
Town Council: Lisa Fiege, Omar Grubb, Cynthia Holdren, Sarah Nock, Ashley Pettit and Ann Quigley
Mayor: Fletcher Fosque/Interim Town Manager: Bill Porter

Town Council Meeting

February 23, 2026

6:00 PM

1. Call to order and roll call.
2. Pledge of Allegiance
3. Consider the meeting minutes.
 - a. Regular Meeting, January 26, 2026
4. Public Hearing
 - a. None Scheduled
5. Public Presentation
 - a. OBKA – NE Park – Javon Smith and Thelma Gilliespie
6. Council Discussion
 - a. Sunset Park Plan – Councilmember Ann Quigley
7. Council Action
 - a. Property License Agreement – Custis Park
 - b. Vote on OMS Matching Grant Funds – FY27
 - i. VTC Marketing Leverage Grant - \$20,000
 - ii. VA Main Street – Downtown Investment Grant - \$45, 000
8. Committee Reports
 - a. Planning Commission (Cindy Holdren)
 - b. Economic Development Authority (Ann Quigley)
9. Community Reports
 - a. Onancock Main Street (Lisa Fiege)
 - b. Historic Onancock School (Sarah Nock)
 - c. Sail 250 (Lisa Fiege/Debbie Caton)
10. Public Comment
11. Mayor's Report
12. Town Manager's Report
 - a. Financial Report
 - b. Police Report
13. Town Councilmember Comments
14. Closed Session
 - a. None Scheduled
15. Adjourn

Town of Onancock

Town Council Meeting

January 26, 2026

6:00 PM

- 1. Call to order and roll call.** – Mayor Fletcher Fosque called the meeting to order at 6:00 PM and roll was called. Council members Lisa Fiege, Omar Grubb, Cindy Holdren, Sarah Nock, Ashley Pettit, Ann Quigley, and Mayor Fletcher Fosque were present. Interim Town Manager Bill Porter, Town Clerk Debbie Caton and Deputy Clerk Hannah Ayres were also present.

2. Pledge of Allegiance

Councilmember Quigley moved to amend the agenda to add two items for Council Action. The first action is a resolution opposing deep well injection of human and animal waste into the sole source aquifer of Virginia's Eastern Shore. The second action is to discuss legislation HB804 and HB816 regarding housing density. Councilmember Nock amended the agenda further to add appointment of a new member to Onancock Economic Development Authority (OEDA). Councilmember Fiege seconded the motion. The motion passed with a 6-0 vote.

3. Consider the meeting minutes:

- Special Meeting, December 10, 2025** – Councilmember Fiege moved to approve the meeting minutes. Councilmember Nock seconded the motion. The motion passed with a 6-0 vote.
- Regular Meeting, December 15, 2025** – Councilmember Fiege moved to approve the meeting minutes. Councilmember Nock seconded the motion. The motion passed with a 6-0 vote.

4. Public Hearing

- None scheduled.**

5. Public Presentation

- Onancock Main Street (OMS)** – Maggie Grant, Program Director gave the annual year in review presentation to the Town Council.

Town of Onancock

Town Council Meeting

January 26, 2026

6:00 PM

6. Council Discussion –

- a. Sunset Park** – Mayor Fosque asked for a committee to help complete the project.
- b. Update on Northeast Revitalization Grant** – Mayor Fosque updated that the Northeast Revitalization Grant is still open. There are a few derelict houses that need to be torn down. There are five vacant lots.
- c. B-2 requirements for height requirements** - Councilmember Holdren suggested with the Town Council's approval to ask the Planning Commission to review the ordinance to help achieve a uniform look for the whole town. Councilmember Holdren moved to allow the Planning Commission to review the B-2 ordinance. Councilmember Nock seconded the motion. The motion passed with a 6-0 vote.
- d. Update on the new Town Manager search** - Mayor Fosque updated the Berkley Group has started advertising for the position.
- e. Request to access Parker Street Well** – Councilmember Holdren moved to refuse the sale of the property. Councilmember Fiege seconded the motion. The motion passed with a 6-0 vote. Councilmember Holdren moved to deny the request of the right of way. Councilmember Fiege seconded the motion. The motion passed with a 6-0 vote.

7. Council Action –

- a. Approve Verizon lease** - Councilmember Fiege moved to accept the lease. Councilmember Holdren seconded the motion. The motion passed with a 6-0 vote.
- b. Appointment of new interim Town Manager** – Councilmember Fiege moved to appoint Bill Porter as the interim Town Manager. Councilmember Holdren seconded the motion. The motion passed with a 6-0 vote.
- c. Appointment of new member to the ODEA** – Councilmember Fiege moved to appoint Councilmember Quigley to the ODEA. Councilmember Nock seconded the motion. The motion passed with a 6-0 vote.

Town of Onancock

Town Council Meeting

January 26, 2026

6:00 PM

- d. Resolution opposing deep well injection** – Councilmember Quigley moved to forward the signed resolution to the proper agencies. Councilmember Fiege seconded the motion. The motion passed with a 6-0 vote.
- e. Upcoming Legislation on HB804 and HB816** – Councilmember Holdren moved to oppose the two bills. Councilmember Fiege seconded the motion. The motion passed with a 6-0 vote.

8. Committee Reports

- a. Planning Commission (Cindy Holdren)** – Councilmember Holdren reported the Planning Commission met twice in January. The meeting on January 5, 2026, was a workshop session to receive input from the community. Additional work sessions were scheduled for:
 - January 20, 2026
 - February 17, 2026
 - March 15, 2026

These work sessions are between regularly scheduled meetings.

- b. Economic Development Authority** – The ODEA did not meet.

