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

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**Town Council Meeting**  
**January 27, 2025, 7:00 p.m.**

**Agenda**

1. Swearing in newly elected Town Mayor:
  - a. Fletcher Fosque, Term Expires 12/31/2026
2. Swearing in newly elected Town Council members:
  - a. Lisa Fiege, Term expires 12/31/2028
  - b. Omar Grubb, Term expires 12/31/2028
  - c. Maphis Oswald, Term expires 12/31/2028
3. Call to order and roll call.
4. Pledge of Allegiance
5. Elect Vice-Mayor
6. Vote on December 16, 2024, meeting minutes.
7. Public Hearing
  - a. None scheduled.
8. Public Presentation:
  - a. Onancock Main Street.
9. Council Action
  - a. Appoint Commissioners to the Town's Planning Commission.
  - b. Appoint member to Onancock Economic Development Authority.
  - c. Assign Council members to Committees
10. Council discussion:
  - a. None scheduled.
11. Committee Reports
  - a. Economic Development Authority (Lisa Fiege)
12. Community Reports
  - a. Onancock Main Street (Cindy Holdren)
  - b. Historic Onancock School (Sarah Nock)
13. Public Comment
14. Mayor's Report
15. Town Manager's Report
  - a. Financial Report
  - b. Manager's Report
  - c. Police report
16. Town Councilmember comments
17. Closed session.
  - a. None scheduled.
18. Adjourn

**Town of Onancock  
Town Council Meeting  
Monday, December 16, 2024  
7:00 PM**

- 1) **Call to order and roll call:** Mayor Fosque called the meeting to order at 7:00 PM and roll was called. Councilmembers Lisa Fiege, Cindy Holdren, Joy Marino, Sarah Nock, Maphis Oswald, Paul Weitzel and Mayor Fletcher Fosque were present. Town Manager Matt Spuck and Town Clerk Debbie Caton were also present.
- 2) **Pledge of Allegiance**
- 3) **Approve Minutes from November 18, 2024, meeting** – Councilmember Marino moved to approve the meeting minutes. Councilmember Oswald seconded the motion. The motion passed with a 6-0 vote.
- 4) **Public Hearing – None Scheduled**
- 5) **Public Presentation**
  - a. **CBES (Citizens for a Better Eastern Shore) – Between the Shores** – Donna Bozza, Executive Director presented the Town Council with a final revenue report on the Between the Shores Bike Tour held Saturday, October 26, 2024. The bike tour was a sold-out event and successful. See attached report for more details.
- 6) **Council Action**
  - a. **Vote on Onancock Main Street Lease** – Town Manager Spuck explained the proposed lease between The Town of Onancock and Onancock Main Street (OMS) to rent office space at the Welcome Center (38 Market Street) was reviewed by Eric Gregory with Hefty, Wiley, and Gore. The lease is approved from a legality standpoint. Councilmember Holdren moved to approve the lease agreement with Onancock Main Street. Councilmember Nock seconded the motion. Council discussion ensued.
    - Councilmember Oswald is surprised the town council would accept the lease as written without any question about several points. She stated a three-year lease term is not warranted. Her suggestion was to sign a one-year lease agreement with subsequent years to follow if desired by both parties. Councilmember Oswald stated she does not agree with \$1/year lease payment. At minimum, the lease payment should be what OMS paid at the Historic Onancock School (HOS) and the utilities should not be included. Councilmember Oswald does not think the lease agreement should allow for OMS to sub-lease the conference room space.

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- Councilmember Marino agrees with Councilmember Oswald but also has concerns because currently OMS does not have a program manager. She stated she would be willing to vote yes if the lease terms changed to a lease period of one year. She is also confused about the sublet clause.
- Councilmember Weitzel agrees with Councilmember Oswald and Councilmember Marino concerning the lease period being updated to a one-year term. Councilmember Weitzel stated he could support the lease with a nominal \$200 - \$300 monthly payment. He explained charging this would eliminate a negative drain on town resources as the proposed lease includes utilities.
- Councilmember Nock suspects the subletting clause was a carry-over from a previous version of the proposed lease that did not get removed in the current version. Councilmember Fiege stated OMS does not have an immediate plan to sublet or rent the conference room. If the subletting clause is a dealbreaker, OMS is willing to remove it from the proposed lease agreement. Councilmember Nock clarified the fair market value is considered an "in-kind" donation as Onancock does not provide the same level of support as other Main Street organizations across the state. This would bring OMS' support more in line with other towns.
- Councilmember Holdren stated OMS is in process of filling the vacancy for a new program manager. She also addressed comments from other councilmembers about the \$1 lease payment per year by stating the past benefits of OMS are being ignored. OMS has brought in many more dollars than the town would have expected otherwise. This is a way to support past work like the \$1 million DCHD grant allowing development of the Lilliston building with repayments retained by the Town in a revolving load fund. In response to the discussion and with Councilmember Fiege's agreement, Councilmember Holdren amended the original motion on the floor.

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Councilmember Holdren moved to approve the lease after omitting 17E and revising item #10. A roll call vote was taken:

Councilmember Fiege – aye  
Councilmember Holdren – aye  
Councilmember Marino – no  
Councilmember Nock – aye  
Councilmember Oswald – no  
Councilmember Weitzel – no

Mayor Fletcher Fosque voted aye to break the tie vote. The motion carried.

- b. Vote on the application for Coastal Residences to connect to town water.** – Town Manager Spuck stated the necessary presentations from all outside parties have been made per the request of the Town Council. Does Town Council approve the application as presented for Coastal Square? Councilmember Fiege moved to provide water services to Coastal Square and Residents, LLC located outside the Town of Onancock limits. Councilmember Oswald seconded the motion. A roll call vote was taken:

- Councilmember Fiege - aye
- Councilmember Holdren - aye
- Councilmember Marino - abstain
- Councilmember Nock -aye
- Councilmember Oswald - aye
- Councilmember Weitzel -aye

The motion carried.

- c. Projects to accrue for ARPA by 12/31/2024.** - Town Manager Spuck read his suggestion to Town Council about which projects to encumber for the balance of ARPA funds. See attached letter read by the Town Manager. Councilmember Weitzel moved to approve the ARPA projects as presented. Councilmember Oswald seconded the motion. The motion carried with a 6-0 vote.

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- d. **Adopt meeting schedule for calendar year 2025.** – Councilmember Fiege moved to approve the meeting schedule for 2025 as presented. Councilmember Oswald seconded the motion. After council discussion the motion was updated to change the November Town Council meeting to November 17, 2025, and update the personnel committee to quarterly meetings. The motion carried with a 5-0 vote. Councilmember Weitzel abstained as his term ends December 31, 2024.
- e. **Appoint a member of the Board of Zoning Appeals.** – Councilmember Oswald moved to recommend Mr. Dick Freeman to the Board of Zoning Appeals. Councilmember Holdren seconded the motion. The motion carried with 6-0 vote.

**7) Council discussion**

- a. **Status of School engineering report** -Town Manager Spuck explained HOS needs pricing of four construction items to help secure a loan. The four items were updating the HVAC system, updating the electrical, window replacement and roof replacement. Town Manager Spuck sent a Request for Proposal (RFP) and three firms responded to the request. Subsequently, the Town Council requested a structural engineering analysis. After the RFP was updated, the new request is for a Facility Construction Analysis (FCA) which is detailed research and recommendation for the building. Two firms backed out and the third firm stated they would need to outsource the architectural portion of the FCA. Currently, they have not provided a proposal. Town Manager Spuck asked if the Town Council still wants to pursue firms to provide a full FCA. After town council discussion, Town Manager Spuck will contact the third firm for a proposal once an architect is sourced.

**8) Committee reports**

- a. **Personnel (Cindy Holdren)** – Councilmember Holdren reported the Personnel Committee did not meet but there is a closed session scheduled after the regular meeting.
- b. **Planning Commission (Fletcher Fosque)** – Mayor Fosque reported the Planning Commission did not meet in November. Anyone interested in joining the Planning Commission can apply by January 1, 2025.
- c. **Waterfront (Fletcher Fosque)** – Mayor Fosque reported the Waterfront Committee did not meet in November.
- d. **Economic Development Authority (EDA) (Joy Marino)** – Councilmember Marino reported the EDA met in early December. Councilmember Marino will finish minutes from the meeting and forward to the Town Council. Councilmember Marino resigned from the EDA effective immediately.

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**9) Community Reports**

- a. **Onancock Main Street (OMS) (Cindy Holdren)** – Councilmember Holdren stated there is a part time position available for a Program Manager. If anyone is interested, they should reach out to Councilmember Fiege. OMS received a \$10,000 micro business grant from the Virginia Tourism Commission that will be used to promote tourism in the off season. A new logo will be revealed soon.
- b. **Historic Onancock School (HOS) (Sarah Nock)** – Councilmember Nock reported the lawn cutting contract previously provided by the town has been terminated. HOS will secure their own lawn cutting services with gratitude the town will continue to plow the parking lot if needed. HOS was pleased to be a stop on the Artisan’s Guild tour the weekend of Thanksgiving. Twelve vendors participated indoors and outdoors along with resident artist in “Christmas in Onancock” last weekend. The work to update the electrical system to accommodate additional circuits to allow for space heaters and protect the pipes has started. The search for an Executive Director will be renewed.

**10) Public Comment –**

- a. **Glenn Smith** – Mr. Smith suggested if there is an issue with the boiler at HOS, there are services available to rent commercial boilers. The contractor brings a boiler on a tractor trailer and provides the hook-up services. The new boiler would bypass the existing system. He also requested consideration for an additional police officer in the upcoming budget cycle. Mr. Smith suggested Christmas lights on all poles heading towards the Wharf.

**11) Mayor’s Report** - Mayor Fosque thanked OBCA and everyone involved in the successful “Christmas in Onancock” event held last weekend.

**12) Town Manager’s Report**

- a. **Financial** – see attached report in the town council packet.
- b. **Manager’s Report** – see attached report in the town council packet.
- c. **Police Report** – Chief Williams did not attend the meeting. See attached report in the town council packet.

**13) Town Councilmember comments –**

- a. **Councilmember Fiege** - Councilmember Fiege asked for an update on the sidewalk trees for Market Street in front of the Lilliston Building that were donated. Town Manager Spuck responded the Tree Board Committee will help with a selection when they meet again in the Spring 2025. Councilmember Fiege asked if Eric Luchansky with ANDPC could attend a meeting to answer questions about the progress of the Northeast Revitalization Project.
- b. **Councilmember Holdren** – Councilmember Holdren echoed Mayor Fosque’s gratitude for all involved in the “Christmas in Onancock” event with a particular compliment to Town Manager

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Spuck and Jake Dillon for the extra lights added to several buildings around town.

Councilmember Holdren thanked the Onancock Volunteer Fire Department for assisting with a cat rescue.

- c. **Councilmember Marino** – Councilmember Marino is happy to hear the Habitat for Humanity house is moving forward. She also agreed with Glenn Smith’s comment about an additional police officer.
- d. **Councilmember Nock** – Councilmember Nock echoed Mayor Fosque’s gratitude for all involved in the “Christmas in Onancock” event.
- e. **Councilmember Oswald** – Councilmember Oswald asked Town Manager Spuck for clarity on the billing cycle of the water/sewer bills.
- f. **Councilmember Weitzel** - Councilmember Weitzel thanked everyone for attending the meeting. Councilmember Weitzel complimented the Town Manager and his staff on their kindness, competence, and willingness to help. Councilmember Weitzel also complimented his co-council members for doing a difficult job with the best of intentions.

