also. That will be expensive more than likely.
    - Matt has made a valiant effort to save the tree. The arborist (Mark Belknap) doesn't see it as a danger for the next 18 months. It will be fertilized, limbs are cabled, and there is lightening protection.
    - Matt said we do need a phase 2 plan if the tree is lost.
    - Fletcher mentioned the liability problem. Even walking under it is dangerous. New limbs have fallen recently. Allowing people to walk under the tree increases the Town's liability.
    - Cindy said it is less expensive to deal with now than to take it down in 5 years as any future plan will add costs.
    - Ray mentioned that it comprises about 1/3 of the space available. So 2 plans will show widely varying amounts of parking.
    - Save the tree – Joe, Matt
    - Janet – Town Attorney needs to comment on liability. The Market cannot put vendors or shoppers under it.
- Drainage – Considerable rainfall will come off the buildings on Market St. We need to make certain that we don't create "standing water" in the parking lot or muddy conditions in the areas of grass.

- Anne Kyle and Scott both get rain into their buildings. The parking lot was built up years ago above the base of the buildings. Lilliston is below grade.
  - Pete said that the Visitor center is below grade.
  - Matt commented that there is a culvert on 6 Market St's property. DEQ has given the Town authority to attach to the existing storm drain.
  - Jim discussed the fact that rain drains from back of his building to Market St. Perhaps re-grading would help solve this.
  - Anne Kyle has to act quickly. Rain is pouring into her basements. She has plan for basins that flow from one to the next.
  - Matt mentioned that the Town needs a utility easement behind the Lilliston building and the Visitor Center.
  - Toni is getting more mud and sand coming into her area every time it rains from the Lilliston construction.
- Ingress-egress for driveways adjoining the parking lot
    - Discussion about ingress and egress for homeowners resulted in agreement that all owners should have
    - Needed for Roseland, Bank and Lilliston (see easements)
- Summer Farmers Market – One suggestion is that trucks back up into spaces behind The Roseland Theatre. There is enough space for farmers to back in trucks and have tents in front for the 8 farmers currently needed that arrangement.
    - Janet proposed putting the summer market in corner area where Queen St turns.
    - Ray thought we should decide parking first and if make 2 plans, have a lot of potential space for market.
    - The Market needs 35' for vendors' truck and tent off back with no permanent structures for summer. It is imperative that the area is able to be cordoned off during operation so it is separate from the parking areas allowing for shopping pedestrians to be protected.
    - Fletcher stated it would work with either one or two-way parking on Queen St.
    - Joe didn't agree to the market blocking either end of his.
    - Anne Kyle asked why it has to be in this area and if it could be at HOS. Cindy responded that the businesses and townspeople have already spoken and want it downtown because it generates a lot of income for businesses.
    - Matt mentioned VDOT requirements 19' for 2 directional roads and 10' x20' for a parking space. Ames St. going in must be 19'; we have 40'.
    - Anne Kyle asked how about Baptist Church parking lot? Janet responded that it is not something the market can count on as it is used some Saturdays
    - Janet said that the Market needs a minimum of 8 truck-vendor slots (34' deep X 12' wide), and it would be better to have 10.
    - Also need a minimum of 12 canopy-vendor spaces (16' deep X 12' wide), and it would be better to have 14.

- Right of way access across property lines/Easements – The Town and Corner Bakery need access across property belonging to the Lilliston Building. Are there other access issues?
  - There was confusion about the rights of way behind the Roseland, Bank and Lilliston buildings. Toni's survey seems to show a different spot where her right of way ends.
  - Pete mentioned it sounds like everyone is crossing each other's property. The bakery has to access to back of their building for delivery of supplies. The bakery needs easements with Anne Kyle and the Town.
  - Anne Kyle will use the loan for the building and won't have anything left over for the parking lot. She doesn't know costs for the parking lot yet for her building.
  - The Town needs a right of way from Anne Kyle for a sidewalk to the Visitor Center.
  - Toni mentioned an easement being vacated. That needs clarification.
  - Scott's original plat shows the right of way ending at the end of his building.
  
- Pathways from Parking Lot to Market St.
  - Lighting is very important and the Town has plans for lighting the path next to the Visitor Center.
  - Toni and the Town have been discussing permission to have the pathway between her building and the Lilliston building lighted. Giving the Town an easement would eliminate her liability; the Town's attorney would draw up such a document.
  - Sidewalk between Playhouse and Bakery – Matt will work on this one but hasn't done so yet. He will determine who owns it; the most recent (10/2020) survey shows it is owned by the Playhouse.

### Other Topics

- Plan Lilliston parking in conjunction with the Town parking – Anne Kyle agrees with this idea.
- Asphalt – Joe asked if we will use asphalt. Matt responded that Branscombe gave a quote for 2" impermeable asphalt over the existing lot. Ray added that this could change if a lot of grading and drainage work needed to be done. The footprint of the parking lot might change or stay the same.
- Wifi – Vendors of the Market use it for credit card transactions. Matt will investigate for us and it could go on the back of the Visitor Center.
- Frazier Associates – are they able to complete a plan for us? They contract with Hill Studio for parking plans and don't have the bandwidth currently.
- Dutch barn behind the Bakery – this could be moved if needed. Property lines are jumbled behind all of these buildings.

- Trash receptacles. Lise asked about these as there is a mini trash receptacle on a pole – is that enough? The plan will cover those, benches, and plantings.
- Dumpster behind businesses – The bakery has one. This will also be addressed by whomever does the plan.
- Facades at back of buildings – Scott mentioned that these could look better. The Market St. facades have been improved recently, and we may want to address the rear facades also.

**Action Item:**

1. Iron out differences of opinion about where easements exist.
2. The Town needs an easement from Corner Bakery for the sidewalk and from Anne Kyle for a sidewalk to parking. Matt will see if Mike Starling (surveyor) can do that work for us. We have a 2020 survey from him.
3. Meet once more as a large group before going to a smaller group.
4. Inform Town Council of this discussion at their meeting 7/22/24 to ask if they want to issue an RFP for drainage, landscaping, and parking services or hire an engineer for 5 hours of time for a quick plan (Matt's idea).
5. Get more information as to liability and longevity in order to decide whether to remove or keep the oak tree.

