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

Town Council Meeting
Monday, April 27, 2026
6:00 PM

1. Call to order and roll call.
2. Pledge of Allegiance
3. Consider approval of the meeting minutes:
 - Regular Meeting, March 23, 2026
4. Public Hearing
 - None scheduled
5. Public Presentation:
 - Corey Kavulich, Historic Onancock School Annual Report
 - Chris Carbaugh, Water Extension, Duncan Manor Project
6. Council Discussion
 - FY2027 Budget.
7. Council Action
 - Appointment of Town Manager
 - Appointment of Economic Development Authority Member
 - Task Order - Turlington & Governator Engineering, PLC – HVAC installation at HOS.
8. Committee Reports
 - Planning Commission (Cindy Holdren)
 - Economic Development Authority (Lisa Fiege)
9. Community Reports
 - Onancock Main Street (Lisa Fiege)
 - Historic Onancock School (Sarah Nock)
 - OBCA (Dana Simson)
 - Onancock Sails Forward - (Lisa Fiege/Debbie Caton)
10. Public Comment
11. Mayor's Report
12. Town Manager's Report
 - Financial Report
 - Police report – not available
13. Town Councilmember comments
14. Closed session – none scheduled.
15. Adjourn

①

**Town of Onancock
Town Council Meeting
Monday, March 23, 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 and Town Clerk Debbie Caton were also present.

- 2. Pledge of Allegiance**

Councilmember Quigley moved to amend the agenda with three items for Council’s consideration for action. Councilmember Quigley would like to request the reappointment of two Economic Development Authority (EDA) Directors and the consideration of appointment for a new applicant. Councilmember Holdren seconded the motion. The motion passed with a 6-0 vote.

- 3. Consider the meeting minutes:**

- a. Regular Meeting, February 23, 2026** - Councilmember Fiege moved to approve the meeting minutes. Councilmember Nock seconded the motion. The motion passed with a 6-0 vote.

- 4. Public Hearing**

- a. None Scheduled**

- 5. Public Presentation**

- a. None Scheduled**

- 6. Council Discussion**

- a. None Scheduled**

- 7. Council Action**

- a. Consideration of Kendra Sterns’ reappointment to the EDA –**
Councilmember Quigley moved to reappoint Kendra Sterns to the EDA for a

**Town of Onancock
Town Council Meeting
Monday, March 23, 2026
6:00 PM**

four-year term beginning March 23, 2026. Councilmember Fiege seconded the motion. The motion passed with a 6-0 vote.

b. Consideration of Bill Chandler's reappointment to the EDA –

Councilmember Quigley moved to reappoint Bill Chandler to the EDA for a four-year term beginning March 23, 2026. Councilmember Fiege seconded the motion. The motion passed with a 6-0 vote.

c. Consideration of Molly Margeson appointment to the EDA –

Councilmember Quigley moved to appoint Ms. Margeson to the EDA. Councilmember Fiege seconded the motion. The motion passed with a 6-0 vote.

d. Purchase of equipment at NE Park – Interim Town Manager Porter

presented the equipment specifications and the quoted price from the vendor. Councilmember Nock moved to allow Interim Town Manager Bill Porter to purchase the equipment requested (full resolution is attached.) 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 Monday, March 2, 2026, and discussed the request from Town Council regarding revisions to zoning ordinances B1 and B2. Commissioner Jim McGowan plans to create a draft that the Planning Commission can review and forward to the Town Council. The Comprehensive Plan continues to be reviewed and discussions about the work that has been completed in various areas as well as the organization of the plan.

b. Economic Development Authority – (Ann Quigley) - Councilmember Quigley reported the EDA met Wednesday, March 18, 2026. Councilmember Quigley was elected as the new Chairperson for the EDA. The replacement of the Vice Chair will be discussed at the next meeting. A remote participation policy was approved. EDA is seeking lawyer representation and is in contact with DHCD to ensure the Authority is fully informed about current parameters for the revolving loan funds in respect to any limitations for lending funds.

Town of Onancock
Town Council Meeting
Monday, March 23, 2026
6:00 PM

9. Community Reports

- a. **Onancock Main Street (OMS) (Lisa Fiege)** – Councilmember Fiege reported OMS officially submitted the VTC Marketing Leveraging Program grant application. The request was for \$20,000 with an equal cash match from the town. This funding would allow OMS to continue the digital marketing efforts to promote the town, which got almost two million views on social media and directed over 100,000 visitors to the visitor website (experienceonancock.com). A tourism workshop is scheduled for May 4, 2026, at Bizotto's. The workshop is for businesses in the area. Speakers from VTC Tourism and ESVA Tourism will discuss trends in tourism, what is happening on the Shore and will explain overall goals of VA Main Street.
- b. **Historic Onancock School (HOS) (Sarah Nock)** – Councilmember Nock reported Corey Kavulich, Executive Director will present HOS' annual report at the April 27, 2026, Town Council meeting. Clean up and restoration work from the fire continues. The projected timeline for cleanup is three to four months. Councilmember Nock reminded everyone that the playground, disc golf, nature trail and soccer fields are still open. The following upcoming events are scheduled:
- Annual Blooms and Brushes – Saturday, May 30, 2026.
 - Onancock Sails Forward – Friday, June 12, 2026, Brasswinds Band 6:00 – 9:00 PM.
 - Onancock Sails Forward – Saturday, June 13, 2026, Fil Rhythm Band 6:00 – 8:45 PM.
 - Onancock Sails Forward – Saturday, June 13, 2026, Fireworks display – 9:00 PM.
- c. **OBCA (Dana Simson)** – Ms. Simson, Acting VP, discussed OBCA's mission to bring neighbors together to do good things that build community, and creates special events for Onancock. They are also stepping up to help the town address areas that need positive change. OBCA collaborated with residents to improve and beautify the Northeast Park and collaborated with the Waterfront Committee to restore the Wharf sign along with cleaning up the parking area before the Onancock Sails Forward event. There will be a volunteer opportunity on April 9, 2026.

**Town of Onancock
Town Council Meeting
Monday, March 23, 2026
6:00 PM**

d. Onancock Sails Forward – (Lisa Fiege) – Councilmember Fiege reported the committee met Friday, March 13, 2026. Marketing strategies are continuing with radio ads, billboards, and social media. OMS is hosting a Business Workshop to prepare the local businesses for the event. Councilmember Fiege asked everyone to consider volunteering for the weekend.

10. Public Comments

- **Kasey Grier** – Ms. Grier’s full statement is attached.
- **Joe Devaney** – Mr. Devaney’s full statement is attached.
- **Mark Sinclair** – Mr. Sinclair supports Mr. Devany’s comment about the audit request after the resignation of the former Town Manager. Mr. Sinclair would like to see the Queen Street Parking Lot project come to fruition since the owners of the Lilliston Building have upgraded their parking lot. He also recommended the benches at Northeast Park be anchored to a concrete pad.
- **Javon Smith** – Mr. Smith thanked the Town Council for approving the new park equipment at Northeast Park. Mr. Smith asked if the benches would be on concrete pads. Interim Town Manager Bill Porter explained the benches are shipped with an anchoring system and upon delivery, a plan will be discussed with the best practice for anchoring.
- **Thelma Gillespie** – Ms. Gillespie thanked DPW for restoring the water at Northeast Park but asked for a lock so it can be used for specific events.

11. Mayor’s Report – Mayor Fosque thanked DPW for the hard work. He stated a new excavator was delivered to replace the failing backhoe. Mayor Fosque had a request from a member of Accomack County’s Board of Supervisor for a letter of support for the upgrades to the translator TV system.

12. Town Manager’s Report – The full report is a part of the Town Council meeting packet.

**Town of Onancock
Town Council Meeting
Monday, March 23, 2026
6:00 PM**

- a. **Financial Report** -The full report is a part of the Town Council meeting packet.
- b. **Police Report** – No report is available.

13. Town Councilmember Comments

- a. Councilmember Fiege thanked OBCA for a fabulous St. Patrick's Day parade. She also thanked town staff for the continued hard work.
- b. Councilmember Grubb requested communication to residents about the delays in chipping.
- c. Councilmember Holdren attended a talk by Miriam Riggs at Shore History on the history of Onancock. The talk was recorded and posted on www.shorehistory.org. Councilmember Holdren encouraged everyone to watch the recording if they did not attend in person.
- d. Councilmember Nock – no comments.
- e. Councilmember Pettitt -no comments.
- f. Councilmember Quigley commented she thinks the Town of Onancock is fortunate to have citizens who are concerned about what is happening in the town and are willing to share their opinions. The St. Patrick's Day parade represented one of the best things about Onancock.