9. Community Reports

- a. Onancock Main Street (Lisa Fiege)** – Maggie Grant's presentation will serve as the community report.
- b. Historic Onancock School (Sarah Nock)** – Councilmember Nock reported Corey Kavulich, Executive Director will give an annual update at the February 2026 meeting. Plans are underway for summer performances at the pavilion.
- c. Sail 250 (Lisa Fiege/Debbie Caton)** – Councilmember Fiege reported the committee received a VTC grant for \$7,900. The events are still being finalized as marketing strategies are beginning to ramp up.

10. Public Comments

- Joe Hill – Mr. Hill asked for consideration of an alternate location for the fireworks display scheduled for June 13, 2026.

Town of Onancock

Town Council Meeting

January 26, 2026

6:00 PM

11. Mayor's Report – Mayor Fosque thanked the Department of Public Works, Chief Eric Williams, Debbie Caton and Hannah Ayres for all the hard work during the Town Manager transition.

12. Town Manager's Report – Interim Town Manager Bill Porter plans to collaborate with the staff and town council to achieve a smooth transition.

- a. Financial Report** -The full report is a part of the Town Council meeting packet.
- b. Police Report** – The full report is part of the Town Council meeting packet.

13. Town Councilmember Comments

- a.** Councilmember Fiege thanked town staff for their hard work during the transition.
- b.** Councilmember Grubb – no comments.
- c.** Councilmember Holdren – no comments.
- d.** Councilmember Nock – Councilmember Nock welcomed Bill Porter as the interim town manager.
- e.** Councilmember Pettitt – no comments.
- f.** Councilmember Quigley – Councilmember Quigley thanked the Town Council for the appointment. Councilmember Quigley committed to doing what is best for the town.

14. Closed Session – None Scheduled

15) Adjourn – Councilmember Fiege moved to adjourn the meeting. Councilmember Nock seconded the motion. The motion passed with a 6-0 vote. The meeting adjourned at 7:23 PM.

**Town of Onancock
Town Council Meeting
January 26, 2026
6:00 PM**

Fletcher Fosque, Mayor

Debbie Caton, Town Clerk

North East Neighborhood Revitalization

A Town-Community Partnership to Elevate the
Northeast Neighborhood

PROJECT UPDATE & FUNDING REQUEST

Javon Smith & Thelma Gillespie

Representing NE Neighborhood with Support from the Onancock
Business and Civic Association

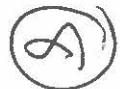
February 23, 2026



Northeast Neighborhood Revitalization

Background

- Three-step plan shared at 10.27.25 Town Council Meeting
 - Step 1- Add shrubbery for shade & beautification (OBCA donation)
 - Step 2- Purchase benches/tables/garbage cans, Rename park, Further enhance
 - Step 3- Broader neighborhood revitalization & Samuel Outlaw legacy celebration
- Plan envisions a mix of community, Town, volunteerism involvement
- Stressed need to start now to be ready for Summer 2026
- Approval granted for Step 1 (OBCA funded plantings)



Northeast Neighborhood Revitalization

A Reminder- Why invest in the NE Park and further for a revitalized neighborhood?

- 1. NE Playground is the Heartbeat of the Neighborhood and a resource for the full Onancock community.** Funds needed to increase usage. Specifically; more shade, quality picnic tables, stand-alone benches & trash cans

- 2. Samuel D. Outlaw is a Legacy to Celebrate:** Mr. Outlaw's legacy represents rich neighborhood history and is a source of community pride

- 3. Prioritize Boundary Avenue:** Primary entrance into the community (and to Kerr Street)
 1. It's uninviting & uninspiring with dilapidated buildings, unkempt lawns, underutilized NE Park
 2. Building blocks: "Welcome to Onancock" mural, historic Outlaw Blacksmith Shop, and a multi-use park which is one of the few in Onancock.

- 4. Re-focus on the broader neighborhood:**
 - Prior grant work unfinished (dilapidated properties); Add trees & bushes to properties adjacent to park; cut dead trees and limbs; Remove abandoned vehicles and; Ensure regular care of lawns



Northeast Neighborhood Revitalization

- **Step I (December 2025)**

- Objective: Immediately improve the appearance of the park & surroundings
 - Plant 12 trees and bushes along the perimeter (Boundary Avenue & School Street)
 - Plantings in three locations. 1. Corner of Boundary/School (Glorious Church property), 2. School St (GC property) & Far end of NE Park (In front of playground equip. on School St.)
 - Improves appearance of the Park and over time provides additional shade
 - Neighboring Glorious Church has approved
- Cost: \$1,400.00 to be covered by the Onancock Business and Civic Association

*Action Requested: Approval to plant trees on park property in Fall 2025.
OBCA coordinated work through Hortco*



Northeast Neighborhood Funding Request

Step 2: Requesting \$15,967 in funding to support of park improvements

- Funding (\$13,467) will enable the purchase of:
 - 3 picnic tables (2 standard & 1 ADA compliant)
 - 3 metal park benches
 - 2 metal garbage cans
 - 6 Concrete pads
- Additional funding (\$2,500) is requested for further beautification & renaming
 - Neighborhood Committee to recommend park name to Town Council (Spring)
 - Design and install a new park sign (\$2,000)
 - OBKA & Neighborhood residents to lead effort to further beautify park with added plantings and painting of fence (\$500; Balance to be covered by donations)
 - Formal dedication in Fall 2026



Northeast Neighborhood Funding Request

Step 3: Requesting additional funding of \$20,050 to support broader neighborhood improvements & celebration of Samuel Outlaw legacy

