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George F. Goosmann, III, Mayor
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E. Glenn Kelly, Commissioner
Doris P. Loomis, Commissioner
Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Jonathan Kanipe, Town Manager

Mayor and Board of Commissioners

From: Harry B. Buckner, PE, Director of Public Works

Re: Public Works Department December 2020 Monthly Report

Date: January 8, 2021

Recurring Activities:

The Public Works Department has completed the following activities during the month of December:

- Collected 38.61 tons of garbage.
- Diverted 21.43 tons of recycled goods from garbage.
- Picked up 32 loads of leaves and brush (approximately 960 cubic yards) with the knuckle boom truck, and vacuumed another 8 loads of leaves only (approximately 240 cubic yards) with the vacuum trailer and leaf box, over 13 days.
- Responded to 23 utility locate requests.
- Visited 4 residences for Tree Inspections, approving the removal of 12 trees.
- Completed daily chlorine residual tests across town and passed the required two bacteriological tests. I have transitioned to using the State's on-line reporting system to reduce paperwork and increase efficiency.
- Used the Beacon/Badger Meter automated meter reading system to monitor for water leaks daily and informed residents of suspected leaks.
- We continue to perform litter pick-ups as needed, focusing on the entrances.
- Leaf collection is wrapping up, but will continue every day until at least January 15. At that point, we hope to return to the once per month schedule.

Coronavirus (COVID-19) Related Activities:

- The Town's buildings remains closed to the public; playgrounds are open.

- We are continuing to track any additional costs and activities associated with complying with the COVID-19 response effort.
- We are logging employee temperatures and keeping self-reporting documents daily.
- COVID supplies and PPE have been purchased and are stored at Public Works in a new PPE cabinet, all funded through the CARES grant.

Miscellaneous Activities in December

- We began on-boarding our new Public Works Supervisor, Mr. Mike Dale, as well as a new Public Services Worker, Mr. Daniel Rice. Daniel comes to us from the City of Asheville's sanitation department and most recently served as one of three supervisors over the brush collection unit. He has 6 years of experience working his way up at the City. We were very excited to have him join our team, and his first day of work is also January 4th, 2021.
- Staff completed the installation of the Christmas decorations around the Town Hall complex.
- The snow removal equipment received a good work-out on Christmas Eve and Christmas Day, as we had our first snow event of the season. There was approximately 2-4 inches of accumulation beginning Christmas Eve and ending Christmas morning, followed by severe low temperatures. There was also a downed tree during the event. This event just happened to occur at our lowest staffing point (only four employees plus me), but the whole team worked together to keep things well in hand. We basically worked two 8+hour shifts with two employees in each shift and it worked out very well. Cody, Jeff, Lu and Eric all deserve a great deal of credit for working over the holidays to keep things open.
- While technically not completed in December, but from January 4th through 6th, the Public Works staff oversaw the replacement of a failed storm drain under Southwood Road near Stuyvesant Road. We were alerted to the existence of a sinkhole on either end of the pipe, and upon deeper investigation, the pipeline had completely failed with a rusted out invert and substantial loss of fill material around the pipe. We immediately blocked the shoulders, and chose to hire Hyatt Pipeline to perform an emergency replacement. Work was completed on the afternoon of Wednesday the 6th.
- We completed manually reading the few (~30-40) non-automated water meters in December, troubleshooting non-reporting water meters as we went.
- There were several scheduled holiday leave days in December. With the department's retirements, we were also simultaneously at our lowest staffing levels. We shifted priorities to makes sure basic services (garbage, recycling, water) maintained a high service level and let all excess hours be focused on leaf collection.
- I continued my virtual attendance at the Municipal and County Administrator's School through the UNC School of Government. This course will continue through May, 2021.
- The new work order and asset management software package is ready for implementation. With our new supervisor starting in January, Manager Kanipe and I will

be discussing some improvements in technology to correlate with the work order system roll-out. DSI is continuing to provide excellent support.

- We are continuing to troubleshoot non-reporting automatic water meters as time allows.
- New toddler swings are here, and partially installed. Replacement chains are on order, and will be installed in early January.
- It appears that our utilization of the new Statewide Purchasing Contract vendor (McCarthy Tire in Fletcher) should save approximately 5%-10% per transaction for tires in the PW department. They offer broader services as well and can support our commercial vehicle fleet more robustly that the previous vendor. I am continuing to look for opportunities to leverage our status as a local government to maximize savings in the department.

Larger/Capital Projects Updates

Area 4 Stormwater Project – Sinkhole at Cedar Hill Drive.

This project was completed before Christmas as planned. This project has a separate agenda item to be covered in more detail.

Greenwood Park Stream Restoration

No new updates. This project remains on-schedule with the following milestones:

- Bid and Design Package Approval – March 1, 2021
- Advertise, Receive, Submit and Approve Bids – July 1, 2020
- Execute Construction Contracts – August 2, 2020

We are reviewing the overall park master plan documents to determine if there are opportunities to improve the overall park while the stream restoration project is ongoing. As mentioned above, we are also planning maintenance activities for the park.

Brooklawn Park Improvements and Bridge Replacement

No additional updates at this time. Please feel free to contact me with any feedback regarding this potential project.

Upcoming in January

- January is anticipated to be back to near-full staffing levels, and we will be making a strong effort to catch-up on leaf collection and prepare for a normal brush schedule.
- I will be training our two new employees and help them integrate into the department. This will likely take two to three months, and will take a substantial allocation of my time in order to complete correctly.
- Work with Manager Kanipe to finalize and distribute the 2021 garbage, recycling, and brush collection calendar.

- Complete the Pavement Condition Rating study and street asset inventory.
- Continue implementation of the new work order and asset management system.
- Complete preventive maintenance activities for the roof at the Police Department.
- Two employees are scheduled to take their final CDL licensing process on January 14th through cooperation with the City of Asheville public works department.
- I am planning a refresh of the play surface and some general maintenance activities in Greenwood Park.
- We will complete the installation of the remaining toddler swings in the parks.
- I will continue my virtual attendance at the Municipal and County Administrator's School through the UNC School of Government.
- As always, I continue to request direct Board feedback on general appearance and maintenance items throughout the Town. I welcome any contact from you identifying areas needing extra attention or areas we may have inadvertently overlooked. I am happy to answer any questions and make sure your concerns, if any, are addressed.

We welcome your feedback on the activities of the Public Works department. Happy New Year.