14. Closed Session – None Scheduled

15) Adjourn – Councilmember Fiege moved to adjourn the meeting. Councilmember Nock seconded the motion. The motion watch with a 6-0 vote. The meeting adjourned at 7:19 PM.

**Town of Onancock
Town Council Meeting
Monday, March 23, 2026
6:00 PM**

Fletcher Fosque, Mayor

Debbie Caton, Town Clerk



**Katherine C. Grier
74 Market Street
Onancock VA 23417
302.463.9130**

Friends:

I'm writing as a private citizen to suggest that the Town Council take several steps in anticipation of the arrival of a new town manager. While these involve the expenditure of tax dollars, the results would be worth every dime spent.

Financial transparency. The last several town meetings, along with careful analysis done by some residents, have revealed that Onancock would benefit from a detailed financial audit and, perhaps, subsequent clarification of accounts. From what I can see, there is no evidence of malfeasance on the part of either staff or the council. That said, there have been accounting problems in the past and the current financial position of the town seems unclear at best. This is especially important given the sizable commitment the Town Council made for repairs at the old school building along with the ongoing challenge of repairs for aging water infrastructure and unanticipated operational needs. Having the accounts professionally evaluated, and steps taken toward greater clarity, can only improve the town's position. It will also demonstrate a commitment to transparency and accountability in government.

Records management. A records management process for town documents needs to be set in place. This became clear to me when members of the Planning Commission tried to do research on water infrastructure and locate past maps. Old records are piled up in the upstairs of Town Hall, with many duplicates and no discernable organization. More concerning, a great deal of important information seems only to exist on the Manager's computer, and some of this has proven inaccessible. The town government would benefit from hiring, on contract, an expert in records management to get things sorted out and create a simple methodology and catalog for document retention including digital records. Moving ahead on records management is "low-hanging fruit" for Town Council. It should not be controversial, and it can only improve the process of governance in our town.

In closing, I maintain that demonstrating to candidates for the Town Manager position that a proactive Town Council is aware of these challenges, and is taking first steps to address them, can only make joining the Onancock town government more attractive. One of these issues – the audit – really cannot wait for a new hire.

Thank you for your attention to this letter. I know that we all want the best for our town. I feel fortunate to be a resident of Onancock, and I know that you do, too.

With best wishes,



(8)

March 20, 2026

Mayor Fletcher Fosque
and Members of the Onancock, VA Town Council
15 North Street
Onancock, VA 23417

Subject: Request Financial Review/Audit of Town Reserves Following Town Manager Transition

Dear Mayor Fosque and Honorable Members of the Town Council:

We are writing to respectfully request that the Onancock Town Council authorize an independent financial review (or limited-scope audit) focused on the town's cash reserves and related financial holdings.

Recent public discussions highlighted understandable confusion among town officials regarding the exact location, allocation, investment details and security of Onancock's approximately \$5 million in reserves, following the departure of the former town manager. While routine annual audits have been conducted in the past, this leadership transition presents an ideal and responsible moment to provide full clarity –before any interim or permanent successor assumes oversight of town finances. The town's back-office accounting systems and ledger should be reliable and not dependent on the memory of any individual.

This request is not predicated on any allegation of misconduct. Rather, it stems from a shared commitment to the highest standards of transparency, accountability and fiscal stewardship in our small community. Residents, business owners and future town leaders would benefit greatly from confirmation that:

- All reserves are appropriately deposited and accessible.
- Investments (if any) comply with the town's cash reserve policy and Virginia state guidelines for local government funds.
- Internal controls and reporting mechanisms remain robust during this transitional period and beyond.



A special review, conducted by a qualified external auditor, could be scoped to reserves and related accounts, minimizing cost while delivering a clear, public report within 60-90 days. It could also deliver specific recommendations for standardizing monthly statements for Council's review and format budget documents to provide clear understanding of trends and direction. Many localities undertake such targeted reviews, following key staff changes as a routine best practice to rebuild confidence and ensure continuity.

To move forward, we respectfully ask the Council to:

1. Adopt a resolution tonight or at the next available meeting (or a special meeting, if warranted) authorizing the engagement of an independent auditor for this purpose.
2. Direct the interim Town Manager (or appropriate staff) to cooperate fully and provide all necessary documentation.
3. Commit to releasing the resulting report publicly, with an opportunity for citizen questions at a subsequent Council meeting.
4. Include enhanced reserve details (e.g.; bank/investment summaries) in upcoming monthly financial reports to maintain ongoing transparency.

We believe this proactive step would strengthen public trust, protect taxpayer resources and position Onancock as a model of responsible governance on the Eastern Shore and address the concerns expressed by the *Eastern Shore Post's* editorial staff, regarding the adequacy of the town's approach to infrastructure management and investment.

Thank you for your service to the community and for considering this matter with the urgency it deserves.

Sincerely,

Joseph Devaney

Signatures and/or E-mail responses of support will be included on the following pages.



Endorsement (a) for the preceding letter dated March 16, 2026.

SAMPLE FORMAT or the individual's included response.

Acknowledgement of receipt, review and support for this request.

Philip R. Ciaffa

Philip R. Ciaffa

21 Market Street

Onancock, VA 23417

E-mail: philipciaffa@msn.com

Executed: March 16, 2026

Robert D. Willian
5 Johnson St.
Onancock VA -

Priscilla Hart
21 Market St
Onancock VA

Jeffy Albrant
6 JOHNSON STREET
ONANCOCK, VA

James Forwell
4 Johnson Street
Onancock, VA 23417

[Signature]
9 HOLLY ST
ONANCOCK VA

Dana Simon
85 Market St
Onancock VA

Jim F. Crisp
25 Market St Onancock, VA

Joseph Devaney pp Priscilla Hart
6 Queen St.
Onancock, VA

List of Signatories and Affirmations

Philip Ciaffa

Clark Williams

Maphis Oswald

Priscilla Hart

James Forwalk

Jeffrey Albrectson

Rosemary Paparo

Don Ruthig

Joseph Devaney

Joseph Hill

Dana Simpson

John Orth

Mary Clements

From: Joseph Devaney <jdevaney.j27@gmail.com>

Sent: Wednesday, March 18, 2026 3:17 PM

To: Priscilla Hart <priscillahart@msn.com>

Subject: Re: Authorizations Received

Re: my authorization, I fully support the letter and add my signature to the list of outstanding co-signers. Please include my name.

Best wishes Jd

6 Queen Street
Oranock VA 23047

**Request Financial Review/Audit of
Town reserves following Town
Manager transition**

From: Maphis Oswald moswald4@verizon.net

To: Priscilla Hart priscillahart@msn.com

Sent: Monday, March 16 at 6:40 PM

Please print and attach this email to the document to be presented to the Mayor and Town Council

Mayor Fletcher Fosque and Members of the
Onancock Town Council
15 North Street
Onancock, VA 23417

March 16, 2026

I have reviewed and am hereby requesting your cooperation and compliance with the request for a targeted audit of Town reserves.

Maphis Oswald
11 Sturgis Street
Onancock, VA 23417
email: moswald4@verizon.net

Screenshot 2026-03-18 at 10.57.50 AM

From Joseph Devaney <jdevaney.j27@gmail.com>
Date Wed 3/18/2026 11:01 AM
To Priscilla Hart <priscillahart@msn.com>

Hi
This is Don Ruthig's authorization email
Best wishes Jd



Re: Audit letter

I'll sign on. Do you think either of the recently retired town council members (Marino and Oswald) would be interested?

DON RUTHIG
druthig@me.com
8 Creekwood Ln
Onancock, VA 23417
757-787-2432 (home)
410-409-0652 (cell)

On Mar 16, 2026, at 1:45 PM,
Joseph Devaney
<jdevaney.j27@gmail.com> wrote:

March 23, 2026



March 23, 2026

Mayor Fletcher Fosque and Members of the Onancock Town Council

Town of Onancock

15 North Street

Onancock, Virginia 23417

Subject: Request Financial Review / Audit of Town Reserves Following Town Manager Transition

Dear Mayor Fosque and Honorable Members of the Town Council:

We are writing to respectfully request that the Onancock Town Council authorize an independent financial review (or limited-scope audit) focused on the town's cash reserves and related financial holdings.

Recent public discussions highlighted understandable confusion among town officials regarding the exact location, allocation, investment details, and security of Onancock's approximately \$5 million in reserves following the departure of the former town manager. While routine annual audits have been conducted in the past, this leadership transition presents an ideal and responsible moment to provide full clarity—before any interim or permanent successor assumes oversight of town finances. The town's back-office accounting systems and ledger should be reliable and not dependent on the memory of any individual.

