

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

Town of Onancock

Town Council Meeting

October 24, 2022, at 7:00 p.m.

Agenda

1. Call to order and roll call
2. Pledge of Allegiance
3. Motion to approve meeting minutes – August 22, 2022, Town Council meeting
4. Motion to approve meeting minutes – September 22, 2022, Town Council meeting
5. Public Presentation: Historic Onancock School
6. Public Hearings
 - a. Homestay – 12 Lake
 - b. Zoning Change – Marshall Street Extension
7. Council discussion:
 - a. Score Town Plan proposals
8. Public Comment
9. Committee Reports
 - a. Personnel (Joy Marino)
 - b. Planning Commission (Fletcher Fosque)
 - c. Waterfront (Fletcher Fosque)
10. Mayor's Report
11. Town Manager's Report
 - a. Manager's Report
 - b. Financial Report
 - c. Project Updates
12. Town Councilmember comment
13. Closed session, if necessary
14. Adjourn

**Town of Onancock
Town Council Meeting
Monday, August 22, 2022
7:00 PM**

1) Call to order and Roll Call:

Mayor Fletcher Fosque called the meeting to order at 7:00 PM and roll was called. Mayor Fletcher Fosque and Councilmembers Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald were present. Councilmember Ray Burger was not present. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present. A quorum was established.

2) The Pledge of Allegiance was recited.

3) Consideration and Approval of July 25,2022 Meeting Minutes:

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

4) Public Business:

a) Public Hearing – Homestay application – 43 North St.

Town Manager Spuck spoke with the applicant explaining the Homestay property must be able to serve as homeowner's primary Onancock residence per Section 38-77 (3) d. The applicant has withdrawn the application and may reapply at a later date.

5) Council discussion:

a) Marshall St. extension – (this agenda item was added after distribution of Town Council packet) Town Manager Spuck spoke with the owners of the parcels about the development of houses at the end of Marshall St. There are three parcels. One has building plans completed and the other two have been surveyed. Manager Spuck asked Town Council to consider a two-year project to extend the road. Phase one will add a crushed concrete base while phase two will tar and chip. The road extension will be designed to current VDOT specifications. Councilmember Nock moved that Town Council adapt the first step of 6" concrete crush base road, 20 ft. wide to VDOT standards for the connection of Marshall between Kerr and Waples. Councilmember Gillespie seconded the motion. The motion passed with a 5-0 vote.

b) Financial report format – Councilmember Holdren presented samples of financial reports. (The samples will be posted with approved minutes.) After Town Council discussion, several ideas were presented. Town Manager Spuck will revise the format.

6) Public Comments

a) Tom Hines – Accomack Town Council – Mr. Hines asked for assistance in the "Save our School" campaign. The Accomack County School Board has priced the cost of renovating the school or building a new structure. It was reported the cost to renovate would only be slightly more than new construction. He urged former school attendees to reach out to the Board of Supervisors to ask for the preservation of the school's historic aesthetic appeal.

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b) Brandon Brockmeier- 12 King St – Brandon spoke on behalf of Peaches Dodge thanking the Town Council for expediting the last payment of \$50,000 for Eastern Shore Coalition Against Domestic Violence (ESCADV) from ARPA funds.

7) Committee Reports

- a) Personnel – Councilmember Marino reported the Employee Handbook is ready for review by the new Town lawyer. The town office has been in contact with three firms.
- b) Planning Commission – Mayor Fosque reported the B-2 district was reviewed. The next meeting is Monday, October 3, 2022.
- c) Waterfront –Waterfront committee did not meet in August.

6) Mayor’s Report –no comments.

7) Town Manager’s Report

- Jackson St paving started. A sewer line was crushed but HRSD repaired the damage.
- Holly St drainage – The Town was charged by VDOT to install culverts and clear overgrowth on drainage easement before they begin their work. VDOT will manage the storm water drainage.
- Historic Onancock School – survey of school property is required for a grant application and potential funding. The quote from Shoreline Survey is \$3,900. The school director, Joani Donahoe asked for the Town’s help with this expense. She plans to reimburse the town if the grant funding is approved.
- Town Plan update – the RFP was emailed to five firms. The deadline for proposal submission is September 9, 2022. An amendment to change the work completion date from December 31,2022 to March 31, 2023 was sent to all firms.

Councilmember Marino moved for Town Council to have a closed session to discuss a real estate matter [as per Section 2.2-3711 (A)(3)]. Councilmember Holdren seconded the motion.

9) Closed Session

Mayor Fosque called the closed session to order at 8:17 PM.

Councilmember Marino moved to adjourn closed session at 8:31 PM and certify by individual vote that the only discussion was the matter described in the motion to enter closed session.

Councilmember Holdren seconded the motion.

All present councilmembers voted yes.

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10) Open Session

Councilmember Oswald moved to decline the offer to sell 9 Watson St. Councilmember Nock seconded. The vote passed with 5-0 vote.

11) Adjourn

Councilmember Oswald moved to adjourn the meeting. Councilmember Nock seconded. The motion passed 5-0.

The meeting adjourned at 8:48 PM.

Mayor, Fletcher Fosque

Town Clerk, Debbie Caton

Town of Onancock
Town Council Meeting
Monday
September 26, 2022
7:00 P.M.

Call to Order and Roll Call:

Mayor Fletcher Fosque called the meeting to order at 7:00 P.M. Mayor Fosque and Councilmembers Ray Burger, Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald were present. All members were in attendance and a quorum was established. Town Manager Matt Spuck, Police Chief Eric Williams and Deputy Clerk Mariellen Mearsheimer were also present.

The Pledge of Allegiance was recited.

Consideration and Approval of the Regular Town Council Meeting Minutes from August 22, 2022:

Councilmember Joy Marino moved to approve the minutes. Councilmember Cynthia Holdren seconded. Discussion followed. Councilmembers unanimously agreed the Regular Town Council Meeting minutes from August 22, 2022 would be considered at a future time. Councilmember Joy Marino withdrew the motion.

Police Chief Report:

Police Chief Eric Williams gave the Police department's first quarter report covering the months June through August 31, 2022. Highlights included the hiring of a fifth Police officer, officer training in radar and taser, officer participation in forty on-line courses on various subjects and the coverage of some work and overtime hours with grant money. He stated officers responded to nine-thousand two-hundred events, which included sixty-three citizen complaints, four mental health events, five welfare checks, eighty-seven resident checks, twelve business complaints and three-thousand one-hundred special patrols. Chief Williams also stated one hundred summonses were issued which included fifty-two for speeding, fourteen for seat belts and child seats, and seven for hands free, relating to cell phone use. Lastly, he reported fifty-three incident reports which included seven breaking and entering (B&E), five assaults, thirteen trespassing and five domestics. Discussion followed.

Public Hearings:

None scheduled.

Council Discussion:

- a) "Save Our School" campaign discussion

Town of Accomac resident and Council member Tommy Hines made a plea to the Town of Onancock for a letter of support for the renovation of the Accomac School. Discussion followed.

Councilmember Cynthia Holdren moved to send a letter of support. Councilmember Thelma Gillespie seconded. The motion was approved by unanimous voice vote.

b) Grants for which Onancock can apply (VDOT, BRIC)

Town Manager Matt Spuck presented Council with two grant opportunities for the Town: VDOT's Transportation Alternative Program and the Building Resilient Infrastructure and Communities (BRIC) grant program. Discussion followed. Council agreed to move forward with the grant process. See agenda for additional information about the grants.

c) Town Attorney

Town Manager Spuck introduced Eric Gregory an attorney with Hefty Wiley and Gore, P.C. a firm from Richmond Virginia who joined the meeting via Zoom. Mr. Spuck stated the firm specialized in municipal law and offered fixed pricing (two-thousand dollars a month, twenty-four thousand for the year) so the Town will know exactly what to budget. Mr. Gregory gave a brief overview of his firm and described their business model and fee structure. Discussion followed.

Councilmember Cynthia Holdren moved to hire attorney Eric Gregory. Councilmember Sarah Nock seconded. An individual voice vote was held. Councilmember Ray Burger voted yes, Councilmember Thelma Gillespie voted yes, Councilmember Cynthia Holdren voted yes, Councilmember Joy Marino voted yes, Councilmember Sarah Nock voted yes and Councilmember Maphis Oswald voted yes. The motion passed with six yes votes.

Mayor Fosque asked Councilmember Cynthia Holdren to serve on the Façade Grant Improvement Committee as a representative for the Town Council. Councilmember Holdren agreed.

Public Comment:

Town resident Priscilla Hart, 21 Market Street, had concerns about lighting and safety and wanted to know when these issues would be addressed. She hoped it would be by the end of the year. She also had concerns about parking and wanted to know if we were hiring a consultant. She was concerned the shopkeepers and workers were taking up parking meant for customers. Ms. Hart was also concerned about the cat population in Town. She sent her concerns to the Councilmembers in an e-mail.

Marie Spangler, North Accomack Community Cats, spoke of the need to neuter feral cats in Onancock before the cat population gets out of hand. She provided an information packet to Councilmembers and stated she could bring the Neuter Scooter to Town for a cost of

two-thousand six-hundred dollars which would neuter about twenty-eight to thirty cats. The Town Council took no action on the matter.

Town Resident Brenda Smith, 12 Market Street, wanted to express her appreciation to the Town Council for supporting the Town of Accomac's efforts to save the Accomac School. She hoped that each Town on the Shore would support each other.

Added Agenda Item: Town Plan

Town Manager Spuck informed the Council there were four proposals for the Town Plan. Mayor Fosque had the Town Manager explain the RFP process. Mayor Fosque was disappointed there were not more proposals and wondered if the tight time frame may have eliminated some companies that were interested in bidding. Mr. Fosque wanted to know if it would help to try and get more bids. Mayor Fosque asked if the Council was interested in re-advertising since nothing pressing had to be done in the next month. He stated it could be a slower process. Discussion followed. Mayor Fosque suggested the Council set up a special meeting to continue the discussion after he gets back from the VML conference.

Committee Reports:

a) Personnel

Councilmember Joy Marino reported that the personnel committee had finished the review of the personnel policies, copies of which would be made available to the council for review.

b) Planning Commission

Mayor Fosque stated there was no meeting.

c) Waterfront

Town Manager Spuck reported the marina had a few more reservations for the month, the marina would be closing for the season on October 31, 2022 and after that date work on the bulkhead would begin.

