

## Weekly activity report (week ending February 7, 2020)

### Mayor:

- Up and Coming Agenda Items
  - Appointment of Interim Zoning Administrator (Action on Feb 20<sup>th</sup>)
  - Library rehabilitation report (Scheduled for Information Feb. 20<sup>th</sup>)
  - CRS Plaque presentation (Scheduled for February 20<sup>th</sup> )
  - Request for Aids to local ports funding (Scheduled for Feb. 20<sup>th</sup>)
  - Harbor Management Company RFP (Scheduled for Discussion Feb. 20<sup>th</sup>)
  - Pledge of Main Street Report Letter (Action on Feb. 20<sup>th</sup>)
  - Town Council Retreat February 22<sup>nd</sup>
  - All Non- Profit funds request due Feb 29<sup>th</sup>
  - Certain Vehicle parking work session (Scheduled for Feb. 29)
  - 5 year CIP (Scheduled for discussion March 5<sup>th</sup>)
  - FY 20/21 Budget (Scheduled for discussion March 5<sup>th</sup>)
  - FY 20/21 Budget (Scheduled for discussion April 2<sup>nd</sup>)
  - FY 20/21 Budget (Scheduled for Final discussion May 7<sup>th</sup>)
  - FY 20/21 Budget (Scheduled for Public Hearing May 21<sup>st</sup>)
  - FY 20/21 Budget (Scheduled for Vote to adopt June 4th)
- Town Manager recruitment Update: I'm pleased to announce we hired John Hozey, Official Start date is March 9<sup>th</sup> but he may be able to start March 2<sup>nd</sup>. We will adjust the agreement accordingly if he starts earlier.
- Pending Litigation: Had several phone calls with our attorneys on pending litigation.
- Report a Concern: We had two this week. The first was about an ongoing sewage issue in Bay Creek, Staff is working on determining and correcting the issue. The second was about roadways that are being cut out to repair water mains and the time taking to re black top the roads. This was started to be taken care of 2/10.
- Farmers Market: It was brought to Jen's attention that the Historical Society was no longer going to host the Farmers Market in Cape Charles. We discussed and felt that the citizens might want this to stay. We felt we could let them use one of the town properties to set up. The Harbor Master conceptual plan calls for a farmer's market at the harbor so that was our initial thought. Jen scheduled a meeting on Feb. 3<sup>rd</sup> at the civic center. Around 30 people showed up. We discussed pro's and cons, different areas, days and times. The consensus was Wednesday's from 5pm to 8 pm. We also left with it being at the harbor because of room constraints at Strawberry Street Plaza. After we took some measurements it was determined that the Plaza has plenty of room and realistically the parking area at the harbor is typically packed with Shanty patrons. Since that time, Eyre Baldwin has offered up the concrete pad at the old ferry dock site. It will run from mid-May through October. As of right now it seems the Plaza or the old ferry dock site is the options. I will keep council posted. Just to be clear, this is not going to be managed by town staff, we are merely letting them use property. A use of facility form will need to be submitted and insurance will be required.

## Clerk's Report

- Upcoming Meetings/Activities:
  - 2/12 – Library Board Meeting, 5PM, at the Cape Charles Memorial Library
  - 2/17 – Town offices closed for Presidents' Day.
- Agenda Packets:
  - 2/18 – Historic District Review Board Regular Meeting agenda packet must be posted by February 12.
  - 2/29 – Town Council Public Hearing & Regular Meeting agenda packet must be posted by February 13.
- The January 24 and 31 Weekly Activity Report was posted online and linked to Facebook.
- One of the exterior walls in Libby's office was removed last week in order to determine the location of a leak. A large crack was revealed, and mold was also discovered and cleaned up. (See photos below.) Several days were spent cleaning the office removing dust from the wall and pieces of paint. The wall will remain exposed for several months to see where the wall is leaking.
  - Active leaks were found after the February 6 overnight storm.
  - With the heavy wind, dust and plaster particles from the wall continue to fall throughout the day.



- Libby's computer was unable to connect to the network for over ten days, most likely as a result of the work being done to her office. The connectivity issue was fixed on Wednesday, February 5.
- Tracy staffed the February 4 Planning Commission meeting. The meeting video was processed and posted online.
- Work continued on the FY 2021 Legislative and Clerk departmental budgets.
- The February 13, 2020 issue of the Gazette was finalized for distribution next week.
- Staff attended the mandatory Civility Training on Wednesday, February 5. The training was provided by Mr. Thomas Bullock, VRSA Director of Education and Training.
- The advertisement for the town planner position was submitted to the newspaper and placed on the town's website, with a link to Facebook, and also on the VML website.
- The public utility department will be conducting a water system flush on February 17-19. The notice was posted on the front door of the town hall and various bulletin boards, as well as on the website and Facebook. A Nixle alert will be generated at the end of next week.
- Tracy will be out of the office on Tuesday, February 11.
- Libby and Tracy will be out of the office on Friday, February 14, attending a training class in Norfolk.

### **Treasures Report:**

- Spent most of the week preparing for the 6-month Budget review.
- Will have more to report on 2/14

### **Chief of Police Report:**

- Advertising for police position.
- Received state contract on police vehicles for the budget.
- Working on camera contract for park, beach, and library.
- Enrolling officers in classes coming up in March.
- Officer Charlton completed annual firearm qualifications.

