

*Town Council: Bob Bloxom, Ray Burger, Thelma Gillespie, Joy Marino, Sarah Nock and Maphis Oswald*  
*Mayor: Fletcher Fosque | Town Manager: Matt Spuck*

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**Town of Onancock**

**Town Council Meeting**

**February 28, 2022, at 7:00 p.m.**

**Agenda**

1. Call to order and roll call
2. Pledge of Allegiance
3. Consideration and approval of meeting minutes from:
  - a. January 24, 2022, Town Council meeting
4. Public Business:
  - a. Historic Onancock School annual presentation to Town Council
  - b. Public Hearing – Homestay – 38-77, Special Exemptions
  - c. Public Hearing – Paper Roads – 6-100 to 6-102, Property Development on Paper Roads
  - d. Adopt meeting calendar for calendar year 2022 for Planning Commission
  - e. Appoint Onancock Zoning Board of Appeals
  - f. Resolution regarding USDA loans and grant funds for purchase of town equipment
5. Council Discussion
  - a. Budget – program updates, strategic initiatives, set date for budget workshop
6. Public comment
7. Committee Reports:
  - a. HRSD (Matt Spuck)
  - b. Waterfront (Fletcher Fosque)
  - c. Planning Commission (Fletcher Fosque)
  - d. Personnel (Joy Marino)
8. Mayor's report
9. Town Manager's report
  - a. ARPA Project updates
10. Council comments
11. Closed session for discussion of real property issues
12. Adjourn

Town of Onancock  
Virtual Town Council Meeting  
Monday  
January 24, 2022  
7:00 P.M.

Call to Order and Roll Call:

Mayor Fletcher Fosque called the virtual meeting to order at 7:01 P.M. and roll was called. Mayor Fletcher Fosque and Councilmembers Ray Burger, Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald were present. A quorum was established.

Town Manager Matt Spuck and Deputy Clerk Mariellen Mearsheimer were also present.

The Pledge of Allegiance was recited.

Consideration and Approval of the December 20,2021 Meeting Minutes:

Mayor Fosque asked for any changes, corrections or additions to the minutes as presented.

Councilmember Maphis Oswald had a concern about the wording, with no conditions, in the motion she made to rezone Town property at 85A1-A40 through 85A3-A27, 85A2-9-28 and 85A4-A-8 and 85A2-A39, stating she did not use that wording and wanted an explanation of what it meant. Town Manager Spuck said he would remove it.

*Councilmember Maphis Oswald made a motion to approve the minutes with the changes.*

*Councilmember Sarah Nock seconded the motion. The motion passed with all six Councilmembers voting yes.*

Public Business:

Mayor Fosque reminded the Councilmembers that the public hearing to solicit comments regarding the suggested changes to Town ordinance 38-77, Special Exemptions (which includes the Homestay and Short-term rental ordinance) scheduled for this meeting had been postponed because they were not able to meet in person due to COVID concerns. He stated the public hearing would have to be rescheduled as soon as possible.

Main Street Annual Presentation: Janet Fosque, Chairman of the Board of Directors of Onancock Main Street (OMS), presented 2021 accomplishments for OMS and their goals for 2022.

Adopt meeting calendar for year 2022: Town Manager Spuck stated the Planning Commission made a request to change the date of the Planning Commission meeting from the third Tuesday of each month to the first Tuesday of each month so notifications of public hearings can be made within the timeframe required by law to facilitate a quicker response for petitioners of the Planning Commission. He stated there was a conflict with OBCA meetings, on the first Tuesday and recommended it take place on the first Monday of each month. Discussion followed. Mr. Spuck suggested he poll the Planning Commission to determine if the first Monday of each month would work for them.

*Councilmember Sarah Nock made a motion to accept the calendar without Planning Commission meeting dates included and continue further discussion about the Planning Commission meeting dates and time. Councilmember Maphis Oswald seconded the motion. The motion passed with all six Councilmembers voting yes.*

Council Discussion:

Review project descriptions for the American Rescue Plan Act (ARPA) projects:

Discussion included the Town of Onancock's Procurement Policy. Town Manager Spuck stated he would be following the Town's procurement policies. There was a concern that ten thousand dollars was an inadequate amount for water security. Town Manager Spuck stated that the amount was an educated estimate and will be finalized when we get formal quotes. Council will have the final authority about what is spent. A final concern was that the Matching Grant for Onancock Business Facades sounded like the same project OMS was working on. It was noted that OMS is not working on a façade grant and that the facade grant money the Town Council appropriated for that grant could be used for any business in Town. Town Manager Spuck will form a committee to design the facade grant and stated that Council will have final approval of that grant design.

Discuss new ordinance governing developing land contiguous to paper roads

Town Manager Spuck presented a Draft Paper Road Ordinance. Discussion followed.

*Council member Joy Marino made a motion to have a public hearing to solicit comment on suggested changes to Town Ordinance 6-100 to 6-102 regarding paper roads. Councilmember Maphis Oswald seconded the motion. The motion passed with all six Councilmembers voting yes.*

#### Public Comment:

Onancock Town resident Cathy Boyd at 5 Market Street stated she was very pleased to see working boats at the Town Wharf. She also said the Town looked spectacular over the Christmas holiday and appreciates all the work done by Town Council and Onancock Main Street.

Onancock Town resident Janet Fosque at 16 Market Street asked anyone interested in volunteering for the Town appointed Christmas Committee come to their meeting in February.

Mayor Fletcher Fosque thanked Town employees Terry Sargent and Craig Tanner for all their hard work with Christmas decorations.

#### Committee Reports:

##### Hampton Roads Sanitation District (HRSD)

Town Manager Matt Spuck reported that ownership of the Town's Wastewater Treatment Plant was transferred to HRSD on Friday January 21, 2022 at 12: 00 noon. Both bonds were paid in full and canceled, two employees were transferred and one retired after thirty- one years working for the Town. The first phase, the wastewater plant, is complete. The second phase includes surveying all underground pipes and legally clearing them. He stated the Town will bill for water and sewer at the same published rates and HRSD will bill the Town the wholesale rate for the wastewater they treat based on the influent meter. The impact to residents will be a change in the emergency phone numbers, there will be one set up for sewer emergencies and one for water emergencies. Residents will be notified when those are in place. Mr. Spuck ended his comments stating the Town has avoided all future risk having to do with the Wastewater Plant.

##### Waterfront Committee:

Town Manager Spuck reported a seasonal winter rate is now in place for working boats and noted that a lot of money was invested in the floating docks and working boats need be careful about how the floating docks are treated. Mr. Spuck also said the project on the bulkhead would be postponed until after the summer boating season.

##### Planning Commission: No meeting

Mayor Fosque reported to the Council that there was a vacancy on the Planning Commission due to the retirement of Councilmember Robert Bloxom. After finding no Councilmembers interested in serving on the Commission Mayor Fosque volunteered.

*Councilmember Oswald made a motion to appoint Mayor Fletcher Fosque to serve as the representative from Town Council on the Planning Commission. Councilmember Thelma Gillespie seconded the motion. The motion passed with all six Councilmembers voting yes.*

**Personnel Committee:**

Councilmember Joy Marino reported that there was no meeting but said she had met with Mayor Fosque and Town Manager Spuck.

Mayor Fosque informed the Councilmembers that they needed to select another Councilmember to serve on the Personnel Committee.

*Councilmember Joy Marino made a motion to appoint Cynthia Holdren to the Personnel Committee. Councilmember Maphis Oswald seconded the motion. The motion passed with all six Councilmembers voting yes.*

**Mayors Report:**

Mayor Fosque informed Councilmembers that with the retirement of Councilmember Robert Bloxom they needed to select a new Vice Mayor.

*Councilmember Sarah Nock made a motion to appoint Councilmember Maphis Oswald as Vice Mayor. Councilmember Cynthia Holdren seconded the motion. The motion passed with all six Councilmembers voting yes.*

Mayor Fosque asked that a strategic meeting for budgeting be set up at a future date.

**Town Managers Report:**

Town Manager Spuck reported that the 2021 Audit was finished, Town employee Victor Talbot was beginning his internship with the Virginia Rural Water Association (VRWA) and Debbie Caton was hired as Office Manager and begins work on February 07, 2022. He also thanked and acknowledged Terry Sargent and Craig Tanner for their hard work on chipping and other chores around Town. Full report attached.

**Council Comments:**

Joy Marino thanked Town Manager Spuck and retired Councilmember Robert Bloxom and the members of the Committee for all their hard work with HRSD. She also announced that the Town received the full grant for the Northeast neighborhood estimated at over \$900,000.00. Accomack Northampton Planning District Commission (ANPDC) will administer this grant.

Cynthia Holdren thanked everyone for their assistance getting started on Council. She said changes on the first page of the financial report were her idea to make the statement more readable and is open to ideas to further that goal.

Sarah Nock thanked everyone for their hard work with HRSD and the \$978,000.00 grant

Thelma Gillespie said she was pleased with the amount of grant money available for residents of the Northeast neighborhood.

Maphis Oswald said Town Council meetings have been more productive and suggested work sessions with local businesses.

Ray Burger thanked Councilmember Holdren for her comments.

Closed Session:

None

Adjourn:

*Councilmember Maphis Oswald made a motion to adjourn. Councilmember Ray Burger seconded the motion. The motion passed with all six Councilmembers voting yes.*

The meeting adjourned at 8:31 P.M.

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Fletcher Fosque, Mayor

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Mariellen Mearsheimer, Deputy Clerk



# Historic Onancock School

## Annual Report 2021 - Executive Summary

The Friends of Onancock School remain committed to establishing the Historic Onancock School and the 13 acre grounds as a vital and vibrant cultural and community center to benefit the Town of Onancock and the citizens of the entire Eastern Shore of Virginia. This report summarizes the major initiatives and accomplishments of the organization during 2021.

**2021 was a second year of adapting to the pandemic. Our revenue from rentals, events and fundraisers were again down, but, several Covid related funding sources helped to boost our budget and allow us to make needed improvements. The Board also looked inward to develop an updated Strategic Plan, first by performing a SWOT analysis and updating our Mission, Vision and Diversity statements.**

### Strategic Plan

- The Board of Directors unanimously voted on the 2022-2025 Strategic Plan to replace the outgoing 2018-2021 plan. This plan guides our efforts to improve the building and open spaces and to increase the value of the Historic Onancock School as a cultural and community center. The Goals are as follows:
  - Continue to improve the building and open space of the Historic Onancock School
  - Ensure sufficient income to cover operational expenses and to increase contingency / capital funds
  - Cultivate greater community support and outreach to increase usage of facility

The updated organization statements are as follows:

**HOS Vision** – at the heart of our diverse community, the Historic Onancock School Community & Cultural Center contributes economically, culturally and educationally to the quality of life on Virginia’s Eastern Shore while preserving the community character.

**HOS Mission** - to connect, inspire and embrace our diverse community through artistic, educational, social & recreational means to sustain our legacy for future generations.

**HOS Diversity Statement** – we are a place for all. We strive to include all citizens across race, gender, age, religion, identity, and experience as we work together to build our community.

