

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 6 FOR 2009



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** January 2010 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 HOLIDAY	2
3	4	5 Arts and Culture Task Force – Carroll Arts Center	6	7	8	9
10	11 Council Meeting	12	13	14 Planning & Zoning Commission	15	16
17	18 HOLIDAY	19	20	21	22	23
24	25 Council Meeting	26	27	28	29	30
31						
** February 2010 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Arts and Culture Task Force – Carroll Arts Center	3	4	5	6
7	8 Council Meeting	9	10	11 Planning & Zoning Commission	12	13
14	15 HOLIDAY	16	17	18	19	20
21	22 Council Meeting	23	24	25	26	27
28						

GENERAL GOVERNMENT

Interviewed and selected Jamie Latham, an intern from McDaniel College, who will spend her Spring semester working with Jennifer Mellor in the Recreation Department.

Conducted one additional Main Street Roundtable.

Bid a “fond farewell” to the City Attorney, John Walsh, who is retiring after 30 years of service.

Interviewed six respondents to the RFP for Legal Services and selected a new City Attorney.

Met with Leo Eaton, new Chairman of the Board of the Community Media Center, to discuss the future path for the Center and how technology can provide another format for communication with the residents

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	1	11
Press Releases	7	55
Videos	3	11
Council Meetings	1	9

FINANCE

1. Work continued on the annual financial audit with analysis and reporting being developed by Rager, Lehman & Houck at their offices. The audit is expected to be filed by January 31, 2010.
2. The Special Assessments module of EDEN conversion files were completed in early December although billing has been delayed by several errors in processing. Tyler and the City are working to resolve these for January.
3. Relative to the fixed asset work by RLH, an external evaluation of the plant due to the impairment caused by the reduced production of the plant was contracted with Municipal & Financial Services Group. The final report is scheduled for the 2nd week of January.
4. A Departmental report was provided for Department Head use in tracking expenditures. This report differs from the stock EDEN report in that results are presented by department, not Fund. This provides each department in consolidated form across funds.

HUMAN RESOURCES

1. Benefits

- a) Planned a Health and Wellness screening clinic to include Blood Pressure, Body Composition, Cholesterol and Glucose checks to be held in January for City Employees.
- b) Planned an H1N1 Flu Shot clinic to be held in January for City Employees.

2. Policies

- a) Completed new policy for Americans with Disabilities Act (ADA).
- b) Updated the Family Medical Leave Act (FMLA), Illegal Discrimination and Sexual Harassment, Employee Performance Review, Resignation, Retirement and Termination policies for the employee handbook for Mayor and Council approval in January.

3. Recruitment

- a) 80 external applications processed for Water Plant position

4. Risk Management

- a) Filed 5 insurance claims
- b) Received a \$2,500.00 Safety Grant from IWIF Workers' Compensation Insurance for Confined Space Training for Public Works employees.
- c) Received \$2,205.64 from Barnes, Bollinger Insurance Services, Inc. to purchase 2 Automated External Defibrillators for City Hall and Public Works.

ADMINISTRATIVE SERVICES

1. Information Technology

- a. The Helpdesk handled 94 desktop service calls in December requiring 96 hours of support time.
- b. In addition to the desktop work, 94.5 hours of application support time was required to handle the workloads for EDEN.
- c. The installation of the power generation system is almost complete with the installation of the transfer circuits for power outages.
- d. The Disaster Recovery program has moved to the equipment acquisition phase. New server technology will enable several existing servers to migrate to the disaster site in the March timeframe.

2. Public Housing Agency

- The import run for generating rent checks was successfully completed for the December rents. This is an interface program between Housing Pro and EDEN FAS and eliminated the need for manual intervention in the generating checks.

