



Weekly Report to Council Week ending May 15, 2020

Town Manager

Due to my out of state travel last week, I've been self-isolating this week and working from home. The past week was dominated with discussions about re-opening the Town in the wake of the Governor's Executive Order 61, initiating phase 1 recovery for the Commonwealth. Coordinated with our attorney on implications this EO might have on Town ordinances and policies. It was decided that a special Council meeting was needed this week to provide direction.

A discussion item and ordinance were prepared for Council's consideration. During this meeting it was determined to rescind the Town's ordinance on temporary closure of short-term rental operations; but to leave most other public facilities closed. This approach mirrored the strategy taken by the Governor in EO 61. A general update was drafted, published and mailed out informing the public of our current status.

Other items of note:

- Met with representatives from CCMS to address logistical needs associated with re-opening the Town
- Chased now needed supplies (ie sanitizer, dispensers, signage, etc)
- Checked with VDOT on options to close parts of Mason Ave to assist with social distancing
- Worked with various department on procedures for re-opening the Town
- Developed signage needed for the new golf cart path
- Ordered new mobile restroom, courtesy of a Northampton County grant via CCMS
- Facilitated further discussions for possible Farmers Markets in Town
- Worked with HR manager regarding a personnel matter
- Worked with Code Official to develop handout for restaurants following EO61 phase 1 implementation
- Addressed eight Report a Concern or other citizen contacts

Town Clerk

- Meetings/Activities:
 - The May 11 department head meeting was held via Zoom.
 - May 14 Town Council Special Meeting was held via Zoom. The video was processed and posted on YouTube with a link on the Town's website.
 - May 21 Town Council Public Hearing & Special Meeting agenda packet was drafted and sent to the town manager for his review and approval. Once approval is received, the agendas and packet will be posted on the website with a link to Facebook.
- The May 8, 2020 Weekly Report was posted online and linked to Facebook.
- Governor Northam's Executive Order #61 was posted to the town's COVID-19 webpage.
- The wall in the clerk's office is being sealed and re-covered this week. Libby worked from home from Tuesday – Friday.
- The Invitation for Bids for Harbor Lighting Installation was posted on the Town's website and linked to Facebook. The advertisement was also sent to the Eastern Shore Post for publication in their May 15 issue.
- Freedom of Information Act requests:
 - A FOIA request was received on May 15 requesting information on a lot on Mason Avenue. The request was forwarded to the building department.
- Public Notice #12 re: COVID-19 was finalized and posted on the Town's website (on the homepage and COVID-19 page), on Facebook, and a Nixle advisory was issued via email and text. The notice was also published in the May 15 issue of the Gazette.
- The May 15 issue of the Gazette was finalized and will be posted on the Town's website with a link to Facebook after approval has been received for the May 21 Council meeting agendas and packet so links for those can be included.
- Confirmation emails for the Monday, May 18, Zoom Department Head Meeting were sent to all department heads.

Capital Projects Manager

- Contract for Mason Avenue Pump Station Odor Reduction project sent to contractor for signature. Work to be completed within 45 days.
- Completed Invitation for Bids for installation of thirteen Harbor lamp posts. Project is advertised with bids due June 2.
- Completed review of proposals for marina management services. Arranging meeting of the evaluation committee.
- Completed first draft of Capital Improvement Plan using input provided to Treasurer during FY 2021 budget development. Sent to department heads for review.
- Organized volunteers from Cape Charles Yacht Club to complete decking the kayak launch float at the Harbor.

Police Chief

- All officers trained on the new paperwork required by the state police effective July 1, 2020.
- 19 calls for serve this week, along with several speeding summons.
- Received a thank you letter from Senator Warner in regards to police week.
- Continued rental home, and beach checks

Utility Maintenance Manager

- 5 Miss utility tickets
- Fixed water boxes at 6 American Ct and 13 Carissa Ct
- Help PW on the fishing pier
- Fixed water leak at the harbor
- Completed routine maintenance on sewer pits in the fairway this week
- Reading water meters
- 1 call out sewer pit 638 Carousel Pl

Wastewater Plant Manager

- Wastewater plant treated an average of 137,100 gallons a day last week.
- Wastewater staff helped read water meters.
- Dan continued to do maintenance around Wastewater plant and lift stations.
- Ralph repaired town equipment to assist the Harbor and Public works.

Water Plant Manager

- Performed routine maintenance processes including filter backwashing and softener regenerations
- Daily water quality testing and analysis
- Assisted PW with fishing pier
- 900,000 gallons produced with approx. 85,000 used for processes

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

- Revised approach to 2021 comprehensive plan update and scope of services for A-N PDC with Planning Commission chair and met with Town Manager to discuss results. Planning Commission will discuss before presenting to Town Council.
- Released staff report on a HDRB appeal for 301 Madison Avenue to Town Manager.