### Building and Open Space Improvements:

- The final completion and inspection certificate for the ADA lift and restrooms.
- The painting and repairs to 3 additional interior classrooms/studios, and hallways continued as tenants vacated. Lighting also continues to be upgraded to LED in most of the building for maximum efficiency.
- Repairs and resealing to the roof are ongoing.
- A new state of the art Playground was installed in late spring. HOS was the recipient of an additional \$38,500 grant from the Orr-Smith Foundation to continue improvements to create an expanded outdoor picnic and gathering area, with shade, and provide sidewalks for ADA access to the playground. A 9 hole disc golf course on the grounds now has professional baskets and signage to be installed in March 2022.

### Financials:

- Revenues of \$213.1K. Includes \$61.7K in studio rentals, \$21.3K in fundraising income, \$6.7K in Special Event income \$34.1K contributions & support and \$89.3 in grant income and designated donations.
- Expenses of \$187.5K, including \$18.7K in building maintenance and facilities improvements, \$41.4K in payroll expenses and \$18.9K in utilities costs, 12.8 in General Operating Expenses and \$80.7K in Capital Expenses.
- Net Income of \$18.7K reflects unused grant funds.
- Bank balances of \$242.6K at end of 2021.

**Building and Grounds Use:**

- 100% of studios on both floors are rented. There continues to be a steady wait list for space availability.
- While we had in excess of 8,800 people who visited or attended functions on the grounds or in the Historic Onancock School building during 2019, that number dropped to 1,200 through the year in 2020. During the summer of 2021, as restrictions lifted, our visitor count rose to over 5,800 counted, and with the opening of the playground and outdoor gathering space, plus the Disc Golf course, we feel sure the numbers doubled as countless others use the grounds at their leisure to socialize and exercise safely on our open green space.
- The old, derelict Shop Building was razed
- The Home Economics Cottage was painted and repaired on exterior

**Organization Development:**

- Two new directors were added to the Board
- The Onancock High School turned 100 years in 2021

**Kudos and Thanks:**

- To all of the volunteers, organizations, individual donors and the Town of Onancock for their time, funding, support and financial aid amidst a pandemic.
- The result of these gifts: a Playground, Loveworks sign, an ADA Lift and a Fall celebration of these accomplishments attended by local residents, elected officials and the Governor, Ralph Northam, an alumnus of OHS.

**Looking Ahead in 2022:**

- There are additional improvements to be added to the playground space, all with a focus on our youth. A Story Trail, a Little Free Library plus chalkboards for art and creativity.
- We plan to continue our annual fundraising events; Creekside Crawl 5K, Public Lands Day and Champagne & Oyster Tasting. Plus, the addition of several 100<sup>th</sup> Anniversary Alumni events. Also participate in Second Fridays, Ice Cream Social and other partnerships.
- Renovation of Home Economics Cottage for classes & rental
- The construction of a Performance Pavilion to provide a destination for arts, cultural events, performances and host large outdoor events.

# Historic Onancock School

## Strategic Plan 2022-2025

**HOS Vision** – at the heart of our diverse community, the Historic Onancock School Community & Cultural Center contributes economically, culturally and educationally to the quality of life on Virginia’s Eastern Shore while preserving the community character.

**HOS Mission** - to connect, inspire and embrace our diverse community through artistic, educational, social & recreational means to sustain our legacy for future generations.

**Diversity Statement** – we are a place for all. We strive to include all citizens across race, gender, age, religion, identity, and experience as we work together to build our community.

**Our Values:** What we believe and what we stand for

- Diversity
- Environment
- Enrichment
- Heritage

### Our Goals: 2022 - 2025

#### Goal 1: Continue to improve the building and open space of Historic Onancock School

The 100 year old building is continually in need of repairs and improvements to maintain a safe and inviting place for rentals and special event use. The large open space surrounding the building provides an ideal location for a great number of uses. Those involved with the Historic Onancock School are committed to continuing to improve these valuable assets to make them more inviting to all who visit and spend time here.

#### Objectives:

##### 1. Main Building Maintenance & Improvement

- Continue needed repairs to building (a) as budget permits and (b) to take advantage of new funding opportunities
- Identify sources and pursue funding for (a) roof replacement, (b) window replacement, and (c) HVAC replacement
- Create restroom and storage space in lower level

##### 2. Outdoor & Indoor Future Improvements to ensure long-term success, engage more of the community and increase revenues

- Construct state-of-the-art performance space (“Pavilion”) on grounds
- Renovate Home Ec cottage into classroom/event space if funding permits
- Continue grounds upkeep and tree maintenance as resources permit
- Obtain and install security lighting and possibly video surveillance of property
- Develop a grounds plan to guide siting of structures, planting of trees, parking and access, and ease of upkeep

##### 3. Continued & new events, rentals classes

- Provide staff support for more short-term rentals and events



- b) Engage non-HOS players to use pavilion, Home Ec, and other exterior spaces for events on a space rental-only basis
- c) Respond to community-generated ideas for events and activities on site

**Goal 2: Ensure sufficient income to cover operational expenses and to increase contingency / capital funds**

As a non-profit, the Friends of Onancock School needs to continue to explore and take full advantage of all potential sources of income in order to fulfill our Mission.

**Objectives:**

**1. Identify revenues needed to cover operational expenses and revenues needed to fund contingency/capital funds**

- a) Increase funds from studio rentals by 15% in next 3 years
- b) Increase net income from special event rentals by 30% in next 3 years
- c) Increase contributions and support income to \$25,000 with three years

**2. Increase budget to maintain improvements and additional users**

- a) Increase staffing: office and janitorial
- b) Additional staff to support increased usage
- c) Upgrade studios in order to raise rents

**3. Increase community support; Annual membership, donors, alumni giving**

- a) Partnerships with town, local organizations, businesses and alumni for events, classes and lectures

**4. Strengthen grant writing, including its administration and reporting**

- a) Seek larger state and federal funding; broaden our reach with private foundations

**5. Implement a development plan for endowments & legacy gifts and Naming opportunities**

**Goal 3: Cultivate greater community support and outreach to increase usage of facility**

As a Community and Cultural Center, the Historic Onancock School building and outdoor green space is an opportunity to welcome all citizens of the Eastern Shore as well as to visitors to our area. We feel that there are segments of our population who are not aware of the opportunities we provide. We plan to increase that awareness within the community and identify ways to increase usage.

**Objectives:**

**1. Grow existing events and develop new events and programs to reach a wider audience**

- a) events, programs and classes for youth, families, clubs, alumni and seniors

**2. Identify local businesses and organizations for partnership opportunities**

- a) offer our rental venue for their use; seek sponsorship opportunities

**3. Increase community support; Annual membership, donors, alumni giving**

- a) Offer member-only discounts for events, classes, lectures
- b) Build an alumni chapter
- c) Increase marketing and social presence

**4. Maintain and grow active tenants who support the FOS mission**

- a) Create opportunities and events for more open studios with more hours open to public
- b) Keep rents affordable to retain tenants; artists, entrepreneurs, clubs and nonprofit organizations

**5. Plan for increase in capacity once planned future improvements are constructed**

- a) Manage increased usage; staffing, groundskeeping, social media
- b) Town/community support; business partnerships



**PUBLIC HEARING**

**TOWN COUNCIL**

**TOWN OF ONANCOCK, VA**

**February 28, 2022 7:00PM**

**15 North Street, Onancock, VA 23417**

The Town Council for the Town of Onancock, VA will conduct a public hearing on Monday, February 28, 2022, at 7:00 p.m. in the Council Chambers at Onancock Town Hall at 15 North Street. The purpose of this hearing is to solicit public comment regarding the suggested changes to town ordinance 38-77, Special Exemptions (which includes the Homestay and Short-Term Rental ordinance). Copies of the proposed ordinance are available in the Town Hall during normal business and online at <https://www.onancock.com/tc/page/town-council-meeting-66>.

Questions or comments may be directed to Matt Spuck, Town Manager, at 757-787-3363, or via email at [Matt.Spuck@Onancock.com](mailto:Matt.Spuck@Onancock.com).

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Advertise on the following date: February 11, 2022

Authorized by: Matt Spuck, Town Manager, Town of Onancock

Bill to: Town of Onancock, VA  
15 North Street, Onancock, VA 23417

# PROPOSED ORDINANCE

## Sec. 38-77. Special exceptions.

The following uses shall be permitted in the Single Family Residential District (R-1), subject to all the other requirements of this chapter, only upon the obtaining of a special use permit, as defined in article XV of this chapter, from the town council:

- (1) Each dwelling unit shall be permitted not more than one apartment, which shall be contained within the dwelling unit itself. It shall be a condition of issuance of a special use permit that the owner of the dwelling within which the apartment is located reside within the dwelling itself.
- (2) Bed and breakfast houses. Each dwelling unit may be permitted not more than five guestrooms in which overnight accommodations may be offered to transients and operators must live on site.
- (3) Homestay. For this subsection, the term "homestay" means a home occupation in which an individual owns a dwelling and provides lodging in all or any portion thereof for temporary periods of times not to exceed three weeks. Other terms used for this type of business include "Short-term Rental," and "STR." Examples of these include but are not limited to AirBnB, VRBO, or any other online or private travel agent or agency.
  - a. Every short-term rental must obtain and maintain a Special Use Permit from the Town of Onancock. Special Use Permits for STR expire 3 years from the date of issuance and must be reconsidered by Town Council following the application process in place at the time of the renewal request.
  - b. Every Homestay is required to submit Transient Occupancy Tax (TOT) as per Chapter 16, Article IV herein. If any Homestay is idle for twelve consecutive months or does not submit TOT as defined, the Special Use Permit is automatically rescinded, and the owner must reapply using the process in place at the time of the reapplication.
  - c. The current owner must apply for the Special Use Permit. In the situation of a property sale contingent on securing the Special Use Permit (SUP), both the current owner and the purchaser may jointly apply
  - d. The owner shall only be permitted one homestay in the town. Any ownership by an LLC, a partnership or a corporation must disclose all individuals included in the ownership of the purchasing entities. No individual may own any portion of more than one homestay in Onancock.
  - e. The applicant must provide local contact information for a responsible party, if the owner is not the responsible party, the owner must identify a responsible party who will be available 24 hours a day, seven days a week, to respond to, and resolve issues and complaints that arise during a period in which the dwelling is being used for transient occupancy. This contact information will be made available to all adjoining property owners and to the Onancock Police Department.
  - f. There must be a minimum of two-hundred linear feet (measured from the water meter for the property or the center of the street frontage, depending on the location of the meter) and one tax parcel as defined by Accomack County between properties allowed for use as Homestay properties. This includes all contiguous parcels in front, behind, and on both sides. Natural separations, such as the Creek, automatically create an appropriate barrier between Homestay structures.
  - g. The number of overnight guests will be determined by the zoning administrator in consultation with the homeowner. Properties will allow no more than 2 guests per bedroom and no more than 4 persons for each full bathroom. Nuclear families with children under the age of 18 are not

# PROPOSED ORDINANCE

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limited to the number of guests allowed. The property must provide off-street parking for one vehicle for every four guests.

- h. The owner of the property must annually provide the Town of Onancock with proof of insurance for property damage and liability in an amount no less than the full replacement value of the structure as it exists at the time of application and an amount of liability coverage no less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.
- i. The homestay shall comply with all applicable town, county, state and federal statutes, regulations, and ordinances.
- j. The town reserves the right to inspect the residence based on complaints to verify that the homestay is being operated in accordance with the regulations set forth within this section.
- k. The special use permit will be revoked by the zoning administrator if three or more substantiated complaints are received by the town in a calendar year, or failure to maintain compliance with any of the regulations set forth herein.

