

Town of Onancock

Town Council Meeting

November 17, 2025

7:00 PM

- 1. Call to order and roll call.** – Mayor Fletcher Fosque called the meeting to order at 7:00 PM and roll was called. Councilmembers Lisa Fiege, Cindy Holdren, Joy Marino, Sarah Nock, and Mayor Fletcher Fosque were present. Interim Town Manager Earl Mathers, Town Clerk Debbie Caton and Deputy Clerk Hannah Ayres were also present. Councilmember Omar Grubb was not present.

2. Pledge of Allegiance

Councilmember Fiege moved to amend the meeting agenda by adding two items to Council Action. The first item is to update the signature card at Truist Bank. The second item is to add approval of the contract with Berkley Group for recruitment of town manager services. Councilmember Holdren seconded the motion. The motion passed with a 5-0 vote.

- 3. Consider the meeting minutes from October 27, 2025** – Councilmember Fiege moved to approve the meeting minutes. Councilmember Marino seconded the motion. The motion passed with a 5-0 vote.

4. Public Hearing

- None scheduled.**

5. Public Presentation

- None scheduled.**

6. Council Discussion

- Discuss the appropriation of the FY 2026 CIP project “Benches/Trash Cans/Alley Lighting for \$25,000.** – Councilmember Holdren would like to consider wood benches as opposed to metal benches. This concept was presented in the Hill Studio packet. The decision to move forward with the \$25,000 appropriation was tabled during the Town Manager transition. Mayor

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Fosque will ask the Waterfront Committee for a plan to protect the bollards at Sunset Park.

7. Council Action

- a. Consider action on wayfinding signage.** – Councilmember Nock stated the wayfinding signage selections is still not complete as she is still working with VDOT over conflicting issues. Councilmember Nock is hoping for completion by the December 15, 2025, meeting.
- b. Consider action regarding a remote meeting attendance policy.** – Councilmember Holdren forwarded a copy of the remote meeting attendance policy to the lawyer for review. The final policy will be on the December 15, 2025, agenda for approval.
- c. Consider a resolution to establish a new bank account for HRSD billing and funds transfer transactions.** – After Town Council discussion, it was decided Debbie Caton will present an administrative policy with best practices at the December 15, 2025, for Town Council review.
- d. Consider the letter of No Objection from the Town to the Coastal Square Villages, LLC.** - Councilmember Fiege moved to sign the “No Objection” letter for utility boring and waterline installation to serve Coastal Square Village. Councilmember Holdren seconded the motion. The motion passed with 5-0 vote.
- e. Consider action regarding a contract regarding a for an interim town manager.** – Mayor Fosque introduced Earl Mathers from the Berkley Group who will be serving as the interim Town Manager. Mr. Mathers will be working on a part time basis. He will work some days in the office, but the bulk of his work will be done remotely. Councilmember Holdren moved to accept the contract from Berkley Group for interim Town Manager services. Councilmember Nock seconded the motion. The motion passed with a 5-0 vote.
- f. Hire Berkley Group to recruit a permanent Town Manager –** Councilmember Fiege moved to accept the contract with Berkley Group for a one-time charge of \$15,000 plus advertising expenses to recruit a new Town

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Manager. Councilmember Nock seconded the motion. The motion passed with a 5-0 vote.

- g. Motion to update the signature card at Truist Bank** – Councilmember Nock moved to update the signature card to add Councilmember Fiege as the third check signer. Councilmember Marino seconded the motion. The motion passed with a 5-0 vote.

8. Committee Reports

- a. Planning Commission (Cindy Holdren)** - Councilmember Holdren reported the workshop held at the Peninsula Center on Monday, November 3, 2025, was well attended. The attendees were asked to give input on the town's comprehensive plan. Chairperson Grier is collating the information and comments for review by the Commissioners. Commissioner Temple will give a focused presentation on water at the December meeting.
- b. Economic Development Authority (EDA) (Lisa Fiege)** – Councilmember Fiege reported the EDA did not meet. The next meeting is scheduled for December 17, 2025.

9. Community Reports

- a. Onancock Main Street (OMS) (Lisa Fiege)** – Councilmember Fiege reported OMS applied for a Downtown Investment Grant. The money received was allocated for public facing façade grants for downtown businesses. The grant was available for reimbursements from \$500 - \$5,000. Nine of the eighteen applicants were funded. The total funding was \$35,000. The public art initiatives with five murals and one mosaic have been pitched to the Eastern Shore Post. OMS has a new billboard in Eden, MD. OMS sent out fundraising letters.
- b. Historic Onancock School (HOS) (Sarah Nock)** – Councilmember Nock reported the Champagne/Oyster Fundraising Event was successful. The Artisan's Guild Tour will include the school. Several studio owners will participate along with vendors in the center space. Councilmember Nock

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thanked the Town Council for the \$800,000 appropriation to help with capital needs at the HOS.