**Town of Onancock**  
**Budget Summary by Department**  
**Through June 30, 2024**

ALL DEPARTMENTS	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B	Explanation
				\$	%					
<b>Revenue</b>										
Administration	1,411,649	1,393,125	101%	18,524	1%	1,302,952	1,398,645	1,402,274		
Water	592,760	430,500	138%	162,260	38%	420,140	495,314	565,045		
Sewer	752,194	100,000	752%	652,194	652%	1,025,382	1,121,513	821,749		
Wharf	234,440	184,050	127%	50,390	27%	198,463	206,989	206,618		
Police	149,092	64,000	233%	85,092	133%	55,140	41,997	85,957		
<b>Total Revenue</b>	<b>3,140,135</b>	<b>2,171,675</b>	<b>145%</b>	<b>968,460</b>	<b>45%</b>	<b>3,002,077</b>	<b>3,264,458</b>	<b>3,081,643</b>		
<b>Expenditures</b>										
Council	67,469	75,868	89%	8,399	11%	41,247	39,942	59,837		
Administration	497,640	536,996	93%	39,356	7%	496,887	491,268	533,173		
Water	509,491	430,500	118%	(78,991)	(18%)	218,974	247,147	423,790		
Sewer	190,554	100,000	191%	(90,554)	(91%)	556,205	406,064	645,152		
Wharf	235,843	202,306	117%	(33,537)	(17%)	177,250	199,066	235,651		
Police	489,033	528,539	93%	39,506	7%	325,746	394,355	424,978		
Bld and Streets	196,027	189,317	104%	(6,710)	(4%)	133,009	156,818	169,928		
Parks & Land.	108,088	108,149	100%	61	0%	17,112	67,268	107,866		
<b>Total Expenditures</b>	<b>2,294,145</b>	<b>2,171,675</b>	<b>106%</b>	<b>(122,470)</b>	<b>(6%)</b>	<b>1,966,430</b>	<b>2,001,928</b>	<b>2,600,375</b>		
<b>Net</b>	<b>845,990</b>	<b>0</b>		<b>845,990</b>	<b>0%</b>	<b>1,035,647</b>	<b>1,262,530</b>	<b>481,268</b>		

Percentage of Year Completed: 100%

**Town of Onancock  
Budget Summary by Department  
Through June 30, 2024**

<u>TOWN COUNCIL</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b>Expenditures</b>									
Wages, Taxes & Benefits	15,230	15,527	98%	297	2%	14,793	15,118	15,129	
Town Attorney	24,000	24,000	100%	0	0%	735	2,733	18,000	
Travel And Training	695	2,000	35%	1,305	65%	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	4,129	4,341	95%	212	5%	6,074	0	2,150	
Office Supplies	0	0	No Budget	0	0%	0	2,937	387	
<b>Total Expenditures</b>	<b>67,469</b>	<b>75,868</b>	<b>89%</b>	<b>8,399</b>	<b>11%</b>	<b>41,247</b>	<b>39,942</b>	<b>59,837</b>	

Percentage of Year Completed: 100%

**Town of Onancock  
Budget Summary by Department  
Through June 30, 2024**

Revenue	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b>ADMINISTRATION</b>									
Real Property-Current	404,380	380,146	106%	24,234	6%	324,439	373,468	379,753	
Real Property-Late	26,831	20,000	134%	6,831	34%	78,952	32,135	28,464	
Public Service-Real	11,278	15,000	75%	(3,722)	(25%)	17,593	15,814	3,799	
Personal Property-Current	185,823	166,305	112%	19,518	12%	190,967	255,838	183,797	
Personal Property-Late	38,438	10,000	384%	28,438	284%	15,867	15,459	15,056	
Penalties	20,674	13,000	159%	7,674	59%	21,897	9,240	7,703	
Local Sales Tax	88,131	91,834	96%	(3,703)	(4%)	89,367	92,372	105,461	
Consumers Utility Tax	55,290	51,000	108%	4,290	8%	55,696	56,036	50,339	
Business License Tax	8,511	3,000	284%	5,511	184%	35,768	3,711	3,465	
Vehicle Tax	31,668	26,000	122%	5,668	22%	5,213	20,834	26,348	
Bank Stock Taxes	40,004	33,000	121%	7,004	21%	48,262	45,329	32,307	
Communication Tax	64,787	75,000	86%	(10,213)	(14%)	74,358	70,214	71,938	
Transient Occupancy	28,157	34,000	83%	(5,843)	(17%)	20,816	26,094	25,220	
Building/Zoning Perm	2,340	2,500	94%	(160)	(6%)	1,700	1,975	2,100	
Meals Tax	267,156	248,000	108%	19,156	8%	194,319	237,448	255,108	
Meals & Transient La	363	0	No Budget	363	0%	1,999	685	3,722	
Rental Of Property	12,097	12,240	99%	(143)	(1%)	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	93,912	106,000	89%	(12,088)	(11%)	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	6,148	32,000	19%	(25,852)	(81%)	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	6,123	1,250	490%	4,873	390%	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 June 30, 2024**

