

CITY OF WESTMINSTER, MARYLAND
STATUS & INFORMATION REPORT No. 9 FOR 2010



To Mayor Utz and Members of the City Council:

UPCOMING MEETINGS

** April 2010 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 HOLIDAY	3
4	5	6 Arts and Culture Task Force – Arts Center at 6:30 pm	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	27 BZA at 6:00 pm at City Hall	28	29	30	
** May 2010 **						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4Arts and Culture Task Force – Arts Center at 6:30 p.m	5	6	7	8
9	10 Council Meeting	11	12	13 Planning & Zoning Commission	14	15
16	17	18	19	20	21	22
23	24 Council Meeting	25	26	27	28	29
30	31 HOLIDAY					

GENERAL GOVERNMENT

Hosted another Main Street Roundtable for local businesses.

Attended the Maryland Municipal League Chapter Meeting.

Held several discussions with the Interfaith Housing Corporation relative to additional affordable housing projects in the City.

Attended the County Planning Commission meeting in support of the County-wide Water Resources Element.

Met with the auditors to receive the final audit.

Met with the Volunteer Fire Department to discuss future staffing and financial issues.

Met with Larry Twele and a potential developer for the former Westminster Inn site.

<u>COMMUNICATION</u>	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>
Newsletters	2	17
Press Releases	6	68
Videos	3	14
Council Meetings	2	15

FINANCE

1. The RFP for a new audit firm for the external audit of the City’s financial statements has been issued.
2. Rager, Lehman, & Houck will provide compliance support for financial statement development for the current fiscal year.

HUMAN RESOURCES

1. Benefits

- a) Two (2) Healthcare Committee meeting to discuss annual employee insurance renewal
- b) Renewal of employee insurance with United Healthcare
- c) 10 Employee meetings to present new United Healthcare medical plan

2. Recruitment

	<u>Internal</u> <u>Advertisements</u>	<u>External</u> <u>Advertisements</u>	<u>Internal</u> <u>Applications</u>	<u>External</u> <u>Applications</u>	<u>New</u> <u>Hires</u>
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			<u>Processed</u>	<u>Processed</u>	
Full-time:	1	1	0	20	1
<u>Temporary/Seasonal:</u>					
Temporary	0	0	0	0	4
Summer	0	0	0	0	3
Intern	0	0	0	14	0

3. Risk Management

- a) 0 insurance claims filed

ADMINISTRATIVE SERVICES

1. We have completed our connections to CCPN, and are currently developing the facility connections for the disaster recovery facility.

PLANNING, ZONING & DEVELOPMENT

Comprehensive Planning

1. Provided technical assistance relating to zoning and land use for 16 inquires from the public; including residents, real estate appraisers and developers.
2. Attended "Mapping Maryland Communities Workshop: An Introduction to GIS and Community Analysis" in Baltimore/Linthicum Heights on March 10, 2010 and learned how to apply census data to community development projects.
3. Planned and participated in the Arts & Culture Task Force Meeting on March 16, 2010; presented recommended action plan for promoting the Arts & Culture Neighborhood.
4. Attended a concept meeting with a local hotel developer about developing a sustainable green hotel in the City of Westminster.
5. Coordinated the \$22,497.94 Electronics Recycling Grant Reimbursement from the Maryland Department of the Environment (MDE).
6. Attended a meeting with Interfaith Housing representatives and Robin Ford about developing a workforce housing project in the Charles Street Neighborhood.
7. Worked with the Director of Planning to apply 2009 Comprehensive Plan goals to the FY 2010-2011 Budget and to develop the Department Work Plan for 2010.

Natural and Cultural Resources and Planning/GIS

1. Worked with the Tree Commission and City Code Inspector on a letter in reference to the City ordinance pertaining to tree topping.
2. Worked out the details and submitted documentation to the Maryland Energy Administration to obtain energy improvement funding.
3. Completed preparations for the City's Arbor Day event on April 7, 2010 at Cranberry Station Elementary School.
4. Completed the landscape inspection for Building D at the Carroll County Commerce Center.
5. Reviewed applications for the City's GIS Internship for the Summer 2010.
6. Conducted property research for code, planning and related issues.