- Funding will support efforts to further celebrate the legacy of Samuel D. Outlaw and extend aesthetic improvements beyond the NE Park
 - Install 3 additional pole banners on Market Street (to highlight the Blacksmith Shop, Samuel D. Outlaw, NE Park)
 - Extend plantings from Blacksmith Shop up length of Boundary & at Boundary entrance
 - Prioritize and fund a one-time program to remove/prune dead trees and abandoned vehicles
 - Ensure regular lawn maintenance on corner of Boundary and School
 - Remove or repairing vacant buildings in neighborhood (No additional funding)
 - Remove/repair structures previously earmarked for action (No additional funding)
 - Pursue available grants (OBCA, broader community volunteers)

Total Combined Funding Request for Step 2 & 3 is \$36,017

NORTHEAST NEIGHBORHOOD REVITALIZATION FUNDING REQUEST

ACTION	TIMING	Units	Unit Cost	Total Cost	NOTES
STEP 1: Add Plantings to NE Neighborhood Park	Dec-25	1	\$ 1,450.00	\$ 0.00	Complete. \$1,450 funded by OBCA
STEP 2: Park Enhancements	Late Spring '26				
- Add 2 standard picnic tables		2	\$ 1,223.00	\$ 2,446.00	
- Add 1 ADA approved picnic table		1	\$ 1,167.00	\$ 1,167.00	
- Add 3 standard park benches		3	\$ 650.00	\$ 1,950.00	
- Add 2 garbage cans (\$900.00 ea.)		2	\$ 952.00	\$ 1,904.00	
- Equipment installation (\$1,000 per cement pad)		6	\$ 1,000.00	\$ 6,000.00	Preliminary estimate
STEP 2: Additional Park Improvements	Summer-Fall '26				
- Design and install new park sign		1	\$ 2,000.00	\$ 2,000.00	
- Paint & brushes for fence		1	\$ 500.00	\$ 500.00	
- Purchase and install "directions to park" sign		1	\$ -	\$ -	Covered by Wayfinder sign project
- Purchase plants & install pollinator garden			\$ -	\$ -	Donations of plants and money to be solicited
STEP 2: TOTAL COSTS				\$ 15,967.00	
STEP 3: Adjacent Property/Neighborhood Improvements	2026-2027				
- Add 3 banners to Market St.		3	\$ 850.00	\$ 2,550.00	Formal estimate needed
- Add plantings on Boundary Avenue	Spring	1	\$ 7,500.00	\$ 7,500.00	Plantings to extend from Outlaw Blacksmith Shop to Park
- Fund one-time removal of dead trees/limbs/abandoned vehicles	Spring/Summer	1	\$ 10,000.00	\$ 10,000.00	Will seek option with no charge for vehicle removal
- Remove/repair 2 dilapidated structures near park	Summer	2	\$ -	\$ -	Two properties budgeted (#1 Boundary near Church; #2 on School St.). Prop. 3 is adjacent to Blacksmith Shop and assumed owner to address
- Regularly maintain corner lawn properties	On-going	2	\$ -	\$ -	No incremental cost budgeted though may require added staff
- Additional Neighborhood property improvements*	On-going	1	0	\$ -	Assume cost covered in prior grant award
STEP 3 REQUEST				\$ 20,050.00	
TOTAL REQUEST (STEPS 2 & 3)				\$ 36,017.00	

(3)

MEMORANDUM

To: Members, Town Council

From: Bill Porter, Interim Town Manager 

Subject: Authorization to Sign Property License Agreement for Public Park Use

Date: February 23, 2026

I am requesting authorization to sign a license agreement with Janet and Fletcher Fosque for the Town of Onancock to use the property located at the south-west corner of Market Street and Ames Street (Tax Map No. 85A2-A-70) also known as "Custis Park." The sole purpose of the License Agreement is to operate and maintain a public park open to the public.

The term of the License Agreement is 10 years and the terms of the Agreement shall automatically renew for a term of 10 years, unless terminated by 120 day written notice by either party.

Under this Agreement the Fosque's have no responsibility for the care and upkeep of Custis Park. And the Agreement ensures that under Section 29.1-509 of the Code of Virginia they are relieved of liability associated with a public park.

Attached is a resolution authorizing The Interim Town manager to sign the Property License Agreement for Public Park Use.

RESOLUTION

Authorizing The Interim Town Manager to Sign The Property License Agreement For Public Park Use

Whereas: The Town of Onancock Town Council wishes to enter a License Agreement with Janet and Fletcher Fosque for the use of a portion of property known as Custis Park.

Now Therefore Be It Resolved: That the Interim Town Manager be and here by is authorized to sign the Property License Agreement ("the Agreement") to be dated February 23, 2026.

Sarah Nock

Vice-Mayor, Town of
Onancock

PROPERTY LICENSE AGREEMENT FOR PUBLIC PARK USE

This Property License Agreement (the "Agreement") is made and entered into this _____ day of _____, 20____ (the "Effective Date"), by and between:

Licensor (Property Owner): Janet & Fletcher Fosque, with a mailing address of 16 Market Street, Onancock VA 23417 ("Licensor"), and **Licensee (User/City):** Town of Onancock, a Virginia municipal corporation with a mailing address of 15 North Street, Onancock, VA 23417 ("Licensee").

1. GRANT OF LICENSE

Licensor hereby grants to Licensee a revocable, non-exclusive license to use the property located at the south-west corner of Market Street and Ames Street, Tax Map #: 85A2-A-70, known as "Custis Park" (the "Premises"), for the sole purpose of operating and maintaining a public park, to be open to and utilized by the general public.

2. PERMITTED USE

The Premises shall be used solely for town purposes and for public recreational activities, including but not limited to uses consistent with a public park [e.g., walking, rest and relaxation, picnicking, green space]. The Licensee shall maintain the area in a clean, orderly, and safe condition.

3. TERM

This Agreement shall commence on _____ and continue for a term of 10 years from the date of commencement. The term shall automatically renew for an additional term of 10 years, unless terminated earlier pursuant to Section 10.

