

## Weekly activity report (week ending November 9, 2018)

### Town Manager:

- Reviewed the November Gazette and all staff reports and agenda materials for the November 15 Town Council meeting.
- Reviewed administration items from the November 3 Town Council strategy session.
- Corresponded with Town Planner new hire Zach Ponds regarding start date and pre-employment matters.
- Reviewed several personnel-related matters.
- Met with, email, or called several residents and/or business owners on a variety of matters\Report A Concern follow up.
- Met with mayor on a variety of matters.

### Town Clerk

- Upcoming Meetings/Activities:
  - 11/11 – American Legion Post 56 Veterans’ Day Ceremony, 11AM
  - 11/12 – Town offices closed in observance of Veterans’ Day
  - 11/13 – Harbor Area Review Board Meeting, 6PM, Civic Center
  - 11/14 – Mayor’s Office Hours, 2-4PM, Town Hall
  - 11/14 – Volunteer Appreciation Event, 6PM, Cabana Room at the Oyster Farm Eatery
  - 11/15 – Board of Zoning Appeals Public Hearing & Meeting, 10AM, Civic Center
  - 11/15 – Town Council Regular Meeting & Executive Session, 6:30 PM, Civic Center
    - The agenda and staff reports were finalized and posted on 11/8.
- 11/6 was Election Day and Cela Burge was elected to the Town Council to complete the remainder of Dora Sullivan’s term which expires on 6/30/2020.
- On 11/5, staff participated in a communications strategy meeting as a follow-up from the 11/3 Town Council Strategic Planning Retreat.
- Staff attended the Planning Commission & Town Council Joint Public Hearing held on 11/6 at 6PM.
- The November issue of the Gazette was finalized and posted on [www.capecharles.org](http://www.capecharles.org) to go out in the 11/9 e-Notifications.
- Notifications were placed on [www.capecharles.org](http://www.capecharles.org) regarding the town offices being closed on 11/12/18 for Veteran’s Day and the Water System Flush on 11/13 and 11/14. Flyers were also posted on the front door of Town Hall and on the bulletin boards.
- Staff picked up the loose roof shingles from around the Civic Center. There were quite a few shingles around the building and on the wooden ramp, which was a safety hazard and liability for the town.
- The maintenance agreement with DEQ for the Community Trail Project was recorded at the Northampton County Circuit Court Clerk’s office.
- Tracy is working with the Wetlands & Coastal Dune Board Chair Ann Hayward Walker regarding the proposed beach management plan.
- Contacted VML Insurance Programs regarding set up for their Online University where specific courses can be assigned to staff. Once staff has completed the course, a report and certificate can be printed for placement in their personnel files. There are about 150 courses available ranging from HR-related topics, risk and safety management,

communications, ethics, etc. VMLIP also has an extensive list of courses available on DVD. A DVD has been requested for staff training the last week of November.

#### Town Planner:

- Corresponded with residents and developers about potential and impending residential\commercial development and\or zoning ordinance compliance.
- Finished writing staff reports and assembling agenda packet materials for the November 13 Harbor Area Review Board meeting, and November 15 Board of Zoning Appeals public hearing and meeting (both posted by November 7).
- Staffed the November 6 Planning Commission meeting and provided follow up as needed.
- Began writing staff reports and assembling agenda packet materials for the November 20 Historic District Review Board meeting (to be posted November 14).

#### Library:

- The odor was *not* noticeable this week.
- Staff attended the Friends of the Library meeting Monday, on 11/5.
- Met with a representative from the Early World of Learning e-Resource, one of the many new resources available to us through the Eastern Shore Public Library web site, provided by the Library of Virginia.
- Staff attended the Big Share Meeting. (Participants include educational and outreach program staff from Accomac and Northampton county non-profits. The group discusses the needs and shares updates of events and programs.)
- Administrative log- on to the Town website was resolved by Bay Creek Communications.
- Uploaded PR for 100<sup>th</sup> Anniversary Celebration to various sources.
- Storytime was held on Thursday, October 25 at 10:30; 21 attended.
- Lego Club met at 5:00 on Thursday, October 25; 14 attended.
- Knitting Club met on Friday, 11/9; 2 attended.

#### Harbor:

This week **15** transient boater reserved slips which hailed the Town Harbor, used the facilities to visit the Town of Cape Charles. Weather has been a factor with vessels visiting and leaving the Harbor. Several crews weathered out their time here in Cape Charles Harbor waiting for a window of opportunity to head south. This week the Town Harbor netted **\$14,148.29** in sales, charges and payments. This week selling fuel to transient yachts has been the highlights of the week. Currently booking slips for Rockfish season, the non-ethanol fuel out of service is reflecting on the amount of boats in the harbor.

- Crab season is at a standstill and ends in 2 weeks. The crabbers pulled all their gear. Several watermen are in the James River oyster dredging.
- Laundry facility is complete, Chapmans Electric to do final installation of fixtures. (waiting on Chapmans Electrical)

#### **Maintenance/Repairs:**

- Non-ethanol fuel is out of service until farther notice. I have attempted to contact other fuel service related contractors that are local to Cape Charles but no response. Oil Equipment Services (which was the original contractor) and Jones and Frank were on site and have submitted quotes. Discussed the option of just replacing the out of service product. Due to the units being combined both regular and non-ethanol plus pumps have to be reconfigured not having the ability to extend the regular fuel line to match the new install. With this said the third additional is not feasible not to replace during the repairs. (Repair options and Pricing, waiting for repair quotes)
- Harbor Master Office HVAC system quotes have been received from 2 contractors and waiting on 3<sup>rd</sup> to proceed. As of this time they range from \$5,800.00 to \$7,093.30. The service contractor that calls on the harbor has the lower bid.
- 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)
- Due to the recent heavy weather we retorqued all of our Tee-heads on B, C, & C docks. Removed the decking to gain access to the structural brackets and plating to replace and or torque bolts and replace decking. (complete no outstanding issues)
- During the recent heavy weather and over time the larger vessels moored on the tee-heads take a toll on the bumper pads. I have ordered a new bumper system for B & C docks to mirror the A dock boardwalk bumpers by the Shanty.
- General maintenance being performed on all docks. (on going)

#### Finance:

- Last week we began the deluge of phone calls and walk ins over taxes. Ja'quana spent her week doing adjustments and taking payments. Both Libby and Kathy also fielded calls and took payments.
- Jodi began closing the month of October as well as ran payroll.
- Libby worked with Jodi on syncing up outstanding payments for the bank rec. The bank register is now reconciled but the bank reconciliation is not complete and we are a bit behind on this but not alarmingly so. Harbor is still running 24/7, so those reports are a daily project. Jodi is looking forward to the cumulation of reports awaiting her Tuesday.
- Everyone was busy. This time of year we have a lot of traffic so we need to focus on our customers first.

#### Utilities:

- To be provided.

#### Public works:

- To be provided.

#### Building\Code:

- Staff continued scanning older documents to make room for new projects.
- Staff has been busy fielding permitting questions. We expect to see a major increase in permits over the next few months for new home construction throughout town.
- The demolition project on Mason Avenue began on November 9. The contractor has torn down the rear wall. Over the weekend they had to stack all the building material on pallets and have since moved it to the Town's lot for staging. Once the rest of the building has been removed then that material will be put back on site. The contractor is due back the middle of the week to get the rest of the structure down.

Recreation\events:

- Continuing to work on numerous events throughout the remainder of 2018.
- Working with Tiffany Mohr at the Oyster Farm to finalize details for the Appreciation Event to be held November 14. We have a total of 75 people planning to attend.