(Code 1989, § 24 16; Ord. eff. 6 5 1962; Ord. of 3-24-1997; Amd. of 7-14-1997; Ord. of 7-27-1998; Ord. of 2-27-2017, § 24 16(c))

# CURRENT ORDINANCE SHOWING EDITS

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- (3) Homestay. ~~For the purpose of~~ For this subsection, the term "homestay" means a home occupation in which an individual owns a dwelling and also and provides lodging in all or any portion thereof for temporary periods of times not to exceed three weeks. Other terms used for this type of business include "Short-term Rental," and "STR." Examples of these include but are not limited to AirBnB, VRBO, or any other online or private travel agent or agency.
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  - c. The current owner must apply for the Special Use Permit. In the situation of a property sale contingent on securing the Special Use Permit (SUP), both the current owner and the purchaser may jointly apply. An owner of a homestay residence must apply for a business license and is subject to the transient occupancy tax.
  - bd. The owner shall only be permitted one homestay in the town. Any ownership by an LLC, a partnership or a corporation must disclose all individuals included in the ownership of the purchasing entities. No individual may own any portion of more than one homestay in Onancock.
  - ee. The applicant must provide local contact information for a responsible party, if the owner is not the responsible party, the owner must identify a responsible party who will be available 24 hours a day, seven days a week, to respond to, and resolve issues and complaints that arise during a period in which the dwelling is being used for transient occupancy. This contact information will be made available to all adjoining property owners and to the Onancock Police Department.
  - f. There must be a minimum of two hundred linear feet (measured from the water meter for the property or the center of the street frontage, depending on the location of the meter) and one tax parcel as defined by Accomack County between properties allowed for use as Homestay properties. This includes all contiguous parcels in front, behind, and on both sides. Natural separations, such as the Creek, automatically create an appropriate barrier between Homestay structures.
  - g. {REMOVED 90 DAY LIMITATION}

## CURRENT ORDINANCE SHOWING EDITS

- dgh. The number of overnight guests will be determined by the zoning administrator in consultation with the homeowner. Properties will allow no more than 2 guests per bedroom and no more than 4 persons for each full bathroom. Nuclear families with children under the age of 18 are not limited to the number of guests allowed. The property must provide off street parking for one vehicle for every four guests based on the number of bedrooms, size of the house and size of the lot subject to approval of the town council.
- i. The owner of the property must annually provide the Town of Onancock with proof of insurance for property damage and liability in an amount no less than the full replacement value of the structure as it exists at the time of application and an amount of liability coverage no less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.
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- fk. The town reserves the right to inspect the residence based on complaints to verify that the homestay is being operated in accordance with the regulations set forth within this section.
- gl. The special use permit ~~may~~ will be revoked by the zoning administrator in the event that three or more substantiated complaints are received by the town in a calendar year, or failure to maintain compliance with any of the regulations set forth ~~in this subsection (3) herein.~~

(Code 1989, § 24-16; Ord. eff. 6-5-1962; Ord. of 3-24-1997; Amd. of 7-14-1997; Ord. of 7-27-1998; Ord. of 2-27-2017, § 24-16(c))

# Accomack County, Virginia

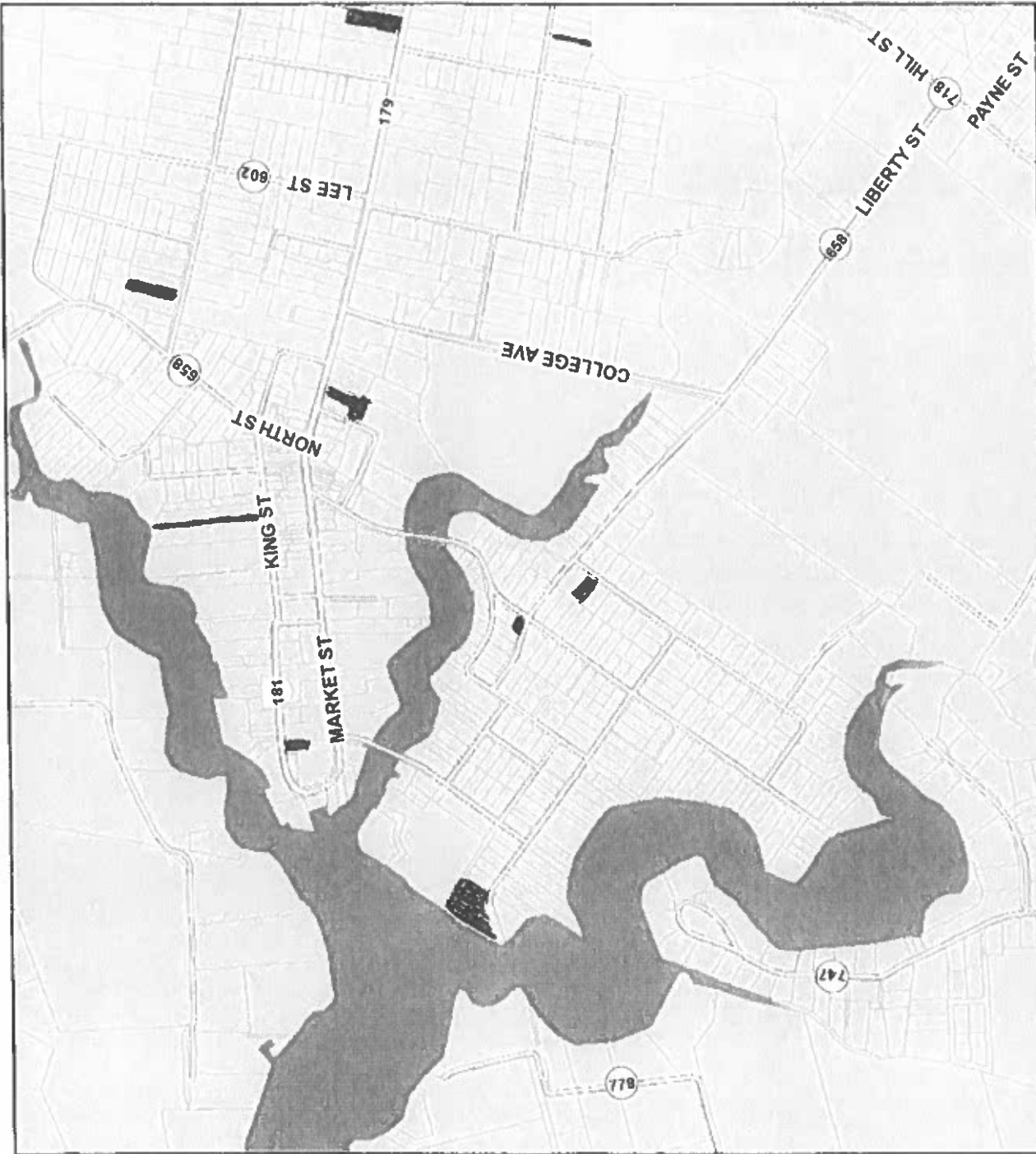
## Legend

Parcels

SHADED PARCELS  
SHOW CURRENT  
PERMITTED HOMESTEAD  
PROPERTIES.

SCALE BELOW SHOWS  
DISTANCE.

Map Printed from AccoMap  
<https://parcelviewer.geodecisions.com/Accomack>



Date: 1/11/2022

Title: West

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Accomack County is not responsible for its accuracy or how current it may be.





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Questions or comments may be directed to Matt Spuck, Town Manager, at 757-787-3363, or via email at [Matt.Spuck@Onancock.com](mailto:Matt.Spuck@Onancock.com).

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Advertise on the following date: February 11, 2022

Authorized by: Matt Spuck, Town Manager, Town of Onancock

Bill to: Town of Onancock, VA  
15 North Street, Onancock, VA 23417

## Chapter 6: Building and Building Regulations

### Article V: Property Development

#### 6-100: Paper Roads

##### Definition

A “paper road” or “paper street” is land owned by the Town originally established to facilitate the construction of a public road or street, but that land has not been developed as a road, the road only exists on paper. The Town has formal right-of-way on this property and no construction may occur on it, other than the development of a road meeting the requirements defined in 6-102.

#### 6-101: Development of property with paper road frontage

Often, there are privately owned parcels of land abutting a paper road. No construction may occur on these parcels if the paper road is the only point of access. The construction must comply with all frontage and setback requirements of the Town, it must meet all regulatory requirements pertaining to the Chesapeake Bay Preservation act (or state code governing constructing near a waterway, if applicable), and it must comply with all building and land disturbing requirements for the County of Accomack as established and maintained by the County of Accomack.

Sewer, water, electrical, and all other utility tie-ins, if not already in place, are the sole responsibility of the owner or developer of the property being developed.

#### 6-102: Paper Road Development

- 1) Before development of any kind, including clearing or grading or land, may begin, all site plan, building, zoning, and land disturbance permits from the Town, County, and State (if applicable) must be presented to the Town Manager for review.
- 2) The owner or developer is solely and completely responsible for all planning and construction costs to bring the paper road to the required standards for a publicly used street
- 3) The standards for construction are defined by VDOT
  - a) The construction standards must meet the current requirements (at the time of the request to develop the property as determined by the date of the approved building permit from the County of Accomack) as defined and published by VDOT for streets matching the size and use of the street after development
    - i) In no case shall the width of the road be less than 18 feet
- 4) The road construction must be formally put to bid with adequate project descriptions to allow for a full and detailed project budget
- 5) The Town Manager must approve the vendor selected and determine its qualifications to perform this work
- 6) Before any property development, site or road work, or demolition begins the developer or owner must obtain a performance bond for 125% of the budget and present that bond to the Town Manager
- 7) If a paper road is intended to connect two existing streets, whether maintained by the Town or VDOT, the developed paper road must connect those two streets regardless of the location of the property being developed.

**Town of Onancock**

**Calendar 2022 Town Council and Committee Meeting Schedule**

	<b>Planning Commission (First Monday @ 5:30)</b>	<b>Personnel Committee (First Tuesday at 3:30)</b>	<b>Waterfront Committee (Second Tuesday at 5:30)</b>	<b>Town Council (Fourth Monday at 7:00)</b>
January		4	11	24
February		1	8	28
March	7	1	8	28
April	4	5	12	25
May	2	3	10	23
June	6	7	14	27
July	No Meeting - July 4	5	12	25
August	1	2	9	22
September	No Meeting - Labor Day	6	13	26
October	3	4	11	24
November	7	1	8	28
December	5	6	13	19

**RESOLUTION OF GOVERNING BODY OF  
TOWN OF ONANCOCK**

The Town Council of the Town of Onancock, Va, consisting of \_\_\_\_\_ members, in a duly called meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2022, at which a quorum was present **RESOLVED** as follows:

**BE IT HEREBY RESOLVED** that in order to facilitate obtaining financial assistance from the United States of America, United States Department of Agriculture, Rural Development (the Government) in the purchase of a dump truck, trailer, and a chipper, the Governing Body does hereby adopt and abide by all covenants contained in the agreements, documents, and forms required by the Government to be executed.

**BE IT FURTHER RESOLVED** that the Town Manager of the Town of Onancock be authorized to execute on behalf of the Town Council, the above-referenced agreements, documents, and forms and to execute such other documents including, but not limited to, debt instruments, security instruments, and/or grant agreements as may be required in obtaining the said financial assistance.

