
Town Council: Lisa Fiege, Omar Grubb, Cynthia Holdren, Joy Marino, Sarah Nock, Ashley Pettit
Mayor: Fletcher Fosque | **Town Manager:** - Vacant -

Town Council Meeting
November 17, 2025, 7:00 p.m.
Agenda

1. Call to order and roll call.
2. Pledge of Allegiance
3. Consider the meeting minutes from October 27, 2025.
4. Public Hearing
 - a. None scheduled.
5. Public Presentation:
 - a. None scheduled.
6. Council Discussion
 - a. Discuss the appropriation of the FY 2026 CIP project "Benches/Trash Cans/Alley Lighting" for \$25,000.
7. Council Action
 - a. Consider action on wayfinding signage.
 - b. Consider action regarding a remote meeting attendance policy.
 - c. Consider a resolution to establish a new bank account for HRSD billing and funds transfer transactions.
 - d. Consider the letter of No Objection from the Town to the Coastal Square Villages, LLC
 - e. Consider action regarding a contract for an interim town manager.
8. Committee Reports
 - a. Planning Commission (Cindy Holdren)
 - b. Economic Development Authority (Lisa Fiege)
9. Community Reports
 - a. Onancock Main Street (Lisa Fiege)
 - b. Historic Onancock School (Sarah Nock)
 - c. Sail 250 (Lisa Fiege/Debbie Caton)
10. Public Comment
11. Mayor's Report
12. Town Manager's Report
 - a. Financial Report
 - b. Police report
13. Town Councilmember comments
14. Closed session.
 - a. Personnel matters §2.2-3711(A)(1). To discuss the Town Manager transition.
 - b. Real estate matters §2.2-3711(A)(3).
15. Adjourn

Town of Onancock

Town Council Meeting

October 27, 2025

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. Councilmembers Lisa Fiege, Omar Grubb, Cindy Holdren, Joy Marino, Sarah Nock, and Mayor Fletcher Fosque were present. Councilmember Ashley Pettit attended via Zoom. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present.
2. **Pledge of Allegiance**
3. **Consider the meeting minutes from September 22, 2025, meeting.** – Councilmember Fiege moved to approve the minutes. Councilmember Holdren seconded the motion. The motion passed with a 6-0 vote.
4. **Public Hearing**
 - a. **None scheduled.**
5. **Public Presentation**
 - a. **OBCA: Northeast Park.** – Jeff Vernimb gave a presentation on improvements at the Northeast Park. The full power point slide show is attached. Councilmember Fiege moved to allow OBCA to add plantings to the Northeast Park. Councilmember Grubb seconded the motion. The motion passed with a 5-0 vote.
6. **Council Discussion**
 - a. **Funding the capital improvement at the school.**
 - i. Councilmember Fiege commented that if the repairs continue to get delayed because of funding, it will only create a larger expense down the road. She also stated, the HOS is town property, and we are required to maintain our property.
 - ii. Councilmember Marino – Councilmember Marino’s full statement is attached.
 - iii. Councilmember Holdren commented repairing the school comes down to one question, “do we want the school to function or not?”

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The expedient thing to do is make the repairs, as necessary.

Councilmember Holdren thinks as a small town we have done the best we could. She also stated that only a few people attend the council meetings, who have commented on their disapproval to fund the school repairs but there are 1200 residents who do not attend.

Councilmember Holdren supports doing the repairs.

- iv. Councilmember Nock is in favor of funding the repairs. The building has been worked on since the lease was granted and there has been a lot of improvements. The repairs are beyond the capacity of the Friends of Onancock School (FOS) to fund. The repairs are necessary to keep the building viable. Councilmember Nock stated she thinks it is time to fund the repairs, and it is necessary.
 - v. Councilmember Pettit did not comment.
 - vi. Councilmember Grubb stated he has received several comments from residents about funding the repairs and most residents are against the funding. Councilmember Grubb stated other areas around town also need repair.
- b. **Discuss Queen Street design.** Councilmember Holdren presented the newest plan design from the engineering firm. The newest plan retains the two-way access from Market Street. Councilmember Holdren and Town Manager Spuck had a meeting with adjacent landowners to discuss the new plan. The comments from the adjacent landowners have been forwarded to the Town Council via email. The project will be on hold for a few months until the grant allocation is announced from DHC.
- c. **Changing the time of Town Council meetings.** – Councilmember Holdren moved to change the meeting time of all Town Council meetings to 6:00 PM. Councilmember Marino seconded the motion. The motion passed with a 5-1 vote with Councilmember Nock voting nay. The new meeting time will start January 2026.

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7. Council Action

a. Consider motion to amend the fiscal 2026 approved budget.

Councilmember Nock moved the Onancock Town Council amend the fiscal year 2026 approved budget to authorize an appropriation of up to \$800,000 to be used solely to repair the roof and HVAC system at the Historic Onancock School to be accompanied by revision of the lease to change the rent the school pays simultaneously with the HRSD-related lease amendments. Councilmember Fiege seconded the motion.

Councilmember Marino suggested to hold the vote until the new written lease is approved by the Town Council.

Councilmember Nock revised the motion removing the accompanying lease portion. The new motion states, the Onancock Town Council will amend the fiscal year 2026 approved budget to authorize an appropriation of up to \$800,000 to be used solely to repair the roof and HVAC system at the Historic Onancock School. Councilmember Fiege seconded the motion. A roll call vote was taken:

- Councilmember Fiege – aye
- Councilmember Grubb – aye
- Councilmember Holdren – aye
- Councilmember Marino – nay
- Councilmember Nock – aye
- Councilmember Pettit – aye

The motion carries 5-1 vote.

8. Committee Reports

- ### a. Planning Commission (Cindy Holdren) –
- Councilmember Holdren reported the Planning Commission met on Monday, October 6, 2025, and heard presentations from the Tree Board, Waterfront Committee and the “No Spray Mosquito” community groups. All the presentations were informative and

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helpful for the comprehensive plan. There was a public hearing on the rezoning application for the Eller Property and public comments were heard. The Planning Commission denied the application for the rezoning. The next meeting will be held Monday, November 3, 2025, at the Peninsula Center. The meeting is designed to hear from the town's people in a round table style meeting.

- b. **Economic Development Authority (EDA) (Lisa Fiege)** – Councilmember Fiege reported the EDA did not meet. The next meeting is scheduled for December 2, 2025.

9. Community Reports

- a. **Onancock Main Street (OMS) (Lisa Fiege)** – Councilmember Fiege reported OMS received a \$5,000 micro-business marketing and leveraging program grant from the VA Tourism Corporation. This will boost marketing efforts during the shoulder season. Councilmember Fiege along with Maggie Grant, Program Manager attend an AI workshop held at the Eastern Shore Community College and sponsored by Eastern Shore Tourism. Councilmember Fiege thanked everyone who worked to put on Halloween festivities last weekend. The last mural/mosaic was installed at the 38 Market Street building on the public bathroom side of the building. The mosaic is named “A Creekview.”
- b. **Historic Onancock School (HOS) (Sarah Nock)** – Councilmember Nock thanked the Onancock Town Council for appropriating the money to move forward with the funds to keep the school going. She also reported recent activities at the school were well attended. The following upcoming events are scheduled:
 - i. Craft Show – Saturday, November 1, 2025, from 1:00 PM – 3:00 PM.
 - ii. Champagne and Oyster Tasting – Saturday, November 15, 2025, from 4:00 PM – 7:00 PM.
- c. **Sail 250 (Lisa Fiege/Debbie Caton)** – Councilmember Fiege reported the committee held a great meeting by meeting with more community partners to get the schedule of activities for the weekend finalized. Amy Higgins was



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hired as the Marketing Director for the event. The sponsorship packages are being developed. The next meeting is Friday, November 14, 2025, at 9:00 AM. The Virginia Tourism Commission grant is due December 3, 2025.

10. Public Comments

- a. Rosemary Paparo- Ms. Paparo thanked OBCA for the work completed in the Northeast Park. With respect to the school, Ms. Paparo spoke with two mechanical engineers to ask about the most efficient way to provide heat to the school. The mechanical engineers suggested replacing the existing boiler as opposed to installing split level heating. Ms. Paparo provided contact information of mechanical engineers that work in the area.
- b. Robert Monsoon –Mr. Monsoon stated he missed the stakeholder’s meeting to discuss the Queen Street Parking lot final design. He notices nothing is being done about storm water behind the Roseland Theater and 58 Market St. The drainage issues need to be addressed.
- c. Mark Sinclair -Mr. Sinclair thanked the Town Council for appropriating the funds to repair the HOS. Mr. Sinclair supports OBCA’s plans to update the Northeast District. Mr. Sinclair offered to volunteer after a committee is formed to help with blighted homes in the Northeast District. He also stated it would be nice if the Samuel Outlaw Museum was open more often. Lastly, Mr. Sinclair thanked Town Manager Spuck for his forthrightness, his candor, and his willingness to meet. He will be missed.
- d. Joe Delvaney – Mr. Delvaney participated in the stakeholder’s meeting about the Queen Street parking lot. Mr. Delvaney thanked Councilmember Holdren for the final plans although he cannot support the plan. The reasoning is because of storm drainage and run-off water issues.
- e. Pam Fitzpatrick – Ms. Fitzpatrick’s full statements are attached. Ms. Fitzpatrick thanked Councilmember Marino for her transparency. She also congratulated Town Manager Spuck on his new job.
- f. Bonnie Warren –Ms. Warren’s full statement is attached.

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- g. Bill Burnham – Mr. Burnham updated the Town Council on the completion of the Wharf Sign. Mr. Burnham thanked the other community members that helped with the project.

- 11. **Mayor's Report** – Councilmember Fiege moved that the Town Council of Onancock retroactively send a letter to Accomack County to withdraw the request for a boundary line adjustment. Councilmember Holdren seconded the motion. The motion passed with a 5-0 vote.
Mayor Fosque thanked Town Manager Spuck for his service and congratulated him on the new job. A closed session is scheduled to discuss hiring an interim Town Manager. The search for a new Town Manager will take several months. Mayor Fosque attended the VML meeting in Richmond along with Councilmember Fiege. Mayor Fosque thanked the community members who helped with the Halloween event.

12. Town Manager's Report

- a. **Financial Report** – See Town Council packet for the full financial report.
- b. **Manager's Report** – See Town Council packet for full report but Town Manager Spuck gave updates on the following projects:
 - i. Wayfinding Signs – VDOT has sent back their suggestions, but the report is not clear. Councilmember Nock will collaborate with the committee to complete the project.
 - ii. Irrigation at Town Square – The irrigation system is installed.
 - iii. Queen Street Parking Lot – Councilmember Holdren is collaborating with the stakeholders to complete this project.
 - iv. Eller Property – The developer withdrew the application for rezoning and may submit a new development plan with the current zoning of B-2.
 - v. Personal Property/Real Estate Taxes – The tax book has been sent to Southern Software for conversion. The bills will be mailed by Monday, November 17, 2025.

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c. Police Report – See Town Council packet for the full Police Report.

13. Town Councilmember Comments

- a. Councilmember Fiege – Councilmember Fiege thanked Town Manager Spuck for time served at the town.
- b. Councilmember Grubb – no comments.
- c. Councilmember Holdren – Councilmember Holdren thanked Town Manager Spuck for his time served at the town. She found his financial expertise to be extremely helpful.
- d. Councilmember Marino – Councilmember Marino echoed Councilmember Holdren’s comments.
- e. Councilmember Nock – Councilmember Nock thanked the community members who worked together for the Halloween festivities. She reminded everyone to vote. She also thanked Town Manager Spuck for his time served at the town.
- f. Councilmember Pettit – Councilmember Pettit appreciated the clarification on the taxes. He also thanked Town Manager Spuck for his time served at the town.

14. Closed session – Personnel - Councilmember Fiege moved to enter closed session to discuss the Town Manager transition allowed by State Code Section §2.2-3711(A)(1) Councilmember Holdren seconded the motion. The motion passed with a 6-0 vote. Closed session started at 8:54 PM.

Councilmember Fiege moved to exit closed session of this regular meeting of the Onancock Town Council and certify by roll call vote that the item discussed in Closed Session align with the purpose stated in the motion made in Open Session. Councilmember Nock seconded the motion. A roll call vote was taken:



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- Councilmember Fiege – aye
- Councilmember Grubb – aye
- Councilmember Holdren - aye
- Councilmember Marino – aye
- Councilmember Nock – aye
- Councilmember Pettit – aye
- Mayor Fosque – aye

- 1) **Adjourn** – Councilmember Fiege moved to adjourn the meeting. Councilmember Nock seconded the motion. The motion passed with a 6-0 vote. The meeting adjourned at 9:19 PM.

North East Neighborhood Revitalization
A Town-Community Partnership to Elevate the
Northeast Neighborhood

Jeff Vernimb
Onancock Business and Civic Association
October 27, 2025

Northeast Neighborhood Revitalization

- Staff & OBCA volunteers partnered to address NE Park (Spring-Fall)
 - Replacement of damaged perimeter fencing
 - Remediation of heavy poison ivy along back fencing
 - Weekly removal of litter and monitoring of park conditions
 - Cleaning and repairing park picnic tables
 - Installation of a new basketball court and basketball hoops
- This led to the start of an in-formal community planning group and talk of “What could and should be done”
 - Thelma, Javon, Clinton, OBCA volunteers, Tree Board members

Northeast Neighborhood Revitalization

Envisioning a Revitalized Neighborhood -- 4 Themes Emerged:

- **NE Playground is the Heartbeat of the Neighborhood.** Funds needed to increase usage. Specifically; More shade, quality picnic tables, stand-alone benches & trash cans
- **Samuel D. Outlaw Legacy Needs to be Celebrated:** Mr. Outlaw's legacy represents rich neighborhood history and is a source of community pride
- **Prioritize Boundary Avenue:** Primary entrance into the community (and to Kerr Street)
 - It's uninviting & uninspiring with dilapidated buildings, unkempt lawns, underutilized NE Park
 - Building blocks: "Welcome to Onancock" mural, historic Outlaw Blacksmith Shop, and a multi-use park which is one of the few in Onancock.
- **Re-focus on the broader neighborhood:**
 - Prior grant work unfinished (dilapidated properties); Add trees & bushes to properties adjacent to park; cut dead trees and limbs; Remove abandoned vehicles and; Ensure regular care of lawns

Northeast Neighborhood Revitalization

- Three-step plan envisioned
- Mix of community, Town and financial grants to execute
- Need to start now to be ready for Summer 2026
- Requesting 3 approvals tonight

Northeast Neighborhood Revitalization

- Step 1: Starting with park exterior, add plantings on corner of Boundary & School; In front of playground equipment on School

Boundary Ave. – Church Property



School St. – Church Property



School St. – Town Property In Front of Playground



Northeast Neighborhood Revitalization

- **Step I (November 2025)**

- Objective: Immediately improve the appearance of the park & surroundings
 - Plant 12 trees and bushes along the perimeter (Boundary Avenue & School Street)
 - Plantings in three locations. 1. Corner of Boundary/School (Glorious Church property), 2. School St (GC property) & Far end of NE Park (In front of playground equip. on School St.)
 - Improves appearance of the Park and over time provides additional shade
 - Neighboring Glorious Church has approved
- Cost: \$1,490.00 to be covered by the Onancock Business and Civic Association

Action Requested: Approval to plant trees on park property in Fall 2025. Plants and installation to be done by Hortco. OBCA will coordinate work and communication with Glorious Church

Northeast Neighborhood Park

• Step II (February 2026-June 2026)

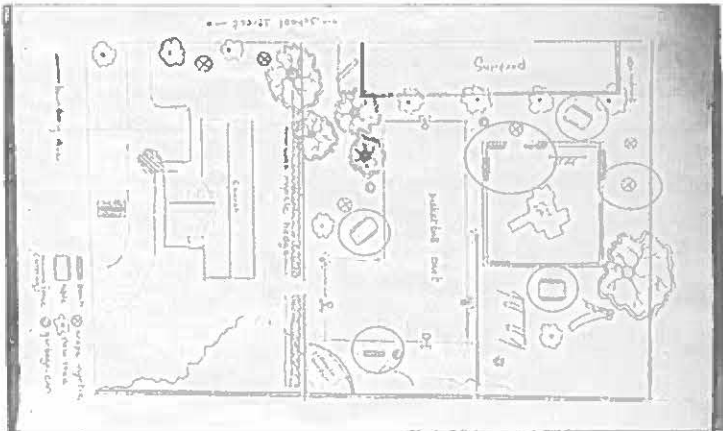
- Objective: Celebrate the legacy of Samuel D. Outlaw and enhance NE Park
 - Rename the NE Neighborhood Park the Samuel D. Outlaw Park
 - Install 3 pole banners on Market Street (Blacksmith Shop, Samuel D. Outlaw, Onancock) (est. cost is \$2k)
 - Design and install a new park sign (\$2k) & "This way to" to shop and park" (\$2k)
 - Add picnic tables (3, Total cost \$4.8k), metal park benches (3, Total cost \$2.4k), metal garbage cans (2, Total cost \$1.8k). Concrete pads (6, Total cost \$6k)
 - Install plantings along the park fence adjacent to Glorious Church (Est. cost \$4k) (Note: plantings to be placed on the church side of fence)
 - OBCA volunteers paint fencing (Paint \$.4k)
- Cost: \$25.4K requires Town funding (Note: Donations and grants will be solicited to offset the cost of improvements)

Action Requested:

- *Jan/Feb. '26 (\$9k): Approval to order benches, tables, additional garbage cans*
- *Mar./Apr. '26 (\$10.4k): Approval to add plantings, paint, cement pads*
- *Apr/May. '26 (\$6k): Approval to order two signs and banners (Note: Spend could be funded in fiscal 26-27)*

