

**CITY OF WESTMINSTER, MARYLAND**  
**STATUS & INFORMATION REPORT No. 7 FOR 2010**



To Mayor Utz and Members of the City Council:

**UPCOMING MEETINGS**

<b>** February 2010 **</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Arts and Culture Task Force – Cancelled due to weather	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						
<b>** March 2010 **</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Council Meeting	9	10	11 Planning & Zoning Commission	12	13
14	15	16 Arts and Culture Task Force at 6:30 p.m.- Carroll Arts Center	17	18	19	20
21	22 Council Meeting	23	24	25	26	27
28	29	30	31			

## GENERAL GOVERNMENT

Attended WRCC Meeting to discuss the joint public hearings on the County/Municipal Water Resource and Storm water elements of the comprehensive plan.

Met with representatives from the Fallfest Board to discuss current and future activities.

Met with representatives from the County Solid Waste Division to discuss the future of solid waste activities in Carroll County. This included the potential operation of the Frederick/Carroll County incinerator.

Met with representatives of the Greater Westminster Development Corporation to discuss current and future activities.

Met with County representatives to discuss the Gesell and Union Mills water supply projects.

Attended a reception for the incoming McDaniel College President at the Carroll County Arts Council.

Attended a breakfast at the Carroll County Public Library in Westminster to meet Bart Walter who will be sculpting the Wild Imaginings statute for the renovation of the library courtyard. 20% of the funds needed for the sculpture have been raised already.

Welcomed Jamie Latham, our McDaniel College intern, to the staff.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	13
Press Releases	4	59
Videos	0	11
Council Meetings	2	11

## FINANCE

1. Work completed on the annual financial audit and the results were reviewed by an independent auditor prior to signoff by the CFO. The audit was filed by January 31, 2010.
2. The Special Assessments module of EDEN first billing took place in January after additional training and setup work was completed. Approximately \$29K in personal property tax revenue was billed.
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 completed with Municipal & Financial Services Group. The final valuation calculation was completed, and the formal report is currently due.

## HUMAN RESOURCES

### 1. Benefits

- a) Held a Health and Wellness screening clinic that included checks for Blood Pressure, Body Composition, Cholesterol and Glucose with 13 City employees attending.
- b) Held an H1N1 flu shot clinic with 15 City employees attending.

### 2. Policies

- a) Distributed annual Employee Evaluations to supervisors.
- b) Distributed Employee Handbook policy updates to employees.
- c) Distributed Annual Ethics Disclosure forms to employees.

### 3. Recruitment

	<u>External Applications</u>	<u>Applications Processed</u>	<u>New Hires</u>
Full-time:	1	92	1
Temporary/Seasonal:	2	38	0

### 4. Risk Management

- a) Filed 2 insurance claims
- b) Distributed the annual LGIT Hazard Evaluation Survey to Department Heads for review and response.
- c) Completed the 2009 OHS 300A log for posting in City departments

## ADMINISTRATIVE SERVICES

### 1. Information Technology

- a. The Helpdesk handled 97 desktop service calls in January requiring 94 hours of support time.
- b. In addition to the desktop work, 96 hours of application support time was required to handle the workloads for EDEN, NEXGEN, and Housing Pro.
- 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 January 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 9 inquiries from the public; including residents, real estate appraisers and developers.
2. Planned and attended the Westminster Planning and Zoning Commission Meeting held on January 14, 2010.
3. Wrote a Draft Zoning Ordinance for an “Arts and Culture Overlay Zone,” based on input from the Arts & Culture Task Force.
4. Completed the legal requirements in preparation for Administrative Adjustment Hearing Case #AA-10-01 scheduled for February 18, 2010.
5. Attended a meeting with Interfaith Housing Alliance, Inc. about potential housing and neighborhood revitalization projects in the City of Westminster.
6. Developed Arts & Culture Promotion discussion points and recommended actions for the Arts & Culture Task Force Meeting scheduled for February 2, 2010.
7. Melissa Hynes completed AED training.

### **Natural and Cultural Resources and Planning/GIS**

1. Developed and provided specifications to MD SHA for spring tree planting at Wakefield Community Trail.
2. Developed and presented draft Energy Conservation Plan for city buildings based on information contained in the materials provided by our consultant.

