

Weekly activity report (week ending July 26, 2019)

Town Manager:

- Staffed the July 18 Town Council regular meeting and executive session and provided follow up as needed.
- Had several discussions with county social services staff about an on-going issue.
- Reviewed confidential correspondence from town attorney relative to on-going matters.
- Met with several residents on the language of the proposed leash law.
- Participated in July 25 comprehensive plan kick off meeting.
- Scheduled July 31 site visit with architect to assess library third floor.
- Staff received email (attached) from the Prince William Yacht Club correspondence attesting to the quality service provided by town harbor staff.
- 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:
 - 8/1 – Town Council Joint Work Session with Historic District Review Board & Special Meeting, 6:30 PM.
 - The agenda packet was finalized and posted on www.capecharles.org with a link to Facebook on July 26. The agenda was also provided to the Historic District Review Board.
 - 8/2 – Historic District Review Board Work Session, 1PM.
 - The agenda packet was finalized and posted on www.capecharles.org with a link to Facebook on July 26.
- The July 19, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.
- Several citizens came into the office for notary services. They were from out-of-town visiting Cape Charles.
- A cover was made for the white-erase display board in the Civic Center to protect it from further damage.
- The mosquito spraying notice was received from the town's contractor. A notice was placed on the News feed on www.capecharles.org and on Facebook.
- Work continued on the August 9 issue of the Gazette. Libby solicited articles from the department heads.
- Tracy attended the July 25 Planning Commission Comprehensive Plan Kick-Off meeting.
- Tracy has been working with the planner to update the zoning ordinance with recent changes.
- Tracy has been working with the Virginia Risk Sharing Association (formerly VML Insurance) to finalize documents for a claim filed in 2018.
- Tracy continues to assist the Town Manager on miscellaneous administrative duties and managing his meeting calendar.

Town Planner:

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

- Continued preparing zoning ordinance updates to eventually present to Planning Commission and Town Council for approval.
- Reviewed site plans and subdivision plats for compliance with zoning ordinance.
- Attended the Virginia American Planning Association conference in Hampton, VA Sunday through Tuesday. The topic was Resilience.
- Attended the monthly Walking Trails/Livable Communities meeting. I have accepted the role as Chair of this group as of last week.
- Attended the Executive Committee Annual Retreat for Eastern Shore Healthy Communities on Friday from 9:00-3:00.
- Prepared staff reports for the Planning Commission meeting on August 6.
- Prepared and hosted the Comprehensive Plan Kick-off Workshop, which was held on July 25. There were about 60 people in attendance.
- Prepared for the TC/HDRB Joint Work Session, which will be held on August 1.
- Prepared the staff report for the HDRB work session, which will be held on August 2.

Library:

- The odor was bad this week.
- Our meeting room was used 2 times this week.
- **Summer Reading Program. A Universe of Stories.** 7/22. 11:00. Hoopoe, the Mime. 42 attended
- **Summer Reading Program.** 7/22. Sharon Silvey presented a program at Kiptopeke Elementary School. 18 attended.
- **Summer Reading Program.** 7/23. Sharon Silvey presented a program at Bayview Headstart. 15 attended.
- 7/24. Staff attended a *Staff Development Day* with the Eastern Shore Public Library Staff.
- **Summer Reading Program.** 7/25. 10:30 Toddler/Preschool Storytime with a Craft. 21 & 15 attended.
- **Summer Reading Program.** 7/25. Staff member Bobby Harmon presented a preschool program at Hare Valley Headstart. 16 attended.
- **Summer Reading Program.** 7/26. 7:30. Owl Prowl.
- We had 128 people visit the library on Thursday, 7/25.
- The Friends of the Library will be having a Booksale on 7/26-7/29.

Harbor:

Transient boating in the harbor was extremely busy this past week. Mathews Creek Yacht club visited our harbor this Friday and Saturday. Packed to the gills including the lunch and dinner crowds that we cater to out on A Dock. This past week 58 boats to 100' throughout the week, most stayed multiple days taking in and enjoying Cape Charles. Crab season is maintaining, more clean sooks but not much has changed, areas north up the Chesapeake Bay are still are not producing.

Just a reminder, there is an issue with the new pumps and out reader system, they have to reconfigure the pump faces ordering dual read out faces. All pumps are locked until farther notice.

Working to partner with 2 local seafood businesses to have a crab feast here at the harbor. Tentative date is September 7th, 2019 for all you can eat Sook crabs, promoting the female crab. More to follow this week. Also working on posters and flyers for the 2nd annual Eastern Shore Cruisers car and trucks show Labor Day weekend August 31st 2019, posters and flyers will be out this week.

- **Maintenance/Repairs:**

- The harbor staff working on dock/facility/harbor office. Repairing decking on CD dock decking in progress, CD & CG dock finger piers throughout inner harbor (CD dock complete), electrical pedestal complete, electrical components such as lighting under dock benches (work in progress, certified electrician John from Lighthouse Electric fix many issues beyond our abilities).
- Painted and painting fuel lines and prepping fuel tank to be repainted in the near future. All lines and tank to be white for less heat absorption. (heat has been a factor, work in progress)
- Kayak launch floating and access ramp is staged, preparing to install floats and set in place.
- Need to continually grade the area in the half circle due to the pushing of the stones, public works is contacting contractor to address grading and Coast Guard Dock along the inner harbor docks.

