

**Onley Town Council
Regular Monthly Meeting
Minutes of April 6, 2026
Onley Town Office, 25308 Lankford Highway, Onley, VA**

Council Members Present: Ned Finney, Mayor
Bill Ferguson, Vice-Mayor
Daniel Bloxom (arrived 6:02pm)
Jason Campbell
Brian Corbin
Rodney Lang
Woody Zember

Staff Present: Carl Bundick, Town Attorney
E. J. Long, Chief of Police, OPD
Jamye Salazar, Town Manager

Call to Order

Mayor Finney called the meeting to order at 6:00pm.

Invocation & Pledge of Allegiance

The invocation was given by Councilman Lang. Councilman Zember led the Pledge of Allegiance.

Adoption of Agenda

Councilman Corbin asked to add under New Business, item 8J. Purchase Timecard/Clock System.

Motion: To adopt the agenda with the addition by Bill Ferguson and seconded by Woody Zember. Roll

Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson – yes; Lang– yes; Zember - yes. MOTION PASSED

Presentation – Onancock Volunteer Fire Department

Chief Mike Rydberg spoke to Council about the needs of his department. He presented Council with a price list of items used by his department. A copy of the information will be attached to the minutes and is available on request. Mayor Finney asked how much money the Town of Onancock gives to the department. Chief Rydberg said they give them \$25,000.00 per year but that includes the \$15,000.00 ATL grant. Mr. Campbell asked how much money the Town of Onancock gives to the Tasley Fire Department. Chief Rydberg said he does not believe that they give Tasley any funds. Mr. Corbin asked if they received funds from the Town of Accomac. Chief Rydberg said while they do service the Town of Accomac, they do not receive any funds from them.

Commission/Committee Reports

Town Office Construction Committee – Ms. Salazar reported that the committee has been unable to meet this past month but she and the former Town Manager, Ms. Rillo, met with Katie Stodgehill from PMA Architecture and had a discussion with her. She said that Ms. Rillo told her that we need construction design for a building containing the following: three offices, one meeting room, an employee break room and two unisex handicapped bathrooms. Ms. Stodgehill suggested that we build a 5-B building using wood but built to commercial standards (to save money). Ms. Salazar said that she has had quite a few questions from various architecture firms in reference to the RFP for Architectural Services that was issued. She said that Mayor Finney was able to answer almost all of those questions, so we have received four responses to the RFP. Ms. Salazar said she has created a Construction Plan

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Holder list since that is a requirement when issuing an RFP. Lastly, she has had several Council Members request that she investigate the possibility of a pre-fab or modular building. She said the issue with that is that a modular building cannot be built on a slab – it must be built on a crawlspace. She encouraged Council to decide about that matter tonight, so she knows how to proceed. She explained that if Council does not want a crawlspace foundation, there is no need to reach out to any modular companies. Mr. Campbell asked if anyone knew the pros and cons of crawlspace versus slab. Mr. Lang said he would only vote for a crawlspace if the space is encapsulated to prevent moisture. Ms. Salazar said that she believes (based on her previous experience with researching commercial buildings a few years ago) the crawlspace is encapsulated and that when she visited Beracah Homes in Delaware they actually have a room that you can walk down into to see just how that is accomplished. Mr. Campbell asked if the cost of a modular is more or less. Ms. Salazar said that she did not remember exactly but she does think the cost was about the same, however, she did think that when choosing material and other items for the previous building, top-of-the-line items were selected at that time. She noted that while the cost may be close, the modular companies handle everything while that is not the case with a stick-built building. Lastly, she noted that she is basing her answers on previous experience from years ago, and that things may have changed at this time. Mr. Lang said he also worries about the slab because you are running pipes under concrete and that may be a problem in the future. He added that he just wants us to choose the most cost-effective way for the town. Mayor Finney polled Council on crawlspace versus slab: **Vote:** Bloxom -crawlspace; Campbell – slab; Corbin- crawlspace; Ferguson – slab; Lang– crawlspace; Zember - slab. Mayor Finney broke the tie by stating that he is in favor of a slab. Ms. Salazar opened the four RFP’s for Architectural Servies. She noted that all four were received before the deadline set by Council. She suggested that Council let the committee review the proposals and make a recommendation to Council at the next meeting. The four proposals were received from the following: DJD, Inc. from Williamsburg, VA; Becker Morgan Group from Virginia Beach, VA; PMA Architecture from Hilton Village, VA; and HBA Architectural Design in Virginia Beach, VA. Mr. Lang said that we need to have someone help us with some of this. He suggested Kevin McCluskey or Norman Pitt. Mr. Bloxom and Ms. Salazar agreed.