Mayor's Report:

Mayor Fosque reported he will be attending the Virginia Municipal League (VML) conference. He also reported that Frasier, the company working on our public bathroom project, will be delayed until the end of September 2022 due to a fire in the Town of Tappahannock.

Town Managers Report:

a) Manager's report; See agenda

b) Financial Report; See agenda

c) Project Updates; See agenda

Town Council Comments:

Joy Marino attended the Cokesbury reception at the Historic Onancock School and stated if you missed the juggler, she was sorry and that she then went to Foggy Place, it was a great day.

Sarah Nock asked about the building on King Street that was taken down and if someone needed a permit to take a building down. She also asked if there were any plans for the space. Town resident Glenn Smith, 12 Market Street, stated Accomack County does require a permit to take a building down. Town Manager Spuck did not know of any plans for the site.

Adjourn:

Councilmember Maphis Oswald moved to adjourn. Councilmember Sarah Nock seconded. The motion passed with a unanimous voice vote.

The meeting adjourned at 9:10 P.M.

Fletcher Fosque, Mayor

Mariellen Mearsheimer. Deputy Clerk

The Pavilion at Historic Onancock School



The Pavilion Campaign

The Pavilion will feature a 2000 square foot stage, theatrical lighting and sound systems and lawn seating that will initially accommodate 500 people. It will allow Historic Onancock School to host both free and paid performances by local, regional and national groups.

- Provide the performing arts to our community & visitors including music performances, live theater and outdoor movies
- Expand on our educational programming
- Embrace our diverse community to attract all age groups and cultures
- Expand our audience drawing from a 50 mile radius from Delmarva into Hampton Roads
- Provide a venue for partner organizations to hold events
- Allow the Historic Onancock School to increase its stream of earned income that can be returned to maintaining the site and continuing improvements

Making a Community Place

The Historic Onancock School has been a center for artists, artisans and community groups for 15 years.

During these 15 years we are proud of these accomplishments:

- Provide studio space to artists, artisans, entrepreneurs and nonprofits
- Offer a large Gallery space for events & rentals
- Provide space as a business incubator
- Over 10,000 visitors in post-pandemic 2021-22 who attended events, meetings or outdoor activities.
- Installed a handicap lift to allow improved access to our community center and studios
- Offer the community & visitors premier spaces on 14 acres to enjoy outdoor recreation:
 - A guided nature trail
 - A new playground with picnic and seating areas, all ADA accessible
 - A disc golf course
 - Spacious athletic fields used for soccer camps, pick-up games and leisure recreation



Who we serve

Virginia's Eastern Shore has a population of over 45,400 with a wide range of diversity in age and ethnicity.

- 20% under 18 years and 25% over age 60.
- 28.6% African American, 9.5% Hispanic, over 60% white
- Over 30 % of shore children under age 17 live in poverty and who would benefit from free cultural experiences through performance.
- More than 55% of our present event rentals are to African American & Hispanic citizens

The Pavilion as Economic Generator

Events at the Historic Onancock School's Pavilion will attract increasing numbers of local and regional visitors to Onancock and surrounding towns on Virginia's Eastern Shore. This will bring revenue to shops, restaurants, bed-and-breakfasts, local hotels and other businesses, as well as increase the transient boating traffic to our deep-water harbor. The growth of the venue will create both seasonal & year around employment and volunteer opportunities.



Bold Ideas call for creativity in funding

Use of ARPA funds and Town Reserves will boost the pavilion campaign to develop the campus at HOS into a green space development embracing cultural, artistic & educational opportunities, recreation and open access for the community to grow and thrive. Our allocation request is for \$100,000 in two distributions one in 2022, the second in 2023.

STAFF REPORT

12 Lake Street, Onancock, VA 23417

To: Town Council
Case Number: SUP 10:24:02
Tax Map: 85A2-21-7

Date: October 24, 2022

From: Matt Spuck

General Information

<i>Applicant</i>	Kenpar, LLC
<i>Owner of Record</i>	Kenpar, LLC
<i>Requested Action</i>	Special Use Permit for Homestay at 12 Lake St.
<i>Location</i>	12 Lake St., Onancock, VA 23417
<i>Existing Land Use</i>	The parcel is currently zoned R-1A, Residential 1A.
<i>Adjacent Land Use</i>	The surrounding properties are designated R-1A

Analysis

The applicant is requesting a permit to use a three-bedroom, one-bathroom home as a Homestay. The application meets the criterion of §38-77 of the Onancock Town Code. The closest operating Homestay is located at 60 Kerr Street, which is well outside the required spacing buffer required between Homestay properties. The owners do not own any other Homestay properties in Onancock. There is sufficient off-street parking. Adjacent Property Notifications were hand delivered to each abutting property as required by §38-497.

Conclusion

It is staff's opinion that the application is consistent with intent found within the Town Code section 38-77 and recommends that Town Council consider this application as submitted.

Suggested Motion

Mr. Mayor, I move to approve SUP 10:24:02 with the following requirements:

- Up to six guests may occupy the Homestay at any one time.
- All guests must park in the off-street spaces provided.
- The owner agrees with the terms of §38-77 as adopted by Town Council on February 28, 2022.
- The owner agrees to file Transient Occupancy Tax reports quarterly, as required by §16-72 through §16-81, even if there is no revenue to report.
- The owner agrees to provide the Town with any online travel agent used to list the property for rent as a Homestay.

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

October 17, 2022

Adjacent Property Owner Notification – hand delivered

Re: 12 Lake Street Onancock VA 23417

Kenpar, LLC (Jackson Lancaster) of 12 Lake Street has properly submitted a Special Use Permit application to request that 12 Lake Street be permitted to operate a Homestay. A Homestay is defined as a short-term rental property in which guests may rent space for no more than three weeks. These properties are commonly rented through online travel agencies such as AirBnB or VRBO.

As a neighbor, we notify you of the application and invite you to speak at the October 24, 2022, Public Hearing at the normally scheduled Town Council meeting that takes place at 7:00pm in the Town Hall located at 15 North Street. This is a live meeting, and no public comment will be entertained from remote attendees. You may submit your comments to me via mail or email, if that is more convenient for you. We encourage you to share your thoughts with Town Council to better inform their decision.

The application and the Staff Report are attached for your review and convenience.

The application meets the criterion required in the Town Ordinance §38-77. Town Council makes their decision based on compliance with current ordinance and strongly considers the opinion of neighbors. Your voice is important.

If you have any questions, please feel free to contact me directly.

Many thanks,

Matt Spuck
Town Manager
Matt.Spuck@Onancock.com

TOWN OF ONANCOCK

15 NORTH STREET
ONANCOCK, VIRGINIA 23417

RECEIVED
SEP 30 2022
TOWN OF ONANCOCK

SPECIAL USE PERMIT APPLICATION

Applicant's Name: Jackson Lancaster

Address: 101 Dogwood Dr., Greenville, NC 27834

Telephone: 252-402-9067

Date: 09-30-2022

Location & Legal Description of Property Proposed* : The home is located at 12 Lake Street, Onancock, VA 23417. The legal description of the property is KELSO LOT 7.

No. of total guests (for homestay applicants only): 4

No. of proposed parking spaces (for homestay applicants only): 1

Parcel Number: 85A22100000700

Zoning Classification: Residential 1A ✓

Name and telephone number for local emergency contact: Brittany A. Russell-Taylor
757-710-4233

Description of Proposed Use: ✓ We are wanting to rent the home on AirBnB for short term stays when we are not occupying the home. With the great location of this home, we felt it would be an asset to the town for couples and families to stay here while visiting and exploring the area.

(757) 787-3363
Phone

(757) 787-3309
Fax

www.onancock.com
Website

PAID
SEP 30 2022
BY: mk/ck # 1609
150.-

TOWN OF ONANCOCK

15 NORTH STREET
ONANCOCK, VIRGINIA 23417

I certify that the information listed above is true and accurate to the best of my knowledge,
and I will comply with all provisions of the Code for the Town of Onancock.


Signature of Applicant

9/30/2022
Date

***For requests to operate homestays, the applicant must attach a site plan that provides location of the home, setbacks from all property lines and the street, no. of proposed parking spaces, and traffic flow patterns entering and leaving the property. The zoning administrator will conduct a site visit of the property as part of the review of the application.**

(757) 787-3363
Phone

(757) 787-3309
Fax

www.onancock.com
Website

SITE PLAN

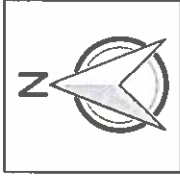
12 Lake Street

Onancock, VA 23417

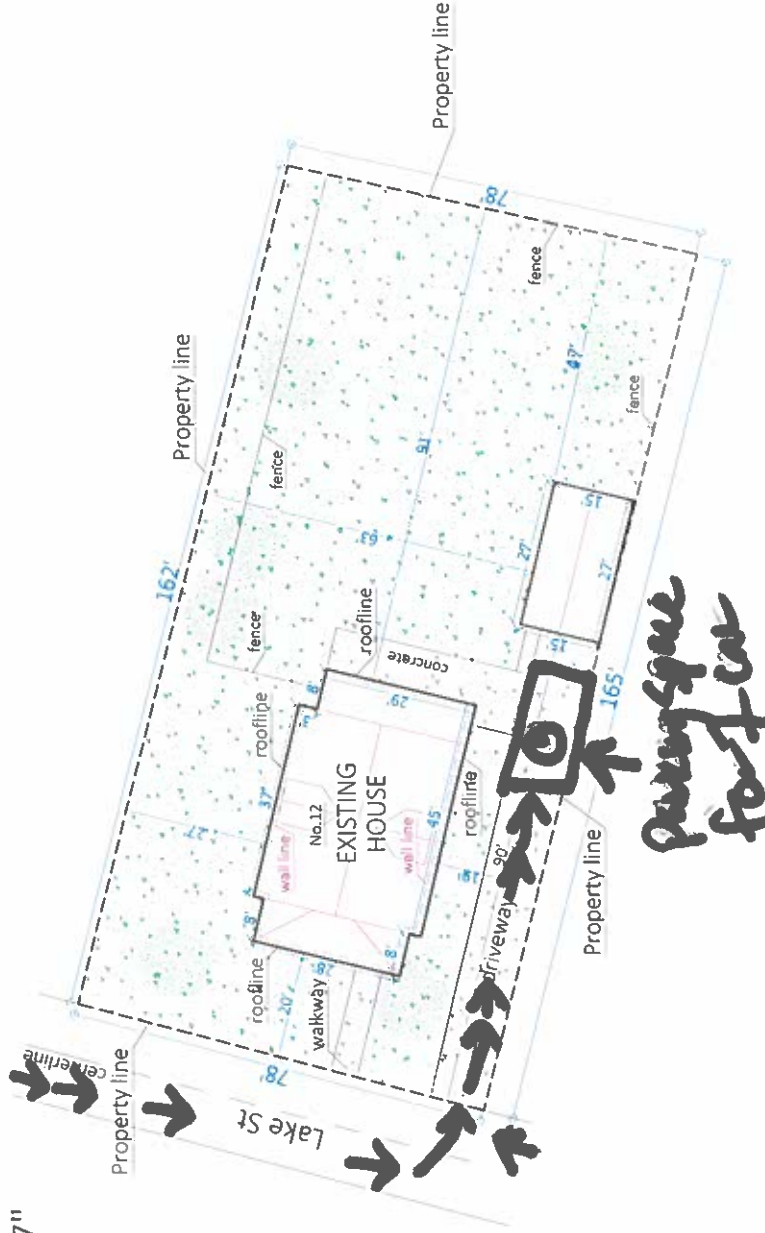
Parcel ID: 085A22100000700

Lot area: 0.29 Acres

Paper Size: 11"x17"



scale 1"=20'



Created by:



Accomack County, Virginia

Tax Map #:

85A2-21-7

Parcel ID:

085A22100000700

The assessment information is obtained from the total value of these tax map numbers...