4. LICENSE FEE

As consideration for the license granted, Licensee shall pay for upkeep and maintenance of the Premises. No fee shall be charged by the Licensor.

5. IMPROVEMENTS AND ALTERATIONS

Licensee shall not make any alterations, additions, or improvements to the Premises without prior written consent from the Licensor, excepting work associated with upkeep, maintenance, landscaping, gardening, and plantings. Any permanent structures or improvements made shall become the property of the Licensor upon termination of this Agreement, unless otherwise agreed in writing.

6. MAINTENANCE AND REPAIR

Licensee shall be responsible for all maintenance, repairs, and daily operations of the Premises during the term, including litter removal and landscaping, at its sole cost and expense; however, pruning or removal of trees will only be done with the approval and under the supervision of the Lessor.

7. NO DUTY OF CARE OR LIABILITY FOR DAMAGES

It is understood by Lessor and Licensee that § 29.1-509 of the *Code of Virginia* applies to and governs this License and the public's recreational use of the Premises. Therefore, the Lessor owes no duty of care to keep the Premises safe for entry or use by others for recreational uses or for ingress, and egress, and that Lessor shall be afforded all protections afforded under § 29.1-509 of the *Code of Virginia*.

8. INSURANCE

In addition to the protections afforded under § 29.1-509, Licensee shall maintain, at its sole cost, Commercial General Liability Insurance with a minimum limit of \$2,000,000.00 per occurrence, naming the Lessor as an additional insured.

9. NO PROPERTY INTEREST

This Agreement does not transfer any interest in real property (easement or lease) to the Licensee.

10. TERMINATION

Either party may terminate this License at any time for any reason (or "for cause") by giving 120 days' written notice to the other party.

11. RESTORATION

Upon termination of this Agreement, Licensee shall remove all personal property and restore the Premises to its original condition, reasonable wear and tear excepted.

12. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

LICENSOR (Owner):

Signature: _____ Date: _____

Name/Title: _____

LICENSEE (User/Town):

Signature: _____ Date: _____

Name/Title: _____

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LICENSOR (Owner):

Signature: _____ Date: _____

Name/Title: _____

LICENSEE (User/Town):

Signature: _____ Date: _____

Name/Title: _____

Town of Onancock
Budget Summary by Department
Through January 31, 2026

ALL DEPARTMENTS	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
Revenue										
Administration	1,061,621	2,529,318	42%	(1,467,697)	(58%)	1,302,952	1,398,645	1,412,795	1,419,087	1,419,208
Water	260,650	483,100	54%	(222,450)	(46%)	420,140	495,314	565,045	592,760	487,720
Sewer	419,741	0	No Budget	419,741	0%	1,025,382	1,121,513	821,749	873,394	791,429
Wharf	141,645	198,650	71%	(57,005)	(29%)	198,463	206,989	206,618	230,645	198,650
Police	31,781	58,401	54%	(26,620)	(46%)	55,140	41,997	85,957	149,092	84,004
Total Revenue	1,915,438	3,269,469	59%	(1,354,031)	(41%)	3,002,077	3,264,458	3,092,164	3,264,978	2,981,011
Expenditures										
Council	46,964	56,949	82%	9,985	18%	26,247	24,942	41,019	48,554	56,279
Administration	428,931	1,633,562	26%	1,204,631	74%	505,231	521,268	530,473	532,848	705,121
Water	574,651	483,100	119%	(91,551)	(19%)	218,974	617,851	1,039,700	509,491	775,719
Sewer	109,514	0	No Budget	(109,514)	0%	556,205	406,064	645,152	190,554	111,212
Wharf	131,941	206,120	64%	74,179	36%	177,250	199,066	217,184	205,930	206,120
Police	325,499	540,004	60%	214,505	40%	325,746	394,355	424,978	489,033	436,380
Bld and Streets	140,883	221,303	64%	80,420	36%	133,009	156,818	169,928	196,027	220,610
Parks & Land.	84,283	178,431	47%	94,148	53%	17,112	67,268	156,866	108,088	127,011
Interfund	6,188	0	No Budget	(6,188)	0%	0	0	0	0	0
Total Expenditures	1,848,853	3,319,469	56%	1,476,804	44%	1,959,774	2,387,632	3,225,301	2,280,525	2,638,452
	5,663	50,000								
Net	66,584	(50,000)		122,772	(246%)	1,042,303	876,826	(133,137)	984,453	342,559

Percentage of Year Completed: 58%



Town of Onancock
Budget Summary by Department
Through January 31, 2026

<u>TOWN COUNCIL</u>	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025	
Expenditures											
Wages, Taxes & Benefits	\$8,516	15,549	55%	7,033	45%	14,793	15,118	15,129	15,230	14,598	
Town Attorney	\$21,000	36,000	58%	15,000	42%	735	2,733	18,000	24,000	36,000	
Travel And Training	\$2,208	1,500	147%	(708)	(47%)	25	0	753	695	970	
Es Tourism-Tot Share	\$-	0	No Budget	0	0%	4,620	4,154	4,600	4,500	0	
Liability Insurance	\$759	3,900	19%	3,142	81%	6,074	0	2,150	4,129	4,666	
Office Supplies	\$250	0	No Budget	(250)	0%	0	2,937	387	0	45	
Consulting Fees	\$14,231	0	No Budget	(14,231)	0%						
Total Expenditures	46,964	56,949	82%	24,216	43%	26,247	24,942	41,019	48,554	56,279	

Percentage of Year Completed: 58%

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Town of Onancock
Budget Summary by Department
Through January 31, 2026