This request is not predicated on any allegation of misconduct. Rather, it stems from a shared commitment to the highest standards of transparency, accountability, and fiscal stewardship in our small community. Residents, business owners, and future town leaders would benefit greatly from confirmation that:

- All reserves are appropriately deposited and accessible.
- Investments (if any) comply with the town's cash reserves policy and Virginia state guidelines for local government funds.
- Internal controls and reporting mechanisms remain robust during this transitional period and beyond.

A special review— conducted by a qualified external auditor—could be scoped to reserves and related accounts, minimizing cost while delivering a clear, public report within 60–90 days. It could also deliver specific recommendations for standardizing monthly statements for Council's review and format budget documents to provide clear understanding of trends and direction. Many localities undertake such targeted reviews following key staff changes as a routine best practice to rebuild confidence and ensure continuity.

To move forward, we respectfully ask the Council to:

1. Adopt a resolution tonight or at the next available meeting (or a special meeting if warranted) authorizing the engagement of an independent auditor for this purpose.
2. Direct the interim Town Manager (or appropriate staff) to cooperate fully and provide all necessary documentation.
3. Commit to releasing the resulting report publicly, with an opportunity for citizen questions at a subsequent Council meeting.
4. Include enhanced reserve details (e.g., bank/investment summaries) in upcoming monthly financial reports to maintain ongoing transparency.

We believe this proactive step would strengthen public trust, protect taxpayer resources, and position Onancock as a model of responsible governance on the Eastern Shore and address the concerns expressed by the Eastern Shore Post's editorial staff regarding the adequacy of the town's approach to infrastructure management and investment.

Thank you for your service to our community and for considering this matter with the urgency it deserves.

Sincerely,

[ADD SIGNATURES HERE]

Mary R. Clements - 8 Jaynes Street

MEMORANDUM

To: Members, Town Council

From: Bill Porter, Interim Town Manager

Subject: Request for Water Extension, Duncan Manor

Date: April 27, 2026

Mr. Chris Carbaugh, Managing Partner, Atlantic Group & Associates, Inc., on behalf of the Odachowski Group, Inc. has requested that the Town of Onancock supply domestic water to the existing and proposed Duncan Manor Project. The Duncan Manor Project is in Accomack County on the north side of Market Street and east of Fairground Road. The development is proposed to be in 6 phases with a total of 253 residential units, two commercial outparcels, and a community center. Duncan Manor is presently before the Accomack Planning Commission.

Staff recommends Town Council refer the Duncan Manor request to the Town of Onancock Planning Commission. And request the Planning Commission:

- to develop a recommendation on the requested water extension outside Town limits
- to develop a recommended policy for when Town Council should permit the extension of water outside Town boundaries.

To: Bill Porter <william.porter@onancock.com>
Subject: Fw: Duncan Manor & Town of Onancock Water Supply



Get Outlook for iOS



Fletcher Fosque
Mayor
e: ffosque@onancock.com | w: www.onancock.com
a: 15 North Street, Onancock, 23417

From: Chris Carbaugh <carbaugh@the-atlanticgrp.com>
Sent: Tuesday, February 17, 2026 1:43:38 PM
To: Fletcher Fosque <ffosque@onancock.com>
Subject: Duncan Manor & Town of Onancock Water Supply

Mayor Fletcher & Council:

On behalf of the Odachowski Group, Inc., I am reaching out to the town to request consideration of supplying domestic water to the existing, and proposed expansion, of the Duncan Manor Project. See the attached application, along with the proposed Duncan Manor site plan and phasing plan. Duncan Manor is a planned project to bring additional single family housing and workforce housing to the area. Our options are to provide individual wells to service the project...or preferably become a customer of the Onancock water system. Both options obtain water supply from the same aquifer source.

With service already provided to the hospital and thankfully approved to service the Coastal Square project it is logical to consider allowing for the expansion and utilization of the water system to establish a "looped" system. Instead of the system dead-ended in Coastal Square, the system could continue into Duncan Manor which would establish the opportunity to loop the system back to Fairgrounds Road, and to the Hospital. Dead end water systems can create flow issues and water quality issues and also could be a supply issue should there be a break or other issue in a water main. A looped system provides for optimum water pressure, better water quality and redundancy. We would suspect the potential of redundancy to be of great importance to the hospital...and every customer of the utility. All expansions would be the responsibility of the developer but could become assets of the Town.

Please do let me know if you have any questions or would like to discuss in more detail. We look forward to hearing from the Town after the opportunity to review this request, and hoping that we can work with the town to construct the best water supply solution for the town, and its customers.

Please do confirm receipt of this information. Thanks in advance for your time.



Outlook



Fw: Duncan Manor & Town of Onancock Water Supply

From Bill Porter <william.porter@onancock.com>

Date Mon 2/23/2026 9:24 AM

To Fletcher Fosque <ffosque@onancock.com>; Omar Grubb <omar.grubb@onancock.com>; Cindy Holdren <children@onancock.com>; Sarah Nock <Snock@onancock.com>; Ann Quigley <ann.quigley@onancock.com>; Lisa Fiege <lisa.fiege@onancock.com>; Ashley Pettit <ashley.pettit@onancock.com>

 3 attachments (15 MB)

23-115-Duncan-Manor P102 Phasing.pdf; 23-115-Duncan-Manor-P101-Site-Plan.pdf; Onancock Water System subdivision application1.28.26.pdf;

Below is a letter from Chris Carbaugh, Managing Partner, Atlantic Group, and attached are a set of plans for Duncan Manor. Mr. Carbaugh is requesting that Town water be extended to supply potable water for the Duncan Manor development. Duncan Manor is outside the Town limits. The Atlantic Group also is the developer of Bayview Manor (288 units with commercial on the first floor), which is within the Town limits.

Accomack County has referred the Duncan Manor to the Accomack County Planning Commission.

I am going to request that Mr. Carbaugh be place on the April 27th Council agenda.

Also, there will be 2 more emails that have been going on between Mr. Carbaugh.

Bill Porter

Interim Town Manager

ONANCOCK



Bill Porter

e: william.porter@onancock.com | w: www.onancock.com

From: Fletcher Fosque <ffosque@onancock.com>

Sent: Tuesday, February 17, 2026 1:50 PM

Thanks.

Chris Carbaugh, RLA
Managing Partner

Mobile: (443) 614-3240
carbaugh@the-atlanticgrp.com



Atlantic Group
& Associates, Inc.

10044 Old Ocean City Boulevard
Berlin, Maryland 21811
Ph: (410) 629-1160
Fax: (410) 629-1710
www.the-atlanticgrp.com

On Wed, Feb 18, 2026 at 1:56 PM Bill Porter <william.porter@onancock.com> wrote:

From: Bill Porter <william.porter@onancock.com>
Sent: Wednesday, February 18, 2026 10:31 AM
To: carbaugh@the-atlanticgrp.com <carbaugh@the-atlanticgrp.com>
Cc: Fletcher Fosque <ffosque@onancock.com>; Eric Williams <ewilliams@onancock.com>;
Debbie Caton <debbie.caton@onancock.com>
Subject: Duncan Manor & Town of Onancock Water Supply



Bill Porter
e: william.porter@onancock.com | w: www.onancock.com

From: Bill Porter <william.porter@onancock.com>
Sent: Wednesday, February 18, 2026 10:22 AM
To: carbaugh@atlanticgrp.com <carbaugh@atlanticgrp.com>
Cc: Fletcher Fosque <ffosque@onancock.com>; Eric Williams <ewilliams@onancock.com>;
Debbie Caton <debbie.caton@onancock.com>
Subject: Duncan Manor & Town of Onancock Water Supply

Mr. Carbaugh, I am serving as the Interim Town Manager for the Town of Onancock. Mayor Fosque forwarded your email to me. Town Council will need to approve any extension of water outside the Town limits. It is too late get you on the February 23, 2026, Town Council agenda. If



From: Chris Carbaugh <carbaugh@the-atlanticgrp.com>

Sent: Wednesday, February 18, 2026 3:27 PM

To: Bill Porter <william.porter@onancock.com>

Cc: Jason Lindsey <lindsey@the-atlanticgrp.com>; Fletcher Fosque <ffosque@onancock.com>; Eric Williams <ewilliams@onancock.com>; Debbie Caton <debbie.caton@onancock.com>

Subject: Re: Duncan Manor & Town of Onancock Water Supply

Mr. Porter:

I am not in town that day in March, but could have a representative present to answer any technical questions and to review how this proposal would be beneficial to the town. I could make myself available via zoom if possible? So please do place the request on the agenda.