- 14) Closed Session** – Councilmember Fiege moved to enter closed session to discuss personnel matters as allowed by state code section 2.2-3711 (A)(1) and Real Estate matters as permitted by section 2.2 3711(A)(3). Councilmember Holdren seconded the motion. The motion passed with a 6-0 vote. Closed session started at 9:08 PM.

Councilmember Nock 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 Holdren – aye
- Councilmember Marino – aye
- Councilmember Nock – aye
- Councilmember Oswald – aye
- Councilmember Weitzel – aye
- Mayor Fosque – aye

Open session reconvened at 10:18 PM.

- 15) Adjourn** -Councilmember Oswald moved to adjourn the meeting. Councilmember Nock seconded the motion. The meeting adjourned at 10:20 PM.

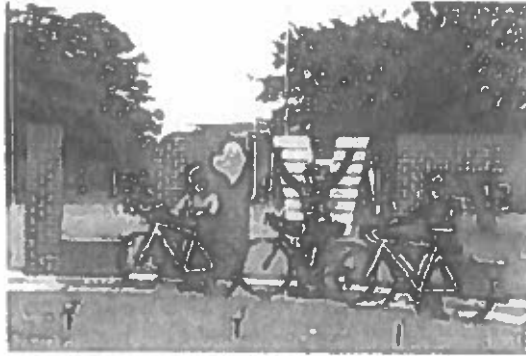
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Fletcher Fosque, Mayor

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Debbie Caton, Town Clerk



## **CBES 2024 Between the Waters Bike Tour Economic Impact\***

- 🚲 Restaurant/Meals Expenditures: \$29,492
- 🚲 Lodging: \$57,207
- 🚲 Shopping: \$11,532
- 🚲 Miscellaneous Expenditures: \$7,052
- 🚲 **Estimated Total Dollars Spent by BT Participants/Guests: \$511,000\*\***

*\*Based on 245 Surveys Results*

*\*\*Increase over \$350,000 in 2023*

## **KEY STATS – Sellout with 1,189 Registrants**

### **Where Did Onancock Visitors Come From?**

- BTW Bike Tour is a TRUE Tourism event with 89% of cyclists from off the Eastern Shore.
- 24 States plus the District of Columbia represented
- Highest number of cyclists from VA, followed by Maryland, Pennsylvania, and North Carolina

### **How Long Did They Stay?**

- 72% Spend 1 or more nights

### **Quality of BTW Bike Tour:**

- 91% cyclists said VERY LIKELY to participate in future BT
- 95% of cyclists said VERY LIKELY to recommend to Friends

### **How Likely Are They to Return to the ES Because of their BT Experience?**

- 89% VERY LIKELY

### **Would Their Return Visit Include Onancock?**

- 64% YES, 35% Maybe – Onancock made an epic impression!

The use of SLFRF (State and Local Fiscal Recovery Funds), which was a part of ARPA (American Rescue Plan), is expected to meet several purposes. The purposes listed in the Department of Treasury's Final Rule that most closely fit our needs are long-term support for small businesses and investment in outdoor spaces, such as parks and public areas, to promote a healthier outdoor lifestyle. By supporting businesses and promoting quality outdoor space, we become a healthier community, which is the core purpose of ARPA.

Onancock has managed its resources and infrastructure very well through the years, and as a result, the Town did not need to use the funds for large infrastructure programs like many small towns were forced to. The Onancock Town Council approved 23 projects to be completed using the \$1,256,432 given to us in SLFRF.

After the Treasury distributed the funds to us, the DCJS (Department of Criminal Justice Services) issued an additional ARPA grant that allowed us to re-appropriate funds set aside for two projects in the "Town" grant to the funds received by the DCJS grant (as an FYI, that was \$195k for cameras and a generator for the police station). This allowed us to continue with the resident, business, and visitor-facing projects the Council approved with less budget pressure.

The SLFRF funds must be fully encumbered by 12/31/24 and spent entirely by 12/31/26. Encumbered means set aside with a firm commitment.

A Council member and the mayor suggested that we not complete these six remaining projects and replenish the operating cash to replenish the excess costs of renovating the Welcome Center and Police Station. The Final Rule states, "No ARPA funds may be used to make deposits into any rainy-day fund or financial reserves." We used both ARPA funds and operating funds to complete the construction. The effect is that by reappropriating funds for the renovation costs, we will use ARPA funds to replenish reserves. Our practice is to transfer all operating funds not in use or needed within 60 into the Idle Cash fund, allowing operating funds not used to earn interest.

I strongly propose that we formally encumber the six remaining projects.

We have all the quotes for them, and according to both our attorney and VML, we need to issue a Purchase Order to the vendor that commits (or encumbers) the funds and meets the SLFRF requirements.

The six public-facing projects have been included in the monthly report, and management has been preparing for them since the onset of ARPA. Page 24 of your report shows we have \$208,658 remaining to spend (or encumber) by 12/31/24. As stated, we have quotes or commitments for all six. Let me describe the projects to you.

1. The air conditioning for the second floor of the town hall is complete and paid for reducing the amount to encumber by \$20k.
2. The Business Façade town grant is complete except for the Farmers Market, which received a grant commitment from the Town for signage but has not purchased it yet. I will write a commitment letter to the Market for the grant award to encumber the funds.
3. The quotes we received for the pavers at Sunset Park were too high to be considered reasonable. One of the bidders suggested that stamped concrete might be a better solution for the location, given the occasional flooding. The quote for stamped concrete is \$42k, and adding the remaining asphalt, sealing, and striping work totals \$51k. This is a spot that many, if not all, residents and visitors visit and take pictures of the sunset over the Creek. We designed and installed the deck boards with the grant we received for rebuilding the bulkhead. We filled the step-up gap with 57 stone until the patio was built. If this project is not done, we will have to address that. Completing this project will remove that trip hazard, give transient boaters a place to sit, and provide a dedicated space for every person enjoying our sunset.
4. Downtown Visual Improvements include a new entry sign for \$77k and benches and trash and recycling receptacles for \$6,400. The Town Council eases the financial pressure on the Queen Street project by approving this encumbrance. The Queen Street project is budgeted in this fiscal year's capital budget. By encumbering the entryway sign for the amount in CIP, the Town Council could either reduce the CIP budget for the year or reappropriate it to the Queen Street project (which could, for example, provide the first five streetlights for that area).

5. Town Square renovations include six streetlights along the sidewalks, an irrigation system, and a grass restoration. Any new plantings or beds will be funded from our existing operating budget and will receive free design support from two local experts and the Tree Board.
6. The new basketball court in the Northeast Neighborhood Park will cost more than initially set aside. Tree roots under the existing court cannot be removed, so we would turn the court 90 degrees, put down a firmer base, and put 2 inches of asphalt over it. As approved by the town council, our reserves will fund the remaining portion of the asphalt and hoops themselves.

What if the Town Council decides to follow the suggestion of the Council member and mayor, who suggested leaving these six projects undone but assured them they would be put in the CIP?

- Capital Improvement Plans (CIP) are voted on annually in the five-year CIP budget. These funds come from reserves and the town's income, mainly tax revenue.
  - Adding \$208k to our operating budget for this additional CIP would require a fifty percent increase in real estate taxes (if we only use one source of revenue for this example). Any combination of revenue sources will have the same net effect.
    - Given the town's other priorities, increasing taxes to this degree for these projects will likely never happen.
    - Having the Federal government provide debt-free money to municipalities like ours again will likely never happen.

The projects were initially approved by the Town Council and planned for since then (deck board installation, for example) and need to be encumbered by the end of this month. We have everything in place to do so.

Budgeting for ornamental streetlights and irrigation systems for a well-cared-for Town Square, adding a new and ample space for boaters, visitors, and residents to enjoy one of the most beautiful spots on the Shore, and creating an entry sign that speaks to who we are and differentiates us from any other town are not projects that find a home on most small-town operating budgets.

With these projects completed, we invite and encourage people to be outdoors in our historic district. People who spend more time outdoors are healthier than those who do not. With more people outside in our downtown area, businesses prosper. Supporting healthy living and supporting our business owners both speak to who we are.

Please authorize me to send Purchase Orders to the vendors who can make these projects a reality. Thank you.

# JEFFREY ADLER

4 Market Street  
Onancock, Virginia 23417  
(703) 867-1955  
jeff@adlerhome.net

**EDUCATION:** **M.B.A., Information Systems Management**  
George Washington University, December 1996

**B.B.A., Management/Computer Science**  
James Madison University, May 1989

**Introduction to CMMI training, SEI, March 2006**

**RECENT  
VOLUNTEER  
EXPERIENCE:**

Current Onancock Main Street Board Member  
Served as member of Onancock Façade Grant Committee

**WORK  
EXPERIENCE:**

***Founder and CEO***  
TechClarity LLC, Fairfax, Virginia, 2003 – Present

Founded and manage the growth of a Managed Services Provider (MSP) that delivers technology support, consulting, and cloud services to small and medium businesses. Provide strategic leadership for all aspects of the business, including sales/marketing, service delivery, and administration.

***Chief Technology Officer***  
Alpha Corporation, Dulles, Virginia, 2002 – 2003

Responsible for leading both the internal Information Technology Department and the Technology Consulting practice. Provided overall management for technology use in the firm including technology infrastructure, communications and support, and enterprise systems. Directed the Technology Consulting practice including business development, proposal preparation, project management, customer management, and strategic and operational planning.

***Vice-President, Information Technology***  
FutureNext Consulting, Inc., McLean, Virginia, 1999 - 2002

Directed the Information Technology department for startup e-Commerce consulting organization. Provided overall leadership and management for the IT team, including the integration of acquired staff and the growth of the team from five members to sixteen members. Managed the technical acquisition and integration of six companies encompassing nine offices and 500 employees.

***Director, Information Technology***  
Hagler Bailly, Inc., Arlington, Virginia, 1997 – 1999

Responsible for overall management of the Information Technology department for international environmental consulting firm. Provided strategic and operational leadership for enterprise-wide technology architecture. Supervised and coordinated an Information Technology staff of twenty-three in the areas of Development, Operations, Training, and

Communications. Established and implemented internal technology policies, procedures and standards. Designed and developed information and technology solutions and provided effective training and ongoing support for all users. Developed strategic Information Technology plans, budgets and schedules and provided briefings to senior management.

***Project Manager***

Stanley Associates, Alexandria, Virginia, 1996 - 1997

Worked on-site at the Joint Strike Fighter (JSF) program office as the technical and managerial lead. Directed all Information Technology efforts including network administration and support, Internet/Intranet development, video teleconferencing administration and end-user support and training. Managed personnel, performed budgeting and acquisition, and developed and tracked project schedules. Responsibilities included managing the user support helpdesk, developing migration plans and schedules, and writing policies and procedures.

***Manager, Information Systems***

DCS Corporation, Alexandria, Virginia, 1990 - 1996

Directed Information Systems Branch, with responsibility for all corporate computer systems design, development, management, and support. Managed and coordinated Information Systems personnel. Planned, budgeted, and implemented corporate strategic systems and reviewed and approved departmental computer resource requests.

***Systems Analyst***

K-Sport International, Ltd., Columbia, Maryland, 1986 - 1990

Performed software design, coding, documenting, and training of multi-user accounting system in a UNIX environment. Purchased, installed, and maintained hardware and software products. Performed backup and quality control to ensure accuracy and integrity of computer operations.

John Antoine Labadie  
Biographical Information

Dr. John Antoine Labadie was Professor of Digital Arts & Design at the University of North Carolina at Pembroke from 1994 until his retirement in 2021. At UNCP he founded the *Digital Arts* studio program, one of the first of its kind in the UNC System. He also created the interdisciplinary *Media Integration Studies program*, which became the largest academic minor on the campus. He also cofounded the UNC Pembroke *Digital Academy*, another first of its kind in the UNC System, which focused on creative digital learning throughout North Carolina.