<u>ADMINISTRATION</u>	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
Revenue										
Real Property-Current	\$414,956	399,580	104%	15,376	4%	324,439	373,468	379,753	404,380	376,657
Real Property-Late	\$13,530	20,000	68%	(6,470)	(32%)	78,952	32,135	28,464	26,831	49,184
Public Service	\$3,614	11,500	31%	(7,886)	(69%)	17,593	15,814	3,799	11,278	12,434
Personal Property-Current	\$177,501	210,719	84%	(33,218)	(16%)	190,967	255,838	183,797	185,823	166,664
Personal Property-Late	\$4,519	12,000	38%	(7,481)	(62%)	15,867	15,459	15,056	38,438	27,358
Penalties	\$2,513	13,000	19%	(10,487)	(81%)	21,897	9,240	7,703	20,674	8,793
Local Sales Tax	\$64,479	90,000	72%	(25,521)	(28%)	89,367	92,372	105,461	88,131	97,498
Consumers Utility Tax	\$36,826	51,000	72%	(14,174)	(28%)	55,696	56,036	50,339	55,290	58,643
Business License Tax	\$802	3,400	24%	(2,598)	(76%)	35,768	3,711	3,465	8,511	5,831
Vehicle Decals	\$22,378	29,000	77%	(6,622)	(23%)	5,213	20,834	26,348	31,668	29,871
Bank Stock Taxes	\$-	32,000	0%	(32,000)	(100%)	48,262	45,329	32,307	40,004	38,604
Communication Tax	\$36,413	72,000	51%	(35,587)	(49%)	74,358	70,214	71,938	64,787	63,607
Transient Occupancy	\$9,255	24,000	39%	(14,745)	(61%)	20,816	26,094	25,220	28,157	21,038
Building/Zoning Perm	\$525	2,500	21%	(1,975)	(79%)	1,700	1,975	2,100	2,340	1,440
Meals Tax	\$186,832	280,500	67%	(93,668)	(33%)	194,319	237,448	255,108	267,156	260,143
Meals & Transient La	\$-	0	No Budget	0	0%	1,999	685	3,722	363	1,228
Rental Of Property	\$7,011	12,240	57%	(5,229)	(43%)	12,240	13,767	13,164	12,097	14,354
Water Tower Rental I	\$-	6,850	0%	(6,850)	(100%)	6,850	0	6,850	0	6,850
Grass Cutting	\$-	0	No Budget	0	0%	6,555	7,400	7,400	7,400	7,400
Trash Revenue	\$59,337	107,000	55%	(47,663)	(45%)	53,340	61,280	90,448	93,912	102,143
Miscellaneous Revenue	\$4,472	0	No Budget	4,472	0%	30,697	9,766	11,531	6,148	17,490
Fire Program Funds	\$15,000	15,000	100%	0	0%	15,000	15,000	15,000	15,000	15,000
Litter Control Grant	\$1,659	1,750	95%	(91)	(5%)	820	108	2,723	6,123	1,838
Va Comm For The Arts	\$-	1,500	0%	(1,500)	(100%)	0	1,500	3,000	0	0
Loan And Grants Proc	\$-	0	No Budget	0	0%	0	33,000	68,100	0	0
Capital Reserve Fund	\$-	0	No Budget	0	0%	0	0	0	0	0
Real Property-Delinq	\$-	0	No Budget	0	0%	0	0	0	0	0
Christmas Decoration	\$-	0	No Budget	0	0%	0	0	0	0	0
Interfund	\$-	1,133,779	0%	(1,133,779)	(100%)	0	0	0	2,288	17,570

Town of Onancock
Budget Summary by Department
Through January 31, 2026

ADMINISTRATION	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
	\$			\$	%					
Total Revenue	\$ 1,061,621	2,529,318	42%	(1,467,697)	(58%)	1,302,952	1,398,645	1,412,795	1,419,087	1,419,208

Expenditures

Wages, Taxes & Benefits	\$132,989	244,530	54%	111,541	46%	205,673	180,235	176,092	189,361	204,064
Disability Insurance	\$225	1,061	21%	836	79%	0	468	565	497	666
Legal And Collection	\$-	5,500	0%	5,500	100%	0	1,750	0	11,375	7,479
Audit Service	\$25,850	27,000	96%	1,150	4%	16,750	17,750	24,500	24,500	23,500
Bank Processing Fees	\$1,662	3,300	50%	1,638	50%	5,108	3,576	2,659	2,605	7,022
Credit Card Fees	\$13,591	22,000	62%	8,409	38%	369	9,217	12,842	23,166	17,934
Payroll Processing F	\$7,389	9,500	78%	2,111	22%	3,259	7,263	6,798	9,474	10,551
Professional Develop	\$1,999	4,000	50%	2,002	50%	200	227	1,099	3,629	3,103
Software Subscriptio	\$13,494	36,000	37%	22,506	63%	0	20,323	27,493	35,245	41,675
Software Support	\$10,259	12,000	85%	1,741	15%	0	10,408	16,043	6,052	6,391
Office Equipment	\$3,843	4,000	96%	157	4%	21,595	7,982	8,549	3,893	5,806
Advertising	\$2,516	5,500	46%	2,984	54%	2,951	10,503	12,324	8,392	13,961
Postage	\$3,260	3,200	102%	(60)	(2%)	2,626	1,289	2,021	2,434	2,929
Telephone	\$6,778	4,500	151%	(2,278)	(51%)	1,680	3,272	4,976	6,804	8,485
Property Insurance	\$1,674	2,250	74%	576	26%	0	805	681	1,983	3,657
Vehicle Insurance	\$252	330	76%	78	24%	0	412	201	291	329
General Liability In	\$1,913	3,800	50%	1,887	50%	0	12,333	3,416	2,333	2,702
Workers Comp	\$33	525	6%	493	94%	0	330	54	412	603
Travel	\$-	577	0%	577	100%	0	45	0	460	182
Dues & Membership	\$925	1,150	80%	225	20%	1,072	2,440	1,086	3,155	1,185
Office Supplies	\$6,778	9,000	75%	2,222	25%	8,519	7,411	9,483	5,359	10,777
Main Street Partners	\$16,040	15,000	107%	(1,040)	(7%)	0	15,000	19,571	18,915	21,117
Hos - Property Insur	\$4,986	6,400	78%	1,415	22%	0	6,503	5,954	8,658	8,828
Cultural Enrichment	\$4,600	3,000	153%	(1,600)	(53%)	1,250	2,669	3,041	0	1,000
Miscellaneous	\$-	2,500	0%	2,500	100%	3,261	574	110	14,971	4,038
Website & Printing	\$-	3,000	0%	3,000	100%	0	318	13,430	44	4,237
Town Events	\$2,725	4,000	68%	1,275	32%	0	266	1,996	284	4,916