Employee Committee – Mr. Campbell presented Council with a proposed Police Department pay scale and asked Council to consider adoption. He explained that this simplifies the salary discussion when new employees are hired. Chief Long said he thinks it is always good to have guidelines.

Motion: To adopt the Police Department Pay Scale presented by Jason Campbell and seconded by Daniel Bloxom. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson – yes; Lang– yes; Zember - yes. MOTION PASSED

Mr. Campbell presented Council with a draft Holiday Bonus Policy and asked Council to consider adoption. He said this also simplifies this matter and makes things easier for Council.

Motion: To adopt the Holiday Bonus Policy by Bill Ferguson and seconded by Daniel Bloxom. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson – yes; Lang– yes; Zember - yes. MOTION PASSED

Old Business

Ms. Salazar asked that Council decide about the purchase of a vehicle for General Government. She explained that we need to know how we are going to proceed so that we can adjust the proposed 2026-2027 budget accordingly. She said Council has three options: (1) de-commission a current PD vehicle and purchase a new one for them to use (2) purchase a new vehicle for the General Government Dept. or (3) do nothing at this time – leaving things as they are. Mr. Corbin and Mr. Zember said they wish to do

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nothing at this time. Mr. Campbell said we can re-visit this later when we eventually purchase another patrol car. Council agreed to do nothing and leave things as they are for now.

Council will meet again on Wednesday, April 22, 2026, at 6:00 pm for a 2026-2027 Proposed Budget Workshop.

Chief Long reported that it will cost approximately \$14,640.00 (not including salary and benefits) to send someone to the DCJS police academy. That amount includes the hotel room, academy uniforms, equipment and per diem for meals and tolls. Ms. Salazar said that at the last meeting there was some question as to whether or not Council had approved sending someone to the academy. After reviewing the minutes, she determined that they had not approved that at this time. She asked that Council decide about this matter tonight as well, since this too will affect the 2026-2027 proposed budget as well as the fact that the next academy will start in June so Chief Long will need to act quickly if Council does want to send someone. Mr. Corbin said that we have tried this three times in the past and have had no success. He is not in favor of doing this again. Chief Long said the pool of certified applicants is shallow and we don't have a lot of options. He added that he is looking into hiring someone that has already attended the VSP academy and was let go at the last minute for an unknown reason, but the local state troopers cannot say enough good things about her, and he feels she is a good candidate. Mr. Campbell said this is the cost of doing business. He noted that we have also hired certified officers that haven't worked out well. Mr. Corbin said we didn't invest a large amount of money in the certified officers. Mayor Finney polled Council about putting the money in the budget and deciding about hiring at a later date: **Vote:** Bloxom -yes; Campbell – yes; Corbin- no; Ferguson – yes; Lang– yes; Zember - no. Chief Long, Ms. Salazar and two Council members will interview the prospective candidate, and Council will decide at the April 22 meeting.

New Business

Mr. Bloxom said he had hoped to ask for a donation to CALL tonight but unfortunately, they have not reached out to the town with the information that we need. He asked if Council would consider discussing the matter and make a motion to donate contingent on them providing us what we need. Mr. Zember said he feels that they need to present something to us as a show of good faith. Mr. Lang thanked Mr. Bloxom for his efforts but agreed with Mr. Zember, adding that it is up to them to follow through with this – not us. Mr. Campbell asked that they come to the next meeting to present as well as turn the proper paperwork in to Ms. Salazar.