At UNC Pembroke, Labadie headed numerous University committees including faculty hiring, library resources, computer technology, and academic program review. He also provided numerous creative workshops and coordinated professional conferences on campuses throughout the USA and internationally. He has written well over 100 grants in support of research, travel, and academic resources.

Dr. Labadie regularly serves as an artist-in-residence and/or visiting artist-scholar. He was a 2005-2006 Fulbright Senior Scholar at National Cheng Chi University in Taipei, Taiwan. Other residencies include the University of London in England; the National Institute of Design in Ahmedabad, India; the University of Melbourne in Australia; Beijing Film Academy and Nanjing Normal University in China; Kanpur University and Lucknow University in Uttar Pradesh, India; Pädagogische Hochschule Ludwigsburg in Germany; and the Jaipur Art Summit in Rajasthan, India – among others.

During the past 40 years John Antoine Labadie's original art works have been exhibited in more than 500 regional, national and international exhibitions. He is a author of four text books and dozens of articles and is a scholar of digital art and design. He is the Editor in Chief of the online *Journal of Creative Arts & Minds* and also has an extensive background in scientific illustration (primarily on site in Central America) with the University of Texas - Austin and Boston University from 1989 through 2000.

Education: Labadie earned an interdisciplinary Doctorate from the College of Design, Architecture Art & Planning at the University of Cincinnati (1993); a Master's Degree in psychology and art education from Wright State University (1980); a bachelor's degree in painting at the University of Dayton (1973); and studied sculpture and painting at the Dayton Art Institute (1969-71).

Dear Mayor Fosque and Town Council Members,

As a Town of Onancock resident for the past 34 years, I would like to request appointment to the Onancock Planning Commission. I hold a Master's Degree in Urban and Environmental Planning from the University of Virginia and have over 20 years of regional, county and town planning experience on the Eastern Shore of Virginia.

As Regional Planner and Director of Planning at the Accomack Northampton Planning District Commission for nearly 15 years, I assisted Accomack County, Northampton County and the Eastern Shore's incorporated towns with comprehensive planning, zoning and subdivision ordinance updates. I also staffed the Eastern Shore of Virginia Ground Water Management Committee and the Accomack-Northampton Regional Transportation Committee.

For over five years I worked for Accomack County as Director of Planning, where I updated the comprehensive plan and land use ordinances, including the erosion and sedimentation control ordinance. I have also completed the Virginia Certified Planning Commissioner Training Program.

Now that I'm a retired, I would like to put my planning experience to work by helping Onancock plan for the future of our wonderful town. Thanks for your considerable.

Sincerely yours,

Jim McGowan  
29 King Street

Onancock, VA 23417

cc: Matt Spuck, Town Manager

Sent from my iPhone

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January 1, 2025

To The Members of Onancock Town Council, Mayor Fosque and Town Manager Spuck,

I am submitting this letter to ask to be considered for either an interim or open position on the Town of Onancock Planning Commission.

I bring to the Planning Commission:

- Prior extensive work on State-wide committees and work groups researching, developing and writing plans and policies;
- An ability to read and follow existing policies;
- The ability to collaborate with those who I agree with and disagree with on policy development and implementation;
- An interest in gathering and incorporating views from all citizens and stakeholders of the Town of Onancock;
- A belief in a systematic and transparent planning and implementation;
- No prior agenda other than a vision of civic economic self sufficiency anchored in citizens, regional partners and enhanced by tourism;
- An understanding of the time and resource commitment of the position; and,
- The willingness to put my proverbial shoulder to the "public weal but stay within the lanes."

I thank you in advance for your time and consideration.

Paul Weitzel  
30 Meadville Drive  
Onancock, VA 23417  
1-757-387-7239

**Kendra Stearns  
Town Resident**

1-203-919-2526

[klstearns@icloud.com](mailto:klstearns@icloud.com)

Education: Wellesley College, UC Hastings College of the Law

Work history: Practiced Commercial and residential real estate law in Connecticut with a focus on downtown redevelopment projects. Also have experience in employment and non-profit law.

Volunteer history: Volunteered at most of the schools my kids attended, from nursery school on, both in Connecticut and Suzhou China. Served on parent-teacher boards in various capacities including president, most of which revolved around fundraising. Served on a local education non-profit for six years, four years on the executive board. Served on the board of the ex-pat group in China, involving both programming and fundraising. Managed my son's travel soccer team and coached my daughter's. In Virginia, I started volunteering with a local food drive non-profit during the pandemic and undertook training for the Fairfax County CASA program. Relocating for most of the year to Onancock has not allowed me to continue with these activities.

Kendra

**Town of Onancock  
Budget Summary by Department  
Through December 31, 2024**

ALL DEPARTMENTS	ACTUAL 2025 YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2028	Explanation
				\$	%						
<b>Revenue</b>											
Administration	1,003,781	1,354,904	74%	(351,123)	(26%)	1,302,952	1,398,645	1,412,795	1,416,799		
Water	241,723	462,400	52%	(220,677)	(48%)	420,140	495,314	565,045	592,760		
Sewer	393,944	0	No Budget	393,944	0%	1,025,382	1,121,513	821,749	873,394		
Wharf	134,037	197,089	68%	(63,052)	(32%)	198,463	206,989	206,618	234,440		
Police	45,040	61,000	74%	(15,960)	(26%)	55,140	41,997	85,957	149,092		
<b>Total Revenue</b>	<b>1,818,525</b>	<b>2,075,393</b>	<b>88%</b>	<b>(256,868)</b>	<b>(12%)</b>	<b>3,002,077</b>	<b>3,264,458</b>	<b>3,092,164</b>	<b>3,266,485</b>		
<b>Expenditures</b>											
Council	50,032	139,692	36%	89,660	64%	41,247	39,942	60,590	67,856		
Administration	292,460	1,115,358	26%	822,898	74%	496,887	491,268	558,173	497,640		
Water	245,053	462,400	53%	217,347	47%	218,974	247,147	423,790	509,491		
Sewer	33,769	0	No Budget	(33,769)	0%	556,205	406,064	645,152	190,554		
Wharf	128,918	206,340	62%	77,422	38%	177,250	199,066	217,184	230,040		
Police	225,971	451,308	50%	225,337	50%	325,746	394,355	424,978	489,033		
Bld and Streets	128,279	218,213	59%	89,934	41%	133,009	156,818	169,928	196,077		
Parks & Land	58,590	116,642	50%	58,052	50%	17,112	67,268	156,866	108,088		
<b>Total Expenditures</b>	<b>1,163,072</b>	<b>2,709,953</b>	<b>43%</b>	<b>1,546,881</b>	<b>57%</b>	<b>1,966,430</b>	<b>2,001,928</b>	<b>2,656,661</b>	<b>2,288,729</b>		
<b>Net</b>	<b>655,453</b>	<b>(634,560)</b>		<b>1,290,013</b>	<b>(203%)</b>	<b>1,035,647</b>	<b>1,262,530</b>	<b>435,503</b>	<b>977,756</b>		

Percentage of Year Completed: 50%

**Town of Onancock  
Budget Summary by Department  
Through December 31, 2024**

	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
<b>Expenditures</b>										
Wages, Taxes & Benefits	7,181	15,527	46%	8,346	54%	14,793	15,118	15,129	15,230	
Town Attorney	18,000	36,000	50%	18,000	50%	735	2,733	18,000	24,000	
Travel And Training	220	1,000	22%	780	78%	25	0	753	695	
Main Street Partners	21,117	82,500	26%	61,383	74%	15,000	15,000	19,571	18,915	
Es Tourism-Tot Share	0	0	No Budget	0	0%	4,620	4,154	4,600	4,500	
Liability Insurance	3,499	4,665	75%	1,166	25%	6,074	0	2,150	4,129	
Office Supplies	15	0	No Budget	(15)	0%	0	2,937	387	387	
<b>Total Expenditures</b>	<b>50,032</b>	<b>139,692</b>	<b>36%</b>	<b>89,660</b>	<b>64%</b>	<b>41,247</b>	<b>39,942</b>	<b>60,590</b>	<b>67,856</b>	

Percentage of Year Completed: 50%

**Town of Onancock  
Budget Summary by Department  
Through December 31, 2024**

ADMINISTRATION	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
Revenue										
Real Property-Current	376,618	394,748	95%	(18,130)	(5%)	324,439	373,468	379,753	404,380	
Real Property-Late	38,476	18,000	214%	20,476	114%	78,952	32,135	28,464	26,831	
Public Service	12,434	10,000	124%	2,434	24%	17,593	15,814	3,799	11,278	
Personal Property-Current	166,215	191,316	87%	(25,101)	(13%)	190,967	255,838	183,797	185,823	
Personal Property-Late	16,453	12,000	137%	4,453	37%	15,867	15,459	15,056	38,438	
Penalties	6,176	13,000	48%	(6,824)	(52%)	21,897	9,240	7,703	20,674	
Local Sales Tax	53,568	90,000	60%	(36,432)	(40%)	89,367	92,372	105,461	88,131	
Consumers Utility Tax	26,058	51,000	51%	(24,942)	(49%)	55,696	56,036	50,339	55,290	
Business License Tax	1,186	3,000	40%	(1,814)	(60%)	35,768	3,711	3,465	8,511	
Vehicle Decals	26,928	26,000	104%	928	4%	5,213	20,834	26,348	31,668	
Bank Stock Taxes	0	33,000	0%	(33,000)	(100%)	48,262	45,329	32,307	40,004	
Communication Tax	31,640	72,000	44%	(40,360)	(56%)	74,358	70,214	71,938	64,787	
Transient Occupancy	13,508	33,000	41%	(19,492)	(59%)	20,816	26,094	25,220	28,157	
Building/Zoning Perm	475	2,500	19%	(2,025)	(81%)	1,700	1,975	2,100	2,340	
Meals Tax	140,832	255,000	55%	(114,168)	(45%)	194,319	237,448	255,108	267,156	
Meals & Transient La	924	0	No Budget	924	0%	1,999	685	3,722	363	
Rental Of Property	7,710	12,240	63%	(4,530)	(37%)	12,240	13,767	13,164	12,097	
Water Tower Rental I	0	6,850	0%	(6,850)	(100%)	6,850	0	6,850	0	
Grass Cutting	4,500	4,500	100%	0	0%	6,555	7,400	7,400	7,400	
Trash Revenue	50,624	109,000	46%	(58,376)	(54%)	53,340	61,280	90,448	93,912	
Miscellaneous Revenu	12,618	0	No Budget	12,618	0%	30,697	9,766	11,531	6,148	
Fire Program Funds	15,000	15,000	100%	0	0%	15,000	15,000	15,000	15,000	
Litter Control Grant	1,838	1,250	147%	588	47%	820	108	2,723	6,123	
Va Comm For The Arts	0	1,500	0%	(1,500)	(100%)	0	1,500	3,000	0	
Loan And Grants Proc	0	0	No Budget	0	0%	0	33,000	68,100	0	
<b>Total Revenue</b>	<b>1,003,781</b>	<b>1,354,904</b>	<b>74%</b>	<b>(351,123)</b>	<b>(26%)</b>	<b>1,302,952</b>	<b>1,398,645</b>	<b>1,412,795</b>	<b>1,416,799</b>	
Expenditures										
Wages, Taxes & Benefits	100,075	199,404	50%	99,329	50%	205,673	180,235	176,092	189,361	
Legal And Collection	0	5,500	0%	5,500	100%	0	1,750	0	11,375	
Audit Service	23,500	24,861	95%	1,361	5%	16,750	17,750	24,500	24,500	

