

**Town of Onancock  
Town Council Meeting  
Monday, October 28, 2024  
7:00 PM**

- 1) Call to order and roll call:** Mayor Fosque called the meeting to order at 7:00 PM and roll was called. Councilmembers Cindy Holdren, Joy Marino, Sarah Nock, Maphis Oswald and Mayor Fosque were present. Councilmember Paul Weitzel was present via Zoom. 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 September 9, 2024, meeting** – Councilmember Nock moved to approve the meeting minutes. Councilmember Oswald seconded the motion. The motion carried with a 5-0 vote.
- 4) Approve Minutes from the September 23, 2024, meeting** – Councilmember Nock moved to approve the meeting minutes. Councilmember Oswald seconded the motion. The motion carried with a 5-0 vote.

**The Planning Commission meeting was called to order and roll was called:** Commissioners T. Lee Byrd, Jake Dillon, Larry Frey, Fletcher Fosque, Carol Tunstall, and Chairperson Schrieber were present. A quorum was established.

- 5) Joint Public Hearings** – The public hearing opened at 7:04 PM. There were no public comments.
  - a. HRSD Resolution**
  - b. HRSD Ordinance**

There was no motion to approve the resolution or ordinance. The items were tabled.

**Commissioner Dillon moved to adjourn the meeting. Commissioner Tunstall seconded the motion. The motion carried with a 5-0 vote. The meeting adjourned at 7:17 PM.**

- 6) Public Presentation**
  - a. None Scheduled**

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**7) Council Action**

- a. **Special Use Permit (SUP)** – An application for SUP at 77 Kerr Street was submitted by the owner for a duplex. The duplex is owner occupied. One side will be an apartment. The decision to approve was tabled.
- b. **Appoint Commissioner to Planning Commission** – Councilmember Oswald moved to appoint Kasey Grier to the Planning Commission. Councilmember Marino seconded the motion. A roll call vote was taken:
  - Councilmember Holdren – abstain.
  - Councilmember Marino – aye
  - Councilmember Nock – no
  - Councilmember Oswald – aye
  - Councilmember Weitzel – aye

The motion carried with a 3-1 vote.

**8) Council discussion:**

- a. **HOS Engineering** – Town Manager Spuck will repost the RFP asking for a broader scope of work to include a structural evaluation.
- b. **Water plant engineering** – Town Manager Spuck met with two representatives from Davis, Bowen and Friedel, Inc. (DBF) The objective of the meeting was to address if the water infrastructure can handle adding additional homes to the system. Bundick Well and Pump has a new pump on order to replace the pump on well #9. Once this work is completed, DBF will do a desktop analyst of the system.
- c. **Wayfinding signs** – This item was not discussed.
- d. **Update on Welcome Center** – Councilmember Oswald and Town Manager Spuck met to discuss the goals and an opening date of the new Welcome Center. Letters were mailed to all businesses with a current business license inviting them to provide rack cards or other forms of advertisement. A budget for furnishings and other necessary office equipment will be provided at the next meeting.
- e. **Winter Farmer’s Market location** – Councilmember Holdren moved to approve finding a location for the winter farmer’s market as part of the Queen Street parking lot design. Councilmember Nock seconded the motion. The motion carried with a 5-0 vote.

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**9) Committee Reports**

- a. **Personnel (Cindy Holdren)** – The personnel committee met with Town Manager Spuck to discuss his annual review.
- b. **Onancock Main Street (OMS) (Cindy Holdren)** - Councilmember Holdren thanked everyone involved in CBES bike tour. It was an excellent collaboration from many groups to host such a successful event.
- c. **Historic Onancock School (HOS) (Sarah Nock)** – The search for a new Executive Director is ongoing. The board is also looking for a part time administrative assistant. Construction on the performance pavilion is ongoing. The bike tour registered about 1,200 cyclists.
- d. **Planning Commission (Fletcher Fosque)** – The Planning Commission did not meet.
- e. **Waterfront Committee (Fletcher Fosque)** – The Waterfront Committee did not meet.
- f. **Economic Development Authority (EDA) (Joy Marino)** – The Economic Development Authority did not meet.