- Repayments receivable are currently in excess of \$100,000. We are reviewing collection vendors to assist in collecting this debt.
- The Annual PHA Plan and Administrative Plan are currently being revised and scheduled for public review. After the review period the plans will be brought before the Council for a Public Hearing in March, to be adopted before the beginning of the new fiscal year.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 15 inquires from the public; including residents, real estate appraisers and developers.
2. Wrote a Model Zoning Ordinance for an “Arts and Culture Overlay Zone,” after conducting research on over 15 similar zones across the country, as well as in Maryland.
3. Developed a presentation on the status of the 2009 Tri-Street Area Advisory Committee Report and the current zoning of the Tri-Street Area.
4. Worked with the Director of Planning, Zoning and Development to conduct the Arts and Culture Taskforce Meeting on January 5, 2010.
5. Wrote development review comment letters, based on the local zoning requirements, for the following site plans: Union Crossing, Susquehanna Bank and the Lone Star Redevelopment Project.
6. Completed the legal requirements and attended the Administrative Adjustment Hearing, for Case #AA-09-04 and Case #AA-09-05, held January 5, 2010.
7. Assisted several local college students on their final projects which related to the City of Westminster Comprehensive Plan.
8. Wrote a comment letter, on behalf of the Department of Planning, in regards to Sign Permit No. 1344 for a freestanding sign at the Shoppes at Meadow Creek.

Natural and Cultural Resources and Planning/GIS

1. Staffed one meeting of the Historic District Commission, provided a staff report for a Historic Rehabilitation tax credit, and assisted in planning activities and projects for the coming year.
2. Completed and submitted annual applications for Tree City USA, Growth Award, and Maryland PLANT Community tree awards.

3. Attended a meeting hosted by the Chesapeake Bay Foundation and one hosted by Maryland Department of the Environment regarding implementation of the Chesapeake Bay TMDL and revised storm water regulations.
4. Provided as-built plans to two firms requesting information for potential development projects.
5. Continued extensive email, phone, and in-person negotiations with Matthew Cooper and PEG, regarding completion of the City's energy audit project.
6. Provided various plans and maps to City and other agencies.
7. Reviewed and commented on proposed site and landscape plans for Susquehanna Bank, Lone Star Steakhouse Redevelopment, and Union Crossing.
8. Continued research on Pay-As-You-Throw garbage collection, standard specifications for tree pits on public streets, and standards for submission of CAD files during development review.

Development Review

1. Finalized David D. Green Professional Center project review in preparation for building permit issuance. The project plans call for the construction of a 50,000 square foot office building. Payment was made to the City on December 3, 2009 in the amount of \$86,447 in benefit assessment and related project fees. The project is located in the County at 844 Washington Road.
2. Received plans and initiated review for the Westminster Technology Park project, located on Lot 5 on Independence Way. The project plans call for the construction of a 90,000+ square office and flex space building. \$2,700 in review fees were paid on December 11, 2009.
3. Reviewed plans and initiated review for the Lone Star Steakhouse redevelopment project, located in the Crossroads Square Shopping Center project. The project plans call for the demolition of the current Lone Star Steakhouse and the construction of one new structure with two commercial spaces. \$1,700 in review fees were paid on December 2, 2009.
4. Reviewed the amended record plat for the Westminster Technology Park Lot 4.

5. Reviewed construction plan for the Young School, located in the Shoppes at Meadow Creek, and Susquehanna Bank, located at the intersection of Englar Road and MD Route 140.
6. Continued work with officials of Greenvale Mews, LLC, developer of the Greenvale Mews project, to final and sign the records plats for the project. This important step of signing the record plats will result in the third payment of \$100,000 to the City in accordance with Agreement No. A-1051 to support construction of the Gesell Well project. The total paid to date is \$150,000, and this additional payment will raise the total to \$250,000. The final payment of \$250,000 must be paid to the City no later than May 6, 2010.