Ms. Salazar said that we have received one response to the RFP for 2024-2025 Annual Audit from Robinson Farmer Cox Associates in the amount of \$11,000.00. After some discussion about how to budget for the audit fees, Ms. Salazar explained that once we pay for the previous audits as well as this one, the auditors will have her make adjusting entries to put the fees within the appropriate fiscal years.

Motion: To accept the bid from Robinson Farmer Cox Associates in the amount of \$11,000.00 to perform the 2024-2025 annual audit by Jason Campbell and seconded by Rodney Lang. Roll Call Vote:

Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson – yes; Lang– yes; Zember - yes. MOTION PASSED

Ms. Salazar presented Council with a quote for IT services from IT Partners. She explained that IT Partners is the company that has bought Cloud Server Tech, our current IT service provider. They have proposed a three-year contract for their services at a cost of \$892.00 per month. She said that this rate is less than what we are paying now and they have assured her that we will get better service since they are a much larger company.

Motion: To accept the proposal from IT Partners by Jason Campbell and seconded by Daniel Bloxom.

Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson – yes; Lang– yes; Zember - yes.

MOTION PASSED

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Ms. Salazar presented Council with a proposal for spending the litter grant in the amount of \$1,664.60. She said those funds were received last summer and we need to have them spent by June 30th. She noted that the town will pay out of pocket \$6.04.

Motion: To accept the litter grant proposal 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

Council discussed the possibility of hiring a part-time employee for the town office with the potential for full-time in the future.

Motion: To hire a part-time employee for 20-25 hours per week with a rate of pay of \$16.00-\$18.00 per hour depending on experience 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

Ms. Salazar reminded Council that VML is holding their Small-Town Conference on Chincoteague from May 13 – 15. She said it would be nice if some of us could attend. She added that the cost to attend is \$225.00 per person.

Mr. Campbell proposed to Council an idea for a Campout at the Park event. He would like to do this as a kickoff to summer. He is willing to spearhead and monitor the entire event. He said that families would bring their tents to sleep in and the town would provide entertainment until around 10:00pm and then everyone would go to sleep and wake up and have breakfast together in the morning. Council agreed and asked him to “put feelers out” to see if there is enough interest. Mr. Lang would like to have movie nights at the park. Mr. Campbell agreed but said there are fees associated with showing movies.

Mr. Campbell said that he is interested in getting his Zoning Administrator’s license. He explained that while he will pay for the exam himself, he does need to be sponsored by the town. He added that he may not take the training, but he has been reviewing Ms. Rillo’s textbooks, and he would like to take the exam. He asked that Council sponsor him to take the VAZO exam.

Motion: To allow Jason Campbell to take the VAZO training and exam (at his expense) by Daniel Bloxom and seconded by Bill Ferguson. Roll Call Vote: Bloxom -yes; Campbell – abstain; Corbin- yes; Ferguson – yes; Lang– yes; Zember - yes. MOTION PASSED

Mr. Campbell presented Council with a draft evaluation policy that he has been working on. He noted that this policy did not come from the Employee Committee, it is something that he created personally. He feels that with employee evaluations coming up very soon, we need to have better criteria in place to better serve our employees. Council asked for time to review the information and get back to him at next month’s meeting. In the matter of the various policies that Mr. Campbell is working on independently, Mr. Corbin asked if it’s possible that we already have some of these policies in place and how Mr. Campbell is proposing that we move forward with the policies that he has created. He noted that if we already have policies for things, we will need to repeal them before implementing new ones. Mr. Campbell said that he has created these policies so that they will match what our charter says. He added that the General Government Policy is 160 plus pages and the Police Department Policy is 190 plus pages, so this is a bigger discussion for another time.

Mr. Corbin asked that Council consider having Ms. Salazar research and possibly even implement a timecard/timeclock system. He said that until the police station was renovated and the offices were separated, our employees always punched a time clock, and he would like to return to that.