**Town of Onancock  
Budget Summary by Department  
Through December 31, 2024**

ADMINISTRATION	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
Bank Processing Fees	5,571	3,600	155%	(1,971)	(55%)	5,108	3,576	2,659	2,605	
Credit Card Fees	8,363	23,000	36%	14,637	64%	369	9,217	12,842	23,166	
Payroll Processing F	5,179	8,802	59%	3,623	41%	3,259	7,263	6,798	9,474	
Professional Develop	344	9,300	4%	8,956	96%	200	227	1,099	3,629	
Software Subscriptio	28,080	32,000	88%	3,920	12%	0	20,323	27,493	35,245	
Software Support	6,000	12,000	50%	6,000	50%	0	10,408	16,043	6,052	
Office Equipment	1,869	4,750	39%	2,881	61%	21,595	7,982	8,549	3,893	
Advertising	6,558	6,000	109%	(558)	(9%)	2,951	10,503	12,324	8,392	
Postage	1,917	2,200	87%	283	13%	2,626	1,289	2,021	2,434	
Telephone	3,788	4,000	95%	212	5%	1,680	3,272	4,976	6,804	
Property Insurance	2,241	2,987	75%	746	25%	0	805	681	1,983	
General Liability In	2,529	3,368	75%	839	25%	0	12,333	3,416	2,333	
Workers Comp	452	603	75%	151	25%	0	330	54	412	
Travel	0	1,000	0%	1,000	100%	0	45	0	460	
Dues & Membership	545	3,000	18%	2,455	82%	1,072	2,440	1,086	3,155	
Office Supplies	5,083	9,000	56%	3,917	44%	8,519	7,411	9,483	5,359	
Historic Onancock Sc	0	0	No Budget	0	0%	7,500	0	450	0	
Hos - Property Insur	6,382	9,783	65%	3,401	35%	0	6,503	5,954	8,658	
Cultural Enrichment	1,000	6,000	17%	5,000	83%	1,250	2,669	3,041	0	
Miscellaneous	4,038	2,500	162%	(1,538)	(62%)	3,261	574	110	14,971	
Website & Printing	3,000	4,000	75%	1,000	25%	0	318	13,430	44	
Town Events	3,070	6,702	46%	3,632	54%	0	266	1,996	284	
Employee Welfare	429	500	86%	71	14%	686	1,176	414	581	
Capital Expenditures	7,867	577,060	1%	569,193	99%	0	0	2,945	0	
Contingency	2,104	6,000	35%	3,896	65%	0	5,030	3,800	600	
Bank Building Loan	0	0	No Budget	0	0%	0	26,781	6,696	0	
Trash Collection Ser	61,444	107,000	57%	45,556	43%	101,110	106,244	102,597	88,841	
Town Plan	703	0	No Budget	(703)	0%	0	0	66,391	2,622	
Contribution To Fire	0	25,000	0%	25,000	100%	25,000	25,000	25,000	25,000	
Fire Programs Funding	0	15,000	0%	15,000	100%	15,000	15,000	15,000	15,000	
<b>Total Expenditures</b>	<b>292,460</b>	<b>1,115,358</b>	<b>26%</b>	<b>922,227</b>	<b>83%</b>	<b>496,887</b>	<b>491,268</b>	<b>558,173</b>	<b>497,640</b>	

Town of Onancock  
 Budget Summary by Department  
 Through December 31, 2024

	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance	%	2021	2022	2023	2024	Trend 2020-2025B
				\$						
<u>ADMINISTRATION</u>										
Net	711,321	239,546	297%	571,104	238%	806,065	907,377	854,622	919,159	

Percentage of Year Completed: 50%

**Town of Onancock  
Budget Summary by Department  
Through December 31, 2024**

WATER	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
<b>Revenue</b>										
Water Charges	226,827	450,000	50%	(223,173)	(50%)	394,911	424,515	548,614	520,241	
Water Installation F	7,000	6,900	101%	100	1%	3,000	4,500	1,500	33,300	
Water & Sewer Penalt	6,876	5,500	125%	1,376	25%	19,615	16,671	12,765	12,519	
Miscellaneous Revenue	1,020	0	No Budget	1,020	0%	2,614	49,628	2,167	26,700	
<b>Total Revenue</b>	<b>241,723</b>	<b>462,400</b>	<b>52%</b>	<b>(220,677)</b>	<b>(48%)</b>	<b>420,140</b>	<b>495,314</b>	<b>565,045</b>	<b>592,760</b>	
<b>Expenditures</b>										
Wages, Taxes & Benefits	81,757	157,137	52%	75,380	48%	116,120	109,047	138,505	156,044	
Training & Travel	0	4,000	0%	4,000	100%	0	79	0	0	
Vehicle Repair	748	750	100%	2	0%	3,045	1,018	0	17	
Repair & Maintenance	50,530	45,750	110%	(4,780)	(10%)	17,552	10,960	28,363	30,579	
Auto Insurance	314	419	75%	105	25%	0	412	0	278	
Printing Utility Bill	0	250	0%	250	100%	507	0	0	1,230	
Advertising	0	250	0%	250	100%	0	0	0	0	
Electric Services	9,193	14,500	63%	5,307	37%	13,779	14,974	15,360	12,694	
Postage	1,768	1,000	177%	(768)	(77%)	755	1,123	844	2,592	
C I P	0	0	No Budget	0	0%	0	19,420	42,530	120,348	
Dues & Memberships	0	1,000	0%	1,000	100%	527	0	0	0	
Health Department Fe	5,577	3,300	169%	(2,277)	(69%)	2,165	2,169	2,169	2,169	
Vehicle Fuel	1,512	2,200	69%	688	31%	1,863	2,366	1,753	2,586	
Lab Supplies	340	2,500	14%	2,160	86%	998	2,064	3,413	5,663	
Purification Supplie	6,640	30,000	22%	23,360	78%	21,099	8,935	24,065	18,967	
Outside Consultants	3,000	8,000	38%	5,000	63%	0	300	1,725	6,603	
Small Tools & Equipm	55	3,000	2%	2,945	98%	80	2,650	3,099	0	
Property Insurance	0	0	No Budget	0	0%	0	0	1,814	0	
Interest - Bond - Wa	27,950	55,900	50%	27,950	50%	36,945	36,154	55,900	55,900	
Interest - Bond - Wa	417	1,668	25%	1,251	75%	1,662	1,588	2,456	2,456	
Interest - Bond - Wa	49,818	99,636	50%	49,818	50%	0	25,491	99,637	99,637	
<b>Total Expenditures</b>	<b>245,053</b>	<b>462,400</b>	<b>53%</b>	<b>217,347</b>	<b>47%</b>	<b>218,974</b>	<b>247,147</b>	<b>423,790</b>	<b>509,491</b>	
<b>Net</b>	<b>(3,330)</b>	<b>0</b>		<b>(3,330)</b>	<b>0%</b>	<b>201,166</b>	<b>248,167</b>	<b>141,256</b>	<b>83,269</b>	

Percentage of Year Completed: 50%

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**Town of Onancock  
Budget Summary by Department  
Through December 31, 2024**

SEWER	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
<b>Revenue</b>										
Sewer Charges	390,544	0	No Budget	390,544	0%	1,014,068	1,071,885	818,382	748,794	
Sewer Installation F	3,400	0	No Budget	3,400	0%	8,700	0	1,200	3,400	
Paving from 2023 Budget	0	0	No Budget	0	0%	0	0	0	94,500	
<b>Total Revenue</b>	<b>393,944</b>	<b>0</b>	<b>No Budget</b>	<b>393,944</b>	<b>0%</b>	<b>1,025,382</b>	<b>1,121,513</b>	<b>821,749</b>	<b>873,394</b>	
<b>Expenditures</b>										
Coll.Repair/Maintena	33,124	0	No Budget	(33,124)	0%	75,412	136,140	253,160	95,318	
Electric Services	645	0	No Budget	(645)	0%	71,544	45,809	3,675	2,122	
Telephone	0	0	No Budget	0	0%	9,541	11,974	(1,062)	0	
Paving from 2023 Budget	0	0	No Budget	0	0%	0	0	100,000	88,291	
Hrsd Transition Cost	0	0	No Budget	0	0%	17,021	23,577	2,536	0	
Transfer To Reserve	0	0	No Budget	0	0%	0	0	283,715	0	
<b>Total Expenditures</b>	<b>33,769</b>	<b>0</b>	<b>No Budget</b>	<b>(33,769)</b>	<b>0%</b>	<b>556,205</b>	<b>406,064</b>	<b>645,152</b>	<b>190,554</b>	
<b>Net</b>	<b>360,175</b>	<b>0</b>		<b>360,175</b>	<b>0%</b>	<b>469,177</b>	<b>715,449</b>	<b>176,596</b>	<b>682,840</b>	

Percentage of Year Completed: 50%

**Town of Onancock  
Budget Summary by Department  
Through December 31, 2024**

WHARE	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
<b>Revenue</b>										
Boat Dockage Fees-Mo	47,949	67,589	71%	(19,640)	(29%)	125	1,311	650	600	
Boat Dockage Fees-Tr	0	0	No Budget	0	0%	75,106	60,562	71,443	85,540	
Parking Fee	162	0	No Budget	162	0%	995	512	232	671	
Parking Fee - Annual	0	0	No Budget	0	0%	420	336	0	0	
Gasoline Sales	77,280	113,000	68%	(35,720)	(32%)	108,700	128,103	121,932	132,506	
Ice And Other	1,793	8,500	21%	(6,707)	(79%)	2,513	7,628	4,971	2,943	
Golf Cart	2,465	0	No Budget	2,465	0%	0	0	0	2,610	
Wharf Electric	4,388	8,000	55%	(3,612)	(45%)	10,604	8,537	7,390	9,570	
<b>Total Revenue</b>	<b>134,037</b>	<b>197,089</b>	<b>68%</b>	<b>(63,052)</b>	<b>(32%)</b>	<b>198,463</b>	<b>206,989</b>	<b>206,618</b>	<b>234,440</b>	
<b>Expenditures</b>										
Wages, Taxes & Benefits	42,492	72,916	58%	30,424	42%	60,661	55,949	59,458	71,167	
Square Cc Fees	4,810	5,750	84%	940	16%	4,365	5,423	5,732	7,554	
Vehicle Repair	682	500	136%	(182)	(36%)	0	259	296	1,613	
Vehicle Fuel	0	0	No Budget	0	0%	0	63	0	353	
Electric Services	3,833	5,500	70%	1,667	30%	4,993	4,415	4,728	2,371	
Telephone	358	700	51%	342	49%	629	624	344	653	
Property Insurance	403	537	75%	134	25%	0	319	222	357	
Auto Insurance	306	407	75%	101	25%	0	412	199	271	
Worker'S Comp Insura	1,335	1,780	75%	445	25%	0	2,670	611	1,269	
Office Supplies	372	250	149%	(122)	(49%)	0	289	2,663	1,441	
Wharf Janitorial Sup	386	2,000	19%	1,614	81%	661	351	1,519	1,119	
Repair & Maintenance	744	3,500	21%	2,756	79%	6,451	7,797	7,597	15,240	
Cost Of Gas/Diesel 5	58,597	87,000	67%	28,403	33%	74,263	104,528	98,947	108,984	
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	9,800	17,000	58%	7,200	42%	5,582	8,548	7,393	8,048	
Rent	4,800	8,500	56%	3,700	44%	1,100	7,150	8,200	9,600	
Capital Improvements	0	0	No Budget	0	0%	10,180	0	16,500	0	
<b>Total Expenditures</b>	<b>128,918</b>	<b>206,340</b>	<b>62%</b>	<b>77,422</b>	<b>38%</b>	<b>177,250</b>	<b>199,066</b>	<b>217,184</b>	<b>230,040</b>	
<b>Net</b>	<b>5,119</b>	<b>(9,251)</b>	<b>-55%</b>	<b>14,370</b>	<b>155%</b>	<b>21,213</b>	<b>7,923</b>	<b>(10,566)</b>	<b>4,400</b>	
Fuel Margin	18,683	26,000				34,437	23,575	22,985	23,532	

