

Town Manager's Report
DECEMBER 2014
Prepared by David Haller

Streets:

- Staff put up the Christmas tree on the square and helped students and the Mayor decorate the tree at the Community Center.
- Staff repaired a number of street lights.
- Staff repaired and installed a few street signs.
- Staff installed snow flags on fire hydrants.

Water:

- Rainbow Lake is now at the spillway level.
- The roughing filters are being backwashed once a day and the DE filters are being done once per week.
- Our wells are down an average of 9.25' from their May 2011 levels.
- Water production and consumption. We produced and purchased an average of 317,536 GPD. We consumed an average of 301,602 GPD.

The difference is "Backwash Water" ... (5.0%). We purchased 356,820 gallons of water from MSM this month.

- 44.5% of this water came from wells.
- 3.6% of this water came from Mt. St. Mary's.
- 51.9% of this water came from Rainbow Lake.

Wastewater:

- The overland flow treatment system is shut down for the season.
- We received about 3.5" of precipitation this month (the average is 3.3").
 - We have a precipitation **SURPLUS** of 8.0" over the last six months. The average precipitation for the period from July 1 thru December 31 is 22.1". We have received 30.1" for that period.
- Wastewater Treatment:
 - We treated an average of 582,000 GPD (consumed 301,602 GPD) which means that 48.2% of the wastewater treated this month was "wild water".
 - We had no spills of untreated sewerage in the month of December
 - We did exceed the plant's design capacity on six days in the month of December.

12/06	1,160,000 GPD	12/07	811,000 GPD	12/08	771,000 GPD
12/09	1,050,000 GPD	12/24	1,479,000 GPD	12/25	860,000 GPD

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

Parks:

- Staff has winterized all park facilities.
- Staff has been performing standard park maintenance.

I Recently Attended the Following Meetings:

- 12/02 Met with Mayor and Planning Dept.
- 12/03 Met with Mayor and Fallen Firefighters Foundation
- 12/05 Attended MML dinner
- 12/15 Met with Mayor
- 12/17 Met with Planning Dept.
- 12/22 Met with Planning Dept.

PARKING ENFORCEMENT REPORT

Date: December 2014

Overtime Parking: 42
Restricted Parking Zone: 6
Parked in Crosswalk: 0
Parked on Sidewalk: 0
Parked Blocking Road: 0
Parked by Fire Hydrant: 0
Parked on Highway: 0
Failure to Park between Lines: 0
Other Violation: 0
Left Side Parking: 0
Meter Money: \$1,207.63
Parking Permits: 0
Meter Bag Rental: 0
Parking Ticket Money: \$260.00
Funerals: 1

Total: \$1,467.63

1. Submitted 2015 Grant Application to the Maryland Energy Administration. Updated the 2014 grant request and submitted.
2. Followed up on 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. Arranged and attended the Green Team training session with Univ. of MD representative Mike Hunninghake.
5. Pick up MEA award signs at E Copy Plus. Give to Jim for mounting.
6. Finalize approvals for Dollar General permits. Begin to arrange a meeting for preconstruction of utilities with contractor.
7. Continued coordination of the water line extension with FEMA, Town Attorney and Town Departments. Send status emails but have had no response from FEMA.
8. Continued to coordinate with Facility Resource Group new electrical monitoring systems for Town buildings. Received a proposal for installation and arranged meetings to discuss.
9. Send out first Grease Trap report letters. Began to receive reports.
10. Met with Mayor Briggs and Teresa Grable from the Emmitsburg News to discuss the solar farm project.
11. Met with Town Planner and Mr. Hobbes to discuss potential for the remaining lot.
12. Monitor 22 East Main Street project.
13. Got barn demolition information. Went over utility locations with Steve.
14. Continue to label old permit files.
15. Continue to coordinate with State Highway on sidewalk and square projects.
16. Begin to look into creating a Dog Park within the Town.
17. Tour town.

Zoning permits and/or zoning letters issued

Date	Address	Type	Fee
12-4-14	515 E Main St.	Temp Sign	NC
12-9-14	501 E Main St.	Signage	\$35
12-2-14	333 S Seton Ave	Signage	\$35
12-3-14	1 E Main St.	Roof Repl.	NC (Legacy)
12-10-14	286 S Seton Ave	Home Occup.	\$35
12-10-14	524 W Main St	Roof repl	\$46
12-15-14	303 W Lincoln Ave	Int Reno	Pending
12-15-14	332 Mountaineers Way	Solar Panels	\$61
12-16-14	1 E Main St	Zoning Certificate	\$35
12-30-14	286 S Seton Ave	Int. Reno	\$35