Economic Development

1. Made business recruitment visits to the Fells Point and Hampden neighborhoods of Baltimore.
2. Sent the marketing piece developed in November for the 3 largest vacant retail spaces in Downtown Westminster to 24 businesses that would be suitable uses for those buildings.
3. Prepared and ran advertisements to “Shop Downtown for the Holidays” in the Carroll County Times and Northern News.
4. Met with the owners of 176-178 East Main Street to discuss the Façade Improvement Program.
5. Ordered a set of interchangeable letters for the signpost in front of the old Wheeler dealership on Railroad Avenue in order to advertise City events.
6. Staffed the Santa House on the first two Saturdays of December. For the safety of the children, the Santa House was closed on the third Saturday due to weather conditions. Called WTTR to advise of its closing. More than 200 children and 1 long-haired Chihuahua named Sapphire visited Santa Claus downtown.
7. Prepared the January/February issue of the Downtown Westminster Main Street News.
8. Photographed winter scenes around Westminster after the snow storm for future promotional use.

Community Development

1. The following sign permits were processed in December 2009:

	# of Sign Permits	Sign Permit Fees
Monthly Totals	7	\$450
YTD Totals	36	\$2,250

2. Continued to provide oversight of Senior Accessible grant project at 37 Union St.
3. Completed monthly reporting to State for Special Loans Programs.
4. Conducted regular bi-monthly conference call with Episcopal Housing Corporations officials.
5. Coordinated and worked with the Department of Housing and Community Development to close-out five (5) prior Community Legacy grant projects.

Zoning

1. The Director of Planning, Zoning and Development was on annual leave during the holiday season.
2. The City's newly appointed Arts and Culture Task Force has a meeting scheduled for Tuesday, January 5, 2010 at 6:30 p.m. at the Carroll Arts Center. That meeting will provide members with background information on the Tri-Street Committee's report and zoning, leading into a discussion of the proposed zoning ordinance and hopefully agreement on its general intent.
3. Met with the City Attorney to discuss the drafting of the updated City Property Maintenance Code, known as Chapter 119. Work continues to have the ordinance in place and effective by July 1, 2010.
4. The following construction inspection fees were paid in December 2009:

	General	Water	Sewer
Monthly Totals	\$0.00	\$0.00	\$0.00
YTD Totals	\$44,247.00	\$18,936.50	\$29,286.50

5. Approved 7 building permits in December 2009.
6. The Planning and Zoning Commission did not meet in December 2010.

7. The following fees related to new and expanded development were paid in December 2009:

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$57,139	\$50,132	\$7,680
YTD Totals	134,925.00	120,664.00	56,960.00

8. Sent two zoning letters in December 2009.
9. At the December 14, 2009 Mayor and Council meeting, a road and utility deed for a portion of Center Street (aka known as Market Street) that was constructed as part of the Lowe's Home Centers, Inc. project was presented for acceptance. The deed was accepted and the City is now responsible snow removal and related work.

Code Enforcement

1. A total of 38 separate code issues were handled during December 2009:

Complaint Type	# of Incidents	Compliance	Court Case	% of Total
Untagged Vehicles	14	11	3	36%
Trash and Rubbish	4	4	0	11%
Weeds and Grass	0	0	0	0%
Property Maintenance	3	3	0	8%
Solid Waste	1	0	0	3%
Condemnations	0	0	0	0%
Private Inspections	3	3	0	8%
Trees and Hedges	1	1	0	3%
Sidewalks	0	0	0	0%
Rental Registration	3	3	0	8%
Water Violations	0	0	0	0%
Snow Removal	8	7	1	21%
All Others	1	1	0	3%
Monthly Totals	38	33	4	100%
Yearly Totals	221	186	25	100%

- The following HQS inspections for the Section 8 Program were completed during December 2009:

Type of Inspection	# of Inspections	# Failed	# in Compliance	% of Passed Units
HQS Annuals	18	10	8	44%
HQS Re-Inspections	4	0	4	100%
HQS Supervisory	0	0	0	0%
HQS New Units	1	1	0	0%
HQS Special	1	1	0	0%
Monthly Totals	24	12	12	50%
YTD Totals	139	53	83	60%

