



## **Weekly Report to Council Week ending March 20,2020**

### **Town Manager**

The escalating situation surrounding the Coronavirus (COVID-19) dominated much of the week. The week began under Phase 1 of the Incident Operations Plan, with a second public update going out on Tuesday. Plans were finalized for Phase 2 operations. Increasing concern and the first confirmed case in ESVA prompted initiating Phase 2 on Friday. Public information was developed and distributed. Phase 2 operations significantly limit public contact with Town staff and eliminate Town sponsored activities where people congregate in large groups. We have begun planning for a new emergency operations ordinance that would provide greater flexibility to conduct essential Council business with much less exposure risk to the Council, public, and staff. It will take most of next week before this ordinance can be brought forward. We are also looking into what might be possible for us to help the business community.

In other business:

- Signed lease with Canonie Atlantic for golf cart path
- Submitted FOIA response (Hainsworth)
- Responded to nine "report a concern" contacts

### **Police Chief**

- Attended EOC meeting Monday at 11am in reference on coronavirus.
- Put out memo to officers on public interaction and transport of arrestee
- Continuing our daily operations, completed in house training Tuesday for ATV operation and refresher.
- Advised officers if all possible if someone needs to speak to us to meet in a location outdoors. This will also depend on the severity of the case.

## Town Clerk

- Upcoming Meetings/Activities:
  - All Council, Commission and Board meetings have been canceled through the end of March.
- FOIA:
  - Councilman Grossman spent numerous hours researching the large FOIA request. He was able to gather all of the requested information that we had available. The response packet was put together, along with an invoice, and mailed to the requestor on March 18.
- The March 13, 2020 Weekly Report was posted online and linked to Facebook.
- On March 16, staff met with Town Manager John Hozey regarding plans for upcoming Town Council meetings. Meetings will temporarily be live streamed on Facebook. The regular meetings will continue to be video-taped and posted on the Town's website.
- On March 16, Libby participated in the Virginia Municipal Clerks Association Executive Board conference call regarding the upcoming education sessions and conference. To ensure the safety of all attendees, the decision was made to cancel this year's conference which was scheduled for April 15-17 in Culpeper.
- A Phase 2 action plan for the Clerk's office was drafted and submitted to Town Manager
- Staff met with Town Manager regarding the second public notice regarding COVID-19.
  - A Special Gazette was finalized and distributed on March 17.
  - A Nixle alert was distributed notifying all subscribers that the March 19 Town Council Regular Meeting was being held as scheduled and was being streamed live on Facebook. The alert also provided information about public comment submittals via email or by placing in the Town Hall drop box.
- Tracy staffed the Historic District Review Board meeting on March 17.
- Staff is making a concerted effort to regularly disinfect doorknobs, counters, etc. in our work and common areas.
- Nixle sign-up forms were printed and packets were assembled, including the March 17 Special Gazette and the CDC recommendations that were distributed on March 12. The packets were delivered to the Myrtle Landing Apartments (formerly Heritage Acres) management for distribution door-to-door to the residents.
  - Two sign-ups have been received.
- The Town Planner position advertisement was submitted to the local newspaper for publishing. The job postings on the town's website and Facebook were updated as well.
- On Thursday, March 19, staff met with John Hozey and other department heads regarding implementation of Phase 2 of the Incident Operations Plan. A public notice was drafted, reviewed by John Hozey and distributed. In addition to the town's communications systems, it was also sent to the Cape Charles Happenings & the Cape Charles Mirror. The outgoing phone message was updated.
- Libby met with Northampton County Voter Registrar Terry Flynn on March 19 regarding his plans for alternate voting options for the May 5 Town Council elections. The registrar's office will be setting up a satellite voting center at the Central Park gazebo on Mondays and Wednesdays from 11:00 a.m. to 1:00 p.m.

## **Public Works Manager**

- Normal brush, trash, maintenance and daily duties. Its spring, large amounts of brush and yard debris
- VDOT still working on streets
- Signed agreement with Wagner Bros to grade municipal parking lot
- Assisted Utilities with water leak
- Met with VDOT to finalize street cleaning prior to season
- Sourced and replaced recirculating pump for library boilers. Heat works. Assisted by utilities.
- Read water meters
- Finalizing beach sand plan. Work will begin April 6th and finish the 13th
- Dan met with the VSP to go over paperwork for our vehicle inspection station at PW
- Worked on replacing the decking at the end of the fishing pier

## **Planning & Zoning Administrator** (Town Position currently vacant. Report provided by Councilman Grossman)

- Attended Historic District Review Board meeting
- Tracked down information from DHR about access application renewal into Virginia Cultural Resources Information System (V-CRIS)
- Researched historical information concerning adoption of Article VIII, Historic District Overlay, and the degree of public participation.
- Conversated with future applicant regarding the age of their building

## **Code Official**

- Performed 33 inspections this week.
- Staff is scanning documents to make room for new projects.
- Attended the Historic District Review Board Meeting on March 17.
- Developed a Phase II Action Plan for the Building and Planning/Zoning Departments.
- Sent out correspondence to all contractors regarding the implementation of Phase II of the Towns action plan in response to COVID-19.
- Reviewed plans for a new home on Randolph Avenue.
- Fielded emails, phone calls regarding various zoning questions.