Northeast Neighborhood Revitalization

- Step 2: Rename park, add signage, plantings along fence, 3 benches, 3 tables, garbage cans



Northeast Neighborhood Revitalization

- Step 3: Partner with neighbors to improve Boundary thoroughfare

Adjacent to Blacksmith Shop



Blacksmith Shop



School Street



School Street



Kerr Street



Boundary Avenue



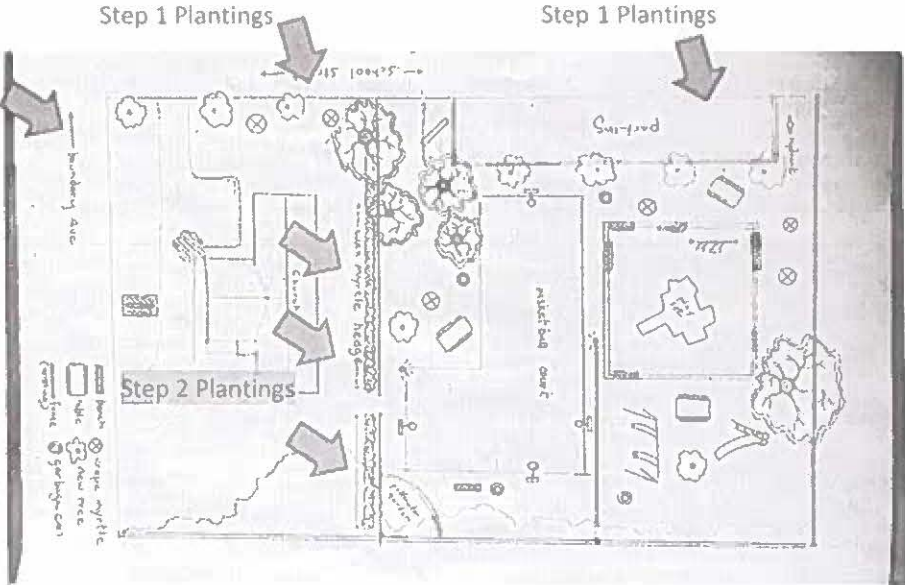
Northeast Neighborhood Revitalization

- **Step III (Spring 2026-Beyond)**

- Objective: Extend aesthetic improvements beyond the NE Park
 - Extending plantings from Blacksmith Shop up length of Boundary
 - Ensuring regular lawn maintenance on corner of Boundary and School
 - Adding plantings to Boundary Avenue entry
 - Removing or repairing vacant buildings near Blacksmith Shop and across from Glorious Church (Boundary Avenue & School Street)
 - Removing/repairing structures previously earmarked for action
 - Prioritizing and funding a one-time program to remove/prune dead trees and abandoned vehicles
- Total Cost: To be determined

Action Requested: Assign small community-led group to work with a designated Town Council member on a detailed plan (tactics, cost, timing) to be presented and approved by March 31st, 2026

Proposed Plantings (Steps 1 & 2)



Attachments

Step 1 Cost of Plantings

- Hortco Proposed Plantings

- (4) 7-gallon trees (Oak, Maple, Ornamental Trees) (\$575.00)
- (6) 3-gallon assorted shrubs planted- Holly, Osmanthus, Bayberry (\$315.00)
- (2) 7-gallon Crape Myrtles planted (\$270.00)
- Mulch – 2 yards (\$100.00)
- Mulching & prep/labor (\$230.00)

NE NEIGHBORHOOD REVITALIZATION COST ESTIMATES

NORTHEAST NEIGHBORHOOD IMPROVEMENTS				
STEP	ACTION	TIMING	COST	NOTES
I	Add Plantings to Park Perimeter	Nov-25	\$1,490.00	To be funded by OBCA donation
II	Phase 2 NE Neighborhood Enhancements	Spring 2026	\$ 25,400.00	
	- Add 3 banners to Market St *		\$ 2,000.00	Could move to next fiscal year
	- Design and install new park sign		\$ 2,000.00	Could move to next fiscal year
	- Purchase and install "directions to park" sign		\$ 2,000.00	Could move to next fiscal year
	- Add 3 park benches (\$800.00 ea.)		\$ 2,400.00	
	- Add 3 picnic tables (\$1500.00 ea. - \$1800.00)		\$ 4,800.00	
	- Add 2 garbage cans (\$900.00 ea.)		\$ 1,800.00	
	- Equipment installation (\$1,000 per cement pad)		\$ 6,000.00	
	- Paint for fence		\$ 400.00	
	- Purchase plants & install pollinator garden*		\$ 4,000.00	
III	Adjacent Property/Neighborhood Improvements	2026	\$140,000.00	NOTE: Estimates are directional only. Further discussion needed
	- Add plantings on Boundary Avenue*	Spring	\$ 7,500.00	Plantings to extend from Blacksmith Shop to park
	- Fund one-time removal of dead trees/limbs	Spring/Summer	\$ 10,000.00	Reflects high end of estimate
	- Remove/repair 2 dilapidate structures near park*	Summer	\$ 20,000.00	Two properties budgeted (#1 Boundary near Church, #2 on School St.)
	- Regularly maintain corner lawn properties	On-going	\$ -	Prop. 3 is adjacent to Blacksmith Shop and assumed owner to address
	- Fund one-time removal of abandoned vehicles	Summer	\$ 2,500.00	This potentially can be executed at no cost
	- Neighborhood property improvements*			
	- Neighborhood property improvements*	On-going	\$100,000.00	Requires further discussion. Est. assumes Town grant program created
	* Estimated cost			

JOY MARINO

ONANCOCK TOWN COUNCIL

COMMENTS AT OCTOBER 27, 2025 MEETING FOR THE RECORD

I SUPPORT MAINTAINING THE TOWN OWNED PROPERTY OF OHS BUT THE EXPERTISE TO FUND REPAIRS IS NOT HERE.

COUNCIL, WITHOUT DISSENT, DIRECTED THE TOWN MANAGER TO OBTAIN AN ENGINEERING/MECHANICAL STUDY OF THE HIGH SCHOOL. IT WAS NOT OBTAINED.

INSTEAD WHAT WE HAVE ARE A BID FROM A ROOFING CONTRACTOR AND A BID FROM A HVAC CONTRACTOR AND A REAL ESTATE DEVELOPER. IT IS IMPORTANT TO NOTE THIS PROCESS DOES NOT FOLLOW THE GUIDELINES OF OUR PROCUREMENT POLICY. YOU'RE A LANDLORD. YOUR RENTER HANDS YOU TWO ESTIMATES FOR REPAIRS. YOU WOULD NOT TELL THE RENTER TO HIRE HIS CONTRACTORS AND THEN WRITE THE RENTER A CHECK? I THINK NOT. I WOULD NOT. AND I THINK YOU WOULD NOT EITHER. NOT GOOD BUSINESS PRACTICE AND DOES NOT FOLLOW COUNCIL ADOPTED PROCUREMENT POLICY WHICH STATES WE MUST RECEIVE THREE BIDS AND COUNCIL MUST APPROVE THE BIDS.

SPLITS ARE INTENSIVE MAINTENANCE. EACH UNIT, EVERY YEAR, MUST BE SERVICED. THE TAXPAYERS WILL BEAR THE EXPENSES OF YEARLY MAINTENANCE FOR EACH SPLIT UNIT.

THIS IS NOT A SOUND FINANCIAL DECISION BUT AN EMOTIONAL DECISION.

WE MUST FULFILL OUR FUCICIARY RESPONSIBILITY AND PRACTICE DUE DELIGENCE.

QUESTIONS:

IT IS DIFFICULT TO PROCEED WITHOUT A BUDGET FROM THE SCHOOL. I WAS TOLD IT WAS ON THEIR WEBSITE BUT I HAVE NOT BEEN ABLE TO LOCATE. HOW CAN WE PROCEED WITHOUT A CLUE AS TO FINANCIAL VIABILITY ?

THE IDLE FUNDS, FROM HRSD SURPLUS, WERE IN THE BUDGT LAST YEAR BUT STILL TAXES WERE INCREASED IN ALL AREAS EXCEPT REAL PROPERTY. WHY?

PUBLIC HEARING FOR HOS 8 RESIDENTS SPOKE. 25% WERE IN FAVOR OF GIVING THE SCHOOL \$800K. 75% OPPOSED. THE PEOPLE OF ONANCOCK HAVE SPOKEN. WHERE IS THE COMMUNITY SUPPORT?

OUR ATTORNEY, ERIC GREGORY, STATED THERE IS NO FUCICIARY RELATIONSHIP BETWEEN THE TOWN AND THE SCHOOL. NO PARTNERSHIP CREATED, NO JOINT VENTURE. THE LEASE IS SPECIFIC ABOUT FOS ROLE AND RESPONSIBILITY. HOW CAN WE PROCEED WITHOUT A LEASE? WITHOUT A PRESIDENT OF THE BOARD OF FOS AS THE PAST TWO PRESIDENTS HAVE RESIGNED?

SUGGESTIONS;

AS OUR CURRENT TOWN MANAGER WILL BE RESIGNING, WE WILL BE IN THE PROCESS OF HIRING A NEW TOWN MANAGER.

I PROPOSE WE POSTPONE THIS MOTION UNTIL WE COMPLETE THE HIRING PROCESS AND HAVE "FRESH EYES" ON THE PROPOSAL. THE

NEW TOWN MANAGER MAY ALSO BRING FRESH IDEAS AS TO FUNDING STREAMS.

To: Town of Onancock Councilmembers Lisa Fiege, Omar Grubb, Cynthia Holdren, Joy Marino, Sarah Nock and Ashley Pettit; Mayor Fletcher Fosque; and Town Manager Matt Spuck
From: Pam Fitzpatrick, 60 Hill Street
Date: October 27, 2025
Re: Statement Regarding Proposed Boundary Line Adjustment and Submission of Additional Notes for Recording in Minutes

Tonight, I'm submitting several documents for inclusion in the public record via the minutes of this meeting. I'm requesting that these documents are included in entirety. Some of these were presented at the last meeting, but they don't appear to have been included in the meeting minutes. I'm also including new documents to address BLA developments since the Town's Public Hearing on September 22, 2025.

This is by no means a comprehensive account of the Town's dealings on this topic, but my hope is that by aggregating publicly available information and documents from our group of affected property owners in a single place, we're all positioned for efficient reviews and discussions should this topic resurface, as the Mayor has suggested it will.

At your Public Hearing on September 22, 2025, several of us presented questions about your plans. We also requested that you vote down the BLA proposal as it was presented or that you initiate a meeting between the Town Manager and affected property owners. To date, our questions remained unanswered and our requests unfulfilled. We have had no further communication from the Town, which leaves us confused and uncertain of the Town's plans.

I would like to thank Councilmember Grubb for acknowledging our presence at the last meeting and voicing his concern about the unfairness of the proposal on current homeowners. I would also like to thank Councilmember Marino for her apology to property owners who didn't receive the BLA mailing in early September and to express agreement with her call for more transparency and dialogue.

We continue to believe that through good governance--based on principles of participation, transparency, accountability--the Town can engage affected property owners to successfully plan for the future in mutually beneficial ways. We look forward to speaking with you.

The list of documents requested for inclusion in entirety in the Town of Onancock meeting minutes for October 27, 2025:

1. **Questions presented from the Property Owners Affected by "Proposed Addition to Onancock" to the Accomack County Board of Supervisors at the Public Hearing on September 17, 2025, and to the Onancock Town Council on September 22, 2025.** This document was presented but not included in the meeting minutes.

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2. **List of Property Owners Accomack Affected by "Proposed Addition to Onancock," with details of those who submitted statements of opposition to the Accomack County Board of Supervisors at the Public Hearing on September 17, 2025, and to the Onancock Town Council on September 22, 2025.** This document was presented but not included in the meeting minutes that you received today.
3. **Email from Town Manager Matt Spuck, representing Town of Onancock, to Accomack County Administrator Mike Mason, dated October 9, 2025.** This email states that the Town of Onancock is formally withdrawing its BLA request at this time.
4. **"Onancock asks to withdraw boundary line adjustment from county consideration," by Grace Harman of WBOC.com, October 15, 2025.** This article attributes a statement to the Mayor saying that the town council sent the letter because it thought the agreement needed more consideration and was not off the table. (The Mayor is not quoted directly.)
5. **Accomack County Board of Supervisors - Agenda Item Details for Board of Supervisors Regular Meeting of October 15, 2025.** This document is included because it provides a timeline of actions taken since the Town and County public hearings. This information does not appear in any Town documents to date.
6. **Onancock Town Council Meeting Agenda - August 25, 2025.** This document is included to note the omission of the Boundary Line Adjustment discussion in the publicly available meeting agenda. Video of the Council meeting shows Councilmember Cynthia Holdren requesting the addition of "annexation of the Liberty Street property" to the Council Action. (The source of this agenda addition is not specified.) The topic is later referred to by the Mayor as the boundary line adjustment.
7. **Onancock Town Council Meeting Minutes - September 22, 2025.** This document is included to note that Councilmember Marino asked to delay the vote on the proposed Boundary Line Adjustment "for clarification purposes." The minutes do not make mention of some key discussion points captured in the meeting video recording, specifically:
 - Councilmember Marino's request for more transparency and dialogue with affected property owners.
 - Councilmember Marino's public statement that the BLA was discussed in two closed sessions, including one in August.

The minutes from the August meeting (as approved at the September meeting) do not include any information about the discussion of real estate topics during Council's closed session.

8. **Comments & Questions related to the above documents, submitted on October 27, 2025.**

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To: Accomack County Board of Supervisors

From: Property Owners Affected by Proposed Addition to Onancock

Date: September 17, 2025

1. What is the goal of this Boundary Line Adjustment (BLA) ?
2. Your minutes from the August meeting state that there is a difference between a Boundary Line Adjustment (BLA) and an Annexation. Can you please explain the difference between the two and why a BLA was chosen for this project?
3. When did conversations about this project begin?
4. Who has been involved in conversations about this project? Who originated this topic?
5. How was this new boundary line determined?
6. Have you engaged with any property owners about this project prior to the distribution of notices to all affected property owners as required by law?
7. Have you completed an analysis of the impacts on the following factors for existing property owners, in aggregate and individually, as the result of this change? If so, where are those results available?
 - a. Taxes
 - b. Services
 - i. Police
 - ii. Fire
 - iii. Other
 - c. Zoning
 - d. Ordinances

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To: Accomack County Board of Supervisors
From: A Group of Property Owners Affected by "Proposed Addition to Onancock"
Date: September 17, 2025

The table below lists all Property Owners affected by Onancock Boundary Line Change as shown on "Exhibit A," prepared by Shoreline Surveyors for Town of Onancock, March 6, 2025. We are also noting the Affected Property Owners who are in opposition to this proposal.

Parcel Count	Name	Parcel Number	Opposition Stated, Sept. 17 2025
1	Van Kesteren	92-A-95B	
2	Ruthig	92-A-95B1	X
3-4	Williams*	85-A4-A17 85-A4-17A	X
5-6	Bernart*	85-A4-A-2 85-A4-A-2A	
7	Nelson	93-A-1	
8-11	Parker	93-14-5 93-14-4 93-14-3 93-14-1	
12	Mitchell	93-14-2	
13	Fitzpatrick	93-A-3	X
14	Gilbert	93-A-4A	X
15-16	AEO Legacy Development	93-A-4B1 93-A-4B2	X X
17	Stevens	93-A-5	X
18	Killmon	92-A-1A	X
19	Evans / Hoskinson	92-A-94A	X
20	Chesapeake & Potomac Tel Co	92-A-94	
21	ES Public Ser Co	92-A-95	

*The map "Exhibit A" does not clearly delineate which parcel, if any, is affected by the boundary line adjustment. We are asking the County to provide us with an accurate list of property owners affected by the boundary line adjustment.

Fitzpatrick 4 of 25

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From: Wharf <wharf@onancock.com>

Date: October 9, 2025 at 12:35:26 PM EDT

Subject: [External Sender] Onancock communication (This is Matt, I am staffing the Wharf today)

To: Michael Mason <mmason@co.accomack.va.us>

Town of Onancock

15 North Street
Onancock, Virginia 23417
(757) 787-3363

October 9, 2025

Mr. Mike Mason
County Administrator
Accomack County
23296 Courthouse Avenue
Accomac, Virginia 23301

Re: Boundary Line Adjustment Between the Town of Onancock and Accomack County

Dear Mr. Mason,

As you know, the Town of Onancock and Accomack County previously worked collaboratively toward a proposed boundary line adjustment. Both localities held the required public hearings following extensive coordination and general agreement on the concept. In reliance on that agreement and the County's initial support, the Town invested in legal and surveying resources necessary to move the process forward in good faith.

After the County's public hearing, however, we understand that the Accomack County Board of Supervisors indicated they are no longer supportive of the boundary adjustment. We were advised that the Board's decision followed public comment opposing the proposal. Specifically, nine parcel owners expressed opposition, while the owner of five parcels submitted written support. The primary concern expressed by those in opposition appeared to be the additional tax liability associated with becoming Town residents.

We also understand that the Board's discussion included references to the Town's interest in ensuring responsible, lower-density development in the affected area. While we appreciate the County's housing priorities, the Town respectfully disagrees that reversing support for the boundary adjustment is a sound long-term strategic decision. Given existing water and sewer capacity limitations, a high-density residential project in this area is unlikely to be feasible. As such, the County's objective for additional housing may not be advanced by this change in position.

Nevertheless, given the shift in the County's support, the Town of Onancock hereby formally withdraws its request for the boundary line adjustment at this time. We appreciate the County's partnership throughout this process and remain open to future discussions regarding

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cooperative planning, service delivery, and growth management when circumstances are more favorable.

