

**Town of Onancock  
Town Council Meeting  
Monday, December 18, 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, Maphis Oswald were present. Councilmember Brandon Brockmeier was not present. Town Manager Matt Spuck was present, and Town Clerk Debbie Caton was also present.

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

**3) Approve minutes from November 27 ,2023 meeting.**

Councilmember Marino moved to approve the meeting minutes. Councilmember Oswald seconded the motion. The motion passed with a 5-0 vote.

**4) Public Hearing**

- a. None scheduled.

**5) Public Presentation**

- a. **Onancock Farmer's Market** - The public presentation was postponed to February 2024 meeting.

**6) Council Action**

- a. **2024 Meeting Schedule –**

Councilmember Nock moved to approve the 2024 meeting schedule as presented with corrections. Councilmember Oswald seconded the motion. The motion passed with a 5-0 vote.

**7) Council discussion:**

- a. **Town Plan – Fixture Discussion –** Town Manager Spuck discussed the results from resident survey for streetlights. Concept one was the favored selection. Town Manager Spuck will price the top three choices.

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**8) Committee Reports**

- **Personnel – (Cindy Holdren)** – Councilmember Holdren reported the personnel committee met in a closed session.
- **Onancock Main Street –(OMS) (Cindy Holdren)** - OMS is applying for the following grants in 2024. 1- VA Tourism Commission Micro Business and Marketing Leverage Grant. This grant is a 1:1 match in cash or in kind. This grant is used to help businesses during the shoulder season. 2- VA Marketing Leverage Grant. In the past, this grant was used to drive visitation to Onancock as a destination. This grant is available February 8, 2024. OMS will present how this grant will be utilized at the next meeting. OMS met with Town Manager Matt Spuck and Jeff Vernimb to structure a town wide marketing plan.
- **Historic Onancock School (HOS) - (Sarah Nock)** – Councilmember Nock reported with the artisan and home tours the month was busy. The January schedule is light. Mitigation plantings for RPA have been done. Fundraising will gear back up for the pavilion in 2024.
- **Planning Commission – (Brandon Brockmeier)** – In Councilmember Brockmeier’s absence, Town Manager Spuck reported on the November meeting. The planning commission discussed parking concerns for the downtown businesses.
- **Waterfront – (Fletcher Fosque)** –Mayor Fosque reported the waterfront committee did not meet. The lighted boats in the harbor for “Christmas in Onancock” are beautiful.
- **Economic Development Authority (EDA)– (Joy Marino)** – Councilmember Marino reported the next meeting is Tuesday, December 19, 2024, at 6:00 PM. Currently, there is a vacant board seat because one member’s residency is not Onancock. Applications for the vacant seat are being accepted until Monday, January 15, 2024.

**9) Public Comment**

- Rosemary Paparo – Ms. Paparo is a member of Economic Development Authority (EDA) and has concerns about the meeting schedule adopted earlier in the evening. She thinks meeting monthly would be more beneficial until further notice.
- Mark Sinclair – Mr. Sinclair agreed Ms. Paparo’s concerns with quarterly EDA meetings. Mr. Sinclair has concerns about Hill Studio’s town plan. He questions how thorough the plan is and if its just a generic plan for small towns in Virginia.

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**10) Mayor's Report** – Mayor Fosque reminded everyone of the FOIA/COIA training being held Tuesday, December 19, 2023, at 4:30 PM.

**11) Town Manager's Report**

- a) **Manager's Report**- see attached report in the Town Council packet.  
Town Manager Spuck updated that Steve Peaglow, LLC was the low bidder for the renovation ARPA project for the Police Department and Welcome Center. The contractor was asked to get a bid bond. Town Manager asked when this document is received can he move forward with an award letter?  
Councilmember Burger moved to issue Steve Peaglow, LLC a contract of \$721,718.59 which includes pavers between the Welcome Center and the Corner Bakery.  
Councilmember Holdren seconded the motion. The motion passed with a 5-0 vote.
- b) **Financial Report** – see attached report in the Town Council packet.

**12) Councilmember Comments**

- Councilmember Brockmeier – not in attendance.
- Councilmember Burger – Councilmember Burger asked with technological upgrades in the town hall chambers would it be helpful to show supporting documents from the council packet on the screen? Town Manager Spuck and Town Clerk Debbie Caton are working on this task.
- Councilmember Holdren – Councilmember Holdren asked Town Manager Spuck about the progress of the new website and is there an alternative to uploading information? She said a few residents are conversant in the WordPress (the software required.)
- Councilmember Marino – Councilmember Marino asked Town Manager Spuck if the duck bill at the Wharf will be reappropriated within the ARPA funding? He answered 'Yes.' Councilmember Marino reported a group of residents are exploring the possibility of establishing a "village to village" group in Onancock. All are welcome to join and help.
- Councilmember Nock – Councilmember Nock wished everyone a happy and healthy new year.
- Councilmember Oswald – Councilmember Oswald wished everyone a joyful and healthy holiday season. She reminded everyone that Onancock is still one family.

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**13) Closed Session:** Councilmember Nock moved to enter closed session for the purpose of discussing real estate matters. Councilmember Holdren seconded the motion. The motion passed with a 5-0 vote. Closed session began at 8:06 PM.


Councilmember Holdren 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.

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

Closed session ended at 8:55 PM.

**14) Adjourn:** Councilmember Burger moved to adjourn the meeting. Councilmember Oswald seconded the motion. The motion passed with a 5-0 vote. The meeting adjourned at 8:58 PM.

  
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Mayor, Fletcher Fosque

  
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Town Clerk, Debbie Caton