

City of Hagerstown, Maryland Status & Information Report No. 46 for 2014

November 21, 2014

To Mayor Gysberts and Members of the City Council:

UPCOMING MEETINGS

NOVEMBER 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 4pm Work Session	5	6	7	8
9	10	11 HOLIDAY CITY OFFICES CLOSED No M&C Meeting	12	13	14	15
16	17	18 4pm Work Session	19	20	21 7pm Public Square Tree Lighting 8pm Hollyfest	22
23	24	25 7pm Regular Session	26	27 Thanksgiving Holiday CITY OFFICES CLOSED	28 Thanksgiving Holiday CITY OFFICES CLOSED	29
30						

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

BUSINESS & COMMUNITY RELATIONS DIVISION

Grand Opening/Anniversaries:

Join Mayor Dave Gysberts, the City Council, and Frostburg Student Educators Association (FSEA) for the Grand Opening and Ribbon Cutting for the Little Free Library. The ceremony will take place at University Plaza at 50 West Washington St. in City Center Hagerstown. The Little Free Library's mission is to promote literacy and the love of reading by building free book exchanges worldwide. It also builds a sense of community as individuals share skills, creativity and wisdom across generations. This handcrafted structure is designed to look like a one room schoolhouse, or a "house of books." The Little Free Library's "take a book, return a book" is a gathering place where neighbors share their favorite literature and stories. In its most basic form, a Little Free Library is a box full of books where anyone may stop by and pick up a book (or two) and bring back another book to share. In January of 2014, the total number of registered Little Free Libraries in the world was conservatively estimated to be nearly 15,000, with thousands more being built.

Please mark your calendar now for the Grand Opening/Ribbon Cutting of Wright Hand Studio at 571 Jefferson Street. The event will be held on Tuesday, December 2 at 1:00 PM. The owner is Stephen Wright. Please join us in celebrating another business making Hagerstown its home.

Events:

Holiday Pop-Up Shop Event

November 21 – 23, 2014

Second Pop-Up Event with a holiday focus. Special features include gift wrapping-station and expanded artisan market. For more information visit: www.downtownmovement.org

Tree Lighting in Public Square

November 21, 5:30 PM to 7:00 PM | Public Square, City Center Hagerstown

Beginning at 5:30 PM, both the North Hagerstown High Brass Band and the South Hagerstown Brass Ensemble will perform in Public Square, and Girls, Inc. will serenade onlookers with Christmas carols. Vocalists from Barbara Ingram School for the Arts Chorale will be singing carols on the hay wagon bringing Santa and Mayor Gysberts to Public Square. This year the Christmas Tree in Public Square is a 25-foot Blue Spruce donated by Dick Mumma of Hagerstown. The tree will be lit by representatives of the Downtown Movement, Rori Daughtridge and Jackie Beach-Walker and Mayor Dave Gysberts. Ornaments were created for this year's tree by students from the Barbara Ingram School for the Arts' Visual Arts Department under the direction of Dr. Teresa Roberts. These students include Sophia Bartell, Jenna Becker, Aislinn Cohen, Emileigh Ebersole, Katie Grahl, Alexis Hemming, Lovelei Holly, Molly Knepper, Will Kuate, Olivia Lawrence, Kenzi Lovell, Alicia Niles, Michael Snyder, Taylor Souders, Logan Toms, and Abby Wennick. Bulls & Bears will provide free hot chocolate and refreshments in the Square, and Otterbein United Methodist Church will be giving away free popcorn. Face painting will be available for children 12 and under. This will be done by Barbara Ingram School for the Arts Parents Guild.