### **Code Official's Report:**

- Performed 32 inspections this week.
- Answered various questions about new construction requirements throughout the town.
- Staff has reviewed plans for a new home in the Colony.
- Staff has reviewed plans for an addition and accessory dwelling unit on Tazewell Avenue.
- Staff has reviewed plans for a 60x120 building in the Harbor District.
- Staff finished up a FOIA request for the Clerk.

### **Planner & Zoning Administrator Report:**

- Corresponded with residents and developers about potential development and zoning ordinance compliance.
- Reviewed site plans for compliance with zoning ordinance.
- Staffed the Planning Commission regular session, which was held on February 4.
- Met with Karen from Main Street on February 5 to see how I can help her with Main Street designation.
- Met with the Sidewalk Committee on February 6 to discuss moving forward with identifying the cost and priorities for a budget proposal to Town Council.
- Staffed the Historic District Review Board work session on February 7.
- Prepared four staff reports for the Historic District Review Board regular and work session, which will be held on February 18.

### **Capital Projects Managers Report:**

- Nothing to report this week, updated council 2/6/20

## **Director of Public Works & Utilities Report:**

### Public Works:

- Receiving bids for RR parking lot regrading
- Normal brush and trash
- Spread gravel on golf cart path
- Had demonstration of equipment
- Attended civil training
- Put banners on mason Ave.

### Utilities:

- Water plant softener under drain PVC laterals have been replaced with stainless steel and softener media replaced. Stainless steel laterals allow for more media to be placed in tank which will increase run time between regenerations and will eliminate media from escaping into the distribution system which had become a problem.
- Rerouted water line going to brewery.
- Responded to drain clog in Fairways. Removed chunk of concrete the size of a tennis ball which has been causing problems at 701 Prestwick.

## **Community Relations Managers Report:**

- Invitation to bid for cleaning services was posted to Facebook and will appear in the February 7 Post.
- Provided an article for the Gazette to notify the public of a pickleball league in the Spring that will utilize both courts two nights a week for eight weeks.
- Tracy and Jen updated the Cape Charles Day flier and submitted to the Gazette.
- There were about 30 people in attendance for the Farmer's Market Roundtable. The biggest topic of discussion was time, day and location. The decision was made to hold the Farmer's Market on Wednesday evening from 5-8 p.m. with live music in Strawberry Plaza to market a night out in Cape Charles. Staff is now working on rules, regulations and an application.
- Attended Civility Training.
- Have begun working on the budget for Fiscal year 2020-21.

## **Safety Committee:**

- Next meeting TBD Monday during staff meeting, to discuss coded entry locks. Looking into automatic doors and covered awning to protect form weather as persons approach and enter offices to help address ADA functionality throughout the municipal buildings.

## Harbor Masters Report:

- Working with Trevon (IT) to relocate cables, conduit and antennas that are currently mounted on the old trim. Also compiling info for the BIG tier 1 grant funding for Wi-Fi and security cameras. (work in progress)
- Power cables are to be shielded and rehung next week.
- Harbor office new sewage force main system has been installed. Complete. Received the fitting for the pump out direct feed, to be installed Monday. Once this is installed the harbor office will go back in-service.
- Meet with Preston Smith this week, discussed grant funding for maintenance and repairs to floating docks, bath house and fuel system in the future. Also discussed the sewage grant funding to assist with the harbor force main sewage system replacement. Also, to add the Wi-Fi and security camera upgrades to the current grant, Bob Panek is handling the communications with VHD.
- Notifying all seasonal and annual slip holder's, gathering info on renewal for next season. To be mailed with Feb 1 billing. Completed.
- Addressed issue with the vessel Whopper Stopper. Mitigated any future hazard, working to remove from water due to safety concerns. (work in progress)
- First boat club will arrive as early as April 20<sup>th</sup>, we are book solid every holiday and every weekend, have several clubs interested and working on reservations for the remaining weekends. Have also booked 3 different outings past Labor Day weekend into October.
- Meet with Bob Panek and 2 different concrete contractors inquiring about the harbor projects. Very interested.
- Bath house plumbing repairs completed, fiberglass repairs to 1 of the men's shower next week when materials received.
- Next week schedule as follows; plumbing fixed pump out at harbor office, fiber glass repair to men shower, painting harbor office and sheds, plumbing to laundry facility and dryer vent. Completed office closet to reroute wiring and new install of server and desktops.

## Librarians Report

- The meeting room was used 4 times this week.
- Storytime was held on Thursday but there no attendance due to rain.
- Continue to book performers for the summer and plan programs.
- Bobby Harman will be presenting a Black History Program on 2/28 entitled **Who Was Thomas Nelson Baker**, from 5:30 to 7:00, before the showing of the film Harriet.
- Staff created an account and profile for CCML for ESVA Tourism,for Town Wide Read (Library Board) and PR for Lunch and Learn (Friends).
- Continuing to work on inventory of book and authors in series.
- The Eastern Shore Public Library will be getting a new circulation system of which we are a part and the CCML will be closed on February 19 and 20 for staff training