85A2-21-7

Summary

Owner's Name

KENPAR LLC

No Data

Mailing Address

25020 SHORE PARKWAY SUITE 2A
ONLEY, VA 23418

Base Zoning

Note: Part or all of this area falls within the limits of an Incorporated Town. Please check with applicable Town for zoning classification within town limits.

Overlay Zoning

Tax District

14



Sale Information

Transfer Date:	4/27/2022 12:00:00 AM
Sales Price:	\$140,000
Grantor:	CF VENTURES LLC
Deed Reference:	2200 02194
Additional Ref:	Book 2
Additional Ref:	Page 70

Assessment Information

	New 2022 Assessment	Prior Assessment
Land Value	\$31,500	\$31,500
Improvement	\$103,300	\$78,900
Total Value	\$134,800	\$110,400

The assessment information is obtained from the total value of these tax map numbers...

85A2-21-7

Land

Property Class:	100-Incorporated Town
Legal Description:	KELSO LOT 7
Land Description:	HOMESITE - PAVED ROAD
Street Type:	Paved

Electricity:	No Data
Gas:	No Data
Sewer:	Y
Water:	Y

Building

Building Type:	DWELLING	Total Rooms:	5
Description:	Single family	Number of Bedrooms:	3
Stories:	2	Number of Baths:	1
Year Built:	1935	Number of Half Baths:	No Data
Finished Sq Ft:	1433	Heat Type:	Forced hot air-gas
		Air Conditioning:	P

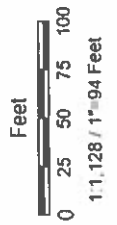
Construction		Additional Data	
Foundation Type:	Full Crawl	Attic:	None
Construction Type:	Wood frame	Finished Attic Sq Ft:	No Data
Exterior:	Asbestos siding	Basement Sq Ft:	No Data
Condition:	normal for age	Finished Basement Sq Ft:	No Data
Roof Type:	Gable	Attached Garage Sq Ft:	No Data
Roof Material:	Comp sh to 235#	Detached Garage Sq Ft:	312
		Deck Sq Ft:	No Data

DISCLAIMER: This data is provided without warranty of any kind, either expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. Any person, firm or corporation which uses this map or any of the enclosed information assumes all risk for the inaccuracy thereof, as Accomack County expressly disclaims any liability for loss or damage arising from the use of said information by any third party.

Accomack County, Virginia

Legend
Parcels

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



Title: Parcels

Date: 10/18/2022

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.



Town of Onancock

Application for Rezoning

Parcel Street Address: LOT 13 LOTS 14 + 15 MARSHALLS Parcel Tax Map I.D.: 85A2 - 14 - 13 85A2 - 14 - 14 AND 15

Current Owner Name: HARRY T AND PATRICIA H. PARKER

Current Owner Address: 19415 HARRIS LANE ONANCOCK VA 23417

Current Owner Email: COASTAL HOME SALES @ VERIZON.NET

Applicant Name: HARRY PARKER

Applicant Address: SAME

Applicant Email: SAME

Owner Telephone Number: 757-787-2261 Applicant Telephone Number: SAME

Current Zoning: RIA Requested Zoning: RI3

Proposed use of property: SINGLE FAMILY RESIDENTIAL

What purpose will be served by rezoning this property: PROVIDE ZONING CONSISTENT WITH ADJOINING PROPERTY ON KERR STREET

If the applicant is not the current owner, written authorization by the owner designating the applicant as the authorized agent for all matters concerning this request must accompany this application.

A fee in the amount of \$150 must accompany this application. If a public hearing is held, the cost of advertising said public hearing shall be reimbursed by the applicant no matter the outcome of the application.

Harry Parker
Patricia H. Parker
Applicant signature

8-5-22
Date

Town Manager signature Date

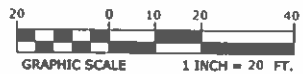
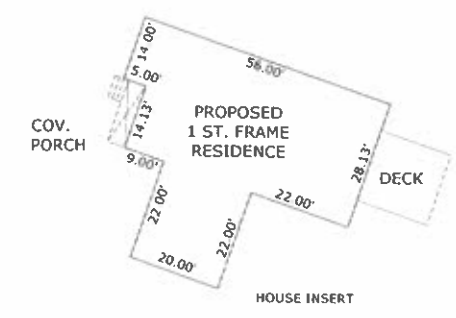
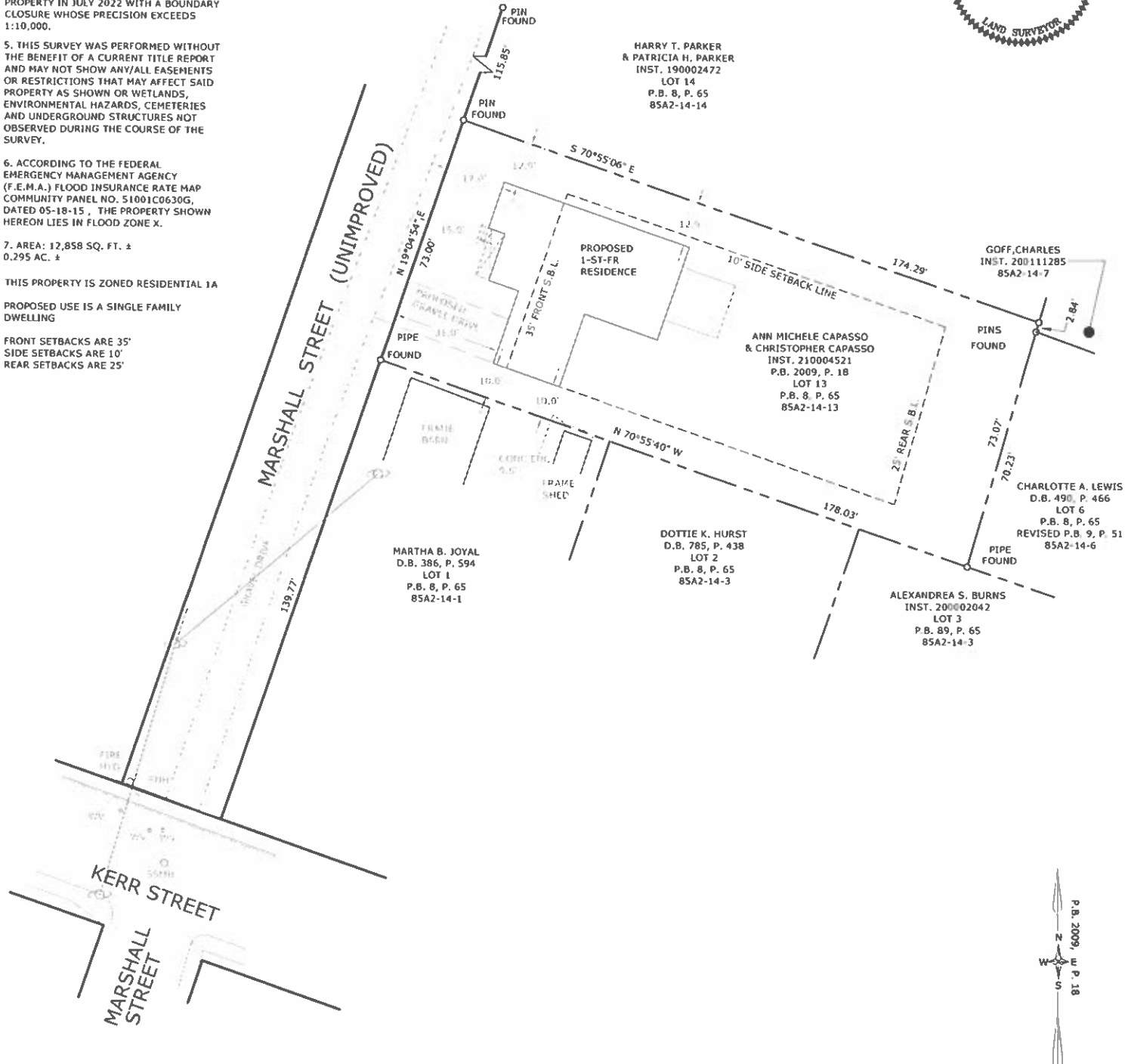
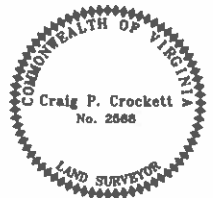
GENERAL NOTES:

- 1. OWNERS: ANN MICHELE CAPASSO & CHRISTOPHER CAPASSO
- 2. TAX PARCEL: 85A2-14-13
- 3. SOURCE OF TITLE: INST. 090000815
- 4. A SURVEY WAS PERFORMED ON THIS PROPERTY IN JULY 2022 WITH A BOUNDARY CLOSURE WHOSE PRECISION EXCEEDS 1:10,000.
- 5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A CURRENT TITLE REPORT AND MAY NOT SHOW ANY/ALL EASEMENTS OR RESTRICTIONS THAT MAY AFFECT SAID PROPERTY AS SHOWN OR WETLANDS, ENVIRONMENTAL HAZARDS, CEMETERIES AND UNDERGROUND STRUCTURES NOT OBSERVED DURING THE COURSE OF THE SURVEY.
- 6. ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (F.E.M.A.) FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 51001C0630G, DATED 05-18-15, THE PROPERTY SHOWN HEREON LIES IN FLOOD ZONE X.
- 7. AREA: 12,858 SQ. FT. ± 0.295 AC. ±

THIS PROPERTY IS ZONED RESIDENTIAL 1A
 PROPOSED USE IS A SINGLE FAMILY DWELLING
 FRONT SETBACKS ARE 35'
 SIDE SETBACKS ARE 10'
 REAR SETBACKS ARE 25'

SURVEYORS CERTIFICATION

I, CRAIG P. CROCKETT, A LICENSED LAND SURVEYOR, HEREBY CERTIFY THAT THIS PLAT WAS MADE BY ME AT THE REQUEST OF THE OWNERS AND THAT THIS SURVEY IS ENTIRELY WITHIN THE BOUNDARIES OF LAND COVERED BY THE DEED DESCRIBED HEREON AND THAT MONUMENTATION IS ACTUALLY IN PLACE OR WILL BE SET AT POINTS MARKED AS SHOWN HEREON AND THAT THEIR LOCATIONS ARE CORRECTLY SHOWN. THIS SURVEY IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY THE VIRGINIA BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS, AND LANDSCAPE ARCHITECTS. THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.



