

**CITY OF WESTMINSTER, MARYLAND  
STATUS & INFORMATION REPORT No. 05 FOR 2012**



To Mayor Utz and Members of the City Council:

**UPCOMING MEETINGS**

<b>** December 2011 **</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
				1	2	3
4	5	6	7	8 Planning & Zoning Commission	9	10
11	12 Council Meeting	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Council Meeting – CANCELLED HOLIDAY	27	28	29	30	31

## GENERAL GOVERNMENT

Hosted three additional Main Street Roundtables.

Attended the Water Resources Coordinating Council meeting to discuss progress on the WIP.

Attended the Chamber Business Awards Dinner.

Attended Finance Committee Meeting.

Met with representatives of the Carroll Hospital Center to discuss water allocations for the new Cancer Center.

Met with Carroll County Health Department Officials to discuss water capacity management plan information.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	7
Press Releases	8	40
Videos	0	0
Council Meetings	2	10

## FINANCE AND ADMINISTRATIVE SERVICES

### **PUBLIC HOUSING AGENCY**

- ❖ December 1, 2011 Hap: \$172,057.00
- ❖ Wait list total active applicants: 584
- ❖ Repayments received in November 2011: \$849.00
- ❖ (From November's VMS) There were 259 vouchers and 4 portable vouchers paid, 4 vouchers administered for a total of 263 unit count.
- ❖ There were 2 port-out absorbed and 1 port-in absorbed 0 new admission leased up in December. 1 EOP for December.
- ❖ The filing rate in PIC is 101% (97% goal)
- ❖ Received notification that we had 0 deficiencies on the Enterprise Income Verification (EIV) System's **Identity Verification Report**
- ❖ Homeownership Vouchers = 1
- ❖ Family Unification Vouchers = 4
- ❖ Portable vouchers paid = 4
- ❖ All other Vouchers = 253
- ❖ Tenant Protection Vouchers = 1
- ❖ FSS escrow deposits \$1310.00

TREASURY OPERATIONS

Special Assessments Taxes – Railroads & Utilities, Business Personal Property

Date	Appropriation Balance	Billed	Collected	Assessed
<b>FY 2012</b>	<b>\$484,558</b>			
July 11	\$426,014.35	\$ 58,543.65	\$ 5,352.72	\$ 5,322,150
Aug 11	\$232,485.99	\$193,528.36	\$214,009.97	\$17,190,730
Sep 11	\$149,748.39	\$ 82,737.60	\$ 99,315.03	\$ 7,521,600
Oct 11	\$ 28,773.91	\$ 120,974.48	\$135,020.45	\$ 10,997,680
Nov 11	<b>-\$19,073.23</b>	\$ 47,847.14	\$ 31,404.68	\$ 4,349,740
Dec 11			\$ 13,745.77	
Jan 12				
Feb 12				
Mar 12				
Apr 12				
May 12				
June 12				
<b>TOTALS</b>		<b>\$503,631.23</b>	<b>\$498,848.62</b>	<b>\$45,381,900</b>
<b>FY 2011</b>	<b>Appropriation Balance</b>	<b>Billed</b>	<b>Collected</b>	<b>Assessed</b>
	<b>\$504,000</b>			
July 10	\$428,929	\$ 75,070.71	\$161,482.14	\$ 6,784,190
Aug 10	\$ 255,170	\$173,759.74	\$ 86,593.81	\$15,523,950
Sep 10	\$ 142,911	\$112,258.63	\$151,315.18	\$ 8,710,270
Oct 10	\$ 72,287	\$ 70,623.70	\$ 88,969.59	\$ 4,076,610
Nov 10	<b>-\$ 8,158</b>	\$ 80,445.42	\$ 71,222.75	\$ 7,054,510
Dec 10	<b>-\$ 54,805</b>	\$ 46,647.04	\$ 68,342.07	\$ 3,912,550
Jan 11	<b>-\$ 82,604</b>	\$ 27,799.20	\$ 31,537.30	\$ 2,240,620
Feb 11	<b>-\$101,506</b>	\$ 18,901.96	\$ 27,520.13	\$ 1,514,650
Mar 11	<b>-\$140,742</b>	\$ 39,235.35	\$ 24,135.98	\$ 2,591,200
Apr 11	<b>-\$294,395</b>	\$153,653.50	\$ 37,952.48	\$13,781,940
May 11	<b>-\$298,680</b>	\$ 4,285.16	\$ 39,521.30	\$ 389,560
June 11	<b>-\$300,568</b>	\$ 5,852.33	\$ 3,577.19	\$ 532,030
<b>TOTALS</b>		<b>\$808,532.74</b>	<b>\$792,169.92</b>	<b>\$67,112,080</b>