**10) Public Comment**

- **Mark Sinclair** – Mr. Sinclair has a copy of an engineering report from 2011 for HOS. The changes are remarkable.
- **Rosemary Paparo** - Ms. Paparo is pleased an engineer is being hired to access the Historic Onancock School maintenance issues. She still thinks a hydrologist needs to be hired to access the possibility of saltwater intrusion if the new housing development is built outside of town limits. Ms. Paparo would like to see the pending projects in the Northeast District stay on the agenda.
- **Dana Simson** – Ms. Simson thanked everyone who assisted with the Halloween weekend events. It was a great event. She suggested for events in the future, more police presence during the parade would be appreciated.
- **Kerry Baird** – Ms. Baird wanted to clear up any misinformation about HOS. The decision for the town to pay for the liability insurance premium was not because HOS could not afford the premium. The roof is not leaking now. It was patched and sealed which was paid for by HOS. (See attached for full statement)
- **Margie Labadie** – Ms. Labadie stated the performance pavilion construction has outstanding bills for \$7,800 which is being paid this month. Friends of Onancock School (FOS) could not use donated money for building repairs as the donations were earmarked for the performance pavilion. Copies of the lease are available on the HOS' website.

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- **Priscilla Hart** – Ms. Hart asked if there were other bids for the Sunset Park project. She recommended the bushes and plants that were removed when the gazebo was painted and repaired, should be replaced.

**11) Mayor's Report** – Mayor Fosque attended the meeting with OMS to discuss the survey results conducted by OMS. He thanked everyone who participated.

**12) Town Manager's Report**

- a. **Financial Report** – see full report in the Town Council packet.
- b. **Manager's Report** – see full report in the Town Council packet.
- c. **Police Report** – see full report in the Town Council packet.

**13) Town Councilmember comments:**

- Councilmember Holdren requested to add back the residential parking ordinance that was removed from Article XII.
- Councilmember Marino thanked everyone for attending the Halloween events.
- Councilmember Nock reminded everyone to vote.
- Councilmember Oswald thinks the town is safe from saltwater intrusion. The sidewalks in the Northeast district have been an issue for some time because of the cost.
- Councilmember Weitzel – no comments.

**14) Closed Session**

- a. **None scheduled.**

**15) Adjourn** – Councilmember Oswald moved to adjourn the meeting. Councilmember Marino seconded the motion. The motion carries with a 5-0 vote. The meeting adjourned at 9:04 PM.

  
Fletcher Fosque, Mayor

  
Debbie Caton, Town Clerk

10/28/2024 Friends of Historic Onancock School

Some things were said in the last town council meeting by various people that we would like to respond to, as well as to clarify and correct certain items.

1 – A statement was made at the last TC meeting that FOS could not “afford to pay property insurance which is budgeted at almost \$10,000.” Sometime around the five-year benchmark, a decision was made that the Hazard Insurance would be included in the policy of the Town of Onancock which covers all town-owned properties. HOS pays all of the liability insurance it is required to according to our lease. Additionally, we added our own Director and Officer (D&O) insurance.

2 – The statement was made that the school’s roof is not currently leaking. That is true, but only because we have had it patched and sealed twice in the past year at a cost of over \$3,300. The roof on the original building footprint (without the two wings) had a major resealing in 2021 at a cost of \$18,000 paid for by FOS and has not leaked since.

3 – The HVAC company that last inspected the boiler earlier this year said that it is close to rusting through the bottom of the boiler. A catastrophic fail would cause a flood very quickly since the boiler fills up from the water main on an as-needed flow. HOS installed water leak monitors with an alarm so that we can be alerted if this occurs. Signs that instruct whomever hears the alarm to call the town’s emergency water phone number, per Town Manager Matt Spuck. The boiler had its fall maintenance in early October. All valves/lines were cleaned and replaced as needed. The system worked when fired up during a test at that time. However, the heat has not been turned on yet for the cold weather season.

4 – A community member mentioned that we have a debt of “over \$113,000, according to public records.” This is not true. The \$113,000 quoted was from the 2022 and 2023 Form 990s. We repaid a \$50,000 loan for the Pavilion construction in January 2024, which will be reflected on future tax returns. The debt we owe is our EIDL loan, the balance of which at 9/30/24 was \$59,046.92.

5 – The same community member asked what we owe on the Pavilion construction. We currently have two invoices in hand for the Pavilion totaling \$7,880, which we will be paying this month.

6 – A community member and a Councilmember questioned why FOS decided to spend funds on the construction of the pavilion when repairs on the building were needed. Funds used for the construction of the pavilion were specifically donated for the construction of the pavilion, and as such, could not be used for any other purpose. The donors of these funds are happy to help with the construction of this exciting new addition to the grounds of Historic Onancock School.

7 – If anyone wants to see a copy of our lease with the Town of Onancock, our strategic plan, our annual reports, or our Form 990 tax returns, they can be found on our website ([www.historiconancockschool.org](http://www.historiconancockschool.org)) -- click on About, then click on Plans and Reports. Here is a direct link <https://www.historiconancockschool.org/plans-reports-2> To obtain a copy of the two engineers’ reports (Macintosh and Becker Morgan), please ask. We can email them to you.