- c. **Sail 250 (Lisa Fiege/Debbie Caton)** – Councilmember Fiege reported the committee met Friday, November 14, 2025. The weekend events are being finalized. Amy Higgins, Marketing Director, is building out the Sail 250 website. Debbie Caton is meeting with the appropriate team to get the final location established for the fireworks display.

10. Public Comments

- Mark Sinclair – Mr. Sinclair does not understand why the “Wayfinding” sign requirements cannot include signage for the Little League fields. Mr. Sinclair also commented that all Town Council members have always given the time and opportunity to all speakers during the public comment section to voice their opinions. He has not heard anyone be degrading or offensive.
- Rosemary Paparo – Ms. Paparo stated the cash in reserves reported through October 31, 2025, are the same as the previous month’s report. Ms. Paparo asked the Town Council to be very conscientious on how future monies are committed. She suggested an aluminum backboard for the basketball court at the Northeast Park. One of the glass backboards is broken and needs to be replaced.
- Glenn Smith – Mr. Smith asked if payment can be accepted via Zelle or Venmo in the town office. Mr. Smith stated you can purchase commercial metal benches that are coated with rubber that help with heat and do not degrade from the sun. Mr. Smith spent time at the Northeast Park and finds it appalling the basketball hoops were vandalized. Mr. Smith does not understand why Northeast Park is not cleaned up daily like Town Square.

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- Kasey Grier- Ms. Grier spoke to the search for a new Town Manager. She suggested an expansive committee as opposed to Town Council members only. There are several people in the community that have government experience who could be helpful in the search process. She asked when the final candidates are selected, the candidates have an opportunity to field questions from the community.
- Jay Miller – Mr. Miller was sad the letter to provide water to Coastal Square was approved. There are potential problems later with the route the water line is being bored.
- Bonnie Warren – Ms. Warren stated cash is still legal tender and the town should not refuse to accept it as a form of payment. Ms. Warren asked for the purpose of the closed session.

11. Mayor's Report – Mayor Fosque reported “Christmas in Onancock” events are being held Friday, December 12, 2025, through Sunday, December 14, 2025. The tree lighting at Ker Place is Friday, December 5, 2025. The Christmas Farmer’s Market is Saturday, November 22, 2025. Because of the late mailing for Personal Property and Real Estate tax bills, penalties and interest will not be applied until January 5, 2026. Mayor Fosque will work with Interim Town Manager, Earl Mathers to publish RFPs for the Historic Onancock School work. Mayor Fosque reminded everyone there is still a vacant seat on the Planning Commission. A meeting will be set up to start the search process for a new Town Manager. The work session will require about two hours with the Berkely Group.

12. Town Manager's Report

- Financial Report** – See Town Council packet for the full financial report.
- Police Report** – See Town Council packet for the full Police Report.

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13. Town Councilmember Comments

- a. Councilmember Fiege – Councilmember Fiege welcomed Earl Mathers and thanked Councilmember Marino for her service.
- b. Councilmember Grubb – no comments.
- c. Councilmember Holdren – Councilmember Holdren welcomed Earl Mathers.
- d. Councilmember Marino – Councilmember Marino thinks it is an excellent idea to involve the community in the search for the new Town Manager. Councilmember Marino gave updates on the ANPDC- Northeast Housing Rehabilitation Grant. Councilmember Marino announced her resignation from the Town Council effective immediately. Her resignation letter is attached.
- e. Councilmember Nock – Councilmember Nock welcomed Earl Mathers. She asked what the process is for selling the old water meters.
- f. Councilmember Pettit – Councilmember Pettit is interested in the upgrades to the Northeast Park. He is looking forward to the project coming to fruition.

14. Closed Session

- a. Real estate matters §2.2-3711 (A)(3). - Councilmember Fiege moved to enter closed session to discuss Real Estate matters as allowed by State Code Section §2.2-3711 (A)(3). Councilmember Nock seconded the motion. The motion passed with a 5-0 vote. Closed session started at 8:17 PM.

Councilmember Fiege moved to exit closed session of this regular meeting of the Onancock Town Council and certify by roll call vote that the item discussed in Closed Session align with the purpose stated in the motion made in Open Session. Councilmember Nock seconded the motion. A roll call vote was taken:

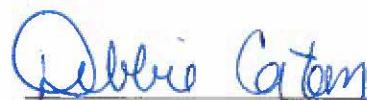
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- Councilmember Fiege – aye
- Councilmember Grubb – not present
- Councilmember Holdren - aye
- Councilmember Marino – aye
- Councilmember Nock – aye
- Councilmember Pettit – aye
- Mayor Fosque – aye

15) Adjourn – Councilmember Fiege moved to adjourn the meeting. Councilmember Nock seconded the motion. The motion passed with a 5-0 vote. The meeting adjourned at 8:43 PM.



Fletcher Fosque, Mayor



Debbie Caton, Town Clerk