Real Estate Taxes

Date	Prior Year Receipts	Current Year Base Tax Receipts	Current Year Capital Tax Receipts	Prior Year Capital Tax Receipts	Total Current Year Tax Receipts	2010-2011 Receipts
July 11	\$ 740	\$ 60,673	\$ 19,156	\$	\$ 80,570	\$ 74,564
Aug 11	\$ 4,285	\$ 2,825,838	\$892,370	\$1,212	\$3,723,705	\$3,814,066
Sep 11	\$ (232)	\$ 976,129	\$308,251	\$ 69	\$1,284,217	\$1,348,147
Oct 11	\$ 119	\$ 1,882,226	\$594,359	\$ 31	\$2,476,648	\$2,167,135
Nov 11	\$ 305	\$ 186,211	\$ 58,803	\$ 92	\$ 245,411	\$ 163,651
Dec 11	\$ 13	\$ 99,303	\$ 31,358	\$ 0	\$ 130,674	\$ 89,614
Jan 12						\$1,912,237
Feb 12						\$ 89,649
Mar 12						\$ 82,129
Apr 12						\$ 207,189
May 12						\$ 176,723
Jun 12						\$ 72,688
<b>TOTALS</b>	<b>\$ 5,230</b>	<b>\$6,030,380</b>	<b>\$1,904,297</b>	<b>\$1,404</b>	<b>\$7,941,225</b>	<b>\$10,197,800</b>
Appropriations		\$8,104,740	\$2,578,568	\$	\$	\$10,667,771
Difference		\$2,074,360	\$ 674,271			(\$469,970)

## Utility Billing

- ❖ 90 Days & over balance – Active - Monthly Total: - 91+ column

2/28/10	\$ 180,230.66		
3/31/10	\$ 109,818.35		
4/30/10	\$ 83,928.94		
5/31/10	\$ 71,098.95		
6/30/10	\$ 66,676.65		
7/31/10	\$ 60,549.67	7/31/11	\$ 56,804.03
8/31/10	\$ 57,409.73	8/31/11	\$ 43,647.52
9/30/10	\$ 50,766.28	9/30/11	\$ 60,310.11
10/31/10	\$ 50,236.47	10/31/11 - CLV	\$213,741.22
11/30/10	\$ 76,780.43	11/30/11 - CLV	\$286,504.76
12/31/10	\$ 77,123.24	12/31/11	
01/31/11	\$ 74,367.96	1/31/12	
02/28/11	\$ 34,085.62	2/28/12	
03/31/11	\$ 90,906.28	3/31/12	
04/30/11	\$ 31,923.92	4/30/12	
05/31/11	\$ 74,719.33	5/31/12	
06/30/11	\$ 78,544.78	6/30/12	
<b>TOTALS</b>	<b>\$1,269,167.26</b>	<b>TOTALS</b>	<b>\$378,311.59</b>

- ❖ Miss Utility :      **Received**            **Billed**            **Date**            **Received**    **Billed**

7/31/10	\$ 2,295.00	\$ 3,240.00	7/31/11	\$ 545.00	\$2,305.00
8/31/10	\$ 2,235.00	\$ 2,475.00	8/31/11	\$2,190.00	\$1,710.00
9/30/10	\$ 1,882.50	\$ 1,925.00	9/30/11	\$ 695.00	\$1,425.00
10/31/10	\$ 1,337.50	\$33,565.00	10/31/11	\$ 2,215.00	\$1,720.00
11/30/10	\$ 33,472.50	\$ 5,795.00	11/30/11	\$ 765.00	\$2,360.00
12/31/10	\$ 2,370.00	\$ 1,540.00	12/31/11		
01/31/11	\$ 3,185.00	\$ 1,635.00	1/31/12		
02/28/11	\$ 1,520.00	\$ 1,080.00	2/28/12		
03/31/11	\$ 2,870.00	\$ 1,490.00	3/31/12		
04/30/11	\$ 915.00	\$ 2,440.00	4/30/12		
05/31/11	\$ 845.00	\$ 1,265.00	5/31/12		
06/30/11	\$ 1,150.00	\$ 1,490.00	6/30/12		
<b>TOTALS</b>	<b>\$ 53,207.50</b>	<b>\$57,940.00</b>	<b>TOTALS</b>	<b>\$6,410.00</b>	<b>\$9,520.00</b>

- ❖ UB Payment Agreements:
  - ❖ Active Payment Agreements: 17 - \$8,294.00
  - ❖ Total Payment Agreements: 290 - \$282,791.91
  - ❖ Total Paid off: 273
  - ❖ Total Payments received: \$274,497.91 - **97% collected**
- ❖ Electronic Pay – total \$173,883.70 – 968 payments - thru 12/12/11