**Town of Onancock  
Budget Summary by Department  
Through December 31, 2024**

POLICE	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
<b>Revenue</b>										
Traffic Fines	14,353	15,000	96%	(647)	(4%)	8,290	6,904	13,226	11,622	
Esummons	1,135	0	No Budget	1,135	0%	0	110	960	1,432	
Grant - 599	23,859	34,000	70%	(10,141)	(30%)	46,850	29,678	32,647	45,938	
Grant - Doj O.T.	0	0	No Budget	0	0%	0	1,005	30,867	0	
Grant - Hwy Safety	5,693	4,000	142%	1,693	42%	0	4,300	8,257	2,700	
Loan And Grant Proceeds	0	8,000	0%	(8,000)	(100%)	0	0	0	87,400	
<b>Total Revenue</b>	<b>45,040</b>	<b>61,000</b>	<b>74%</b>	<b>(15,960)</b>	<b>(26%)</b>	<b>55,140</b>	<b>41,997</b>	<b>85,957</b>	<b>149,092</b>	
<b>Expenditures</b>										
Wages, Taxes & Benefits	171,850	356,810	48%	184,960	52%	288,004	321,795	363,362	358,536	
Court Costs	0	750	0%	750	100%	0	178	0	0	
Training	200	4,000	5%	3,800	95%	4,384	2,690	2,397	2,306	
New Officer Training	0	0	No Budget	0	0%	0	8,327	(35)	17,717	
Vehicle Repair	1,695	4,000	42%	2,305	58%	2,650	2,791	4,052	6,333	
Computer Software	6,291	4,500	140%	(1,791)	(40%)	2,691	4,652	1,127	30	
Security Cameras	15,536	16,500	94%	964	6%	0	0	0	7,420	
Telephone Services	1,208	3,000	40%	1,792	60%	3,394	3,165	2,708	2,819	
Line Of Duty Act	2,478	3,304	75%	826	25%	2,742	3,655	3,462	2,193	
Vehicle Insurance	2,503	3,337	75%	834	25%	0	2,801	2,484	2,215	
Workers Comp	6,317	9,697	65%	3,380	35%	0	8,823	7,214	6,870	
Travel	0	500	0%	500	100%	35	35	164	102	
Office Supplies	3,097	3,750	83%	653	17%	3,741	2,324	2,528	2,640	
Vehicle Fuel	4,993	12,000	42%	7,007	58%	7,018	12,527	11,034	10,649	
Uniforms	522	3,000	17%	2,478	83%	2,046	1,382	2,485	507	
Animal Population Co	0	500	0%	500	100%	587	954	0	375	
Police Supplies	2,727	6,000	45%	3,273	55%	8,317	10,443	7,546	6,032	
Police Vehicles	6,554	19,660	33%	13,106	67%	0	6,554	13,108	62,289	
<b>Total Expenditures</b>	<b>225,971</b>	<b>451,308</b>	<b>50%</b>	<b>225,337</b>	<b>50%</b>	<b>325,746</b>	<b>394,355</b>	<b>424,978</b>	<b>489,033</b>	
<b>Net</b>	<b>(180,931)</b>	<b>(390,308)</b>	<b>46%</b>	<b>209,377</b>	<b>54%</b>	<b>(270,606)</b>	<b>(352,358)</b>	<b>(339,021)</b>	<b>(339,941)</b>	

**Town of Onancock  
Budget Summary by Department  
Through December 31, 2024**

BUILIDINGS & STREETS	ACTUAL YTD	BUDGET 2025	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2024	Trend 2020-2025B
				\$	%					
<b>Expenditures</b>										
Wages, Taxes & Benefits	46,918	78,871	59%	31,953	41%	47,712	69,042	81,473	83,991	
Vehicle Repair	5,314	3,500	152%	(1,814)	(52%)	619	615	3,569	3,545	
Electric Service	20,640	44,000	47%	23,360	53%	22,546	18,277	6,894	43,392	
Heating Oil	0	4,000	0%	4,000	100%	0	2,554	0	0	
Property Insurance	633	1,338	47%	705	53%	0	2,004	338	626	
Auto Insurance	328	437	75%	109	25%	0	412	200	290	
Worker'S Comp Insura	2,486	825	301%	(1,661)	(201%)	0	1,481	1,139	566	
Street Repair	24,358	20,000	122%	(4,358)	(22%)	180	27,087	32,516	11,507	
Janitorial Supplies	0	500	0%	500	100%	0	985	995	408	
Cleaning Services	900	4,200	21%	3,300	79%	0	3,914	3,914	3,900	
Repairs And Maintena	1,520	24,000	6%	22,480	94%	27,602	18,028	27,309	20,711	
Vehicle Fuel	2,993	4,000	75%	1,007	25%	517	3,686	6,753	9,481	
Small Equipment Repa	8,347	4,500	185%	(3,847)	(85%)	323	3,013	763	1,652	
Uniforms	0	3,000	0%	3,000	100%	555	2,614	182	0	
Can Liners	611	1,500	41%	889	59%	1,770	1,158	1,569	1,221	
Safety/Street Signs	0	2,000	0%	2,000	100%	528	1,140	1,554	815	
New Public Works Veh	13,118	21,392	61%	8,274	39%	0	0	0	13,822	
Blacksmith Shop	0	150	0%	150	100%	0	93	761	100	
<b>Total Expenditures</b>	<b>128,279</b>	<b>218,213</b>	<b>59%</b>	<b>89,934</b>	<b>41%</b>	<b>133,009</b>	<b>156,818</b>	<b>169,928</b>	<b>196,027</b>	