This Resolution is hereby entered into the permanent minutes of the meetings of this Town Council.

\_\_\_\_\_  
TOWN OF ONANCOCK  
[ENTITY NAME]

By: \_\_\_\_\_  
[SIGNATURE AND TITLE]

Attest: \_\_\_\_\_  
[SIGNATURE AND TITLE]

**CERTIFICATION**

I hereby certify that the above Resolution was duly adopted by the Town Council of the Town of Onancock in a duly assembled meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Secretary/Clerk

Town of Onancock  
TOWN OF ONANCOCK - Financial Performance  
FISCAL YEAR TO DATE - JANUARY 31, 2022

	1/31/2022 ACTUAL	TOTAL YEAR BUDGET 2022	REMAINING BUDGET	Management Discussion and Analysis MDA
WHARF				
REVENUE	136,013	155,500	19,487	
EXPENDITURES	126,946	184,694	57,748	The price and cost of gasoline and diesel is putting revenue and costs higher than budget, but the net of the 2 is on target and we will meet or exceed budget
NET	9,067	(29,194)	(38,261)	
POLICE				
REVENUE	26,922	41,000	14,078	
EXPENDITURES	217,207	428,350	211,143	We are on pace to meet budgeted revenue and have a reduction in expenditures.
NET	(190,285)	(387,350)	(197,065)	
WATER				
REVENUE	237,231	441,401	204,170	
EXPENDITURES (NO DEPR.)	130,817	322,980	192,163	Revenue may fall slightly behind budget but expenditures should be far less than budget.
BOND PRINCIPAL	80,006	118,421	38,415	
NET	26,408	0	(26,408)	
SEWER				
REVENUE	615,057	957,560	342,503	
EXPENDITURES (NO DEPR.)	281,131	649,549	368,418	We are awaiting the readings from the influent meter at the HRSD plant to determine the expenditures for the remainder of the fiscal year. We pay the HRSD wholesale rate for wastewater treatment based on the influent meter, but no other expenses.
BOND PRINCIPAL	108,060	308,011	199,951	
NET	225,867	0	(225,867)	
ADMIN				
REVENUE	997,274	1,208,340	211,066	
EXPENDITURES	236,169	424,208	188,039	Certain revenue accounts are higher than budget and some a less, the net revenue appears to be on target for budget. Expenditures are also on target to meet budget
NET	761,105	784,132	23,027	
BUILDINGS & STREETS				
EXPENDITURES	150,837	278,947	128,110	The overtime in this department is slightly higher due to staff shortage. All other expenditures are on budget.
PARKS & LANDSCAPING				
EXPENDITURES	25,703	88,641	62,938	We are down a person in this department, which is causing savings from budget.
GOVERNMENT				
REVENUE	1,160,209	1,404,840	1,404,840	
EXPENDITURES	756,862	1,404,840	0	
NET	403,347	0	0	
UTILITY				
REVENUE	852,288	1,398,961	1,398,961	
EXPENDITURES (NO DEPR.)	411,948	972,529	972,529	
BOND PRINCIPAL	188,066	426,432	426,432	
NET	252,275	0	0	
TOWN OF ONANCOCK				
REVENUE	2,012,497	2,803,801	2,803,801	
EXPENDITURES	1,356,875	2,803,801	2,803,801	
NET	655,622	0	0	

Town of Onancock - Financial Performance  
TOWN OF ONANCOCK - Financial Performance

	FISCAL 2022 - YEAR TO DATE - JANUARY 31, 2022			Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	TOTAL YEAR					
	BUDGET	LAST YEAR	Over/(Under) Budget				% of Total Budget	Actual 2020	Actual 2019	Actual 2018		
WHARF												
REVENUE	136,013	121,957	40,044	87%	155,500	198,463	147,284	160,133	187,259			
EXPENDITURES	126,946	108,691	19,208	69%	184,694	181,994	181,893	152,258	151,676			
NET	9,067	13,266	20,836		(29,194)	16,469	(34,609)	7,875	35,583			
POLICE												
REVENUE	26,922	33,093	2,258	66%	41,000	55,141	53,951	58,186	63,006			
EXPENDITURES	217,207	193,317	(32,664)	51%	428,350	320,309	396,698	330,822	370,476			
NET	(190,285)	(160,224)	34,922		(387,350)	(265,168)	(342,747)	(272,636)	(307,470)			
WATER												
REVENUE	237,231	247,335	(25,233)	54%	441,401	415,737	351,056	341,730	316,444			
EXPENDITURES (NO DEPR.)	130,817	127,933	(57,588)	41%	322,980	220,559	235,892	280,828	269,212			
BOND PRINCIPAL	80,006	54,195	0	0%	118,421	118,053	115,164	60,902	47,232			
NET	26,408	65,207	32,356		0	77,125	0	0	0			
SEWER												
REVENUE	615,057	628,698	13,750	64%	957,560	1,007,908	932,377	923,019	881,340			
EXPENDITURES (NO DEPR.)	281,131	350,346	(97,773)	43%	649,549	519,650	633,747	509,768	471,262			
BOND PRINCIPAL	108,060	141,966	0	0%	308,011	307,201	298,630	413,251	410,078			
NET	225,867	136,386	111,522		0	181,057	0	0	0			
ADMIN												
REVENUE	997,274	923,932	63,846	83%	1,208,340	1,315,443	1,140,692	1,215,297	1,191,767			
EXPENDITURES	236,169	293,449	(11,286)	56%	424,208	431,395	457,583	485,738	487,036			
NET	761,105	630,483	75,131		784,132	884,048	683,109	729,559	704,731			
BUILDINGS & STREETS												
EXPENDITURES	150,837	120,488	(11,882)	54%	278,947	230,929	213,858	194,589	186,202			
PARKS & LANDSCAPING												
EXPENDITURES	25,703	16,939	(26,004)	29%	88,641	20,126	18,403	13,001	18,106			
GOVERNMENT												
REVENUE	1,160,209	1,078,982	106,148	83%	1,404,840	1,569,047	1,341,927	1,433,616	1,442,032			
EXPENDITURES	756,862	732,884	(62,628)	54%	1,404,840	1,184,753	1,268,435	1,176,408	1,213,496			
NET	403,347	346,098	168,776		0	384,294	73,492	257,208	228,536			
UTILITY												
REVENUE	852,288	876,033	(11,483)	61%	1,398,961	1,423,645	1,283,433	1,264,749	1,197,784			
EXPENDITURES (NO DEPR.)	411,948	478,278	(155,361)	42%	972,529	740,209	869,639	790,596	740,474			
BOND PRINCIPAL	188,066	196,161	0	0%	426,432	425,254	413,794	474,153	457,310			
NET	252,275	201,593	143,878		0	258,182	0	0	0			
TOWN OF ONANCOCK												
REVENUE	2,012,497	1,955,015	94,665	72%	2,803,801	2,992,692	2,625,360	2,698,365	2,639,816			
EXPENDITURES	1,356,875	1,407,323	(217,989)	48%	2,803,801	2,350,216	2,138,074	1,967,004	1,953,970			
NET	655,622	547,691	312,654		0	642,476	487,286	731,361	685,846			

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Town of Onancock  
Wharf - Financial Performance

	FISCAL 2022 - YEAR TO DATE - JANUARY 31, 2022				TOTAL YEAR						
	ACTUAL (PRELIM)	BUDGET	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018
Revenue											
BOAT DOCKAGE FEES-MO	250	0	0	250	0%	250	0	125	125	0	250
BOAT DOCKAGE FEES-TR	42,858	29,246	43,931	13,612	86%	(1,073)	50,000	75,107	34,848	50,999	54,317
PARKING FEE	322	0	990	322	0%	(668)	0	995	1,562	1,230	970
PARKING FEE - ANNUAL	0	0	420	0	0%	(420)	0	420	1,410	1,445	2,050
WHARF GASOLINE SALES	82,513	63,161	69,349	19,352	83%	13,164	99,000	108,700	103,478	100,040	123,087
WHARF-OTHER	3,888	645	1,080	3,243	259%	2,808	1,500	2,513	2,113	1,619	1,168
WHARF ELECTRIC	6,182	2,917	6,186	3,265	124%	(5)	5,000	10,604	3,748	4,800	5,417
<b>Total Revenue</b>	<b>136,013</b>	<b>95,969</b>	<b>121,957</b>	<b>40,044</b>	<b>87%</b>	<b>14,056</b>	<b>155,500</b>	<b>198,463</b>	<b>147,284</b>	<b>160,133</b>	<b>187,259</b>
Expenditures											
WAGES, TAXES & BENIES	42,352	42,154	41,843	198	59%	509	72,264	71,430	59,804	53,825	38,484
SQUARE CC FEES	3,599	2,188	2,253	1,411	96%	1,346	3,750	4,365	1,776	2,592	764
ELECTRIC SERVICES	3,678	3,063	3,172	616	70%	507	5,250	4,678	4,705	5,673	5,594
TELEPHONE	343	881	334	(538)	23%	9	1,511	629	460	529	448
PROPERTY INSURANCE	94	186	309	(92)	29%	(215)	319	768	0	0	0
AUTO INSURANCE	204	0	0	204	0%	204	0	0	0	0	0
WORKER'S COMP INSURA	801	0	0	801	0%	801	0	0	0	0	0
OFFICE SUPPLIES	160	0	0	160	0%	160	0	0	0	0	0
WHARF JANITORIAL SUP	339	642	309	(303)	31%	29	1,100	768	689	877	1,150
REPAIR & MAINTENANCE	3,915	4,083	1,470	(168)	56%	2,445	7,000	7,505	2,702	7,972	2,964
COST OF GAS/DIESEL S	64,526	45,500	51,081	19,026	83%	13,445	78,000	77,472	78,967	74,815	93,817
COST OF MERCHANDISE	0	0	0	0	0%	0	0	0	0	0	524
MISC.	269	583	120	(314)	27%	149	1,000	3,297	10,783	3,121	5,373
ADVERTISING & DUES	2,017	5,250	3,150	(3,233)	22%	(1,133)	9,000	5,582	22,007	2,854	2,558
RENT	4,650	3,208	4,650	1,442	85%	0	5,500	5,500	0	0	0
<b>Total Expenditures</b>	<b>126,946</b>	<b>107,738</b>	<b>108,691</b>	<b>19,208</b>	<b>69%</b>	<b>18,255</b>	<b>184,694</b>	<b>181,994</b>	<b>181,893</b>	<b>152,258</b>	<b>151,676</b>
Excess of Revenue over Expenditu	9,067	(11,769)	13,266	20,836		(4,199)	(29,194)	16,469	(34,609)	7,875	35,583
Margin on Fuel	17,987	17,661	18,269	326	84%	(281)	21,000	31,228	24,511	25,225	29,270