Safety Committee

Safety Committee: No additional info to report. Due to scheduling will plan meeting next week when all can attend. Email to follow. To discuss issues related to overloaded electrical outlets and adding additional circuits. Discuss secondary means of egress in case of fire or other safety reasons. Smoke and CO detectors locations and test frequency, as well as any other issues that might exist. Plan to meet in the break room, starting with the main offices working on issues that exist that can be addressed immediately with minimal funding. August meeting, gather at the Library to meet with Ann and staff than discuss related issues.

Finance:

- Fiscal year 2019 accounting work is on-going.
- Pinnacle 2016A and 2016B Bond Debt service payments by wire of \$120,204 were scheduled to go out on Monday.
- Once again, attorney James Elliott did not serve the town proper legal notice that 30 properties that are taxed in Town are to be sold at auction. Treasurer discovered it in the paper and must scramble to get the Town's interests recognized before the auction date of

August 8th. The list includes properties owned by Bay Creek, Baymark, and HJ Rail. Work will be ongoing next week.

- Staff developed payment plan booklets and is pursuing appropriate promissory notes for those who have been granted special facility fee payment plans by Council. Treasurer will also pursue filing these liens.
- BPOL, Meals, Short term Admissions and TOT tax collections are being targeted at this time of year. Over 20 phone calls and 6 emails to delinquent accounts were made this week.
- Staff called 9 businesses, some with peddler's licenses, who were past due on Meals taxes to help them become current and to find out what the June amounts due were, in order to estimate meals tax earnings for the year.
- Staff sent business license applications to two prominent unlicensed businesses via messenger (Jen and Tracy) to encourage them to pay. If they do not pay by Monday, the businesses will be placarded.
- The office was very short-handed this week, but thanks to cross-training, essential tasks were able to be performed.
- Customer Service, accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Installed new air release valve on Tower Well.

Public works:

- Spread 2 tractor trailer loads of mulch inside playground
- Continued clean up of accumulated debris at shop
- Began layout, plumbing and electrical work for a sink, cabinet and counter install at the library
- Installed new hand soap dispenser at the library
- Continued clean up at shop
- Continued addressing VOSH concerns.
- Identifying unused\surplus items.

Building\Code:

- Staff performed 24 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Met with various owners/tenants regarding commercial building upgrades.
- Issued a permit for a new home on Jefferson Avenue
- Issued a permit for an addition to an existing home on Monroe Avenue.

Recreation\events:

- Working on the final details for the Shriner's Parade on August 3. Will be with the Police Chief and Public Works on July 30 to discuss.
- Working on policy and procedures for youth activities. Will discuss with the Town Manager and decide if any additional training is needed.
- Transitioning the Cape Charles Town Map to Main Street. Main Street has worked to update the map and will take over distribution as well. Staff will keep maps on hand to distribute if needed in a time crunch.

From: Charlie Farlow <harbormaster@capecharles.org>
Sent: Friday, July 26, 2019 1:41 PM
To: 'Vicky Carr'
Cc: Larry DiRe; Spencer Travis
Subject: RE: Thanks Cape Charles Town Harbor!

Follow Up Flag: Follow up
Flag Status: Flagged

Vicky, good morning. Thanks from our staff for choosing Cape Charles. We work hard to hopefully accommodating everyone's needs creating a "Go to Destination On the Bay". Thanks so much for choosing the Town Harbor and look forward to many more visits! Again thanks, charlie

From: Vicky Carr <vickycarrhome@gmail.com>
Sent: Thursday, July 25, 2019 6:12 PM
To: harbormaster@capecharles.org; PWYC Rear Commodore <rearcommodore@pwyc.org>
Subject: Thanks Cape Charles Town Harbor!

Charlie, Spencer,

Sorry it's taken me this long to get this to you - trying to catch up at home/work after 10 days on the Bay.

On behalf of Bob and I, and all the boats from Prince William Yacht Club who visited Cape Charles Town Harbor marina last week as part of our week-long Chesapeake Bay cruise - a huge thank you!

Our Cape Charles stop was the favorite (of all 5 of the marinas we visited on this trip) of 3 of the 4 boats on our trip!

Thank you for all you and your staff did to make our stay so enjoyable. Dockhands were superb! Fuel easy to get. Sunsets from the slips lovely! Floating docks and bathhouse/showers were great, harbor was very easy to get into with deep water and wide slips, and everyone loved how close the marina was (walking distance) to the charming town

of Cape Charles, with it's many restaurants and shopping (and to the beach). Those 3 boats are already talking about making a trip back!

Thank you again.

Smooth Seas,
Vicky Carr, Rear Commodore
Prince William Yacht Club
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