Attached are plans with information that should be helpful in considering our client's request. Included is the Existing Conditions, Preliminary Site Plan, Phasing Plan, Concept Utility Plan.

In response to your questions...

1.) The owner of the existing Duncan Manor subdivision is planning to modify the existing subdivision lots from 50' lots to a min. 60' wide lots. These lot line adjustments will establish 52 single family lots. It also proposes to incorporate 140 multifamily units in the rear portion of the Duncan Manor property. One community clubhouse is proposed. The west corner of Market Street and Duncan Manor Drive is to be retained as a commercial parcel for future development. (Note: Lots 29-57 on the south side of Duncan Manor Drive are included in these calculations).

Our client also purchased the Hopkins Farm to the west of Duncan Manor (Phase 4 & 6). On this parcel the owner proposes 61 single family lots and retains one commercial parcel on the corner of Market Street and Fairgrounds Road.

A total of 253 residential units are proposed, with two commercial outparcels and a community clubhouse.

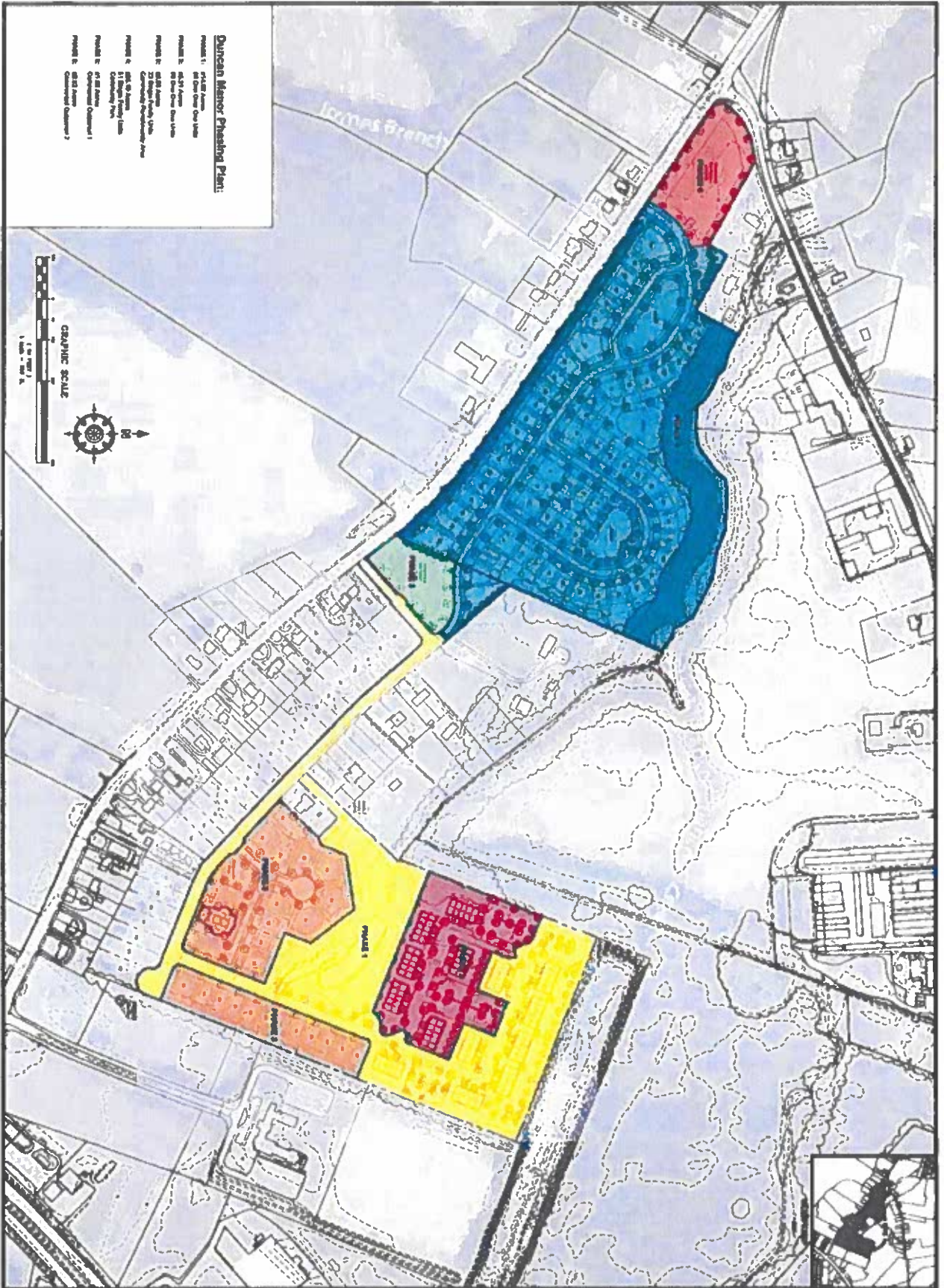
2.) Lots 29-57 on Duncan Manor Road would be the initial phase located on the south side of Duncan Manor Road as it does not require any further zoning approvals. Phases 1-4 have been submitted to the County for Village Development rezoning. Phase One of the rezoning application will include 80 multi-family units. Phase Two includes 60 multifamily units. Phase three includes 23 single family lots. Phase four includes 61 single family lots. In regards to timing, our builders anticipate a pace of 40 units per year. There is no known time frame for the development of the commercial outparcels at this time.

3.) The 29 lots on the southside of Duncan Manor could be available in approximately 12 months. Permitting is expected to require 24 months for areas requiring rezoning. Overall this is planned to be a 6-8 year project after obtaining final approvals.

4.) We propose a 12" Main could be extended into Duncan Manor, which could be continued to the hospital entrance at the same diameter, or an 8 inch if preferred, to Market Street where an easement for water service exists. See attached Concept Utility Plan.

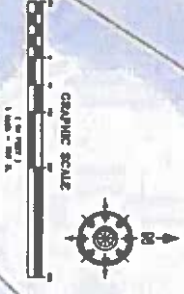
Contact me if you have any further questions...or need further clarification.





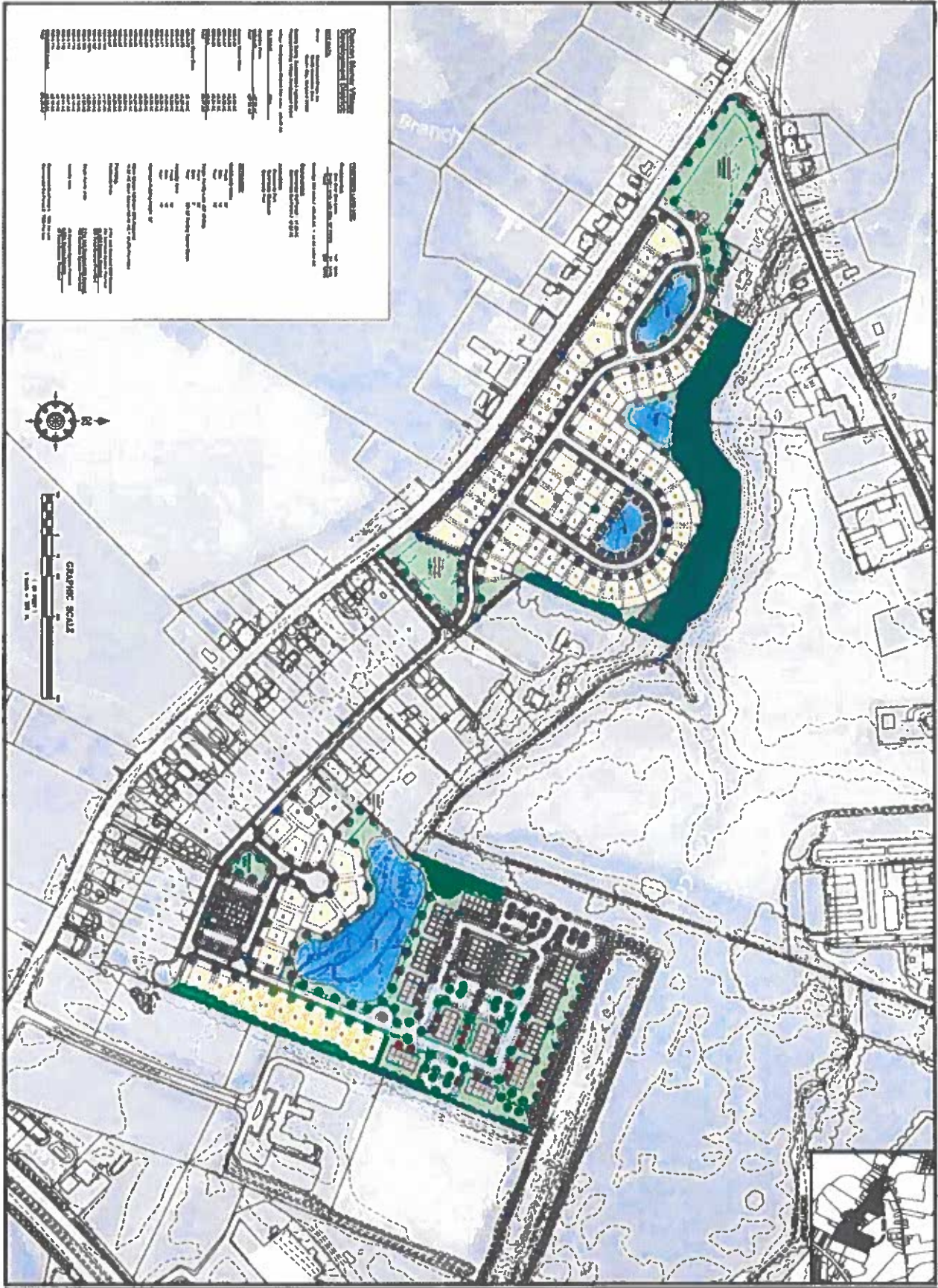
Duncan Manor Phasing Plan:

- PHASE 1: 24.87 Acres
- PHASE 2: 48.29 Acres
- PHASE 3: 28.87 Acres
- PHASE 4: 28.87 Acres
- PHASE 5: 28.87 Acres



<p>PHASING PLAN</p> <p>P-102</p>	 <p>Atlantic Group & Associates, Inc.</p> <p>10044 Old Ocean City Boulevard Suite, Maryland 21014 Ph: (410) 628-1100 Fax: (410) 628-1710 www.theatlantigroup.com</p>	<p>DUNCAN MANOR</p> <p>ONLEY, VIRGINIA ACCOMACK COUNTY</p>	<p>PLANNING NO. 100-000000</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </table>								





P-101
 PRELIMINARY
 SITE PLAN

Atlantic Group & Associates, Inc.
 Civil Engineer
 Land Planner
 Landscape Architect
 Surveyor

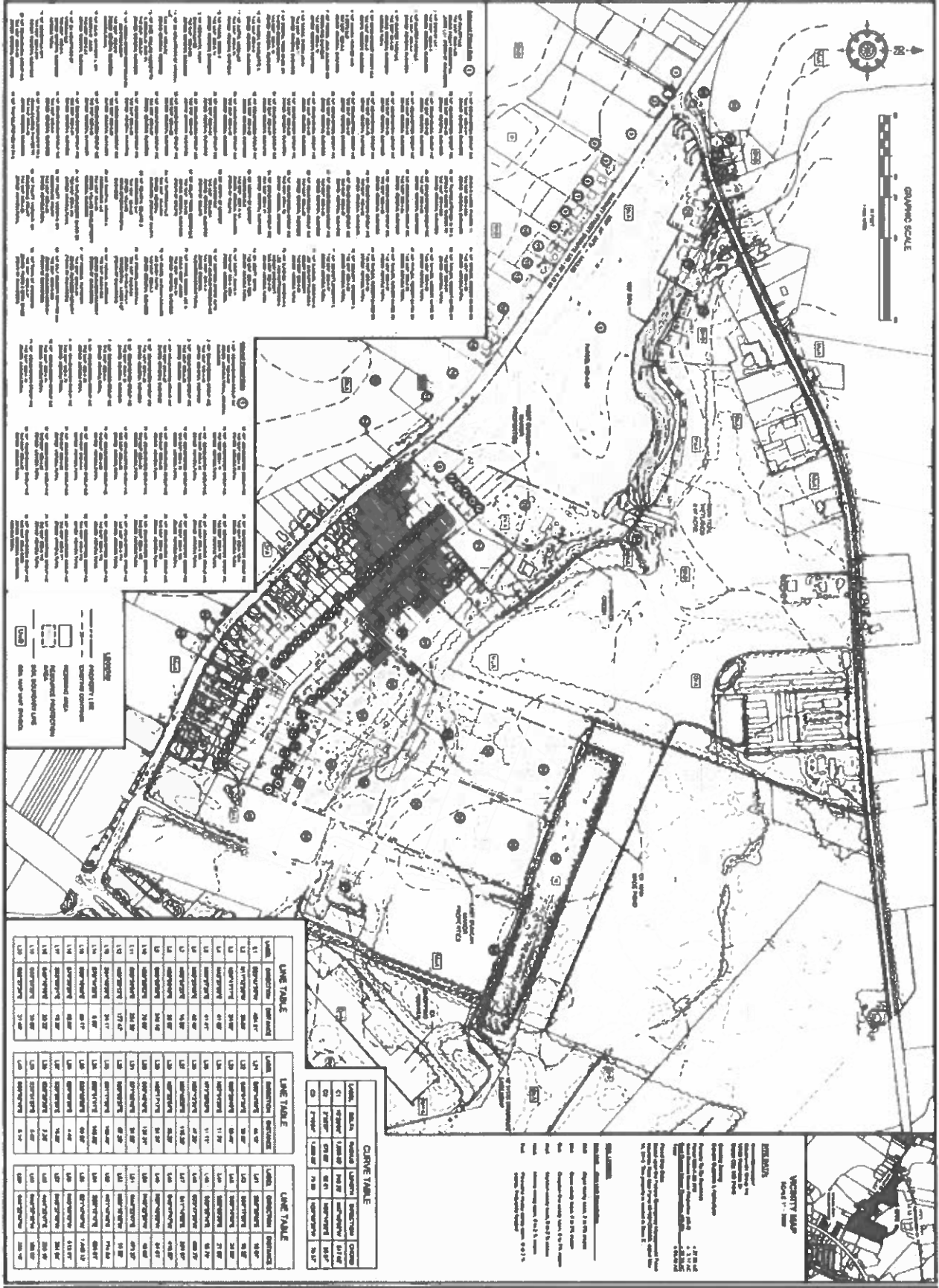
10844 Old Ocean City Boulevard
 Suite 104, Maryland 21011
 Ph: (410) 628-1100
 Fax: (410) 628-1710
 www.atlanticgroup.com

DUNCAN MANOR

ORLEY, VIRGINIA
 ACCOMACK COUNTY

DATE	DESCRIPTION





GENERAL NOTES:

1. ALL DIMENSIONS ARE IN FEET AND INCHES.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
3. ALL DIMENSIONS ARE TO CENTERLINE UNLESS OTHERWISE NOTED.
4. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVE UNLESS OTHERWISE NOTED.
5. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVE UNLESS OTHERWISE NOTED.
6. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVE UNLESS OTHERWISE NOTED.
7. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVE UNLESS OTHERWISE NOTED.
8. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVE UNLESS OTHERWISE NOTED.
9. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVE UNLESS OTHERWISE NOTED.
10. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVE UNLESS OTHERWISE NOTED.

EXISTING CONDITIONS:

1. EXISTING DRIVE
2. EXISTING DRIVE
3. EXISTING DRIVE
4. EXISTING DRIVE
5. EXISTING DRIVE
6. EXISTING DRIVE
7. EXISTING DRIVE
8. EXISTING DRIVE
9. EXISTING DRIVE
10. EXISTING DRIVE

CLINE TABLE:

LINE	BEARS	VEHICLE	VEHICLE	VEHICLE	VEHICLE
NO.	NO.	NO.	NO.	NO.	NO.
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
10	10	10	10	10	10

EXISTING CONDITIONS:

LINE	CONSTRUCTION	VEHICLES
1	CONSTRUCTION	VEHICLES
2	CONSTRUCTION	VEHICLES
3	CONSTRUCTION	VEHICLES
4	CONSTRUCTION	VEHICLES
5	CONSTRUCTION	VEHICLES
6	CONSTRUCTION	VEHICLES
7	CONSTRUCTION	VEHICLES
8	CONSTRUCTION	VEHICLES
9	CONSTRUCTION	VEHICLES
10	CONSTRUCTION	VEHICLES

<p>EXISTING CONDITIONS</p> <p>V-100</p>	<p>Atlantic Group & Associates, Inc.</p> <p>10044 Old Ocean City Boulevard Baltimore, Maryland 21211 Ph: (410) 629-1100 Fax: (410) 629-1110 www.theatlanticgroup.com</p>	<p>DUNCAN MANOR</p> <p>Only, Virginia Accomack County</p>	<p>PLANNED BY:</p>
			<p>REVISIONS:</p>



MEMORANDUM

To: Town Council

From: William Porter

Subject: Task Order No. 2 Historic Onancock School HVAC Project

Date: April 27, 2026

Attached is Task Order No. 2 submitted by Turlington and Guvernator Engineering PLLC, for the Historic Onancock School HVAC project. The HVAC project will need to be bid again since the bid on hand was submitted 2 years ago and codes dealing with HVAC has changed. For this reason, Task Order No.2 proposes to go from evaluation of the School's HVAC system to bid assistance. This process is time consuming. The total cost for Task Order No. 2 is \$5,100. Given the amount of work and the work products \$5,100 is very reasonable and I recommend approval of Task Order No. 2 in the amount of \$5,100.