Motion: To research to purchase a new timecard/time clock system to be used by all employees (under \$1,000.00 to purchase it, over \$1,000.00 bring back to next meeting) 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

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Department Reports

Police Report

Chief Long presented his monthly report to Council. He said that the totals will be different next month since we have our new officer, Zack Pieper, starting tomorrow. He added that Officer Anderson's paternity leave started today. In the matter of the speed signs, he asked Ms. Salazar to reach out to Applied Concepts for an update. Ms. Salazar said that she spoke with customer service and they put her in touch with the technician that is doing the work. He told her that they were waiting on parts, but they have now been received and as of today they are running diagnostics. Mr. Campbell asked that she get the technician's information to Chief Long so he can continue to follow up on this matter. Chief Long said he is revising the schedule to reflect Officer Anderson's absence and Officer Pieper's training. Mr. Corbin asked how long Officer Anderson will be off. Chief Long said that he believes that he can take up to 12 weeks off, but he plans to take 8-9 weeks since that is all of the leave that he has on the books. Mr. Campbell asked if he has a progress report on the 100-hour traffic enforcement program that Council created. Chief Long said he does not have it at this time since they haven't finished the hours yet. Mr. Campbell asked if he has a ballpark as to how many tickets have been written. Chief Long said he does not and he feels it will be hard to give Council a dollar amount since the tickets are grouped together by the court system – they are not separated (by the court) from regular tickets. Mr. Campbell said he gave Chief Long some suggestions as to how to handle that earlier when this program was implemented and now is he telling us that he cannot do it that way. Mr. Campbell said he is in favor of tabling the remaining hours until we can get a progress report on this program.

Motion: To pause the Traffic Enforcement Overtime Program until we get a progress report on what has been spent and what revenue has been received to decide if it is an effective program by Jason Campbell and seconded by Brian Corbin. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson – yes; Lang– yes; Zember - yes. MOTION PASSED

Mayor Finney asked Ms. Salazar her thoughts on the Traffic Enforcement Overtime Program. She said that she agreed with Mr. Campbell that when this program was implemented, Council stated that this program had to be tracked properly so we can assess its effectiveness and Chief Long assured them (at that time) that he could do that.

Treasurer's Report

Ms. Salazar presented her report to Council noting that the month end amount for the Atlantic Union CD was not correct – she has been unable to reach them via telephone, so she left last's month's total for now. She also noted that while it looks like we are still paying health insurance and VLDP coverage for a former employee, we will get that money back as a credit on the next bill. She noted that the employee has been properly removed from coverage but once an invoice is created, she has to pay it, or it creates problems. Lastly, she reported one business that is two months delinquent on meals tax and one that is one month delinquent.

Motion: To pay the March 2026 payables by Bill Ferguson 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. Salazar said that the egg hunt was a success, but she feels that it is growing so quickly that we may need to create a committee for planning it next year. She suggested that we try and grow the more successful events like the egg hunt and perhaps discontinue some of the less successful events. She

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reported that she has worked on the following this month: SAM number/CAGE Code issue has been resolved for another year, 2026-2027 Proposed Budget, the PD security cameras have been repaired, Rail to Trail updates, IT problems, Spring newsletter, delinquent BPOL letters, delinquent supplemental tax bills, Facebook page issues. **Public Works:** mower maintenance is complete, problem with the deck has been resolved, sidewalk spraying should start soon, mosquito spraying will not start yet due to the cool weather, old mosquito sprayer is outside of the garage covered by a tarp, bought a commercial blower, cornhole boards have been removed from the dump trailer, two broken lights at the park need to be replaced but that is in the works, researched having a bucket truck, ordered new U.S. Flags for the utility poles, picked up rubber mulch and flowers for the park, we may need a new weed eater, and Percy does not want a toolbox for his truck. **Zoning:** letter was sent to Riptide Real Estate/Matt Hart; there has been no response, zoning complaint about an illegal apartment (behind a store) on E. Main Street that was unfounded, one roof permit has been issued to a business on Coastal Blvd.

Police Dept: interviewed and hired Officer Zack Pieper, followed up on the speed sign repairs, general meetings with Chief Long to discuss Police Dept. matters. Lastly, she reported that she has met with Council Members several times throughout the month.