## TECHNOLOGY SERVICES

### Major Projects:

- ❖ **Disaster Recovery** – Installed the T1 CSU/DSU Router and configured.
- ❖ **VOIP/Unified Communications** – The point to point wireless for Rec/City Hall cabling has been installed. The antennas are scheduled to be installed on 12/19/11. The City bucket truck did not extend high enough to install the antenna at City Hall. We can get one that does for \$300 (first two hours and travel time included) - \$125 each additional hour. Tristate thinks that 2 hours will be plenty of time. Fulton (Kathleen) does not believe that they should be responsible for the cost of the bucket truck and said that they did not budget for the truck and expected the City to provide it. The WWTP point to point install is stalled right now – Verizon says that there are no free pairs left at the location. Quantum is looking into it.
- ❖ **Document Imaging** – No Change in Status - Working on RFI for ECM/Document Management project consultants.
- ❖ **Wakefield/Cranberry Accounts** – We are working with Eden development to get the data in a format that will be compatible with GIS.
- ❖ **Enterprise Vault (EV) –Working** with SHI to resolve contract issues.

- ❖ **Replacement Systems** – Dave continues to replace systems as time allows.

## HUMAN RESOURCES

### 1. Benefits

- The Annual Employee Expo was held on November 3th with 93 employees and retirees attending. Attendees could visit all of the 19 vendors to get information and various wellness services. CIGNA, the City’s medical provider, was available to assist employees with signing up for mycigna.com. Employees were also given the opportunity to get a free flu shot.
- The finalized CIGNA Summary Plan Description for the Medicare Expand Plan was distributed to retirees participating in the Medicare insurance plan.
- Completed a review and confirmed payment amount for the Maryland State Retirement Agency annual billing invoice due for payment in December.

### 2. Recruitment

#### a) Advertisements:

	<u>Internal Advertisements</u>	<u>External Advertisements</u>	<u>Internal Applications Processed</u>	<u>External Applications Processed</u>
Full-time	0	0	0	0
Part-time	0	0	0	0
Temporary	0	1	0	0
Seasonal	0	0	0	0

#### b) Hired:

<u>Full-time</u>	<u>Part-time</u>	<u>Temporary</u>	<u>Seasonal</u>
0	0	1	0

### 3. Risk Management

- Seven (7) insurance claims were filed in the month of November.
- The Annual Respirator Fit Testing was completed for Public Works employees.
- The final hepatitis injection clinic was completed for Public Works employees.
- Reviewed the new Workers’ Compensation, Death Dependency Law effective October 1, 2011 for the issue of City “opt-in” of the benefit, and forwarded to City Attorney for opinion.
- Reviewed Punitive Damages Endorsement option available from LGIT and forwarded to City Attorney for opinion.

#### 4. Training

- a) Department Manager submitted 60 hours of certification training to the HR Certification Institute for recertification of Professional Human Resources (PHR) designation.

### PLANNING, ZONING & DEVELOPMENT

#### Economic Development/Main Street

- Prepared and distributed the weekly Main Street Weekend Happenings.
- Completed the distribution of the Holiday Rack Cards and Holiday Posters.
- Prepared a Midnight Madness – The Holiday Edition ad for The Advocates and The Northern News.
- Midnight Madness – The Holiday Edition (MM-THE) was on November 18<sup>th</sup>. Attendance was respectable despite the first bout of cold weather this year. Most merchants were pleased with their sales or traffic volume. A great majority of the participating businesses agree this – the Friday before Thanksgiving - is a good day for the holiday shopping event when compared to days in December or Thanksgiving Weekend. They think “Merry Madness” would be a more suitable name since it implies Christmas and does not imply being open until midnight.
- Ran “Westminster Shopopoly” ads in The Advocates. Received 26 completed entries. Contacted winners on November 28<sup>th</sup>.
- Established a McDaniel Discount Card webpage under Main Street. Created a QR code for it. Developed a window label with the QR Code on it for distribution to participating merchants. Distribution to merchants begins this week.
- Completed the Corbit’s Charge Committee’s Heritage Area mini-grant for the acquisition of a MD Civil War trail marker to remember Rosser’s Visit to Westminster on September 11, 1862. Provided the committee with the required number of copies for submittal.
- Completed American Legion Post 31’s Heritage Area mini-grant application for the acquisition of marketing funds to promote the 145<sup>th</sup> Memorial Day Observance in 2012. Provided the Legion with the required number of copies for submittal.
- 18 entries have been received for The Mayor’s Cup Holiday Storefront Decorating Contest. Judges’ score sheets have been distributed to the Good Thyme Gals. Judging is scheduled to occur on November 29<sup>th</sup> & 30<sup>th</sup>.