<u>ADMINISTRATION</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance \$	2021	2022	2023	Trend 2020-2024B
				%				
<b>Total Revenue</b>	<b>1,411,649</b>	<b>1,393,125</b>	<b>101%</b>	<b>18,524</b>	<b>1,302,952</b>	<b>1,398,645</b>	<b>1,402,274</b>	
<b>Expenditures</b>								
Wages, Taxes & Benefits	189,361	185,958	102%	(3,403)	205,673	180,235	176,092	
Legal And Collection	11,375	0	No Budget	(11,375)	0	1,750	0	
Audit Service	24,500	24,500	100%	0	16,750	17,750	24,500	
Bank Processing Fees	2,605	3,600	72%	995	5,108	3,576	2,659	
Credit Card Fees	23,166	11,500	201%	(11,666)	369	9,217	12,842	
Payroll Processing F	9,474	8,450	112%	(1,024)	3,259	7,263	6,798	
Temp Services	0	2,500	0%	2,500	0	0	0	
Professional Develop	3,629	12,000	30%	8,371	200	227	1,099	
Software Subscriptio	35,245	28,000	126%	(7,245)	0	20,323	27,493	
Software Support	6,052	13,665	44%	7,613	0	10,408	16,043	
Office Equipment	3,893	4,000	97%	107	21,595	7,982	8,549	
Advertising	8,392	10,000	84%	1,608	2,951	10,503	12,324	
Postage	2,434	3,000	81%	566	2,626	1,289	2,021	
Telephone	6,804	6,000	113%	(804)	1,680	3,272	4,976	
Property Insurance	1,983	1,377	144%	(606)	0	805	681	
General Liability In	2,333	5,661	41%	3,328	0	12,333	3,416	
Workers Comp	412	306	135%	(106)	0	330	54	
Travel	460	1,000	46%	540	0	45	0	
Dues & Membership	3,155	1,200	263%	(1,955)	1,072	2,440	1,086	
Office Supplies	5,359	10,000	54%	4,641	8,519	7,411	9,483	
Historic Onancock Sc	0	0	No Budget	0	7,500	0	450	
Hos - Property Insur	8,658	7,979	109%	(679)	0	6,503	5,954	
Cultural Enrichment	0	3,000	0%	3,000	1,250	2,669	3,041	
Miscellaneous	14,971	3,500	428%	(11,471)	3,261	574	110	
Website & Printing	44	5,000	1%	4,956	0	318	13,430	



**Town of Onancock  
Budget Summary by Department  
Through June 30, 2024**

<u>ADMINISTRATION</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
Town Events	284	6,500	4%	6,216	96%	0	266	1,996	
Employee Welfare	581	500	116%	(81)	(16%)	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	88,841	104,800	85%	15,959	15%	101,110	106,244	102,597	
Town Plan	2,622	25,000	10%	22,378	90%	0	0	41,391	
Contribution To Fire	25,000	25,000	100%	0	0%	25,000	25,000	25,000	
Fire Programs Funding	15,000	15,000	100%	0	0%	15,000	15,000	15,000	

<b>Total Expenditures</b>	<b>497,640</b>	<b>536,996</b>	<b>93%</b>	<b>35,953</b>	<b>7%</b>	<b>496,887</b>	<b>491,268</b>	<b>533,173</b>	
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<b>Net</b>	<b>914,009</b>	<b>856,129</b>	<b>107%</b>	<b>54,477</b>	<b>6%</b>	<b>806,065</b>	<b>907,377</b>	<b>869,101</b>	
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Percentage of Year Completed: 100%

**Town of Onancock  
Budget Summary by Department  
Through June 30, 2024**

WATER	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b>Revenue</b>									
Water Charges	520,241	425,000	122%	95,241	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	12,519	5,500	228%	7,019	128%	19,615	16,671	12,765	
Miscellaneous Revenue	26,700	0	No Budget	26,700	0%	2,614	49,628	2,167	
<b>Total Revenue</b>	<b>592,760</b>	<b>430,500</b>	<b>138%</b>	<b>162,260</b>	<b>38%</b>	<b>420,140</b>	<b>495,314</b>	<b>565,045</b>	
<b>Expenditures</b>									
Wages, Taxes & Benefits	156,044	152,526	102%	(3,518)	(2%)	116,120	109,047	138,505	
Training & Travel	0	4,000	0%	4,000	100%	0	79	0	
Vehicle Repair	17	750	2%	733	98%	3,045	1,018	0	
Repair & Maintenance	30,579	25,000	122%	(5,579)	(22%)	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	12,694	20,000	63%	7,306	37%	13,779	14,974	15,360	
Postage	2,592	2,000	130%	(592)	(30%)	755	1,123	844	
CIP	120,348	0	No Budget	(120,348)	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	2,586	2,500	103%	(86)	(3%)	1,863	2,366	1,753	
Lab Supplies	5,663	2,000	283%	(3,663)	(183%)	998	2,064	3,413	
Purification Supplie	18,967	28,000	68%	9,033	32%	21,099	8,935	24,065	
Outside Consultants	6,603	9,400	70%	2,797	30%	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	55,900	55,900	100%	0	0%	36,945	36,154	55,900	
Interest - Bond - Wa	2,456	1,668	147%	(788)	(47%)	1,662	1,588	2,456	
Interest - Bond - Wa	99,637	99,636	100%	(1)	(0%)	0	25,491	99,637	
<b>Total Expenditures</b>	<b>509,491</b>	<b>430,500</b>	<b>118%</b>	<b>(78,991)</b>	<b>(18%)</b>	<b>218,974</b>	<b>247,147</b>	<b>423,790</b>	
<b>Net</b>	<b>83,269</b>	<b>0</b>		<b>83,269</b>	<b>0%</b>	<b>201,166</b>	<b>248,167</b>	<b>141,256</b>	

Percentage of Year Completed: 100%

**Town of Onancock  
Budget Summary by Department  
Through June 30, 2024**

SEWER	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b>Revenue</b>									
Sewer Charges	748,794	0	No Budget	748,794	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	0	100,000	0%	(100,000)	(100%)	0	0	0	
<b>Total Revenue</b>	<b>752,194</b>	<b>100,000</b>	<b>752%</b>	<b>652,194</b>	<b>652%</b>	<b>1,025,382</b>	<b>1,121,513</b>	<b>821,749</b>	
<b>Expenditures</b>									
Coll. Repair/Maintena	95,318	0	No Budget	(95,318)	0%	75,412	136,140	253,160	
Electric Services	2,122	0	No Budget	(2,122)	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	
<b>Total Expenditures</b>	<b>190,554</b>	<b>100,000</b>	<b>191%</b>	<b>(90,554)</b>	<b>(91%)</b>	<b>556,205</b>	<b>406,064</b>	<b>645,152</b>	
<b>Net</b>	<b>561,640</b>	<b>0</b>		<b>561,640</b>	<b>0%</b>	<b>469,177</b>	<b>715,449</b>	<b>176,596</b>	