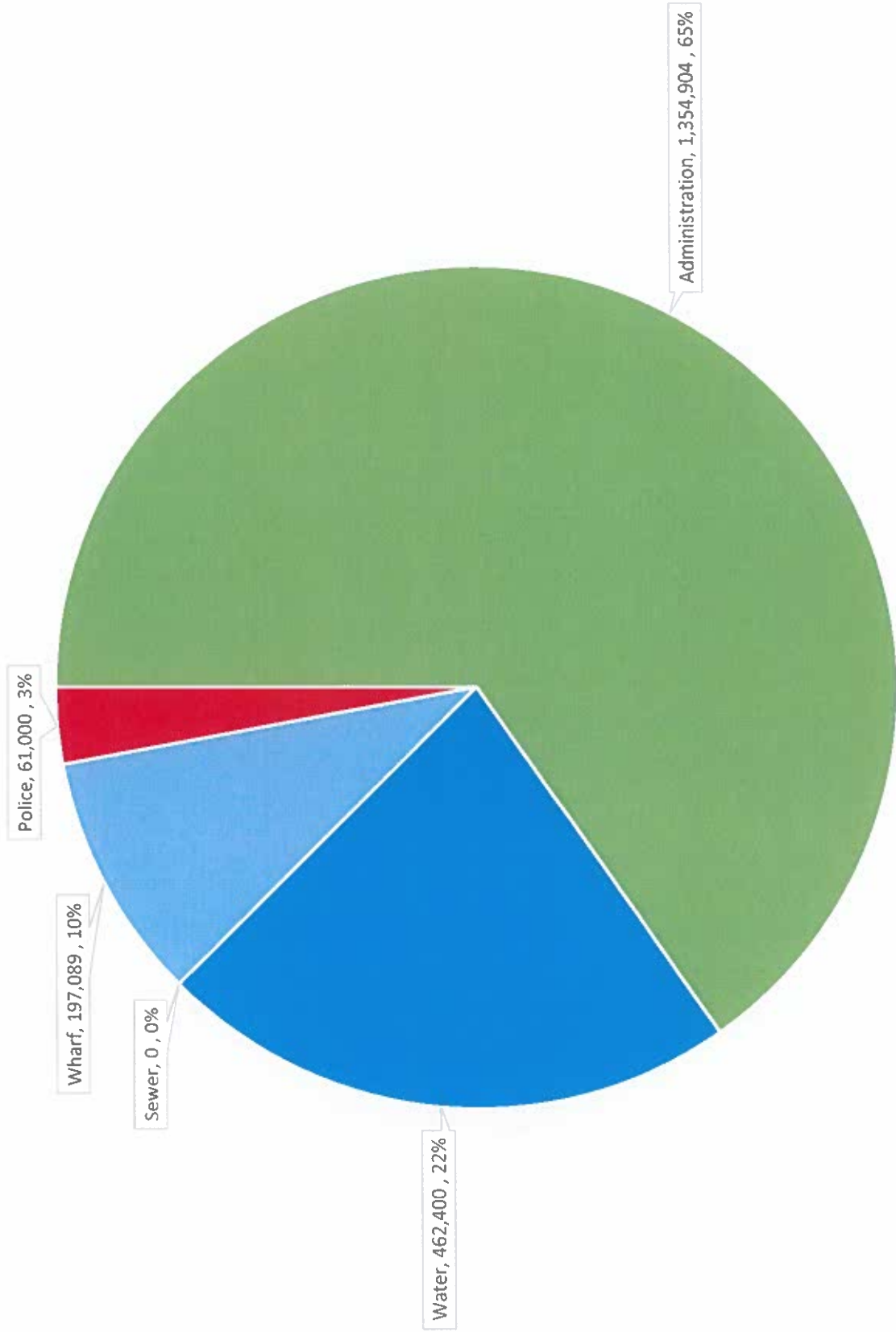
Percentage of Year Completed: 50%

**Town of Onancock  
Budget Summary by Department  
Through December 31, 2024**

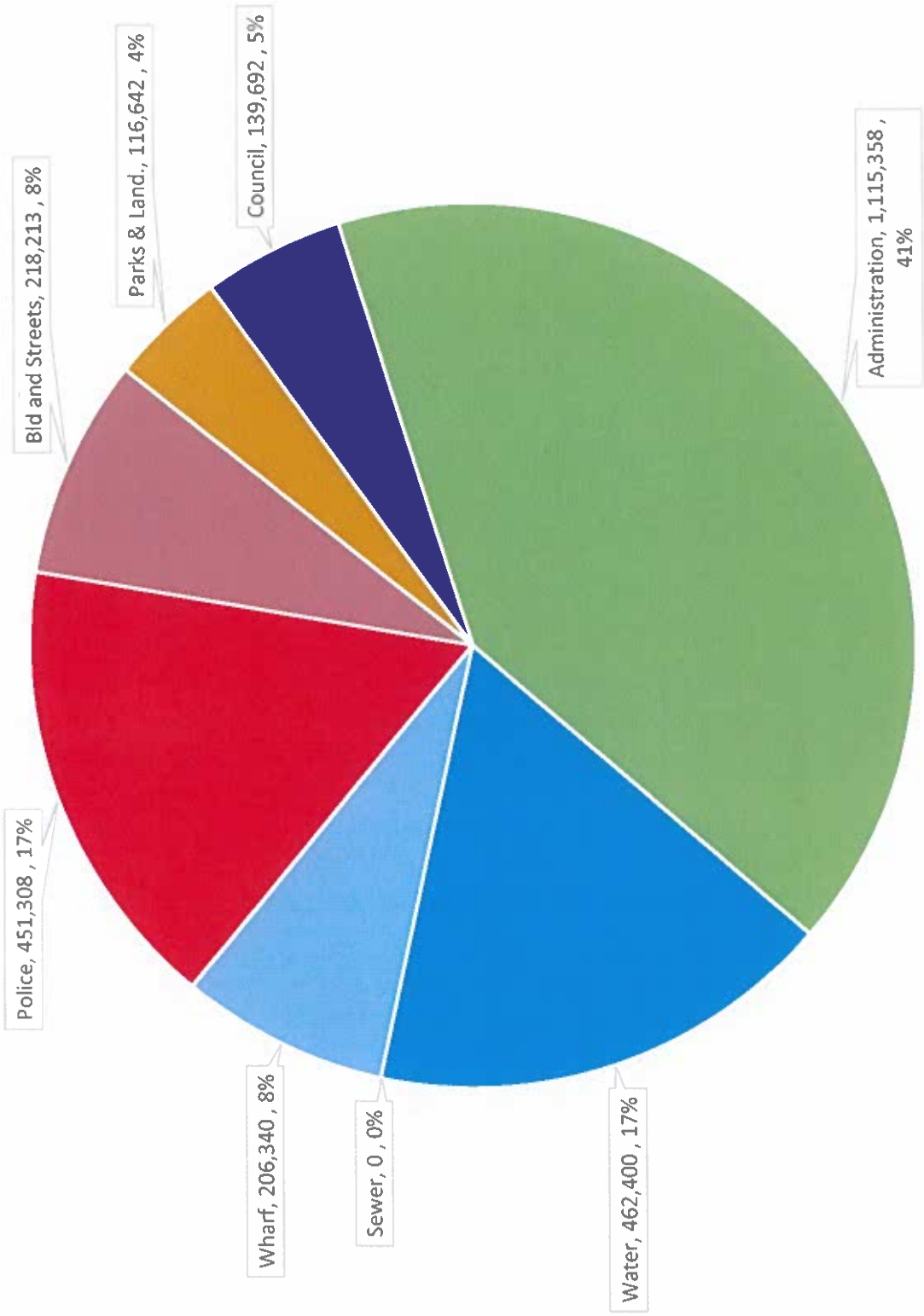
	ACTUAL YTD	BUDGET 2024	% OF BUDGET	Positive/(Negative) Variance		2021	2022	2023	2023	Trend 2020-2024B
				\$	%					
<b>PARKS &amp; LANDSCAPING</b>										
<b>Expenditures</b>										
Wages and Benefits	36,072	70,951	51%	34,879	49%	0	17,792	35,653	69,174	
Vehicle Repair	0	1,000	0%	1,000	100%	0	839	780	86	
Electric Services	1,371	0	No Budget	(1,371)	0%	1,053	11,841	35,585	4,296	
Property Insurance	222	295	75%	73	25%	0	0	119	196	
Auto Insurance	1,178	1,571	75%	393	25%	0	1,401	1,402	1,043	
Worker'S Comp Insura	2,003	825	243%	(1,178)	(143%)	0	1,481	1,348	1,734	
Repair & Maintenance	666	6,000	11%	5,334	89%	441	7,433	3,900	3,263	
Vehicle Fuel	2,003	2,500	80%	497	20%	0	2,562	2,847	2,542	
Small Tools & Equipm	3,695	2,500	148%	(1,195)	(48%)	926	5,296	50,188	2,548	
Parks-Plantings & La	0	3,000	0%	3,000	100%	2,499	6,606	2,217	7,963	
Tree Board And Beaut	400	3,000	13%	2,600	87%	460	830	292	0	
Holiday Decorations	1,051	10,000	11%	8,949	89%	2,633	2,120	10,654	7,844	
Mosquito Control	4,929	8,500	58%	3,571	42%	4,950	4,917	6,881	7,399	
Weed Control	5,000	6,500	77%	1,500	23%	4,150	4,150	5,000	0	
<b>Total Expenditures</b>	<b>58,550</b>	<b>116,642</b>	<b>50%</b>	<b>58,052</b>	<b>50%</b>	<b>17,112</b>	<b>67,268</b>	<b>156,866</b>	<b>108,088</b>	