- Attended the “Miracle on Main Street” Holiday Event on November 26<sup>th</sup>. Once again, the Holiday Electric Parade and Holiday Tree Lighting were well-attended. Compiled and edited photographs taken by my wife for use on the City’s website and future marketing purposes.
- Provided information to a local CPA/attorney regarding incentives available to prospective manufacturing firms interested in locating in Westminster.

### **Comprehensive Planning**

- Provided technical assistance relating to zoning and land use for 21 inquires from the public; including residents, real estate appraisers and developers
- Planned the agenda and attended the Westminster Tree Commission (WTC) Meeting on November 9, 2011; the Commission visited the Kings Park Wetland Site to discuss 2012 project to restore the wetland
- Planned the agenda and attended the Westminster Historic District Commission (HDC) Meeting on November 9, 2011; the Commission approved 2 post-construction tax credits, one for 9 Park Avenue and 138 East Main Street
- Prepared agenda items and attended the Westminster Planning Commission (WPZC) Meeting on November 10, 2011; the Commission approved site plan for Knorr Brake and the site plan for Susquehanna Bank; Also held Public Hearing for Zoning Text Amendment 11-02 – for changes to sign ordinance
- Reviewed and approved 9 Building Permits on behalf of the Zoning Administrator
- Settled 5 Water Allocation Issues: the Former Harry’s Sub, an Apt at 215 Rose Avenue, Cedar Ridge Counseling Group, the New Cut, Inc complex Unit 5-7, and Johnson Medical Center
- Reviewed Signage and Access Issues for proposed Susquehanna Bank
- Wrote a “Zoning Verification Letters” for a home hair salon at 230 East Main Street and for a proposed Petco Pet Store at Westminster Crossing; found an address issue at 10 Spring Alley and 56 Madison working with SDAT and GIS to resolve
- Completed Board of Zoning Appeals Pre-Application Research for the following proposed uses: a used car sales at the corner of Green & Ralph Street, a second hand precious metal dealer at 41 East Main Street, a garage/storage building at 51 James Street and a palm reader on Main Street (*second one in month*)
- Working on underutilized property research for potential infill and redevelopment opportunities in the Business zone and the PRSC zone

## **Development Plan Review**

- Planning and Zoning Commission Approved: Susquehanna Bank & Knorr Brake; November 10, 2011
- PWA: A-1076 Giant Fuel Facility with City Attorney Elissa D. Levan for approval.
- Goodwill Beautification work has began.
- Chick-fil-a and Taco Bell are open for business. (December)
- Knorr Brake- Lower Water usage calculation submitted owners attorney drafting a letter to discuss the change.
- Plan Review: Griswold Property resubmitted.
- Plan Review: PFG/Carroll County Foods; Re-Use Water Supply from Waste Water Plant.
- Plan Review: Susquehanna Bank waiting for submittal with Planning Commission Comments.
- Plan Review: Roop's Mill; 84 home sites; CLSI to resubmit Sanitary Sewer relocation.
- Plan Review: Stone Gate Section I; 64-home site; Owner requested reduction of fees
- Bond Release: Bolton Hill Approved
- Meetings: Church of the Open Door-to discuss Nurseries Property to create Plat removing Protected SWM land and McDaniel College to discuss New Stadium.
- Plans: Wal-Mart Super Center; Field at Pheasant Run
- Sign Permits Issued: None

## **Code Enforcement**

<u>Type of complaint</u>	<u># of incidents</u>	<u># of compliances</u>	<u># court cases/fines</u>	<u>Overall %</u>
High grass/weeds	1	1	3/1	2
Untagged vehicles	2	2	1/0	5
Trash/Rubbish	4	3	0/1	11

Property Maint.	9	9	1/1	24
Solid Waste	6	5	0/0	16
Rent Reg.	0	0	0/0	0
Private Inspections	9	9	0/0	24
Sidewalks	0	0	1/0	0
Trees/Hedges	3	2	0/0	8
Condemnations	0	0	0/0	0
Water shut offs	2	2	0/0	5
Other/zoning	<u>2</u>	<u>2</u>	<u>0/0</u>	<u>5</u>
<b>Monthly totals</b>	38	35	6/3	100
<b>YTD(fiscal)</b>	202	151	16/28	100

<u>Type of inspection</u>	<u># of inspections</u>	<u># passed</u>	<u>Overall %</u>
Annuals	15	12	80
Re-Inspections	5	4	80
New Units	5	5	100
LL request	1	0	0
Tenant request	0	0	0
Special	2	2	100
HQA	1	0	0
Damage	<u>1</u>	<u>0</u>	<u>0</u>
<b>Monthly totals</b>	30	23	77
<b>YTD(fiscal)</b>	159	104	65

### Code Review

- \$400 paid at front window for fines.
- \$650 awarded in court judgments on 11-15-11.
- 3 court ordered inspections completed and went to trial.
- Several HUD hearings at City Hall in which I was a witness.
- Worked at Miracle on Main St parade
- Several (6) peddlers warned about not having the proper peddlers license.
- Two court orders received to abate two infractions.

### POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike/T3 Patrol Hours
Nov 2011	926	56	14	5	121	180
<b>2011 YTD</b>	10,919	643	126	87	2,922	1,799
<b>2010 YTD</b>	11,137	681	197	108	3,151	2,642

<b>2009 YTD</b>	10,816	588	179	89	3,744	1,981
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**Significant Cases in November:**

Crime: **Strong-Arm Robbery**  
Date/Time of Report: November 12, 2011 @ 7:45 p.m.  
Location: Royer Lane  
Details: Officers were dispatched for the report of a scuffle taking place in the alley behind the complainant's home. The scuffle was reported to involve 3 males. Upon arrival the officers located the victim walking in the alley. The victim reported he had been walking in the alley with an acquaintance and another subject he did not know. The subjects jumped him and pushed him to the ground. They then took the victim's cell phone and wallet before fleeing on foot. There are active suspects in this case and it remains open.  
Arrested/Charged: (Information withheld at this time)

Crime: **Armed Robbery**  
Date/Time of Report: November 29, 2011 @ 2:15 p.m.  
Location: Unit block of Wimert Avenue  
Details: The victim reported that he had received a phone call from an acquaintance requesting a ride to the store. When he arrived to pick up the acquaintance there was a second subject standing with him on the sidewalk. As the acquaintance opened the door of the victim's vehicle, the other subject jumped into the vehicle, displayed a handgun and demanded the victim's medication. The victim fled from the vehicle on foot, leaving the suspect in the vehicle. The suspect stole a package of medication that was lying in the vehicle and then walked away. This case remains under active investigation.  
Arrested/Charged: No one at this time

Crime: **Residential Burglary**  
Date/Time of Report: November 6, 2011 @ 5:30 p.m.  
Location: 500 block of Uniontown Road  
Details: The victims indicated that they arrived home at approximately 5:30 p.m. and entered their residence. Once inside, they realized that someone had entered the home and removed property from the living room area. As they checked the house they were accosted by a male suspect who displayed a handgun and demanded that they get on the floor. Both victims fled the home on foot, leaving the suspect inside. Responding officers surrounded and searched the home but the suspect had already fled by unknown means. Electronics, several purses and some medications were found to be missing from the residence.  
Arrested/Charged: No one at this time.

Crime: **Commercial Burglary**  
Date/Time of Report: November 13, 2011 @ 2:00 a.m.  
Location: Anchor Pharmacy (Washington Heights Medical Center)  
Details: At 2:03 a.m. officers were dispatched to the Anchor Pharmacy for a burglary alarm. Upon arrival they found that the front door to the

pharmacy had been pried open. A check of the pharmacy revealed that nothing had been disturbed or stolen from within the business. It appears that the suspect(s) were deterred by the audible alarm. There are no active leads in this case.

Arrested/Charged: No one at this time

Crime: **Residential Burglary**

Date/Time of Report: November 15, 2011 @ 6:00 p.m.

Location: Unit block of Church Street

Details: The victim reported that her son arrived at her residence at approximately 1:45 p.m. on November 15<sup>th</sup>. At that time he observed two relatives removing property from the residence and loading it into their car. When confronted the suspects left in their vehicle, advising that they were moving away from the area. Investigation at the scene determined that entry was made into the home by a rear window. Charges have been obtained against the suspects who remain at large.

Arrested/Charged: (Information withheld at this time)

Crime: **Commercial Burglary**

Date/Time of Report: November 21, 2011 @ 6:45 a.m.

Location: Law Offices (200 block of East Main Street)

Details: The reporting person contacted the Police Department when she found damage to the rear door as she reported for work. Responding officers checked the building and determined that several areas of the business had been entered and ransacked during the overnight hours. A quantity of property was stolen from the business to include electronics, jewelry and currency. Investigation by detectives led to the recovery of some of the stolen property and the identification and arrest of one suspect.

Arrested/Charged: Stephen John Fasick (23 years of age/no fixed address)

Crime: **Commercial Burglary**

Date/Time of Report: November 23, 2011 @ 7:00 a.m.

