

Susan H. Cipperly, Town Planner

1. Attended the following Town meetings:  
Town Council meeting – December 6
2. Attended Frederick County Planners' meeting in Frederick on Dec. 10.
3. Grease trap compliance –
  - Site visits undertaken by town staff to confirm compliance.
  - All facilities required to have grease traps are now in compliance
  - Letters were sent out reminding GT permittees of the requirement to submit a cleaning record in January.
4. Finalized initial draft Adequate Public Facilities Ordinance.
5. Coordinated with Mount St. Mary's on business and residential survey.
6. Prepared and submitted Annual State Highway Administration report re additions to town-owned road system.
7. Provided documentation to PNC Bank regarding the release of performance bonds for the Ambulance Company.
8. Supervised code enforcement/zoning, permit issuance. In particular, worked with Stavros Pizza and the 2 East Main building owner to get them through the Town permit process.