Percentage of Year Completed: 50%

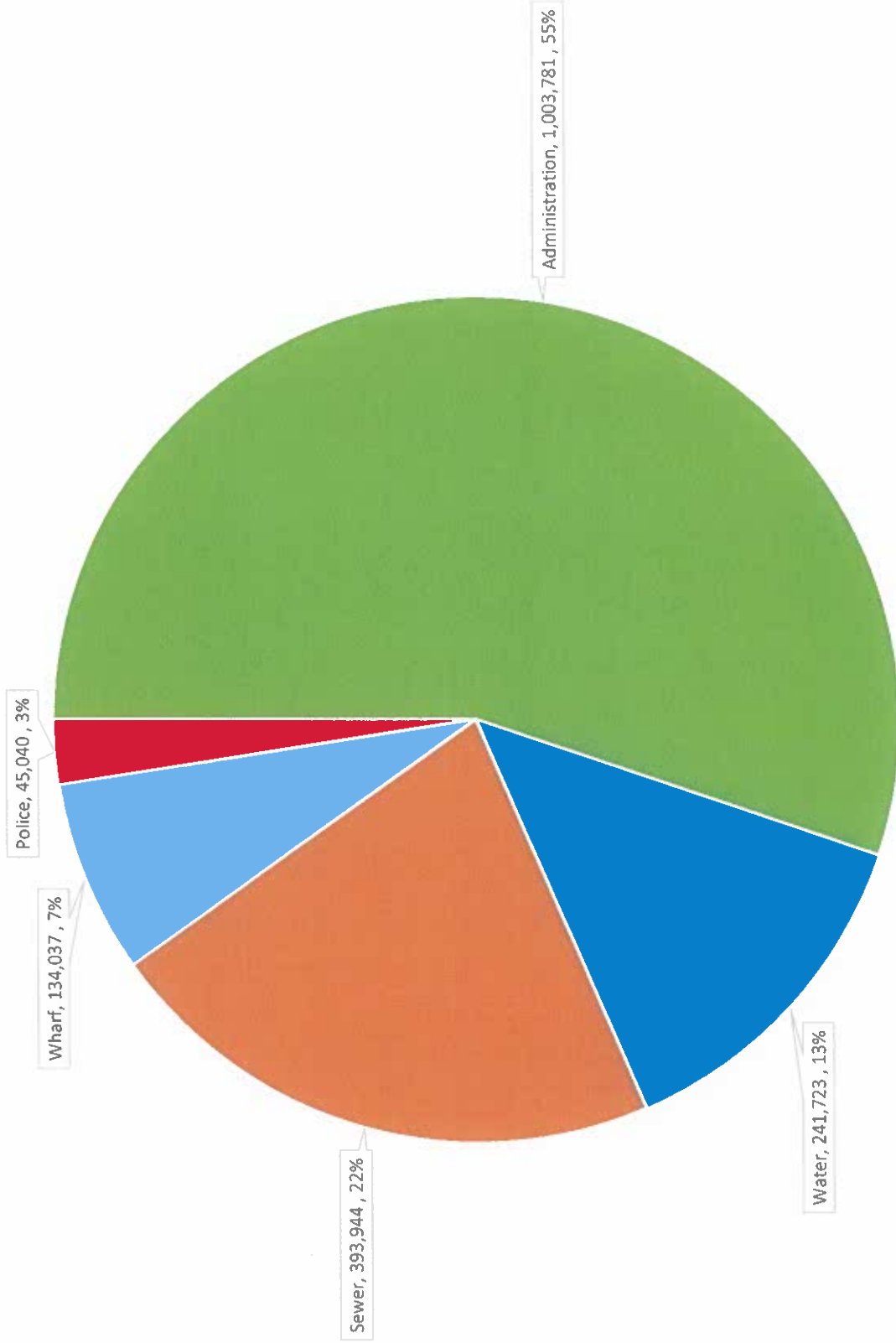
# Revenue - Budget 2025



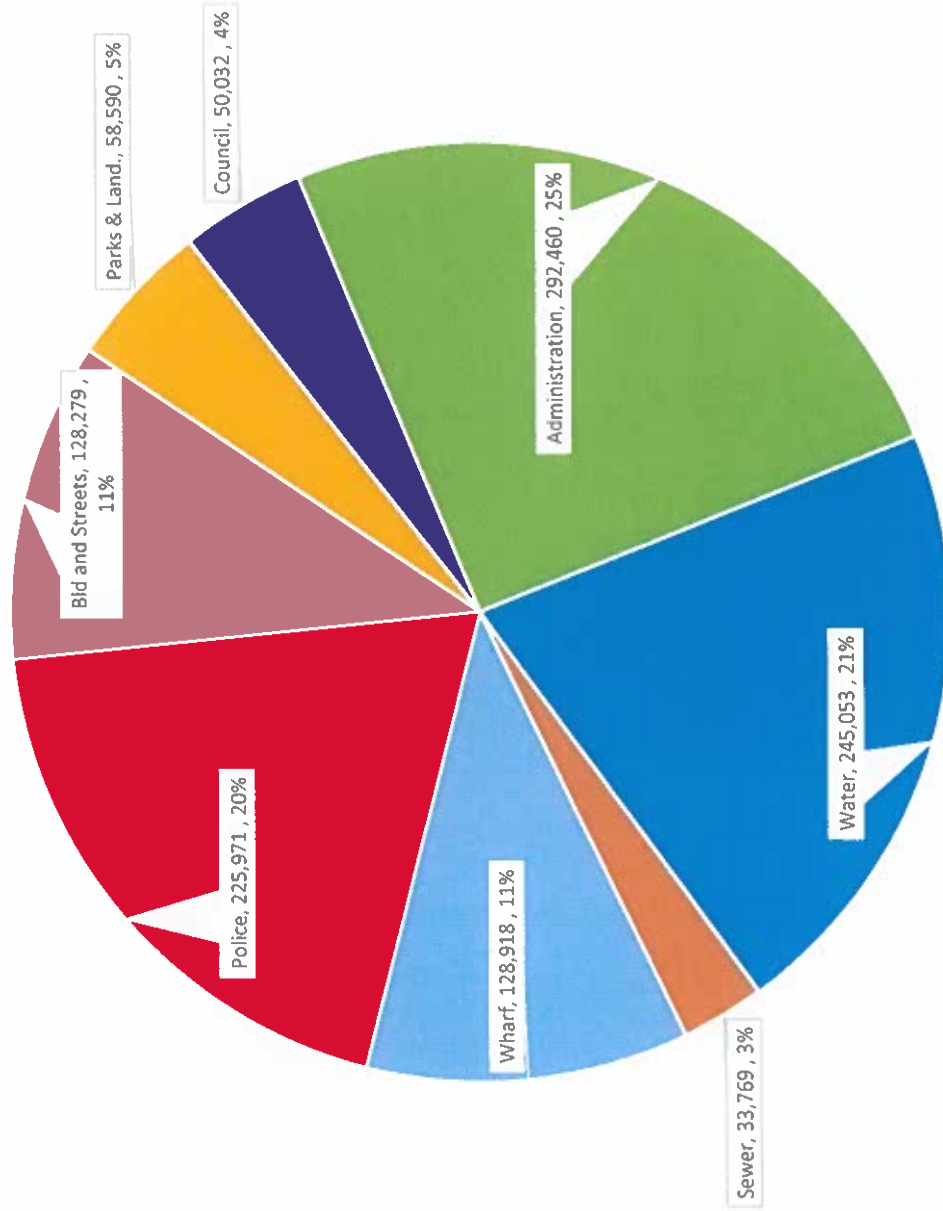
# Expenditure - Budget 2025



### Revenue - Actual 2025



### Expenditures - Actual 2025



**ARPA Project Cost Update  
Through December 31, 2024**

	Not to Exceed Budget	Reappropriated	Spent to Date	Remaining to Spend	Total Spent/Accrued
Police Generator (moved to DCJS)	\$ 50,000	\$(50,000.00)	\$ -	\$ -	\$ -
GIS Water System	\$ 15,000	\$(2,986.00)	\$ 12,014	\$ -	\$ 12,014.00
Police Dept & Welcome Center	\$ 295,000	\$ 310,070.00	\$ 605,070	\$ -	\$ 605,070.00
Dog Park	\$ 25,000	\$ 966.00	\$ 25,966	\$ -	\$ 25,966.00
Northeast Park	\$ 35,000	\$ 22,962.00	\$ 57,962	\$ 8,890.00	\$ 66,852.00
Remove Wood Shop	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000.00
Tower Paint and Seal	\$ 165,000	\$(16,435.00)	\$ 148,565	\$ -	\$ 148,565.00
Hypo Tank	\$ 8,000	\$(224.00)	\$ 7,776	\$ -	\$ 7,776.00
Security Cameras	\$ 145,000	\$(145,000.00)	\$ -	\$ -	\$ -
Electric at Tower	\$ 5,000	\$(921.00)	\$ 4,079	\$ -	\$ 4,079.00
Air Conditioning Town Hall Upstairs	\$ 20,000	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00
Matching Grant for Onancock Business Facades	\$ 90,000	\$ -	\$ 61,367	\$ 1,667.00	\$ 63,034.00
Sunset Park	\$ 40,000	\$ -	\$ 1,500	\$ 41,730.00	\$ 43,230.00
Touchless Faucets Little League (bleachers)	\$ 3,500	\$ -	\$ 3,750	\$ -	\$ 3,750.00
Drainage Ditch Cleanup	\$ 7,500	\$(7,500.00)	\$ -	\$ -	\$ -
Valve Isolation	\$ 15,000	\$(15,000.00)	\$ -	\$ -	\$ -
Duckbill at Wharf	\$ 10,000	\$(10,000.00)	\$ -	\$ -	\$ -
Clean out under floating docks (dredging)	\$ 90,000	\$(80,900.00)	\$ 9,100	\$ -	\$ 9,100.00
Downtown Visual Improvements	\$ 35,000	\$ 77,000.00	\$ -	\$ 83,371.00	\$ 83,371.00
Town Square repairs	\$ 8,500	\$ 3,900.00	\$ 2,625	\$ 53,000.00	\$ 55,625.00
Walking path at Little League complex	\$ 20,000	\$(20,000.00)	\$ -	\$ -	\$ -
ESCADV Support	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000.00
Stormwater Mgt	\$ 65,932	\$(65,932.00)	\$ -	\$ -	\$ -
<b>Summary</b>	<b>\$ 1,256,432.00</b>	<b>\$ -</b>	<b>\$ 1,047,774.00</b>	<b>\$ 208,658.00</b>	<b>\$ 1,256,432.00</b>

Amount Received Equals Amount Accrued or Spent

**Town of Onancock  
Cash and Reserve Report  
Through December 31, 2024**

	Current Year	Prior Year	% Increase / (Decrease)
<b>CASH AND RESERVES</b>			
<b>CASH</b>			
Checking	813,699	249,454	226%
<b>RESERVES</b>			
Cash Reserve (savings account)	2,082,187	2,138,760	(3%)
Grant Match or Project Reserve	250,000	257,164	(3%)
Capital Asset Reserve	538,303	146,085	268%
General Fund Reserve	674,266	523,174	29%
ARPA Funds	208,658	943,925	(78%)
Utility Reserve	1,145,428	737,107	55%
<b>Total Reserves</b>	<b>4,898,842</b>	<b>4,746,215</b>	<b>3%</b>
<b>Total Cash and Reserves</b>	<b>5,712,541</b>	<b>4,995,669</b>	<b>14%</b>
<b>Cash and Reserves - No ARPA</b>	<b>5,503,883</b>	<b>4,051,744</b>	<b>36%</b>
<b>Reserves Only - No ARPA</b>	<b>4,690,184</b>	<b>3,802,290</b>	<b>23%</b>

**REQUIRED RESERVES PER POLICY**

	Policy Requirement	Policy	Current Reserve	Over/(Under Reserved)
Grant Match or Project Reserve	250,000	Up to \$250,000	250,000	-
Capital Asset Reserve	538,303	25% of 5-year CAPEX plan	538,303	1
General Fund Reserve	674,266	30% of budgeted revenue	674,266	0
Utility Reserve	1,145,428	120 day operating (\$462,400/12*4)+ 30% Accumulated Depreciation (\$3,254,316)+ \$15k for road repairs	1,145,428	-
<b>Total Required Reserves per Policy</b>	<b>\$ 2,607,996</b>	<b>Over/(Under) Reserved</b>	<b>\$ 2,607,997</b>	<b>\$ 1</b>

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

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Town Manager Report – January 27, 2025

Miscellaneous

- All ARPA funds have been encumbered as instructed by the Town Council, and all projects are underway.
- Street signs will be in town within a month, and we will install them as time allows. Miss Utility has cleared the location, and VDOT has approved it.
- VDOT requires a seven-step process to install Wayfinding signs. We are at step four.
- No architect has agreed to lead the Schools' Facility Condition Assessment (FCA).
- There was a terrible water leak on King Street. It was an 8" line, which could have been catastrophic. We worked Friday, all day Saturday, and cleaned up on Sunday to fix this. Please remember how cold it was.
- We have another leak (more minor) on Hartman. It is directly above where HRSD bored their pressure line. It will be a multi-agency repair.
- On the 23<sup>rd</sup> and 24<sup>th</sup>, we will close Liberty St to run the water lines across the street to the new houses on the corner of Hill and Liberty. We have all safety signage required by VDOT, and I will notify by Manager Minute on Monday the 20<sup>th</sup>.
- The design firm used for Queen Street will soon send perspective drawings for the group to review.
- The air conditioning is completed upstairs in the town hall, and we already have groups interested in using it.
- I met with HRSD regarding meeting replacement. I have a pre-construction meeting in a few days, during which I hope to learn the project timeline and the meter purchase lead time.
- Business licenses are going out soon. I always remember that we saved our businesses thousands of dollars by the tow, removing the gross receipts portion of the business license as we eliminated business personal property taxes on all businesses. Onancock is the least expensive place on the Shore to do business for fees and taxes.
- We are starting the 2024 audit. It will be done remotely again this year, which will take the office staff more time.

Grants

- We have not been notified about the status of the VDHR VA 250 Façade Grants.

# Incident Summary Year To Year Comparison

## ONANCOCK POLICE DEPARTMENT

Offense	2019		2024		2023
<b>Kidnapping/Abduction</b>	0	100%	1	100%	0
<b>Sex Offenses</b>					
Rape	0	-100%	0	-100%	1
Sodomy	0	0%	0	-100%	1
Sexual Assault	1	-100%	0	0%	0
Sexual Battery	0	-100%	0	0%	0
Sexual Offense	1	-100%	0	-100%	0
Prostitution	1	-100%	0	0%	0
Crime Against Nature	0	0%	0	-100%	1
<b>Robbery</b>	1	0%	1	100%	0
<b>Assault</b>					
Aggravated	2	0%	2	100%	0
Officer	0	100%	3	100%	0
Child Endangerment	2	-100%	1	100%	0
Prevent Law Enforcement Aid	0	100%	1	100%	0
Simple	11	30%	15	100%	7
Harassment	1	0%	1	0%	1
Obstruction of Justice	0	100%	1	100%	0
Intimidation	2	-100%	1	-100%	2
<b>Elude Police</b>	0		0		1
<b>Domestic</b>					
Domestic	12	8%	13	36%	9
Protective Order Violation	2	-100%	1	100%	0
<b>Burglary/Breaking and Entering</b>	7	-100%	2	100%	0
<b>Larceny</b>					
Shoplifting	0	100%	2	100%	0
Theft	17	11%	19	5%	18
Uttering	2	0%	2	100%	1
Identity Theft	3	-100%	0	0%	0
Obtain Money by False Pretenses	0	0%	0	-100%	1
Possession of Stolen Property	1	-100%	0	0%	0
Counterfeiting	1	-100%	0	0%	0
Obtain Money False Pretense	0	100%	2	100%	0
Motor Vehicle Theft	2	0%	2	100%	0
<b>Fraud</b>	7	54%	4	100%	1
<b>Embezzlement</b>	0	0%	0	-100%	2
<b>Property Damage</b>					
Arson	1	-100%	0	0%	0
Destruction	20	18%	24	18%	20
Hit and Run	3	29%	4	29%	3

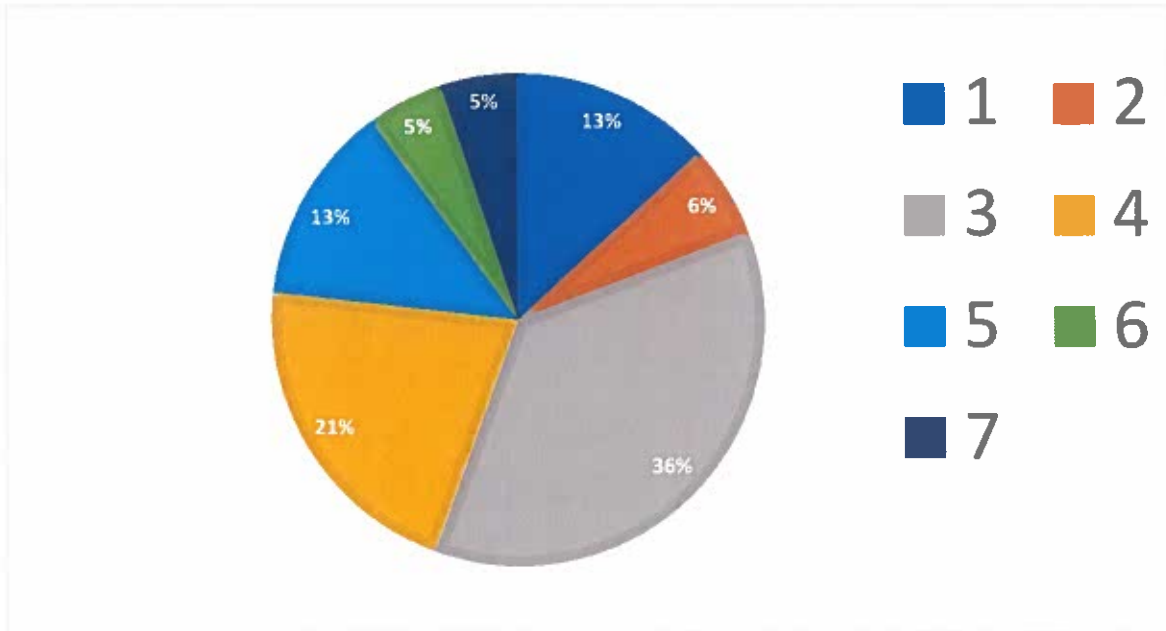
<b>Weapon Law Violation</b>						
	Brandish	0	100%	1	-100%	4
	Firearm Discharge Occupied Dwelling	1	0%	1	100%	0
	Firearm Discharge Occupied Vehicle	0	0%	0	-100%	2
	Firearm Discharge Reckless	4	-29%	3	40%	2
	Firearm General Violation	5	33%	7	-25%	9
<b>Animal</b>						
	Theft	0	100%	1	0%	1
	Cruelty	4	100%	8	-100%	1
	Unclassified	0	100%	1	100%	0
	At Large	17	-61%	9	77%	4
<b>Missing Person</b>						
	Adult	2	0%	2	100%	0
	Juvenile	0	100%	1	100%	0
<b>Trespass</b>						
	Computer Invasion	0	0%	0	-100%	1
	Peeping Tom	0	100%	1	100%	0
	General	40	40%	61	44%	39
	Vehicle	0	100%	12	100%	2
<b>Nuisance</b>						
	Curfew	2	100%	1	100%	0
	Open Burn	1	100%	7	100%	0
	Public Intoxication	8	-50%	4	100%	1
	Noise Complaint	5	-100%	0	100%	3
	Public Urination	0	0%	0	-100%	1
	Disorderly Conduct	29	-36%	20	10%	18
	Littering	0	100%	1	100%	0
<b>Public Safety</b>						
	Mental Health	12	-40%	8	100%	3
	911 Inquiry	12	40%	18	40%	12
	Alarm	19	-11%	17	34%	12
	Welfare Check	20	-28%	15	60%	8
	Overdose	0	100%	2	100%	0
	Unattended Death	1	100%	4	29%	3
<b>Other Events</b>						
	False Police Report	1	-100%	0	0%	0
	Impersonation of Police Officer	1	-100%	0	0%	0
	Threat to Bomb	1	-100%	0	0%	0
	Threat to Burn	1	-100%	0	0%	0
	Threaten Text	1	-100%	0	0%	0
	Delinquency of Minor	0	0%	0	-100%	1
	Sell Underage	0	0%	0	-100%	1
<b>Total Events</b>		<b>287</b>	<b>7%</b>	<b>307</b>	<b>44%</b>	<b>197</b>