3. Met with BGE representatives regarding rebates for planned energy efficiency improvements in City buildings.
4. Provided as-built plans to two firms requesting information for potential development projects.
5. Provided background utility infrastructure information to BGE in support of LP gas line replacement project.
6. Provided various plans and maps to City and other agencies.
7. 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.
8. Worked cooperatively with Trevor Hess, Code Enforcement, to establish a violation database and mapping of code enforcement activity.
9. Continued self-training on use of GPS equipment and software.
10. Tim Rogers completed AED training

### **Development Review**

1. Prepared and completed surety releases for the following projects: R.J. Maring; West Branch Trade Center – Lot 5 – Integral Components.
2. Reviewed plans for the following projects: Crossroads Square Shopping Center (Lone Star Redevelopment); Westminster Tech Park – Lot 5; Westminster Shopping Center – Susquehanna Bank; and Union Crossing.
3. Processed final plats and plans for signatures for the following projects: Westminster Technology Park – Lots 4 and 5; The Young School – Shoppes at Meadow Creek.
4. Barb Sardi completed AED training.
5. 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. Attended the Corbit's Charge Commemoration Committee meeting on January 6<sup>th</sup>.
2. Received the set of interchangeable letters ordered in December for the signpost in front of the old Wheeler dealership on Railroad Avenue. Developed the event messages and the posting schedule to be placed on the signpost for the entire calendar year. Forwarded the letters, the messages and the posting schedule to the Street Department for implementation.
3. Updated the slide show photographs on the home page of the City's website.
4. Met with a MD Department of Housing and Community Development consultant on January 13<sup>th</sup> to discuss the Neighborhood BusinessWorks Grant Program that is currently under programmatic review at the State. The Downtown Westminster Façade Improvement Program is funded through that program.
5. Met with an entrepreneur interested in establishing a coffee shop in Downtown Westminster. Recommended some business contacts and resources she should meet or check out, as she develops her business plan. In addition, discussed possible locations for the facility.
6. Attended and participated in AED Training on January 19<sup>th</sup>.
7. Attended the first meeting of the Flower & Jazz Festival Committee for 2010 on January 20<sup>th</sup>.
8. Distributed Flower & Jazz applications to the Main Street businesses that directly front the festival area.
9. Contacted local restaurateurs via email to see what special offerings that had planned for Valentine's Day to include in our Valentine's Day advertising.
10. Prepared and ran advertisements to "Shop & Dine Downtown Westminster This Valentine's Day" in the Carroll County Times on January 27<sup>th</sup> and 29<sup>th</sup>. Prepared and submitted an advertisement to "Shop & Dine Downtown Westminster This Valentine's Day" in the Northern News to run the 1<sup>st</sup> week of February. Also, developed a Valentine's Day flyer for the City website with links on the Main Street Dining Guide, Shopping Guide and Events pages.

11. Attended the bi-monthly Advisory Board meeting of the Heart of the Civil War Heritage Area that was held in Hagerstown, MD on January 21<sup>st</sup>.
12. Made business recruitment visits to Boonsboro and Hagerstown, Maryland and Shepherdstown, WV.
13. Electronically forwarded Chief Spaulding's letter to the downtown business community that advises them of patrol changes downtown and inviting them to attend a crime prevention presentation at 7 pm in the John Street Quarters on February 10<sup>th</sup>.
14. Attended the welcoming reception for the new President of McDaniel College at the Carroll Arts Center on January 27<sup>th</sup>.
15. Met with one of the owners of NevvKno who is locating their business to 65 East Main Street from Eldersburg. Discussed various advertising options available in the Westminster area while providing him with a Flower & Jazz Festival application.

### **Community Development**

1. The following sign permits were processed in January 2010:

	# of Sign Permits	Sign Permit Fees
Monthly Totals	2	\$100
YTD Totals	38	\$2,350

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. Completed semi-annual reporting for two (2) Community Development Block Grants.
5. Conducted regular bi-monthly conference call with Episcopal Housing Corporations officials.
6. Sandy Anderson completed AED training.