SITE PLAN
 PROPERTY OF
**ANN MICHELE CAPASSO
 & CHRISTOPHER CAPASSO**
 LOCATED IN THE TOWN OF
ONANCOCK
 LEE DISTRICT
 ACCOMACK COUNTY, VIRGINIA
 MADE FOR
 ANN MICHELE CAPASSO
 & CHRISTOPHER CAPASSO
 SCALE: 1"=20' AUGUST 2, 2022

20

POINT NORTH SURVEYING LLC
 P.O. Box 701, Onley, VA 23418 (757) 709-3008
 pointnorthsurveying@gmail.com
 DRAWN BY: CROCKETT FIELD BOOK: FILE COPY
 BACKTALK: CROCKETT PROJ. NO: 22072

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

RFP: 2022-02

Services for Town Planning

Contact Person: Matt Spuck, Town Manager

Submittals must be received in the Town Hall no later than September 9, 2022, at noon.

Deliver to:
Matt Spuck, Town Manager
Town of Onancock
15 North Street
Onancock, VA 23417

Matt.Spuck@Onancock.com (preferred delivery method)

Purpose/Background

The Town of Onancock Planning Commission prepared a Comprehensive Plan that the Onancock Town Council recently adopted. Onancock Main Street, a separate legal entity, has invested in visioning for our Downtown and retained a designer that created a new town logo, which was also adopted by Town Council. This Planning project is the culmination of many completed projects, extensive neighborhood conversations, and the scope and the tangible and narrowly defined deliverables are detailed herein.

The Onancock Town Council is the group spearheading this planning project and the organization selected will work directly with Council or a subset thereof.

Proposals submitted through the public procurement process are subject to public inspection in accordance with the Virginia Freedom of Information Act.

Scope of Services:

The Town of Onancock is interested in actionable plans and product specifications in the following areas:

- Lighting Plan
 - The Comprehensive Plan requires the Town to move toward becoming Dark Sky Compliant.
 - The actionable plan for lighting would create a town-wide lighting plan, varying lumens for use and location, and provide product specifications for street lighting that aligns with the character of each neighborhood and continuity throughout Town.
- Signage
 - The professional selected for this project would work with Town Council, and the design firm that created the new Town Logo, to develop designs and bid-ready specifications for five distinct purposes:
 - Town main entrance sign
 - Display options for community organizations to advertise events
 - Way-Finding signs that direct visitors throughout Town
 - Design of street signs, parking signs, and other signs and postings.
 - Town Wharf and Marina sign
- Parking
 - As the vibrancy in our Downtown increases, and spaces above retail are allowed to have residential and Homestay use, we want to protect parking during business hours for businesses and allow for adequate parking for new community members.
 - The deliverable for this aspect of the project would be a traffic and parking analysis providing current inventory and specific recommendations for maximizing our parking and achieving the objective mentioned.
- Strategic Recommendations
 - The firm selected would be required to have substantial time on-site, in town, touring and familiarizing with the Onancock's Character and land use.
 - The request is the consultant, after spending time, provide strategic feedback on items such as land use, park and open space, community wellness, and other matters that given the expertise of the firm, may help Onancock in its future planning. This report would not be more than 5-written pages.

Qualifications:

This project requires the following qualifications:

- Five or more years related experience in Master Planning, Land Use, or urban planning
- Significant experience working with municipalities
- Familiarity with the Town of Onancock, and its current Comprehensive Plan
- Extensive experience with group work and collaborative decision making
- Experience with creating Executive Summary reports on Master Planning
- Experience in creating cohesiveness in a diverse small community

Proposal Requirements:

Proposals should address the Scope of Services and should include the following information:

- Professional qualifications of project team
- Profile and history of the Firm
- Description of previous projects, including the Scope of Work, name of client, status of the project, and the year the work was completed.
- A statement of availability for all team members
- A list of current or upcoming projects your team is engaged
- Proposals including all attachments, brochures, covers, dividers, and all bid forms shall not exceed 20 pages.

Evaluation Criteria:

Proposals will be evaluated and scored based on the following criteria:

- Professional qualifications of project team (30 points possible)
- Quality of work experience on similar projects (30 points possible)
- Adequacy of availability of all team members (30 points possible)
- Expertise in sign and lighting design plans (15 points possible)
- Expertise in parking study and design (15 points possible)

Selection Process:

An evaluation team selected by Town Council will review all proposals received and score them using the Criteria provided in the RFP. The firms will be ranked and the firms with highest points will be interviewed via telephone or remote conferencing service. Negotiations will be conducted with the firm ranked highest by the evaluation team. If a contract that is satisfactory and advantageous to the Town of Onancock can be negotiated at a price considered fair and reasonable, the evaluation team shall recommend award to that firm to the Town Council. Otherwise, negotiations with the firm ranked first will be formally terminated and negotiations will be initiated with the firm ranked second, and so on until such a contract can be negotiated for a fair and reasonable price.

Proposal Due Date and Time:

Proposals will be accepted until noon on September 9, 2022. Email is the strongly preferred method of delivery, but regardless of method, all proposals must be received in the Town Hall by this date. Postmark is not considered.

Final work product must be finalized and delivered by December 31, 2022. This is a negotiable deadline, but important to begin dependent projects.

Specific Instructions to Offerors:

- All email communication shall be marked, "RFP 2022-02, Service for Town Planning."
- Offerors shall be responsible for the delivery of submittals. Should the Town's electronic networks connectivity prevent receipt of proposals at the time of the scheduled proposal closing, the proposals will be accepted and opened on the next business day of the Town, at the original scheduled hour, or as soon as connectivity is restored during normal business hours
- The Town of Onancock reserves the right to reject any and all submittals and to request clarification of information from any offerors. The Town also reserves the right to award contracts to more than one offeror if such action is needed to ensure that all activities requested in this RFP can be met

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- Offerors may be required to submit additional information that the Town may deem necessary to further evaluate the offeror's qualifications
- The Town of Onancock will not reimburse offerors for any costs associated with the preparation and submittal of any statement of qualification, or for any travel and per diem costs that are incurred
- All submittals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by offerors shall become the property of the Town of Onancock when received
- It is estimated that the size of this project will require the firm awarded to obtain a \$30 Onancock Business License
- The Town shall be the sole judge as to the merits of qualifications submitted by offerors. The decision of the Town Council shall be final
- Questions shall be emailed to Matt.Spuck@Onancock.com. Responses will be made via email and posted on the Town's website, www.Onancock.com/rfps under this project

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

Town Manager Report – October 24, 2022

Planning Commission

- PC is considering ordinances for Signs, and Vegetation and Overgrowth.

Street Repairs

- Holly Street repair is being scheduled for the stormwater easement. We have the culverts and the owner's approval for the work.
- We cleaned the storm drains on Onancock managed streets before the recent storms to limit flooding.
- Marshall Street Extension needs to be staked and a scope of work needs to be prepared to prepare and RFP.

Christmas

- We purchased the garland for Ames Street Bridge as budgeted
- We have scheduled the lift rental and are going through decoration inventory and timing of decorating
- Supporting OBCA with all the activities and logistics

Water Department

- We will schedule the meter replacement at the Verizon building.
- We are scheduling the timing of the Fall hydrant flush. Communication precedes the flush.

Historic Onancock School Survey

- The required deposit was paid to the surveyor.

Bulkhead

- The project is scheduled to begin in early November. I am confirming if there will any impact of ramp use.

Town Plan

- We received 4 responses to our RFP.

Northeast Revitalization Project

- We intend to sign the contract with DHCD quickly for the \$978,117 project in the Northeast Section of our Town. The core components of the project are to rehabilitate 10 substandard housing units and demolish 6 abandoned structures. The project will also add some new street luminaries and upgrade certain existing lights; sidewalks and ditches and piping will be installed to improve drainage.

Tree Board

- Had a great and informative meeting with the state forestry department on community forestry.
- With guidance from them, we have started to clean up the overgrowth at the Landing Park.

- We are supporting the Tree Board in removing trees, moving trees, and planting new trees during the last week of October, which is the date the town acknowledges town Arbor Day

VTC (Virginia Tourism Gran

- Awarded \$50,000 for use on a “walking app” which will have historical points of interest, an updated list of businesses, and other interesting areas. We will also use this to offset wayfinding costs, as designed through the Town Plan.