Sincerely,

Matt Spuck
Town Manager
Town of Onancock



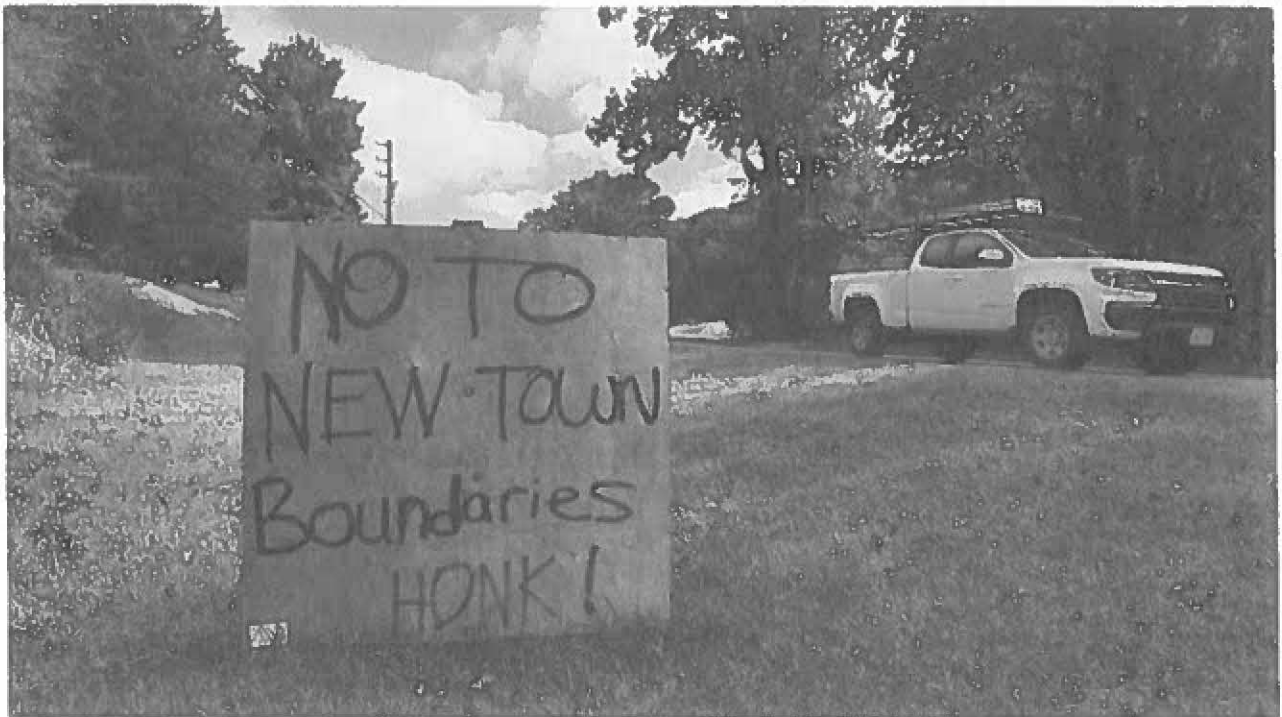
Wharf
Service Account
e: wharf@onancock.com | w: www.onancock.com

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https://www.wbc.com/news/onancock-asks-to-withdraw-boundary-line-adjustment-from-county-consideration/article_38cbb64d-2817-4497-bc10-66f3a1c1976d.html

Onancock asks to withdraw boundary line adjustment from county consideration

Grace Harman
Oct 15, 2025



Homeowners who want to stay on the outskirts of Onancock are cautiously optimistic after the town withdrew a boundary line adjustment request from county consideration.

ONANCOCK, VA - The town of Onancock formally withdrew its request for a boundary line agreement with Accomack County after a group of neighbors living on the outskirts of town voiced concerns.



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Fitzpatrick Top 25

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In September, Accomack County and Onancock town officials mailed letters to notify property owners near Tower Road of a proposed boundary line expansion that would officially bring their properties into the town limits.

Neighbors told WBOC then that they felt blindsided by the lack of prior communication.

Bonnie Warren said she only received the letter 12 days before a public hearing and possible vote by county supervisors. The board voted on September 18 to table the agreement.

In the withdrawal letter, Onancock Town Manager Matt Spuck said, "Given the shift in the county's support, the town of Onancock hereby formally withdraws its request for the boundary line adjustment at this time."

The Mayor of Onancock, Fletcher Fosque, was unavailable on Wednesday but told WBOC that the town council sent the letter because it thought the agreement needed more consideration and was not off the table.

Warren said she thinks the letter shirks responsibility by putting the onus for the withdrawal on the county rather than the town.

Filepatnik 8 of 25

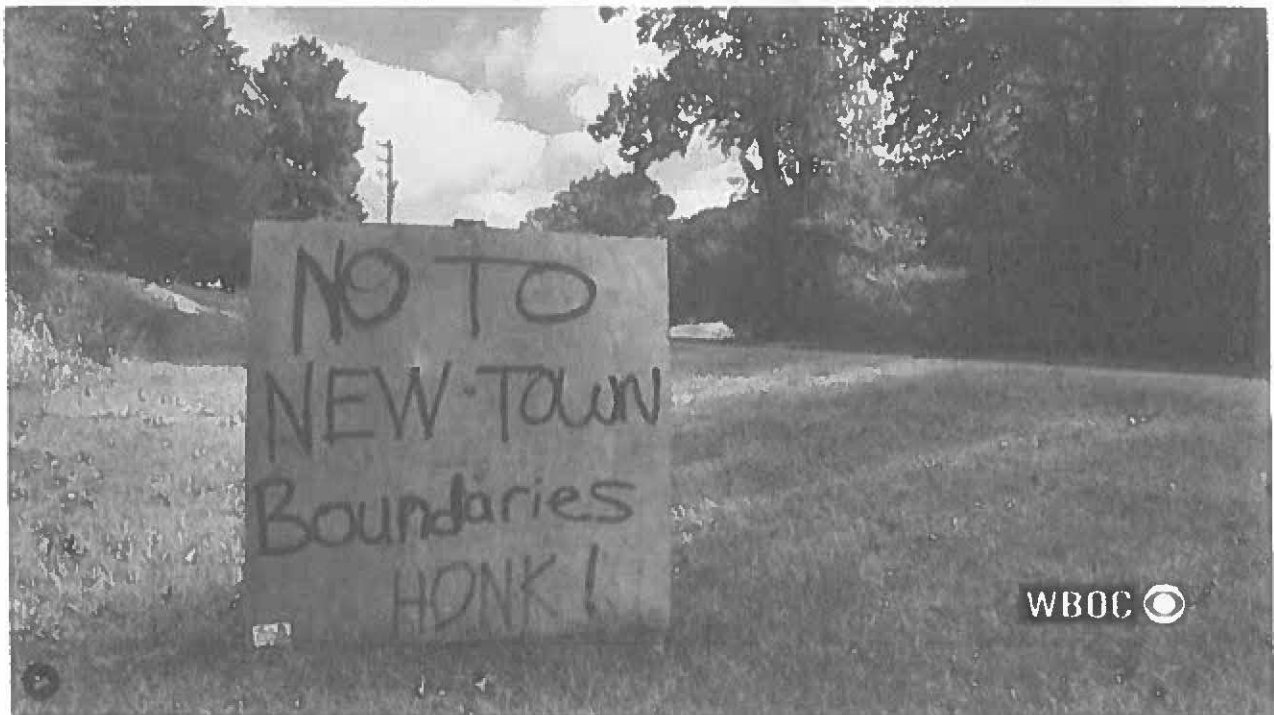
34

"Trying to put the blame on the Board of Supervisors, saying, well, you didn't want it," Warren said. "That's not what happened at the meeting ... it was tabled."

Nancy Hoskinson, who has lived on the land outside of Onancock for 50 years, said she is cautiously optimistic that the boundaries will not change but that the whole process has been frustrating.

"I think that they needed to do more ... a deeper study because there were people right on the boundary line that never were considered," Hoskinson said.

Warren told WBOC she plans to attend the county board meeting on Wednesday evening, alongside other neighbors, to get a clearer idea of where things stand.



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10/26/25, 8:42 PM

Onancock asks to withdraw boundary line adjustment from county consideration | Latest News | wboe.com

Onancock asks to withdraw boundary line adjustment from county consideration

Updated Oct 15, 2025

Grace Harman

Video Journalist

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Agenda Item Details

Meeting	Oct 15, 2025 - Board of Supervisors Regular Meeting 5:00 p.m.
Category	9. Old Business
Subject	9.1 Continuance of Discussion on Proposed Boundary Line Adjustment/Consider accepting Town of Onancock's BLA Withdrawal Letter
Type	Action, Hearing
Recommended Action	Accept the Town of Onancock's request to withdraw the Boundary Line Adjustment from consideration

Key Points:

- At the August 20, 2025, Board of Supervisors meeting, the Board voted to send a requested boundary line adjustment (BLA), initiated by the Town of Onancock, to public hearing. The requested BLA seeks to expand the Onancock's incorporated area to include 84.45 acres of largely undeveloped land located along Liberty and Hill Streets and lying adjacent to the Town's current boundary.
- On September 17, 2025 The Board of Supervisors held a public hearing on the requested BLA, began discussions on it and ultimately voted to continue discussions at the Board's October 15, 2025 regular public meeting.
- On September 22, 2025, the Onancock Town Council held a public hearing on the BLA taking no action on it and agreeing to continue its discussion as well.
- On September 26, 2025, a meeting was held regarding the BLA with the County Administrator, Town Manager and legal counsel for both parties in attendance.
- On October 9, 2025, the County Administrator received an email request from Town Manager indicating the Town was withdrawing its BLA request from consideration.
- Assuming the Board of Supervisors is receptive to the Town's withdrawal request, the County Administrator recommends the Board accept it by formal vote which will conclude this matter.
- Should the Town seek to resubmit this BLA request in the future, the entire process prescribed by the Code of Virginia, including public advertisements, hearings, letters to impacted property owners, etc., will need to be reinitiated.

Staff Contact: Mike Mason, CPA, County Administrator

Number of Attachments: 4 (DRAFT Boundary Line Resolution/DRAFT Boundary Line Agreement/BLA Survey/BLA Withdrawal Request)

Boundary Line Resolution - Onancock 2025.pdf (93 KB)

Onancock Boundary Line Adjustment Agreement 7.30.2025.pdf (129 KB)

Fitzpatrick 11/09/25

Onancock - Exhibit A Boundary Line Adjustment.pdf (3,398 KB)

Town of Onancock letter BLA 10.9.2025.pdf (138 KB)

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Town Council: Lisa Fiege, Omar Grubb, Cynthia Holdren, Joy Marino, Sarah Nock, Ashley Pettit
Mayor: Fletcher Fosque | Town Manager: Matt Spuck

Town Council Meeting
August 25, 2025, 7:00 p.m.
Agenda

1. Call to order and roll call.
2. Pledge of Allegiance
3. Consider the meeting minutes from July 28, 2025.
4. Public Hearing
 - a. None scheduled
5. Public Presentation:
 - a. None scheduled
6. Council Action
 - a. Read Resolution to Support the VDOT project for eight new crosswalks.
 - b. Public Comment on Resolution.
 - c. Consider Resolution.
7. Council discussion:
 - a. Discuss the ordinance regarding remote meeting participation.
8. Committee Reports
 - a. Planning Commission (Cindy Holdren)
 - b. Economic Development Authority (Lisa Fiege)
9. Community Reports
 - a. Onancock Main Street (Lisa Fiege)
 - b. Historic Onancock School (Sarah Nock)
 - c. Sail 250 (Lisa Fiege/Debbie Caton)
10. Public Comment
11. Mayor's Report
12. Town Manager's Report
 - a. Financial Report
 - b. Manager's Report

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a. Police report

13. Town Councilmember comments

14. Closed session.

a. None scheduled.

15. Adjourn

Town of Onancock Town Council Meeting September 22, 2025 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. Councilmembers Lisa Fiege, Omar Grubb, Cindy Holdren, Joy Marino, Sarah Nock, Ashely Pettit, and Mayor Fletcher Fosque were present. Town Manager Matt Spuck and Town Clerk Debbie Caton and Deputy Clerk Hannah Ayres were also present.

2. Pledge of Allegiance

Councilmember Fiege moved to amend the meeting agenda by adding the Personnel Committee report to Committee Reports and adding a Closed Session to the end of the regular meeting. Councilmember Marino seconded the motion. The motion passed with a 6-0 vote.

Councilmember Marino moved to amend the meeting agenda. “Consider motion for boundary line adjustment” has been moved to Council discussion. Councilmember Grubb seconded the motion. The motion passed with a 5-1 vote with Councilmember Nock voting nay. Mayor Fosque will change the order of the public hearings.

3. Consider the meeting minutes from August 25, 2025 – Councilmember Fiege moved to approve the meeting minutes. Councilmember Marino seconded the motion. The motion passed with a 6-0 vote.

4. Public Hearing

a. Public Hearing – Boundary Line Adjustment (BLA) – The public hearing opened at 7:06 PM. The purpose of tonight’s hearing is to receive public comment of the Onancock Town Council’s intent to approve a boundary line adjustment. In accordance with Virginia Code §15.2-3107, which governs adjustments of boundary lines between a town and a county by agreement, and Virginia Code §2.2-3707, which requires a proper public notice and open meetings, notice of this hearing was published in the Eastern Shore Post on September 5 and September 12, 2025. The property in question is located

Town of Onancock Town Council Meeting September 22, 2025 7:00 PM

west of Hill Street, south of Liberty Street, and extends to Tower Road. The proposed adjustment is intended to clarify jurisdiction, align service delivery, and ensure accurate representation for the affected properties. The purpose of tonight's hearing is to hear directly from you, the public. When you come forward to speak, please state your name and address for the record, and keep your comments focused on the matter at hand. We ask that remarks be limited to 3 minutes so that everyone can participate.

The following public comments were recorded:

- i. Mark Sinclair – Mr. Sinclair does not support the BLA.
- ii. Bonnie Savage – Ms. Savage does not support the BLA.
- iii. Dan Fitzpatrick – Mr. Fitzpatrick does not support the BLA.
- iv. Bonnie Warren – Ms. Warren does not support the BLA. (Full statement is attached.)
- v. Grayson Williams – Mr. Williams did not receive any notification about the BLA until the public hearing was advertised in the Eastern Shore Post. Mr. Williams does not support the BLA.
- vi. Pam Fitzpatrick – Ms. Fitzpatrick does not support the BLA. (Full statement is attached.)
- vii. Diana Harrison – Ms. Harrison does not support the BLA. (Full statement it attached.)
- viii. Jay Miller – Mr. Miller thinks the BLA should move forward to allow for our Planning Commission and our Town Council to make decisions about the development. This is currently out of the town's hands and Accomack County can build high density town homes as it is currently zoned this way.
- ix. Nancy Hoskinson – Ms. Hoskinson does not support the BLA.
- x. Don Ruthig – Mr. Ruthig thinks the proposal for the BLA was not put together with too much thought.
- xi. Joe Hill – Mr. Hill asked, "why does the town need to annex this property?" He has concerns about traffic control.

Town of Onancock Town Council Meeting September 22, 2025 7:00 PM

The public hearing closed at 7:34 PM.

Councilmember Nock requested clarification on the current zoning for the land in question and what the options would be if the adjustment were to proceed.

Town Manager Spuck responded Accomack County has the land zoned "village development" which would allow for high density housing. Currently, Onancock does not allow for high density housing.

Councilmember Grubb does not think it is fair that the current homeowners are forced into this property line adjustment.

Councilmember Holdren explained the differences between R1 A-C zoning within town limits.

Councilmember Marino would like to delay the vote for clarification purposes. Councilmember Marino has concerns with the high-density zoning status.

- b. Public Hearing – Change in the Budget of more than 1% of expenditures for School capital improvement.** – The public hearing opened at 7:48 PM. The purpose of tonight's hearing is to receive public comment on a proposed amendment to the Town's budget. Under Virginia Code §15.2-2507 ("Amendment of Budget"), any locality seeking to amend its budget so that the total expenditures exceed the current approved budget by more than one percent must first publish notice and hold a public hearing. In accordance with that requirement, notice of this hearing was advertised in The Eastern Shore Post on September 5 and September 12, 2025, and we are here tonight to hear from the public. The matter before us involves the Town-owned school building, which is currently leased to a nonprofit organization. Under the terms of the lease, the nonprofit is responsible for "caring for and maintaining" the facilities. There is, however, a difference of opinion: some believe that maintenance under the lease extends to capital improvements and major repairs. In contrast, other believe that as the building remains a Town-owned asset, the Town itself should invest in significant capital improvements to preserve and protect it. The estimated cost of the most

Town of Onancock Town Council Meeting September 22, 2025 7:00 PM

pressing repairs- primarily the roof and the HVAC system-is approximately \$800,000. This potential expenditure would increase the current budget by more than one percent, triggering the requirement for tonight's public hearing. No decision will be made this evening. The purpose of tonight's hearing is to receive public input so that Council can carefully weigh the options. When you come forward to speak, please state your name and address for the record, and keep your comments focused on the subject at hand. We ask that remarks be limited to 3 minutes to allow everyone the opportunity to be heard. The following public comments were recorded.