## Zoning

1. The Director of Planning, Zoning and Development completed AED training on January 21, 2010.
2. The City's Arts and Culture Task Force met on Tuesday, January 5, 2010 at 6:30 p.m. at the Carroll Arts Center. The members of the Task Force developed a consensus for the various elements to be included in the Arts and Culture Overlay Zone and will likely finalize their recommendation at the next meeting. The consensus addresses broad matters, not at the level of the specific wording of an ordinance, including categories consistent with State Art District law and to allow both owner-occupants and renters of entire single-family houses to be eligible. The Task Force will next meet on Tuesday, February 2, 2010 at 6:30 p.m. at the Carroll Arts Center. The objectives of the meeting will be to finalize the recommendation on the Arts and Culture Overlay Zone and to develop a plan to promote the "Arts and Culture Neighborhood" as a tourism opportunity and how to connect it to the City's existing arts and culture industry.
3. Work continues to have an updated Chapter 119 in place and effective by July 1, 2010. This would update our property maintenance code to the 2009 version of the International Property Maintenance Code.

4. The following construction inspection fees were paid in January 2010:

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

5. Approved 6 building permits in January 2010.
6. The Planning and Zoning Commission met on Thursday, January 14, 2010. The Commission approved a sign permit in the Shoppes at Meadow Creek and a final plat that consolidated lots 4 and 5 at the Westminster Technology Park. The lot consolidation was completed in anticipation of approval of the site plan for the construction of a 85,000-90,000 office/flex space building. The Commission also reviewed Carroll County's water resource element in preparation for a hearing before the Carroll County Planning Commission in February, 2010. The Westminster Planning and Zoning Commission will participate in the Carroll County Planning Commission's February meeting.
7. The following fees related to new and expanded development were paid in January 2010:

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$5,244	\$5,496	\$3,840
YTD Totals	140,169.00	126,160.00	60,800.00

8. Sent ten zoning letters in January 2010.
9. The Mayor and Council met on January 11<sup>th</sup> and January 25<sup>th</sup>. At the January 11<sup>th</sup> meeting, a CDBG subrecipient agreement between the City and Episcopal Housing Corporation was approved. This document provides the basis for Episcopal to obtain \$800,000 in CDBG funds from the City's CDBG to fund infrastructure development in the Union Crossing project. At the January 25<sup>th</sup> meeting, the Director of Planning, Zoning and Development provided an update on the status of an energy study that will form the basis for the completion of energy-saving improvements in various City buildings. The work will be financed from grant and low-interest loan funds from the Maryland Energy Administration.
10. The Director of Planning, Zoning and Development worked with officials of Episcopal and the new City Attorney to update the Letter of Intent and prepare the final Agreement of Sale. These documents are expected to be presented to the Mayor and Common Council for its approval at the February 8, 2010 meeting.

### Code Enforcement

1. A total of 24 separate code issues were handled during January 2010:

Type of Complaint	# of Incidents	Compliance	Court Case	% of Total
Untagged Vehicles	8	6	2	34%
Trash and Rubbish	3	3	0	12%
Weeds and Grass	0	0	0	0%
Property Maintenance	0	0	0	0%
Solid Waste	1	1	0	4%
Condemnations	2	0	0	9%
Private Inspections	5	2	0	21%
Trees and Hedges	1	0	0	4%
Sidewalks	0	0	0	0%
Rental Registration	3	1	0	12%

Water Violations	0	0	0	0%
Snow Removal	1	1	0	4%
All Others	0	0	0	0%
Monthly Totals	24	14	2	100%
Yearly Totals	245	200	27	100%

2. The following HQS inspections for the Section 8 Program were completed during January 2010:

Type of Inspection	# of Inspections	# Failed	# in Compliance	% of Passed Units
HQS Annuals	20	7	13	65%
HQS Re-Inspections	4	1	3	25%
HQS Supervisory	3	2	1	33%
HQS New Units	3	2	1	33%
HQS Special	5	5	0	0%
Monthly Totals	35	17	18	52%
YTD Totals	174	70	101	58%

3. The City's Code Inspector participated in two separate staff meetings for Planning and Housing totaling approximately two hours.
4. The City Code Inspector condemned two properties for safety and sanitation issues.
5. Four citations were paid in January 2010 for a total of \$850.
6. The City's Code Inspector presented eight cases in District Court with the City Attorney.
7. The City's Code Inspector participated in one administrative adjustment hearing that lasted approximately one hour.
8. The City's Code Inspector completed AED training.

