

**Town Manager's Report**  
**SEPTEMBER 2014**  
**Prepared by David Haller**

**Streets:**

- Staff trimmed trees and shrubs around the Community Center
- Staff repaired a number of street signs.
- Staff repaired a few street lights.

**Water:**

- Rainbow Lake is now 1.1 ft below 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 310,175 GPD. We consumed an average of 283,460 GPD.

The difference is "Backwash Water" ... (8.6%). We purchased 409,600 gallons of water from MSM this month.

- 40.3% of this water came from wells.
- 4.4% of this water came from Mt. St. Mary's.
- 55.3% of this water came from Rainbow Lake.

**Wastewater:**

- The overland flow treatment system is up and running for the season.
- We received about 1.5" of precipitation this month (the average is 4.3").
  - We have a precipitation **SURPLUS** of 10.4" over the last six months. The average precipitation for the period from Apr. 1 thru Sept. 30 is 34.6". We have received 34.6" for that period.
- Wastewater Treatment:
  - We treated an average of 272,000 GPD (consumed 283,460 GPD) which means that 0.0% of the wastewater treated this month was "wild water".
  - We had no spills of untreated sewerage in the month of December.
  - We did not exceed the plant's design capacity on any days in the month of September.

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

**Parks:**

- Staff dug out a number of tree stumps.
- Staff and our contractor have winterized the pool.
- Staff has been performing standard mowing and trimming

**I Recently Attended the Following Meetings:**

- 09/02 Met with the Mayor to review agenda
- 09/15 Met with the Mayor to review agenda
- Attended scheduling meeting related to the gym
- Met with the Mayor to review the solar project
- Met with the Mayor and Matt Pirnot to discuss and review solar project lease

## **PARKING ENFORCEMENT REPORT**

**Date: September 2014**

**Overtime Parking: 74**

**Restricted Parking Zone: 12**

**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: \$1,318.44**

**Parking Permits: \$345.00**

**Meter Bag Rental: \$12.00**

**Parking Ticket Money: \$725.00**

**Funerals: 1**

**Total: \$ 2,400.44**

1. Discuss CR Zoning potential with Town Planner.
2. Continue to coordinate research and communication with the State, County and MSM regarding potential sidewalk project. Hosted a meeting of local team members; Town, County and Mount. Distributed County minutes; wrote up observations for Town staff to review. Researched and passed on the origin of original cost estimates.
3. Research floodplain location along West Main Street.
4. Conference call with Town Manager and Standard Solar.
5. Arrange for removal of pipe connection at 22 East Main
6. Discuss Development Regulation draft with Town Planner.
7. Meet S&W Construction at 400 W Main Street to finalize fence issue. Arrange for final billing to be sent to Town. Draft cover and arrange final invoice sent to 400 W Main St.
8. Contacts with Maryland Energy Administration grant administration. Continue updating and monitoring electrical usage.
9. Prepare Sustainable MD "Green Team" agenda. Held initial meeting and arranged with State for follow up training in October.
10. Contact WGES to decline continued electrical service.
11. Research land use issues on Silo Hill Parkway.
12. Drafted Code changes for trees and bushes overhanging the right of way and outdoor furniture.
13. Review Dollar General bonding info. Coordinate with County on SWM permit review.
14. Coordinated final revisions with FEMA, Town Attorney and Town regarding the water line extension plans and easement issues. Reviewed new drawings, easement discussions. Wrote response letter; received new drawings.
15. Wrote timeline for 104 E Main. Conducted site visit with Town Planner.
16. Met with Town Attorney regarding 104 E Main and vehicle on Stonehurst Drive.
17. Coordinate resubmittal of the building permit for the WWTP to Frederick County.
18. Coordinate the delivery of the water meter for Homes for America.
19. Sent six code violation notices for various issues.
20. Tour town daily.

Zoning permits and/or zoning letters issued

<b>Date</b>	<b>Address</b>	<b>Type</b>	<b>Fee</b>
9-5-14	17750 Creamery Rd	Signs	\$70
9-4-14	320 W Main	Roof Replace	NC Legacy Grant
9-8-14	6 University	Garage Conv.	\$44
9-17-14	117 N Seton Ave	Siding	\$87
9-18-14	520 North Ave	Roof repair	\$49
9-18-14	515 E Main St.	Temp sign	NC
9-18-14	265 Depaul St.	Porch Roof Repair	\$35
9-19-14	321 Mountaineers	Fence	\$41