

Weekly activity report (week ending March 15, 2019)

Town Manager:

- Continued working on the draft five-year capital budget.
- Attended the March 11 meeting with Virginia Housing Development Authority staff, and had several follow up discussions.
- Participated in conference calls with preservation plan consultants, and A-N PDC staff in preparation of comprehensive plan update.
- Met with, emailed, or called several residents and/or business owners on a variety of matters\Report A Concern follow up.

Town Clerk

- Upcoming Meetings/Activities:
 - 3/20 – Mayor’s Office Hours, 2:00-4:00 PM, Town Hall
 - 3/21 – Town Council Executive Session, 6:30 PM, Town Hall
 - 3/21 – Town Council Public Hearing & Regular Meeting, immediately following Exec Session, Civic Center
- The IT Support Services interviews have been scheduled for the week of March 18. Information will be presented to Council at the April 11 regular meeting to award the contract.
- Libby and Tracy attended the University of Delaware Municipal Clerk’s Training class on Friday, March 15. Tracy will be attending the classes on Fridays on a weekly basis
- Tracy continues to assist the Town Manager on miscellaneous administrative duties.

Town Planner:

- Corresponded with residents and developers about potential development and zoning ordinance compliance.
- Attended a meeting with the Virginia Housing Development Authority, Northampton County staff, Town staff, and elected officials to discuss affordable housing opportunities in the Town on March 11.
- Had a conference call to discuss resiliency and RAFT with UVA Institute for Environmental Negotiation representative on March 11.
- Prepared the Historic District Review Board work session material for the March 19 meeting.
- Had a conference call with the Preservation Plan consultants and the Town Manager to discuss the next steps for the Preservation Plan on March 12.
- Prepared staff reports for the Town Council meeting on March 21.
- Attended the Wayfinding Subcommittee meeting on March 13.
- Had multiple meetings with developer and landowner to discuss community trail design on a property in the Town.
- Had conference call with ANPDC representatives to discuss the Comprehensive Plan process, organization, and next steps.

Library:

- The odor was noticeable this week.
- Staff attended the Eastern Shore Public Library Trustee meeting on Tuesday, March 12.
- Staff attended the Library Board meeting on Wednesday, March 13.
- Staff is planning for a Chess Club to begin in May.
- Staff presented a Mini Poetry Program at Kiptopeke Elementary School.
- Staff visited the Christian School and talked about our local history room and the materials available.
- Book order of 51 titles was sent to Eastern Shore Public Library to be ordered.
- Storytime was held on Thursday on March 7, 10:30, 32 attended. A group of adults from the Community Services Board in Exmore joined the Toddler Storytime.
- Lego Club was held on Thursday at 5:00, 10 attended.
- The Library experienced problems with the telephone and the internet on Thursday and Friday due to construction on Mason.

Harbor:

- Crab season starts today, many commercial watermen are bringing their gear to the Harbor. There are a few crabs showing up but several crabbers plan to wait out this cold weather. Harbor staff is repairing rotten wood on the fixed boardwalk, we have repaired all pedestals on B dock and upgraded several with 30 AMP shore power hookups. VIMS research vessel "Virginia" is collecting mud samples near Cape Charles and is planning on staying a month during April. We are in discussion with the Chesapeake Bay Maritime Museum to bring the "Edna E Lockwood" a 600 log-hulled Bugeyes build in 1889 on Tilghman Island. They plan to travel the Bay this summer on a grant from the National Parks Service with a stop in Cape Charles Harbor to display vessel and educate the public and local students on boat building techniques and the oystering industry past and present.
- With D dock boardwalk dismantled East of D dock, we have proceeded with repairs and to be complete this week. VML did not cover the damage, we are working with FEMA due to the declared State of Emergency from Hurricane Michael.
- Preparing new slip assignments and billing to be sent out April 1st. Working with the commercial waterman assigning slips and areas to stage crab pots.
- Working with Oil Equipment Services on construction permits and proper paperwork to begin replacement and repairs, waiting to announce start date for fuel system repairs. Very soon!

Maintenance/Repairs:

- Floating boardwalk inside of D dock is almost complete. Small delay on replacement decking. (complete by 3/20)
- VML claim on above damages denied. Obtaining paperwork from engineers to determine the cause. Working with Dave Fauber and Tracy Outten forwarding the claim to FEMA, hoping to find out something in the next week.

- The harbor staff working on dock/facility/harbor office. Wood treated decking, finger piers throughout inner harbor, electrical components such as lighting under dock benches and electrical pedestal parts are issues normal to marine facilities. (minimal staffing and projects are on-going). Several electrical pedestal upgrades are complete, making them universal to 30/50 AMP vessels. Replacing receptacles and breakers due to corrosion excessive use (work in progress). As work repair each pedestal, we move the pedestals inward from the edge of the docks to prevent future damage due to vessels hitting and breaking the plastic housings.
- Flashing and trimming corners to start installing siding. (work in progress weather and crew permitting).
- Tile and trim are ongoing in office and laundry shed floor as a finishing touch. To be grouted and complete this week.

Finance:

- Accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.
- Jodi attended the IPMA conference for government human resources professionals with the Town Clerk.
- A composite budget with schedules for debt service, benefits and payroll, capital projects, and department requests was compiled. Council received their updated budget packets on Thursday night.
- Many thanks to Tracy from the clerk's office for compiling the budget books!
- Staff created and mailed most of the BPOL renewal letters. Vacation rental/hotel/B&B letters will go out next week along with TOT and inspection information.

Utilities:

- Read water meters.

Public works:

- Drainage on Strawberry Plaza\RR parking lot continued.
- Assisted with water meters.

Building\Code:

- Performed 21 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Connie assisted in IT support RFP.
- Working on sending out letters for upcoming rental season.

Recreation\events:

- Sign for Cape Kids playground has been reviewed and sent to the printers. Two new signs will be placed, one at the entrance and one inside the playground. All rules and information were consolidated so all signs can be removed and just the two signs placed.
- Continuing to work with a variety of groups and individuals for use of facilities. Ensuring all parties have appropriate permits and insurance.
- Continue to schedule meetings and events at the Civic Center.
- Pricing portable restrooms for use in Town June 15 through August 15.