Development Review

1. Prepared and completed surety releases for the following projects: Carroll County Commerce Center Building D (10% maintenance bond in effect).
2. Continued plan review for the following projects: Union Crossing (waiting for final stormwater management approval); Crossroads Square - Lone Star Steakhouse Redevelopment (Chipotle and Vitamin Shoppe; Westminster Shopping Center – Susquehanna Bank; and The Shoppes at Meadow Creek – Walgreen's and New York J&P Pizza.
3. Processed final plat for signatures and recording for the following projects: Union Crossing. Plat recorded on April 8, 2010 at Plat Book 51, Page 258.
4. Collected a total of \$9,800 in development review fees: Walgreen's - \$1,700; New York J&P Pizza - \$1,700; and Stonegate (aka Naganna Property), Section 1, Phase I and II - \$6,400.
5. Coordinated with Carroll County Public Schools regarding placement of portable classroom buildings at Robert Moton Elementary, Westminster Elementary, Career and Tech Center and Friendship Valley Elementary School.

Economic Development

1. Attended the Corbit's Charge Commemoration Committee meeting on March 8th.

2. Investigated and resolved the issue of the missing Heritage Area mini-grant check for the Corbit's Charge Committee. The paperwork for the check was processed in October, but the check was never issued by the Heritage Area staff.
3. Completed the Main Street merchant booth sign-up for the Flower & Jazz Festival after emailing a Last Call notice on March 16th.
4. Attended and participated in the Advisory Board Meeting of the Heart of the Civil War Heritage on March 18th in Frederick.
5. Made business recruitment visits to Downtown Frederick, New Market, Mt. Airy and Glenwood.
6. Met with 3 parties interested in the Downtown Westminster Façade Improvement Program. Provided them with program information and applications.
7. Updated the slide show photographs on the home page of the City's website. Updated the dining, shopping and services guides under the Main Street portion of the website. Had the March/April Main Street news installed on the website.
8. Updated the inventory of available space in Downtown Westminster and had the new inventory placed on the City's website under the Office of Economic Development.
9. Assisted the Police Department in notifying the downtown merchants of several criminal incidents that occurred downtown in March.
10. Continued to address questions from the MD Department of Housing and Community Development consultant assigned to conduct a programmatic review of the Neighborhood BusinessWorks Program. This month's questions focused on the businesses that received NBW loans in downtown and what trends in business development have been seen.
11. Assisted the Arts Council with getting Main Street businesses to participate in the "Golden Peep" marketing effort to tie downtown businesses with the 3rd Annual PEEP Show at the Arts Center in April. Also, provided the Arts Council with a current mailing list of downtown businesses.
12. Provided photographs to the Carroll Eagle, at their request, to accompany their article on the upcoming Corbit's Charge Ball.
13. Attended the Corbit's Charge Ball on March 27th. Photographed the event and placed some of the photos on the City's website.

14. Attended the Main Street Maryland Managers Quarterly Meeting in Cambridge on March 30th, along with a training session entitled “Accentuate the Positive! Tips & Tactics for Growing Your Business in 2010.”

Community Development

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

	# of Sign Permits	Sign Permit Fees
Monthly Totals	1	\$50
YTD Totals	43	\$2,600

2. Working to finalize Senior Accessible grant project at 37 Union St.
3. Completed preparations for required Community Development Block Grant Citizen Participation Plan and Residential Anti-Displacement and Relocation Assistance Plan at the Monday, April 12, 2010 Council meeting. These plans are required for the City to obtain and utilize Community Development Block Grant funds.
4. Conducted regular bi-monthly conference call with Episcopal Housing Corporations officials.