Hollyfest

November 21, 8:00 PM | Maryland Theatre

A free holiday event with entertainment by local children's groups including Evolution Rock School, South Hagerstown High School Brass Ensemble, North Hagerstown High School Advanced Chorus, Barbara Ingram School for the Arts Dance Ensemble, North Hagerstown High School A Cappella Group, North Hagerstown High School Saxophone Quartet, Dancin' Time Studios, Washington County Show Kids and Show Company. No tickets required. Hollyfest is sponsored by Columbia Bank, Hagerstown Trust Division and Antietam Cable Television/Disney. Special Guests: Lou Scally, Santa, The Dean of Magic and Miss Maryland Jade Kenny. The City of Hagerstown, The Columbia Bank - Hagerstown Trust Division and Antietam Cable Television/Disney are sponsoring the event.

City Park Lighting

December 5, 7:00 PM | City Park on Virginia Avenue

Take part in the merriment as the Christmas tree and decorations are illuminated on the lake and enjoy refreshments, music and activities at the Hager House, Washington County Museum of Fine Arts and the Mansion House Art Gallery. Hay rides will provide transportation around the park at no cost. Event sponsored by Columbia Bank, Hagerstown Trust Division. Reminder: Smoking in City Park is no longer permitted.

Hagerstown's Police Athletic League presents Reindeer Run & Walk

December 13, Registration begins 7:45 AM | City Center

Come out for a winter run and walk to benefit the Police Athletic League. The BIG Giveaway this year will be a big screen TV. For information call 301.790.2085 or e-mail hagerstownpal@yahoo.com

Storybook Holiday 2014

December 13

Presented by Frostburg Student Educators Association (FSEA), AmeriCorps, and the City of Hagerstown. A free holiday event with entertainment and activities in various locations in downtown Hagerstown. Call 240-527-2730 for more information.

- Washington County Free Library** — Storytelling: 10:00 AM to 12:00 PM
 - Historic City Farmers' Market** — Holiday Cookie Decorating: 8:00 AM to 12:00 PM
 - TBA** — Breakfast with the FSU Elves: 8:00 AM to 10:00 AM
 - University Plaza** — Elf Olympics: 12:00 PM to 1:00 PM
 - USMH** — Holiday Crafts and Face Painting: 10:00 AM to 12:00 PM
 - University Plaza** — Parade & Caroling: 1:00 PM to 2:00 PM
- In the event of snow, these events will take place Saturday, December 20.**

Historic Houses of Worship Tour

December 26, 3:00 PM to 7:00 PM

Self-guided walking tour of historic houses of worship; brochures will be available at the Convention & Visitors Bureau prior to event, at the Washington County Historical Society night of event, and at each of the participating houses of worship. Tour runs from 3 p.m. to 7 p.m. and includes 16 City houses of worship and three points of interest in seasonal decoration with historic and architectural interpretations, music and art. A bus will be available on a continuous loop through City Center with six stopping points for those who want to reduce their walking distance. In case of inclement weather, rescheduled to December 27. For more information, please call 240.420.1740.

A&E District

The Hagerstown A&E District will be home to the Annual Arts and Entertainment District Managers Meeting which is tentatively planned for April 20, 2014. State staff members came to Hagerstown this week to review sites.

The A&E Management Board will meet this week. Michael Jonnes spoke on how to plan an orchestra season, and Andrew Sargent spoke on Main Street Maryland. Rodney Tissue came and spoke on the A&E Trail and a subcommittee is being put together to assist with art along the trail.

Fundraising:

- Staff are working on fundraising for the George Washington Statue and holiday events.
- Staff will begin fundraising for the Community Gardens and A&E Trail.

Volunteers:

- Staff are working on the Snow Angel Program matching those in need with volunteers to shovel.
- Bev David, Volunteer Coordinator, is fielding a number of inquiries coming in for the Volunteer Program.

This Week's Headlines and Media Releases:

- Hagerstown Receives Bronze Recognition for Bike-Friendly Communities
- Ring in the Holiday Season with Tree Lighting and the 25th Annual Hollyfest
- E-casts:
 - o A Special Invitation for the Grand Opening and Ribbon Cutting of the Little Free Library
- Traffic Advisory: Tree Lighting on Public Square
- Traffic Advisory: Manila Ave.