ARPA Project Updates

- Police Generator
 - No activity until police department renovation
- GIS Water System
 - We have the first layer of the GIS complete (a map of all water utility distribution system) and will purchase the GPS Locator required to complete the acquisition phase of the project.
- Police Department Renovation
 - We have “as-is” drawings. Chief and the other officers developed a plan for their space. I sent that to the architect for an initial mock-up.
- Welcome Center and Public Restrooms
 - Waiting for Frazier to be able to lend support on the design.
- Dog Park
 - Fence is not in yet. Have calls into Accomac Fence to learn status.
- Northeast Park
 - The unsafe equipment has been removed and we have installed replacement swings. We have also cleared some of the unmanaged brush where garbage is often dumped. We are trying to fix the fence where it has fallen or bent.
 - Two neighbors came over to thank Terry for his work and the improvements.
 - I have researched playground equipment companies and received that information from ESCADV. Once I get options, I will reach out to community leaders for them to select the best equipment for them.
- Security Cameras
 - A&N is still working on the shared pole agreement.
 - I have commitment from Chapman Electric (they are willing and have a bucket truck, the other vendor who has the capabilities is not interested in the project).
- Air Conditioning upstairs
 - No activity
- Matching Grants for Business Facades
 - First meeting being held today to structure grant program.
- Sunset Park
 - Should consider design as that section of the bulkhead will be impacted by the bulkhead project.
- Touchless Fixtures at LL
 - Reviewed current facility and have an inventory of product required. We will do this work in house.
- Drainage Ditch Cleanout
 - Determining which Onancock maintained streets have drainage ditches to create a list

- Water Valve Isolation
 - No activity
- Duckbill at Wharf
 - Waiting for Murtech Bulkhead Project, hopefully we can add to their order they will place all the duckbills at the Wharf.
- Dredging under floating docks
 - We received our permits from Virginia Marine Resource Commission and the Army Corps of Engineers
 - We have a proposal from Waterways Survey & Engineers to perform technical specifications for the bid package and perform an “after dredging survey.
 - We will begin to prepare the spill site.
- Downtown Visual Improvements
 - Waiting until Town Plan is complete
- Town Square Repairs
 - No Activity – waiting for Town Plan
- Walking Path at Little League Complex
 - No activity yet
- ESCADV Support
 - All \$100,000 has been disbursed
- Stormwater Management
 - Possible use for the King Street project.

**Town of Onancock
Budget Summary by Department
Through September 30, 2022**

ALL DEPARTMENTS	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend	Explanation
				\$	%					
Revenue										
Administration	274,144	1,407,914	19%	(1,133,770)	(81%)	1,142,294	1,296,397	1,397,223		
Water	146,189	455,000	32%	(308,811)	(68%)	362,964	418,110	446,022		
Sewer	225,212	847,440	27%	(622,228)	(73%)	920,469	1,025,382	1,121,513		
Wharf	115,125	204,600	56%	(89,475)	(44%)	147,284	198,463	206,989		Pump price high
Police	20,573	80,000	26%	(59,427)	(74%)	53,951	55,140	41,997		
Total Revenue	781,243	2,994,954	26%	(2,213,711)	(74%)	2,626,962	2,993,492	3,213,744		
Expenditures										
Council	5,677	125,323	5%	119,646	95%	36,050	36,627	35,932		
Administration	98,032	510,393	19%	412,361	81%	465,433	501,507	495,422		
Water	118,317	455,000	26%	336,683	74%	235,768	218,974	247,147		
Sewer	42,628	847,440	5%	804,812	95%	633,749	556,205	406,064		
Wharf	97,229	225,878	43%	128,649	57%	181,432	188,018	210,966		
Police	107,202	541,190	20%	433,988	80%	396,701	325,746	394,355		
Bld and Streets	40,457	163,391	25%	122,934	75%	112,407	133,009	156,818		
Parks & Land.	74,532	126,339	59%	51,807	41%	31,583	23,667	74,668		New chipper. Budgeted for last year. Product delivery delay. Funds borrowed. Will not get loan proceeds until dump truck is ready.
Total Expenditures	584,075	2,994,954	20%	2,410,879	80%	2,093,123	1,983,753	2,021,372		
Net Change	197,169	0		197,169	0%	533,839	1,009,739	1,192,372		

Percentage of Year Completed: 25%

**Town of Onancock
Budget Summary by Department
Through September 30, 2022**

	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend
				\$	%				
<u>TOWN COUNCIL</u>									
Expenditures									
Wages And Taxes	3,528	15,419	23%	11,891	77%	15,051	14,793	15,262	
Town Attorney	0	4,500	0%	4,500	100%	0	735	2,733	
Travel And Training	0	1,000	0%	1,000	100%	0	25	0	
Main Street Partners	0	15,000	0%	15,000	100%	15,000	15,000	15,000	
Liability Insurance	2,150	4,154	52%	2,004	48%	5,999	6,074	0	
Office Supplies	0	250	0%	250	100%	0	0	2,937	
Master Plan	0	85,000	0%	85,000	100%	0	0	0	
Total Expenditures	5,677	125,323	5%	119,646	95%	36,050	36,627	35,932	

Percentage of Year Completed: 25%

**Town of Onancock
Budget Summary by Department
Through September 30, 2022**

Revenue	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend
				\$	%				
ADMINISTRATION									
Real Property-Curren	0	364,038	0%	(364,038)	(100%)	336,051	324,439	373,468	
Real Property-Delinq	1,575	30,000	5%	(28,425)	(95%)	35,026	78,952	32,135	
Public Service-Real	0	15,000	0%	(15,000)	(100%)	16,748	17,593	15,814	
Personal Property-Cu	68,367	164,451	42%	(96,084)	(58%)	151,787	190,967	255,838	
Personal Property-De	2,375	12,500	19%	(10,125)	(81%)	23,513	15,867	15,459	
Penalties	983	11,273	9%	(10,290)	(91%)	13,462	21,897	9,240	
Local Sales Tax	36,232	89,000	41%	(52,768)	(59%)	81,114	89,367	92,372	
Consumers Utility Tax	13,559	52,500	26%	(38,941)	(74%)	52,915	55,696	56,036	
Business License Tax	153	3,450	4%	(3,297)	(96%)	36,514	35,768	3,711	
Vehicle Decals	352	18,000	2%	(17,648)	(98%)	9,138	5,213	20,834	
Bank Stock Taxes	0	42,000	0%	(42,000)	(100%)	27,207	48,262	45,329	
Communication Tax	17,070	72,000	24%	(54,930)	(76%)	81,315	74,358	70,214	
Transient Occupancy	4,235	28,000	15%	(23,765)	(85%)	11,546	20,816	26,094	
Building/Zoning Perm	575	1,500	38%	(925)	(62%)	375	1,700	1,975	
Meals Tax	72,992	190,005	38%	(117,013)	(62%)	137,212	194,319	237,448	
Meals & Transient La	848	0	No Budget	848	0%	1,389	1,999	685	
Income Earned Invest	20,230	0	No Budget	20,230	0%	12,175	0	5,978	
Rental Of Property	3,163	12,240	26%	(9,077)	(74%)	12,160	12,240	13,767	
Water Tower Rental I	6,850	6,850	100%	0	0%	6,850	6,850	0	
Grass Cutting	2,265	4,500	50%	(2,235)	(50%)	0	0	0	
Trash Revenue	20,088	102,000	20%	(81,912)	(80%)	39,160	53,340	61,280	
Transfers In	0	116,666	0%	(116,666)	(100%)	0	0	0	
Miscellaneous Revenu	4,533	4,941	92%	(408)	(8%)	42,556	30,697	9,766	
Fire Program Funds	0	15,000	0%	(15,000)	(100%)	10,000	15,000	15,000	
Litter Control Grant	(301)	1,250	-24%	(1,551)	(124%)	818	820	108	
Va Comm For The Arts	(2,000)	1,750	-114%	(3,750)	(214%)	1,500	0	1,500	

**Town of Onancock
Budget Summary by Department
Through September 30, 2022**

ADMINISTRATION	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend
				\$	%				
Loan And Grants Proc	0	49,000	0%	(49,000)	(100%)	0	0	33,000	
Total Revenue	274,144	1,407,914	19%	(1,133,770)	(81%)	1,142,294	1,296,397	1,397,223	
Expenditures									
Salaries	29,867	128,320	23%	98,453	77%	137,048	151,111	134,143	
Fica	2,145	9,817	22%	7,672	78%	8,846	9,835	9,185	
Retirement-Vrs	4,491	17,747	25%	13,256	75%	20,143	19,982	22,625	
Hospitalization	2,649	16,359	16%	13,710	84%	20,471	26,066	13,153	
Life Insurance	309	693	45%	384	55%	1,661	(2,385)	489	
Suta	11	132	8%	121	92%	399	719	172	
Disability Insurance	113	797	14%	684	86%	0	0	468	
Legal And Collection	0	3,000	0%	3,000	100%	0	0	1,750	
Audit Service	0	18,500	0%	18,500	100%	16,750	16,750	17,750	
Bank Processing Fees	719	5,200	14%	4,481	86%	1,914	5,108	3,576	
Credit Card Fees	3,231	11,000	29%	7,769	71%	0	369	9,217	
Payroll Processing F	1,064	7,000	15%	5,936	85%	3,322	3,259	7,263	
Temp Services	0	2,500	0%	2,500	100%	1,414	0	0	
Professional Develop	600	1,800	33%	1,200	67%	0	200	227	
Software Subscriptio	7,267	14,660	50%	7,393	50%	0	0	20,323	
Software Support	3,598	11,435	31%	7,837	69%	0	0	10,408	
Vehicle Repair	0	250	0%	250	100%	0	0	0	
Office Equipment	665	7,800	9%	7,135	91%	19,195	21,595	7,982	
Advertising	1,488	14,146	11%	12,658	89%	2,178	2,951	10,503	
Postage	623	3,000	21%	2,377	79%	2,483	2,626	1,289	
Telephone	1,126	3,816	30%	2,690	70%	1,576	1,680	3,272	
Property Insurance	681	1,705	40%	1,024	60%	0	0	805	
Vehicle Insurance	201	412	49%	212	51%	0	0	412	
General Liability In	1,416	3,644	39%	2,229	61%	0	0	12,333	

