Onley Town Council
Public Hering & Regular Monthly Meeting
Minutes of February 2, 2026
Onley Town Office, 25308 Lankford Highway, Onley, VA

Council Members Present:	Ned Finney, Mayor Bill Ferguson, Vice-Mayor Daniel Bloxom Jason Campbell Brian Corbin Rodney Lang Woody Zember
Staff Present:	Carl Bundick, Town Attorney E. J. Long, Chief of Police, OPD Susan Rillo, Town Manager Jamye Salazar, Clerk/Treasurer

Call to Order
Mayor Finney called the meeting to order at 6:00pm. He noted that we do have a quorum.

Invocation & Pledge of Allegiance
The invocation was given by Councilman Zember. Councilman Bloxom led the Pledge of Allegiance.

Adoption of Agenda
Motion: To adopt the agenda by Jason Campbell and seconded by Bill Ferguson. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson- yes; Lang– yes; Zember - yes. MOTION PASSED

Public Hearing for Proposed 2025-2026 Amended Budget
Mayor Finney called the Public Hearing to order at 6:01pm. Ms. Salazar read the Rules for Public Hearings. Ms. Rillo presented the Proposed 2025-2026 Amended Budget, noting that we do have a balanced budget, there are no changes in taxes or fees, and the budget amendment has been properly advertised. A copy of the amended budget will be attached to the original minutes and available upon request. There were no public comments. Mayor Finney adjourned the Public Hearing at 6:06pm.

Commission/Committee Reports

Town Office Construction Committee – Ms. Rillo asked Council to provide feedback and direction about the draft RFP for Architectural Design & Construction Management Services for the new building that she presented to them last month. Mayor Finney said that while it seemed to be well written, it was a little "above his head". No one else on Council responded to Ms. Rillo's request. She proceeded by asking Council how long they wish to give everyone to respond to the RFP, once it is formally advertised. Council agreed that thirty days should be sufficient. She asked Council how many times they want her to run the ad in the newspaper. Council agreed to advertise once a week for four weeks. She asked how long Council wishes to give respondents to ask questions. Mayor Finney said he feels that two weeks is enough. She asked how long it will take Council to make a selection after the deadline is reached. Mayor Finney said he feels that we need to wait and see if we get any responses. Lastly, she asked if Council thinks the project start date should be sixty days after selection. Mayor Finney said that sixty days is plenty of time.

Employee Committee – Mr. Campbell reported that the committee met last week and would like Council to consider the following:

1. Paying double time to employees that work on holidays
2. Vacation accrual, specifically changing the 40-hour cap to a 120-hour cap. *He noted that our current police officers were often unable to take vacation leave last year due to our department being short staffed.
3. No more than two weeks of vacation leave can be taken consecutively unless there are special circumstances. Special circumstances would require approval by the Mayor or Town Manager.
4. Sick leave will have no cap on the number of hours accrued.
5. Cost of living increases will follow federal standards.
6. Return vacation hours lost in 2025 (capping it at 120 hours) *He noted that because we have the 40-hour vacation cap, Chief Long lost 62 hours, Officer Anderson lost 146 hours, and Percy Smith lost 30 hours of leave last year.
7. Any hours lost over the 120-hour cap in 2025 should be purchased back from the employee on a one-time basis *He noted that this will only apply to Officer Anderson and would cost the town $2,003.00.

He added that they also discussed the need to remind employees (in the future) that they have leave and they need to take it or they will lose it. He also noted that when an employee leaves, they will not be paid more than the 120 hours vacation leave – no matter how much they may have accrued at that time. The cap stays at 120 hours. They would like Council to consider all these things and make the appropriate updates to the Personnel Policy reflecting those changes. As they move forward, they plan to work on a holiday bonus scale, evaluation forms that are more specific to individual jobs, updating policy and procedure manuals for the police department and the town, and creating a pay scale for the police department. Lastly, he plans to discuss with the committee and get their thoughts on asking Council to consider adding a yearly bonus for bilingual employees. Mayor Finney said this is a lot of information to digest and he thinks Council needs to think about these suggestions and come back and discuss some of these things individually before making decisions. Mr. Campbell will put these things in writing and email them to Council for further review.

Old Business
There was no old business to discuss.