- The City's Code Inspector participated in two separate staff meetings for Planning and Housing totaling approximately 2 hours.
- Completed two successful court cases that results in two boarding houses being shut down by the Court. The City's Code Inspector is in the process of investigating two more boarding house for possible future action.
- No citations were paid in December 2009 for code violations.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike Patrol Hours
Dec 2009	969	62	15	4	332	224
2009 Total	11,785	714	199	93	4,076	2,205
2008 Total	14,877	858	268	148	4,077	2,375

**The obvious reduction in the number of "Police calls for service" is due to the new call numbering system utilized by the enhanced CAD system which was brought on-line on January 1, 2009.*

Significant Cases:

- 1. Assault (Reported December 16, 2009):** On December 16th at 7:50 p.m. a 22-year old female walked into Police Headquarters to report that she had been assaulted approximately 20 minutes earlier as she walked along East Main Street near North Court Street with her two young children. According to the victim, the suspect approached her and asked if he could help the victim and her children cross the street. When the victim declined his assistance, the suspect grabbed her around the neck. The victim reported that a passerby in a pickup truck stopped and yelled at the suspect, who then ran from the scene on foot. The victim then walked to Police Headquarters to report the crime. The motive of the attack is unknown. Efforts to identify the suspect have thus far been unsuccessful. A cash reward has been issued for information leading to the arrest and conviction of the suspect. The suspect is described as a white male, 35 to 45 years of age, 6' tall, 200 pounds with long hair and a beard.
- 2. Attempted Residential Robbery (Reported December 9, 2009):** On December 2nd at approximately 5:45 p.m. officers were dispatched to a private home in the unit block of West George Street for a reported residential robbery and assault which had just occurred. The resident called the Police Department to report that he had been sitting in his home counting some money when two subjects entered his home, assaulted him, and attempted to take the currency. A struggle ensued and the suspects ultimately fled the home on foot without the money. The victim did not see the suspect's faces but provided potential suspect information based upon a comment made by one of the suspects during the assault. Investigators made contact with the potential suspect who ultimately admitted his involvement in the crime and implicated a second suspect. The second suspect was then located and interviewed. He too admitted his involvement in the crime. Kevin E. Naill, 18 years of age from Westminster, and Manley Gene Raver, 19 years of age from Westminster, were subsequently arrested and charged with attempted robbery, burglary and related charges.
- 3. Commercial Robbery (Reported December 15, 2009):** On December 15th at 9:10 p.m. officers were dispatched to the "Direct To You" gas station located at 2 East George Street for a reported robbery. Upon arrival they spoke to the victim who advised that he had been approached from behind by the suspect when he went outside to close the gas pumps down for the evening. The suspect, described as a white male, 20 to 25 years of age, 5'7" tall, wearing a blue hooded sweatshirt and jeans, approached the attendant and produced a handgun, demanding the victim's money. The suspect grabbed the victim's money bag and fled the scene on foot. There was no cash in the bag at the time it was taken. Checks of the area by responding officers failed to locate the suspect. This case remains under investigation by Detectives.