Percentage of Year Completed: 100%


**Town of Onancock  
Budget Summary by Department  
Through June 30, 2024**

WHARE	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b>Revenue</b>									
Boat Dockage Fees-Mo	600	250	240%	350	140%	125	1,311	650	
Boat Dockage Fees-Tr	85,540	55,000	156%	30,540	56%	75,106	60,562	71,443	
Parking Fee	671	300	224%	371	124%	995	512	232	
Parking Fee - Annual	0	0	No Budget	0	0%	420	336	0	
Gasoline Sales	132,506	112,000	118%	20,506	18%	108,700	128,103	121,932	
Ice And Other	2,943	3,500	84%	(557)	(16%)	2,513	7,628	4,971	
Golf Cart	2,610	4,000	65%	(1,390)	(35%)	0	0	0	
Wharf Electric	9,570	9,000	106%	570	6%	10,604	8,537	7,390	
<b>Total Revenue</b>	<b>234,440</b>	<b>184,050</b>	<b>127%</b>	<b>50,390</b>	<b>27%</b>	<b>198,463</b>	<b>206,989</b>	<b>206,618</b>	
<b>Expenditures</b>									
Wages, Taxes & Benefits	76,970	71,072	108%	(5,898)	(8%)	60,661	55,949	59,458	
Square Cc Fees	7,554	5,500	137%	(2,054)	(37%)	4,365	5,423	5,732	
Vehicle Repair	1,613	200	807%	(1,413)	(707%)	0	259	296	
Vehicle Fuel	353	300	118%	(53)	(18%)	0	63	0	
Electric Services	2,371	6,000	40%	3,629	60%	4,993	4,415	4,728	
Telephone	653	700	93%	47	7%	629	624	344	
Property Insurance	357	448	80%	91	20%	0	319	222	
Auto Insurance	271	412	66%	141	34%	0	412	199	
Worker'S Comp Insura	1,269	2,424	52%	1,155	48%	0	2,670	611	
Office Supplies	1,441	250	576%	(1,191)	(476%)	0	289	2,663	
Wharf Janitorial Sup	1,119	1,000	112%	(119)	(12%)	661	351	1,519	
Repair & Maintenance	15,240	3,500	435%	(11,740)	(335%)	6,451	7,797	7,597	
Cost Of Gas/Diesel S	108,984	88,000	124%	(20,984)	(24%)	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	8,048	16,000	50%	7,952	50%	5,582	8,548	7,393	
Rent	9,600	5,500	175%	(4,100)	(75%)	1,100	7,150	8,200	
Capital Improvements	0	0	No Budget	0	0%	10,180	0	16,500	
<b>Total Expenditures</b>	<b>235,843</b>	<b>202,306</b>	<b>117%</b>	<b>(33,537)</b>	<b>(17%)</b>	<b>177,250</b>	<b>199,066</b>	<b>235,651</b>	
<b>Net</b>	<b>(1,403)</b>	<b>(18,256)</b>	<b>8%</b>	<b>16,853</b>	<b>92%</b>	<b>21,213</b>	<b>7,923</b>	<b>(29,032)</b>	

**Town of Onancock  
Budget Summary by Department  
Through June 30, 2024**

POLICE	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b>Revenue</b>									
Traffic Fines	11,622	13,000	89%	(1,378)	(11%)	8,290	6,904	13,226	
Esummons	1,432	0	No Budget	1,432	0%	0	110	960	
Grant - 599	45,938	35,000	131%	10,938	31%	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	2,700	7,000	39%	(4,300)	(61%)	0	4,300	8,257	
Loan And Grant Proceeds	87,400	0	No Budget	87,400	0%	0	0	0	
<b>Total Revenue</b>	<b>149,092</b>	<b>64,000</b>	<b>233%</b>	<b>85,092</b>	<b>133%</b>	<b>55,140</b>	<b>41,997</b>	<b>85,957</b>	
<b>Expenditures</b>									
Wages, Taxes & Benefits	358,536	416,492	86%	57,956	14%	288,004	321,795	363,362	
Court Costs	0	500	0%	500	100%	0	178	0	
Training	2,306	4,000	58%	1,694	42%	4,384	2,690	2,397	
New Officer Training	17,717	17,776	100%	59	0%	0	8,327	(35)	
Vehicle Repair	6,333	3,591	176%	(2,742)	(76%)	2,650	2,791	4,052	
Computer Maintenance	30	4,500	1%	4,470	99%	2,691	4,652	1,127	
Security Cameras	7,420	16,280	46%	8,860	54%	0	0	0	
Telephone Services	2,819	2,904	97%	85	3%	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	6,870	10,100	68%	3,230	32%	0	8,823	7,214	
Travel	102	500	20%	398	80%	35	35	164	
Office Supplies	2,640	3,750	70%	1,110	30%	3,741	2,324	2,528	
Vehicle Fuel	10,649	12,000	89%	1,351	11%	7,018	12,527	11,034	
Uniforms	507	3,000	17%	2,493	83%	2,046	1,382	2,485	
Animal Population Co	375	500	75%	125	25%	587	954	0	
Police Supplies	6,032	6,211	97%	179	3%	8,317	10,443	7,546	
Police Vehicles	62,289	19,660	317%	(42,629)	(217%)	0	6,554	13,108	
<b>Total Expenditures</b>	<b>489,033</b>	<b>528,539</b>	<b>93%</b>	<b>39,506</b>	<b>7%</b>	<b>325,746</b>	<b>394,355</b>	<b>424,978</b>	

Town of Onancock  
Budget Summary by Department  
Through June 30, 2024

ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
			\$	%				
(339,941)	(464,539)	73%	124,598	27%	(270,606)	(352,358)	(339,021)	
Net								