# Incident Locals By Percentage

ONANCOCK POLICE DEPARTMENT

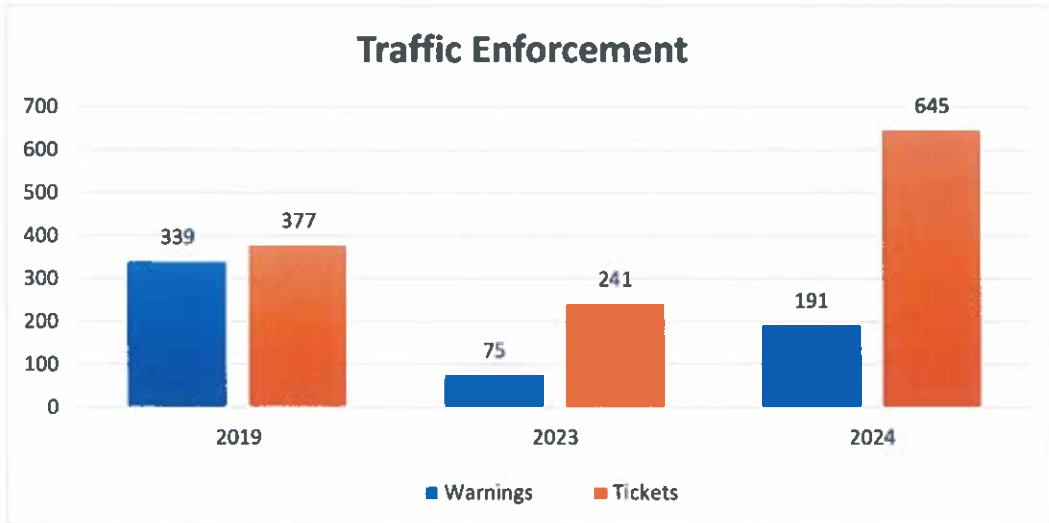


Area 7: calls outside of town

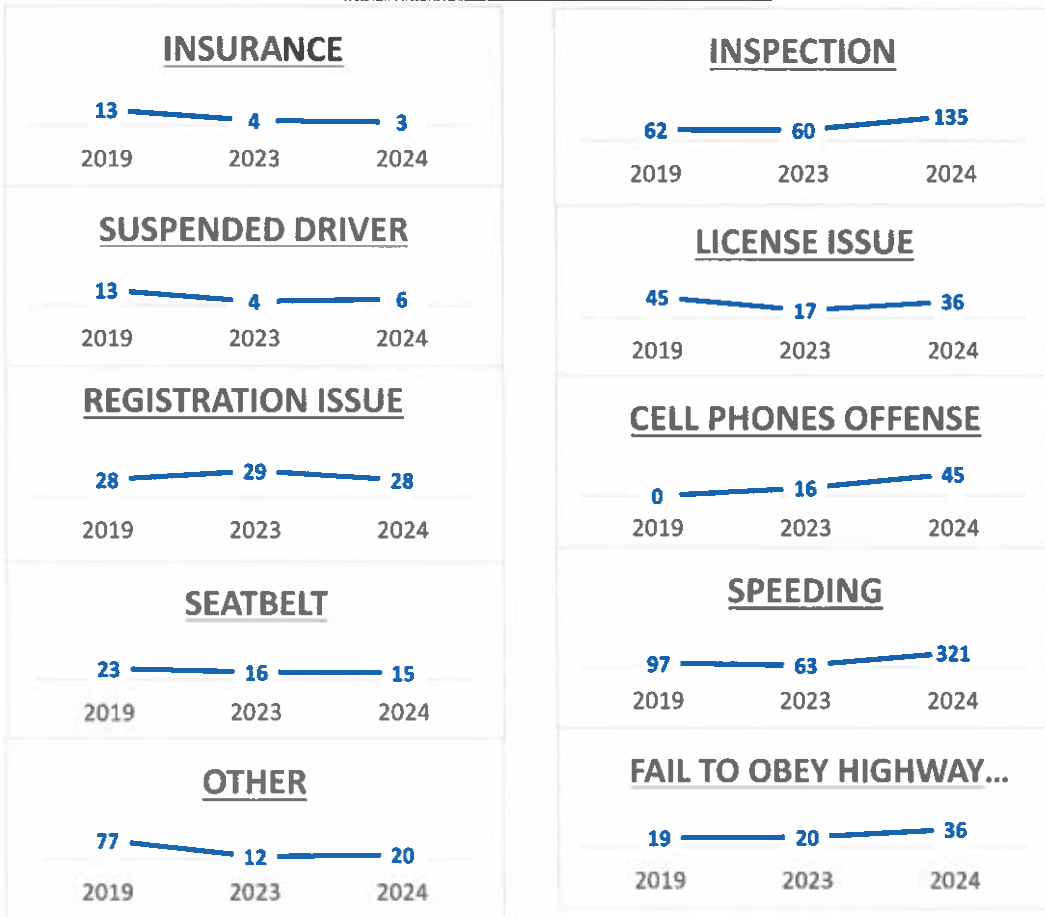


# Traffic Enforcement

## ONANCOCK POLICE DEPARTMENT

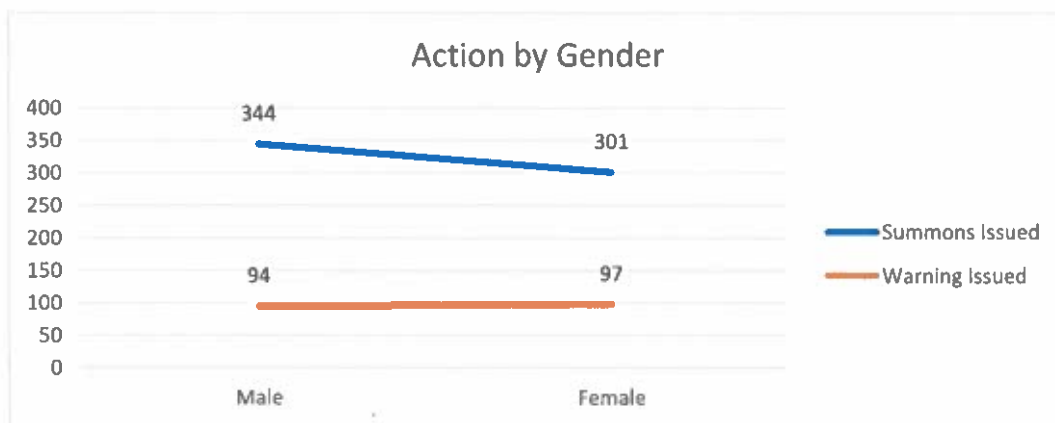
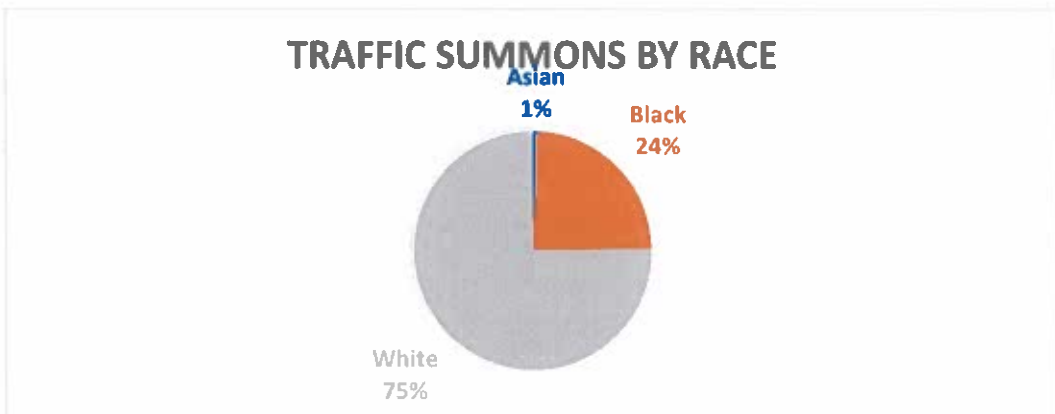
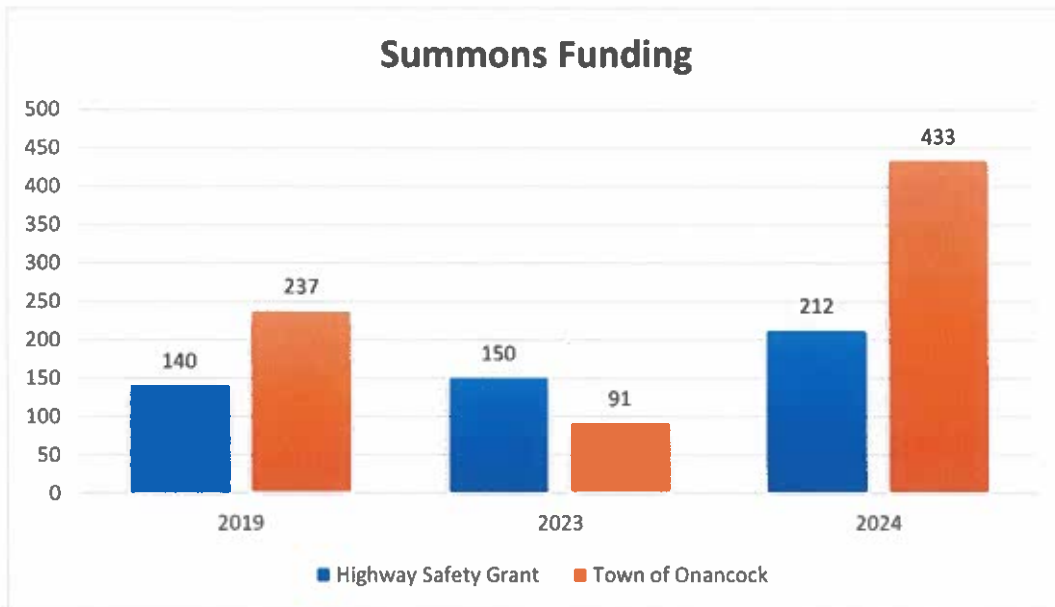


### Traffic Summons by Offense



# Traffic Enforcement

## ONANCOCK POLICE DEPARTMENT



**Officer General Patrol Activities**

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	<u>2023</u>	<u>2024</u>
Special Patrols	8,902	9,147
Business Compliants/Assist	49	125
Citizen Assist/Complain	88	94
Business Checks	286	692
Assist Other Agencies	171	261
Residence Checks	260	161
<b>Totals:</b>	<b>9,756</b>	<b>10,480</b>