New Business
Mr. Ferguson said that he has a request from the 100th Anniversary Committee of the Tasley Volunteer Fire Company and Delmarva Fireman's Association. They are having two events to recognize the Tasley Volunteer Fire Company's 100th anniversary. He noted that the Delmarva Fireman's Convention will be hosted by Tasley Volunteer Fire Company this year. They plan to create a booklet recognizing Tasley for its 100 years of service. He asked that Council adopt a resolution to be included in the booklet. Ms. Rillo offered to write the resolution.
Motion: To authorize Ms. Rillo to write a resolution recognizing the Tasley Volunteer Fire Company for 100 years of service to our community (to be adopted at the next meeting) by Jason Campbell and seconded by Daniel Bloxom. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson- abstain; Lang– yes; Zember - yes. MOTION PASSED

Council set a meeting date of Tuesday, February 10, 2026, at 6:00pm to return and adopt the amended 2025-2026 budget.

At this time, Mr. Campbell asked to return to an Employee Committee issue that he would like to possibly resolve tonight. Mayor Finney agreed. Mr. Campbell noted that we have a holiday coming up in two weeks and asked that Council decide about the possibility of employees being paid double time if they work the actual holiday.

Motion: To change the holiday pay schedule to reflect that employees working holidays are paid double time instead of working another day in place of the holiday by Jason Campbell and seconded by Bill Ferguson. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson- yes; Lang– yes; Zember - yes. MOTION PASSED

Mr. Bloxom said that he originally thought we did not have an employee internet usage policy but has since learned that we do have a section in our personnel policy. He feels that it is outdated so he drafted a stand-alone policy for Council to review and consider adopting. Mr. Campbell said he would like to require our employees to have yearly internet safety training. He wondered if our IT department could provide some training. Ms. Salazar said that she does not think our IT department will be able to provide training, but she thinks that VML or VRSA may be able to help with that. Mr. Corbin said he likes the policy that Mr. Bloxom wrote and he would like to adopt it and implement it tonight. He asked if he could make a motion to replace the section in our personnel policy with this updated policy. Mayor Finney said that we can.

Motion: To replace Section 9 in our Personnel Policy manual with the Internet Usage Guidelines that Mr. Bloxom has written by Brian Corbin and seconded by Rodney Lang. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson- yes; Lang– yes; Zember - yes. MOTION PASSED

Mr. Bloxom requested that all employees read and sign the policy acknowledging that they have been made aware of the new policy. Council agreed.

Motion: To rescind the above motion replacing Section 9 in our Personnel Policy manual with the Internet Usage Guidelines by Brian Corbin and seconded by Jason Campbell. Roll Call Vote: Bloxom - yes; Campbell – yes; Corbin- yes; Ferguson- yes; Lang– yes; Zember - yes. MOTION PASSED

Motion: To replace Section 9 in our Personnel Policy manual with the Internet Usage Guidelines written by Mr. Bloxom and have all employees sign it (within 7 days) acknowledging that they have read it by Brian Corbin and seconded by Woody Zember. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson- yes; Lang– yes; Zember - yes. MOTION PASSED

Department Reports

Police Report

Chief Long presented Council with his written report including the speed sign information. He reported that the speed signs are at Tim Wilson's shop, and Mr. Wilson has found the problem with the signs. He and Mr. Wilson have both contacted Stalker, the business from whom the signs were purchased, and they will not tell Mr. Wilson how to repair the signs – the signs must be returned to them for repair. He reported that Stalker has already sent two shipping containers to us so that we can return the signs to them for repair. Chief Long has emailed Stalker to say that these problems have been ongoing for more than a year so they should repair them at no cost to us even though the warranty has expired. He is waiting for a response. Mayor Finney agreed that these signs have never worked properly and they should extend the warranty to cover all costs. Mr. Lang asked Chief Long to reach out to the Town of Accomac because they are having the same problems with the signs that we sold to them. Chief Long said he will contact them.

Chief Long reported that we have an uncertified applicant for the police officer vacancy and he is in the early stages of starting a background check – he is waiting for them to return the initial employment

package. He added that the academy starts June 29th and runs until November 17th which would put them to work around early 2027. He said they are experimenting with something called a "pre-academy" which might save us a little time for FTO training. He will get back to Council with the costs associated with this for the next budget year. Mr. Bundick reminded Chief Long that he needs to get together with him to complete an employment agreement document. Mr. Campbell said that he gave Ms. Rillo a sample employment contract months ago. He recommended that Mr. Bundick and Chief Long review it in the interest of saving time.

