

**Onley Town Council  
Special Meeting/Budget Workshop  
Minutes of April 22, 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  
   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 Zember. Councilman Bloxom led the Pledge of Allegiance.

**Adoption of Agenda**

**Motion: To adopt the agenda by Councilman Bloxom and seconded by Vice-Mayor Ferguson. Roll Call Vote:** Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson – yes; Lang– yes; Zember - yes. MOTION PASSED

**RFP for Architectural Services**

Ms. Salazar reported that the Town Office Construction Committee has been unable to meet but in the absence of Mr. Bloxom and Mr. Lang, Mr. Corbin offered to step in and assist her with reviewing the four responses to the RFP for Architectural Services. She said that overall, they contain the same information: Firm Background, Experience, Qualifications, Team Resumes, Consultants/Resumes, Examples of Completed Prior Projects, References, and a Rate Table. She noted that the one thing that was not included is the bottom line or even a “ballpark” figure. She added that while the hourly rate is included for services – we need to know how many hours the job will take to estimate costs. She said that she and Mr. Corbin removed the one proposal with the highest hourly rate and that left three proposals. Of those three, they reached out to the one firm (PMA Architecture) that made the effort to visit the building site and meet with her and former Town Manager, Ms. Rillo. Mr. Corbin suggested a telephone conference to have some of his questions answered, they agreed and have answered quite a few of our questions. Council has been provided a summary of those questions and answers. They estimate that the cost of building an 1800 square foot commercial construction building is about \$500.00 per square foot for a total of \$900,000.00. She also noted that there would probably be a contingency requirement of at least 10%, adding another \$90,000.00 to that figure. She said that their “ballpark” figure for the design of an 1800 square foot building is \$180,000.00 - \$200,000.00 for their services. She noted that this is for the architectural services – this does not include the actual cost of construction of the building. She reported that the initial plan was to ask Council two questions: (1) based on the information provided, does Council wish to proceed with building a new town office; (2) if the answer is yes, then the committee will make a recommendation as to which architectural firm to choose. However, at this time, Ms. Salazar said she does not feel comfortable making a

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recommendation without investigating bottom line pricing from all of the respondents. She added that the fee is a lot more than she and the committee anticipated. Mr. Campbell asked if Council should consider researching the possibility of a modular building. Ms. Salazar said that she was going to offer that as a suggestion to Council. She said that she has also received a fifth response to the RFP from a firm from Salisbury, but we cannot consider it at this time since it was not received within the timeframe set by the Council via the RFP. She added that she has contacted a representative from VML, and they agree that this proposal cannot be considered at this time. Lastly, she noted that if we want to consider the proposal from the fifth firm, we will need to end procurement and start again. Mr. Campbell asked what it would take to get bids on modular buildings. Council said they will need to start the process again and issue another RFP for modular buildings/designs. Ms. Salazar asked that Council approve her reaching out to the three other respondents for bottom line pricing so that we are comparing apples to apples. Council agreed.

**Motion: To request a price for architectural services from the other three respondents by Jason Crapebl and seconded by Daniel Bloxom. Roll Call Vote:** Bloxom -yes; Campbell – yes; Corbin- yes; Ferguson – yes; Lang– yes; Zember - yes. MOTION PASSED

**Police Dept. New Hire/DCJS Academy**

Chief Long reported that we interviewed the candidate that is interested in attending the HRCJTA. He was impressed with her. Mr. Campbell said he felt she interviewed well and the consensus was that if she were already certified, we would hire her. Ms. Salazar said the question for tonight is whether or not we want to send someone to the academy. She added that if the answer is yes, we need to adjust the Proposed 2026-2027 Budget accordingly (next on the agenda) and schedule a Closed Session for our next meeting to discuss the candidate that was interviewed. If the answer is no, then the matter is closed. Chief Long presented Council with a list of costs for sending someone to the HRCJTA totaling \$14,630.00. Mr. Corbin said he is not in favor of sending someone, noting that this has not been successful in the past. He added that we are already \$16,000.00 short of a balanced budget. Mr. Campbell suggested we hold off on hiring a fifth officer to cover the cost of sending someone to the academy. Mr. Zember and Mr. Lang agreed with Mr. Corbin that sending someone to the academy is not a good idea. Mayor Finney polled Council as to whether they want to send someone to the academy: Bloxom -yes; Campbell – yes; Corbin- no; Ferguson – yes; Lang– no; Zember - no.

**Motion: To send a recruit to the academy for the Onley Police Dept. by Jason Campbell and seconded by Bill Ferguson. Roll Call Vote:** Bloxom -yes; Campbell – yes; Corbin- no; Ferguson – yes; Lang– no; Zember - no. Mayor Finney broke the tie by voting yes. MOTION PASSED

**2026 – 2027 Proposed (Draft) Budget (cont'd)**

Ms. Salazar presented Council with a working copy of the Proposed 2026-2027 Budget noting that the line items highlighted in yellow are the items that need to be discussed and decided on tonight. A copy will be attached to the minutes. The following highlights the decision/discussion:

1. Pay Increase for Mayor & Council – Billye D. Custis said that she feels that serving on Council is a public service and if you are doing so for the money, you are in it for the wrong reason. She added that if there is a budget shortfall and Council needs to use reserves, they should not be giving themselves a pay raise. Council agreed that there should be no pay increase.
2. Salaries Treasurer – will be changed to Salaries Clerk
3. Health Insurance Town Manager – Amount decreased based on recommendation from Ms. Salazar
4. Audit & Accounting Fees – Amount increased based on bid amount received at last meeting

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5. GG Bonus – Amount decreased based on newly adopted Holiday Bonus Policy
6. Health Insurance Public Works - Amount decreased based on recommendation from Ms. Salazar
7. Christmas Light Decorations – Amount kept the same (Ms. Salazar noted that this amount will affect the number of additional holidays lights that can be purchased due to the cost of installation and removal)
8. PW Employee Bonus - Amount decreased based on newly adopted Holiday Bonus Policy
9. Salaries Police – This amount was left the same (five officers)
10. Equipment Expense Police & E-Summons Expense – Amounts were adjusted based on the E-Summons equipment costs (did not save us money but now the funds are in the correct line items)
11. Education & Travel Police – Amount increased to \$25,000.00 to accommodate sending an officer to the HRCJTA and additional training for current officers
12. Capital Expense Police – no funds were added (no PD vehicle will be purchased this year)
13. Employee Bonus PD – amount left the same
14. Donations to Fire Departments – amount left the same.

Ms. Salazar said that the budget is short \$16,514.00. Mr. Corbin suggested that we take that amount from reserve to balance the budget. He noted that we have done so in the past and have not had to actually use any reserve funds. Ms. Custis suggested that we discontinue the Food Lion gift cards, adding that she doesn't feel that they are getting to the people that need them. Council disagreed and left the funds in the budget.

Ms. Salazar presented Council with some information from the ORA and said that she believes that they are hoping to get a separate donation from the one currently given to help cover pool memberships for our residents. She believes that they are providing this in the hope that we will put additional funds into the budget for that purpose. Council decided against making any additional changes to the proposed budget.

**Adjourn**

**Motion: To adjourn (6:56pm) by Councilman Bloxom and seconded by Councilman Lang. Roll Call**

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

Respectfully submitted,



Jamie L. Salazar, Town Manager



Henry E. Finney, Mayor