POLICE

**Town of Onancock  
Budget Summary by Department  
Through June 30, 2024**

	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b>Expenditures</b>									
Wages, Taxes & Benefits	83,991	90,698	93%	6,707	7%	47,712	69,042	81,473	
Vehicle Repair	3,545	5,000	71%	1,455	29%	619	615	3,569	
Electric Service	43,392	29,000	150%	(14,392)	(50%)	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	566	1,665	34%	1,099	66%	0	1,481	1,139	
Street Repair	11,507	17,500	66%	5,993	34%	180	27,087	32,516	
Janitorial Supplies	408	250	163%	(158)	(63%)	0	985	995	
Cleaning Services	3,900	4,200	93%	300	7%	0	3,914	3,914	
Repairs And Maintena	20,711	12,500	166%	(8,211)	(66%)	27,602	18,028	27,309	
Vehicle Fuel	9,481	3,600	263%	(5,881)	(163%)	517	3,686	6,753	
Small Equipment Repa	1,652	3,000	55%	1,348	45%	323	3,013	763	
Uniforms	0	3,000	0%	3,000	100%	555	2,614	182	
Can Liners	1,221	1,500	81%	279	19%	1,770	1,158	1,569	
Safety/Street Signs	815	2,000	41%	1,185	59%	528	1,140	1,554	
New Public Works Veh	13,822	9,774	141%	(4,048)	(41%)	0	0	0	
Blacksmith Shop	100	125	80%	25	20%	0	93	761	
<b>Total Expenditures</b>	<b>196,027</b>	<b>189,317</b>	<b>104%</b>	<b>(6,710)</b>	<b>(4%)</b>	<b>133,009</b>	<b>156,818</b>	<b>169,928</b>	

Percentage of Year Completed: 100%

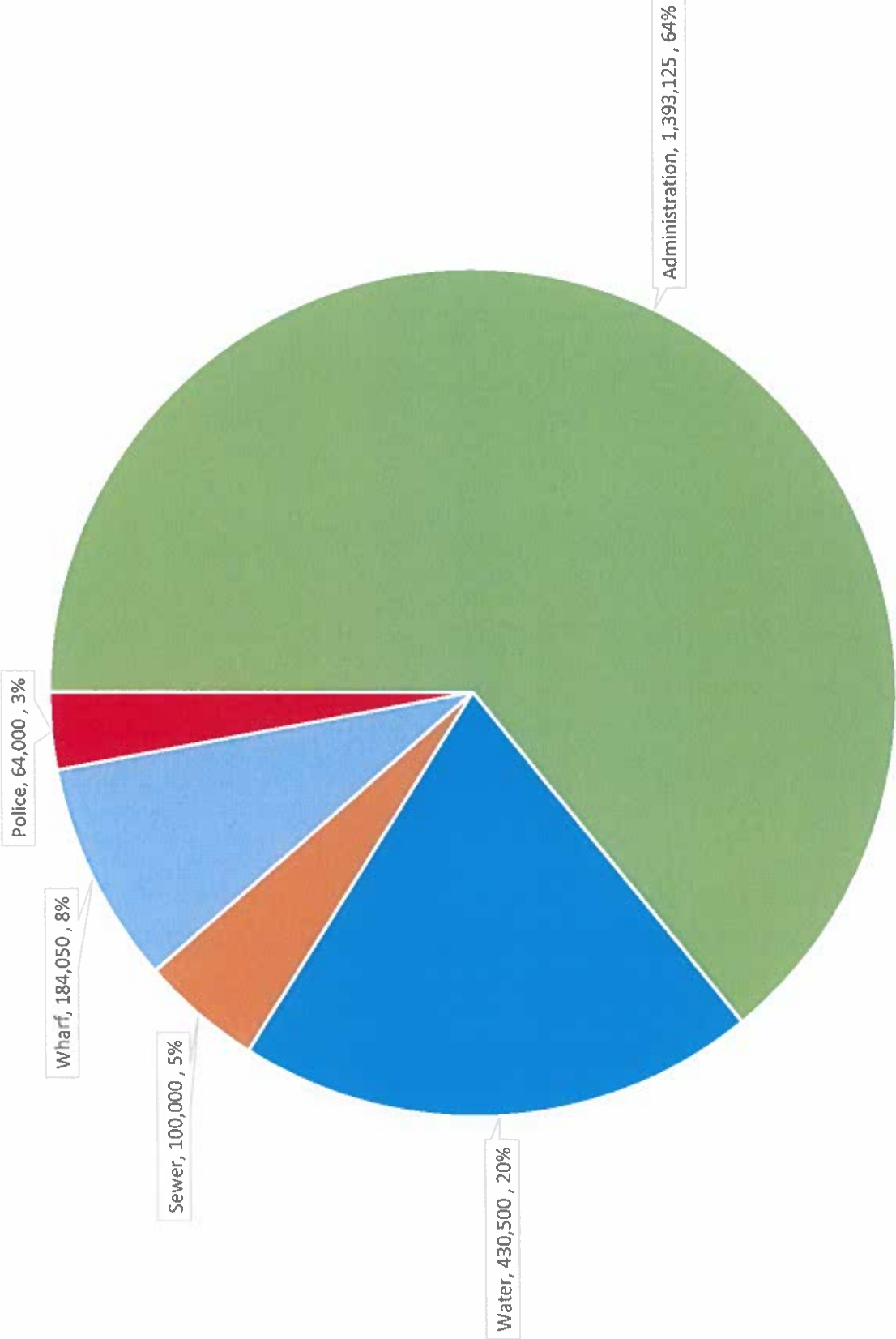
**Town of Onancock  
Budget Summary by Department  
Through June 30, 2024**

<u>PARKS &amp; LANDSCAPING</u>	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	Trend 2020-2024B
				\$	%				
<b>Expenditures</b>									
Wages and Benefits	69,174	67,363	103%	(1,811)	(3%)	0	17,792	35,653	
Vehicle Repair	86	1,500	6%	1,414	94%	0	839	780	
Electric Services	4,296	0	No Budget	(4,296)	0%	1,053	11,841	35,585	
Property Insurance	196	250	78%	54	22%	0	0	119	
Auto Insurance	1,043	2,820	37%	1,777	63%	0	1,401	1,402	
Worker'S Comp Insura	1,734	716	242%	(1,018)	(142%)	0	1,481	1,348	
Repair & Maintenance	3,263	3,000	109%	(263)	(9%)	441	7,433	3,900	
Vehicle Fuel	2,542	2,500	102%	(42)	(2%)	0	2,562	2,847	
Small Tools & Equipm	2,548	1,500	170%	(1,048)	(70%)	926	5,296	1,188	
Parks-Plantings & La	7,963	4,000	199%	(3,963)	(99%)	2,499	6,606	2,217	
Tree Board And Beaut	0	4,000	0%	4,000	100%	460	830	292	
Holiday Decorations	7,844	7,500	105%	(344)	(5%)	2,633	2,120	10,654	
Mosquito Control	7,399	6,500	114%	(899)	(14%)	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>108,088</b>	<b>108,149</b>	<b>100%</b>	<b>61</b>	<b>0%</b>	<b>17,112</b>	<b>67,268</b>	<b>107,866</b>	

