

Weekly activity report (week ending August 30, 2019)

Town Manager:

- Began preparing materials for September 16 staff summer wrap up meeting.
- Met with harbor master on a variety of small projects around the harbor. These include the following:
 - Lighthouse Electrical has been in the harbor this past week working on the many issues.
 - First they have addressed several safety hazards around inner harbor by the Captain Ed, Center dock pedestals.
 - Floating docks removed all pedestals on A dock due to bad wiring, broken pedestals.
 - Relocated 1 large 100/50 amp pedestal on the outer most area of the boardwalk and A Dock for larger vessels the moor in front of the Shanty.
 - All power and water is currently disconnected on A Dock,
 - Working with the Coast Guard on proper navigational lighting for night time visibility. As soon as staff receives word staff will order and install proper LED lighting if needed. (not putting any unnecessary labor or funds in A Dock)
 - Boardwalk under bench lighting from E dock (boat ramp side) to the Shanty has been repaired. Proper wiring and new sensors have been installed.
 - The inner harbor bench lighting is being addressed. Staff plans to have this repaired at minimal cost do to the rehab of the docks and relocating all power and lighting this winter (hopefully). This lighting, conduit and wiring has deteriorated close to the point of replacement
- Reviewed confidential correspondence from town attorney relative to on-going matters.
- Followed up with police chief on a matter involving a Mason Avenue business.
- IT contractor Inversa Minds, LLC informed TM of security and system updates.
- Discussed preservation plan survey with Christopher Newport University faculty working on the preservation plan.
- 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:
 - 9/3/19 – Planning Commission Meeting, 6PM, Civic Center
- The agenda packet was finalized and distributed on August 27. It was posted on the website and linked to Facebook.
- 9/5/29 – Town Council Public Hearing, Special Meeting, Executive Session, 6:30 PM, Civic Center
- 9/6/19 – Historic District Review Board Work Session, 1PM, Civic Center
- Tracy was out of the office on Monday, August 26.
- The August 23, 2019 Weekly Activity Report was posted on www.capecharles.org and linked to Facebook.

- The September 5, 2019 Town Council Public Hearing, Special Meeting & Executive Session Agenda was updated, adding a topic to the Executive Session, and re-posted on August 26. It was also linked to Facebook.
- Work continued on the September 13, 2019 issue of the Gazette.
- Libby was out of the office Wednesday, August 28, through Friday, August 30.
- Tracy continues to assist the Town Manager on miscellaneous administrative duties and managing his meeting calendar.
- Tracy completed and emailed the September meeting calendar.
- Tracy assisted Inversa Minds, LLC with Police Department internet issues and Public Works Department phone issues.

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.
- Held a pre-application meeting with property owner for proposed project in the C-3 zoning district.
- Prepared staff reports for the Planning Commission regular meeting scheduled for September 3.
- Prepared staff report for Historic District Review Board work session scheduled for September 6.
- Prepared staff report for the Town Council special meeting scheduled for September 5 for an appeal to the Historic District Review Board's decision.
- Consulted with ANPDC, Eastern Shore Healthy Communities Director, Star Transit, Browder-Hite, Oral Lambert with Bay Creek, Town Manager, Town Public Works, and Town Special Projects Manager regarding possible grant funding opportunities through VDH to provide two bus shelters and 48 Willow Oak trees along Washington Avenue to provide shade for the community trail. Also conducted various site visits for this project.
- Attended the Erosion and Sediment Control Inspector course with DEQ at the Virginia Beach Convention Center on September 27 and 28.
- Reached out to Northampton County Senior Planner/GIS Specialist to possibly have a Cape Charles official zoning map prepared that shows the Chesapeake Bay Preservation Area Overlay District, the Historic District Overlay, and Historic Harbor Area Overlay, as required by the zoning ordinance. Currently, our zoning map does not show these three overlays.
- Updated the 2019 Comprehensive Plan page of the town's website.

Library:

- Staff is working with local teachers to plan learning units to be checked out by teachers.

- Staff is working on a library improvement plan to be funded by the Friends of the Library. The plan will include some new computer tables, a tablet table for children and other improvements.
- Staff is using this time between summer programs and the beginning of school year to take some time off.
- Planning the Fall Storytime. Storytime will resume next week on Thursday at 10:30.
- Owl Prowl met last Friday night and 15 attended.
- Our meeting room was used twice this week.

Harbor:

Incredible Labor Day Holiday in the Harbor. This past week 68 transient boats to 72' throughout the week, mooring multiple days fishing and enjoying Cape Charles and the beautiful weather. Regent Point Yacht Club sailed 18 boats to the Harbor this past weekend all definitely having a great time. The lunch and dinner crowds packed the house, the inner bulkheads were covered 360 degrees here spending money.

Crab season is still maintaining, not much has changed. All but 1 of the out of town crabbers have left headed home.

Sept 7th this Saturday early afternoon there will be a Crab Feast to benefit the "Waterman's Memorial" Hosted by TW & Sons Seafood and Ed Lewis of the waterman's memorial. All proceeds to go directly towards the memorial. Come eat crabs and enjoy a beverage at the Harbor!

Maintenance/Repairs:

- The harbor staff working on dock/facility.
- Preparing for the possible storm event this coming week.
- The second annual car show had 31 participants.
- John from Lighthouse Electric is waiting on parts to continue working on lighting and power issues. Depending on location due to future construction and reconfiguring dock lighting several lights will be out of service with enough repaired to allow safe transiting of fixed docks (will advise if extensive wiring issues and waiting for parts).
- Painted and painting fuel lines and prepping fuel tank to be repainted in the near future. (work in progress)
- Kayak launch floating and access ramp is staged, preparing to install floats and set in place. (work in progress)
- Installing proper Private Aids to Navigation (PAYON) lighting on A dock. Processing application through the USCG 5th District. To be listed in Federal Code and Light List with designated by the USCG. 1 solar powered white light 1 second blinking intervals, very inexpensive and maintained by the Harbor. (work in progress)
- Getting prices on subcontractor to complete harbor office siding.
- Installing privacy fence to enclose rear area behind office and protecting new fuel lines and keep equipment gated. (working on permits and material)

Safety Committee

No additional info to report.

Finance:

- Thanks to Public works for toting 40 heavy boxes of documents to storage for the department.
- This office has received more notices of lots being sold in August than in another single month in the past 5 years.
- A few surplus office items were set aside for the town surplus auction to be held in September.
- Customer Service, accounts payable and receivable, payroll/benefits, utility billing and accounting functions were all performed as usual.

Utilities:

- Addressed several sewer issues in the Bay Creek subdivisions.

Public works:

- Worked on library kitchen.
- Removed sand on boardwalk.
- Other work orders as assigned.

Building\Code:

- Staff performed 28 inspections this week.
- Staff is reviewing 2 new house plans.
- Staff has fielded several questions regarding construction throughout town.
- Staff performed safety inspection for Cape Charles Christian School.

Recreation\events:

- Coordinated with stakeholders for the community pot-luck in Central Park..
- Proof-read minutes for the clerk's office.
- Had bingo this week.