Location: On Our Own (200 block of East Main Street)

Details: The reporting person contacted the Police Department to report that he found several offices within the building ransacked when he reported for work. The building was checked by responding officers and no suspects were located. Investigation revealed that a number of areas within the building had been ransacked. A quantity of property including a television, gaming system and a computer were stolen from the location. The manner of entry into the building is currently not known.

Arrested/Charged: No one at this time

Crime: **Residential Burglary**

Date/Time of Report: November 24, 2011 @ 1:00 p.m.

Location: 100 block of South Center Street

Details: Officers responded to the area for the report of a burglary in progress. Upon contacting the victim they were advised that she was inside her residence when an unknown male who was heavily intoxicated entered

the home uninvited through the unlocked front door. The male introduced himself by name, then exposed his penis and began masturbating. The victim's father then entered the room and escorted the suspect out of the residence. Police located the subject walking on East Green Street where he was taken into custody without incident. The suspect was charged with burglary and indecent exposure.

Arrested/Charged: Jorge Luis Garcia-Garcia (18 years of age w/no fixed address)

Crime: **Residential Burglary**

Date/Time of Report: November 27, 2011 @ 1:45 p.m.

Location: 100 block of Pennsylvania Avenue

Details: The victim reported that a television was found to be missing from her son's bedroom. There were no signs of forced entry to the home, although there was an unlocked window on the second floor which was accessible from a rear deck roof. Further investigation has resulted in the identification of several suspects in this case. Felony burglary and theft charges have already been filed against one suspect – a juvenile relative of the victim – in this matter. The investigation remains active.

Arrested/Charged: Information withheld at this time

Crime: **Commercial Burglary**

Date/Time of Report: November 30, 2011 @ 8:45 a.m.

Location: Unit block of East Green Street

Details: The victim reported that he found two of his work vehicles (a Ford F550 box truck and a Mack dump truck) missing when he arrived for work on November 30<sup>th</sup>. A mobile office trailer belonging to the company had also been entered overnight and keys to the missing work vehicles stolen. Within an hour of the report, both stolen vehicles were located and recovered. One vehicle was found unoccupied on the lot of Maggie's Restaurant. The second vehicle was located by the business owner at the traffic light on Green Street at Bond Street. The owner accosted the driver of the stolen truck and detained him until the police arrived and took him into custody. In addition to the stolen vehicles, approximately \$20,000 in construction equipment was found to be missing from the box truck at the time of its recovery. Much of this equipment was recovered during the course of the investigation at a local salvage yard.

Arrested/Charged: Jeremy William Franks (18 years of age w/no fixed address)  
Michael Troy Roberts (19 years of age of Westminster)

### **Significant Activities in November:**

- The Police Department has taken delivery of its first six **ETix devices**. These devices, which attach to the in-car computer system, permit patrol officers to scan and automatically enter driver's license and registration information into a software program. The program then prints out traffic citations, warnings and repair orders on an in-car printer for issuance to the violator. This equipment will greatly reduce the amount of time required to conduct each traffic stop. Additionally, all State citations are transmitted electronically to the District Court which greatly reduces the administrative burden associated with the transmittal of citations to the Court. The system also provides the

traffic stop data to the statewide database which is immediately available to the 80+ law enforcement agencies in the state currently using this equipment. Efforts are no underway to develop the necessary agreements and training to implement this new technology. The majority of the funding to purchase this equipment was provided by a grant from the Maryland Highway Safety Office. A smaller portion was funded with drug forfeiture funding.

- The Police Department has recently expanded its *Police Chaplaincy Program* with the addition of Chaplain Linda Gadow. Chaplain Linda Gadow joins her husband, Chaplain Wayne Gadow, as volunteer Chaplains for the Westminster Police Department. Chaplain Linda Gadow is certified through the International Fellowship of Chaplains and she has received training in a number of disciplines to include critical stress debriefing, death notifications, dealing with post traumatic stress disorder and grief/loss counseling. The Chaplains provide assistance to Police Department staff as well as assisting those in our community in need of these services during critical incidents.

## RECREATION & PARKS

- Administration
  - Conduct weekly staff meetings
  - Managing the day to day operations
  - Pay invoices for the department operating, facility and programs and events
  - Members of the department are working on the following city committees. Safety, Website, Wellness.
  - Member of the department is attending Leadership Carroll
  - Working on Recreation and Parks guide to go out in January
  - Continue to manage the banner reservations across main street
  - Member of the department is chairing the Miracle on Main event
  - Continue to update and manage recreation and parks website, cities home page and face book page
- Municipal Pool
  - New ADA guidelines coming out that will affect operating cost for fy 13. Handicap lifts will be necessary for next year's compliance