27

TOWN OF ONANCOCK PROFESSIONAL SERVICES TASK ORDER NO. 2

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services, dated _____, 2026, Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	04-xx-2026
b.	Specific Project (title)	H. O. S. HVAC Project

2. SERVICES OF ENGINEER ("SCOPE")

The specific Basic Services to be provided or furnished by Engineer under this Task Order are:

Perform an evaluation of the proposed HVAC system, as described in the quote from Air Services INC, dated 09-06-2024. Perform visual inspection of the school building spaces to quantify the amount of conditioned space. Prepare a standard construction contract for the proposed work and associated contract specifications. Assist during the bid period with responses to questions & revised documents, as necessary. Construction period services will be included in a separate Task Order.

3. TASK ORDER SCHEDULE & DELIVERABLES

Date	Action / Deliverable	Comment
04-xx-2026	Written evaluation of HVAC proposal	
05-xx-2026	DRAFT construction contract & specifications	
TBA	FINAL construction contract and specifications (7 days after receipt of Town comments)	
TBA	Bid period assistance	

4. ENGINEER'S COMPENSATION

- A. The terms of payment are set forth in Article 4 of the Main Agreement.
- B. Owner shall pay Engineer for services rendered under this Task Order as follows:

\$ 5,100 (see attached service rates and expenses for this task order)

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:

ENGINEER:

By: _____

By: _____

ATTACHMENT

28

**TOWN OF ONANCOCK PROFESSIONAL SERVICES
Task Order Service Rates & Expenses**

TASK ORDER NUMBER: 2

TASK ORDER NAME: H. O. S. HVAC Project

DATE: 04-xx-2026

	PROJECT MANAGER			PROJECT ENGINEER			CADD TECHNICIAN			TASK
	HOURS	RATE	SUB TOTAL	HOURS	RATE	SUB TOTAL	HOURS	RATE	SUB TOTAL	SUB TOTAL
1. Proposed HVAC system evaluation	2	\$150	\$300	1	\$120	\$120		\$80	\$0	\$420
2. Visual inspection of the school building spaces	4	\$150	\$600	2	\$120	\$240		\$80	\$0	\$840
3. Prepare a standard construction contract		\$150	\$0	4	\$120	\$480		\$80	\$0	\$480
4. Prepare contract specifications	6	\$150	\$900	6	\$120	\$720		\$80	\$0	\$1,620
5. Bid period assistance	2	\$150	\$300	4	\$120	\$480		\$80	\$0	\$780
EXPENSES		NONE								
SUBCONSULTANT(S)	12	80	\$960							\$960

TOTAL FOR THIS TASK ORDER: \$5,100

NOTE: Based on 2026 Hourly Service Rates & Expenses

29

RESOLUTION

TASK ORDER NO.2

WHEREAS, Town Council has authorized the installation of an updated HVAC system for Historic Onancock School; and

WHEREAS, The Town's consulting engineering firm, Turlington & Guvernator Engineering PLLC, has submitted Task Order No. 2 for engineering services in the amount of \$5,100 for the evaluation, preparation of contract specification and bid assistance for the Historic Onancock School HVAC system.

NOW, THEREFORE BE IT RESOLVED, that the Town Manager be and hereby is authorized to sign Task Order No. 2 in the amount of \$5,100 and move forward with the Historic Onancock School HVAC project.

Motion:

Second:

Vote:

MEMORANDUM

To: Members, Town Council

From: Bill Porter, Interim Town Manager

Subject: Town Manager's Report

Date: April 22, 2026

- Historic Onancock High School: The reroofing project should start Sunday, April 26, 2026, and be completed within 10 days (weather permitting). The smoke and soot damage cleaning has been completed. A small amount of Asbestos had to be removed in and around that restoration area. That work has been completed and inspected by a third-party independent inspector. Restoration work should start the week of May 4th. Should Council approve Task Order No. 2 for the upgrade to the School's HVAC system preparation for the bid process will begin the week of April 27th.
- HRSD Water Meters, Sewer System and Billing System: The Mayor and I will meet with HRSD on Wednesday, April 29th to discuss the status of the turning over of the Town sewer system to HRSD and develop a plan of action for turning over the sewer system to HRSD and identify who is responsible for what. As mentioned in my previous "Town Manager's Report" we will need to hold public hearings on all property being conveyed to HRSD. Additionally, we will need to develop amendments to the Zoning Ordinance to permit public utilities in all zoning districts.
- Mosquito Control: The Town needs to plan for the coming mosquito season. In the past, the Town used truck-based ultra-low volume (ULV) chemical spraying to control mosquitos. Spraying is supported by some residents and not by others. The town does not have a certified operator and would need to contract mosquito spraying. Monies are in the budget as a place holder for mosquito control. To determine the next action steps for staff. Council Member Ann Quigly consulted with the Virginia Cooperative Extension (VCE), Virginia Department of Health and the Virginia Mosquito Control Association. Broad ULV spraying without supporting data is not considered best practice and may not be effective. The Experts consistently recommend an Integrated Mosquito Management (IMM) approach. This approach combines prevention, targeted treatment and public education:
 - Larvicides to prevent Mosquito growth
 - Adulticides selectively based on surveillance data based on the type of mosquitoes
 - Surveillance (traps, inspections and resident reports)

(31)

VCE developed a draft plan for the Town at our request. The draft can be completed once the author returns to the Shore. It is recommended:

- The Town implements VEC Draft Plan
 - Pause general ULV spraying
 - Educate residents and provide tools like mosquito dunks (if feasible)
 - Start basic surveillance (monitor standing water and track complaints)
 - Work with VCE to refine and complete the plan
 - Explore improved surveillance (traps) and treatment options for adoption of the technical elements of the VCE plan
 - Plan long-term solutions – such as cost-sharing or creating a mosquito control district. For example, VDH has indicated that VDH may establish lower-cost contracts for mosquito control that might be available for local jurisdictions
-
- **Chipping**: Public Works is caught up with chipping and the chipper has remained operational.
 - **Northeast Park Equipment**: The equipment for Northeast Park is scheduled to be shipped by May 6, 2026.

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

ALL DEPARTMENTS	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
Revenue										
Administration	1,255,946	2,529,318	50%	(1,273,372)	(50%)	1,302,952	1,398,645	1,412,795	1,419,087	1,419,208
Water	356,316	483,100	74%	(126,784)	(26%)	420,140	495,314	565,045	592,760	487,720
Sewer	567,478	0	No Budget	567,478	0%	1,025,382	1,121,513	821,749	873,394	791,429
Wharf	146,230	198,650	74%	(52,420)	(26%)	198,463	206,989	206,618	230,645	198,650
Police	50,304	58,401	86%	(8,097)	(14%)	55,140	41,997	85,957	149,092	84,004
Total Revenue	2,376,275	3,269,469	73%	(893,194)	(27%)	3,002,077	3,264,458	3,092,164	3,264,978	2,981,011
Expenditures		0								
Council	115,515	56,949	203%	(58,566)	(103%)	26,247	24,942	41,019	48,554	56,279
Administration	515,436	1,633,562	32%	1,118,126	68%	505,231	521,268	530,473	532,848	705,121
Water	328,517	483,100	68%	154,583	32%	218,974	617,851	1,039,700	509,491	775,719
Sewer	140,589	0	No Budget	(140,589)	0%	556,205	406,064	645,152	190,554	111,212
Wharf	135,397	206,120	66%	70,723	34%	177,250	199,066	217,184	205,930	206,120
Police	403,032	540,004	75%	136,972	25%	325,746	394,355	424,978	489,033	436,380
Bld and Streets	196,177	221,303	89%	25,126	11%	133,009	156,818	169,928	196,027	220,610
Parks & Land.	115,121	178,431	65%	63,310	35%	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	1,955,972	3,319,469	59%	1,369,685	41%	1,959,774	2,387,632	3,225,301	2,280,525	2,638,452
	(9,754)	50,000								
Net	420,302	(50,000)		476,490	(953%)	1,042,303	876,826	(133,137)	984,453	342,559