Channel 25: Watch the City Newsroom at the top of every hour. This week's news stories include:

- "The Fishing Lesson" Public Art Sculpture
- Action Products Supports Mercy Ships Medical Endeavors
- Korean War Veterans Monument video
- Small Business Saturday Promotion
- November Pop-Up Shops Promotion
- Special Broadcasts:
 - o Divided Valor - Saturday and Sunday at 2:00 PM

In production:

- Hagerstown Ice & Sports Complex Re-dedication Promotion

Websites:

City Website:

About 5,700 users visited www.hagerstownmd.org for the week of November 10, 2014 - November 16, 2014.

Top entrances (first page users accessed on the website):

- Home page 1,722 users
- E-recycling news flash 479 users
- Jobs page 281 users

Top Searches:

- "holly fest"

- "recycling"
- "electronics"

engageHagerstown:

Total Participants: 348
 Unique Visitors: 6,215
 Page Views: 36,487

Current topics:

- Help us celebrate Small Business Saturday, November 29th. Map your favorite Hagerstown local business.
- Share your Pop-up Shop holiday wish list. What are you hoping to experience as you usher in the holiday season downtown?
- What creative use can you imagine for the Nicodemus Building at 170 West Washington Street?

PLANNING & CODE ADMINISTRATION DIVISION

Zoning Certificates Issued:

- 67 East Franklin Street – Potomac Seafood of Hagerstown – retail sales of seafood.
- 49 South Potomac Street – Zepheira – sports bar.

New Development Review Cases:

- 41-43 West Side Avenue – Habitat for Humanity – minor subdivision for division of a double house.

Historic District Commission: The HDC considered the following cases on November 13:

- 21 South Potomac Street – The Maryland Theatre Association, Inc. – approved an application for a sign and grant application.
- 26 East North Avenue – Sarah A. Viera – approved an application for a rear porch extension.
- 43-47 West Washington Street – City of Hagerstown – approved an application for a rear landing.
- 49 South Potomac Street – Hamada Abuzyiad – approved application for a rear deck and fence.

Board of Zoning Appeals: The BZA considered one case at its November 19 hearing. An appeal was filed by North Prospect Properties, LLC, and Mike’s Holding, LLC, t/a Mike’s Tavern, c/o Schlossberg & Mastro to expand a nonconforming use for kitchen improvements and cold storage facilities and to permit construction of a new fresh-air seating area at the premises designated as 636-638-640 North Prospect Street. In a split vote (3-2), the Board moved to grant the expansion as long as it is developed within the scope of the testimony at the hearing.

Western Maryland GIS Users Meeting: Planning Staff attended the quarterly users meeting held at the Washington County Health Department on November 14th. Over 30 professionals from across Western Maryland were in attendance. Topics covered at the meeting included the development of land use/land cover GIS data for Washington County, new spatial data available from the Maryland Department of Health and Mental Hygiene, and new road closures digital apps being developed by State Highway Administration.

Code Administration Weekly Activity Report: November 10 – November 14, 2014:

PERMITS								
TYPE	NUMBER OF NEW APPLICATIONS							NUMBER ISSUED
Building	9	Residential -	4	Commercial -	2	Other -	3	6
Electric	21	Residential -	5	Commercial -	14	Other -	2	20
Plumbing	20	Residential -	15	Commercial -	3	Other -	2	19
Mechanical	8	Residential -	5	Commercial -	3	Other -	0	8
Engineering Dept.	5							6