- i. Rosemary Paparo - Ms. Paparo thinks the Town should cancel the current or renegotiate the current lease with Friends of Onancock (FOS) board. The town must then perform any capital repairs or improvements itself. The town can not give FOS \$800,000. The Northeast District is still waiting for the basketball court and other basic maintenance needs are neglected.
- ii. Phillip Claffa - Mr. Claffa voiced his opposition to allocating money of this amount without commensurate comprehensive audit and submission of plans for the projected funds. The public is owed some accountability for the expenditure of that kind of money.
- iii. Priscilla Hart - Ms. Hart sent an email to the Town Council which she read into record. (The full statement is attached.)
- iv. Rick King - Mr. King, Board of Directors (FOS), Mr. King explained the differences between a lessee and lessor as it pertains to lease agreements.
- v. Mary Burnham - Ms. Burnham is in favor of the town allocating funds for capital repairs to HOS. She is also in favor of the HOS paying rent within its means and income to help cover these costs. (The full statement is attached.)
- vi. Cheryl Cashman - Ms. Cashman reminded the Town Council that when the lease agreement was put in place several years ago, the citizens were assured it would not cost residents any money.

Town of Onancock Town Council Meeting September 22, 2025 7:00 PM

- vii. John Orth – Mr. Orth asked if there is any discussion to raise the rents at HOS to help with the \$800,000 capital improvements. The revenue stream from the Performance Pavilion has yet to materialize. Mr. Orth suggested the cost of the repairs be split between the town and HOS.
- viii. Dana Simson – Ms. Simson thinks everyone should be aware of the decisions being made by Town Council that affect everyone. She is confused by why significant amounts of money are spent for some areas in town but not other areas like the Northeast District. There need to be can more consideration on expenditures and how they bring a return to all the taxpayers of Onancock.
- ix. Bobbie Lohr – Ms. Lohr finds it interesting that the Town Council wants to use the reserves to assist with the capital repairs at HOS. She finds it odd because during the winter she witnessed the Department of Public Works (DPW) struggle with a significant water repair and lack of a GIS system to locate the water mains and pipes.
- x. Dorice Matthews - Ms. Matthews would like to see more decorations and such in the Northeast district. The district does see the same benefits as other districts even though they pay taxes too.

The public hearing closed at 8:17 PM.

5. Public Presentation

- a. **Samual D. Outlaw Blacksmith Shop** – Gerald Boyd, Curator gave a presentation of the Samuel D. Outlaw Blacksmith Shop. Mr. Boyd has been the curator for eleven years and during this time the Samuel D. Outlaw Blacksmith Shop is now listed on National Historic Register, The Virginia Register of Historic Places and partners with the National Park Service and recognized by the National Civil Rights Network. The lunch box event held in August was successful. Mr. Boyd discussed potential repairs and upkeep needed to maintain the building.

Councilmember Fiege moved that the Town Council appropriate \$10,000 from the Town's unassigned reserve funds to the Budling and Streets budget, line item 10-

**Town of Onancock
Town Council Meeting
September 22, 2025
7:00 PM**

6400-8210 (Blacksmith Shop), for the purpose of meeting unbudgeted expenses.”
Councilmember Nock seconded the motion. A roll call vote was taken:

- Councilmember Fiege – aye
- Councilmember Grubb – aye
- Councilmember Holdren – aye
- Councilmember Marino – aye
- Councilmember Nock – aye
- Councilmember Pettit – aye

The motion passed with a 6-0 vote.

6. Council Action

- a. Funding for body camera replacement.** – Town Manager Spuck explained Chief Williams is requesting money for new body cameras as the existing body cameras are starting to fail. Chief Williams gave a presentation on the desired cameras and discussed the quote from Motorola.

Councilmember Holdren moved that the Town Council appropriate \$23,000 from the Town’s unassigned reserve funds to the Police Department budget, line item 10-5524-6016 (Police Supplies), for the purpose of meeting unbudgeted expenses.” Councilmember Fiege seconded the motion. A roll call vote was taken:

- Councilmember Fiege – aye
- Councilmember Grubb – aye
- Councilmember Holdren – aye
- Councilmember Marino – aye
- Councilmember Nock – aye
- Councilmember Pettit – aye

The motion passed with a 6-0 vote.

**Town of Onancock
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- b. Discuss OBCA's offer to renovate the Onancock Wharf Sign.** – Bill Burnham, President presented a plan to update the Wharf Sign by replacing the lattice work. OBCA will fund the material and labor required to complete this project.

7. Council Discussion:

- a. Consider motion for boundary line adjustment.** – Town Council discussion ensued. No vote was taken in consideration on the BLA.

8. Committee Reports

- a. Planning Commission (Cindy Holdren)** – Councilmember Holdren reported the Planning Commission met on Monday, September 8, 2025. There were several presentations from community groups and their input on the comprehensive plan. A public hearing was held regarding the proposal to develop the property referred to as the Eller Property. This property is 29 acres on Fairgrounds Road behind the old Fosque dental office. There will be a vote at the next meeting on the zoning application scheduled for Monday, October 6, 2025.
- b. Economic Development Authority (Lisa Fiege)** – Councilmember Fiege reported the next meeting is Wednesday, October 1, 2025.
- c. Personnel Committee (Lisa Fiege)** – Councilmember Fiege reported the Personnel Committee met in September. The job descriptions are being updated. A new metrics for the Town Manager's evaluation was also discussed.

9. Community Reports

- a. Onancock Main Street (Lisa Fiege)** – Councilmember Fiege reported that OMS held a "Retail Matters" seminar with local businesses, community partners inside and outside of town. The event was a success. Two new murals were commissioned and installed at Woody's Autocare and Market Street Grill.

Town of Onancock Town Council Meeting September 22, 2025 7:00 PM

b. Historic Onancock School (Sarah Nock) – Councilmember Nock reported the Performance Pavilion opened on Friday, September 19, 2025, with performances by Johnny Mo and The Fil Rhythm Band with 400 people in attendance. The following upcoming events are scheduled:

1. Wine Wednesday, October 1, 2025.
2. Eastern Shore Car Cruisers Car Show – Saturday, October 11, 2025
3. Craft Show – Saturday, November 1, 2025
4. Champagne and Oyster Fundraiser - Saturday, November 15, 2025.
5. Artisan's Guild Tour – Friday, November 28 and Saturday, November 29, 2025.

c. Sail 250 (Lisa Fiege/Debbie Caton) – Councilmember Fiege reported the committee is working on a schedule of events for the weekend to include live music, ship tours and fireworks. The VTC grant is open until October 23, 2025, for up to \$10,000 and the committee will apply for the grant. We are exploring marketing packages to include social media, print ads and billboards.

10. Public Comments

- a. Priscilla Hart – Ms. Hart was surprised to hear the EDA will not be loaning but granting the money to the HOS. She did hear a complete agreement of EDA members in favor of this decision. She asked for clarity on this subject.
- b. Bonnie Warren – Ms. Warren does not understand the BLA line and how it pertains to the properties on Tower Road.
- c. Jim McGowan – Mr. McGowan clarified that the proposed BLA property is currently zoned R20 in Accomack County which is 20,000 square foot lots which are a little less than ½ acre.
- d. Joe Delany – Mr. Delany asked for the timeline for a meeting with the stakeholders about the Queen Street parking lot.

Town of Onancock

Town Council Meeting

September 22, 2025

7:00 PM

11. Mayor's Report – Mayor Fosque will attend the VML conference along with Councilmember Fiege in early October. Mayor Fosque reminded the audience about projects that have been completed in the Northeast District.

12. Town Manager's Report

- a. Financial Report** – See Town Council packet for the full financial report.
- b. Manger's Report** – See Town Council packet for full report but Town Manager Spuck gave updates on the following projects:
 - i. Reconnect the fire hydrant on King Street – This project will start Wednesday, September 24, 2025. Doorhangers were posted on all the effected properties.
 - ii. Street Signs – a few more parts are on order to begin installation.
 - iii. Wayfinding Signs – VDOT has provided information about the designation signage.
 - iv. Paving – Crockett Street and Parker Street potholes have been patched. The basketball court in the Northeast District has been paved.
 - v. Basketball Court – the equipment is scheduled for delivery this week. Upon arrival, DPW will assemble and install.
 - vi. Queen Street Parking Lot – the final plans are being printed. A meeting will be scheduled with stakeholders.
- c. Police Report** – the full police report is available in the Town Council packet.

13. Town Councilmember Comments

- a. Councilmember Fiege** – no comments.
- b. Councilmember Grubb** – no comments.
- c. Councilmember Holdren**
- d. Councilmember Marino** – Councilmember Marino would like to propose an earlier meeting time for all Town Council meetings.
- e. Councilmember Nock** – no comments.
- f. Councilmember Pettit** – no comments.

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Town Council Meeting
September 22, 2025
7:00 PM**

14. Closed session – Personnel - Councilmember Fiege moved to enter closed session to discuss the Town Manager's performance evaluation as allowed by State Code Section §2.2-3711A1. Councilmember Holdren seconded the motion. The motion passed with a 6-0 vote. Closed session started at 9:38 PM.

Councilmember Fiege moved to exit closed session of this regular meeting of the Onancock Town Council and certify by roll call vote that the Item discussed in Closed Session align with the purpose stated in the motion made in Open Session. Councilmember Marino seconded the motion. A roll call vote was taken:

- Councilmember Fiege – aye
- Councilmember Grubb – aye
- Councilmember Holdren - aye
- Councilmember Marino – aye
- Councilmember Nock – aye
- Councilmember Pettit – aye
- Mayor Fosque – aye

1) Adjourn – Councilmember Fiege moved to adjourn the meeting. Councilmember Marino seconded the motion. The motion passed with a 6-0 vote. The meeting adjourned at 9:52 PM.

To: Town of Onancock
From: Pam Fitzpatrick
Date: October 27, 2025
Re: Comments & Questions Related to the BLA proposal and withdrawal

1. The withdrawal email dated October 9, 2025 states: "nine parcel owners expressed opposition." Which parcel owners is the letter referring to? We, a group of affected property owners, submitted written oppositions to the County Board of Supervisors at its Public Hearing and a list of owners expressing oppositions to the Council at its Public Hearing. Our list included opposition from eight owners of nine affected parcels. If an additional parcel owner expressed opposition through another forum, then the correct tabulation would be nine owners of 10 affected parcels.
2. The email states: "the owner of five parcels submitted written support." To our knowledge, no single owner has five affected parcels. For the record, the law does not put the boundary line adjustment to consensus vote among property owners. Rather, it states "*if the owners of at least one third of the affected parcels object to the change, they shall be permitted to intervene in the proceedings as prescribed in § 15.2-3108 and show cause why the boundary line should not be changed. For purposes of this article 'affected parcel' means a parcel of real property that is the subject of the boundary relocation or change, as shown on the current real estate tax assessment records.*"
3. The email states: "The primary concern expressed by those in opposition appeared to be the additional tax liability associated with becoming Town residents." This statement is an oversimplified conjecture of the issues presented by affected property owners to the Town and County at public hearings. Other concerns included development plans, potential expansion of Tower Road, impacts on traffic, impacts on property values, and the financial implications of potentially being forced onto Town water and sewer systems in the future.
4. Who authorized the Town Manager to send this email on the Town's behalf? Did the authorization take place in an open public meeting? The vote to approve the BLA was on the agenda of the September 22, 2025 Council Meeting. Was there a vote? Will there be a vote, and if so, when?
5. Who added the "annexation of Liberty Street" topic to the August 2025 Council Meeting? When was Council given detailed information about this topic, including plat plans, lists of affected property owners, impact analyses, or other relevant details that would inform their voting decision?
6. Councilmember Marino explained at the Council Meeting on September 22, 2025, that the Council had discussed the BLA topic in two closed sessions and that doing so was permitted by law because it addressed the topic of "real estate."

Virginia Code § 2.2-3711, "Closed meetings authorized for certain limited purposes," describes the conditions for closed meetings about real estate: "*Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.*" It would not appear that the BLA discussion would qualify for these conditions.

Can Council please confirm or correct Councilmember Marino's statement that the BLA was discussed in two closed sessions? If the BLA was discussed, can you please direct us to the meeting minutes that reference and certify these closed sessions in accordance with § 2.2-3712. "Closed meetings procedures; certification of proceedings"?

Fitzpatrick 25 of :
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Bonnie Warren 25133 Tower Road
Boundary Line Adjustment

Mr Spucks letter to Mr Mason
Says Specifically nine parcels
owners express opposition

While the owner of five parcels
submitted a letter in support

— Well I would like to point
out said owner doesn't live on
any of the five parcels
and I Am not sure if the
reference have five make him
more special. But it does not

Math also says in letter
Our concerns were about
paying taxes - again we
pay taxes This was and
is still is about

1) The first letter we received
in the mail had paper work
that looked like a Done Deal.

2) We all brought our property
out of town. Not to live in
a town.

3) We have asked questions
still no answers

4) Town has not be open about
this process at all.

We as a group have had to do the leg work to find anything involving this BIA that's off of Liberty St, Hill St and ^(Tower) Tower Road

On WBAC The Mayor Said The Town Council Sent the letter to the Board of Supervisors because it thought the agreement needed more consideration and was not off the table. So

My question is what is it on or off the table We as a group want a answer. Bonnie Harris 53

JACKSON

- BENCHES**
- LITTER RECEPTACLES**
- RECYCLING CONTAINERS**
- BICYCLE RACKS**
- TABLES & CHAIRS**
- BOLLARDS**
- ASH RECEPTACLES**
- PLANTERS & TREE GUARDS**
- CHILDREN'S FURNITURE**
- UMBRELLAS**
- OPTIONS & ACCESSORIES**
- PRODUCT SERIES**
- LANDSCAPE ALTERNATIVES**
- NEW PRODUCTS**

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JACKSON BENCH WITH BACK

The Jackson provides comfortable seating, heavy-duty steel construction and a unique option in our product collection. The sturdy tubing that makes up the frame supports the inner panel of laser-cut steel, creating a durable bench intended for the typical use and abuse of outdoor environments. View the entire JACKSON Series here.

Click on the box(es) below to collapse product details, documentation and pricing.

REQUEST QUOTE

JK24 - Jackson bench with back 4 ft

Length: 48 5/8 in.
 Width: 23 5/16 in.
 Height: 34 1/8 in.
 Weight: 100

54

Price: \$1,935.00

Downloads: [CAD File \(.dwg\)](#) | [Product Data \(.pdf\)](#) |

JK26 - Jackson bench with back 6 ft

Length: 72 5/8 in.

Width: 23 5/16 in.

Height: 34 1/8 in.

Weight: 130

Price: \$2,100.00

Downloads: [CAD File \(.dwg\)](#) | [Product Data \(.pdf\)](#) |

JK28 - Jackson bench with back 8 ft

Length: 96 1/8 in.

Width: 23 5/16 in.

Height: 34 1/8 in.

Weight: 170

Price: \$2,275.00

Downloads: [CAD File \(.dwg\)](#) | [Product Data \(.pdf\)](#) | [Studio Photo \(.Jpg\)](#) |

[REQUEST QUOTE](#)

PRODUCT DETAILS

MATERIALS

Fully-welded commercial-grade steel construction.



FINISH

Protected by the durable KEYSHIELD® polyester powder coat finish applied to a 7-15 mil thickness. View our [Color Chart here](#).



OPTIONS

Support: bolt down or freestanding



CUSTOMIZATION

With our made-to-order manufacturing, **customization** capabilities are endless. Consider custom lengths, heights, colors and curves. Personalize with **plaques**, **laser cuts**, **nameplates** or **decals**. Add additional arms to benches or customized lids to litter receptacles. Incorporate **alternative materials** such as wood or recycled plastic. And if all else fails, **talk to us** about completely original concepts.



COORDINATING SITE FURNISHINGS



Jackson Bench
With Back



Jackson Litter
Receptacle



Jackson Flat Bench

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JACKSON

- BENCHES**
- LITTER RECEPTACLES**
- RECYCLING CONTAINERS**
- BICYCLE RACKS**
- TABLES & CHAIRS**
- BOLLARDS**
- ASH RECEPTACLES**
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JACKSON LITTER RECEPTACLE

The Jackson provides comfortable seating, heavy-duty steel construction and a unique option in our product collection. The sturdy tubing that makes up the frame supports the inner panel of laser-cut steel creating a durable litter receptacle. Intended for the typical use and abuse of outdoor environments. View the entire JACKSON Series here.

Click on the box(es) below to collapse product details, documentation and pricing.

[REQUEST QUOTE](#)

JK3-22 - Jackson litter receptacle 22 gal

Length: 24 in.
 Width: 24 in.
 Height: 28 3/4 in.
 Weight: 55

57

Price: \$1,180.00

Downloads: [CAD File \(.dwg\)](#) | [Product Data \(.pdf\)](#) |

JK3-32 - Jackson litter receptacle 32 gal

Length: 28 in.

Width: 28 in.

Height: 32 1/2 in.

Weight: 65

Price: \$1,350.00

Downloads: [CAD File \(.dwg\)](#) | [Product Data \(.pdf\)](#) | [Studio Photo \(.jpg\)](#) |

JK3-38 - Jackson litter receptacle 38 gal

Length: 28 in.

Width: 28 in.

Height: 32 1/2 in.

Weight: 70

Price: \$1,475.00

Downloads: [CAD File \(.dwg\)](#) | [Product Data \(.pdf\)](#) |

REQUEST QUOTE

PRODUCT DETAILS

MATERIALS

Fully-welded commercial-grade steel construction.

FINISH

Protected by the durable KEYSHIELD® polyester powder coat finish applied to a 7-15 mil thickness. [View our Color Chart here.](#)

OPTIONS

Support: elevated or adjustable legs

CUSTOMIZATION

With our made-to-order manufacturing, **customization** capabilities are endless. Consider custom lengths, heights, colors and curves. Personalize with **plaques**, **laser cuts**, **nameplates** or **decals**. Add additional arms to benches or customized lids to litter receptacles. Incorporate **alternative materials** such as wood or recycled plastic. And if all else fails, **talk to us** about completely original concepts.