Zoning

1. The Arts and Culture Task met Tuesday, March 16, 2010 at 6:30 p.m. at the Carroll Arts Center. The Task Force approved a draft Arts and Culture Overlay Zone ordinance and discussed the promotion of the “Arts and Culture Neighborhood” as a tourism opportunity and how it relates to and connects with the City’s existing arts and culture industry. The Task Force’s next meeting was scheduled for Tuesday, April 6, 2010 at 6:30 p.m. at the Carroll Arts Center.
2. 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. Completed the hand-off of work between Jack McCabe and Elissa Levan. We are still tracking on the July 1, 2010 date.
3. The following construction inspection fees were paid in March 2010:

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

4. Approved 18 building permits in March 2010.
5. The Planning and Zoning Commission met with the Carroll County Planning Commission on Tuesday, March 9, 2010 in Room 003 of the County Office Building to receive comments from the public on the County Water Resources Element.
6. The following fees related to new and expanded development were paid in March 2010:

	Water Benefit Assessment	Sewer Benefit Assessment	Special Capital Benefit Assessment
Monthly Totals	\$29,976.00	\$21,984.00	\$15,360.00
YTD Totals	\$178,450.00	\$164,632.00	\$86,528.00

7. Sent six zoning letters in March 2010.
8. The Director of Planning, Zoning and Development continued working with the City Attorney, Episcopal officials, TRF officials and the title company to complete the sale of 57, 59, 61 and 63 Union Street in April 2010.
9. Prepared and submitted draft CIP for FY 2011 – 2016 for comments by the Planning and Zoning Commission.
10. Prepared and submitted the Department of Planning, Zoning and Development narrative and fiscal budget for review.

Code Enforcement

1. A total of 45 separate code issues were handled during March 2010:

Type of Complaint	# of Incidents	Compliance	Court Case	% of Total
Untagged Vehicles	5	4	2	12%
Trash and Rubbish	10	9	1	22%
Weeds and Grass	0	0	0	0%

Property Maintenance	3	3		7%
Solid Waste	0	0	0	0%
Condemnations	0	0	0	0%
Private Inspections	3	2	0	7%
Trees and Hedges	0	0	0	0%
Sidewalks	1	1	0	1%
Rental Registration	5	5	0	12%
Water Violations	0	0	0	0%
Snow Removal	17	17	0	38%
All Others	1	10	0	1%
Monthly Totals	45	43	3	100%
Yearly Totals	341	288	22	100%

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

Type of Inspection	# of Inspections	# Failed	# in Compliance	% of Passed Units
HQS Annuals	22	7	15	69%
HQS Re-Inspections	7	1	6	86%
HQS Supervisory	3	0	3	100%
HQS New Units	6	3	3	50%
HQS Special	3	1	2	66%
Monthly Totals	41	12	29	70%
YTD Totals	239	92	147	61%

3. The City's Code Inspector participated in two separate staff meetings for Planning and one staff meeting for Housing.
4. The City's Code Inspector attended an in-house meeting with the City Tree Commission.
5. Received payment of \$600 for three code citations.
6. The City's Code Inspector attended one case in Circuit Court with the City Attorney and one case in District Court in reference to a local landlord.

7. The City’s Code Inspector spoke at oral briefings for new HUD tenants.

POLICE DEPARTMENT

Time Frame	Police Calls For Service	Adult Arrests	Juvenile Arrests	DUI Arrests	Traffic Citations	Foot/Bike Patrol Hours
March 2010	970	83	18	12	258	278
2010 YTD	2,703	193	45	36	845	711
2009 YTD	2,503	145	46	26	951	474

Significant Cases:

1. **Attempted Robbery (Reported March 6, 2010):** On March 6th at approximately 5:00 p.m. Cpl Rad Darby was walking foot patrol in the downtown business district in the unit block of West Main Street. He was dispatched to that area due to a report of two intoxicated subjects. As he was approaching the area on foot he observed one of the two “intoxicated subjects” grab the handlebars of a bicycle being operated by a 15-year old boy who just happened to be riding by. The suspect – unaware that the officer was observing his actions – twice forcefully ordered the youth to give him the bike. Corporal Darby immediately intervened and placed the suspect, Kenneth R. Moroz 50 years of age from Finksburg, under arrest. Moroz was charged with attempted robbery, attempted theft and assault.
2. **Reported Strongarm Robbery (Reported March 23, 2010):** On March 23rd a 17-year old juvenile came into Police Headquarters with his mother to report that he had been the victim of a robbery three evenings prior on the parking lot of the Westminster Shopping Center. According to the victim, he was accosted on the parking lot by two males that he knew from high school. These males insulted him and threatened to beat him up and cut him with a knife if he didn’t turn over his money (no knife displayed). As a result of further investigation it was determined that the “victim” had met the two “suspects” at the shopping center to sell them a baggie of marijuana. A dispute arose over the price to be paid for the marijuana. After consultation with the State’s Attorney’s Office, the “victim” was charged with the possession of marijuana with the intent to distribute. The robbery allegations against the other two subjects were “exceptionally cleared” and no action will be taken against them at this time.
3. **Commercial Burglary (Reported March 10, 2010):** On March 10th officers were dispatched to a drug addiction outreach center located on East Main Street regarding a burglary which had occurred overnight. The center manager advised the officer that he found several of the doors of the establishment unlocked when he arrived for work on the morning of March 10th. Each of these doors had been secured and locked the previous evening when the center closed. There were no signs of forced entry to the building – indicating that someone may have secreted themselves in the center when they closed for business the previous evening. An assortment of electronic items was determined to be missing from the center, to include a television and several gaming systems. Subsequent

investigation revealed that a potential suspect had sold a gaming system to a relative soon after the burglary occurred. That gaming system was located and identified by serial number as one of the systems stolen during the burglary on March 10th. The individual selling the gaming system has subsequently been arrested and charged in this case. The investigation continues and additional arrests are likely.

4. **Residential Burglary (Reported March 10, 2010):** The victim in this case contacted the Police Department to report that his residence on Congressional Drive had been unlawfully entered at some point on March 6th and a variety of items to include tools, jewelry and electronic games had been stolen. The victim suspected that his brother may have committed the burglary. A check of local pawn shop records revealed that the suspect had sold two of the items stolen during the burglary at a pawn shop on Liberty Road in Baltimore County shortly after the burglary occurred – but before it was reported to the police. This individual has subsequently been charged with burglary and theft. The investigation remains ongoing.
5. **Commercial Burglary (Reported March 14, 2010):** The victim in this case contacted the police on the morning of March 14th to report that his business which is located in the 200 block of East Main Street had been burglarized sometime overnight the previous evening. Investigation at the scene revealed that forced entry had been made to the building by prying open a rear door. Once inside the suspect entered several offices within the building - although it appeared to the victim that the suspect had some previous knowledge about where cash was stored overnight within the business. Several areas of the crime scene were processed for latent prints and one or more prints were recovered. This case remains under active investigation at this time.
6. **Residential Burglary (Reported March 24, 2010):** On March 24th at approximately 3:00 p.m. officers were dispatched to a private residence located in the unit block of Liberty Street regarding a possible burglary in progress. The homeowner reported that an unknown female had walked past the side of her home, opened the unlocked door to the basement and proceeded down the stairs into the basement. The suspect could be heard to be rummaging through boxes in the basement. As the first officers arrived on scene the suspect emerged from the basement steps and was taken into custody. The suspect, Christina Belpre 20 years of age, was determined to be homeless. She was ultimately transported to Central Booking and charged with burglary.
7. **Residential Burglary (Reported September 24, 1010):** The victim in this case reported that his apartment had been unlawfully entered between 9:00 p.m. and 9:10 p.m. when he and his girlfriend stepped out. When they returned to the apartment they found that an electronic gaming system and one game had been stolen from the living room. There were no signs of forced entry into the apartment and the doors were locked both when they left and when they returned. While the windows of the apartment were up, the screens were in place and there was no indication of tampering to the screens. There are no active leads or suspects in this case at this time.

