

**Town Manager's Report
APRIL, 2015**

Prepared by David Haller

Streets:

- Staff repaired a number of street lights.
- We had RFP Paving repair 3 storm drain inlets on Irishtown Rd.
- We had Frederick County Paving mill and pave several streets in town.
- Staff repaired one of our historic Emmitsburg signs that was hit by a car.

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 3.25 feet from May 2011 levels.
- Water production and consumption. We produced and purchased an average of 319,856 GPD. We consumed an average of 311,096 GPD.

The difference is "Backwash Water" ... (2.7%). We purchased 310,100 gallons of water from MSM this month.

- 43.1% of this water came from wells.
- 3.2% of this water came from Mt. St. Mary's.
- 53.7% of this water came from Rainbow Lake.

Wastewater:

- The overland flow treatment system is up and running for the season.
- We received about 3.8" of precipitation this month (the average is 3.8").
 - We have a precipitation **SURPLUS** of 5.6" over the last six months. The average precipitation for the period from November 1 thru April 30 is 21.5". We have received 27.1" for that period.
- Wastewater Treatment:
 - We treated an average of 488,000 GPD (consumed 311,096 GPD) which means that 36.3% of the wastewater treated this month was "wild water".
 - We had one small spill of untreated sewerage in the month of April (On April 20th at MH#98).
 - We exceeded the plant's design capacity on 3 days in the month of April.

04/19 1,309,000 GPD 04/20 2,222,000 GPD 04/21 958,000 GPD

Trash: Trash pickup will remain Mondays for the remainder of the month of May except for Memorial Day when trash will be picked-up on Tuesday, May 26th.

Parks:

- Staff turned the water on and opened the restrooms in the parks.
- Staff repaired some water leaks in the little league concession stand.
- We had a contractor rebuild the steps and railings at the concession stand.
- We had the ballfields fertilized in the parks.
- We applied 'ballfield mix' to fields #1 & #6.

I Recently Attended the Following Meetings:

- 04/06 Met with SHA to review Town square design.
- 04/07 Attended staff meeting to review Comp Plan Update
- 04/13 Met with the Mayor to review an employee matter
- 04/14 Attended staff meeting to review Comp Plan Update
- 04/17 Met with a property owner to review zoning and development issues
- 04/17 Met with staff, engineers, and two property owners related to the position of boundary lines
- 04/20 Met with the Mayor to review the meeting agenda
- 04/23 Attended Frederick Co. Chapter Meeting of the MML
- 04/27 Met with staff related to FY-16 budget
- 04/29 Attended meeting related to the possible purchase of a 'GIS' system

PARKING ENFORCEMENT REPORT

Date: April 2015

Overtime Parking: 75

Restricted Parking Zone: 1

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: \$1315.42

Parking Permits: \$230.00

Meter Bag Rental:

Parking Ticket Money: \$270.00

Funerals: 1

Total: \$ 1,815.42

Zoning/Code Enforcement Report**April 2015**

1. Write up sole source background for Power Star. Coordinate attendance at Town meeting.
2. Continue to coordinate with Standard Solar regarding Phase II permitting and schedule.
3. Arranged a date and coordinated meeting notices and attendance for the additional TAC signage follow up meeting held at the Town offices.
4. Pulled plans for Emmitt Gardens and wrote an RFP for Fox regarding survey work. Attended a meeting with the Town Manager, residents and surveyors. Coordinated proposal and signature.
5. Attended weekly comp plan meetings. Reviewed sections.
6. Collected Green Team community survey forms. Forwarded them to Mount Saint Mary's for tabulating.
7. Met with Dan Fissel and completed the Water Usage report for MDE.
8. Register and attend the emergency Management Seminar at FCC.
9. Reviewed new FEMA plans.
10. Provide permit support for the MDE permits for the WWTP plans.
11. Provide research and support for the Comprehensive Plan update.
12. Updated electrical usage charts. Attended Town meeting to discuss LED davings.
13. Became involved in the Legacy Grant program and the MD Heritage Grant reporting process.
14. Filed a Program Open Space Grant with the Town Clerk for a dog park.
15. Attend a Sustainable Planning exchange at the City of Frederick.
16. Coordinated a meeting to discuss demolition of the Burhan house on Waynesboro Pike.
17. Continue to inquire about the SHA Safe Routes to School grant program to support the East Lincoln sidewalk project.
18. Continued to coordinate with SHA regarding the Town projects.
19. Continue to coordinate with State Highway on sidewalk and Town Square projects.
20. Held discussions regarding funding the Old Emmitsburg Road Trail project with the County and contract engineer, Wilson T Ballard.
21. Meet with Middletown government to discuss GIS systems.
22. Request price for summer mowing of Town lots.
23. Meet with Trinity Methodist Church regarding an addition.
24. Tour town for Code Enforcement.

Zoning permits and/or zoning letters issued

Date	Address	Type	Fee
03-02-15	402 W Main St	U&O; sign	\$35
04-02-15	100 Creamery Rd	HVAC	\$35
04-04-15	various	Temp sign	NC
04-08-15	19 Heritage Lane	DW apron	\$35
04-20-15	429 E Lincoln	Ext. Reno	\$35
04-21-15	505 E Main	Ext. Reno	\$35
04-24-15	1315 Huntley Circle	Fence	\$35