LID OPTIONS



Ash Dome Lid



Dome Lid



Dome With Galvanized Door



Elevated Lid



Elevated Ash Lid



Recycle Flat Lid



Ash Moat Lid



Oversized Opening Lid

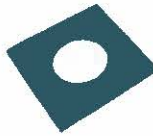
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Flat Round Lid



Split Trash/Recycle Lid



Flat Square Lid

COORDINATING SITE FURNISHINGS



Jackson Bench With Back



Jackson Litter Receptacle



Jackson Flat Bench



PRODUCTS

Benches
 Litter Receptacles
 Recycling Containers
 Bicycle Racks
 Tables & Chairs
 Bollards
 Ash Receptacles
 Planters & Tree Guards
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HAPSBURG

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HAPSBURG TABLE SET

The Hapsburg table set provides a durable group seating solution for dining and gathering spaces.

Click on the box(es) below to collapse product details, documentation and pricing.

[REQUEST QUOTE](#)

HP6-1 - Hapsburg 40" round or square table and 4 flat seats

Length: 88 in.
Width: 88 in.
Height: 30 in.
Weight: 550
Price: \$3,640.00

60

Downloads: [CAD File \(.dwg\)](#) | [Product Data \(.pdf\)](#) | [CSI Specs \(.doc\)](#) | [Studio Photo \(.jpg\)](#) | [Onsite Photo \(.jpg\)](#) |

HP6-1 3 seat - Hapsburg 40" round or square table and 3 flat seats

Length: 88 in.
Width: 63 15/16 in.
Height: 30 in.
Weight: 475
Price: \$3,310.00
Downloads:

HP6-2 - Hapsburg 40" round or square table and 4 seats with back

Length: 94 3/8 in.
Width: 94 3/8 in.
Height: 33 1/2 in.
Weight: 583
Price: \$3,840.00
Downloads: [CAD File \(.dwg\)](#) | [Product Data \(.pdf\)](#) | [CSI Specs \(.doc\)](#) | [Studio Photo \(.jpg\)](#) | [Onsite Photo \(.jpg\)](#) |

HP6-2RD-3 - Hapsburg 40" round or square table and 3 seats with back

Length: 94 3/8 in.
Width: 67 1/8 in.
Height: 33 1/2 in.
Weight: 452
Price: \$3,460.00
Downloads: [Studio Photo \(.jpg\)](#) |



REQUEST QUOTE

PRODUCT DETAILS

MATERIALS

Fully-welded commercial-grade steel construction.

FINISH

Protected by the durable KEYSHIELD® polyester powder coat finish applied to a 7-15 mil thickness. View our [Color Chart here](#).

OPTIONS

Top: round or square, with or without umbrella hole; Seat: with or without back; ADA accessible option available.

CUSTOMIZATION

With our made-to-order manufacturing, **customization** capabilities are endless. Consider custom lengths, heights, colors and curves. Personalize with **plaques**, **laser cuts**, **nameplates** or **decals**. Add additional arms to benches or customized lids to litter receptacles. Incorporate **alternative materials** such as wood or recycled plastic. And if all else fails, **talk to us** about completely original concepts.

COORDINATING SITE FURNISHINGS



Hapsburg Table Set



Hapsburg Rectangular Table Set

6/1

Motion to Approve Lease Addendum

Motion:

I move that the Town Council of the Town of Onancock, having conducted a properly advertised public hearing on **November 24, 2025**, at 15 North Street, Onancock, Virginia, hereby **accepts and approves the terms of the First Amendment to the Land Lease Agreement** between the Town of Onancock and **VB Acquisitions, LLC**, as presented and attached to this motion.

This Amendment includes provisions for the expansion of the leased premises and an increase in rent, as set forth in the document titled **"First Amendment to Land Lease Agreement"** dated [insert effective date upon execution].

The Town Mayor or Town Attorney are authorized to execute the Amendment on behalf of the Town and to take all actions necessary to implement its terms.



DESIGN | ORIGINALITY | EXPERTISE

COLOR PALETTE

Safeguarded with our trademark KEYSHIELD® powder coating, Keystone Ridge Designs' superb products are further enhanced with a lustrous, durable finish that is unparalleled in product protection. KEYSHIELD® is our stamp of armored excellence that is foremost in site furniture finishes.

The KEYSHIELD® process involves cleaning the substrate, phosphatizing the product in the washing stage, and armoring the product in 7-15 mil thickness of color polyester powder coating. This finish protects each piece of furniture from chipping, cracking and UVA damage. The strength, durability and quality of the KEYSHIELD® finish is backed by a *three-year warranty.***

STANDARD KEYSHIELD® COLOR OPTIONS



COPPER VEIN



VERDI GREEN



MATTE BLACK



GLOSS BLACK



BRONZE



CHAMPAGNE



HUNTER GREEN



CHROMITE



SAPPHIRE



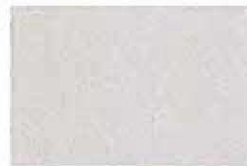
CHOCOLATE



CHARCOAL



EVERGREEN



SPARKLE SILVER



NANTUCKET BLUE



BURGUNDY

* Texture Finishes

Colors may vary slightly due to printing processes. SAFETY YELLOW is available upon request for no added charge. An additional 160 custom colors and color matching are available for a surcharge. Colors and metal samples available upon request.

**Keystone Ridge Designs provides a limited warranty on our powder coat finish for a period of three (3) years from the date of shipment. Exceptions include Burgundy, Sparkle Silver, and any shades of red, white, or yellow. These exceptions are warranted for a period of one (1) year from the date of shipment. Sparkle Silver, white, and yellow powder coated products can apply for the three (3) year warranty with the purchase of an upgraded e-coat primer finish. Limited warranties for certain other light-toned custom colors will be disclosed at time of selection.

PROPRIETARY STATEMENT

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670 Mercer Road | Butler, PA 16001-1840
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www.keystoneridgedesigns.com

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Fw: VDOT Responses to Onancock Wayfinding Questions Dated 8/29/2025

From Matt Spuck <matt.spuck@onancock.com>

Date Thu 9/11/2025 11:45 AM

To Sarah Nock <Snock@onancock.com>

Hi Sarah,

Here are the responses from VDOT on the wayfinding questions.

Matt

	Matt Spuck Town Manager
	t: 757-787-3363
	e: matt.spuck@onancock.com w: www.onancock.com
	a: 15 North Street, Onancock, 23417

From: Alley, David (VDOT Contractor) <David.Alley@vdot.virginia.gov>

Sent: Thursday, September 11, 2025 11:38 AM

To: Matt Spuck <matt.spuck@onancock.com>

Cc: Bridgforth, Lewis (VDOT) <Lewis.Bridgforth@vdot.virginia.gov>; Burgess, R. M. 'Rick' (VDOT) <RM.Burgess@VDOT.Virginia.gov>; Taylor, Alan (VDOT Contractor) <Alan.Taylor@vdot.virginia.gov>

Subject: VDOT Responses to Onancock Wayfinding Questions Dated 8/29/2025

Hi Matt,

Thank you for sending over the questions. We've reviewed them carefully and provided our responses below (in blue for clarity):

- Westbound signs
 - 1 - ok on removing distance notations; yes, the "ahead" notation meant an up-arrow; does there really have to be a "town square" sign at the town square? **VDOT: Yes, a "Town Square" sign shall be placed to inform motorists they have arrived at the destination indicated on the wayfinding sign.**
 - 3 - do you have suggestions for ballfields to indicate that they're kids' fields, to avoid saying "Little League"?; same ? as above about town square **VDOT: We would suggest "Youth Baseball Fields" as an alternative to "Little League". A corresponding on premise sign matching the name indicated on the wayfinding sign shall be present.**
 - 4 - would it fit to say "Hist. Onan- / cock School"?; clarif on 2 arrows to artist studios & shops - we are trying to indicate 2 locations - 1, at the school; the other, downtown - is that possible to do?; for the pavilion, I don't think there's signage - how big a

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concern is that? **VDOT: For Historic Onancock School's representation on a wayfinding sign, we would suggest "Hist. School & Cultural Center – Left". Regarding the "Artist's Studios and Shops", only one directional arrow is allowed per message. Thus, we would recommend a straight arrow at this location. An on-premises sign shall be present at the Pavillion to inform motorists they have arrived at the destination indicated on the wayfinding sign.**

Additionally, if "Hist. School & Cultural Center – Left" is reintroduced to the wayfinding panel at this location, one message must be removed as the maximum number of allowable messages is 3. Our understanding is the "Nature Trail" would be removed; please confirm if this is correct.

- 5 & 6 - ok (I guess) on combining these signs & putting near Ames St; what about "Farmers' Market - left / Tangier Ferry / Kayak Launch & Boat Ramp" - or "Kayak & Boat Launch" as the last line for content? **VDOT: Yes, "Farmers' Market – left / Tangier Ferry – straight / Kayak Launch & Boat Ramp (or Boat Launch)" would be permissible at this location.**
- Eastbound signs
 - No specific additional comments

Please let us know if you have any questions or if further clarification is needed.

Thanks,

David



David Alley (VDOT Contractor)
Directional Sign Coordinator
Directional and Service Signing
Traffic Operations Division
(512) 423-0411
David.Alley@VDOT.Virginia.gov

From: Matt Spuck <matt.spuck@onancock.com>
Sent: Friday, August 29, 2025 4:23 PM
To: Alley, David (VDOT Contractor) <David.Alley@vdot.virginia.gov>
Subject: Re: Onancock Wayfinding Project Initiation and Conceptual Design Review

Hi David,

The Committee has a few easy questions. I have copied them here, if they are not clear to you, please let me know.

I'd like to get feedback on these questions first:

LS

- Westbound signs
 - 1 - ok on removing distance notations; yes, the "ahead" notation meant an up-arrow; does there really have to be a "town square" sign at the town square? **Yes, the destination must have adequate on-premise**
 - 3 - do you have suggestions for ballfields to indicate that they're kids' fields, to avoid saying "Little League"?; same ? as above about town square
 - 4 - would it fit to say "Hist. Onan- / cock School"?; clarif on 2 arrows to artist studios & shops - we are trying to indicate 2 locations - 1, at the school; the other, downtown - is that possible to do?; for the pavilion, I don't think there's signage - how big a concern is that?
 - 5 & 6 - ok (I guess) on combining these signs & putting near Ames St; what about "Farmers' Market - left / Tangier Ferry / Kayak Launch & Boat Ramp" - or "Kayak & Boat Launch" as the last line for content?
- Eastbound signs
 - No specific additional comments

Many thanks,

Matt



Matt Spuck
Town Manager

t: 757-787-3363

e: matt.spuck@onancock.com | w: www.onancock.com

a: 15 North Street, Onancock, 23417

From: Alley, David (VDOT Contractor) <David.Alley@vdot.virginia.gov>
Sent: Friday, July 11, 2025 11:55 AM
To: Matt Spuck <matt.spuck@onancock.com>
Cc: Burgess, R. M. 'Rick' (VDOT) <RM.Burgess@VDOT.Virginia.gov>; Bridgforth, Lewis (VDOT) <Lewis.Bridgforth@vdot.virginia.gov>; Taylor, Alan (VDOT Contractor) <Alan.Taylor@vdot.virginia.gov>
Subject: Re: Onancock Wayfinding Project Initiation and Conceptual Design Review

Email Security

Warning: Sender @David.Alley@vdot.virginia.gov has never sent any emails to your organization. Please be careful before replying or clicking/downloading the attachment and URLs.

[Report Phishing](#) [Block as Spam](#) [Mark as Safe](#)

powered by Graphus®

Hi Matt,

Attached please find our comments and guidance for the signs and locations as well as notes for the conceptual wayfinding designs.

We are happy to set up a call to discuss the project and answer any questions you might have.

A handwritten signature in blue ink, appearing to be "Wb".

Thanks,

David



David Alley (VDOT Contractor)

Directional Sign Coordinator

Directional and Service Signing

Traffic Operations Division

(512) 423-0411

David.Alley@VDOT.Virginia.gov

From: Matt Spuck <matt.spuck@onancock.com>

Date: Tuesday, June 17, 2025 at 8:04 AM

To: Alley, David (VDOT Contractor) <David.Alley@vdot.virginia.gov>

Subject: Re: Onancock Wayfinding Project Initiation and Conceptual Design Review

Hi David,

I am so sorry that our progress on this project is moving so slowly. I think it indicates its importance.

I have attached a list of fewer signs that we believe follow your guidelines.

Would you mind looking into this, and perhaps we can schedule a call to move it along on our end?

A handwritten blue mark, possibly initials or a signature, located in the bottom right corner of the page.

Many thanks,

Matt



Matt Spuck

Town Manager

t: [757-787-3363](tel:757-787-3363)

e: matt.spuck@onancock.com | w: www.onancock.com

a: 15 North Street, Onancock, 23417

From: Alley, David (VDOT Contractor) <David.Alley@vdot.virginia.gov>

Sent: Wednesday, April 2, 2025 10:59 AM

To: Matt Spuck <matt.spuck@onancock.com>

Subject: Re: Onancock Wayfinding Project Initiation and Conceptual Design Review


Hi Matt,

If you have time today or this week, we can touch base about the project.

Thanks

David

A handwritten signature in blue ink, appearing to be the initials "DS".

 **David Alley (VDOT Contractor)**
signature_1789153842 *Directional Sign Coordinator*

Directional and Service Signing

Traffic Operations Division

(512) 423-0411

David.Alley@VDOT.Virginia.gov

From: Matt Spuck <matt.spuck@onancock.com>

Date: Friday, February 28, 2025 at 11:00 AM

To: Alley, David (VDOT Contractor) <David.Alley@vdot.virginia.gov>

Cc: McLaughlin, Andy (VDOT) <Andy.McLaughlin@VDOT.Virginia.gov>, Burgess, R. M. 'Rick' (VDOT) <RM.Burgess@VDOT.Virginia.gov>, Bridgforth, Lewis (VDOT) <Lewis.Bridgforth@vdot.virginia.gov>, Taylor, Alan (VDOT Contractor) <Alan.Taylor@vdot.virginia.gov>

Subject: Re: Onancock Wayfinding Project Initiation and Conceptual Design Review

Here you go!

37.70665413915787, -75.73035851142708



Matt Spuck

Town Manager

t: [757-787-3363](tel:757-787-3363)

e: matt.spuck@onancock.com | w: www.onancock.com

a: 15 North Street, Onancock, 23417

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From: Alley, David (VDOT Contractor) <David.Alley@vdot.virginia.gov>
Sent: Thursday, February 27, 2025 4:35 PM
To: Matt Spuck <matt.spuck@onancock.com>
Cc: McLaughlin, Andy (VDOT) <Andy.McLaughlin@VDOT.Virginia.gov>; Burgess, R. M. 'Rick' (VDOT) <RM.Burgess@VDOT.Virginia.gov>; Bridgforth, Lewis (VDOT) <Lewis.Bridgforth@vdot.virginia.gov>; Taylor, Alan (VDOT Contractor) <Alan.Taylor@vdot.virginia.gov>
Subject: Re: Onancock Wayfinding Project Initiation and Conceptual Design Review

Hi Matt,

I'm glad we could provide helpful guidance—that's always our goal. To ensure we give you the most accurate response, could you kindly provide an approximate GPS location for the proposed entry sign below? I've been coordinating with the VDOT team and need that additional clarification.

Thanks in advance for your help!

Best,

David Alley



Image removed by sender. Logo, company **David Alley (VDOT Contractor)**

name Description automatically generated **Directional Sign Coordinator**

Directional and Service Signing

Traffic Operations Division

(512) 423-0411

David.Alley@VDOT.Virginia.gov

From: Matt Spuck <matt.spuck@onancock.com>
Date: Friday, February 21, 2025 at 9:41 AM
To: Alley, David (VDOT Contractor) <David.Alley@vdot.virginia.gov>
Cc: McLaughlin, Andy (VDOT) <Andy.McLaughlin@VDOT.Virginia.gov>, Burgess, R. M. 'Rick' (VDOT) <RM.Burgess@VDOT.Virginia.gov>, Bridgforth, Lewis (VDOT) <Lewis.Bridgforth@vdot.virginia.gov>, Taylor, Alan (VDOT Contractor) <Alan.Taylor@vdot.virginia.gov>
Subject: Re: Onancock Wayfinding Project Initiation and Conceptual Design Review

Hi David,

This is abundantly helpful, and I appreciate your counsel more than you know!

I have a quick question about the new entry sign. It has been designed with a 2' width and a 15-foot length. It will have an original Turner sculpture on the top rear. It will be illuminated (dark sky compliant).

I received a telephone call, and I should have written his name down (maybe Logan), but he indicated that anything outside the right of way was fine.

He gave me the 60-foot ROW, and we plan to be 20 feet off that in case someone jumps the curb. I can flag the location if that helps.

Many thanks,

Matt



Matt Spuck

Town Manager

t: 757-787-3363

e: matt.spuck@onancock.com | w: www.onancock.com

a: 15 North Street, Onancock, 23417

From: Alley, David (VDOT Contractor) <David.Alley@vdot.virginia.gov>

Sent: Thursday, February 20, 2025 9:24 AM

To: Matt Spuck <matt.spuck@onancock.com>

Cc: McLaughlin, Andy (VDOT) <Andy.McLaughlin@VDOT.Virginia.gov>; Burgess, R. M. 'Rick' (VDOT) <RM.Burgess@VDOT.Virginia.gov>; Bridgforth, Lewis (VDOT) <Lewis.Bridgforth@vdot.virginia.gov>; Taylor, Alan (VDOT Contractor) <Alan.Taylor@vdot.virginia.gov>

Subject: Onancock Wayfinding Project Initiation and Conceptual Design Review

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Matt,

Thank you for your Wayfinding Project Initiation and Conceptual Design submission. Our comments are provided in the attached document. Prior to your next submission, please ensure that all comments are addressed.