TOTAL	63		29		22		7	59
Est. Value of Issued Building Permit Projects:								
Residential					Fiscal Year Totals:			
					\$ 2,738,538.00			
Commercial					\$ 35,002,635.00			
Apartment					\$ 7,825,043.00			
Sign					\$ 133,757.00			
TOTAL					\$ 45,699,973.00			
Interior renovations for Family Healthcare of Hagerstown at 201 S. Cleveland Ave. - \$3,437,790								
Construct two 28 unit apartment buildings in Collegiate Acres - \$4,992,400								
Construct 3 single family homes at Collegiate Acres - \$360,000								
RENTAL LICENSING PROGRAM								
					PROPERTIES		UNITS	
Total registered or invoiced for 2014-2015 program					3,412		9,249	
Registrations received week of November 3					6		8	
New applications issued week of November 3					8		15	
Percentage of total invoiced that have registered & paid					97.1 %		98.4 %	
PAYMENT								
Weekly payment received			\$ 400					
Weekly adjustment/credits			\$ 200					
INSPECTIONS								
TYPE					NUMBER CONDUCTED			
Building					44			
Electrical					44			
Plumbing					20			
Mechanical					13			
Safety					38			
Neighborhood Vitality					25			
Quality of Life					5			
Preventive Maintenance					14			
Planning & Zoning					0			
INSPECTIONS KEY:								
Categories of Conditions								
Safety					Conditions which are or reasonably present a hazard to occupant or public.			

	<u>Example:</u> No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property
	<u>Example:</u> Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants.
	<u>Example:</u> Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration.
	<u>Example:</u> Mortar deterioration, clogged gutters, minor rotting wood
Planning & Zoning	Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance.
	<u>Examples:</u> Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

PARKS & ENGINEERING

1. **Bester Elementary School Traffic.** Staff, working with Public Works personnel, analyzed and modified the timing of the traffic signal at South Potomac Street and Memorial Boulevard. The purpose of this work was to alleviate some of the congestion problems that occur during dismissals from the adjacent Bester Elementary School. Staff will continue to monitor the traffic flow in this area, and will make additional adjustments if necessary.
2. **Community Garden.** The Community Garden website is now in place thanks to the work of Eric Hastings. Applications for the first garden plots of 2015 will be accepted by the City on or after Monday, January 7th. Applications are available online under the Parks & Recreation section of the City website.
3. **Dual Highway Pedestrian Study.** Work is underway to complete a study of the Route 40 corridor from Cannon Avenue to Interstate 70. The study is being paid for by the Maryland State Highway Administration and the Metropolitan Planning Organization (MPO), and includes looking at sidewalk issues, lighting, and pedestrian movements and destinations.
4. **Yard Waste Ride-Along.** On Wednesday, Rodney rode along with yard waste crew collecting in the North End. We try to do this once or twice a year in order to witness some of the issues that the collection crews deal with, including massive amounts of yard waste, frozen material, and flimsy containers.
5. **Mansion House Porch Roof.** Staff is preparing a contract for the replacement of the wrap-around porch roof on this structure in City Park. This project is a funded capital project.
6. **Fairgrounds Park.** Staff reconfigured and repainted the Parks & Recreation office to accommodate the addition of the new on-line ActiveNet program. Masonry repairs were made to the Grandstand.
7. **Building Maintenance.** Staff is constructing a retaining wall in front of the Virginia Avenue restrooms at City Park, as well as adding an accessible walkway.

8. **Street Trees Grant:** We started planting trees using the Chesapeake Bay Trust Grant and the Forest Conservation Fund. We expect to plant about 500 trees in total, including 137 at Fairgrounds Park and 80 at City Park. To date, approximately 80 trees have been planted.
9. **Broadfording Road.** The bituminous base has been placed and work at the Hollyhock intersection is underway. We expect the surface course of pavement to be placed next week.
10. **Engineering Division Items**

Traffic Issues		
Description	Week of 11/14/14	Calendar Year-to-date
Traffic complaints received	1	143
Work Orders completed	6	118
Traffic counts completed	0	37
Construction Projects		
Description	Week of 11/14/14	Calendar Year-to-date
Projects advertised for bids	2	22
Projects under construction	13	18
Projects completed	1	10