4. **Residential Burglary (Reported December 13, 2009):** On December 13th at approximately 6:00 p.m. officers were dispatched to a private residence located in the 500 block of South Hills Court for a domestic-related burglary in progress. Upon arrival they spoke to the victim who advised them that her ex-boyfriend had come to the home uninvited and entered without knocking or being allowed into the residence. The suspect, John Dennis Cebula 35 years of age of Fayetteville PA, was still at the residence when the officers arrived on the scene. He was subsequently taken into custody and charged with 4th degree burglary.
5. **Residential Burglary (Reported December 26, 2009):** The victim in this case reported that her residence had been burglarized during the overnight hours while she was at work. Evidence at the scene indicates that the suspect gained entry to the home through an unlocked rear window. Once inside the suspect rummaged through the victim's dresser drawers but at this time it does not appear that anything was stolen. There are no active suspects or leads in this case at this time.
6. **Vehicle Theft (Reported December 8, 2009):** The victim in this case reported that her vehicle, a 1998 Honda Civic, was stolen from its parking space on Anchor Street near West Green Street. She had last seen the vehicle 5 days earlier when she parked it on the street. All of the doors and windows were closed and locked when she parked the vehicle. The vehicle was subsequently recovered on December 9th parked and unoccupied on a parking lot at McDaniel College. There are no suspects or leads in this case at this time.
7. **Pawn Shop Investigations:** During the month of December multiple crimes were solved as a result of the recovery of stolen property from our two local pawn stores. Cases closed included thefts, burglaries and theft from auto cases. In addition to multiple cases handled by this agency, cases were also closed for the Carroll County Sheriff's Office (burglary with stolen generator recovered) and the Hanover PA Police Department (theft from Lowes store with stolen log splitter recovered). Evidence from these cases also resulted in the closure of multiple credit card fraud cases.

Significant Activities:

1. On December 12th, Chief Spaulding and Sergeant Keith Benfer attended the **30th Annual Governor's Crime Prevention Awards Ceremony** in Glen Burnie. During that ceremony the Community Education Section of the Westminster Police Department was presented with a Governor's Award for outstanding crime prevention efforts that had a significant positive impact on crime within the City.

Additionally, uniformed S.C.O.R.E. volunteer Zachery Zumwalt was recognized for his volunteerism and outstanding contributions to crime prevention in our community.

2. On December 12th the Police Department hosted their 6th annual **“Shop With A Cop”** event at the Westminster Wal-Mart. Twenty children from eleven local families were treated to a wonderful holiday shopping spree and party. Each of the children purchased gifts for their family members utilizing gift cards donated by Wal-Mart. Gifts for the children were donated by the local community. “Shop With A Cop” permits local children to spend time with police officers and their families in a positive and non-confrontational atmosphere. This program is only possible due to the tremendous generosity of many local businesses and the citizens of Westminster.
3. On December 18th, **Detective Jeffrey Schuster** of the Criminal Investigations Bureau received the **“Award of Excellence”** from the Carroll County State’s Attorney’s Office. The award was presented to Detective Schuster by State’s Attorney Jerry Barnes in recognition of his professionalism, expertise and dedication to duty as demonstrated by the quality of his investigative effort on major cases over the past year.
4. During December the Carroll County Sheriff’s Office was notified that they would be the recipient of a significant technology grant from the Governor’s Office of Crime Control and Prevention. The **“Police Data Communications Interoperability Grant”** was submitted by the Carroll County Sheriff’s Office on behalf of Carroll County law enforcement. The grant will provide more than \$597,000 in funding to (1) provide Mobile Data Computers for all police patrol vehicles in the County, (2) purchase and implement a common mobile records management system and (3) provide access to the Capital Area Wireless Integrated Network. These enhancements will ensure that crime information is shared seamlessly by police agencies in the County and enhance emergency communications and incident management capabilities in the event of a crisis in our region.
5. During December the Westminster Police Department was notified that they would be receiving nearly \$19,000 in grant funding from the **FY 2009 Homeland Security Grant Program**. These funds will be utilized to purchase four (4) additional mobile data computers for use by police officers working in the field.
6. The following members of the Police Department were promoted to the ranks indicated on January 5, 2010:

Promoted to the rank of Corporal
PFC William Long
PFC Jeffrey Schuster
PFC William Valentine