Additionally, please note that VDOT has up to **45 days** to review each submission package, including this request and any future submissions. While we strive to provide responses as efficiently as possible, we must ensure that all submissions are thoroughly reviewed in accordance with program requirements. Given the volume of work we manage, we appreciate your patience as we complete our evaluation. Please let us know if you have any questions regarding the information provided.

Sincerely,

David



Image removed by sender. Logo, company name Description automatically generated

David Alley (VDOT Contractor)

Directional Sign Coordinator

Directional and Service Signing

Traffic Operations Division

(512) 423-0411

David.Alley@VDOT.Virginia.gov

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Town of Onancock

Policy on Remote Electronic Participation in Meetings

Purpose

This policy establishes the standards and procedures governing remote electronic participation by members of the Town Council of Onancock, Virginia, in accordance with § 2.2-3708.2 of the *Code of Virginia*.

1. Eligibility for Electronic Participation

A member of the Town Council, including the mayor, may participate in a meeting through electronic communication means from a remote location under any of the following circumstances:

A. Disability or Medical Condition

The member is unable to attend in person due to a temporary or permanent disability, or other medical condition, as defined under the *Americans with Disabilities Act (ADA)*, including pregnancy or recovery from medical treatment.

B. Personal Matter or Emergency

The member is unable to attend in person due to a personal matter or an emergency. Such participation is limited to two (2) meetings per calendar year.

C. Caregiving Responsibilities

The member is unable to attend in person due to responsibilities for caring for a family member with a serious medical condition or disability.

2. Procedures for Approval

1. The member shall notify the mayor (or presiding officer) on or before the day of the meeting of their intent to participate remotely, stating:
 - The specific reason for remote participation (disability/medical condition, personal matter, or emergency), and
 - The remote location from which they will participate.
2. The public body shall record in its minutes:
 - The nature of the reason for remote participation,

- The remote location of the member, and
 - Whether remote participation was approved or disapproved.
3. The mayor or presiding officer shall determine whether the request complies with this policy. If challenged, the Council shall vote on the matter. Any disapproval must be recorded in the minutes, along with a justification.
-

3. Technical Requirements

- The remote location is not required to be open to the public.
 - The remote participant must be audible to all persons at the primary physical meeting location.
 - All votes taken during a meeting in which a member participates electronically must be by individual roll-call vote.
-

4. Quorum and Voting

- A physical quorum of Council members must be present at the primary meeting location.
 - A member participating remotely may vote on all matters before the body.
 - A member participating remotely shall not count toward the physical quorum.
-

5. Equal Access

The opportunity to participate electronically under this policy shall be available equally to all members of the Town Council and the Mayor and shall not be denied arbitrarily.

Adopted by the Town Council of Onancock this ___ day of _____, 2025.

Attest:

Town Clerk

Mayor

**TOWN OF ONANCOCK
RESOLUTION NO. 2026-05**

A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A SEPARATE BANK ACCOUNT FOR BILLING TRANSACTIONS AND FUNDS MOVEMENT BETWEEN THE TOWN AND HRSD

WHEREAS, the Town of Onancock ("Town") and the Hampton Roads Sanitation District ("HRSD") have entered into an agreement under which HRSD will provide wastewater treatment services to the Town, and the parties desire to establish a separate bank account to streamline billing, payment flows, and fund transfers between the Town and HRSD; and

WHEREAS, the Town Council is authorized under the Code of Virginia to adopt resolutions, manage its fiscal affairs, and contract for services, including the establishment of accounts and funds as necessary for municipal government operations; and

WHEREAS § 15.2-1500 et seq. authorizes localities to organize governmental functions, and § 15.2-5112 authorizes local governing bodies to adopt resolutions for specific municipal actions; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Onancock, Virginia, that:

1. The Town Manager (or his/her designee) is hereby authorized and directed to establish with a qualified banking institution a separate bank account (the "Account") in the name of the Town of Onancock, to be used exclusively for all billing transactions, payment flows, and fund transfers between the Town and HRSD in connection with the wastewater service agreement.
2. The Account shall be subject to such terms, conditions, and control procedures as the Town Manager, in consultation with the Town Attorney, shall deem appropriate, consistent with the Town's financial management policies and applicable provisions of state law and local policy.
3. Funds deposited in the Account shall be used solely for the purposes described in this Resolution and shall be maintained separately from the Town's general operating account(s). No other Town disbursements or receipts unrelated to Town/HRSD billing or transfers shall be posted to this Account.
4. The Town Manager is authorized to execute such documentation, banking resolutions, and other instruments as the banking institution may require, effectuating the establishment and operation of the Account, and to designate authorized signatories for withdrawals, transfers, deposits, and reconciliation.

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5. The Account shall be reconciled monthly, and all transactions shall be recorded in the Town's financial system. The Town shall comply with all audit and record-keeping requirements applicable to municipal funds under the Code of Virginia and the Town's adopted financial policies.
6. This Resolution shall take effect immediately upon adoption and shall remain in force unless modified or repealed by subsequent resolution of the Town Council.

Adopted this ___ day of _____, **2025**, by the Town Council of the Town of Onancock, Virginia.

Fletcher Fosque, Mayor
Town of Onancock

ATTEST:

Debbie Caton, Town Clerk

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Town Council: Lisa Fiege, Omar Grubb, Cynthia Holdren, Joy Marino, Ashley Pettit, Sarah Nock
Mayor: Fletcher Fosque | **Town Manager:** Matt Spuck

October 30, 2025

To Whom It May Concern,

RE: Letter of No Objection – Utility Bore and Water Line Installation to Serve Coastal Square Village

The Town Council of the Town of Onancock hereby issues this Letter of No Objection to Coastal Square and Villages, LLC for the proposed installation of a 12-inch water line extending from the existing municipal 12-inch water main located at the southern end of Hall Street in the Town of Onancock, Virginia. The proposed utility bore will proceed north under Hall Street and cross Market Street. It will connect to a designated utility easement on Salt Meadow Estate, LLC's (201 Belt Street, Snow Hill, Maryland 21863) private property.

This water line extension is intended to serve the Coastal Square Village development located off Fairgrounds Road.

Please be advised of the following:

- The Virginia Department of Transportation (VDOT) will serve as the permitting authority for all work conducted within public rights-of-way.
- The Town of Onancock has granted permission to provide public water service to this development.
- The Town has no objection to the proposed construction methods, provided that all relevant federal, state, and local permits and regulations are adhered to.

This letter shall not be construed as a guarantee or endorsement of any construction method, and the Town of Onancock shall bear no responsibility for the execution, cost, timing, or consequences of the proposed work.

This letter does not convey, grant, or imply any permanent easement rights across Town-owned property. All access must be permitted through applicable VDOT processes and approvals.

Should you require additional documentation or coordination, please get in touch with the Town Office at (757) 787-3363.

Sincerely,

Fletcher Fosque
Mayor, Town of Onancock
On behalf of the Onancock Town Council

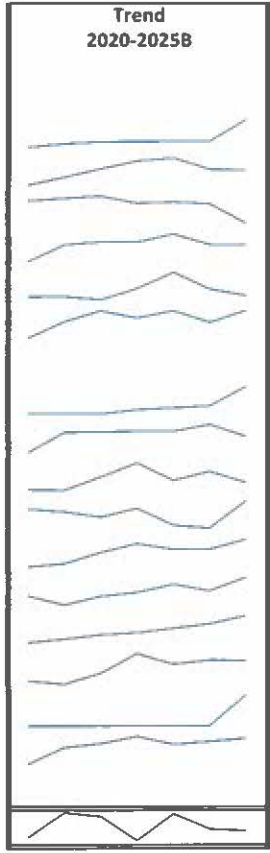
Town Council meeting November 17, 2025

Agenda item 7 (e): Consider action regarding a contract for an interim town manager.

No document provided as of 11/12/25 for review.

**Town of Onancock
Budget Summary by Department
Through October 31, 2025**

ALL DEPARTMENTS	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025
				\$	%					
Revenue										
Administration	355,752	2,529,318	14%	(2,173,566)	(86%)	1,302,952	1,398,645	1,412,795	1,419,087	1,419,208
Water	185,846	483,100	38%	(297,254)	(62%)	420,140	495,314	565,045	592,760	487,720
Sewer	282,238	0	No Budget	282,238	0%	1,025,382	1,121,513	821,749	873,394	791,429
Wharf	131,595	198,650	66%	(67,055)	(34%)	198,463	206,989	206,618	230,645	198,650
Police	16,165	58,401	28%	(42,236)	(72%)	55,140	41,997	85,957	149,092	84,004
Total Revenue	971,596	3,269,469	30%	(2,297,873)	(70%)	3,002,077	3,264,458	3,092,164	3,264,978	2,981,011
Expenditures	OK	0								
Council	16,206	56,949	28%	40,743	72%	26,247	24,942	41,019	48,554	56,279
Administration	318,037	1,633,562	19%	1,315,525	81%	505,231	521,268	530,473	532,848	705,121
Water	223,954	483,100	46%	259,146	54%	218,974	617,851	1,039,700	509,491	775,719
Sewer	68,871	0	No Budget	(68,871)	0%	556,205	406,064	645,152	190,554	111,212
Wharf	116,546	206,120	57%	89,574	43%	177,250	199,066	217,184	205,930	206,120
Police	188,657	540,004	35%	351,347	65%	325,746	394,355	424,978	489,033	436,380
Bld and Streets	93,293	221,303	42%	128,010	58%	133,009	156,818	169,928	196,027	220,610
Parks & Land.	46,309	128,431	36%	82,122	64%	17,112	67,268	156,866	108,088	127,011
Interfund	27,804	0	No Budget	(27,804)	0%	0	0	0	0	0
Total Expenditures	1,099,677	3,269,469	34%	2,197,596	67%	1,959,774	2,387,632	3,225,301	2,280,525	2,638,452
	OK	OK								
Net	(128,081)	0		(100,277)	0%	1,042,303	876,826	(133,137)	984,453	342,559



Percentage of Year Completed: 33%



**Town of Onancock
Budget Summary by Department
Through October 31, 2025**

<u>TOWN COUNCIL</u>	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025	Trend 2021-2026B
				\$	%						
Expenditures											
Wages, Taxes & Benefits	5,220	15,549	34%	10,329	66%	14,793	15,118	15,129	15,230	14,598	
Town Attorney	9,000	36,000	25%	27,000	75%	735	2,733	18,000	24,000	36,000	
Travel And Training	1,775	1,500	118%	(275)	(18%)	25	0	753	695	970	
Es Tourism-Tot Share	0	0	No Budget	0	0%	4,620	4,154	4,600	4,500	0	
Liability Insurance	0	3,900	0%	3,900	100%	6,074	0	2,150	4,129	4,666	
Office Supplies	211	0	No Budget	(211)	0%	0	2,937	387	0	45	
Total Expenditures	16,206	56,949	28%	40,743	72%	26,247	24,942	41,019	48,554	56,279	

Percentage of Year Completed: 33%

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**Town of Onancock
Budget Summary by Department
Through October 31, 2025**

ADMINISTRATION	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025	Trend 2021-2026B
				\$	%						
Revenue											
Real Property-Current	0	399,580	0%	(399,580)	(100%)	324,439	373,468	379,753	404,380	376,657	
Real Property-Late	2,569	20,000	13%	(17,431)	(87%)	78,952	32,135	28,464	26,831	49,184	
Public Service	0	11,500	0%	(11,500)	(100%)	17,593	15,814	3,799	11,278	12,434	
Personal Property-Current	68,265	210,719	32%	(142,454)	(68%)	190,967	255,838	183,797	185,823	166,664	
Personal Property-Late	2,701	12,000	23%	(9,299)	(77%)	15,867	15,459	15,056	38,438	27,358	
Penalties	774	13,000	6%	(12,226)	(94%)	21,897	9,240	7,703	20,674	8,793	
Local Sales Tax	48,998	90,000	54%	(41,002)	(46%)	89,367	92,372	105,461	88,131	97,498	
Consumers Utility Tax	22,309	51,000	44%	(28,691)	(56%)	55,696	56,036	50,339	55,290	58,643	
Business License Tax	507	3,400	15%	(2,893)	(85%)	35,768	3,711	3,465	8,511	5,831	
Vehicle Decals	90	29,000	0%	(28,910)	(100%)	5,213	20,834	26,348	31,668	29,871	
Bank Stock Taxes	0	32,000	0%	(32,000)	(100%)	48,262	45,329	32,307	40,004	38,604	
Communication Tax	20,976	72,000	29%	(51,024)	(71%)	74,358	70,214	71,938	64,787	63,607	
Transient Occupancy	6,026	24,000	25%	(17,974)	(75%)	20,816	26,094	25,220	28,157	21,038	
Building/Zoning Perm	350	2,500	14%	(2,150)	(86%)	1,700	1,975	2,100	2,340	1,440	
Meals Tax	115,314	280,500	41%	(165,186)	(59%)	194,319	237,448	255,108	267,156	260,143	
Meals & Transient La	0	0	No Budget	0	0%	1,999	685	3,722	363	1,228	
Rental Of Property	2,505	12,240	20%	(9,735)	(80%)	12,240	13,767	13,164	12,097	14,354	
Water Tower Rental I	0	6,850	0%	(6,850)	(100%)	6,850	0	6,850	0	6,850	
Grass Cutting	0	0	No Budget	0	0%	6,555	7,400	7,400	7,400	7,400	
Trash Revenue	42,047	107,000	39%	(64,953)	(61%)	53,340	61,280	90,448	93,912	102,143	
Miscellaneous Revenue	7,321	0	No Budget	7,321	0%	30,697	9,766	11,531	6,148	17,490	
Fire Program Funds	15,000	15,000	100%	0	0%	15,000	15,000	15,000	15,000	15,000	
Litter Control Grant	0	1,750	0%	(1,750)	(100%)	820	108	2,723	6,123	1,838	
Va Comm For The Arts	0	1,500	0%	(1,500)	(100%)	0	1,500	3,000	0	0	
Loan And Grants Proc	0	0	No Budget	0	0%	0	33,000	68,100	0	0	
Capital Reserve Fund	0	0	No Budget	0	0%	0	0	0	0	0	
Real Property-Delinq	0	0	No Budget	0	0%	0	0	0	0	0	
Christmas Decoration	0	0	No Budget	0	0%	0	0	0	0	0	
Interfund	0	1,133,779	0%	(1,133,779)	(100%)	0	0	0	2,288	17,570	
Total Revenue	355,752	2,529,318	14%	(2,173,566)	(86%)	1,302,952	1,398,645	1,412,795	1,419,087	1,419,208	
Expenditures											
Wages, Taxes & Benefits	84,106	244,530	34%	160,424	66%	205,673	180,235	176,092	189,361	204,064	
Disability Insurance	225	1,061	21%	836	79%	0	468	565	497	666	
Legal And Collection	0	5,500	0%	5,500	100%	0	1,750	0	11,375	7,479	



**Town of Onancock
Budget Summary by Department
Through October 31, 2025**

ADMINISTRATION	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025	Trend 2021-2026B
				\$	%						
Audit Service	25,850	27,000	96%	1,150	4%	16,750	17,750	24,500	24,500	23,500	
Bank Processing Fees	961	3,300	29%	2,339	71%	5,108	3,576	2,659	2,605	7,022	
Credit Card Fees	6,359	22,000	29%	15,641	71%	369	9,217	12,842	23,166	17,934	
Payroll Processing F	4,277	9,500	45%	5,223	55%	3,259	7,263	6,798	9,474	10,551	
Professional Develop	1,394	4,000	35%	2,606	65%	200	227	1,099	3,629	3,103	
Software Subscriptio	6,091	36,000	17%	29,909	83%	0	20,323	27,493	35,245	41,675	
Software Support	7,828	12,000	65%	4,172	35%	0	10,408	16,043	6,052	6,391	
Office Equipment	2,424	4,000	61%	1,576	39%	21,595	7,982	8,549	3,893	5,806	
Advertising	1,816	5,500	33%	3,684	67%	2,951	10,503	12,324	8,392	13,961	
Postage	2,019	3,200	63%	1,181	37%	2,626	1,289	2,021	2,434	2,929	
Telephone	3,856	4,500	86%	644	14%	1,680	3,272	4,976	6,804	8,485	
Property Insurance	0	2,250	0%	2,250	100%	0	805	681	1,983	3,657	
Vehicle Insurance	0	330	0%	330	100%	0	412	201	291	329	
General Liability In	0	3,800	0%	3,800	100%	0	12,333	3,416	2,333	2,702	
Workers Comp	0	525	0%	525	100%	0	330	54	412	603	
Travel	0	577	0%	577	100%	0	45	0	460	182	
Dues & Membership	185	1,150	16%	965	84%	1,072	2,440	1,086	3,155	1,185	
Office Supplies	2,412	9,000	27%	6,588	73%	8,519	7,411	9,483	5,359	10,777	
Main Street Partners	16,040	15,000	107%	(1,040)	(7%)	0	15,000	19,571	18,915	21,117	
Hos - Property Insur	0	6,400	0%	6,400	100%	0	6,503	5,954	8,658	8,828	
Cultural Enrichment	9,000	3,000	300%	(6,000)	(200%)	1,250	2,669	3,041	0	1,000	
Miscellaneous	0	2,500	0%	2,500	100%	3,261	574	110	14,971	4,038	
Website & Printing	0	3,000	0%	3,000	100%	0	318	13,430	44	4,237	
Town Events	10,025	4,000	251%	(6,025)	(151%)	0	266	1,996	284	4,916	
Welcome Center	2,886	0	No Budget	(2,886)	0%	0	0	0	0	0	
Employee Welfare	803	500	161%	(303)	(61%)	686	1,176	414	581	657	
Capital Expenditures	8,061	954,000	1%	945,939	99%	0	0	2,945	0	100,463	
Contingency	0	5,000	0%	5,000	100%	0	5,030	3,800	600	11,996	
Oms Grant Match	45,000	45,000	100%	0	0%	15,000	41,781	26,267	18,915	21,117	
Trash Collection Ser	36,644	106,500	34%	69,856	66%	101,110	106,244	102,597	88,841	114,417	
Sail 250	0	50,000	0%	50,000	100%	1,250	0	0	0	0	
Contribution To Fire	25,000	25,000	100%	0	0%	25,000	25,000	25,000	25,000	25,000	
Fire Programs Funding	15,000	15,000	100%	0	0%	15,000	15,000	15,000	15,000	15,000	
Total Expenditures	318,037	1,633,562	19%	1,475,949	90%	505,231	521,268	530,473	532,848	705,121	