POLICE DEPARTMENT

1. STATS

Calls for Service:	1,479	Field Interviews:	60
Arrests/Warrants Served:	21	Moving Violations:	29
Domestic Violence Calls:	18	Parking Violations:	263
DUI Arrests:	1	Safety Repair Orders:	14
Reports Filed:	146	Warnings:	73

2. REPORTS

- **11/14/14:** Officer Craft took a report at the HPD Lobby in regards to a theft that occurred at the victim's address. The victim stated his Independence Card was stolen from his residence and only one person knew where the card was kept. The name was provided to the officer. The Department of Social Services was contacted. No additional information is available at this time.
- **11/15/14:** Officer R. Dean responded to North Burhans Boulevard for malicious destruction of property. An employee of Goodwill Industries reported a loud thud coming from the business and witnessed juveniles running from the building to George Street. It was later discovered that a window on the south side of the building had been broken. The officer will review the camera footage and file appropriate charges. No additional information is available at this time.
- **11/16/14:** Officers White and Ault handled a disturbance in the parking lot at Cancun Cantina on the Dual Highway involving two brothers and another individual in a truck. The one brother was having a heated conversation with the individual in the truck. Officers advised the brother to stop yelling and leave the driver of the truck alone. The one brother then swung at a Cantina employee and at that point the other brother entered into the disturbance. Both brothers were arrested and transported to Central Booking with charges of Assault 2nd degree and Disorderly Conduct.

3. OTHER NEWS/INFORMATION

- **Officers of the Month:** Officer Tom Bartles and his K-9 Partner Queen have been selected as the Officers of the Month for October 2014. Officer Bartles has been employed by the City of Hagerstown for 13 years and is currently assigned as a K-9 handler. Officer Bartles has been a K-9 handler with the Department since 2007 when he and Queen were first paired together.

Early in the morning of October 2, 2014, Officer Bartles and Queen were called back to work to assist with an armed home invasion that had just occurred in the West End of Hagerstown. Upon arrival at the scene, Officer Bartles and Queen began a track looking for the suspects who had fled the area on foot. For over an hour and forty-seven minutes, Queen and Officer Bartles tracked the suspects throughout Hagerstown and ended up at a residence in Funkstown where one of the suspects had already been located. The track, which covered an incredible distance of 3.8 miles, helped to corroborate evidence that officers had already gathered from speaking to individuals at the scene. Unfortunately, during the track, Queen began to develop breathing difficulties. It was later learned that Queen had been fighting an aggressive form of cancer which had riddled the inside of her body with numerous tumors. As a result of the cancer, Queen was put to rest on October 21, 2014 a mere 19 days after her incredible track.

During 2014, Officer Bartles and Queen were utilized on 55 patrol deployments and 79 narcotics deployments and were involved in 32 K-9 related arrests. Due to the specialized nature of the K-9 program, Officer Bartles and Queen have been called on to assist allied agencies throughout Washington County. Officer Bartles is also a member of the Washington County Special Response Team (SWAT), and Queen has been utilized on many tactical situations with the team. During the course of their careers, there have been numerous occasions where Officer Bartles and Queen have been called in from home to assist with incidents such as the one previously mentioned when no other K-9's were available. Based on acts such as these and their devotion to the Department and the citizens of Hagerstown and Washington County, Officer Bartles and Queen have been selected as Officers of the Month for October 2014. The Hagerstown Police Department thanks them for their dedication and for a job well done.

Congratulations to HPD

A message from Mr. David Daggett, Transportation Safety Resource Prosecutor, Maryland State's Attorney's Association:

I have just finished reviewing the 2013 Impaired Driving Statistics and wanted to let you know that Washington County jurisdictions finished first in Impaired Driving conviction rates, statewide. Please pass along my compliments to your staff for a job well done. The total Impaired Driving Cases adjudicated/Guilty & PBJ are in parentheses (). The Statewide "conviction rate average was 77.56%.