ADMINISTRATIVE ISSUES:

1. Lieutenant Douglas Johnston will be completing his training and graduating from the **Northwestern School of Police Staff and Command** on April 15th. The 11-week senior

command school was conducted by staff of Northwestern University at the Maryland Police Training Center in Sykesville. Lieutenant Johnston will be only the third member of the agency to complete this prestigious training course. The funding for this training was provided in total by a grant from the Maryland Chiefs of Police Association.

2. The City's **Automated Enforcement Program** (red light cameras) became operational on March 1, 2010. Warnings were issued for red light violations occurring in the first two weeks of the program. The City began issuing \$75 red light violation citations on March 15th. Between March 1st and March 11th a total of 78 violations were approved for written warnings. One intersection, Route 97 and Nursery Road, is still not fully operational as the State Highway Administration has issues regarding the enforcement of left turn violations at that location. Discussions continue with SHA to resolve this issue.
3. Efforts are still underway to identify a suitable **exterior surveillance camera system for use in the Main Street business district**. One such system was tested for several weeks during March. This system, while providing excellent images, suffered from a significant time delay caused by the use of a wireless card for communication with the camera. The Police Department is currently working with the vendor who provided the Westminster branch of the library with their camera system to see if they can provide a hard-wired option that addresses the time delay experienced with the wireless system. This work is ongoing.
4. The Chief of Police completed a series of **meetings with non-supervisory staff** during the month of March. The purpose of these annual meetings is to ensure open communication between the Chief and those members of the Department with whom he has minimal opportunities to interact. Feedback during the meetings was very good and several changes have been made within the agency to address issues raised in the meetings. The final meeting for this year was held on March 19th. The Chief will soon be providing a formal report relating to the topics of discussion and any actions taken as a result. This is the 6th year that the Chief has hosted these meetings.
5. On March 17th the Police Department hosted its **Annual Awards Ceremony** at The Forum in McDaniel College. A number of members and volunteers were recognized for significant contributions to the Department and the community during the ceremony which was attended by more than 100 participants and well-wishers. The following recognition was presented during the ceremony:

Police Officer of the Year

Sergeant Keith Benfer

Civilian Employee of the Year

Communications Specialist Michael Wakefield

Volunteer of the Year

Ms. Lori Graham

Chief's Commendations

Corporal James Pullen

Corporal Jeffrey Schuster

DFC John Emminizer

PFC Nikki Ensor

PFC Steven Launchi
DFC Steven Rogers

Valor Award

Sergeant Wayne Mann
Corporal James Pullen
PFC Adam Laser

Life Saving Award

Sergeant Michael Bible
Corporal Jesse Clagett
PFC Steven Atwood
PFC Ronald Garner
PFC Aaron Hoff
PFC Steven Launchi

Unit Citation

Carroll County Crisis Response Team

Chief's Challenge Traffic Safety Award

Top Enforcement Squad – Squad 2
Top DUI Enforcer - Corporal Jesse Clagett
Top Total Traffic Enforcer – Officer Timothy Dellospedale

RECREATION & PARKS

- Administration- Continue work on the Recreation and Parks budget. Continue to serve on the Health Care Committee, Energy Committee and Wellness Committee. Continue interviewing and hiring staff for the summer. Meeting with PNC Bank, NWSB, Carroll County Times, WTTR and Comcast Cable to secure sponsorship for department events. Held Recreation and Parks Advisory meeting. Jennifer Mellor won an election to become Secretary of the Recreation and Leisure Branch of Maryland Recreation and Parks Association. **The Family Center had over 8200 people come through the door in March and generated \$29,054, (\$6,025. over March 2009). Total department revenue for the month \$47,789.68**
- Recreation and Parks Capital Projects
 - Order playground equipment for the new Lions Club Playground at City Park. The Lions Club donated \$14,234 for the play equipment and the Recreation and Parks Department is using \$6,340 of ADA grant money for a poured in place surface . This keeps up with the theme of making sure our parks in the future

meet all current ADA guidelines getting them folks from the parking lot to the transfer station on the play equipment.