**Town of Onancock
Budget Summary by Department
Through September 30, 2022**

Revenue	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend
				\$	%				
WATER									
Water Charges	142,917	325,000	44%	(182,083)	(56%)	332,050	394,911	424,515	
Water & Sewer Penalt	2,527	12,000	21%	(9,473)	(79%)	19,005	19,615	16,671	
Income Earned Invest	746	0	No Budget	746	0%	11,909	584	3,753	
Loan Proceeds And Gr	0	68,000	0%	(68,000)	(100%)	0	0	0	
Transfer In From Res	0	50,000	0%	(50,000)	(100%)	0	0	(3,417)	
Total Revenue	146,189	455,000	32%	(308,811)	(68%)	362,964	418,110	446,022	
Expenditures									
Wages and Benefits	30,528	130,596	23%	100,069	77%	141,475	116,120	109,047	
Training & Travel	0	4,000	0%	4,000	100%	28	0	79	
Vehicle Repair	0	750	0%	750	100%	0	3,045	1,018	
Repair & Maintenance	10,162	29,016	35%	18,854	65%	11,077	17,552	10,960	
Auto Insurance	0	412	0%	412	100%	0	0	412	
Printing Utility Bil	0	500	0%	500	100%	0	507	0	
Advertising	0	100	0%	100	100%	0	0	0	
Electric Services	3,857	18,000	21%	14,143	79%	13,865	13,779	14,974	
Postage	623	1,500	42%	877	58%	527	755	1,123	
Reserve For Cip	0	70,500	0%	70,500	100%	0	0	19,420	
Dues & Memberships	2,985	850	351%	(2,135)	(251%)	0	527	0	
Health Department Fe	2,169	2,200	99%	31	1%	2,133	2,165	2,169	
Vehicle Fuel	462	2,000	23%	1,538	77%	2,068	1,863	2,366	
Lab Supplies	517	1,500	34%	983	66%	1,095	998	2,064	
Purification Supplie	2,150	25,000	9%	22,850	91%	21,196	21,099	8,935	
Outside Consultants	150	5,000	3%	4,850	97%	0	0	300	
Small Tools & Equipm	105	3,000	3%	2,895	97%	0	80	2,650	
Property Insurance	0	2,084	0%	2,084	100%	0	0	0	
Interest - Bond - Wa	13,975	55,900	25%	41,925	75%	37,707	36,945	36,154	

**Town of Onancock
Budget Summary by Department
Through September 30, 2022**

<u>WATER</u>	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend
				\$	%				
Interest - Bond - Wa	614	2,456	25%	1,842	75%	1,656	1,662	1,588	
Interest - Bond - Wa	49,818	99,636	50%	49,818	50%	0	0	25,491	
Total Expenditures	118,317	455,000	26%	336,683	74%	235,768	218,974	247,147	
Net Change	27,872	0		27,872	0%	127,196	199,136	198,875	

Percentage of Year Completed: 25%

**Town of Onancock
Budget Summary by Department
Through September 30, 2022**

SEWER	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend
				\$	%				
Revenue									
Sewer Charges	224,485	847,440	26%	(622,955)	(74%)	915,409	1,014,068	1,071,885	
Total Revenue	225,212	847,440	27%	(622,228)	(73%)	920,469	1,025,382	1,121,513	
Expenditures									
Coll.Repair/Maintena	43,169	388,725	11%	345,556	89%	65,432	75,412	136,140	
Electric Services	521	0	No Budget	(521)	0%	73,534	71,544	45,809	
Telephone	(1,062)	0	No Budget	1,062	0%	9,027	9,541	11,974	
Reserve For Capital	0	100,000	0%	100,000	100%	0	0	0	
Hrsd Transition Cost	0	75,000	0%	75,000	100%	30,500	17,021	23,577	
Transfer To Reserve	0	283,715	0%	283,715	100%	0	0	0	
Total Expenditures	42,628	847,440	5%	804,812	95%	633,749	556,205	406,064	
Net Change	182,584	0		182,584	0%	286,720	469,177	715,449	

Percentage of Year Completed: 25%

**Town of Onancock
Budget Summary by Department
Through September 30, 2022**

WHARE	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend
				\$	%				
Revenue									
Boat Dockage Fees-Mo	0	250	0%	(250)	(100%)	125	125	1,311	
Boat Dockage Fees-Tr	29,497	62,500	47%	(33,003)	(53%)	34,848	75,106	60,562	
Parking Fee	154	350	44%	(196)	(56%)	1,562	995	512	
Parking Fee - Annual	0	0	No Budget	0	0%	1,410	420	336	
Wharf Gasoline Sales	78,079	125,000	62%	(46,921)	(38%)	103,478	108,700	128,103	
Wharf-Other	3,225	6,500	50%	(3,275)	(50%)	2,113	2,513	7,628	
Wharf Electric	4,170	10,000	42%	(5,830)	(58%)	3,748	10,604	8,537	
Total Revenue	115,125	204,600	56%	(89,475)	(44%)	147,284	198,463	206,989	
Expenditures									
Wharf Salaries	22,572	64,582	35%	42,010	65%	49,242	60,661	55,949	
Over-Time Compensati	388	0	No Budget	(388)	0%	494	68	629	
Fica	1,756	4,941	36%	3,185	64%	3,804	4,489	4,296	
Retirement	1,035	4,091	25%	3,056	75%	5,562	5,492	6,348	
Life Insurance	65	160	40%	95	60%	459	459	244	
Suta	53	75	71%	22	29%	242	260	193	
Disability Insurance	19	251	7%	232	93%	0	0	190	
Square Cc Fees	3,059	5,000	61%	1,941	39%	1,776	4,365	5,423	
Vehicle Repair	89	500	18%	411	82%	0	0	259	
Electric Services	2,221	5,500	40%	3,279	60%	4,245	4,993	4,415	
Telephone	169	628	27%	459	73%	460	629	624	
Property Insurance	222	265	84%	44	16%	0	0	319	
Auto Insurance	199	549	36%	351	64%	0	0	412	
Worker'S Comp Insura	611	2,670	23%	2,060	77%	0	0	2,670	
Office Supplies	162	300	54%	138	46%	0	0	289	
Wharf Janitorial Sup	0	1,200	0%	1,200	100%	689	661	351	
Repair & Maintenance	1,563	8,000	20%	6,437	80%	2,702	6,451	7,797	

Cost Of Gas/Diesel S	56,444	98,000	58%	41,556	42%	78,967	74,263	104,528
Misc.	0	1,000	0%	1,000	100%	10,783	8,365	269
Advertising & Dues	1,405	6,000	23%	4,595	77%	22,007	5,582	8,548
Rent	5,200	5,500	95%	300	5%	0	1,100	7,150
Capital Improvements	0	16,666	0%	16,666	100%	0	10,180	0
Total Expenditures	97,229	225,878	43%	128,649	57%	181,432	188,018	210,966

Net Change	17,896	(21,278)	-84%	39,174	184%	(34,148)	10,445	(3,977)
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Fuel Margin 21,635 27,000 80% (5,365) (20%) 24,511 34,437 23,575

Percentage of Year Completed: 25%

**Town of Onancock
Budget Summary by Department
Through September 30, 2022**

POLICE	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend
				\$	%				
Revenue									
Traffic Fines	3,904	8,000	49%	(4,096)	(51%)	9,168	8,290	6,904	
Esummons	380	0	No Budget	380	0%	0	0	110	
Police Grant - 599	46	41,000	0%	(40,954)	(100%)	39,536	46,850	29,678	
Police Grant - Doj	13,949	25,000	56%	(11,051)	(44%)	0	0	1,005	
Police Grant - Hwy S	2,295	6,000	38%	(3,705)	(62%)	0	0	4,300	
Total Revenue	20,573	80,000	26%	(59,427)	(74%)	53,951	55,140	41,997	
Expenditures									
Salaries	60,248	271,673	22%	211,425	78%	234,547	205,575	232,032	
Over-Time Compensati	10,807	39,000	28%	28,193	72%	5,519	5,294	16,697	
Fica	5,015	20,783	24%	15,768	76%	18,365	17,103	17,907	
Retirement-Vrs	8,193	37,572	22%	29,379	78%	35,239	32,239	35,158	
Hospitalization	4,674	37,392	13%	32,718	88%	25,668	24,624	17,735	
Life Insurance	529	1,467	36%	938	64%	2,908	2,803	2,027	
Suta	10	376	3%	366	97%	562	366	239	
Short Term Disabilit	0	1,239	0%	1,239	100%	0	0	0	
Court Costs	0	500	0%	500	100%	0	0	178	
Training	0	6,000	0%	6,000	100%	663	4,384	2,690	
New Officer Training	(35)	0	No Budget	35	0%	0	0	8,327	
Vehicle Repair	372	6,900	5%	6,528	95%	4,871	2,650	2,791	
Computer Maintenance	0	4,500	0%	4,500	100%	3,270	2,691	4,652	
Telephone Services	1,194	6,300	19%	5,106	81%	2,507	3,394	3,165	
Line Of Duty Act	1,462	3,655	40%	2,193	60%	3,655	2,742	3,655	
Vehicle Insurance	1,484	2,902	51%	1,419	49%	305	0	2,801	
Workers Comp	4,214	8,823	48%	4,610	52%	0	0	8,823	
Travel	0	500	0%	500	100%	0	35	35	
Office Supplies	934	4,000	23%	3,066	77%	5,811	3,741	2,324	

**Town of Onancock
Budget Summary by Department
Through September 30, 2022**

<u>POLICE</u>	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend
				\$	%				
Vehicle Fuel	3,891	11,000	35%	7,109	65%	8,343	7,018	12,527	
Uniforms	1,022	3,000	34%	1,978	66%	2,377	2,046	1,382	
Animal Population Co	0	1,500	0%	1,500	100%	0	587	954	
Police Supplies	(88)	10,000	-1%	10,088	101%	5,992	8,317	10,443	
New Police Vehicle	3,277	62,108	5%	58,831	95%	36,099	0	6,554	
Total Expenditures	107,202	541,190	20%	433,988	80%	396,701	325,746	394,355	

Net Change	(86,629)	(461,190)	19%	374,561	81%	(342,750)	(270,606)	(352,358)	
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Town of Onancock
Budget Summary by Department
Through September 30, 2022

	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend
				\$	%				
BUILDINGS & STREETS									
Expenditures									
Wages and Benefits	19,515	58,398	33%	38,883	67%	43,057	47,712	69,042	
Vehicle Repair	15	2,000	1%	1,985	99%	1,215	619	615	
Electric Service	9,117	7,000	130%	(2,117)	(30%)	24,374	22,546	18,277	
Heating Oil	0	3,596	0%	3,596	100%	0	0	2,554	
Property Insurance	338	550	61%	213	39%	0	0	2,004	
Auto Insurance	200	412	49%	212	51%	0	0	412	
Worker'S Comp Insura	139	1,481	9%	1,342	91%	0	0	1,481	
Street Repair	5,980	34,000	18%	28,020	82%	0	180	27,087	
Janitorial Supplies	14	250	6%	236	94%	0	0	985	
Cleaning Services	914	3,600	25%	2,686	75%	0	0	3,914	
Repairs And Maintena	2,957	30,000	10%	27,043	90%	15,054	27,602	18,028	
Vehicle Fuel	577	2,000	29%	1,423	71%	0	517	3,686	
Small Equipment Repa	631	4,000	16%	3,369	84%	117	323	3,013	
Uniforms	0	3,000	0%	3,000	100%	200	555	2,614	
Can Liners	0	1,500	0%	1,500	100%	1,090	1,770	1,158	
Safety/Street Signs	0	1,000	0%	1,000	100%	357	528	1,140	
New Public Works Veh	0	9,774	0%	9,774	100%	0	0	0	
Blacksmith Shop	61	830	7%	770	93%	0	0	93	
Total Expenditures	40,457	163,391	25%	122,934	75%	112,407	133,009	156,818	