5. Wicomico County	87.3%	(592/511)	2012: 80.9%
4. Charles County	87.56%	(860/753)	2012: 87.6%
3. Frederick County	87.64%	(785/688)	2012: 84.3%
2. Howard County	88.8%	(1,339/1189)	2012: 88.7%
1. Washington County	89.7%	(515/462)	2012: 87.0%

HPD accounted for 101 DUI arrests in 2013. Again, congratulations to you and your respective staffs.

PUBLIC WORKS

PARKING SYSTEM DATA

Due to unforeseen circumstances, there is no data available at this time. However, the two hours of FREE parking will begin on Monday December 1st. This effectively makes parking free in the evenings after 4 PM until 6 AM and on weekends. The free parking will continue through January 4th.

CENTRAL MAINTENANCE GARAGE REPAIR DATA

	Current Week	Previous Week
DCED	0	0
Fire	1	1
Human Resources	0	0
Light	1	5
Parks & Engineering	0	3
Police	7	10
Public Works	5	2

Wastewater	0	2
Water	0	2
Weekly Totals	14	25

CMG data represents completed work orders for any size repair. The repairs can include smaller items such as windshield wiper and headlight replacements to larger items such as hydraulic system rebuilds or transmission replacements. Repairs in progress will only be reported when complete.

UTILITIES DEPARTMENT

ELECTRIC DIVISION

Problem Areas. Recent call-outs included:

- Sat. 11/15 - 221 North Locust Street- pole damaged; utility pole struck by vehicle in accident. Lineman found no damage to our facilities. Time Out: 6.5-7.1
- Various locations- (reconnections for non-payment). Time Out: 11.6-12.3
- Sun. 11/16 - 434 North Jonathan Street- total outage; squirrel caused transformer fuse to operate; (1) 15T fuse replaced to correct problem and restore power. Time Out: 15.7-16.6
- Mon. 11/17 - Various locations- Street Light Patrol; street light patrol in preparation for City of Hagerstown's tree lighting ceremonies. Time Out: 17.5-20.0
- 149 Belview Avenue- partial outage; tree limb fell across triplex causing outage. Lineman removed limb from wires to correct problem. Time Out: 18.0-19.8

Distribution: Recent activity included:

- Metering Staff received no high bill complaints this week.
- Line crews continue trimming trees in various residential locations.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
28	8	10	0

Engineering Staff worked on the following projects:

- Engineering staff completed multiple permit reviews and service upgrade requests.
- The Staff Engineer reviewed street lighting installations for upgrades and additions.
- Engineering staff continued its procurement attempts of apparel for HLD meter readers.
- Engineering staff coordinated vehicle repairs for HLD line construction equipment.

Administration:

- The Christmas tree in the square was delivered, set, and decorated this week in preparation for the lighting on 12/21. Staff coordinated efforts with Parks, Community Affairs, and the Barbara Ingram School for the Arts.

WATER DIVISION

Plant Flows - System Demand (MGD)

Date	Willson	Breichner	Total
11/13/14	11.25		11.25
11/14/14	10.99		10.99
11/15/14	10.93		10.93

11/16/14	11.20	11.20
11/17/14	11.48	11.48
11/18/14	11.47	11.47
11/19/14	11.83	11.83
Average		11.31

Water Production at RC Willson

- *Operations*

- Routine cleaning
- Routine PMs

- *Maintenance*

- R C Willson – Routine PMs

- *Instrumentation*

- R C Willson – Working on new lights in the lab area
- R C Willson – Moved analyticals in the lab area

Water Production at Breichner

- The Edgemont Reservoir is currently at -8.74'; the bypass is open slightly and the hydrant is closed.

Water Distribution

- Distribution crews are working throughout the system performing customer service as needed. We are installing new meters throughout and are working with the City, County and State on overlay projects. We repaired leaks on Salem Avenue, Cook Street, Potomac Avenue, Cloverton Lane and Woodside Drive and we are changing services over on Buford Drive.