Town of Onancock
Budget Summary by Department
Through January 31, 2026

POLICE	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
Revenue										
Traffic Fines	\$7,298	22,000	33%	(14,702)	(67%)	8,290	6,904	13,226	11,622	26,140
Esummons	\$805	0	No Budget	805	0%	0	110	960	1,432	1,968
Grant - 599	\$23,678	32,401	73%	(8,723)	(27%)	46,850	29,678	32,647	45,938	47,583
Grant - Doj O.T.	\$-	0	No Budget	0	0%	0	1,005	30,867	0	0
Grant - Hwy Safety	\$-	4,000	0%	(4,000)	(100%)	0	4,300	8,257	2,700	8,313
Loan And Grant Proceeds	\$-	0	No Budget	0	0%	0	0	0	87,400	0
Total Revenue	\$ 31,781	58,401	54%	(26,620)	(46%)	55,140	41,997	85,957	149,092	84,004
Expenditures										
Wages, Taxes & Benefits	\$244,254	425,794	57%	181,541	43%	288,004	321,795	363,362	358,536	341,214
Court Costs	\$-	750	0%	750	100%	0	178	0	0	129
Training	\$200	4,000	5%	3,800	95%	4,384	2,690	2,397	2,306	2,900
New Officer Training	\$17,242	18,000	96%	758	4%	0	8,327	(35)	17,717	0
Vehicle Repair	\$3,311	4,000	83%	689	17%	2,650	2,791	4,052	6,333	6,649
Computer Software	\$5,906	4,500	131%	(1,406)	(31%)	2,691	4,652	1,127	30	13,029
Security Cameras	\$13,570	16,500	82%	2,930	18%	0	0	0	7,420	19,412
Telephone Services	\$2,041	3,000	68%	959	32%	3,394	3,165	2,708	2,819	2,903
Line Of Duty Act	\$2,495	3,200	78%	706	22%	2,742	3,655	3,462	2,193	3,304
Vehicle Insurance	\$2,312	2,600	89%	288	11%	0	2,801	2,484	2,215	3,338
Workers Comp	\$5,204	7,500	69%	2,297	31%	0	8,823	7,214	6,870	8,741
Travel	\$70	500	14%	430	86%	35	35	164	102	0
Office Supplies	\$3,857	4,000	96%	143	4%	3,741	2,324	2,528	2,640	4,235
Vehicle Fuel	\$6,713	14,000	48%	7,287	52%	7,018	12,527	11,034	10,649	9,628
Uniforms	\$2,129	5,000	43%	2,871	57%	2,046	1,382	2,485	507	2,244
Animal Population Co	\$-	0	No Budget	0	0%	587	954	0	375	461
Police Supplies	\$9,642	7,000	138%	(2,642)	(38%)	8,317	10,443	7,546	6,032	5,085
Police Vehicles	\$6,554	19,660	33%	13,106	67%	0	6,554	13,108	62,289	13,108
Total Expenditures	\$ 325,499	540,004	60%	214,505	40%	325,746	394,355	424,978	489,033	436,380
Net	\$ (293,718)	(481,603)	61%	187,885	39%	(270,606)	(352,358)	(339,021)	(339,941)	(352,376)

**Town of Onancock
Budget Summary by Department
Through January 31, 2026**

<u>BUILDINGS & STREETS</u>	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
Expenditures				\$	%					
Wages, Taxes & Benefits	41,241	82,764	50%	41,523	50%	47,712	69,042	81,473	83,991	80,776
Vehicle Repair	1,092	7,500	15%	6,408	85%	619	615	3,569	3,545	6,035
Electric Service	26,134	46,000	57%	19,866	43%	22,546	18,277	6,894	43,392	49,923
Heating Oil	4,086	4,000	102%	(86)	(2%)	0	2,554	0	0	0
Property Insurance	622	650	96%	28	4%	0	2,004	338	626	756
Auto Insurance	886	350	253%	(536)	(153%)	0	412	200	290	328
Worker'S Comp Insura	259	2,500	10%	2,241	90%	0	1,481	1,139	566	2,675
Street Repair	37,489	20,000	187%	(17,489)	(87%)	180	27,087	32,516	11,507	24,358
Janitoral Supplies	400	500	80%	100	20%	0	985	995	408	486
Cleaning Services	800	3,200	25%	2,400	75%	0	3,914	3,914	3,900	900
Repairs And Maintena	3,354	19,000	18%	15,646	82%	27,602	18,028	27,309	20,711	4,184
Vehicle Fuel	3,571	4,500	79%	929	21%	517	3,686	6,753	9,481	5,241
Small Equipment Repa	2,159	5,000	43%	2,841	57%	323	3,013	763	1,652	14,444
Uniforms	0	1,000	0%	1,000	100%	555	2,614	182	0	760
Can Liners	0	947	0%	947	100%	1,770	1,158	1,569	1,221	1,236
Safety/Street Signs	1,481	2,000	74%	519	26%	528	1,140	1,554	815	2,122
New Public Works Veh	17,256	21,392	81%	4,136	19%	0	0	0	13,822	26,236
Blacksmith Shop	0	0	No Budget	0	0%	0	93	761	100	150
Total Expenditures	140,883	221,303		64%	36%	133,009	156,818	169,928	196,027	220,610