- Off season pool repairs on deck caulking, tile and grout replacement complete
  - Create 2012 Pool Brochure
- Programs and Events
  - Vet's Day Ceremony
  - Santa's Treat
  - Tree Lighting
  - Parents Night Out
  - Holiday Lunch
  - Rec on the Move at City Parks
  - Secure the Kohl's support for Santa's Treat \$500
  - Member of the department video recorded Date Nights to create a promotional adverting for Facebook, city website and other social media
  - Skate Tournament
  - Preparations for Christmas Holiday Camp
  - Decorate the Armory Building for Christmas
  - Painting entire 2<sup>nd</sup> and 3<sup>rd</sup> floor
- Summer Camp
  - Creating ads to promote camp 2012
  - Create camp guide for 2012
- Family Workout Center
  - New Memberships - 77
  - Temp Student Membership - 10
  - Recorded over 5,915 member visits and 185 guest visits to the center

- Revenue for the month – Enrollment \$10,079.50., Monthly Dues \$19,215., Rent \$2,790., Guest fees, \$1091., other \$185., Totaling \$24,360.50 (\$2,000) more than last fiscal year and \$6,425 more than 2009
- Host Red Cross blood drives
- Continue to paint and repair Armory walls and equipment
- Employee Expo booth
- Fall Harvest Run
- Santa's Treat booth
- Parks
  - Developing signs for the trail
  - Working with Recreation Councils to assist with park maintenance and projects
  - Redeveloping park and facility permits

## PUBLIC WORKS

### **WASTEWATER TREATMENT PLANT**

Total Flow 173.540 MG

Ave. Daily Flow 5.785 MGD

Sludge (Integrated Agronomics) 408.833 wet tons

Septage Sludge 51.34 wet tons

Operations:

-replaced rolling stock and guides on travelling grit bridge

-Assisted Jet Blast Inc. and CT Coons in cleaning the Septage Facility. Special thanks to the Street Dept for hauling the required mulch on short notices.

-Replaced 150hp motor on Septage facility digester blower

-Operators attended continuing education classes including: Aeration of activated sludge, Process control for operators, BOD, Metabolism, ORP, and sludge production, Nitrification.

-Safety training

-Recycles to Landfill

- Routine Maintenance

## **UTILITY MAINTENANCE DEPT.**

### **WATER LEAKS:**

1209 Fairway DR (Private)  
874 Quiet Meadow DR (Private)  
681 Johahn DR (Private)  
1250 Campus CT (Private)  
832 Ewing DR (Service)  
350 N. Colonial Ave (Service)  
1201 Old New Windsor RD (Service)

### **SEWER BLOCKAGES:**

817 Ewing DR (Lateral)  
334 Stoner Ave (Private)  
140 College View BLVD (Lateral)  
133 E. Main ST (Lateral)  
926 Ruby CT (Lateral)

### **MISCELLANEOUS:**

Meter Replacement  
Miss Utility Markings  
Meter Readings  
23 High Water Bill Inspections  
Annual Water Main Flushing

### **REGULAR MAINTENANCE:**

Flushing and Cleaning (Sewer Mains)  
Fire Hydrants  
Sewer Pumping Stations  
Booster Stations and Water Storage Stations

## **STREET DEPARTMENT**

Grounds Maintenance section performed the following:

Assisted with cleaning up leaves in city parks  
Assisted with putting up Christmas lights on two trees at the Police Dept.  
Assisted with the removal of a Bradford Pear branch at JC Park  
Assisted with pruning a tree at 178 East Main St.  
Assisted with cutting back trees on Jenny Dr.  
Assisted with running the leaf vac  
Assisted with removal of brush, metal, yard waste and bulk trash

Building Maintenance section performed the following:

Assisted with putting up garland on light poles on Penn Ave. and East and West Main St.  
Assisted with putting up a tree at Locust Mall and decorating it  
Assisted with putting a tree and decorating it at the Monument at the intersection of Penn Ave. and West Main St.  
Assisted with putting up a tree at Belle Grove Square and decorating it  
Assisted with putting up Christmas decorations East Main St, City Hall and Parking lots  
Assisted with decorating the tree at the intersection of Rt. 27 and Main St  
Assisted with putting out and picking barricades from the holiday parade  
Assisted with replacing lights at the Longwell Garage

Streets and Alleys section

Street Baskets---1.82T  
Bulk trash---47.16T  
Brush---30.45T  
Yard Waste---162.37T  
Paper Recycling---.18T  
Street Sweepings---.00T  
Tires---.00T  
Metal---2.48T

Assisted with removal of brush, metal, yard waste and bulk trash  
Assisted with putting out dumpster for lager piles of bulk trash  
Assisted with helping the Building Maintenance Department with various projects  
Assisted with running the leaf vac

## **ENGINEERING**

1. Wakefield Valley Community Trail Extension- Design work is complete. Recreation Department is working on obtaining funds for the project.

