

**Town of Onancock  
Town Council Meeting  
Monday, November 27, 2023  
7:00 PM**

**1) Call to order and Roll Call:**

Mayor Fosque called the meeting to order at 7:00 PM and roll was called. Mayor Fletcher Fosque, Councilmembers Ray Burger, Cynthia Holdren, Joy Marino, Sarah Nock were present. Councilmember Oswald arrived at 7:05 PM. Councilmember Brandon Brockmeier attended via Zoom. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present.

**2) The Pledge of Allegiance was recited.**

**3) Approve minutes from October 23, 2023 meeting.**

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

**4) Public Hearing**

- a. None scheduled.

**5) Public Presentation**

- a. None scheduled.

**6) Council Action**

- a. None scheduled.

**7) Council discussion:**

- a. **Town Plan – Fixture Discussion.** - Town Manager Spuck explained the Town hired Hill Studios with the purpose of meeting with residents, business owners and council members to talk about streetlights, street signs, wayfinding, and parking. Hill Studios is coming to the December 18, 2023, council meeting to make a final presentation. The purpose of this discussion is to take the recommendations to say “yes” or “no” to the selections. Town Manager Spuck also presented the means for how this project can be funded.

**Town of Onancock  
Town Council Meeting  
Monday, November 27, 2023  
7:00 PM**

After Town Council discussion, it was determined Town Manager Spuck will push back the final presentation from Hill Studios from the December 2023 meeting to the January 2024 meeting. Town Council would like to see other selections for street signs and see the final design for town entry sign.

**8) Committee Reports**

- **Personnel – (Cindy Holdren)**- Councilmember Holdren reported the Personnel Committee did not meet in November.
- **Onancock Main Street –(OMS) (Cindy Holdren)**- Councilmember Holdren forwarded an updated community comparison chart for Town Council to review. She suggested Town Council take the time to review the chart so questions or concerns can be discussed with the people that devised the chart. Councilmember Holdren shared the results of the contract with Onancock Main Street and Advanced Travel and Tourism. The money has been well spent as more people are seeing the marketing for the town. Councilmember Marino and Mayor Fosque would like to see a collaborative plan between Onancock Business and Civic Association (OBCA), OMS and the town for a marketing plan is the most effective for all and does not duplicate the efforts of the other groups. Councilmember Holdren reported that the business marketing assistance grant has distributed \$11,870 to business owners, and the feedback has been positive.
- **Historic Onancock School (HOS) - (Sarah Nock)** –Councilmember Nock reported the following list of events are upcoming in December.
  - Wednesday, December 6, 2023 – Wine Wednesday from 6:00 PM – 8:00 PM
  - Saturday, December 9, 2023 – Christmas in Onancock – Artisans Market

The board is still waiting for a phased construction plan for the performance pavilion plan. Councilmember Marino asked if the new plan needs to be approved by the Town Council. Councilmember Nock and Holdren stated “no.” Councilmember Oswald asked for a written copy of the construction plan as the information is made available.

The RPA mitigation plantings are scheduled for the week of November 27, 2023.

- **Planning Commission – (Brandon Brockmeier)** – Councilmember Brockmeier reported the Planning Commission heard from a potential property purchaser in the

**Town of Onancock  
Town Council Meeting  
Monday, November 27, 2023  
7:00 PM**

downtown district who was seeking guidance if their business plan met the current ordinance. The commission concluded that it did not and advised them of this decision. The commission will review parking in the upcoming meetings based on recommendations from Hill Studios.

- **Waterfront – (Fletcher Fosque)** – Mayor Fosque reported the Waterfront Committee met in November for a wrap-up to the season. The bulkhead dredging will be done during the off-season.
- **Economic Development Authority (EDA)– (Joy Marino)** – Councilmember Marino reported FOIA and COIA training is December 19, 2023, for members of the EDA board. The town attorney is reviewing the by-laws developed at the meeting.

**9) Public Comment**

- Kasey Grier – Ms. Grier suggested working with ESVA Historical Society when developing the walking tours and other historical tours for the town.
- Bill Kretzer – The first recommendation from Hill Studios was to protect parking for businesses. When a parking spot is occupied all day, there can be a significant loss of revenue for business owners. Mr. Kretzer proposed the Town Council adopt a policy for two-hour parking on North Street and Market Street.
- Glenn Smith – Mr. Smith pointed out the Bagwell monument in gazebo park is weathered and needs to be repaired. The evergreen bushes around the monument are compounding the problem. Mr. Smith suggested restoration be part of the facelift at gazebo park.
- Priscilla Hart – Ms. Hart agrees with the parking suggestions from Mr. Kretzer about a policy for two-hour parking on North Street and Market Street.

**10) Mayor’s Report** – Mayor Fosque reminded the Town Council about participation in the Christmas parade scheduled for Sunday, December 10, 2023. Mayor Fosque thanked the town staff for the hard work on the Christmas decorations around town.

**11) Town Manager’s Report**

- a) Manager’s Report- see attached report in the Town Council packet.
- b) Financial Report – see attached report in the Town Council packet.

**Town of Onancock  
Town Council Meeting  
Monday, November 27, 2023  
7:00 PM**

**12) Councilmember Comments**

- Councilmember Brockmeier – no comments.
- Councilmember Burger asked for the status of College Street being remarked for perpendicular parking? Town Manager Spuck is waiting for the planning commission to review the ordinances.
- Councilmember Holdren asked for an updated copy of the FOIA guidelines.
- Councilmember Marino thanked the audience for attending. She also asked for patience with the parking situation.
- Councilmember Nock asked if there was any movement on the Habitat for Humanity real estate sale on Watson Street? Town Manager Spuck explained a public hearing is required to sell any real estate. This will be scheduled for an upcoming meeting.
- Councilmember Oswald asked about the Verizon blackout from the weekend.

**13) Closed Session: Personnel matters** – Councilmember Holdren moved to enter closed session for the purpose of discussing personnel matters as allowed by state code section 2.2-3711 (A) (1). Councilmember Nock seconded the motion. The motion passed with a 6-0 vote. Closed session began at 8:52 pm.

Councilmember Oswald moved to reenter public session and with a roll call vote to certify that no matter was discussed other than that mentioned in the motion to enter closed session. Councilmember Nock seconded the motion. Closed session adjourned at 9:51 PM.

Councilmember Brockmeier – yes  
Councilmember Burger – yes  
Councilmember Holdren – yes  
Councilmember Marino – yes  
Councilmember Nock – yes  
Councilmember Oswald – yes.

**14) Adjourn:** Councilmember Holdren moved to adjourn the meeting. Councilmember Marino seconded the motion. The motion passed with a 6-0 vote. The meeting adjourned at 9:53 PM.

**Town of Onancock  
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Mayor, Fletcher Fosque



Town Clerk, Debbie Caton