Promoted to the rank of Sergeant
Corporal Scott Peter

RECREATION & PARKS

1. Recreation and Parks Capital Projects
 - a) Wakefield Valley Trail – Pending approval from SHA on intersection at MD 31 and Uniontown Road – Engineer has submitted plans for pedestrian crossing.
 - b) City Park Building Renovation – Building is under roof, BGE meeting to discuss tie in to the building and amount of power needed based on usage.
2. Programs and Events
 - a) Updating 2009 forms
 - b) Continue coordinating with the County to issue field permits to its users
 - c) Strategic planning meetings for marketing the department
 - d) Creating Sponsorship Package for programs and events
 - e) Continue reviewing and paying invoices for department
 - f) Continue making deposits and assisting tracking revenue and expenses for the department
 - g) Hosted the Employee Holiday Luncheon
 - h) Continue to update Recreation and Parks Website
 - i) Continue to pay invoices for Department operating and Programs and Events
 - j) Preparing for Winter Camps in January and February
 - k) Negotiating contracts with vendors for the 2010 year

- l) Continue working on January publication for Programs and Events
3. Family Workout Center
- a) New Memberships - Individual 41, Family 8, Youth 15
 - b) Recorded over 6,000 visits to the center
 - c) Revenue for the month – Enrollment \$985, Monthly Dues \$19,910., Rent \$1,755, Guest fees, \$1,224. Office Premise Childcare \$220. Other \$65. Totaling \$24,534 - \$1,825. more than last December
 - d) Continue onsite service for members to leave their children with us for a 3 hour limit so Moms and Dads can shop for the holidays
 - e) Hosted Red Cross Blood Drive
 - f) Continue Yoga for city employees – well attended
 - g) Averaged over 45 people per day using rental areas of building
4. Parks – Closed for the season, King Park Pavilion replace by Westminster Lions Club
5. Camps – Negotiating contracts for 2010, working on camp brochure and staff
6. Pool – Closed for the season/working on pool brochure and staffing
7. Skate Park – High use of the park continues
8. Wakefield Valley Trail - Heavy usage continues, working on signs and benches to be place

PUBLIC WORKS

Cranberry Water Plant

CRANBERRY BRANCH	24.7827	MG
HULL CREEK	13.7535	MG
RAW RESERVOIR	8.318	MG
OTHER	0	MG
TOTAL TREATED	46.8542	MG

WELL 3	25.0084	MG
WELL 4	1.66254	MG
WELL 5	6.45771	MG
WELL 6	2.87892	MG
WELL 7	5.20313	MG
WELL 8	3.1892	MG
WELL 9 & 10	2.74898	MG
WELL 11	0	MG

TOTAL DELIVERED TO SYSTEM 71.026782 MG

WELL 5 BACKWASH	0.00028	MG
WELL 7 BACKWASH	0.31156	MG
DAILY AVERAGE	2.29119	MG
PLANT USE		MG
FILTER BACKWASH	0.1569	MG
HOURS OPERATED	744	

WAKEFIELD WELL SYSTEM

WELL 1	3.0072	MG
WELL 2	2.14954	MG
TOTAL DELIVERED TO SYSTEM	5.15674	MG
FILTER BACKWASH	0.00053	MG
DAILY AVERAGE	0.16635	MG

SLUDGE PUMPED TO WWTP 323,560 GALLONS

1. Regular maintenance at the wells and water plant.
2. Collected samples from the system and the wells.
3. Completed the monthly operation reports.
4. Handed out safety information for the month.
5. Pinned two of the three cells/filters.
6. Replaced the raw water sample pump.
7. Constructed sidewalk between the old and new plants.
8. Replaced wire for the Raw Reservoir mixer.
9. Eric Zile completed "Concepts of Drinking Water" and "Chlorination Technology" training.