Town of Onancock  
Police - Financial Performance

	FISCAL 2022 - YEAR TO DATE - JANUARY 31, 2022							TOTAL YEAR			
	ACTUAL (PRELIM)	BUDGET 7	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018
Revenue											
TRAFFIC FINES	4,359	2,790	4,627	1,568	87%	(268)	5,000	8,290	9,168	13,960	16,218
LAW ENFORCEMENT FUND	22,563	21,874	28,466	690	63%	(5,903)	36,000	46,850	44,783	38,052	46,788
LAW ENFORCEMENT GRAN	0	0	0	0	0%	0	0	0	0	0	0
LAW ENFORCEMENT FUND	0	0	0	0	0%	0	0	0	0	6,174	0
Total Revenue	26,922	24,664	33,093	2,258	66%	(6,171)	41,000	55,141	53,951	58,186	63,006
Expenditures											
WAGES, TAXES & BENIES	186,368	197,238	174,926	(10,871)	55%	11,441	338,123	281,951	322,805	289,462	303,593
COURT COSTS	0	292	0	(292)	0%	0	500	0	0	0	0
TRAINING	703	5,250	2,527	(4,547)	8%	(1,824)	9,000	4,384	663	3,231	4,007
NEW OFFICER TRAINING	6,439	10,728	0	(4,288)	35%	6,439	18,390	0	0	0	0
VEHICLE REPAIR	922	3,500	1,198	(2,578)	15%	(276)	6,000	2,650	4,871	4,213	4,330
COMPUTER MAINTENANCE	437	1,458	255	(1,022)	17%	181	2,500	2,691	3,270	4,208	2,365
TELEPHONE SERVICES	2,403	1,911	1,590	492	73%	813	3,276	3,394	2,507	4,030	2,366
LINE OF DUTY ACT	1,827	2,188	1,828	(360)	49%	(1)	3,750	2,742	3,655	3,692	2,412
VEHICLE INSURANCE	1,140	2,059	0	(919)	32%	1,140	3,530	0	0	0	0
WORKERS COMP	4,360	4,943	0	(583)	51%	4,360	8,473	0	0	0	0
TRAVEL	35	292	35	(257)	7%	0	500	35	305	258	762
OFFICE SUPPLIES	1,835	1,050	4,067	785	102%	(2,232)	1,800	3,741	5,811	1,634	968
VEHICLE FUEL	4,393	4,900	4,386	(507)	52%	7	8,400	7,634	8,343	8,533	7,517
UNIFORMS	1,254	1,750	1,601	(496)	42%	(347)	3,000	2,046	2,377	4,198	4,958
ANIMAL POPULATION CO	949	583	0	365	95%	949	1,000	587	0	0	0
POLICE SUPPLIES	4,142	4,083	766	59	59%	3,376	7,000	8,317	5,992	7,363	6,723
GRANTS	0	0	137	0	0%	(437)	0	137	0	0	0
NEW POLICE VEHICLE	0	7,646	0	(7,646)	0%	0	13,108	0	36,099	0	30,475
Total Expenditures	217,207	249,871	193,317	(32,664)	51%	23,890	428,350	320,309	396,698	330,822	370,476
Excess of Revenue over Expendit	(190,285)	(225,207)	(160,224)	34,922		(30,061)	(387,350)	(265,168)	(342,747)	(272,636)	(307,470)

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Town of Onancock  
Water - Financial Performance

	FISCAL 2022 - YEAR TO DATE - JANUARY 31, 2022				TOTAL YEAR						
	ACTUAL (PRELIM)	BUDGET 7	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018
Revenue	222,771	259,373	234,260	(36,602)	51%	(11,490)	435,264	393,122	332,050	323,761	295,745
WATER CHARGES	4,500	0	0	4,500	300%	4,500	1,500	3,000	0	1,500	0
WATER INSTALLATION F	9,960	3,091	13,075	6,869	215%	(3,115)	4,637	19,615	19,006	16,469	20,699
WATER & SEWER PENALT	237,231	262,464	247,335	(25,233)	54%	(10,104)	441,401	415,737	351,056	341,730	316,444
Total Revenue	65,725	70,306	67,890	(4,582)	55%	(2,165)	120,525	109,348	141,475	105,676	105,859
Expenditures	79	860	0	(781)	5%	79	1,475	0	28	0	0
WAGES, TAXES & BENIES	389	1,400	295	(1,011)	16%	95	2,400	3,045	11,077	1,183	1,888
TRAINING & TRAVEL	15,722	14,583	9,811	1,139	63%	5,911	25,000	20,426	0	25,166	9,028
VEHICLE REPAIR	214	583	0	(368)	21%	214	999	0	0	0	0
REPAIR & MAINTENANCE	0	0	0	0	0%	0	0	0	0	0	0
AUTO INSURANCE	0	0	507	(507)	0%	(507)	0	507	0	840	533
WATER LEAD COPPER TE	0	0	0	0	0%	0	500	0	0	0	324
PRINTING UTILITY BIL	0	292	0	(292)	0%	0	16,000	14,804	13,865	13,251	11,541
ADVERTISING	10,018	9,333	8,714	685	63%	1,304	50	755	527	760	512
ELECTRIC SERVICES	752	29	504	723	1504%	249	1,020	2,652	2,843	2,263	2,080
POSTAGE	1,274	595	1,634	(595)	0%	(1,634)	2,990	0	0	0	0
TELEPHONE	75	1,744	0	(1,744)	43%	1,274	65,139	0	0	0	0
PROPERTY INSURANCE	0	37,998	0	(37,998)	0%	75	1,310	527	0	100	6,000
RESERVE FOR CIP	0	764	0	(764)	0%	0	1,310	2,165	2,133	2,133	4,854
DUES & MEMBERSHIPS	2,169	1,283	2,133	886	99%	36	2,200	0	0	0	0
HEALTH DEPARTMENT FE	388	292	0	97	78%	388	500	0	0	0	0
OFFICE SUPPLIES	1,657	2,917	0	(1,259)	33%	1,657	1,300	32	124	4,634	1,192
REPAIR & MAINTENANCE	832	758	1,198	(74)	64%	(366)	1,000	2,045	2,068	1,843	1,513
VEHICLE FUEL	1,775	201	48	1,574	515%	1,728	345	48	98	177	85
UNIFORMS	266	700	409	(434)	22%	(143)	1,200	998	1,095	1,446	969
LAB SUPPLIES	7,860	16,333	14,638	(8,473)	28%	(6,778)	28,000	23,187	21,196	23,656	23,331
PURIFICATION SUPPLIE	0	0	0	0	0%	0	0	0	0	0	0
EMERGENCY REPAIRS	0	2,917	0	(2,917)	0%	0	5,000	0	0	0	0
OUTSIDE CONSULTANTS	1,834	1,091	0	743	98%	1,834	1,870	80	0	0	0
SMALL TOOLS & EQUIPM	0	1,216	0	(1,216)	0%	0	2,084	0	0	0	0
PROPERTY INSURANCE	18,954	22,112	19,306	(3,159)	50%	(352)	37,907	38,260	37,707	0	0
INTEREST - BOND - USDA 1070	832	97	848	736	501%	(16)	166	1,680	1,656	0	0
INTEREST - BOND - USDA 47	0	0	0	0	0%	0	0	0	0	0	0
INTEREST - BOND - VRA 3114	0	0	0	0	0%	0	0	0	0	97,700	99,503
INTEREST EXPENSE	0	0	0	0	0%	0	0	0	0	0	0
TRANSFER TO WATER CO	0	0	0	0	0%	0	0	0	0	0	0
Total Expenditures	130,817	188,405	127,933	(57,568)	41%	2,884	322,980	220,559	235,892	280,828	269,212
Excess of Revenue over Expenditu	106,414	74,059	119,402	32,356		(12,988)	118,421	195,178	115,164	60,902	47,232
Bond Principal:	4,498	4,498			Principal	Bal. at 6/30/22	19,947	858,980			
Bond: \$1,070,000	199	199	184				876	37,726			
Bond: \$47,000	75,309	75,309	54,011				97,598	1,588,073			
Bond: \$3,114,000	26,408	(5,947)	65,207					2,484,779			
Revenue over Expenditures											

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Town of Onancock  
Sewer - Financial Performance

	FISCAL 2022 - YEAR TO DATE - JANUARY 31, 2022							TOTAL YEAR			
	ACTUAL (PRELIM)	BUDGET 7	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018
Revenue											
SEWER CHARGES	621,875	601,308	626,353	20,567	65%	(4,478)	956,360	996,193	915,409	903,625	870,183
SEWER INSTALLATION F	0	0	0	0	0%	0	1,200	8,700	2,400	1,200	0
SEPTAGE REVENUE	0	0	0	0	0%	0	0	0	0	0	0
SEPTAGE RECEIVING GR	0	0	0	0	0%	0	0	0	0	0	0
INTEREST INCOME	(8,707)	0	741	(8,707)	0%	(9,448)	0	541	11,908	15,934	7,597
MISCELLANEOUS REVENUE	1,890	0	1,604	1,890	0%	286	0	2,474	2,660	2,260	3,560
<b>Total Revenue</b>	<b>615,057</b>	<b>601,308</b>	<b>628,698</b>	<b>13,750</b>	<b>64%</b>	<b>(13,640)</b>	<b>957,560</b>	<b>1,007,908</b>	<b>932,377</b>	<b>923,019</b>	<b>881,340</b>
Expenditures											
WAGES, TAXES & BENIES	145,911	151,603	154,740	(5,691)	56%	(8,829)	259,890	255,601	325,011	244,800	241,029
TRAINING	0	583	0	(583)	0%	0	1,000	0	0	0	0
VEHICLE REPAIR	1,395	1,167	1,227	229	70%	168	2,000	5,381	2,813	2,000	1,006
AUTO INSURANCE	251	0	0	251	0%	251	0	0	0	0	0
COLL.REPAIR/MAINTENA	27,681	55,969	64,022	(28,288)	29%	(36,341)	95,947	89,719	65,432	100,405	86,751
OUTSIDE CONTRACT-TE	189	19,775	19,078	(19,586)	1%	(18,889)	33,900	23,846	31,573	14,750	22,683
REPAIR & MAINTENANCE	240	583	0	(343)	24%	240	1,000	0	348	348	4,040
PRINTING UTILITY BILL	0	146	250	(146)	0%	(250)	250	250	0	0	758
ADVERTISING	0	58	0	(58)	0%	0	100	784	0	0	222
ELECTRIC SERVICES	42,207	52,500	47,728	(10,293)	47%	(5,521)	90,000	76,241	73,537	87,374	74,772
POSTAGE, SHIPPING	500	583	503	(83)	50%	(3)	1,000	755	527	748	500
TELEPHONE	7,109	6,125	6,535	984	68%	573	10,500	10,608	9,027	8,702	7,813
DUES & MEMBERSHIPS	3,617	2,450	3,057	1,167	86%	560	4,200	4,530	4,473	4,299	1,598
OFFICE SUPPLIES	312	875	548	(563)	21%	(236)	1,500	601	1,043	2,259	158
VEHICLE FUEL	1,787	1,750	1,807	37	60%	(20)	3,000	3,077	3,336	2,609	2,414
UNIFORMS	50	175	48	(125)	17%	3	300	48	98	177	85
LAB SUPPLIES	137	3,792	891	(3,655)	2%	(754)	6,500	890	1,390	6,501	1,298
WASTEWATER DISINFECT	0	0	0	0	0%	0	0	0	0	3,005	0
WASTEWATER CHEMICALS	21,424	15,167	17,482	6,257	82%	3,942	26,000	25,134	28,300	31,791	26,135
SAFETY EQUIPMENT	0	117	0	(117)	0%	0	200	0	0	0	0
HRSD TRANSITION COST	9,680	33,069	4,256	(23,389)	17%	5,424	56,690	17,020	30,500	0	0
DEPRECIATION EXPENSE	0	0	0	0	0%	0	0	0	0	0	0
MACHINERY & EQUIPMEN	0	292	0	(292)	0%	0	500	0	0	0	0
INTEREST - BOND - SE	13,855	32,125	28,172	(18,270)	25%	(14,317)	55,072	55,072	56,339	0	0
<b>Total Expenditures</b>	<b>281,131</b>	<b>378,904</b>	<b>350,346</b>	<b>(97,773)</b>	<b>43%</b>	<b>(69,215)</b>	<b>649,549</b>	<b>519,650</b>	<b>633,747</b>	<b>509,768</b>	<b>471,262</b>
<b>Excess of Revenue over Expendit</b>	<b>333,926</b>	<b>222,404</b>	<b>278,352</b>	<b>111,522</b>		<b>55,574</b>	<b>308,011</b>	<b>488,258</b>	<b>298,630</b>	<b>413,251</b>	<b>410,078</b>
Bond Principal:											
Bond: \$900,000			22,500								
Bond: \$5,033,000	108,060	108,060	119,466								
Bond: \$2,398,000											
<b>Revenue over Expenditures</b>	<b>225,867</b>	<b>114,345</b>	<b>136,386</b>								