**POLICE DEPARTMENT**

<b>Time</b>	<b>Police</b>	<b>Adult</b>	<b>Juvenile</b>	<b>DUI</b>	<b>Traffic</b>	<b>Foot/Bike</b>
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Frame	Calls For Service	Arrests	Arrests	Arrests	Citations	Patrol Hours
January 2010	941	86	10	9	397	253
2010 YTD	941	86	10	9	397	253
2009 YTD	754	60	14	11	324	197

### Significant Cases:

- 1. Armed Robbery (Reported January 18, 2010):** On January 18<sup>th</sup> at approximately 9:20 p.m. officers were dispatched to the 300 block of Royer Road for a reported armed robbery. Upon arrival they were advised by the victim, a juvenile, that he had been approached by two subjects while standing in front of his residence smoking a cigarette. According to the victim, one of the suspects displayed a gun and demanded his cash. The victim reportedly handed over his wallet and the suspects fled the area on foot. The case was subsequently assigned to Detectives who learned that the victim was actually standing outside his home to meet with his marijuana dealer and purchase marijuana. The drug dealer was identified and later admitted that he had arranged for two acquaintances to rob the victim when he came out of his home to buy drugs. All three suspects have subsequently been arrested and charged as adults with conspiracy to commit robbery, armed robbery and other charges.
- 2. Attempted Robbery with a Knife (Reported January 24, 2010):** On January 24<sup>th</sup> at approximately 10:15 p.m. officers were dispatched to the unit block of Washington Road regarding an attempted armed robbery which had just occurred. Upon arrival they were advised by the victim that she was grabbed from behind by a subject as she placed her trash in the dumpster. The suspect reportedly pushed her to the ground, then placed a knife to her neck and demanded money. The victim grabbed the knife and struggled with her attacker who fell to the ground. This allowed the victim to flee back into her apartment where she called the police. She suffered minor lacerations and abrasions as a result of the attack. A check of the area by responding officers yielded negative results. This case has been assigned to Detectives and the investigation is ongoing.
- 3. Domestic Assault with a Knife (Reported January 26, 2010):** On January 26<sup>th</sup> at approximately 10:30 p.m. officers were dispatched to a residence in the 100 block of South Center Street regarding a domestic assault. Upon arrival they determined that a domestic argument had just occurred at the residence between the male and female residents. When it appeared that the argument was about to come to blows, the female resident's sister intervened to prevent her sister from being assaulted. At this time she was stabbed in the upper arm with a kitchen knife by the male resident. The victim was transported to the hospital for treatment of non-life threatening injuries by a family member prior to the arrival of the police. The male resident, *Gerardo Torres, 36 years of age from Westminster*, was arrested on the scene and charged with 1<sup>st</sup> degree (felony) assault and related charges.

4. **Commercial Burglary (Reported January 9, 2010):** On January 9<sup>th</sup> at 4:59 a.m. officers were dispatched to the Liberty Mart located in the unit block of East Main Street regarding a burglary alarm. Upon arrival they found that the glass in the front door of the store had been broken out with a rock. A search of the store revealed that several cartons of cigarettes and cash had been stolen. The suspect had left the area prior to the arrival of police. On February 2<sup>nd</sup>, a Westminster Police Officer arrested a local subject, ***Ronald Dean Yelton 24 years of age from Westminster***, on an open burglary warrant which had been obtained by the Maryland State Police. Yelton was interviewed regarding the burglary at the Liberty Mart and he confessed to committing the crime. Yelton has subsequently been charged with 2<sup>nd</sup> degree burglary, theft over \$1,000 and related charges relating to this burglary.
5. **Residential Burglary (Reported January 22, 2010):** This victim in this case reported that his home in the 400 block of Palmer Terrace had been burglarized at some point between 8:30 a.m. and noon that morning. It appears that entry had been gained by opening and climbing in through an unlocked window to the residence. Once inside the suspect stole 2 gaming systems and multiple games from two areas within the home. Other items of obvious value were not disturbed or stolen. A canvass of the neighborhood identified a witness who observed a 10 to 14 year old male exit the front door of the home carrying an unknown object at approximately 10:30 a.m. This case remains under investigation.
6. **Commercial Burglary (Reported January 28, 2010):** This victim in this case reported that his office which is located on the third floor of an office building in the unit block of East Main Street was burglarized at some point between 2:00 p.m. and 6:00 p.m. on January 28<sup>th</sup>. The only item stolen from the office was a laptop computer. There were no signs of forced entry into the office and nothing else was disturbed on the interior. It is believed that entry may have been gained by climbing through an open window above the office door. There are no suspects or leads in this case at this time.