Mr. Campbell asked if Officer Anderson has been to General Instructor school. Chief Long said he has not, but he plans to get him there as soon as possible. He added that Officer Anderson is scheduled to attend FTO training soon.

Treasurer's Report

Ms. Salazar reported that outside of the her normal duties, she has worked on the following this month: the new gas cards were applied for, received and are being used, the litter grant has been received and she will put a proposal together for spending it, the ATL checks were mailed to both fire companies, the year-end W-2's have been prepared, year end filing of IRS, SSA, and VA Department of Taxation has been completed, and delinquent 2025 tax bills have been mailed. Council had no questions about her written financial report.

Motion: To pay the January 2026 payables by Daniel Bloxom and seconded by Jason Campbell. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson- yes; Lang– yes; Zember - yes. MOTION PASSED

Town Manager/Zoning Administrator Report

Ms. Rillo reported that she has investigated the possibility of creating a ZipRecruiter account to advertise our police department's vacancies. The issue is she is unable to get the charge for the services. She asked Council if or how they want to proceed with that. Mr. Corbin said he is not in favor of using those sights – they often lead to scammers.

Motion: To advertise for police officers on the ZipRecruiter platform giving Ms. Rillo a $500.00 cap for expenses and requesting personal delivery of applications and no phone calls by Jason Campbell and Bill Ferguson. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- no; Ferguson- yes; Lang– no; Zember - yes. MOTION PASSED

Additionally, she reported that she has reviewed the January police logs and she worked with the Employee Committee on the Police Department pay scale. Mr. Bloxom asked if she had the alarm system installed at the Public Works garage. She said that she did not because Council decided against it.

Attorney's Report

Mr. Bundick said that he had spoken with an attorney from Winchester who was interested in negotiating a disposition on a reckless driving violation on behalf of our Police Department. Mr. Bundick said that he let the attorney know that he does not do that for the town, nor does the court want him to make those types of deals. He also reported meeting with Ms. Salazar for a follow-up discussion about the matter of the January 22 meeting.

Consideration of Minutes

Motion: To adopt the minutes of January 5, 2026, Regular Monthly Meeting by Jason Campbell and seconded by Woody Zember. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson- yes; Lang– yes; Zember - yes. MOTION PASSED

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Motion: To adopt the minutes of January 13, 2026, Special Meeting/Budget Amendment Workshop by Jason Campbell and seconded by Woody Zember. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson- yes; Lang– yes; Zember - yes. MOTION PASSED

Motion: To adopt the minutes of January 22, 2026, Special Meeting by Jason Campbell and seconded by Woody Zember. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson- yes; Lang– yes; Zember - yes. MOTION PASSED

Public Comments
Billye D. Custis said it was a good meeting.

Council Comments
Mr. Campbell thanked Council for voting to pay our employees double time for working holidays. He is looking forward to continuing to enact positive changes through serving on the Employee Committee.
Mr. Ferguson thanked everyone for coming to the meeting and thanked everyone for their hard work. He specifically thanked the Employee Committee. Lastly, he said he would like to set a goal of having the groundbreaking at the new town office around election time.
Mr. Bloxom said the Employee Committee has done a great job.
Mr. Corbin thanked Mr. Campbell for leading the Employee Committee. He said it was well worth the time that they spent in the first meeting – they have accomplished a lot already.
Mr. Zember thanked everyone for coming to the meeting. He thanked the Employee Committee for a lot of good ideas. He thanked Mr. Bloxom for writing the Employee Internet Usage Guidelines.
Mr. Lang thanked Mr. Campbell and Mr. Bloxom for their work on the committees and helping to move things along.
Mayor Finney thanked the Employee Committee and said they have done excellent work for their first meeting. He asked Council's approval to add a discussion of purchasing a town car to the February 10th Special Meeting agenda. They agreed.

Adjourn
Motion: To adjourn (6:47pm) by Bill Ferguson and seconded by Rodney Lang. Roll Call Vote: Bloxom - yes; Campbell – yes; Corbin- yes; Ferguson- yes; Lang– yes; Zember - yes. MOTION PASSED

Respectfully submitted,

Jamye L. Salazar, Clerk/Treasurer

Henry E. Finney, Mayor