Town of Onancock
Budget Summary by Department
Through October 31, 2025

<u>ADMINISTRATION</u>	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025	Trend 2021-2026B
				\$	%						
Net	37,715	895,756	4%	(697,617)	(78%)	797,721	877,377	882,322	886,239	714,087	

Percentage of Year Completed: 33%

**Town of Onancock
Budget Summary by Department
Through October 31, 2025**

<u>POLICE</u>	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025	Trend 2021-2026B
				\$	%						
Revenue											
Traffic Fines	3,961	22,000	18%	(18,039)	(82%)	8,290	6,904	13,226	11,622	26,140	
Esummons	365	0	No Budget	365	0%	0	110	960	1,432	1,968	
Grant - S99	11,839	32,401	37%	(20,562)	(63%)	46,850	29,678	32,647	45,938	47,583	
Grant - Doj O.T.	0	0	No Budget	0	0%	0	1,005	30,867	0	0	
Grant - Hwy Safety	0	4,000	0%	(4,000)	(100%)	0	4,300	8,257	2,700	8,313	
Loan And Grant Proceeds	0	0	No Budget	0	0%	0	0	0	87,400	0	
Total Revenue	16,165	58,401	28%	(42,236)	(72%)	55,140	41,997	85,957	149,092	84,004	
Expenditures											
Wages, Taxes & Benefits	149,034	425,794	35%	276,760	65%	288,004	321,795	363,362	358,536	341,214	
Court Costs	0	750	0%	750	100%	0	178	0	0	129	
Training	200	4,000	5%	3,800	95%	4,384	2,690	2,397	2,306	2,900	
New Officer Training	7,299	18,000	41%	10,701	59%	0	8,327	(35)	17,717	0	
Vehicle Repair	2,065	4,000	52%	1,935	48%	2,650	2,791	4,052	6,333	6,649	
Computer Software	5,394	4,500	120%	(894)	(20%)	2,691	4,652	1,127	30	13,029	
Security Cameras	11,201	16,500	68%	5,299	32%	0	0	0	7,420	19,412	
Telephone Services	1,218	3,000	41%	1,782	59%	3,394	3,165	2,708	2,819	2,903	
Line Of Duty Act	0	3,200	0%	3,200	100%	2,742	3,655	3,462	2,193	3,304	
Vehicle Insurance	0	2,600	0%	2,600	100%	0	2,801	2,484	2,215	3,338	
Workers Comp	0	7,500	0%	7,500	100%	0	8,823	7,214	6,870	8,741	
Travel	70	500	14%	430	86%	35	35	164	102	0	
Office Supplies	2,661	4,000	67%	1,339	33%	3,741	2,324	2,528	2,640	4,235	
Vehicle Fuel	3,827	14,000	27%	10,173	73%	7,018	12,527	11,034	10,649	9,628	
Uniforms	1,321	5,000	26%	3,679	74%	2,046	1,382	2,485	507	2,244	
Animal Population Co	0	0	No Budget	0	0%	587	954	0	375	461	
Police Supplies	1,090	7,000	16%	5,910	84%	8,317	10,443	7,546	6,032	5,085	
Police Vehicles	3,277	19,660	17%	16,383	83%	0	6,554	13,108	62,289	13,108	
Total Expenditures	188,657	540,004	35%	351,347	65%	325,746	394,355	424,978	489,033	436,380	
Net	(172,492)	(481,603)	36%	309,111	64%	(270,606)	(352,358)	(339,021)	(339,941)	(352,376)	

**Town of Onancock
Budget Summary by Department
Through October 31, 2025**

<u>BUILDINGS & STREETS</u>	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025	Trend 2021-2026B
				\$	%						
Expenditures											
Wages, Taxes & Benefits	24,205	82,764	29%	58,559	71%	47,712	69,042	81,473	83,991	80,776	
Vehicle Repair	869	7,500	12%	6,631	88%	619	615	3,569	3,545	6,035	
Electric Service	14,480	46,000	31%	31,520	69%	22,546	18,277	6,894	43,392	49,923	
Heating Oil	0	4,000	0%	4,000	100%	0	2,554	0	0	0	
Property Insurance	0	650	0%	650	100%	0	2,004	338	626	756	
Auto Insurance	0	350	0%	350	100%	0	412	200	290	328	
Worker'S Comp Insura	0	2,500	0%	2,500	100%	0	1,481	1,139	566	2,675	
Street Repair	36,644	20,000	183%	(16,644)	(83%)	180	27,087	32,516	11,507	24,358	
Janitorial Supplies	400	500	80%	100	20%	0	985	995	408	486	
Cleaning Services	0	3,200	0%	3,200	100%	0	3,914	3,914	3,900	900	
Repairs And Maintena	1,641	19,000	9%	17,359	91%	27,602	18,028	27,309	20,711	4,184	
Vehicle Fuel	1,938	4,500	43%	2,562	57%	517	3,686	6,753	9,481	5,241	
Small Equipment Repa	1,570	5,000	31%	3,430	69%	323	3,013	763	1,652	14,444	
Uniforms	0	1,000	0%	1,000	100%	555	2,614	182	0	760	
Can Liners	0	947	0%	947	100%	1,770	1,158	1,569	1,221	1,236	
Safety/Street Signs	838	2,000	42%	1,162	58%	528	1,140	1,554	815	2,122	
New Public Works Veh	10,697	21,392	50%	10,695	50%	0	0	0	13,822	26,236	
Blacksmith Shop	0	0	No Budget	0	0%	0	93	761	100	150	
Total Expenditures	93,293	221,303	42%	128,010	58%	133,009	156,818	169,928	196,027	220,610	

Percentage of Year Completed: 33%

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**Town of Onancock
Budget Summary by Department
Through October 31, 2025**

PARKS & LANDSCAPING	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025	Trend 2021-2026B
				\$	%						
Expenditures											
Wages and Benefits	27,543	75,068	37%	47,525	63%	0	17,792	35,653	69,174	73,057	
Vehicle Repair	0	1,000	0%	1,000	100%	0	839	780	86	80	
Electric Services	726	0	No Budget	(726)	0%	1,053	11,841	35,585	4,296	2,825	
Property Insurance	0	190	0%	190	100%	0	0	119	196	227	
Auto Insurance	0	1,500	0%	1,500	100%	0	1,401	1,402	1,043	1,516	
Worker'S Comp Insura	0	825	0%	825	100%	0	1,481	1,348	1,734	0	
Repair & Maintenance	466	4,500	10%	4,034	90%	441	7,433	3,900	3,263	2,735	
Vehicle Fuel	334	4,000	8%	3,666	92%	0	2,562	2,847	2,542	2,592	
Small Tools & Equipm	1,089	4,348	25%	3,259	75%	926	5,296	50,188	2,548	3,904	
Parks-Plantings & La	7,433	6,000	124%	(1,433)	(24%)	2,499	6,606	2,217	7,963	13,448	
Tree Board And Beaut	0	6,000	0%	6,000	100%	460	830	292	0	1,600	
Holiday Decorations	5,431	10,000	54%	4,569	46%	2,633	2,120	10,654	7,844	4,898	
Mosquito Control	3,287	8,500	39%	5,213	61%	4,950	4,917	6,881	7,399	10,129	
Weed Control	0	6,500	0%	6,500	100%	4,150	4,150	5,000	0	10,000	
Total Expenditures	46,309	128,431	36%	82,122	64%	17,112	67,268	156,866	108,088	127,011	

Percentage of Year Completed: 33%



**Town of Onancock
Budget Summary by Department
Through October 31, 2025**

WHARF	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2025	Trend 2021-2026B
				\$	%					
Revenue										
Boat Dockage Fees-Mo	0	0	No Budget	0	0%	125	1,311	650	450	
Boat Dockage Fees-Tr	45,686	68,000	67%	(22,314)	(33%)	75,106	60,562	71,443	92,380	
Parking Fee	161	150	107%	11	7%	995	512	232	201	
Parking Fee - Annual	0	0	No Budget	0	0%	420	336	0	0	
Gasoline Sales	76,370	114,000	67%	(37,630)	(33%)	108,700	128,103	121,932	121,836	
Ice And Other	2,190	8,500	26%	(6,310)	(74%)	2,513	7,628	4,971	2,860	
Golf Cart	2,140	8,000	27%	(5,860)	(73%)	0	0	0	3,535	
Wharf Electric	5,048	0	No Budget	5,048	0%	10,604	8,537	7,390	9,383	
Total Revenue	131,595	198,650	66%	(67,055)	(34%)	198,463	206,989	206,618	230,645	
Expenditures										
Wages, Taxes & Benefits	30,882	74,279	42%	43,397	58%	60,661	55,949	59,458	60,038	
Square Cc Fees	4,566	7,000	65%	2,434	35%	4,365	5,423	5,732	8,234	
Vehicle Repair	88	1,000	9%	912	91%	0	259	296	682	
Vehicle Fuel	0	0	No Budget	0	0%	0	63	0	0	
Electric Services	3,048	6,500	47%	3,452	53%	4,993	4,415	4,728	6,179	
Telephone	318	700	45%	382	55%	629	624	344	716	
Property Insurance	0	391	0%	391	100%	0	319	222	538	
Auto Insurance	0	350	0%	350	100%	0	412	199	306	
Worker'S Comp Insura	0	1,500	0%	1,500	100%	0	2,670	611	2,171	
Office Supplies	2,313	400	578%	(1,913)	(478%)	0	289	2,663	435	
Wharf Janitorial Sup	298	1,000	30%	702	70%	661	351	1,519	1,186	
Repair & Maintenance	4,971	3,500	142%	(1,471)	(42%)	6,451	7,797	7,597	15,719	
Cost Of Gas/Diesel S	59,267	86,000	69%	26,733	31%	74,263	104,528	98,947	86,138	
Cost Of Merchandise	0	0	No Budget	0	0%	0	0	1,400	0	
Misc.	0	0	No Budget	0	0%	8,365	269	1,376	0	
Advertising & Dues	10,795	15,000	72%	4,205	28%	5,582	8,548	7,393	15,788	
Rent	0	8,500	0%	8,500	100%	1,100	7,150	8,200	7,800	
Capital Improvements	0	0	No Budget	0	0%	10,180	0	16,500	0	
Total Expenditures	116,546	206,120	57%	89,574	43%	177,250	199,066	217,184	205,930	
Net	15,049	(7,470)	-201%	22,519	301%	21,213	7,923	(10,566)	24,715	
Fuel Margin	17,103	28,000	61%			34,437	23,575	22,985	35,698	

**Town of Onancock
Budget Summary by Department
Through October 31, 2025**

WATER	ACTUAL 2026 YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025	Trend 2021-2026B
				\$	%						
Revenue											
Water Charges	177,496	464,100	38%	(286,604)	(62%)	394,911	424,515	548,614	520,241	464,161	
Water Installation F	3,400	7,000	49%	(3,600)	(51%)	3,000	4,500	1,500	33,300	7,000	
Water & Sewer Penalt	4,030	12,000	34%	(7,970)	(66%)	19,615	16,671	12,765	12,519	14,489	
Miscellaneous Revenue	920	0	No Budget	920	0%	2,614	49,628	2,167	26,700	2,070	
Total Revenue	185,846	483,100	38%	(297,254)	(62%)	420,140	495,314	565,045	592,760	487,720	
Expenditures											
Wages, Taxes & Benefits	50,960	137,838	37%	86,878	63%	116,120	109,047	138,505	156,044	165,488	
Training & Travel	0	500	0%	500	100%	0	79	0	0	0	
Vehicle Repair	0	2,500	0%	2,500	100%	3,045	1,018	0	17	1,293	
Repair & Maintenance	17,691	45,750	39%	28,059	61%	17,552	10,960	28,363	30,579	86,020	
Auto Insurance	0	430	0%	430	100%	0	412	0	278	314	
Printing Utility Bil	0	250	0%	250	100%	507	0	0	1,230	0	
Advertising	0	250	0%	250	100%	0	0	0	0	0	
Electric Services	4,188	17,000	25%	12,812	75%	13,779	14,974	15,360	12,694	19,018	
Postage	1,452	3,000	48%	1,548	52%	755	1,123	844	2,592	2,624	
C I P	0	0	No Budget	0	0%	0	19,420	42,530	120,348	0	
Dues & Memberships	0	1,000	0%	1,000	100%	527	0	0	0	0	
Health Department Fe	5,692	5,500	103%	(192)	(3%)	2,165	2,169	2,169	2,169	5,577	
Vehicle Fuel	271	2,500	11%	2,229	89%	1,863	2,366	1,753	2,586	2,621	
Lab Supplies	408	2,500	16%	2,092	84%	998	2,064	3,413	5,663	3,191	
Purification Supplie	3,827	20,000	19%	16,173	81%	21,099	8,935	24,065	18,967	12,032	
Outside Consultants	2,500	6,000	42%	3,500	58%	0	300	1,725	6,603	6,000	
Small Tools & Equipm	0	3,000	0%	3,000	100%	80	2,650	3,099	0	55	
Property Insurance	0	0	No Budget	0	0%	0	0	1,814	0	0	
Interest - Bond - Wa	13,975	55,900	25%	41,925	75%	36,945	36,154	55,900	55,900	55,900	
Interest - Bond - Wa	614	1,668	37%	1,054	63%	1,662	1,588	2,456	2,456	2,456	
Interest - Bond - Wa	49,818	99,636	50%	49,818	50%	0	25,491	99,637	99,637	99,636	
Interfund Transfer	72,558	0	No Budget	(72,558)	0%	0	370,704	615,910	0	304,992	
Transfer To Reserves	0	69,778	0%	69,778	100%	0	0	0	0	0	
Total Expenditures	223,954	483,100	46%	259,146	54%	218,974	617,851	1,039,700	509,491	775,719	
Net	(38,108)	0		(38,108)	0%	201,166	(122,537)	(474,654)	83,269	(287,999)	

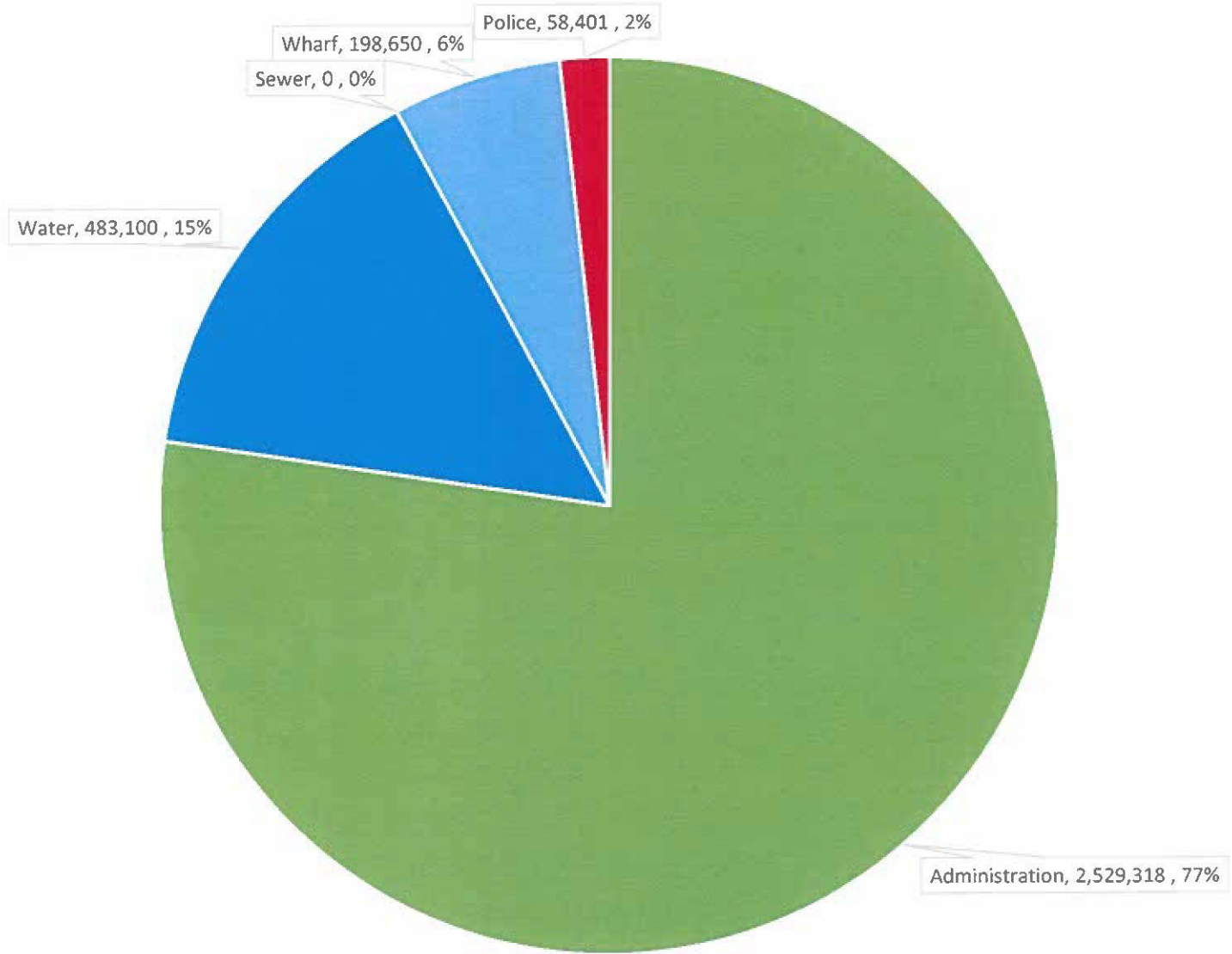
Percentage of Year Completed: 33%

**Town of Onancock
Budget Summary by Department
Through October 31, 2025**

<u>SEWER</u>	ACTUAL 2026 YTD	BUDGET 2026	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	2025	Trend 2021-2026B
				\$	%						
Revenue											
Sewer Charges	278,738	0	No Budget	278,738	0%	1,014,068	1,071,885	818,382	748,794	785,959	
Sewer Installation F	3,500	0	No Budget	3,500	0%	8,700	0	1,200	3,400	3,400	
Total Revenue	282,238	0	No Budget	282,238	0%	1,025,382	1,121,513	821,749	873,394	791,429	
Expenditures											
Wages and Benefits	0	0	No Budget	0	0%	267,216	132,835	1,877	0	0	
Coll.Repair/Maintena	68,182	0	No Budget	(68,182)	0%	75,412	136,140	253,160	95,318	109,494	
Electric Services	689	0	No Budget	(689)	0%	71,544	45,809	3,675	2,122	1,718	
Total Expenditures	68,871	0	No Budget	(68,871)	0%	556,205	406,064	645,152	190,554	111,212	
Net	213,367	0		213,367	0%	469,177	715,449	176,596	682,840	680,217	