Code Official

- Issued 14 permits this week.
- Permit construction valuation totaled \$569,063
- Permit revenue was \$17,778.23
- Performed 35 inspections this week.
- Received calls/emails about short term rental inspections. Will be scheduling as many as possible ASAP.
- Staff is scanning documents to make room for new projects.
- Wrote up a memo for restaurants regarding Phase I re-opening regulations.
- Answered various questions regarding zoning regulations throughout town.
- Staffed a pre application meeting for HDRB application for 324 Jefferson Avenue.
- Had correspondence with the chairman of Historic District Review Board on various topics.

Human Resources Manager

- Remaining month end financials for April were booked.
- Watched two webinars. The first was conducted by Vandeventer Black and focused on more Coronavirus related procedures as well as a review on the new Virginia employment laws forthcoming. The second webinar was part of a series of HR Competencies and best practices.
- A total of 13 applications were received for Town Planner in the second wave and resumes have now been reviewed by HR.
- Consulted with the Harbor about bringing back and hiring seasonal workers for the summer season.
- HR, Benefits, Payroll and Finance duties have been attended to as usual.

Treasurer

- Corresponded with Davenport & Associates to finalize the application for the refinance of the 2010 and 2016 debt.
- Compiled research and information regarding the CCMS grant receipt for the purchase of a portable restroom trailer. The unit was ordered, and a wire payment was transmitted.
- The monthly Utility ACH draft was completed.
- Performed closing entries and reconciliations for the month of April.
- Customer Service, accounts payable and receivable, tax account maintenance, utility billing and accounting functions were all performed as usual.

Library Manager

- This week we had 7 people to use the Computer Lab.
- On Friday I participated in a meeting via Zoom with the Eastern Shore Public Library. The Director of the ESPL, Cara Burton, has come up with a 5 Step Plan for when we reopen libraries. We discussed safety issues, staffing, and other concerns. She suggests reopening with curbside service like we did after closing the library.

- Just a reminder that although the library is closed to the public, except for the Computer Lab, we still have e-resources and public Wi-Fi available 24/7 and we have staff to answer phones, 10:00am - 2:00pm Monday through Friday.
- Staff continues to check in books from the book-drop and to wipe down all returned books.
- We continue to pull books that are on hold for patrons to be checked out when we reopen. Patrons may put books on hold at any time through the online catalogue.
- Our online **Summer Reading Program** is scheduled to begin on June 1. It will be for both children and adults. Patrons will be able to log in to the program and will receive points and badges for reading. There will also be activities, reading suggestions, and other resources. For patrons without online access we will have materials to hand out.
- Last order of 46 books for this fiscal year was sent to the ESPL.

Harbormaster

- Phase 2 of Operations Plan continues, updating staff daily. Again, as the numbers increase throughout the area, expressing the need to social distancing and discussed minimizing contact, specially outside of workplace for personal protection. Weather has been in our favor for working outside on harbor projects. This week we scheduled 1 person to manage office phone, email and harbor business as needed.
- Harbor staff stays very, very busy working on harbor projects. Completed initial grading of all harbor stone parking areas. Moved some barriers and organized storage areas to better serve boats on trailers. Set and pinned concrete bumpers in Shanty parking areas except the boardwalk side (had to replace front tractor tires this week). Installed tops on inner harbor electrical pedestals and water valves complete. Painting west and north side of the harbor buildings will again resume this week.
- Public works repaired tires, the Kubota tractor is back in service for grading and final dressing the harbor gravel lots, no additional needed.
- Crabbers are working most every day. Crabs are scarce and prices are high.
- received hand sanitizer 12-32 oz bottles preparing for reopening. Planning to have 3-4 stations with hand pump bottles near bathhouse and office for public use. Bottles will be attached to fixture. Work in progress!
- Great Lakes Dredging has arrived utilizing the Town Harbor for dockage and fuel.
- Prepping drums, cutting tops out, drain holes, handles for dumping, fixing heavy lids to minimize trash from spreading. Poles for cans, new harbor signs and fire extinguishers.
- Harbor office restrooms remain closed for staff. Bathhouse facility have coded lock reinstalled temporarily. Prepped bathhouse for transient boaters, sanitizing solutions and PPE are on hand to maintain facilities. Staff has set cleaning schedule placing signs for direction and hours of operation.
- Great response for the first new day. 10+ transient boaters for the first evening, very receptive to the new standard, they bring their own lodging wanting sunshine. Lots of good things, people practicing social responsibilities and a beautiful day to boot! Memorial Day looks to be very busy!