Bal. at 6/30/22

Principal: 259,486  
259,486  
48,525

Town of Onancock  
ADMIN - Financial Performance

	FISCAL 2022 - YEAR TO DATE - JANUARY 31, 2022			Over/(Under) Last Year	TOTAL YEAR			Actual 2018
	ACTUAL (PRELIM)	BUDGET	LAST YEAR		Actual 2021 (PRELIM)	Actual 2020	Actual 2019	
Revenue								
REAL PROPERTY-CURRENT	379,490	393,000	324,439	55,050	324,439	336,051	327,169	344,353
REAL PROPERTY-DELINQ	16,176	9,456	24,886	(8,710)	30,000	35,026	37,719	11,752
PUBLIC SERVICE-REAL	15,757	17,000	17,593	(1,836)	17,000	16,748	17,288	17,270
PERSONAL PROPERTY-CU	187,401	180,000	210,014	(22,612)	210,014	151,787	158,877	183,970
PERSONAL PROPERTY-DE	9,241	6,956	8,829	2,285	12,500	23,513	18,141	394
PUBLIC SERVICE-PERSO	172	0	0	172	0	369	663	747
PENALTIES	5,554	6,671	10,820	(5,267)	13,500	13,462	13,104	37,249
LOCAL SALES TAX	59,139	54,033	56,809	2,330	85,000	81,114	77,255	72,843
CONSUMERS UTILITY TA	36,699	32,680	30,336	6,363	60,000	52,915	54,710	55,963
BUSINESS LICENSE TAX	156	737	7,327	(7,171)	3,600	36,515	42,991	31,638
VEHICLE DECALS	19,257	0	5,213	14,043	0	9,139	15,337	16,513
BANK STOCK TAXES	0	0	0	0	13,500	48,262	37,922	35,787
CELLULAR PHONE TAX	35,205	44,596	44,215	(9,392)	75,000	81,315	84,398	90,582
TRANSIENT OCCUPANCY	24,145	20,653	17,912	6,233	24,000	11,546	25,530	15,607
BUILDING/ZONING PERM	1,300	232	525	1,068	775	375	275	950
MEALS TAX	152,325	82,460	107,721	69,865	148,750	137,212	168,341	155,306
MEALS & TRANSIENT LA	369	0	1,739	369	0	1,389	5,963	5,200
INTEREST ON ACCOUNTS	(5,961)	14,583	692	(20,545)	25,000	11,969	12,638	3,480
INTEREST ON CERTIFIC	0	0	0	0	0	0	0	0
RENTAL OF PROPERTY	6,382	6,120	6,120	262	12,240	12,160	125	385
WATER TOWER RENTAL I	0	0	0	0	0	6,850	6,850	6,850
TRASH REVENUE	33,000	52,424	29,748	(19,424)	94,000	39,160	72,417	74,710
MISCELLANEOUS REVENU	5,139	827	3,173	4,312	8,000	42,556	25,051	18,848
FIRE PROGRAM FUNDS	15,000	10,000	15,000	5,000	10,000	10,000	10,000	10,000
LITTER CONTROL GRANT	1,329	1,000	820	329	1,000	814	1,033	370
VA COMM FOR THE ARTS	0	0	0	0	1,500	1,500	1,500	1,000
<b>Total Revenue</b>	<b>997,274</b>	<b>933,429</b>	<b>923,932</b>	<b>63,846</b>	<b>1,208,340</b>	<b>1,140,692</b>	<b>1,215,297</b>	<b>1,191,767</b>
Expenditures								
COUNCIL WAGES, TX & BENIES	8,741	8,983	9,171	(243)	15,400	15,051	15,239	25,286
TOWN ATTORNEY	633	2,625	42	(1,992)	4,500	0	0	0
ELECTION COSTS	0	691	0	(691)	1,185	0	0	0
TRAVEL AND TRAINING	0	695	25	(695)	1,191	0	0	0
COMMUNITY PROMOTION	0	0	3,229	(3,229)	0	10,905	11,056	16,201
TOWN BEAUTIFICATION	0	0	0	0	0	1,648	832	575
MAIN STREET PARTNERS	15,000	8,750	15,000	6,250	15,000	15,000	5,000	4,609
ES TOURISM-TOT SHARE	0	2,625	4,620	(2,625)	4,500	5,381	4,380	0
LIABILITY INSURANCE	2,077	2,841	0	(764)	4,870	0	0	0
OFFICE SUPPLIES	2,703	1,167	0	1,536	2,000	0	0	0
TOWN ATTORNEY	0	0	0	0	0	0	5,940	6,291
ADMIN WAGES, TAX & BENIES	110,588	100,229	123,045	10,359	171,821	189,229	191,458	192,902
LEGAL AND COLLECTION	0	1,167	0	(1,167)	2,000	0	0	0
AUDIT SERVICE	0	10,064	0	(10,064)	17,253	16,750	16,750	16,750
BANK PROCESSING FEES	1,876	1,925	3,858	(49)	3,300	1,915	1,881	6,924
CREDIT CARD FEES	3,763	5,078	0	(1,315)	8,705	0	0	0
PAYROLL PROCESSING F	2,432	2,100	2,154	332	3,600	3,321	3,908	3,169
PROFESSIONAL DEVELOP	817	817	0	(590)	1,400	1,414	1,674	1,255
SOFTWARE SUBSCRIPTIO	8,599	11,145	11,573	(2,546)	19,106	19,257	24,069	13,598

Town of Onancock  
ADMIN - Financial Performance

	FISCAL 2022 - YEAR TO DATE - JANUARY 31, 2022			Over/(Under) Last Year	% of Total Budget	TOTAL YEAR						
	ACTUAL (PRELIM)	BUDGET	LAST YEAR			Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018			
SOFTWARE SUPPORT	4,200	1,750	0	4,200	140%	0	0	0	0	0	0	0
OFFICE EQUIPMENT	2,928	4,550	0	2,928	38%	0	0	0	0	0	0	0
PRINTING-AUTO DECALS	0	0	0	0	0%	0	0	0	1,738	705	0	264
ADVERTISING	4,376	9,427	1,097	3,279	27%	16,160	2,951	2,574	2,178	2,574	2,574	1,411
POSTAGE	918	2,333	2,080	(1,416)	23%	4,000	2,627	3,268	2,483	3,268	3,268	2,890
TELEPHONE	1,065	959	889	106	65%	1,644	1,680	1,882	1,574	1,882	1,882	2,029
PROPERTY INSURANCE	805	2,047	0	805	23%	3,509	0	0	0	0	0	0
VEHICLE INSURANCE	440	1,766	0	440	15%	3,027	0	0	0	0	0	0
GENERAL LIABILITY IN	1,097	1,868	0	1,097	34%	3,202	0	0	0	0	0	0
WORKERS COMP	1,487	2,860	0	1,487	30%	4,903	0	0	0	0	0	0
TRAVEL	45	1,050	2	45	2%	1,800	1,072	2,146	1,808	2,146	2,146	1,662
DUES & MEMBERSHIP	1,130	895	213	917	74%	1,535	1,072	1,161	897	1,161	1,161	863
OFFICE SUPPLIES	4,487	2,333	7,958	(3,471)	112%	4,000	10,354	7,920	5,593	7,920	7,920	13,245
HOS - PROPERTY INSUR	0	4,093	7,500	(7,500)	0%	0	7,500	0	0	0	0	0
HISTORIC ONANCOCK SC	0	0	0	0	0%	7,016	0	0	0	0	0	0
HOS - PROPERTY INSUR	2,000	1,750	0	2,000	67%	3,000	0	0	0	0	0	0
CULTURAL ENRICHMENT	574	1,458	2,289	(884)	23%	2,500	3,347	13,461	3,787	13,461	13,461	13,478
MISCELLANEOUS	0	4,667	0	0	0%	8,000	0	0	0	0	0	0
WEBSITE & PRINTING	0	0	0	0	0%	1,500	686	3,291	1,714	3,291	3,291	2,018
EMPLOYEE WELFARE	678	875	1,450	(197)	45%	10,000	1,450	30,844	7,031	30,844	30,844	20,833
CONTINGENCY	0	5,833	15,622	(5,833)	50%	26,781	5,009	22,899	26,026	22,899	22,899	21,992
BANK BUILDING LOAN	13,391	15,622	360	(360)	0%	0	406	0	84	0	0	141
COURT FEES	0	0	5,629	(5,629)	0%	0	6,824	1,990	0	1,990	1,990	0
TOWN CODE CODIFICATI	0	0	529	(89)	0%	0	951	886	951	886	886	694
VACORP	(89)	0	17,778	(17,778)	0%	0	35,557	32,918	25,363	32,918	32,918	36,863
PROPERTY INSURANCE	0	0	2,352	(2,352)	0%	0	3,991	6,499	6,339	6,499	6,499	7,682
VEHICLE INSURANCE	0	0	3,238	(3,238)	0%	0	6,074	5,357	5,999	5,357	5,357	0
PUBLIC OFFICIALS LAI	0	0	729	(729)	0%	0	979	2,326	11,114	2,326	2,326	951
GENERAL LIABILITY IN	0	0	7,658	(7,658)	0%	0	11,002	14,061	14,763	14,061	14,061	16,944
WORKMEN'S COMPENSATI	0	0	25,000	0	100%	25,000	25,000	22,500	25,000	22,500	22,500	22,500
CONTRIBUTION TO FIRE	15,000	5,833	15,000	9,167	150%	10,000	15,000	10,000	10,000	10,000	10,000	10,000
FIRE PROGRAMS FUNDIN	0	0	1,105	(1,105)	0%	0	1,105	1,800	12,030	1,800	1,800	3,294
MOSQUITO CONTRACT	0	0	1,848	(1,848)	0%	0	3,845	0	0	0	0	0
REPAIR & MAINTENANCE	0	0	409	(409)	0%	0	409	4,150	4,150	4,150	4,150	3,746
MOSQUITO CHEMICALS	0	0	0	0	0%	0	0	0	0	0	0	0
WEED CONTROL CONTRAC	0	0	0	0	0%	0	0	0	0	0	0	0
CDBG CONSULTANTS	0	0	0	0	0%	0	0	0	4,088	6,701	6,497	6,497
RURAL DEV LOAN	0	0	0	0	0%	0	0	0	2,938	3,882	3,882	4,790
INTEREST EXP-GO BOND	0	0	0	0	0%	0	0	0	64	330	330	539
INTEREST EXP-CAR LO	0	0	0	0	0%	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>236,169</b>	<b>247,455</b>	<b>293,449</b>	<b>(11,286)</b>	<b>56%</b>	<b>424,208</b>	<b>431,395</b>	<b>485,738</b>	<b>457,583</b>	<b>485,738</b>	<b>485,738</b>	<b>487,036</b>
<b>Excess of Revenue over Expenditu</b>	<b>761,105</b>	<b>685,974</b>	<b>630,483</b>	<b>75,131</b>	<b>130,622</b>	<b>784,132</b>	<b>884,048</b>	<b>729,559</b>	<b>683,109</b>	<b>729,559</b>	<b>729,559</b>	<b>704,731</b>