Laboratory

- Began monitoring of water quality parameters before and after NaOH feed for clearwell.
- Prepared bottles for TDS sample collection.
- Prepared drying oven in water lab for TDS samples.
- Added information to POE THM/TOC spreadsheet.
- Collected 4th quarter TTHM/HAA5 samples.
- Collected weekly TOC on Potomac River.
- Collected weekly THM/TOC samples on the Willson plant.
- Process and regulatory testing was routine for the week.

Engineering

Reviews:	<u>City</u>	<u>County</u>
Site Plan		1
Building Permit	9	1

- Staff met with a representative for a commercial expansion site plan regarding final approval.
- Staff attended a GIS meeting at the County Health Department.
- Staff attended a Water and Wastewater Operators Association (WWOA) meeting at Thurmont.

WASTEWATER DIVISION

Wastewater Treatment Plant at Frederick Street

Date	Flow (mgd)	Rainfall (inches)
Wednesday, Nov 12, 2014	5.41	0.00
Thursday, Nov 13, 2014	5.37	0.00
Friday, Nov 14, 2014	5.24	0.00
Saturday, Nov 15, 2014	5.16	0.00
Sunday, Nov 16, 2014	5.32	0.10
Monday, Nov 17, 2014	6.28	0.35
Tuesday, Nov 18, 2014	5.68	0.00
Weekly – Avg. Flow/Total Rainfall	5.49	0.45
Nov – Avg. Flow/Total Rainfall	5.54	0.79

Miscellaneous

- Worked with Collections staff to flush out the thickener well discharge line.
- Installed new outside yard hydrant and poured concrete pad at headworks.
- Installed temporary floats to operate thickened sludge transfer pumps.
- Troubleshoot sanitary grinder pumps for control building. Replaced defective floats.
- Replaced outside pipe insulation and metal jackets throughout the plant where needed to prepare for cold weather season.
- Routine maintenance (MP2 Program) and Corrective Work Orders.

Wastewater Collection

SSES Weekly Progress

Activity	Districts	L. F. main	Feet of lateral	# inspected
CCTV Inspections	10	359	182	15
Flushing	2,10,14	3,219		
Point Repairs		# of Repairs	Reason	Risers
Manholes	7	2	State overlay	2" conversion & 1.5 inch

Collection System Maintenance Task

- Backup call from 703 Maryland Ave, CCTV service connection no defects owner problem.
- 308 Chimney Stone, complained toilet drain slow, cleanout at curb empty, owner to call plumber.
- 820 Medway, clean out overflowing, this is a County sewer line, called Department of Water Quality.
- 11403 Wood View Court backup, clean out clear, owner to call plumber.
- 128 The Terrace, odor complaint, flushed main line.
- Hauled two loads of topsoil from Haddocks to stock pile at pole barn.
- Flushing lines in district 14; required flagmen.

Administration

Wastewater Division – Customer Call Log Summary 2014							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	1	1	0	0	3	7
YTD	50	90	24	1	4	73	242

* Other - consist of calls that may be directed to other City Departments or the County Department of Water Quality

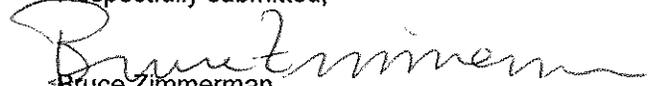
Engineering

- Staff met with the Collections Superintendent and the Wastewater Operations Manager to discuss the relocation of Pump Station # 6.
- Staff attended a GIS meeting at the County Health Department.
- Staff attended a Water and Wastewater Operators Association meeting in Thurmont.
- Staff met with a consultant regarding final approval of a sewer facility modification.

Wastewater Laboratory

- Prepared reagents for Lachat operation.
- Process and regulatory testing was routine for the week.

Respectfully submitted,



Bruce Zimmerman
City Administrator