Percentage of Year Completed: 58%



Town of Onancock
Budget Summary by Department
Through January 31, 2026

<u>WHARF</u>	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2025
				\$	%				
Revenue									
Boat Dockage Fees-Mo	0	0	No Budget	0	0%	125	1,311	650	450
Boat Dockage Fees-Tr	50,724	68,000	75%	(17,276)	(25%)	75,106	60,562	71,443	92,380
Parking Fee	282	150	188%	132	88%	995	512	232	201
Parking Fee - Annual	0	0	No Budget	0	0%	420	336	0	0
Gasoline Sales	80,654	114,000	71%	(33,346)	(29%)	108,700	128,103	121,932	121,836
Ice And Other	2,363	8,500	28%	(6,138)	(72%)	2,513	7,628	4,971	2,860
Golf Cart	2,140	8,000	27%	(5,860)	(73%)	0	0	0	3,535
Wharf Electric	5,483	0	No Budget	5,483	0%	10,604	8,537	7,390	9,383
Total Revenue	141,645	198,650	71%	(57,005)	(29%)	198,463	206,989	206,618	230,645
Expenditures									
Wages, Taxes & Benefits	32,810	74,279	44%	41,469	56%	60,661	55,949	59,458	60,038
Square Cc Fees	4,886	7,000	70%	2,114	30%	4,365	5,423	5,732	8,234
Vehicle Repair	88	1,000	9%	912	91%	0	259	296	682
Vehicle Fuel	0	0	No Budget	0	0%	0	63	0	0
Electric Services	4,640	6,500	71%	1,860	29%	4,993	4,415	4,728	6,179
Telephone	743	700	106%	(43)	(6%)	629	624	344	716
Property Insurance	326	391	83%	66	17%	0	319	222	538
Auto Insurance	346	350	99%	4	1%	0	412	199	306
Worker'S Comp Insura	500	1,500	33%	1,001	67%	0	2,670	611	2,171
Office Supplies	4,074	400	1019%	(3,674)	(919%)	0	289	2,663	435
Wharf Janitorial Sup	537	1,000	54%	463	46%	661	351	1,519	1,186
Repair & Maintenance	6,906	3,500	197%	(3,406)	(97%)	6,451	7,797	7,597	15,719
Cost Of Gas/Diesel S	63,292	86,000	74%	22,708	26%	74,263	104,528	98,947	86,138
Cost Of Merchandise	0	0	No Budget	0	0%	0	0	1,400	0
Misc.	0	0	No Budget	0	0%	8,365	269	1,376	0
Advertising & Dues	12,795	15,000	85%	2,205	15%	5,582	8,548	7,393	15,788
Rent	0	8,500	0%	8,500	100%	1,100	7,150	8,200	7,800
Capital Improvements	0	0	No Budget	0	0%	10,180	0	16,500	0
Total Expenditures	131,941	206,120	64%	74,179	36%	177,250	199,066	217,184	205,930
Net	9,704	(7,470)	-130%	17,174	230%	21,213	7,923	(10,566)	24,715

Fuel Margin

17,361

28,000

62%

34,437

23,575

22,985

35,698



Town of Onancock
Budget Summary by Department
Through January 31, 2026

WATER	ACTUAL 2026 YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
	\$	%								
Revenue										
Water Charges	250,244	464,100	54%	(213,856)	(46%)	394,911	424,515	548,614	520,241	464,161
Water Installation F	3,400	7,000	49%	(3,600)	(51%)	3,000	4,500	1,500	33,300	7,000
Water & Sewer Penalt	5,516	12,000	46%	(6,484)	(54%)	19,615	16,671	12,765	12,519	14,489
Miscellaneous Revenue	1,490	0	No Budget	1,490	0%	2,614	49,628	2,167	26,700	2,070
Total Revenue	260,650	483,100	54%	(222,450)	(46%)	420,140	495,314	565,045	592,760	487,720
Expenditures										
Wages, Taxes & Benefits	85,664	137,838	62%	52,174	38%	116,120	109,047	138,505	156,044	165,488
Training & Travel	0	500	0%	500	100%	0	79	0	0	0
Vehicle Repair	190	2,500	8%	2,310	92%	3,045	1,018	0	17	1,293
Repair & Maintenance	27,343	45,750	60%	18,407	40%	17,552	10,960	28,363	30,579	86,020
Auto Insurance	249	430	58%	182	42%	0	412	0	278	314
Printing Utility Bil	0	250	0%	250	100%	507	0	0	1,230	0
Advertising	0	250	0%	250	100%	0	0	0	0	0
Electric Services	6,870	17,000	40%	10,130	60%	13,779	14,974	15,360	12,694	19,018
Postage	2,096	3,000	70%	904	30%	755	1,123	844	2,592	2,624
C I P	200	0	No Budget	(200)	0%	0	19,420	42,530	120,348	0
Dues & Memberships	0	1,000	0%	1,000	100%	527	0	0	0	0
Health Department Fe	5,692	5,500	103%	(192)	(3%)	2,165	2,169	2,169	2,169	5,577
Vehicle Fuel	271	2,500	11%	2,229	89%	1,863	2,366	1,753	2,986	2,621
Lab Supplies	530	2,500	21%	1,970	79%	998	2,064	3,413	5,663	3,191
Purification Supplie	6,479	20,000	32%	13,521	68%	21,099	8,935	24,065	18,967	12,032
Outside Consultants	3,000	6,000	50%	3,000	50%	0	300	1,725	6,603	6,000
Small Tools & Equipm	1,073	3,000	36%	1,927	64%	80	2,650	3,099	0	55
Property Insurance	0	0	No Budget	0	0%	0	0	1,814	0	0
Interest - Bond - Wa	27,950	55,900	50%	27,950	50%	36,945	36,154	55,900	55,900	55,900
Interest - Bond - Wa	1,228	1,668	74%	440	26%	1,662	1,588	2,456	2,456	2,456
Interest - Bond - Wa	49,818	99,636	50%	49,818	50%	0	25,491	99,637	99,637	99,636
Interfund Transfer	352,542	0	No Budget	(352,542)	0%	0	370,704	615,910	0	304,992
Transfer To Reserves	0	69,778	0%	69,778	100%	0	0	0	0	0
Total Expenditures	574,651	483,100	119%	(91,551)	(19%)	218,974	617,851	1,039,700	509,491	775,719
Net	(314,001)	0		(314,001)	0%	201,166	(122,537)	(474,654)	83,269	(287,999)