2. Nitrate Removal System for well #8: The Engineer complete design of the access road and the radon/ nitrate removal facility and received approvals from the Carroll County Offices and MDE. The City is working with Carroll County Office on coordination of this project with the County project to construct storm water management pond at the Westminster high school. The City is working on obtaining easement for the access road from the Carroll County Schools Board. The City is working with GHD on design of the Radon/Nitrate Removal facility.
3. WWTP ENR Project – Stearns & Wheler complete preliminary design report for the project. The City, The Engineer, and the MDE developed preliminary design approach for the project and agreed on eligibility of different parts of the project to receive grant funds from the ENR fund. City and GHD signed Agreement to design the ENR project (Amendment #3). The Agreement was submitted to MDE review and approval by the MDE and the State Board of Public Works.
4. I&I Study between MHs 18-37-73 and 18-3-73 GHD continues work on the project. CCTV Inspection is complete. The City received the CCTV inspection report. The City and the Engineer agreed to expand CCTV Inspection of the City Sewer System.
5. Storm drain and road improvements on E. Green Street and Fitzhugh Avenue - The Project is substantially completed.
6. Replacement of Lighting Fixtures in City owned building- The project is complete.
7. Gesell Well- City provided the Engineer with comments to the submitted specs and drawings.
8. Pennsylvania Avenue lighting Improvements, Phase II- The project is awarded to the Pipes and Wires services, Inc. Contractor is working on obtaining bonds.
9. Rehab of the CMP Storm Drain Pipe at Clifton Boulevard- Mar- Allen The project is complete.
10. Annual Paving Contract for the FY 11-12. The Project is on hold till Spring , 2012.
11. City Hall Repairs- The roof repairs substantially completed. Painting of the metal portions of the roof is on hold till Spring, 2012. City received proposals for the patio renovation.

## WATER PLANT

### CRANBERRY WATER SYSTEM SOURCES

1)	CRANBERRY WATER SYSTEM SOURCES		
	RAW WATER TO PLANT IN MG		
	RAW METER TOTAL	44.25132	MG
	RECYCLED WATER TOTAL	4.81667	MG
	% RECYCLED	10.885	MG
	CIP WASH WATER/MEMBRANE CELLS	0.15552	MG
	TOTAL	44.0958	MG
	RAW WATER SOURCES IN MG		
	CRANBERRY BRANCH	23.9263	MG
	HULL CREEK	15.7995	MG
	RAW RESERVOIR	4.37	MG
	OTHER	0	MG
	TOTAL	44.958	MG
	TOTAL TREATED IN MG		
	FINISHED WATER FLOW METER TOTAL	44.0958	MG
	BACKWASH WATER/RECYCLE FIILTERS	0.1152	MG
	DELIVERED TO SYSTEM	43.9806	MG
2)	WELLS ON CRANBERRY SYSTEM IN MG		
	WELL 3	2.3056	MG
	WELL 4	1.42649	MG
	WELL 5	6.18912	MG
	WELL 6	2.54281	MG
	WELL 7	4.733557	MG
	WELL 8	3.530715	MG
	WELL 9 & 10	2.64041	MG
	WELL 11	4.015282	MG
	WELL 5 BACKWASH WATER	0.00028	MG
	WELL 7 BACKWASH WATER	0.25087	MG
	TOTAL DELIVERED	67.098155	MG
	TOTAL DAILY AVERAGE	2.2366052	MG
	DAY OF MAXIMUM USAGE 11/6/11	2.63026	MG
	RAINFALL	5.56	
3)	WAKEFIELD VALLEY WELLS IN MG		
	WELL 1	2.5634	MG

WELL 2	3.01262	MG
TOTAL DELIVERED TO SYSTEM	5.57602	MG
WAKEFIELD BACKWASH WATER	0.00053	MG
DAILY AVERAGE	0.18587	MG
DAY OF MAXIMUM USAGE 11/3/11	378,429	GAL.

- 4) SLUDGE PUMPED TO WWTP 258,390 GALLONS
- 5) REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.
- 6) COLLECTING SAMPLES FROM THE SYSTEM AND THE WELLS AS REQUIRED BY MDE.
- 7) COMPLETING THE MONTHLY OPERATION REPORTS AS REQUIRED BY MDE.
- 8) HANDED OUT SAFETY INFORMATION FOR THE MONTH.
- 9) SAMPLER FROM M D E TO SAMPLES FROM WELLS.
- 10) WE ALL DID ARE YEARLY RESPIRATOR PHYSICAL

Respectfully submitted,

Marge Wolf  
City Administrator