

Town Manager's Report
NOVEMBER 2014
Prepared by David Haller

Streets:

- Staff put up the Christmas Tree on the square
- Staff repaired a number of street lights
- Staff repaired and installed a few street signs including the additional 'no trucks over ¾ ton' sign on Silo Hill Rd.
- Staff installed the holiday decorations

Water:

- Rainbow Lake is now at the spillway level.
- The roughing filters are being backwashed one time a day and the DE filters are being done once per week.
- Our wells are down an average of 12.25 feet from May 2011 levels.
- Water production and consumption. We produced and purchased an average of 323,633 GPD. We consumed an average of 302,612 GPD.

The difference is "Backwash Water" ... (6.5%). We purchased 336,633 gallons of water from MSM this month.

- 46.5% of this water came from wells.
- 3.5% of this water came from Mt. St. Mary's.
- 50.0% of this water came from Rainbow Lake.

Wastewater:

- The overland flow treatment system is up and running for the season.
- We received about 3.4" of precipitation this month (the average is 3.8").
 - We have a precipitation **SURPLUS** of 7.8" over the last six months. The average precipitation for the period from June 1 thru Nov. 30 is 23.1". We have received 30.9" for that period.
- Wastewater Treatment:
 - We treated an average of 439,000 GPD (consumed 302,612 GPD) which means that 31.0% of the wastewater treated this month was "wild water".
 - We had no spills of untreated sewerage in the month of November.
 - We exceeded the plant's design capacity on three days in the month of November.

11/24 781,000 GPD 11/26 1,305,000 GPD 11/27 1,022,000 GPD

Trash: Trash pickup will remain Mondays for the remainder of the month of December.

Parks:

- Staff installed new 'infield mix' on the ball fields and salted them
- We had the outside of the pool building painted
- Staff has been performing standard mowing and trimming.
- Staff has installed additional cross drains under the walking path in Community Park.

I Recently Attended the Following Meetings:

- 11/03 Met with Mayor and staff to review the agenda
- 11/05 Met with Mayor to review some budget issues
- 11/13 Held staff review and update meeting
- 11/17 Met with bond council
- 11/19 Met with staff and FEMA to review water line issues
- 11/20 Met with developer related to a possible development
- 11/24 Attended the Frederick County Commissioners meeting

PARKING ENFORCEMENT REPORT

Date: November 2014

Overtime Parking: 79

Restricted Parking Zone: 6

Parked in Crosswalk:

Parked on Sidewalk:

Parked Blocking Road:

Parked by Fire Hydrant:

Parked on Highway:

Failure to Park between Lines:

Other Violation:

Left Side Parking:

Meter Money: \$1,279.03

Parking Permits: \$115.00

Meter Bag Rental:

Parking Ticket Money: \$215.00

Funerals:

Total: \$ 1,609.03

1. Continue to coordinate research and communication with the State, County and MSM regarding potential sidewalk project. Continued to provide additional information and input. Reviewed other funding sources. Attended meeting with team members at State Highway Administration. Meet with team to perform a field review of Old Emmitsburg Road.
2. Pick up comments on the WWTP plans from Soil Conservation and forward to GHD engineering to be addressed prior to submittal for reapproval.
3. Contacts with Maryland Energy Administration grant administration. Continue updating and monitoring electrical usage. Continue to coordinate billing information with Standard Solar for Potomac Edison credits.
4. Met with the Sustainable MD "Green Team". Training session rescheduled to Dec. 9th.
5. Take MEA award sign to E Copy Plus and get four more made for Town.
6. Finalize Dollar General Agreements, easements and permitting.
7. Continued coordination of the water line extension with FEMA, Town Attorney and Town Departments. Attend meeting with FEMA, Town Manager and Mayor to finalize plans and discuss easements required.
8. Arrange meeting with Facility Resource Group to discuss new electrical monitoring systems for Town buildings. Arrange to have monitors placed in City facilities to facilitate proposals. Pull out and copy existing electrical plans for review.
9. Look into the "Pay as You Throw" program.
10. Contact Congressman Van Hollens' office for Mayor regarding path program.
11. Prepare update for Staff meeting.
12. Have project kick off meeting for 22 East Main Street rehab. Seeking more info regarding window types and cost.
13. Meet with Mayor, Town Manager and Town Planner to review issues at 104 East Main Street.
14. Begin to look into the requirements for a barn demolition permit.
15. Continue to label old permit files.
16. Continue to coordinate with State Highway on sidewalk and square projects.
17. Meet with Town Planner, Mayor and Manager to discuss potential developments.
18. Tour town.

Zoning permits and/or zoning letters issued

Date	Address	Type	Fee
11-4-14	514 E Main St.	Renovation	\$63
11-17-14	440 Timbermill Dr.	Fence	\$40
11-18-14	311 W Main St	Rebuild porch	\$49
11-19-14	515 E Main St	Temp sign	NC
11-24-14	105 N Seton	Awnings	\$53