- Wakefield Valley Trail Extension– State Highway is reviewing plans for the intersection of MD 31 and Uniontown Road for pedestrian crossing
- City Park Building Renovation – 85% completion on the inside
- Working on specifications for Bishops Garth ADA upgrades.
- Programs and Events
 - Assisting Sandy Anderson with Community Clean-Up Day scheduled in April
 - Sponsor/assisting Rape Crisis with Walk a Mile in her shoes
 - Flower and Jazz Festival – processed 19 additional applications for vendors (event is 80% filled), working with the County Health Department to improve recycling, working with the Career and Technology to make the banner to go over main street. This will save around \$600. Secured sponsorship with Comcast Cable (ads to begin running in April on CNN 49 and ESPN 35 and other networks) total \$6,000.
 - Rentals – Processed 14 permits for pavilion rentals
 - Corbits Charge Ball – Over 100 attended and 18 volunteers helped setup and break-down. Business that donated time and or money: Unique Jewelry, CCCF, CCHS, CCTO, Carroll County College, Gypsy's Tea Room, Orbital Image Salon, The Old Liberty Shop
 - Mother/Son – Daddy Daughter – 190 tickets sold
 - Father Son Miniature Golf – Sold Out
 - Egg Hunts – 4000 Eggs stuffed with assistance from ARC.
 - Working with the Family Center on Texas Roadhouse Fundraiser
 - Mailed out 1,300 Camp Brochures
 - Continue to update Recreation and Parks Website

- Continue to pay invoices for Department operating and Programs and Events
 - Process Pool Memberships - 40 passes issued in March
 - Continue work with the intern from McDaniel College
- Family Workout Center
 - New Memberships - 82
 - Recorded over 8,200 visits to the center
 - Revenue for the month – Enrollment \$1,300, Monthly Dues \$22,525., Rent \$3,405, Guest fees, \$1,684., Other \$140, Totaling \$29,054.
 - Continue to host the BEST from East Middle – 35 kids
 - Continue to host Forbush School – 25 kids
 - Organizing a concession stand for the Easter Egg Hunts to raise money for Family Center Equipment. Staff will donate time and ask for food donations.
 - Life Style Challenge continues with 20 participants
 - Averaged over 65 people per day using rental areas of building
 - Family Center staff continues to paint the interior of the building and making repairs to workout equipment
 - Staff is networking in the community by going to events and meeting to help promote the center
- Parks – Spring park inspections for safety checks and repairs, Order safety surface for playgrounds, coordinating project for Spring Clean Up day in April.
- Camps – Working on sponsorship with Buffalo Wild Wings and Texas Road House to provide lunch for the campers on Friday in place of Hotdog Day, continue negotiating contracts for 2010, booking field trips, continue interviewing staff , working on summer orientation for staff, complete permits for State Compliance
- Pool – Working on quotes for repair, interviewing staff, negotiating contact for concession stand, begin to drain the pool for cleaning, coordinating Swim Team

event and swim lesson, schedule Pool Safety Training for guards , complete State Permits for Pool and Concession Stand

- Skate Park – High use of the park continues, nominated committee for Community Award through Maryland Recreation and Parks Association

Wakefield Valley Trail - Heavy usage continues, working with an Eagle Scout to provide benches along the trail

PUBLIC WORKS

CRANBERRY RUN WATER TREATMENT PLANT

CRANBERRY BRANCH	35.4694	MG
HULL CREEK	3.7389	MG
RAW RESERVOIR	6.901	MG
OTHER	0	MG
TOTAL TREATED	46.1093	MG

WELL 3	2.58639	MG
WELL 4	1.66981	MG
WELL 5	6.04043	MG
WELL 6	2.89141	MG
WELL 7	5.26002	MG
WELL 8	2.7237	MG
WELL 9 & 10	3.61213	MG
WELL 11	2.940848	MG

TOTAL DELIVERED TO SYSTEM	70.273226	MG
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WELL 5 BACKWASH	0.00083	MG
WELL 7 BACKWASH	0.31783	MG
DAILY AVERAGE	2.26688	MG
FILTER BACKWASH	0.18576	MG
HOURS OPERATED	744	