Percentage of Year Completed: 75%

33

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

TOWN COUNCIL	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
Expenditures										
Wages, Taxes & Benefits	\$11,459	15,549	74%	4,090	26%	14,793	15,118	15,129	15,230	14,598
Town Attorney	\$27,000	36,000	75%	9,000	25%	735	2,733	18,000	24,000	36,000
Travel And Training	\$3,953	1,500	264%	(2,453)	(164%)	25	0	753	695	970
Es Tourism-Tot Share	\$16,040	0	No Budget	(16,040)	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	\$-	0	No Budget	0	0%	0	2,937	387	0	45
Consulting Fees	\$56,305	0	No Budget	(56,305)	0%					
Total Expenditures	115,515	56,949	203%	(2,261)	(4%)	26,247	24,942	41,019	48,554	56,279

Percentage of Year Completed: 75%

34

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

ADMINISTRATION	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
Revenue										
Real Property-Current	\$417,891	399,580	105%	18,311	5%	324,439	373,468	379,753	404,380	376,657
Real Property-Late	\$16,514	20,000	83%	(3,486)	(17%)	78,952	32,135	28,464	26,831	49,184
Public Service	\$11,200	11,500	97%	(300)	(3%)	17,593	15,814	3,799	11,278	12,434
Personal Property-Current	\$179,346	210,719	85%	(31,373)	(15%)	190,967	255,838	183,797	185,823	166,664
Personal Property-Late	\$5,876	12,000	49%	(6,124)	(51%)	15,867	15,459	15,056	38,438	27,358
Penalties	\$3,156	13,000	24%	(9,844)	(76%)	21,897	9,240	7,703	20,674	8,793
Local Sales Tax	\$86,930	90,000	97%	(3,070)	(3%)	89,367	92,372	105,461	88,131	97,498
Consumers Utility Tax	\$53,019	51,000	104%	2,019	4%	55,696	56,036	50,339	55,290	58,643
Business License Tax	\$3,486	3,400	103%	86	3%	35,768	3,711	3,465	8,511	5,831
Vehicle Decals	\$23,084	29,000	80%	(5,916)	(20%)	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	\$46,500	72,000	65%	(25,500)	(35%)	74,358	70,214	71,938	64,787	63,607
Transient Occupancy	\$10,306	24,000	43%	(13,694)	(57%)	20,816	26,094	25,220	28,157	21,038
Building/Zoning Perm	\$550	2,500	22%	(1,950)	(78%)	1,700	1,975	2,100	2,340	1,440
Meals Tax	\$223,178	280,500	80%	(57,322)	(20%)	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	\$10,389	12,240	85%	(1,851)	(15%)	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	\$76,429	107,000	71%	(30,571)	(29%)	53,340	61,280	90,448	93,912	102,143
Miscellaneous Revenue	\$5,922	0	No Budget	5,922	0%	30,697	9,766	11,501	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	\$4,500	1,500	300%	3,000	200%	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-Deling	\$-	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	17,500

35

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

ADMINISTRATION	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
Total Revenue	\$ 1,314,637	2,529,318	52%	(1,214,681)	(48%)	1,302,952	1,398,645	1,412,795	1,419,087	1,419,208
Expenditures										
Wages, Taxes & Benefits	\$149,828	244,530	61%	94,702	39%	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	\$1,849	3,300	56%	1,451	44%	5,108	3,576	2,659	2,605	7,022
Credit Card Fees	\$16,393	22,000	75%	5,607	25%	369	9,217	12,842	23,166	17,934
Payroll Processing F	\$9,062	9,500	95%	438	5%	3,259	7,263	6,798	9,474	10,551
Professional Develop	\$3,405	4,000	85%	595	15%	200	227	1,099	3,629	3,103
Software Subscriptio	\$16,793	36,000	47%	19,207	53%	0	20,323	27,493	35,245	41,675
Software Support	\$13,687	12,000	114%	(1,687)	(14%)	0	10,408	16,043	6,052	6,391
Office Equipment	\$5,045	4,000	126%	(1,045)	(26%)	21,595	7,982	8,549	3,893	5,806
Advertising	\$9,318	5,500	169%	(3,818)	(69%)	2,951	10,503	12,324	8,392	13,961
Postage	\$3,800	3,200	119%	(600)	(19%)	2,626	1,289	2,021	2,434	2,929
Telephone	\$7,948	4,500	177%	(3,448)	(77%)	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	\$7,301	9,000	81%	1,699	19%	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	\$9,000	3,000	300%	(6,000)	(200%)	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	\$4,225	4,000	106%	(225)	(6%)	0	266	1,996	284	1,000

36

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

ADMINISTRATION	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
Welcome Center	\$4,890	0	No Budget	(4,890)	0%	0	0	0	0	0
Employee Welfare	\$1,247	500	249%	(747)	(149%)	686	1,176	414	581	657
Capital Expenditures	\$15,326	954,000	2%	938,674	98%	0	0	2,945	0	100,463
Contingency	\$-	5,000	0%	5,000	100%	0	5,030	3,800	600	11,996
Oms Grant Match	\$45,000	45,000	100%	0	0%	15,000	41,781	26,267	18,915	21,117
Trash Collection Ser	\$80,011	106,500	75%	26,489	25%	101,110	106,244	102,597	88,841	114,417
Sail 250	\$24,136	50,000	48%	25,864	52%	1,250	0	0	0	0
Contribution To Fire	\$25,000	25,000	100%	0	0%	25,000	25,000	25,000	25,000	25,000
Fire Programs Funding	\$15,000	15,000	100%	0	0%	15,000	15,000	15,000	15,000	15,000
Total Expenditures	\$ 519,936	1,633,562	32%	1,208,328	74%	505,231	521,268	530,473	532,848	705,121
Net	\$ 794,701	895,756	89%	(6,353)	(1%)	797,721	877,377	882,322	886,239	714,087

Percentage of Year Completed: 75%

(37)

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

POLICE	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
Revenue										
Traffic Fines	\$11,128	22,000	51%	(10,872)	(49%)	8,290	6,904	13,226	11,622	26,140
Esummons	\$1,155	0	No Budget	1,155	0%	0	110	960	1,432	1,968
Grant - 599	\$35,540	32,401	110%	3,139	10%	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	\$2,481	4,000	62%	(1,519)	(38%)	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	\$ 0,304	58,401	86%	(8,097)	(14%)	55,140	41,997	85,957	149,092	84,004
Expenditures										
Wages, Taxes & Benefits	\$310,902	425,794	73%	114,892	27%	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	\$4,737	4,000	118%	(737)	(18%)	2,650	2,791	4,052	6,333	6,649
Computer Software	\$6,415	4,500	143%	(1,915)	(43%)	2,691	4,652	1,127	30	13,029
Security Cameras	\$15,919	16,500	96%	581	4%	0	0	0	7,420	19,412
Telephone Services	\$2,415	3,000	81%	585	19%	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	\$4,164	4,000	104%	(164)	(4%)	3,741	2,324	2,528	2,640	4,235
Vehicle Fuel	\$8,340	14,000	60%	5,660	40%	7,018	12,527	11,034	10,649	9,628
Uniforms	\$2,551	5,000	51%	2,449	49%	2,046	1,382	2,485	507	2,244
Animal Population Co	\$-	0	No Budget	0	0%	587	954	0	375	461
Police Supplies	\$10,236	7,000	146%	(3,236)	(46%)	8,317	10,443	7,546	6,032	5,085
Police Vehicles	\$9,831	19,660	50%	9,829	50%	0	6,554	13,108	62,289	13,108
Total Expenditures	\$ 403,032	\$40,004	75%	136,972	25%	325,746	394,355	424,978	489,033	436,380
Net	\$ (352,728)	(481,603)	73%	128,875	27%	(270,606)	(352,358)	(339,021)	(339,941)	(352,376)