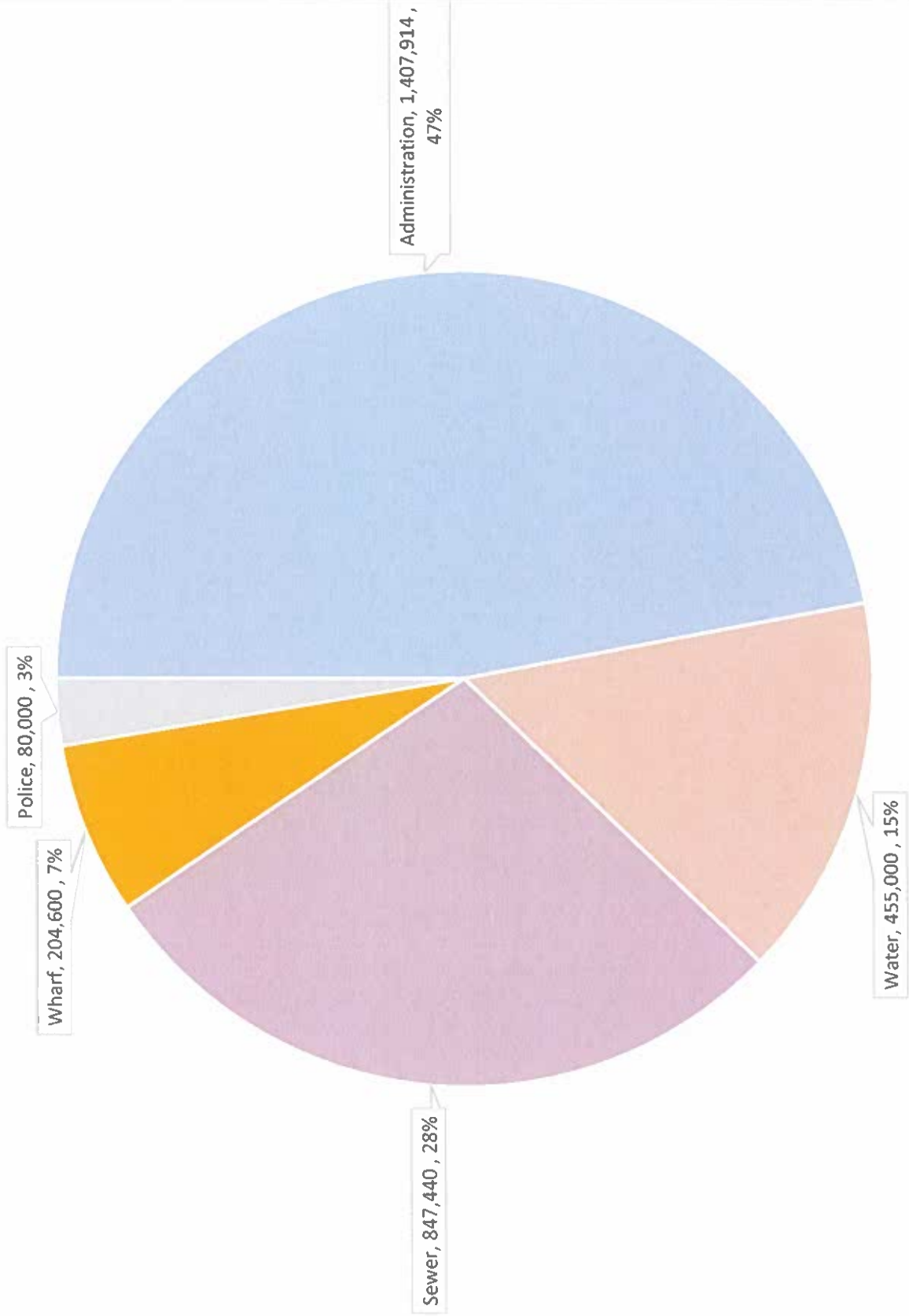
Percentage of Year Completed: 25%

**Town of Onancock
Budget Summary by Department
Through September 30, 2022**

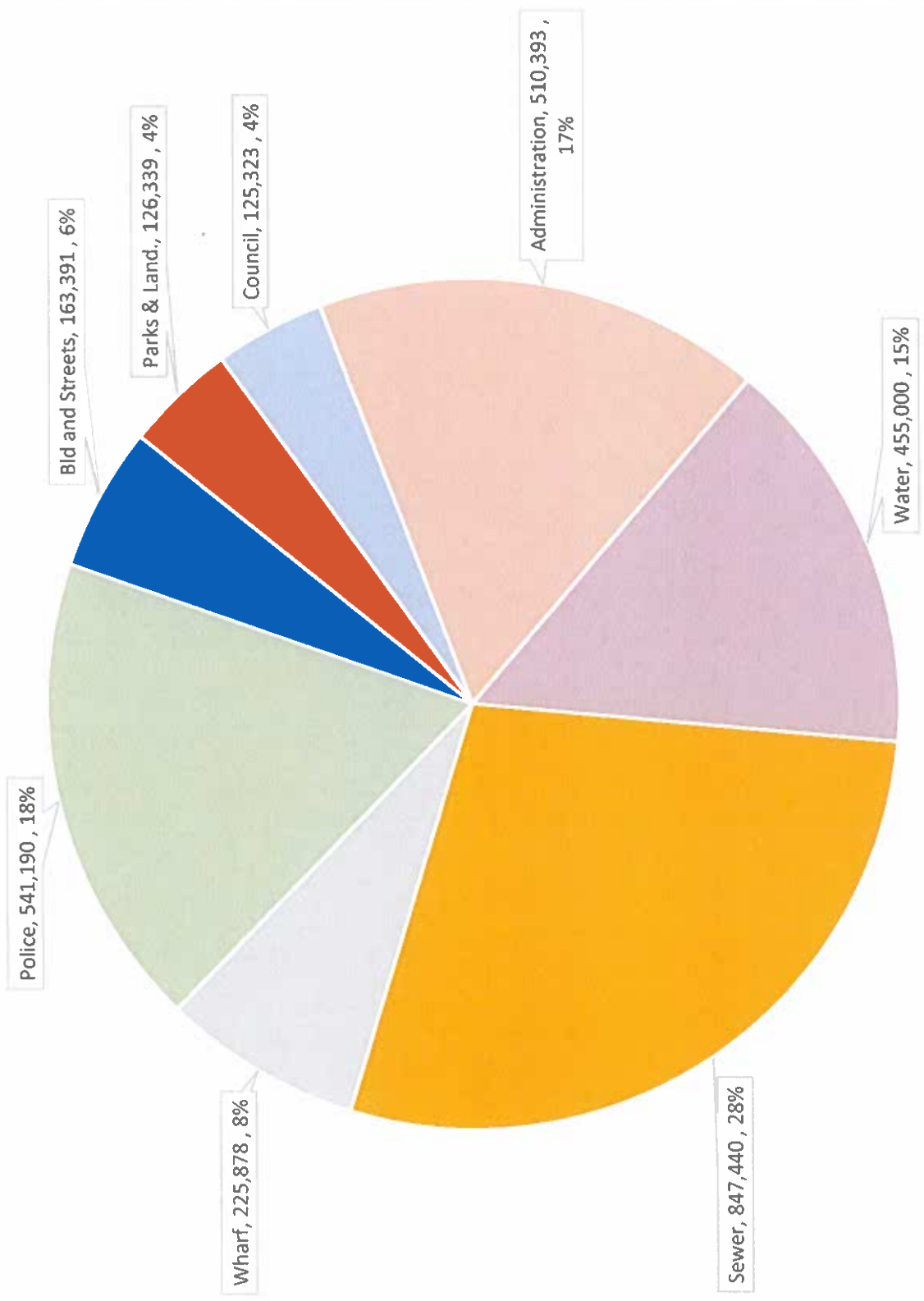
<u>PARKS & LANDSCAPING</u>	ACTUAL YTD	BUDGET 2023	% OF BUDGET	Positive/(Negative) Variance		2020	2021	2022	Trend
				\$	%				
Expenditures									
Cutting Grass Contra	0	0	No Budget	0	0%	6,210	6,555	7,400	
Wages and Benefits	13,382	49,908	27%	36,526	73%	0	0	17,792	
Vehicle Repair	59	1,750	3%	1,691	97%	0	0	839	
Electric Services	434	27,500	2%	27,066	98%	1,560	1,053	11,841	
Property Insurance	119	299	40%	180	60%	0	0	0	
Auto Insurance	702	1,401	50%	699	50%	0	0	1,401	
Worker'S Comp Insura	348	1,481	23%	1,134	77%	0	0	1,481	
Repair & Maintenance	1,361	5,000	27%	3,639	73%	179	441	7,433	
Vehicle Fuel	6,226	3,000	208%	(3,226)	(108%)	0	0	2,562	
Small Tools & Equipm	49,138	2,500	1966%	(46,638)	(1866%)	33	926	5,296	
Parks-Plantings & La	227	7,500	3%	7,273	97%	831	2,499	6,606	
Tree Board And Beaut	292	4,000	7%	3,708	93%	0	460	830	
Holiday Decorations	150	10,000	2%	9,850	99%	6,590	2,633	2,120	
Mosquito Control	2,096	6,500	32%	4,405	68%	12,030	4,950	4,917	
Weed Control	0	5,500	0%	5,500	100%	4,150	4,150	4,150	
Total Expenditures	74,532	126,339	59%	51,807	41%	31,583	23,667	74,668	