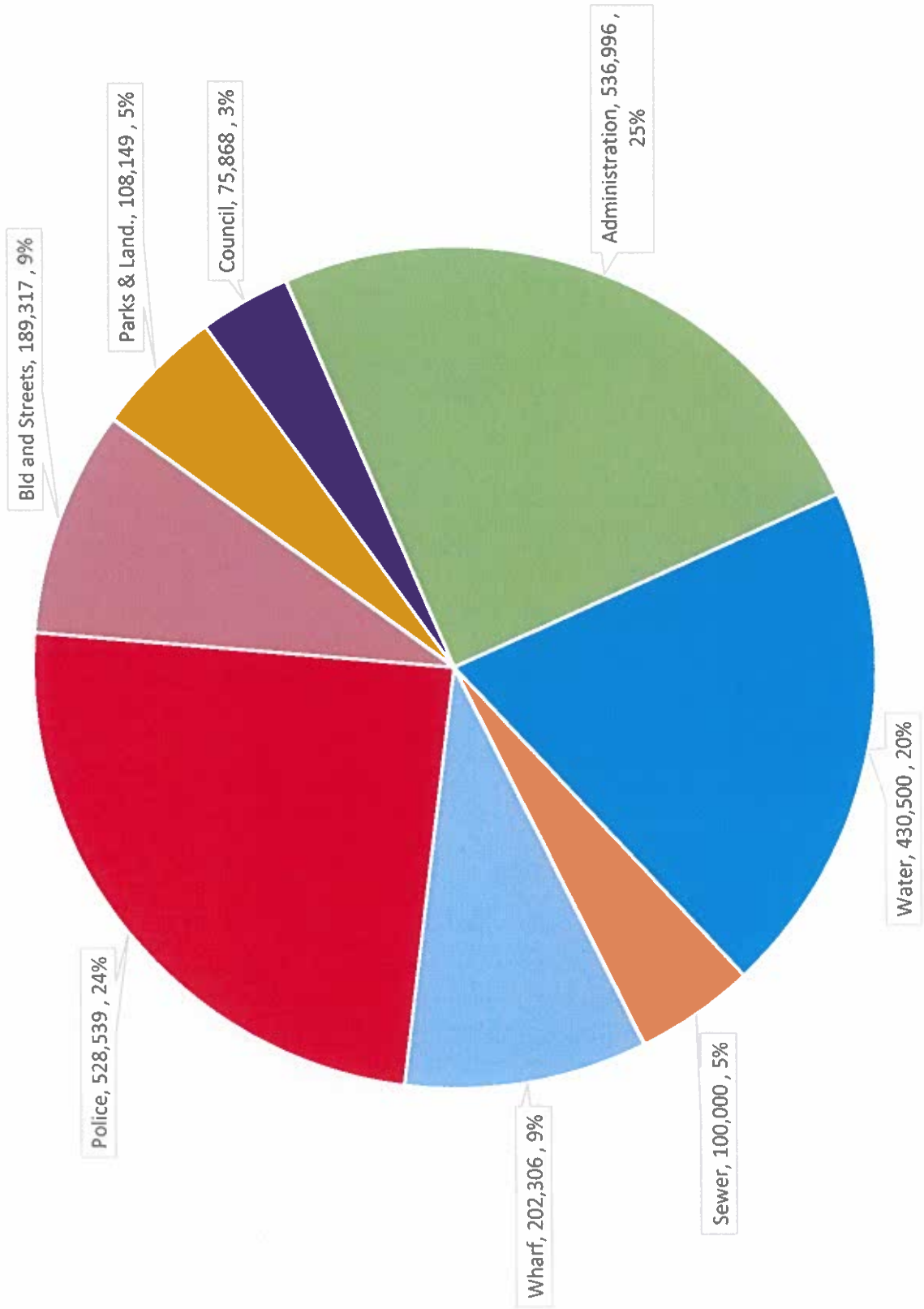
Percentage of Year Completed: 100%



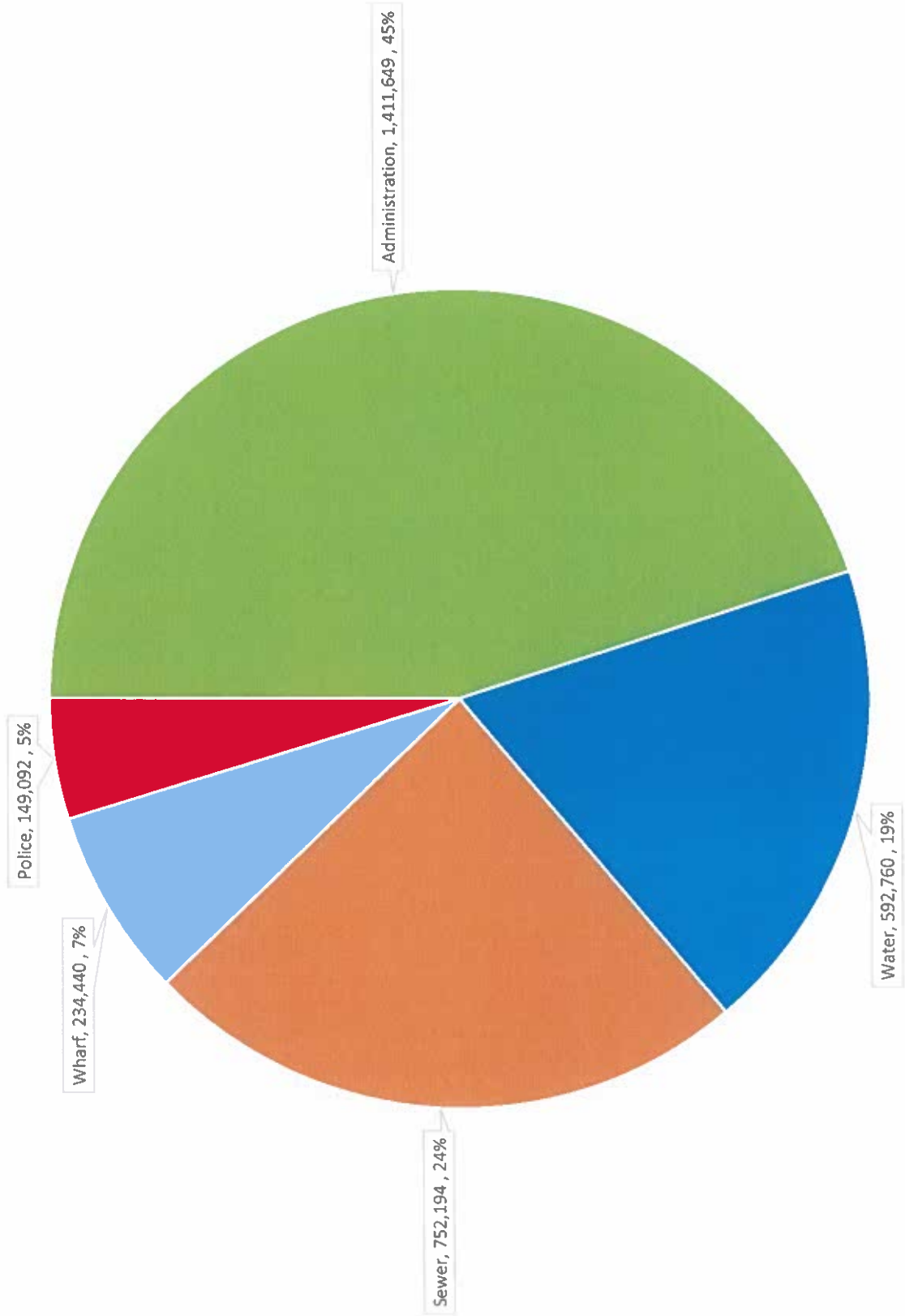
# Revenue - Budget 2024



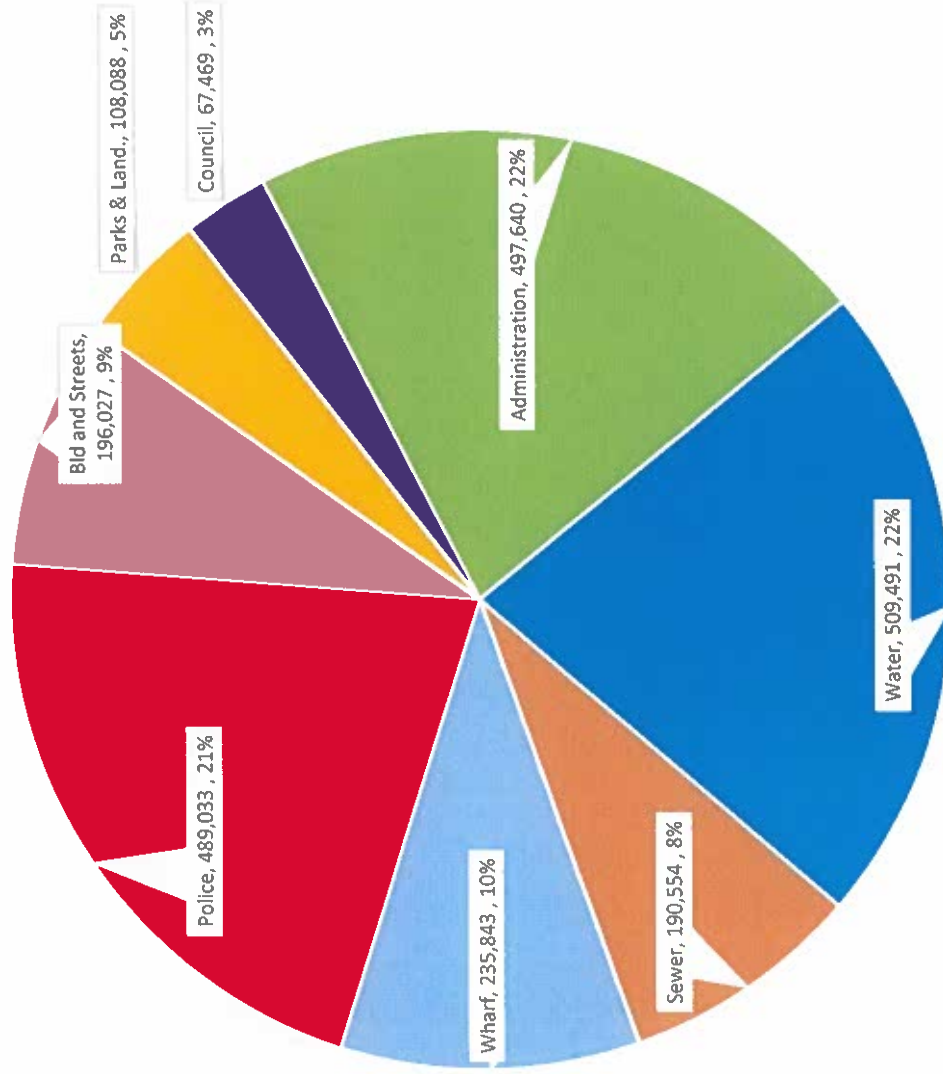
# Expenditure - Budget 2024



# Revenue - Actual 2024



## Expenditures - Actual 2024



Town of Onancock  
Cash and Reserve Report  
Through June 30, 2024

	Current Year	Prior Year	% Increase / (Decrease)
<b>CASH AND RESERVES</b>			
<b>CASH</b>			
Checking	305,203	30,896	888%
<b>RESERVES</b>			
Cash Reserve (savings account)	2,774,809	1,887,461	47%
Grant Match or Project Reserve	264,255	250,143	6%
Capital Asset Reserve	149,010	141,824	5%
General Fund Reserve	529,145	506,785	4%
ARPA Funds	191,538	918,156	(79%)
Utility Reserve	745,520	714,023	4%
<b>Total Reserves</b>	<b>4,654,277</b>	<b>4,418,392</b>	<b>5%</b>
<b>Total Cash and Reserves</b>	<b>4,959,480</b>	<b>4,449,288</b>	<b>11%</b>
<b>Cash and Reserves - No ARPA</b>	<b>4,767,942</b>	<b>3,531,132</b>	<b>35%</b>
<b>Reserves Only - No ARPA</b>	<b>4,462,739</b>	<b>3,500,236</b>	<b>27%</b>
<b>REQUIRED RESERVES PER POLICY</b>			
Grant Match or Project Reserve	250,000	Up to \$250,000	Policy
Capital Asset Reserve	142,017	25% of 5-year CAPEX plan	
General Fund Reserve	507,754	30% of budgeted revenue	
Utility Reserve	715,970	120 day operating (\$455,000/12*4)+ 30% Accumulated Depreciation (\$1,837,935)+ \$15k for road repairs	
<b>Total Required Reserves per Policy</b>	<b>\$ 1,615,740</b>	<b>Over/(Under) Reserved</b>	<b>\$ 1,687,930</b>
			<b>\$ 72,190</b>

191538  
768614

**ARPA Project Cost Update  
Through June 30, 2024**

	Not to Exceed Budget	Reappropriated	Spent to Date	Remaining to Spend	Status	Use Reserves
Police Generator (moved to DCIS)	\$ 50,000	\$ (50,000.00)	\$ -	\$ -	Moved to DCIS	
GIS Water System	\$ 15,000	\$ (2,986.00)	\$ 12,014	\$ -	Closed	
Police Dept & Welcome Center	\$ 295,000	\$ 310,070.00	\$ 630,940	\$ (25,870.00)	Open	