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Town of Onancock  
BUILDINGS AND STREETS - Financial Performance

	FISCAL 2022 - YEAR TO DATE - JANUARY 31, 2022				Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	TOTAL YEAR					
	BUDGET 7	LAST YEAR	Over/(Under) Budget	% of Total Budget				Actual 2020	Actual 2019	Actual 2018			
Expenditures	ACTUAL (PRELIM)												
BUILDINGS & STREETS WAGES	40,617	26,301	2,861	63%	64,726	47,412	43,058	38,666	35,606				
VEHICLE REPAIR	353	518	(347)	29%	1,200	619	1,215	838	806				
TRASH COLLECTION	63,450	58,269	6,090	65%	98,332	100,213	100,260	97,728	92,842				
ELECTRIC SERVICE	16,538	13,852	(962)	55%	30,000	21,616	24,374	24,710	25,502				
HEATING OIL	1,344	0	(697)	38%	3,500	0	0	0	0				
AUTO INSURANCE	419	0	419	0%	0	0	0	0	0				
WORKER'S COMP INSURA	1,216	0	1,216	0%	0	0	0	0	0				
STREET REPAIR	404	4,880	(15,055)	2%	26,500	28,537	15,054	5,069	11,688				
CLEANING SERVICES	2,438	2,917	(478)	49%	5,000	0	0	0	0				
REPAIRS AND MAINTENA	15,270	156	2,438	69%	22,000	1,231	0	0	0				
VEHICLE FUEL	2,058	3,540	308	69%	3,000	5,774	0	0	0				
SMALL EQUIPMENT REPA	2,485	84	1,902	249%	1,000	322	118	108	115				
UNIFORMS	2,280	505	1,776	264%	865	555	200	0	153				
CAN LINERS	971	773	679	194%	500	2,156	1,090	601	1,869				
SAFETY/STREET SIGNS	317	451	(266)	32%	1,000	657	357	436	272				
CAPITAL EXPENDITURES	0	0	(11,958)	0%	20,500	0	0	0	0				
NEW PUBLIC WORKS VEH	0	0	0	0%	0	0	0	0	0				
SIDEWALK REPLACEMENT	0	0	0	0%	0	0	0	0	0				
HISTORIC ONANCOCK SC	0	0	0	0%	0	0	0	0	0				
BLACKSMITH SHOP	42	0	(439)	5%	824	0	0	0	0				
VEHICLE MAINTENANCE	23	20	23	0%	0	20	4,007	3,727	670				
REPAIR & MAINTENANCE	534	0	534	0%	0	68	351	1,351	351				
VEHICLE FUEL	22	3,540	22	0%	0	5,774	3,671	3,949	2,822				
REPLACEMENT CHIPPER	0	0	0	0%	0	0	0	0	0				
ELECTRIC SERVICES	0	5,582	0	0%	0	9,510	3,364	3,998	4,271				
HEATING FUEL	0	183	0	0%	0	2,215	3,169	4,218	2,666				
JANITORIAL SUPPLIES	0	340	0	0%	0	650	1,320	400	(926)				
TOWN HALL JANITORIAL	0	2,000	0	0%	0	3,600	3,250	3,250	3,250				
REPAIR & MAINTENANCE	55	0	55	0%	0	0	7,811	5,046	3,326				
ELECTRIC SERVICES	0	0	0	0%	0	0	1,082	333	153				
REPAIR & MAINTENANCE	0	0	0	0%	0	0	107	161	766				
<b>Total Expenditures</b>	<b>150,837</b>	<b>120,488</b>	<b>(11,882)</b>	<b>54%</b>	<b>278,947</b>	<b>230,929</b>	<b>213,858</b>	<b>194,589</b>	<b>186,202</b>				

Town of Onancock  
PARKS AND LANDSCAPING - Financial Performance

	FISCAL 2022 - YEAR TO DATE - JANUARY 31, 2022			TOTAL YEAR							
	ACTUAL (PRELIM)	BUDGET 7	LAST YEAR	Over/(Under) Budget	% of Total Budget	Over/(Under) Last Year	BUDGET 2022	Actual 2021 (PRELIM)	Actual 2020	Actual 2019	Actual 2018
PARKS & LAND WAGES	1,140	26,916	0	(25,776)	2%	1,140	46,141	0	0	0	0
CUTTING GRASS CONTRA	7,400	4,813	6,555	2,588	90%	845	8,250	6,555	6,210	5,765	3,195
ELECTRIC SERVICES	780	1,050	1,079	(270)	43%	(299)	1,800	2,347	1,560	1,165	861
PROPERTY INSURANCE	3,694	0	0	3,694	0%	3,694	0	0	0	0	0
AUTO INSURANCE	3	0	0	3	0%	3	0	0	0	0	0
WORKER'S COMP INSURA	357	0	0	357	0%	357	0	0	0	0	0
REPAIR & MAINTENANCE	3,197	1,867	2,000	1,330	100%	1,196	3,200	2,665	179	319	137
SMALL TOOLS & EQUIPM	2,806	583	44	2,223	281%	2,762	1,000	926	33	74	0
PARKS-PLANTINGS & LA	2,901	4,375	1,250	(1,474)	39%	1,651	7,500	1,250	831	1,601	0
TREE BOARD AND BEAUT	0	2,333	2,431	(2,333)	0%	(2,431)	4,000	2,500	0	0	0
HOLIDAY DECORATIONS	613	2,508	2,331	(1,896)	14%	(1,718)	4,300	2,633	6,590	1,077	11,913
CULTURAL ENRICHMENT	0	0	1,250	0	0%	(1,250)	0	1,250	3,000	3,000	2,000
MOSQUITO CONTROL	2,812	4,200	0	(1,388)	39%	2,812	7,200	0	0	0	0
WEED CONTROL	0	3,063	0	(3,063)	0%	0	5,250	0	0	0	0
<b>Total Expenditures</b>	<b>25,703</b>	<b>51,707</b>	<b>16,939</b>	<b>(26,004)</b>	<b>29%</b>	<b>8,764</b>	<b>88,641</b>	<b>20,126</b>	<b>18,403</b>	<b>13,001</b>	<b>18,106</b>

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Town of Onancock  
Cash & Reserve Report  
As of January 31, 2022

**General Ledger**

Cash on Hand	\$	364,250
Idle Cash Fund	\$	1,030,854
General Fund Reserve	\$	418,947
Grant or Special Project Fund	\$	253,779
ARPA Fund	\$	628,451
Utility Reserve	\$	710,754
Capital Asset Fund	\$	<u>145,948</u>

Total Cash and Reserves \$ 3,552,983

Net Cash & Reserves \$ 3,552,983

Reserves (Using FINANCIAL POLICIES)

General Fund Reserve

(30% Budgeted Revenue)

2021 Budgeted Revenue	\$	1,404,840
Less: Water Revenue	\$	-
Less: Sewer Revenue	\$	<u>-</u>

\$ 1,404,840  
30%

General Fund Reserve \$ 421,452

Capital Asset Reserve

(25% of 5-Year Capital Expenditure Plan)

\*\*5-Year CAPEX

\$ 582,000  
25%

CAPEX Reserve \$ 145,500

ARPA Funds

Amount Received	\$	628,216
Amount Spent	\$	<u>8,287</u>

ARPA Funds Remaining \$ 619,929

Utility Reserve (WATER ONLY - NO SEWER)

(A) 120-Days of Budgeted Operating Expenditures

2022 Budgeted Expenditures	\$	441,401
Divided by 365 times 120	\$	<u>145,118</u>

(B) 3R's (Repair, Replace, Rehab) - 30% of Accumulated Depreciation

***Accumulated Depreciation at 6/30/21	\$	2,137,095
	30%	<u>641,129</u>

\$ 641,129

(C) Unbudgeted Street Repairs

\$ 15,000

\$ 801,247

Special Revenue Fund Reserve

\$ 250,000

RESERVES REQUIRED PER POLICY

\$ 1,816,676

Current Cash on Hand (less ARPA and Required Reserves)

\$ 1,736,307

Estimated Remaining FY Revenue

\$ 791,304

Estimated Remaining FY Expenditures

\$ (1,446,926)

Estimated Expenditures Up To FY23 Tax Day

\$ (1,400,000)

Estimated Inc/(Dec) to Reserves at 6/30/2022

\$ (319,315)

Estimated Unappropriated Reserve (On Hand Less Required Reserve plus Increase/(Decrease) in Reserves at 6/30/22)

\$ 1,416,992

Town of Onancock  
Capital Budget  
5-Year Plan

Asset Description		2022	2023	2024	2025	2026
<b>Equipment</b>						
Backhoe	(no replacement needed within the next 5-years, probably in 8 years)					
Bobcat	(no replacement needed within the next 5-years)					60,000
<b>Vehicles</b>						
Building & Streets Truck (F-150)					50,000	
Parks & Landscaping Truck (Ranger)						
Water Department Truck (Van)			68,000			
Small Dump Truck	\$ 78,000	\$				
Chipper	\$ 39,000	\$				
Dump Trailer	\$ 18,000	\$				
Large Dump Truck	(expect to sell and use trade in to offset the cost of other capital items)					
Tractor	(no replacement needed within the next 5-years)		\$	7,000		
Zero-Turn Grass (48")						
Small trailer						
Car trailer						
Mower Deck						
Bush Hog						
<b>Façade/Landscaping</b>						
Street Lights (\$4,000 each)	\$ 16,000		\$	60,000	20,000	36,000
Benches/Waste Cans (\$1,800 each)		\$	3,600	7,200	7,200	
Signs		\$	20,000	36,000	36,000	20,000
<b>Furniture &amp; Fixtures</b>						
No individual item cost expected to exceed \$5,000 capital threshold						
<b>Technology</b>						
No individual item cost expected to exceed \$5,000 capital threshold						
<b>Total Capital Expenditures</b>	\$ 151,000	\$ 91,600	\$ 110,200	\$ 113,200	\$ 116,000	\$ 582,000
<b>Other Financial Data</b>						
USDA Payment (10 year, 2.75%)	\$	(15,625)	\$ (15,625)	\$ (15,625)	\$ (15,625)	\$ (15,625)
USDA Payment (7 year, 2.75%)	\$		(10,812)	(10,812)	(10,812)	(10,812)
USDA Payment (7 year, 2.75%)	\$			(7,950)	(7,950)	(7,950)
USDA Payment (7 year, 2.75%)	\$					(9,540)
Cash Outlay (Operating Budget)	\$	(15,625)	\$ (26,437)	\$ (33,437)	\$ (34,387)	\$ (43,926)
Use of Reserves	\$			(103,200)	(63,200)	(56,000)