WAKEFIELD WELL SYSTEM

WELL 1	3.2489	MG
WELL 2	1.73654	MG
TOTAL DELIVERED TO SYSTEM	4.98544	MG
FILTER BACKWASH	0.00053	MG

DAILY AVERAGE

0.16082 MG

SLUDGE PUMPED TO WWTP 617,190 GALLONS
REGULAR MAINTENANCE AT THE WELLS AND THE WATER PLANT.
COLLECTED SAMPLES FROM THE SYSTEM AND THE WELLS
COMPLETED THE MONTHLY OPERATION REPORTS
HANDED OUT SAFETY INFORMATION FOR THE MONTH.
OPENED THE GATES AT THE RAW RESERVIOR AND HULL CREEK
DAMS
FOR SEDIMENT REMOVAL FROM WINTER ACCUMULATION.
NEW OPERATOR STARTED 3/18/2010 WAYNE J. EYLER
THE BODY FROM OLD TRUCK 48 WAS REMOVED/REFURBISHED AND
AND REUSED ON THE REPLACEMENT TRUCK

Wastewater Treatment Plant

Total Flow 223.065 MG

Ave. Daily Flow 7.196 MGD

Sludge (Integrated Agronomics) 401.9195 wet tons

Septage Sludge 76.77 wet tons

Operations:

- Cleaned up Plant from winter debris
- Repaired gate in disinfection tank, fabricated new brackets
- Biannual nitrate recycle and mixer maintenance
- Recycles to Landfill
- Routine Maintenance

Street Department

Grounds Maintenance section

Collected trash from all the city parking lots
Collected trash from all city parks
Pruned tree on East Main St and also as King Park
Assisted with snow hauling

Building Maintenance section

Assisted with the replacement of stop blocks in city parking lots
Assisted with the collecting of parking meter money
Assisted with replacement of lights at the Police Department
Assisted with snow hauling

Streets and Alleys section

Street Baskets---2.15T
Bulk trash---37.61T
Brush---24.5T
Yard Waste---19.53
Paper Recycling---.0T
Street Sweepings---20.13T
Tires---.19T
Metal---2.89T
Placed roll off dumpsters for large piles of bulk trash
Assisted with snow hauling

Street Maintenance section

Assisted with snow hauling
Assisted with the repair of storm drains
Assisted with removal of brush, metal, yard waste and bulk trash
Assisted with pot hole remediation
Assisted with the replacement of the black top berm at Wastewater Treatment Plant,
Skate Park and also at Kings Park

Utility Maintenance

WATER LEAKS:

795 Friendship RD (Service)
949 Westcliff PL (Private)
348 Doral Ct (Private)

SEWER BLOCKAGES:

1256 Fairway DR (Lateral)
626 Old Batlimore RD (Lateral)
65 Washington RD (Lateral)

572 Marshall DR
Gorsuch RD (Main)
141 Bond ST (Lateral)
Windtryst DR (Main)

MISCELLANEOUS:

Meter Replacement
Miss Utility Markings
Meter Readings
High Water Bill Inspections (46)

REGULAR MAINTENANCE:

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

Engineering

Wakefield Community Trail (Phase IIB) –Mirabile Construction completed the project construction. The project can't be closed because of financial dispute with the contractor.

Nitrate Removal System for well #8: Installation of the Phase I of the system completed. Stearns & Wheler submitted to the City Preliminary Design Report of a Radon Removal System and Brine Tank for Well #8. The City accepted the Engineer's Proposal to develop design and construction documents. Delineation of wetland survey at the area is complete.

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 and the Engineer are working with MDE on developing design approach.

Recreation Park Building- The contractor is finishing the ending phases of construction.

Pennsylvania Avenue Streetscape- The contractor is installing landscaping and crosswalks.

Water Meter Replacement Project- The project is briefly on hold upon delay in material delivery.

I&I Study between MHs 18-37-73 and 18-3-73 The City accepted proposal for I&I Study from Stearns & Wheler (GHD) and signed a contract with the firm.

Respectfully submitted,

Marge Wolf
City Administrator