## **Community Relations Manager**

- Have started to receive calls for use of the Kayak storage unit. Calls will be forwarded to the Town Harbor. The Town Harbor assigns spots, takes payments and issues license. Once the old storage area is put in place for the season and the new storage area is

constructed we will put an article in the Gazette and post on Facebook to inform the public.

- Posted a Public Notice on Facebook advising of the municipal parking lot being closed through the weekend for maintenance. Main Street assisted in getting word out to the businesses. Also contacted Patrick Hand and Star Transit to ensure construction vehicles and buses are aware of the closure.
- Postponed the Blessing of the Fleet. Contacted anyone who has a use of facility request over the next two weeks. A meeting in the Civic Center decided to cancel and an event in the park will continue but were told they could not have more than ten people in attendance including the instructor.
- Delivered packets that the Town Clerk put together for the residents of Heritage Acres. We did receive two responses to sign up for Nixle!
- At the time of this report have received one email as a result of the information that the TM has sent out to residents. It is rewarding to see results from the efforts of notifying the public from this bullet point and the above bullet point.
- Purchase of a portable restroom has put on hold until we can ensure there is enough revenue from TOT to cover the expense.

### **Wastewater Plant Manager**

**3/13**

- Wastewater plant treated an average of 155,500 gallons a day last week.
- Plant and Lift Stations are operating as expected.
- Smoke test was conducted for the Pine St collection area. Found several broken clean-outs and things of that nature that are adding water to the sewer system. Fixed many of the clean-outs and other issues.
- Ralph Bowen created shelving units for the three Vacuum lift stations to help with clutter and keeping things organized.

**3/20**

- Wastewater plant treated an average of 138,200 gallons a day last week.
- Plant and Lift Stations are operating as expected.
- Staff spent a couple days reading the water meters for this month.
- Staff assisted John and Public works on Friday helping repair the fishing pier.

### **Utility Maintenance Manager**

- 12 Utility Tickets
- Staff Monthly water meter reading and re-reads
- Installed a temporary water meter 405 Cassatt Knoll
- Installed a sewer vacuum valve 518 Walbridge bend
- Installed two new water services 200 block Washington Ave
- Working on quotes for road repair. Palmer Dr , 203 Mason Ave , Tazewell Ave

## **Water Plant Manager**

- Performed routine maintenance processes including filter backwashing and softener regenerations
- Daily water quality testing and analysis
- Pumped down backwash pit
- Staff read water meters
- Had rear window replaced
- Complied with all necessary procedures involving COVID-19 prep
- Helped PW with pier project

## **Library Manager**

### **Phase I**

- We put away all of our children's toys-stuffed animals, puppets, and blocks. We left out puzzles that can be wiped down.
- We began wiping down all surfaces, especially after patron use.
- Posted educational internet sites/resources on our Facebook page.

### **Phase 2**

- Closed the Library to the public except for the Computer Lab. The computers in the Lab have been moved/limited for social distance.
- Library materials can be returned to the outside book drop.
- Materials on hold or requested can be provided with curbside service by staff.
- Wi-Fi hours have been extended.
- Our Facebook page encourages patrons to use our online resources and to also check out the Little Free Libraries in Cape Charles, Cheriton, Eastville, and Kitopeke State Park.

## **Capital Projects Manager**

- Responded to several questions from the second company interested in the Request for Proposals for marina management services. Proposals due April 20.
- Construction continuing on the in-shore breakwater. About 60% of the steel sheet piling and timber piles are in place.
- Contractor continuing to prepare the base for the inner harbor sidewalks. Harbor staff has installed conduit and adjusted utilities. Concrete placement should begin next week.
- Invitation for Bids for 13 lamp posts at the Harbor posted. Bids due March 31.
- Letters mailed to property owners adjacent to Phase 3 of the Community Trail project notifying them of the delay in construction and inviting comments on several value engineering ideas.

## **Treasurer**

- Another FOIA request from Main Street was answered.
- A panel interviewed 3 applicants for the bookkeeper position.
- Staff has almost completed February's close.
- Treasurer completed the comprehensive insurance questionnaire, with assistance with town vehicles and Line of Duty data from Tracy. Answers help determine the premium amounts for the upcoming fiscal year.
- Staff reviewed the new federal corona virus FMLA law and its potential impact on town finances and employees.
- Work on budget inputs and supporting schedules is ongoing. This week the debt service and salary and benefits schedules were completed. A software problem slowed data input for 2 days.
- Customer Service, accounts payable and receivable, tax account maintenance, utility billing and accounting functions were all performed as usual.

## **Human Resources Manager**

- Three interviews in the Finance department were held this week for the bookkeeper position. Two more interviews are to be held on Monday and a decision will be made mid-week of next week.
- The recruiting for a Planner is on-going. While we have had some initial good responses, there has been a lack of follow up on the part of the applicants even after HR has reached out personally to each candidate. Staff wonders how Covid-19 is affecting the hiring /interview process. Staff is making every effort to maintain social distancing and sanitizing for all interviews.
- HR has put out an informational email with resources that are available to employees for Telemed and for the Employee Assistance Program. Virginia is now covering all Telemed insurance.
- Payroll changes for new benefits are being worked on.
- Payroll, benefits, finance and HR duties are being carried out as usual.
- Jodi was out of the office Thursday and Friday.