Percentage of Year Completed: 58%

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Town of Onancock
Budget Summary by Department
Through January 31, 2026

SEWER	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025	Trend 2021-2026B
				\$	%						
Revenue											
Sewer Charges	416,241	0	No Budget	416,241	0%	1,014,068	1,071,885	818,382	748,794	785,959	
Sewer Installation F	3,500	0	No Budget	3,500	0%	8,700	0	1,200	3,400	3,400	
Total Revenue	419,741	0	No Budget	419,741	0%	1,025,382	1,121,513	821,749	873,394	791,429	
Expenditures											
Wages and Benefits	0	0	No Budget	0	0%	267,216	132,835	1,877	0	0	
Coll. Repair/Maintena	108,084	0	No Budget	(108,084)	0%	75,412	136,140	253,160	95,318	109,494	
Electric Services	1,215	0	No Budget	(1,215)	0%	71,544	45,809	3,675	2,122	1,718	
Total Expenditures	109,514	0	No Budget	(109,514)	0%	556,205	406,064	645,152	190,554	111,212	
Net	310,227	0		310,227	0%	469,177	715,449	176,596	682,840	680,217	

Percentage of Year Completed: 58%



**Town of Onancock
Cash and Reserve Report
Through January 31, 2026**

<u>CASH AND RESERVES</u>	Current Year	Prior Year	% Increase / (Decrease)	
CASH				
Checking	298,526	732,979	(59%)	
RESERVES				
Cash Reserve (savings account)	2,181,200	2,608,855	(16%)	
Grant Match or Project Reserve	257,250	269,694	(5%)	
Capital Asset Reserve	485,437	152,065	219%	
General Fund Reserve	131,840	540,642	(76%)	
ARPA Funds	0	188,038	(100%)	
Utility Reserve	488,685	761,717	(36%)	
Total Reserves	3,544,412	4,521,011	(22%)	
Total Cash and Reserves	3,842,938	5,253,990	(27%)	
Cash and Reserves - No ARPA	3,842,938	5,065,952	(24%)	
Reserves Only - No ARPA	3,544,412	4,332,973	(18%)	
REQUIRED RESERVES PER POLICY				
	Policy Requirement	Policy	Current Reserve	Over/(Under Reserved)
Grant Match or Project Reserve	250,000	Up to \$250,000	257,250	7,250
Capital Asset Reserve	521,300	25% of 5-year CAPEX plan	485,437	(35,863)
General Fund Reserve	835,911	30% of budgeted revenue	131,840	(704,070)
Utility Reserve		120 day operating $(\$483,100/12*4)+$ 30% Accumulated Depreciation $(\$3,254,316+174,382(F24)+174,382(F25)$ 1,256,957 $) + \$15k$ for road repairs	488,685	(768,272)
Total Required Reserves per Policy	\$ 2,864,168	Over/(Under) Reserved	\$ 1,363,212	\$ (1,500,956)



MEMORANDUM

To: Members, Town Council

From: Bill Porter, Interim Town Manager 

Subject: Town Managers Report

Date: February 23, 2926

- Historic Onancock High School: I will meet with Mr. David Wilson, Wilson Agency, Thursday, February 19th to go over the progress on the restoration of the school. All invoices for the restoration work will go through Mr. Wilson and he will approve payment by the insurance company. Staff will monitor the work going on at the School; but will not be responsible for paying any restoration work invoices. The Town is responsible for the \$2,500 deductible.
- FY 26-27 Operating and Capital Improvement Budget: Staff is in the process of putting together a draft FY 26-27 Operating and Capital Improvement Budget. Please let me have your priorities for the budget. This year the County's Countywide Reassessment will go into effect. We have requested a copy of the landbook for the Town.
- HRSD Water Meters and Billing System: Staff met with HRSD staff to find out where the Town stands on turning over the sewer system and water billing to HRSD. HRSD does not have ownership of any of the town's sewerage pumping stations or all the town's sewage collection lines. Additionally, all the new water meters have not been installed. As of today, approximately 74 new meters need to be installed. HRSD cannot take over the water billing for the Town until all the new water meters have been installed and HRSD has ownership of the Town's sewer system. I do not expect the Town's sewer system to be turned over to HRSD in the next 2 to 3 months. Staff has requested that HRSD's attorneys let staff know the status of the pumping stations and sewerage collection lines.
- Town Square Improvements: The 4 street light poles and heads have been received, and they will be installed once we get an electrician that can move and install the street lights. Public Works will be repairing the Town Square irrigation system.
- Frozen Pipes and Water Lines: Public Works has been especially busy during this spell of cold weather cutting off and cutting on resident's water lines helping to identify water leaks and frozen pipes. The new water meters allow staff to better identify suspected leaks in the system.

Please let me know if you have any question on the above.

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