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George F. Goosmann, III, Mayor
Doris P. Loomis, Mayor-Pro Tem
Fran G. Cogburn, Commissioner
E. Glenn Kelly, Commissioner

Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Mayor & Board of Commissioners
From: Jonathan Kanipe, Town Manager
Re: Agenda Item Number C-4 – Town Manager's Report
Date: January 6, 2021

Covid-19 Vaccination Protocol for Phase 1B – Residents 75 years and older

Buncombe County residents ages 75 and older can now register (as of January 7) for COVID-19 vaccinations online. The online registration offers opportunities to register for appointments through Jan. 29, 2021. While it is uncertain the total number or type of vaccines Buncombe County Health and Human Services will receive from the state each week, a minimum of 500 appointments per week will be scheduled, with additional appointments added when state allotments of vaccines are confirmed. Appointments for Buncombe County residents 75 and older can also be made by calling 828-250-5000 between the hours of 8 a.m. and 5 p.m. To help residents stay safe at home and prevent the spread of COVID-19, there is no in-person appointment scheduling.

The Town is assisting with Buncombe County's roll out of the vaccine for residents in Phase 1B by placing this information on the Town's website and educating all front line staff on this topic. My goal is for the Town to assist the County's efforts and easing the process for our residents at the same time. We will continue monitoring this aspect of the vaccination rollout in the hopes that we can provide meaningful and worthwhile information to all.

Covid-19 Vaccination Protocol for Town Employees

As we are all aware, the supply for Covid-19 vaccines is not yet available to the extent anyone can receive a vaccine that wants it. The State Department of Health and Human Services has set distribution protocols for distribution. From the best we can tell, police officers will be available to obtain the vaccine in Phase 2. At this point, we are uncertain about other municipal employees including sanitation workers and other forward facing, essential staff. I participated in a call with other municipal managers in Buncombe County this week and we are advocating for more information from the State and County about when other, vitally important employees may obtain a vaccine. While we understand the scarcity of the vaccine, we do want to be able to offer this to our employees as quickly as possible for their safety and to ensure that municipal services are not interrupted.

Cedar Hill Storm Water Project

The Cedar Hill Road storm water project is the first to be completed in the Town's storm water master plan. This project took just under two weeks to complete and will come in under the budgeted amount of $150,000 approved by the Board. The contractor did a terrific job in working within the confines of the site and Town staff was very pleased with the overall project. The project included a road cut and pipe replacement under Cedar Hill Road. The road was repaved in this one spot, but the Town intends to repave a larger section for a more uniform job in early spring.

Stuyvesant Road/Southwood Road Storm Water Project

Town staff was alerted to a sink hole several feet off the edge of Southwood Road last week. Upon review, staff determined this sink hole occurred due to a failed storm water pipe running under Southwood Road near the intersection of Stuyvesant Road. Due to the urgency in this situation and to prevent the sink hole from growing larger and closer to Southwood Road, I authorized Hyatt Pipeline to perform an emergency storm water pipe replacement and repair this area. Emergency locate requests were called in for all utilities, and these were completed last weekend. Hyatt Pipeline crews were on site first thing Monday and began the process of making the necessary repairs. These repairs required that Southwood Road be shut down for two (2) days, but this closure allowed work to proceed in a much quicker fashion and without interference from vehicles or pedestrians. Work was completed, including asphalt being laid to repair the roadway, by Wednesday, January 6.

FY21 Audit Information

Carter P.C. is finalizing the financial statements and will meet the deadline to submit the Town's audit to the Local Government Commission by January 31. Carter P.C. intends to present their audit findings to the Board, likely via Zoom, at the Board's next meeting in February.