Mr. Corbin suggested that she call Billy Joe Tarr and ask him if he wants the old mosquito sprayer. Ms. Salazar asked Council if they want to make that an agenda item for next month. Council agreed.

Attorney's Report

Mr. Bundick reported that he had worked with Ms. Salazar to get the letter sent to Mr. Hart.

Consideration of Minutes

Motion: To adopt the minutes of March 2, 2026, Regular Monthly Meeting by Rodney Lang and seconded by Daniel Bloxom. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson – yes; Lang– yes; Zember - yes. MOTION PASSED

Motion: To adopt the minutes of March 9, 2026, Special Meeting by Jason Campbell and seconded by Daniel Bloxom. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Lang– yes; Zember - yes. MOTION PASSED

Motion: To adopt the minutes of March 23, 2026, Special Meeting/Budget Workshop by Jason Campbell and seconded by Rodney Lang. Roll Call Vote: Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson – yes; Lang– yes; Zember - yes. MOTION PASSED

Public Comments

Billye D. Custis said the egg hunt went very well. She thanked Jamye Salazar for all that she has done for the town – not just the egg hunt. She also thanked Abby Salazar, Jamye's daughter, and said that her help at the egg hunt was invaluable. She noted that in the matter of slab versus crawlspace that the ES Chamber of Commerce building is built on a crawlspace. She said that the town has a very good contract for police officers that we have used in the past. She added that two officers repaid us and one filed for bankruptcy. In the matter of the Onancock ambulance paperwork, a family member received notice that the paperwork was not filed properly from the Onancock Fire Dept. and all they had to do was fill it out and return it to resolve the matter. She said that Truss Tech did the pavilion at the park and they were great. She said that she has been reading the 190-page document created by Mr. Campbell. She suggested that it be broken into sections to make it easier to digest. She said it is a bit overwhelming. Lastly, she asked that page numbers be added to the document.

Joseph Cuba spoke for the Onley Recreation Association Foundation, a 501C3 charity. He said it is separate from the Onley Recreation Association, and they cover youth sports and anything encouraging

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fitness. The main thing is the swimming team. He said that while they appreciate all of the support that the town has given to ORA, they would like the town to plan for the future knowing that they (ORAF) have started a capital campaign to raise \$300,000.00 for improvements and eventually replacing the pool. He spoke about raising another \$700,000.00 in the future. He feels that the town will want this information for budgeting purposes. Lastly, he suggested a payroll/timeclock app that he is familiar with through his work at the YMCA.

Council Comments

Mr. Campbell said he is pleased that we have got a lot done tonight. He said the Egg Hunt was awesome and he would like for Council to create a committee and he is willing to serve if they do.

Mr. Ferguson thanked Mr. Campbell for his work on the policies adopted tonight. He thanked everyone for coming to the meeting, especially our new Town Manager who is doing a great job.

Mr. Bloxom said it was great to see everyone at the park for the egg hunt. He had a great time and thinks everyone else did too.

Mr. Corbin agreed that we got a lot done tonight. He thanked Ms. Salazar for her report and said the things she is accomplishing are amazing. He enjoyed Chief Rydberg's report and found it very informative. He would like Tasley Fire Company to come and do the same thing.

Mr. Zember thanked everyone for coming. He complimented Mr. Cuba from ORA and said he does a great job of sharing information, and he (Mr. Zember) would like to see others do that when coming to us for donations. He added we shouldn't have to go looking for them.

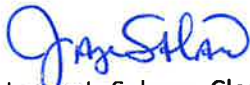
Mr. Lang thanked everyone for coming to the meeting. He would like to see us get started on the new town office before this year is over.

Mayor Finney thanked Mr. Campbell for his work on the town policies. He thanked Mr. Bloxom for wearing the bunny suit at the egg hunt. He thanked Ms. Salazar for doing an outstanding job. He thanked Ms. Custis for her work at the egg hunt.

Adjourn

Motion: To adjourn (7:54pm) 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

Respectfully submitted,



Jamye L. Salazar, Clerk/Treasurer



Henry E. Finney, Mayor