Percentage of Year Completed: 25%

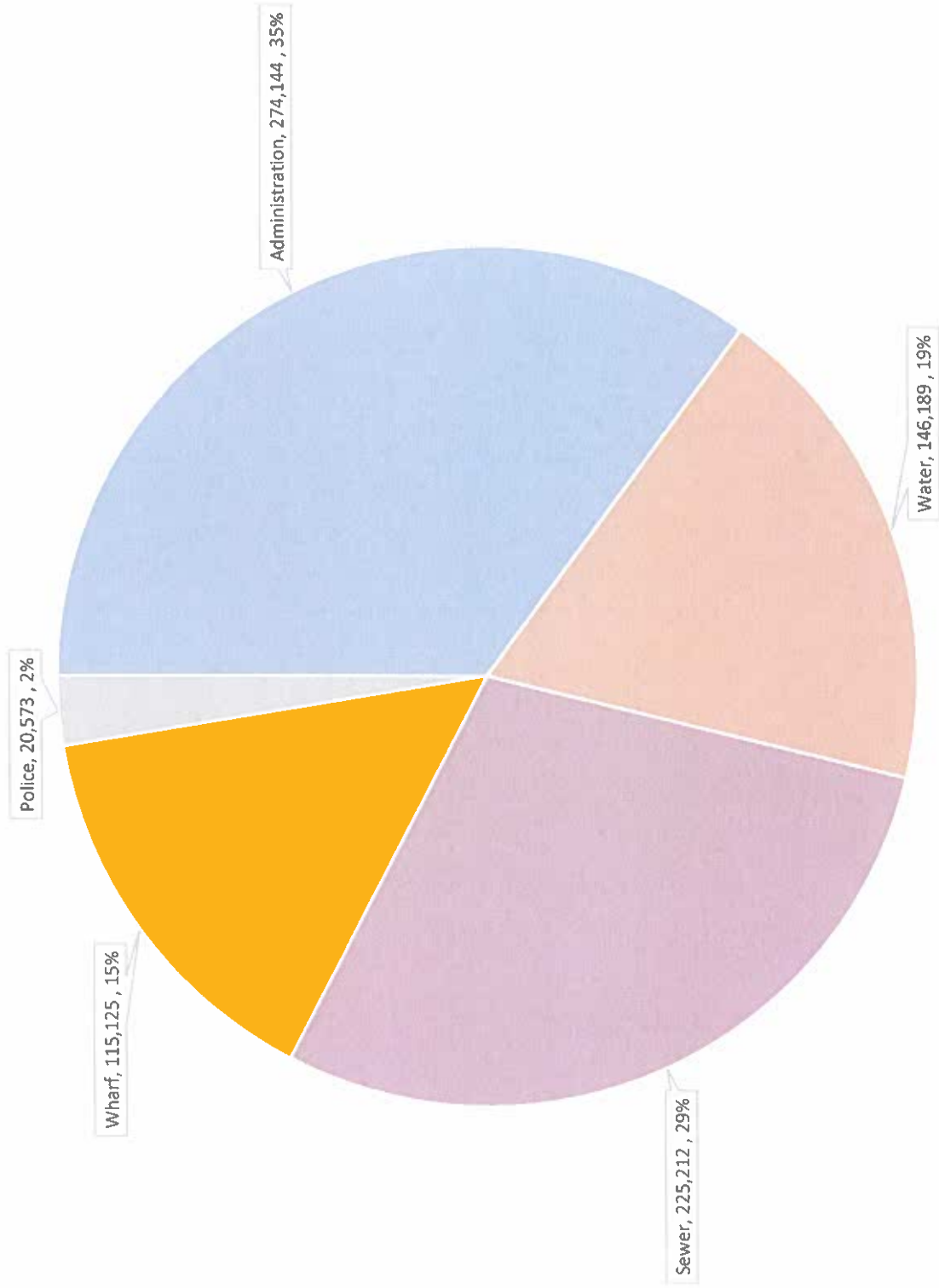
Revenue - Budget 2023



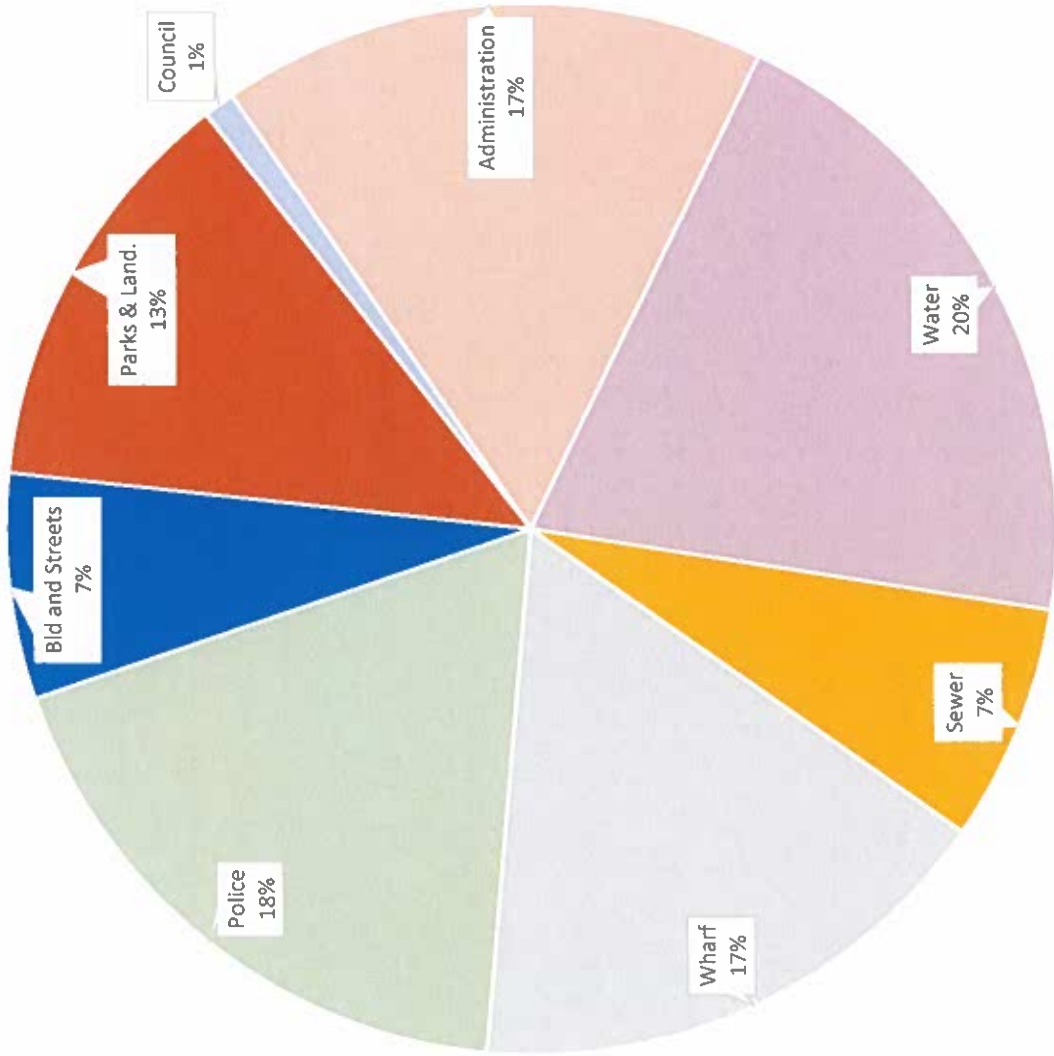
Expenditure - Budget 2023



Revenue - Actual 2023



Expenditures - Actual 2023



**Town of Onancock
Cash and Reserve Report
30-Sep-22**

<u>CASH AND RESERVES</u>	ACTUAL 9/30/22	ACTUAL 9/30/21	% Increase / (Decrease)
CASH			
Checking	496,139	211,616	134%
RESERVES			
Cash Reserve	858,317	793,053	8%
Grant Match or Project Reserve	255,702	53,736	376%
Capital Asset Reserve	83,759	84,887	(1%)
General Fund Reserve	403,709	421,512	(4%)
ARPA Funds	1,039,569	628,216	65%
Utility Reserve	741,783	772,381	(4%)
Total Expenditures	3,382,839	2,753,785	23%
Total Cash and Reserves	3,878,978	2,965,401	31%
Cash and Reserves - No ARPA	2,839,409	2,337,185	21%

ARPA Project Cost Update
As of 9/30/22

	Not to Exceed Budget	Spent to Date	Received to Date	Remaining to Spend
SLFRF-1010	\$ 50,000	\$ -	\$ -	\$ 50,000.00
SLFRF-1020	\$ 100,000	\$ 1,050	\$ -	\$ 98,950.00
SLFRF-1030	\$ 195,000	\$ 7,898	\$ -	\$ 187,102.00
SLFRF-1030	\$ 100,000	\$ 1,810	\$ -	\$ 98,190.00
SLFRF-1040	\$ 25,000	\$ 11,301	\$ -	\$ 13,699.00
SLFRF-1050	\$ 35,000	\$ 245	\$ -	\$ 34,755.00
SLFRF-1060	\$ 8,000	\$ 8,000	\$ -	\$ -
SLFRF-1070	\$ 165,000	\$ 147,789	\$ -	\$ 17,211.00
SLFRF-1080	\$ 8,000	\$ 6,401	\$ -	\$ 1,599.00
SLFRF-1090	\$ 10,000	\$ 51,605	\$ -	\$ (41,605.00)
SLFRF-1100	\$ 5,000	\$ 1,391	\$ -	\$ 3,609.00
SLFRF-1110	\$ 20,000	\$ -	\$ -	\$ 20,000.00
SLFRF-1120	\$ 90,000	\$ -	\$ -	\$ 90,000.00
SLFRF-1130	\$ 40,000	\$ -	\$ -	\$ 40,000.00
SLFRF-1140	\$ 3,500	\$ -	\$ -	\$ 3,500.00
SLFRF-1150	\$ 7,500	\$ -	\$ -	\$ 7,500.00
SLFRF-1160	\$ 65,000	\$ -	\$ -	\$ 65,000.00
SLFRF-1170	\$ 10,000	\$ -	\$ -	\$ 10,000.00
SLFRF-1180	\$ 90,000	\$ 7,837	\$ -	\$ 82,163.00
SLFRF-1190	\$ 35,000	\$ -	\$ -	\$ 35,000.00
SLFRF-1200	\$ 8,500	\$ -	\$ -	\$ 8,500.00
SLFRF-1210	\$ 20,000	\$ -	\$ -	\$ 20,000.00
SLFRF-1220	\$ 100,000	\$ 100,000	\$ -	\$ -
SLFRF-1230	\$ 65,932	\$ -	\$ -	\$ 65,932.00
	\$ 1,256,432.00	\$ 345,327.00	\$ 628,216.00	\$ 911,105.00