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 DCIS	
Electric at Tower	\$ 5,000	\$ (921.00)	\$ 4,079	\$ -	Closed	
Air Conditioning Town Hall Upstairs	\$ 20,000	\$ -	\$ -	\$ 20,000.00	Out for Bid	
Matching Grant for Onancock Business Facades	\$ 90,000	\$ -	\$ 56,367	\$ 33,633.00	Open	
Sunset Park	\$ 40,000	\$ -	\$ 1,500	\$ 38,500.00	Out for Bid	
Touchless Faucets Little League (bleachers)	\$ 3,500	\$ -	\$ -	\$ 3,500.00	Discussion	
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	JPA in hand	
Downtown Visual Improvements	\$ 35,000	\$ -	\$ -	\$ 35,000.00	Recommendations being sent to Council	
Town Square repairs	\$ 8,500	\$ -	\$ 2,625	\$ 5,875.00	Recommendations being sent to Council	
Walking path at Little League complex	\$ 20,000	\$ (20,000.00)	\$ -	\$ -	Reappropriated	
ESCADV Support	\$ 100,000	\$ -	\$ 100,000	\$ -	Closed	
Stormwater Mgt	\$ 65,932	\$ (65,932.00)	\$ -	\$ -	Closed	
<b>Summary -----&gt;</b>	<b>\$ 1,256,432.00</b>	<b>\$ -</b>	<b>\$ 1,064,894.00</b>	<b>\$ 191,538.00</b>	<b>\$ 191,538.00</b>	<b>(avail. to <sup>a</sup> reappropriate)</b>
		<b>Amount Reimbursed</b>		<b>Amount Spent</b>		
Bulkhead	\$ 360,000	\$ 280,862	\$ 283,613	\$ (2,751.00)	Closed	
Northeast Rehabilitation Grant	\$ 978,117	\$ 108,573	\$ 195,703	\$ 782,414.00	Open	
IRF Revolving Loan Grant	\$ 1,000,000	\$ 602,304	\$ 602,304	\$ 397,696.00	Open	
DCJS ARPA Grant	\$ 211,000	\$ -	\$ 208,979	\$ 2,021.00	Closed	

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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 – July 22, 2024

Street Repairs

- VDOT completed their agreement to support residents of Holly Street to tar & chip the section between Johnson Street and Jefferson Street. This is in addition to two new storm drains that tie into the drains the town installed.

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

- The town processed and paid through the EDA \$602,304.