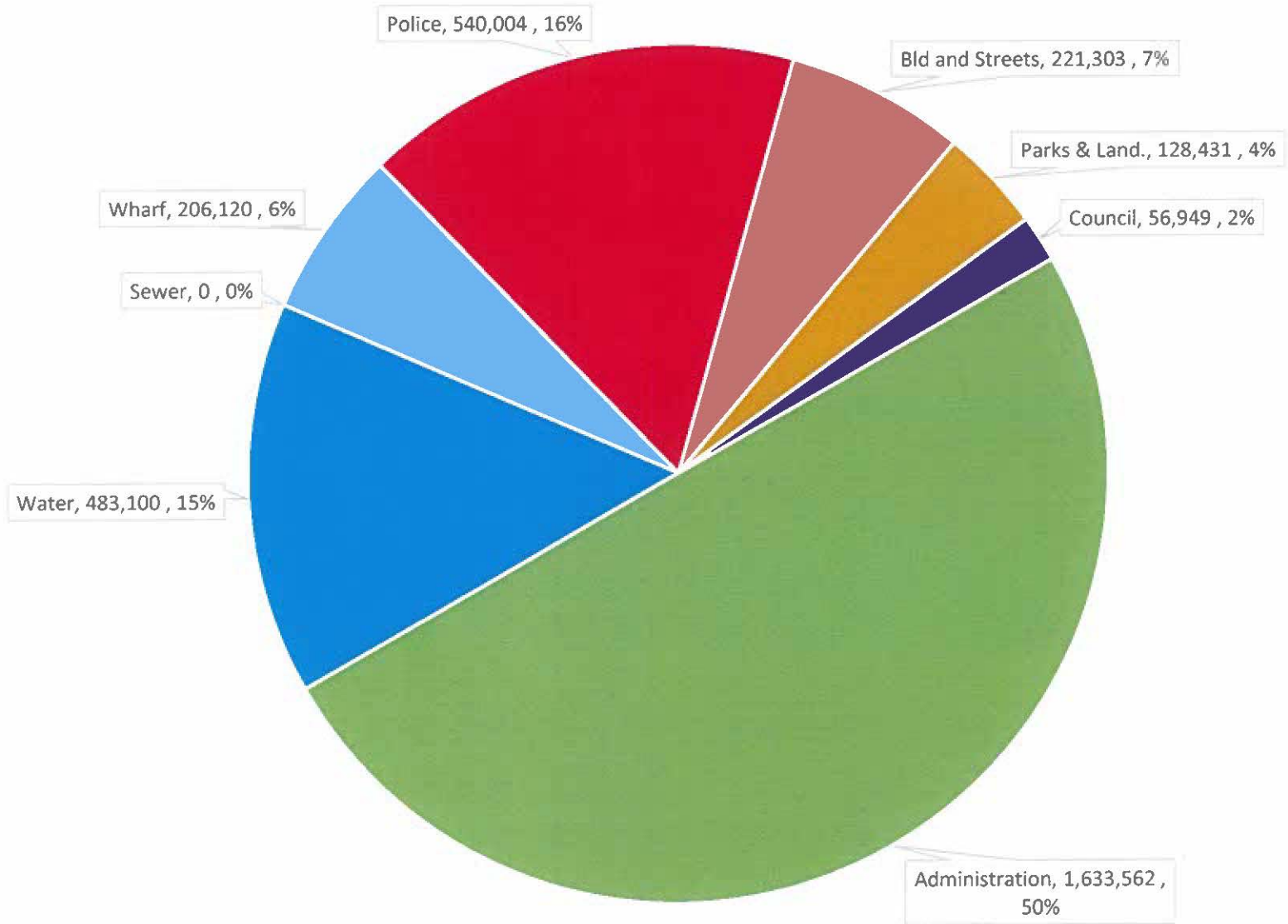
Percentage of Year Completed: 33%

Revenue - Budget 2026



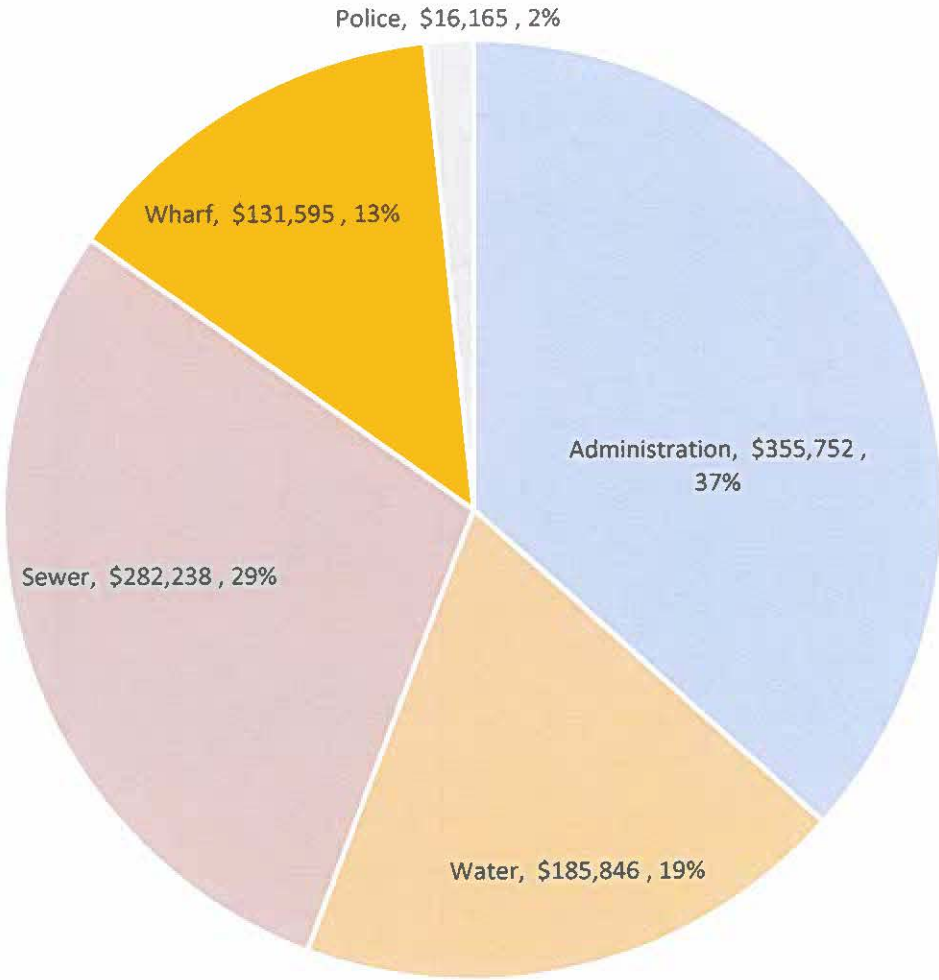
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Expenditure - Budget 2026

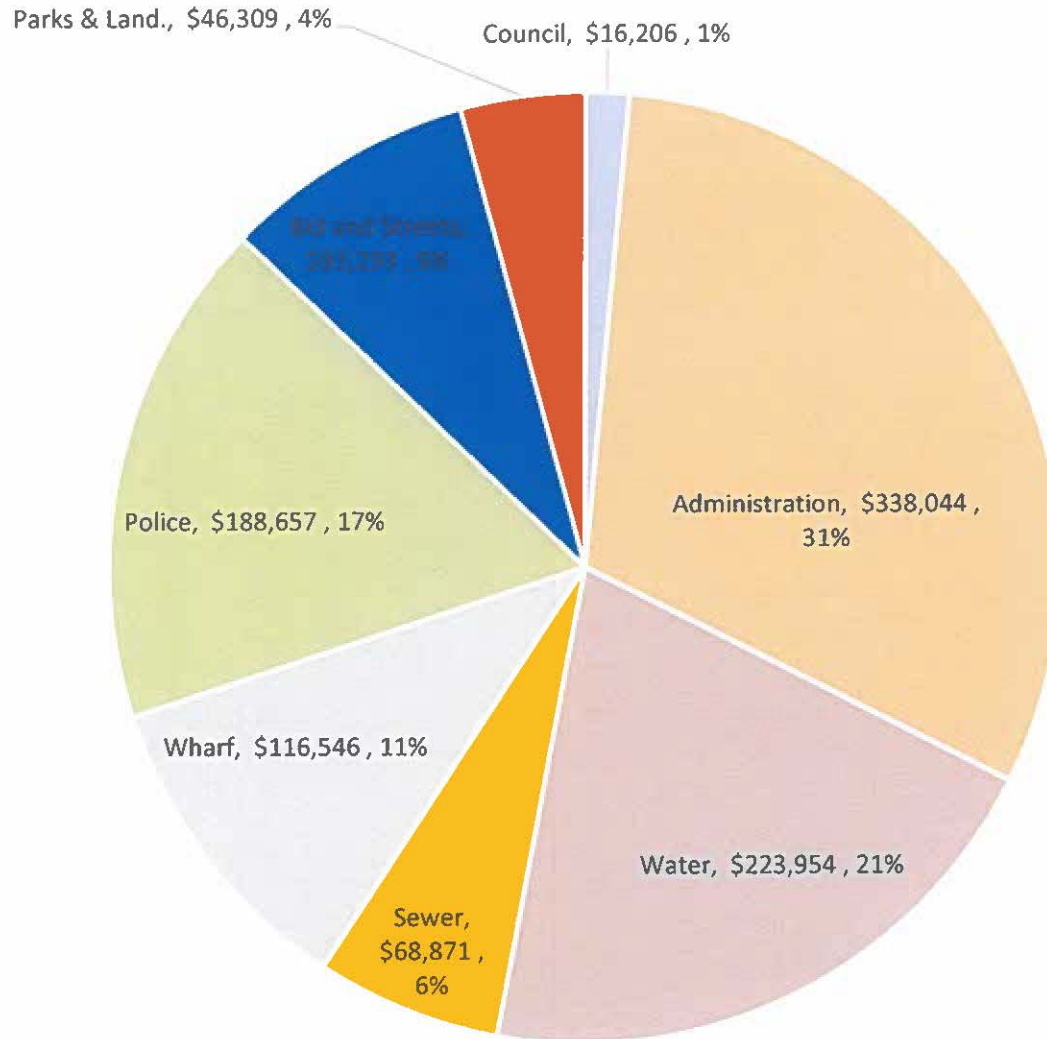


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Actual Revenue



Actual Expenditures



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**Town of Onancock
Cash and Reserve Report
Through October 31, 2025**

<u>CASH AND RESERVES</u>	Current Year	Prior Year	% Increase / (Decrease)
CASH			
Checking	744,427	732,979	2%
RESERVES			
Cash Reserve (savings account)	1,816,613	2,608,855	(30%)
Grant Match or Project Reserve	253,778	269,694	(6%)
Capital Asset Reserve	529,294	152,065	248%
General Fund Reserve	849,028	540,642	57%
ARPA Funds	39,011	188,038	(79%)
Utility Reserve	1,277,153	761,717	68%
Total Reserves	4,764,877	4,521,011	5%
Total Cash and Reserves	5,509,304	5,253,990	5%
Cash and Reserves - No ARPA	5,470,293	5,065,952	8%
Reserves Only - No ARPA	4,725,866	4,332,973	9%

REQUIRED RESERVES PER POLICY

	Policy Requirement	Policy	Current Reserve	Over/(Under Reserved)
Grant Match or Project Reserve	250,000	Up to \$250,000	253,778	3,778
Capital Asset Reserve	521,300	25% of 5-year CAPEX plan	529,294	7,994
General Fund Reserve	835,911	30% of budgeted revenue	849,028	13,117
Utility Reserve		120 day operating (\$483,100/12*4)+ 30% Accumulated Depreciation (\$3,254,316+174,382(F24)+174,382(F25)+ \$15k for road repairs	1,277,153	20,196
	1,256,957			
Total Required Reserves per Policy	\$ 2,864,168	Over/(Under) Reserved	\$ 2,909,253	\$ 45,085

**Town of Onancock
Capital Expenditures and Grant Activity
Through October 31, 2025**

<u>Source of Funds</u>	<u>Project Description</u>	<u>Budgeted Amount</u>	<u>Spent as of 6/30/25</u>	<u>2026 YTD Expenditures</u>	<u>Total</u>	<u>(Over)/Under Budget</u>
Budgeted Capital Improvement						
	Backhoe	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000
	Water Generator	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
	Water Department Truck	\$ 55,000	\$ -	\$ -	\$ -	\$ 55,000
	Street Lights Downtown	\$ 274,500	\$ -	\$ -	\$ -	\$ 274,500
	Street Signs	\$ 15,250	\$ -	\$ 1,441	\$ 1,441	\$ 13,809
	Interpretive Signs	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
	Benches/Trash Cans/Alley Lighting	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
	Queen Street	\$ 399,250	\$ -	\$ 6,620	\$ 6,620	\$ 392,630
	Total	\$ 954,000	\$ -	\$ 8,061	\$ 8,061	\$ 945,939
ARPA						
	NE Park & Basketball Court	\$ 66,852	\$ 59,778	\$ 12,252	\$ 73,528	\$ (6,676)
	Entry Sign & Town Square	\$ 140,494	\$ 65,384	\$ 49,423	\$ 114,807	\$ 25,687
	Total	\$ 207,346	\$ 125,162	\$ 61,675	\$ 188,335	\$ 19,011
Grant Activity						
FY 2026						
<u>Source of Funds</u>	<u>Project Description</u>	<u>Grant Amount</u>	<u>2026 Grant Income</u>	<u>Spent YTD</u>	<u>Owed to Onancock</u>	<u>Status</u>
DHCD	Northeast Revitalization	\$ 1,000,000	\$ 204,646	\$ 214,410	\$ 9,764	Open
VTC	Printing/Advertising Reimbursement	\$ 20,000	\$ 20,000	\$ -	\$ -	Closed
	Total Fund 24	\$	\$ 224,646	\$ 206,132		
	Expenditures from SSFMS	\$	\$ 224,646	\$ 206,132		
		\$	\$ -	\$ 0		

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Event Summary for October 2025

ONANCOCK POLICE DEPARTMENT

Incidents	Sept 2025	Oct 2025	Oct 2024
911- inquiry	1	0	1
Alarm	1	3	1
Animal- at large	0	1	0
Animal- bite	0	0	1
Animal- cruelty	0	1	0
Assault- simple	1	0	0
Breaking and Entering	1	0	0
Destruction of property	1	1	0
Disorderly conduct	4	3	2
Domestic	2	0	0
Failure to report crash	1	0	0
Firearm- reckless handling	1	0	0
Fraud	0	1	2
Hit and Run	1	0	2
Larceny	1	1	3
Mental Health/Welfare	3	4	3
Missing child	1	1	0
Noise complaint	1	0	0
Public intoxication	0	1	0
Threaten state employee	0	1	0
Trespassing	2	2	1
Weapon Violation- discharge within town limits	1	0	0
Totals	23	20	16

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Event Summary for October 2025

ONANCOCK POLICE DEPARTMENT

Traffic Enforcement

	Sept 2025	Oct 2025	Oct 2024
Equipment violation	1	1	0
Failure to obey highway sign	2	1	3
Inspection offense	15	12	9
Operator license offense	0	2	4
Other	2	2	1
Registration offense	1	4	3
Seatbelt offense	3	0	0
Speeding	19	7	27
Use of handheld device	3	4	4
Totals	46	33	51

Patrol Activities

Assist Other Agency	38
Business Check	95
Business Assist/Complaint	1
Citizen Assist/Complaint	8
Special Patrols	901

