

Weekly activity report (week ending January 18, 2019)

Town Manager:

- Reviewed the Town Council January 26 strategic planning session agenda packet.
- Continued discussions on telephone, email and information technology issues with staff.
- Staff continued correspondence with the Public History Center faculty on a revised, phased scope of work to develop a new preservation plan over two fiscal years.
- Met with town planner to discuss the planning departments fiscal year 2020 budget.
- Met with capital projects manager to discuss budgeting for current and proposed capital projects.
- Worked on VML insurance program renewal questionnaire and reviewed risk management guidelines report from same.
- Staff received a list of local organizations receiving equipment and/or rolling stock from the Canonie Atlantic board.
- Performed a January 19 evening downtown parking count and wrote follow up report for ad hoc parking committee. Several events were occurring that evening including the Epiphany Party and a banjo concert, and this was a study to determine the parking pressures downtown.
- Staff received notice (attached) from the Virginia Department of Environmental Quality (DEQ) which states as follows regarding the town's reporting on future water use demand, *"DEQ has completed a review of the information in accordance with 9 VAC 25-780-50 and has determined that your program complied with the regulation,"*
- Followed up with plumber to visit library building to see about bathroom venting for odor control (re-scheduled twice during the week).
- Met with, email, or called several residents and/or business owners on a variety of matters\Report A Concern follow up.

Town Clerk

- Upcoming Meetings/Activities:
 - 1/18 – Town offices closed for Lee-Jackson Day.
 - 1/21 – Town offices closed for Martin Luther King Jr. Day.
 - 1/26 – Town Council Strategic Planning Session, 9AM, Bay Creek Welcome Center.
 - 1/31 – Town Council Special Meeting.
- Libby Hume attended the IIMC Region 2 Conference.
- Tracy Outten has been assisting the Finance Dept. by updating the various tax/license forms for 2019. After the forms have been updated, they will be uploaded to the town's website.
- Tracy Outten has assisted the Town Planner with various board task.
- Tracy Outten continues to assist Town Manager Larry DiRe.

Town Planner:

- Corresponded with residents and developers about potential development and zoning ordinance compliance

- Presented Parking Working Group recommendations for parking on Mason to Town Council at the regular meeting on January 17
- Attended Historic District Review Board meeting on January 15
- Continued preparing staff-initiated updates to zoning ordinance to eventually present to Planning Commission for comment and approval, specifically a re-write of the parking and loading requirements.

Library:

- The odor was very noticeable this week.
- Attended the Friends Meeting, 1 /7/2019.
- Attended the ESPL Trustee Meeting, 1/8/2019.
- Attended the Library Board meeting, 1/9/2019'
- Met with members of the 100th Anniversary committee to discuss the 100 books to be donated to the library.
- Our telephone is not working properly, it is garbled. Our phone provider, Eastern Shore Communications could see no issue on their side. Baycreek Communications, our internet provider was contacted and they have been running diagnostic tests.
- There was no Lego Club this week; they will resume next week.
- Garden Knitters, 1/11/2019. 8 attended.

Harbor:

We do not currently have any reservations for transient boaters, as it is January, it is cold and we are not seeing much recreational traffic. A few commercial watermen are still moving around a bit, dredging for oysters, conch potting in the ocean and combing for horseshoe crabs.

- This week we will be reaching out to contractors and excavation teams about getting us quotes on fixing the problem that is the Shanty parking lot.
- We just received Old Point Comfort's spreadsheet and request for 29 slips for Memorial Day weekend. We will be inputting that boater information and creating 29 new reservations.

Maintenance/Repairs:

- Hoping to begin on the actual wrapping of the harbor office process, weather permitting and all hands on deck. Siding to follow.
- Bath house has been cleaned and shut down for the winter, the 24/7 bathrooms at the harbor office building are open to the public.
- Shore Diving and Marine Services is repairing the major structural damage that was done to the floating docks. The damage was caused by heavy wind and wave action and is located between A & B docks.
- The harbor staff working on dock/facility/harbor office. Wood treated decking, electrical components such as lighting and electrical pedestal parts are issues normal to marine facilities. (minimal staffing and projects are on-going).

Finance:

- Tax and other forms were updated for 2019 and printed to make available to citizens. Tracy is now working on updating them all online.
- Staff worked on closing the month of December and budget prep. Work has begun on the health, dental, and vision plan renewals with data provided by our Farm Bureau agency representative. Open enrollment is in March.
- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Full report pending.

Public works:

- Continued off season maintenance, Major equipment repairs, shop upgrades/repairs, etc.
- Completed work orders as assigned.
- Discussed Central Park maintenance and repair issues with town manager.

Building\Code:

- The office has rented a wide format scanner to scan large plans digitally.
- Answered various questions about new construction requirements throughout the town.
- Staff is working on securing a vendor for 4th of July fireworks.
- Prepared a spreadsheet for Town Manager regarding the number of demolished structures in Cape Charles from 2002-present.

Recreation\events:

- Reviewing and authorizing use of facility forms for numerous events coming up in the next year.
- Working with several Cape Charles Main Street Groups.
- Met with Rob Smithwick on behalf of the Cape Charles Yacht Club to discuss kayak storage options.



Commonwealth of Virginia

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David K. Paylor
Director
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January 16, 2019

Larry DiRe, Town Manager
Town of Cape Charles
2 Plum Street
Cape Charles, Virginia 23310

Dear Mr. DiRe:

Thank you for your efforts to address the outstanding compliance items for the Town of Cape Charles as identified in review of the Northampton County and Towns Regional Water Supply Plan. The information you provided and continue to provide is very valuable to the Commonwealth as we collectively plan for how best to meet the future water needs for all Virginians.

The Department of Environmental Quality (DEQ) has completed a review of the information in accordance with 9 VAC 25-780-50 and has determined that your program complies with the regulation. As required by the above-referenced regulation, your water supply plan must be reviewed, revised, and resubmitted by 2023. My staff will follow up with you to assist with this process. I am pleased to let you know that a web-based, interactive platform, VA Hydro, is now available to assist you with this effort. Should you have questions, please contact Sara Jordan, Senior Water Supply Planner, at (540)-574-7901.

Thank you for your efforts to promote sound water supply planning in your locality. My staff and I look forward to working with you to ensure adequate water supplies and responsible sustainable resource management for all citizens now and in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "David K. Paylor".

David K. Paylor