Wastewater Treatment Plant

1. Total Flow 158.011 MG
2. Ave. Daily Flow 5.627 MGD
3. Sludge (Integrated Agronomics) 550.8585 wet tons
4. Septage Sludge 73.1 wet tons
5. Replaced hydraulic ram in Bar Screen
6. Helped with snow removal during blizzard
7. Holiday party
8. Dan Haines attended MCET training at Hagerstown
9. Recycles to Landfill
10. Safety meeting
11. Routine Maintenance

Street Department

1. Grounds Maintenance performed the following:
 - a. Picked up trash at parks and parking lots
 - b. Assisted with snow removal (Streets and Sidewalks)
 - c. Assisted the Utility Maintenance Department with a water leak on the corner of Pennsylvania and Sullivan Ave.
2. Building Maintenance performed the following:
 - a. Building inspection
 - b. Worked on repair of signs, parking pedestals and barricades
 - c. Replaced a mail box damaged from snow removal
 - d. Assisted with snow removal (Streets and Sidewalks)
 - e. Assisted the Utility Maintenance Department with a water leak on the corner of Pennsylvania and Sullivan Ave.
3. Streets and Alleys crew removed the following from the city limits:

- a. Street Baskets---1.38 Tons
 - b. Bulk trash---20.77 Tons
 - c. Brush---5.05 Tons
 - d. Yard Waste---26.09 Tons
 - e. Paper Recycling---.99 Tons
 - f. Street Sweepings---3.90 Tons
 - g. Tires---.52 Tons
 - h. Metal---2.76 Tons
4. Assisted with snow removal (Streets and Sidewalks)
 5. Assisted the Utility Maintenance Department with a water leak on the corner of Pennsylvania and Sullivan Ave.
 6. Street Maintenance performed these operations:
 7. Assisted Streets and Alleys with the re-move of brush, tree limbs, christmas trees, metal, yard waste and bulk trash
 8. Assisted with snow removal (Streets and Sidewalks)
 9. Assisted the Utility Maintenance Department with a water leak on the corner of Pennsylvania and Sullivan Ave.

Utility Maintenance

1. WATER LEAKS:
 - a. 770 MEDINAH CIR. (PRIVATE)
 - b. 159 SULLIVAN RD (PRIVATE)
 - c. 1 RAILROAD AVE (PRIVATE)
 - d. 301 ANITA AVE (PRIVATE)
2. SEWER BLOCKAGES:
 - a. 146 FROCK TERR.(SERVICE)
 - b. 30 PARK AVE. (PRIVATE)
 - c. 319 N. COLONIAL (SERVICE)
 - d. 409 POOLE RD (SERVICE)
 - e. 151 LINCOLN RD(SERVICE)
 - f. 341 FAIR AVE (SERVICE)
3. MISCELLANEOUS:
 - a. METER REPLACEMENT
 - b. MISS UTILITY MARKINGS
 - c. METER READINGS

- d. 80 HIGH WATER BILL INSPECTIONS
- 4. REGULAR MAINTENANCE:
 - a. FLUSHING AND CLEANING (SEWER MAINS)
 - b. FIRE HYDRANTS
 - c. SEWER PUMPING STATIONS
 - d. BOOSTER STATIONS & STORAGE STATIONS

SENIOR ENGINEER

- 1. Wakefield Community Trail (Phase IIB) –Mirabile Construction completed the project construction. Project closure delayed due to financial dispute with the contractor.
- 2. Nitrate Removal System for well #8: Phase II (Radon Removal and Brine Storage Facilities) currently under design.
- 3. Roop's Mill Well Water Treatment Facility and Main – The contractor is working on the project start up. The pumps/motors did not pass vibration test. The manufacturer and the contractor are working on resolution of the issue. Installation of the tuning plates scheduled on January 8, 2010.
- 4. WWTP ENR Project – Stearns & Wheler complete preliminary design report for the project (Alternative #3). The designed report was forwarded to MDE for review and approval. The City is working with MDE on funding issues.
- 5. Recreation Park Building- Continued construction.
- 6. Pennsylvania Avenue Streetscape- Construction delayed due to adverse weather.
- 7. Water Meter Replacement Project- Contractor submitted first pay request, has installed 400+ meters.

Respectfully submitted,

Marge Wolf
City Administrator