### **Significant Activities:**

1. **Lieutenant Douglas Johnston** of the Field Services Bureau (Patrol) began his training at the **Northwestern University School of Police Staff and Command (NUSPSC)** on February 1<sup>st</sup>. The NUSPSC is an intensive 10-week management and leadership training program for senior police officials that is designed to improve the administration of justice and raise law enforcement standards, knowledge and cooperation. Lieutenant Johnston is the second member of the agency to attend this highly coveted senior management program in the last three years. This training is being conducted at the Maryland Police and Correctional Training Center in Sykesville from February through April. Lt. Johnston was chosen by an external panel of Northwestern graduates to represent WPD at this training.

2. The City's **Automated Enforcement Program** (red light cameras) will soon be operational. All of the required equipment is now in place at the approved intersections; (1) Route 140 and Malcolm Drive and (2) Route 97 and Nursery Road. Once the camera systems have been provided power by BGE and attached to the SHA traffic light equipment at the intersections, the systems will be operational. Once this occurs there will be a 2-week period during which warnings will be issued, then citations will be issued for all violations.
3. The Police Department will be hosting a **commercial crime prevention and personal safety presentation** for the members of the Main Street business community on February 24<sup>th</sup> at John Street Quarters. The presentation was originally scheduled for February 10<sup>th</sup> but had to be postponed due to snow.
4. The Police Department has recently signed a contract with a Maryland company to purchase a new station-based **Records Management System (RMS)**. Through a cooperative effort with the Carroll County Sheriff's Office and several grants, this RMS will be provided to all 5 municipal police agencies in the County and the Sheriff's Office – this allowing the seamless integration and sharing of crime information by all six agencies. It is anticipated that the entire system will be in place within 12-months.

## RECREATION & PARKS

1. Administration – Working on Parks and Building Master Plan, Working on Operating and CIP Budget, Continue to monitor the day to day operation, completing employee evaluations
1. Recreation and Parks Capital Projects
  - a) Wakefield Valley Trail – New request from SHA on intersection at MD 31 and Uniontown Road – Engineer has submitted plans for pedestrian crossing. Waiting for estimate on cost.
  - b) City Park Building Renovation – Building is under roof, BGE has dropped one pole in the ground and one is set on Longwell to be installed once the snow melts.
2. Programs and Events
  - a) Compiled January-June Program Guide and sent to print
  - b) Processing field permits to its users with the County
  - c) Complete Corbits Charge Ball Sponsorship letter
  - d) Continue Civil War Ball event planning

- e) Mother/Son – Daddy Daughter Date planning
- f) Planning meeting for the City’s annual Egg Hunts
- g) Continue making deposits and assisting tracking revenue and expenses for the department
- h) Planning meeting for Flower and Jazz Festival
- i) Continue to update Recreation and Parks Website
- j) Continue to pay invoices for Department operating and Programs and Events
- k) Preparing for Winter Camps in February
- l) Compiling Summer Camp Guide
- m) Planning Father Son Golf Tournament
- n) Preparations for Pool Membership Guide
- o) Meet with Tour De Carroll committee to discuss details the possibility of a Westminster Grand Fondo
- p) Begin work with intern from McDaniel College
- q) Submit permits and licenses for music for the Family Center and all entertainment for the spring and summer
- r) Advertising for seasonal positions

### 3. Family Workout Center

- a) New Memberships - Individual 51, Family 10, Youth 26
- b) Recorded over 7,000 visits to the center
- c) Revenue for the month – Enrollment \$1,748, Monthly Dues \$21,745., Rent \$4,362, Guest fees, \$1,435., Other \$65. Totaling \$29,377. - \$4,937. more than last January
- d) Continue to host the BEST from East Middle
- e) Hosted Red Cross Blood Drive
- f) Planning for the Life Style Challenge

g) Averaged over 50 people per day using rental areas of building

4. Parks – Closed for the season
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	37.4019	MG
HULL CREEK	4.4377	MG
RAW RESERVOIR	2.006	MG
OTHER	0	MG
TOTAL TREATED	43.8456	MG