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Town of Onancock  
Grant Summary  
As of November 30, 2021

Description	Expenditure	Reimbursement	Cost/(Surplus, Left-to-Spend)	Status
CARES ACT I: Accomack County (\$106,333)	\$ 106,333.00	\$ 106,333.00	\$ -	Closed
Local Public Assistance: FEMA	\$ 6,454.57	\$ 6,761.57	\$ (307.00)	Closed
CARES ACT II: Accomack County (\$106,333)	\$ 106,333.00	\$ 106,333.00	\$ -	Closed
N.E. Planning Grant: CDBG (\$40,000)	\$ 25,213.27	\$ 22,318.16	\$ 2,895.11	(additional agreed to by Council)
Small Business Recovery: CDBG (\$495,000) SBRA Grant	\$ 391,290.38	\$ 436,290.38	\$ (45,000.00)	Paid OMS from this, \$12k total
White Oak: Forestry (\$4,250) Tree Work	\$ 2,050.00	\$ -	\$ 2,050.00	Wait for Lightning Protection and removal of asphalt
Boater's Improvement Grant (BIG) (\$40,034/\$54,100) Maintenance Advertising	\$ 17,878.25	\$ -	\$ 17,878.25	
	\$ 7,000.00	\$ -	\$ 7,000.00	
	\$ 24,878.25	\$ -	\$ 24,878.25	Open - Projects underway
Boat Ramp: VPA (\$166,477) Ramp - Engineering and Const.	\$ 151,245.60	\$ 154,521.00	\$ (3,275.40)	Final accounting underway
	\$ 151,245.60	\$ 154,521.00	\$ (3,275.40)	
Bulkhead: VPA (\$270,000) Bulkhead - Engineering and Const.	\$ 8,875.00	\$ -	\$ 8,875.00	Wait for reimbursement
	\$ 8,875.00	\$ -	\$ 8,875.00	
ARPA	(Not to Exceed Budget)			
Police Generator	\$ 50,000	\$ -	\$ 50,000	Quotes received
GIS Water System	\$ 100,000	\$ -	\$ 100,000	Engineer contacted
Police Dept/Public Bathroom Renovation	\$ 295,000	\$ -	\$ 295,000	Surveyor retained
Dog Park	\$ 25,000	\$ -	\$ 25,000	Design beginning
Northeast Park	\$ 35,000	\$ -	\$ 35,000	Idle
Remove Wood Shop	\$ 8,000	\$ 8,000	\$ -	Complete
Tower Paint and Seal	\$ 165,000	\$ -	\$ 165,000	Project underway
Hypo Tank	\$ 8,000	\$ 5,175	\$ 2,825	Project underway - Jan 2022 est
Security	\$ 10,000	\$ -	\$ 10,000	Idle
Electric at Tower	\$ 5,000	\$ 1,205	\$ 3,795	Underway
Air Conditioning Town Hall Upstairs	\$ 20,000	\$ -	\$ 20,000	Idle
Matching Grant for Onancock Business Facades	\$ 90,000	\$ -	\$ 90,000	Program design underway
Sunset Park	\$ 40,000	\$ -	\$ 40,000	Idle
Touchless Faucets Little League	\$ 3,500	\$ -	\$ 3,500	Idle
Drainage Ditch Cleanup	\$ 7,500	\$ -	\$ 7,500	Idle
Valve Isolation	\$ 65,000	\$ -	\$ 65,000	Idle
Duckbill at Wharf	\$ 10,000	\$ -	\$ 10,000	Idle
Clean out under floating docks	\$ 90,000	\$ -	\$ 90,000	Permit process beginning
Downtown aesthetic	\$ 35,000	\$ -	\$ 35,000	Idle
Town Square repairs	\$ 8,500	\$ -	\$ 8,500	Idle
Walking path at Little League complex	\$ 20,000	\$ -	\$ 20,000	Idle
ESCADY Support	\$ 100,000	\$ 50,000	\$ 50,000	Check to be cut Jan 2022
Stormwater Mgt	\$ 65,932	\$ -	\$ 65,932	Idle
	\$ 64,380.23	\$ 628,216.00	\$ (563,835.77)	
Grand Total	\$ 887,053.30	\$ 1,460,773.11	\$ (573,719.81)	

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**Town Council:** Ray Burger, Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald  
**Mayor:** Fletcher Fosque | **Town Manager:** Matt Spuck

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## Town Manager Report

Period Ended February 22, 2022

### **HRSD:**

The first phase of the project was completed on January 21, 2021, where all town debt for the sewer plant was relieved and the ownership and operation of the plant transferred to HRSD.

The agreement for the second phase was signed on February 18. This phase transfers ownership of the collection system to HRSD. While signed, the effective date of this transfer does not formally occur until the six pumping stations are transferred. This is basically a property closing for each station, requiring surveying, and deed and title work. This is happening now. As soon as the six are transferred, the clock starts on our other projects, like water meter replacement and Jefferson Street sewer project.

The Town now pays HRSD at the Wholesale Rate on volume entering the plant through the Influent Meter. The first 2-weeks volume totaled slightly more than 2.6m gallons. The big project we have now is to ensure we are billing customers for all those gallons. Generally, this means that our use through water meters and pump station meters reconcile to the Influent meter at the plant.

In addition to this reconciliation, we need to adjust all Town ordinances relating to water and sewer rates and policies to account for the transfer.

All this needs to happen before we formally transfer the entire collection system to HRSD.

### **POLICE:**

The police department continues to post for the opening for its fifth officer. No candidates have surfaced. The ad is placed in the Post, using Indeed, that state police site, and our website and Facebook.

The two officers who graduated from the Academy have completed their supervised hours and are now patrolling independently. Our coverage has increased dramatically, and we have very few hours each week without police on duty.

We are continuing to investigate a camera system that would meet the needs and budget of our small town. We are securing one camera as a test for its connectivity and performance. The installation of this free camera has not been scheduled yet.

Chief Williams was able to secure a grant for technology replacement and another grant to cover for overtime. In addition to the Highway Safety Grant, our overtime budget is substantial and virtually paid for with grant funds. This overtime will give us better traffic enforcement in troubled areas as well as patrolling coverage during hours that would normally be left unattended by police.

### **STAFFING:**

The office is now fully covered, and computer training is underway for systems Debbie did not use previously. With the Wharf opening back up, Craig is no longer able to support the Public Works department. We were able to hire Mike Colona for the opening and he will begin work on March 7.

Hiring for the marina attendants has started for the boating season

Victor's apprenticeship for his Water Technician License is underway. It is a 4,000 hour apprenticeship. Each area of responsibility of his position is included in the requirement for hours. His apprenticeship is managed and monitored by Virginia Rural Water Authority (VRWA).

### **BUDGET 2023:**

The process for completing and presenting a budget for Town Council's consideration is well underway. I will be ready to present preliminary figures and make recommendations at the annual Town Council budget workshop, which should be scheduled at the Feb. 28 Council meeting. I solicited Council for any requests for additions or amendments to the 2023 draft budget. Those items will be included in the first draft. We will invite public comment on the 2023 Budget at an upcoming public hearing.

### **OPERATIONS UPDATE:**

- The Harbormaster building has been opened for maintenance and cleaning. You should see a lot of activity like cleaning, painting, etc. to get ready for the season. The slips open for business on April 1.
- I am still trying to secure golf carts to rent for the season. This is very difficult! We are looking at carts to buy or rent. If we need to purchase carts, I will be coming forward to Council with costs and terms.
- The VTC ARPA grant that is coming to Accomack County for its use and DMO use is finalizing its distribution. It is very likely that Onancock will be distributed \$50,000 of this grant. Now that I have a figure to work with, I will be putting together a spending plan for it with exact quotes. Before any appropriation is made or considered, Council will approve.
- You will see in your agenda that USDA has awarded us a fantastic grant and loan for the purchase of the equipment in our capital budget. The grant is for \$46,800 with a loan of \$87,000. The increase in costs between original quotes and final orders placed after we received notice of the award of \$5,000 will be paid for out of the operating budget. The landscape truck was ordered several months ago and as of 2-weeks ago, assembly has not started. The chipper was ordered, but the lead time will mean delivery in September. The trailer will be on-site by the end of this week.
- The cost study was completed, and bids completed for the purchase of the new lawn mower. The cost was less than anticipated. We contracted with the Friends of Onancock School to perform the lawn cutting services at a fixed price of \$4,500 per year for three years (which saves them over 10%). With these new funds coming in, and our new staff member, and the savings of not outsourcing much of our own lawn care, the return on investment is approximately 1-year. I am notifying the current vendor of our decision to discontinue services.
- The advertising season has started. We have one ad template that we will use in all publications to ensure continuity of image and message. The publications the town is advertising in are Waterways Guide, Prop Talk, Spin Sheet, Northern Virginia, Virginia Living. This campaign is distributed between boater and non-boater messages and all fits within the current operating budget.
- I met with Scott (Chairperson of the Planning Commission) to lay out a schedule of meeting topics for Planning Commission for the next 12-months. This will allow for more thoughtful and strategic conversations that Commissioners can think about ahead of the meeting. We will send this schedule to Commissioners and Council members after it is finalized.
- The Town and Main Street partnered to submit for an advertising and marketing grant to VTC for DMO's only. VTC=Virginia Tourism Commission, DMO (which we are one) = Destination Marketing Organization. Should we receive the grant of \$20,000, the town will receive half and OMS the other half. Main Street did all the work to submit the application to VTC.
- The Northeast Revitalization Grant management team has its first meeting with the state and A-NPDC on March 2. From there, we should be able to give you and residents a clearer picture of timeline and project updates.
- We need to install water meters in all buildings in town. The remaining buildings that receive water service without a meter, that we know of at this point, are the Firehouse and the Verizon building. I spoke with Chief James about this some time ago, and discussed with Council a "First Responder" water rate. The Verizon building needs to have a meter installed. Both projects will be scheduled soon.

- We have 3 water lines to run: kayak landing, dog park, and public works yard on Hartman. These projects will be started soon.
- I am meeting with the paving contractor to make a list of all street repairs/water leak repairs the town staff has made and get a quote to have them professionally paved this Spring.
- HRSD retained Branscome to pave Jackson St. They are in the engineering and design phase working with VDOT. Schedule has not been set and I will communicate with residents when we have a date.
- There is a water leak underground at the intersection of Waples and Jackson streets. We will repair this when we get the backhoe back from being repaired.

**ARPA PROJECT UPDATES:**

Because of staff changes, limited work has been done on ARPA projects this month.

- The surveying that needed to take place at the marina for the dredging project was performed last week. The next step will be to get an estimate of the volume to be dredged for site work preparation.
- The cement pad for the hypochloride tank is scheduled for this week, weather depending.
- The water tower is completed and back online.
- We distributed the first of two \$50,000 checks to ESCADV.
- My planning document for the timing of all projects is underway and will be shared when available.

END OF REPORT