Open ARPA Project Updates

- Police Generator (\$0) –expected in July.
- Police Department and Welcome Center Renovation
  - Police: Everything in on schedule for mid-August opening.
  - Welcome Center: has had delay in the delivery of the front and rear door causing a one-month delay.
- Matching Grants for Business Facades (\$90,000)
  - We have reimbursed over \$56,000.
- Sunset Patio (\$40,000)
  - This project is out to bid.
- The Little League would prefer bleachers rather than bathroom fixtures. Billy Justis is looking into the costs.
- Dredging under floating docks (\$90,000)
  - We have the JPA in hand and are ready to go to bid.
- Downtown Visual Improvements (\$35,000)
  - A suggestion to the Town Council is forthcoming.
- The amount appropriated to air conditioning upstairs in Town Hall is out to bid. (\$20,000)

Miscellaneous

- I have been processing a lot of zoning applications and zoning violations.
- I will focus on the Vehicle Registration Withholding program which works in conjunction with DMV to withhold vehicle registration for residents who have paid personal property tax on vehicles.

Use of Surplus

- Utility locator – purchased and in house.
- Roof Repairs – completed.
- Northeast Park Mulch – mulch has been delivered, we are looking for laborers to remove old and spread new mulch.
- North Street Playhouse – check being written.
- EDA Seed money – check being written.

- Basketball court surface – the town employees will cut the court in half and use the backhoe to remove the roots. We will then create a base and have paving completed. Meanwhile, I will purchase the backboards.
- Air conditioning upstairs in town hall is out to bid.
- The check for the Fire equipment grant match of \$40,000 is being written.
- Landscaping of \$42,025 for Custis Park, Town Hall garden, the entry way complete and virtually all paid.