WELL 3	2.53113	MG
WELL 4	1.68147	MG
WELL 5	6.89846	MG
WELL 6	2.91143	MG
WELL 7	5.27585	MG
WELL 8	3.7686	MG
WELL 9 & 10	3.45244	MG
WELL 11	1.482337	MG

TOTAL DELIVERED TO SYSTEM	69.882096	MG
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WELL 5 BACKWASH	0.00083	MG
WELL 7 BACKWASH	0.31825	MG
DAILY AVERAGE	2.25426	MG
PLANT USE		MG
FILTER BACKWASH	0.1638	MG
HOURS OPERATED	744	

#### **WAKEFIELD WELL SYSTEM**

WELL 1	3.0982	MG
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WELL 2	2.13151	MG
TOTAL DELIVERED TO SYSTEM	5.22971	MG
FILTER BACKWASH	0.00053	MG
DAILY AVERAGE	0.16870	MG

SLUDGE PUMPED TO WWTP	346,900	GALLONS
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REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.

COLLECTED SAMPLES FROM THE SYSTEM AND THE WELLS AS REQUIRED BY MDE

COMPLETED THE MONTHLY OPERATION REPORTS AS REQUIRED BY MDE

HANDED OUT SAFETY INFORMATION FOR THE MONTH.

MADE REPAIRS TO THE CIP LINE AT NEW PLANT.

### **Wastewater Treatment Plant**

Total Flow 181.54 MG

Ave. Daily Flow 5.856 MGD

Sludge (Integrated Agronomics) 324.43 wet tons

Septage Sludge 46.62 wet tons

Operations:

Effluent Flow meter Calibration

Assisted Street Department with Snow Removal

MDE Plant and Laboratory inspection.

Replaced Bearings in one Effluent Blower

Recycles to Landfill

Routine Maintenance

## **STREET DEPARTMENT**

### Grounds Maintenance :

Assisted with snow removal on Streets and side walks  
Assisted in Streets and alleys picking up brush,metal,yard waste and bulk trash  
Cleaned parking lots  
Cut tree grates on Main St  
Cut voluntary trees out of fence at Dutterer SWM Pond  
Eric attended an Arborist Recertification Seminar  
Pruned trees in parks

### Building Maintenance :

Ran new wire in the Conway Lot to fix 2 light poles  
Took down Christmas lights  
Moved file cabinets at 56  
Repaired toilets at Jaycee park  
Repaired weight limit sign on Center St  
Assisted with snow removal on streets and side walks

### Streets and Alleys :

Street Baskets---1.09 tons  
Bulk trash---29.93 tons  
Brush---21 tons  
Yard Waste---1.74 tons  
Paper Recycling---0  
Street Sweepings---5.9 tons  
Tires---0  
Metal---3.09 tons  
Assisted with snow removal on streets and side walk

### Street Maintenance :

Assisted with snow removal on streets and side walks  
Assisted in streets and alleys picking up brush,metal,yard waste and bulk trash  
Repaired storm drains  
Repaired Kriders Church Rd  
Repaired Sullivan Ave

## **UTILITY MAINTENANCE**

### **WATER LEAKS:**

31 W. Main St (PRIVATE)  
230 Pennsylvania Ave (PRIVATE)  
132 E. Main St (PRIVATE)  
708 Old Westminster Pk (MAIN)  
209 Park Dr (MAIN)

### **SEWER BLOCKAGES:**

693 Windsor Dr (SERVICE)  
659 Geneva Dr (SERVICE)  
454 Palmer Ter (PRIVATE)

### **MISCELLANEOUS:**

Meter replacement  
Miss Utility marking  
Meter Reading  
51 High water bill services

### **REGULAR MAINTENANCE:**

Flushing and cleaning (SEWER MAINS)  
Fire Hydrants  
Sewer Pumping Stations  
Booster Stations & Storage Sites

Respectfully submitted,

Marge Wolf  
City Administrator