38

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

BUILDINGS & STREETS	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
Expenditures										
Wages, Taxes & Benefits	53,113	82,764	64%	29,652	36%	47,712	69,042	81,473	83,991	80,776
Vehicle Repair	1,996	7,500	27%	5,504	73%	619	615	3,569	3,545	6,035
Electric Service	34,068	46,000	74%	11,932	26%	22,546	18,277	6,894	43,392	49,923
Heating Oil	6,885	4,000	172%	(2,885)	(72%)	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	38,501	20,000	193%	(18,501)	(93%)	180	27,087	32,516	11,507	24,358
Janitorial Supplies	400	500	80%	100	20%	0	985	995	408	486
Cleaning Services	1,600	3,200	50%	1,600	50%	0	3,914	3,914	3,900	900
Repairs And Maintena	9,883	19,000	52%	9,117	48%	27,602	18,028	27,309	20,711	4,184
Vehicle Fuel	4,366	4,500	97%	134	3%	517	3,686	6,753	9,481	5,241
Small Equipment Repa	2,211	5,000	44%	2,789	56%	323	3,013	763	1,652	14,444
Uniforms	156	1,000	16%	844	84%	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	19,677	21,392	92%	1,715	8%	0	0	0	13,822	26,236
Blacksmith Shop	0	0	No Budget	0	0%	0	93	761	100	150
Total Expenditures	196,177	221,303	89%	25,126	11%	133,009	156,818	169,928	196,027	220,610

Percentage of Year Completed: 75%

(39)

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

PARKS & LANDSCAPING	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
Expenditures										
Wages and Benefits	59,280	\$75,068	79%	15,788	21%	0	17,792	35,653	69,174	73,057
Vehicle Repair	0	\$1,000	0%	1,000	100%	0	839	780	86	80
Electric Services	2,028	\$-	No Budget	(2,028)	0%	1,053	11,841	35,585	4,296	2,825
Property Insurance	0	\$190	0%	190	100%	0	0	119	196	227
Auto Insurance	169	\$1,500	11%	1,331	89%	0	1,401	1,402	1,043	1,516
Worker'S Comp Insura	307	\$825	37%	519	63%	0	1,481	1,348	1,734	0
Repair & Maintenance	2,956	\$4,500	66%	1,544	34%	441	7,433	3,900	3,263	2,735
Vehicle Fuel	334	\$4,000	8%	3,666	92%	0	2,562	2,847	2,542	2,592
Small Tools & Equipm	2,803	\$4,348	64%	1,545	36%	926	5,296	50,188	2,548	3,904
Parks-Plantings & La	8,247	\$6,000	137%	(2,247)	(37%)	2,499	6,606	2,217	7,963	13,448
Tree Board And Beaut	1,200	\$6,000	20%	4,800	80%	460	830	292	0	1,600
Holiday Decorations	10,074	\$10,000	101%	(74)	(1%)	2,633	2,120	10,654	7,844	4,898
Cultural Enrichment	24,036	\$50,000	48%	25,964	52%					
Mosquito Control	3,687	\$8,500	43%	4,813	57%	4,950	4,917	6,881	7,399	10,129
Weed Control	0	\$6,500	0%	6,500	100%	4,150	4,150	5,000	0	10,000
Total Expenditures	115,121	\$ 178,431	65%	63,310	35%	17,112	67,268	156,866	108,088	127,011

Percentage of Year Completed: 75%

④
40

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

WHARF	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	54,109	68,000	80%	(13,891)	(20%)	75,106	60,562	71,443	92,380
Parking Fee	357	150	238%	207	138%	995	512	232	201
Parking Fee - Annual	0	0	No Budget	0	0%	420	336	0	0
Gasoline Sales	81,456	114,000	71%	(32,544)	(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	5,805	0	No Budget	5,805	0%	10,604	8,537	7,390	9,383
Total Revenue	146,230	198,650	74%	(52,420)	(26%)	198,463	206,989	206,618	230,645
Expenditures									
Wages, Taxes & Benefits	35,067	74,279	47%	39,212	53%	60,661	55,949	59,458	60,038
Square Cc Fees	5,120	7,000	73%	1,880	27%	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	6,162	6,500	95%	338	5%	4,993	4,415	4,728	6,179
Telephone	1,811	700	259%	(1,111)	(159%)	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	1,017	1,000	102%	(17)	(2%)	661	351	1,519	1,186
Repair & Maintenance	0	3,500	0%	3,500	100%	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	4,800	8,500	56%	3,700	44%	1,100	7,150	8,200	7,800
Capital Improvements	0	0	No Budget	0	0%	10,180	0	16,500	0
Total Expenditures	135,397	206,120	66%	70,723	34%	177,250	199,066	217,184	205,930
Net	10,833	(7,470)	-145%	18,303	245%	21,213	7,923	(10,566)	24,715
Fuel Margin	18,164	28,000	65%			34,437	23,575	22,985	35,698

41

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

WATER	ACTUAL 2026 YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
Revenue										
Water Charges	345,490	464,100	74%	(118,610)	(26%)	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 Revenu	1,910	0	No Budget	1,910	0%	2,614	49,628	2,167	26,700	2,070
Total Revenue	356,316	483,100	74%	(126,784)	(26%)	420,140	495,314	565,045	592,760	487,720
Expenditures										
Wages, Taxes & Benefits	109,059	137,838	79%	28,779	21%	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	35,595	45,750	78%	10,155	22%	17,552	10,960	28,363	30,579	86,020
Auto Insurance	249	430	58%	182	42%	0	412	0	278	314
Printing Utility BH	0	250	0%	250	100%	507	0	0	1,230	0
Advertising	0	250	0%	250	100%	0	0	0	0	0
Electric Services	11,342	17,000	67%	5,658	33%	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	1,296	2,500	52%	1,204	48%	1,863	2,366	1,753	2,586	2,621
Lab Supplies	760	2,500	30%	1,740	70%	998	2,064	3,413	5,663	3,191
Purification Supplie	7,925	20,000	40%	12,075	60%	21,099	8,935	24,065	18,967	12,032
Outside Consultants	4,500	6,000	75%	1,500	25%	0	300	1,725	6,603	6,000
Small Tools & Equipm	2,674	3,000	89%	326	11%	80	2,650	3,099	0	55
Property Insurance	0	0	No Budget	0	0%	0	0	1,814	0	0
Interest - Bond - Wa	41,926	55,900	75%	13,975	25%	36,945	36,154	55,900	55,900	55,900
Interest - Bond - Wa	1,842	1,668	110%	(174)	(10%)	1,662	1,588	2,456	2,456	2,456
Interest - Bond - Wa	99,637	99,636	100%	(1)	(0%)	0	25,493	99,637	99,637	99,636
Interfund Transfer	0	0	No Budget	0	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	328,517	483,100	68%	154,583	32%	218,974	617,851	1,039,700	509,491	775,719
Net	27,799	0		27,799	0%	201,166	(122,537)	(474,654)	83,269	(287,999)
Percentage of Year Completed:			75%							

42

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

	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
SEWER										
Revenue										
Sewer Charges	563,978	0	No Budget	563,978	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	567,478	0	No Budget	567,478	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	138,261	0	No Budget	(138,261)	0%	75,412	136,140	253,160	95,318	109,494
Electric Services	1,583	0	No Budget	(1,583)	0%	71,544	45,809	3,675	2,122	1,718
Total Expenditures	140,589	0	No Budget	(140,589)	0%	556,205	406,064	645,152	190,554	111,212
Net	426,890	0		426,890	0%	469,177	715,449	176,596	682,840	680,217

Percentage of Year Completed: 75%

43

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

<u>CASH AND RESERVES</u>	Current Year	Prior Year	% Increase / (Decrease)
CASH			
Checking	299,546	363,936	(18%)
RESERVES			
Cash Reserve (savings account)	2,194,654	2,514,717	(13%)
Grant Match or Project Reserve	258,836	274,153	(6%)
Capital Asset Reserve	539,532	540,447	(0%)
General Fund Reserve	861,507	679,078	27%
ARPA Funds	0	198,423	(100%)
Utility Reserve	1,297,695	1,152,524	13%
Total Reserves	5,152,224	5,359,342	(4%)
Total Cash and Reserves	5,451,770	5,723,278	(5%)
Cash and Reserves - No ARPA	5,451,770	5,524,855	(1%)
Reserves Only - No ARPA	5,152,224	5,160,919	(0%)

REQUIRED RESERVES PER POLICY				
	Policy Requirement	Policy	Current Reserve	Over/(Under Reserved)
Grant Match or Project Reserve	250,000	Up to \$250,000	258,836	8,836
Capital Asset Reserve	521,300	25% of 5-year CAPEX plan	539,532	18,232
General Fund Reserve	835,911	30% of budgeted revenue	861,507	25,596
Utility Reserve		120 day operating (\$483,100/12*4)+ 30% Accumulated Depreciation (\$3,254,316+174,382(F24)+174,382(F25)))+ \$15k for road repairs	1,297,695	40,737
Total Required Reserves per Policy	\$ 2,864,168	Over/(Under) Reserved	\$ 2,957,570	\$ 93,402

44