

## **DEPARTMENTAL WEEKLY REPORTS**

**December 17, 2010**

### **Water & Wastewater**

The project to replace the two sewer lines that cross the Christina Creek will be advertised in December. The bid opening is scheduled for January. Following a normal schedule one can expect the award to be made in February and the construction start will follow in March or April.

Work has begun on the redrilling of Well 14. The contractor has completed the monitoring well from which soil samples were drawn so that the subsurface characteristics can be evaluated for the design of the production well. Analysis of the drillings is expected next week. Work on the production well is scheduled after the New Year.

We have experienced several main breaks with the onset of the cold weather. Hopefully things will settle down moving forward.

Contractors have been picking up the plans and specs for the project to replace the Bellevue Sewage Lift Station. Bid opening on that project is scheduled for January.

I am told that we will receive our award letter for the grant to remove the Northwest Booster Station from the floodplain in January of next year. Once we have received the award letter we can resume work on that project.

I am looking into a grant opportunity to replace the Cooches Bridge Lift Station. If I am successful this project will be 75% State and 25% City funded project.

### **Police**

On Friday, December 10<sup>th</sup>, at 3:33 p.m., a resident of McKean Place reported a burglary in progress at a neighbor's house. Officers arrived at the scene and surrounded the house. Several juveniles were found inside of the house and taken into custody. This is another great example of a resident reporting suspicious activity that lead to the arrest of burglars.

On Sunday, December 12<sup>th</sup>, officers responded to Christina Mill Drive on a report of physical domestic violence. A 27 year-old male was arrested for assaulting his girlfriend.

On Tuesday, December 14<sup>th</sup> at 2:37 a.m., officers responded to a request for assistance from the security officer at Porter Infiniti. Upon arriving at the scene, officers found the security officer questioning a suspicious male. After further investigation, the suspect was arrested and charged with possession of burglar's tools, attempted theft, trespassing, and possession of a fictitious license plate.

On Tuesday, December 14th, at 10:21 a.m., Cpl. Robert Sharpe was on patrol in the area of Thompson Circle searching for suspicious activity. He observed an occupied vehicle parked in a driveway with the vehicle running. Due to burglaries in the area, Cpl. Sharpe checked the vehicle registration and found that the owner was wanted on a warrant from New Castle County. The officer approached the driver, identified him and took the suspect into custody. The suspect told the officer he had a loaded handgun in the glove box. The suspect has a valid permit to carry a concealed weapon. The suspect was turned over to the New Castle Police Department on the outstanding warrant.

Lt. Brian Henry has been transferred from his position as the Administration Division Commander to the Criminal Investigation Division Commander. We wish Lt. Henry the best of luck in his new assignment.

## **Planning & Development**

### **Planning**

At its meeting Monday evening, City Council approved an amendment to the subdivision agreement and deed restrictions for the Shoppes at Louviers to allow the sale of beer and spirits at the Deerfield Wines store in this shopping center.

Work has begun on the Planning and Development Department's 2010 Annual Report.

### **Economic Development**

On Tuesday, the City Manager and I attended the quarterly meeting of the New Castle County/Chamber of Commerce Economic Development Council.

Maureen also continued to work this week on our Downtown Holiday Advertising Campaign and related promotional activities.

Work also continued on the update of our Downtown Map & Guide and the development of a new business welcome package from the DNP.

This week the DNP received notification that downtown Newark is one of the ten semi-finalists nationwide for the Great American Main Street Award given annually for outstanding downtown revitalization efforts by the National Trust Main Street Program. We have now begun the follow-up semi-finalist application.

### **Community Development**

On Thursday, Mike attended the board meeting of the Delaware Chapter of the National Association on Housing and Rehabilitation Officials. Mike has been selected as vice president of this organization.

On Monday, Mike represented the City of Newark at the swearing in ceremony for the new HUD Region 3 Director (Delaware, Pennsylvania, Maryland, Virginia, West Virginia and the District of Columbia).

## Parking

On Monday, Assistant Planning and Development Director Maureen Feeney Roser and I attended a meeting with the City Manager, Finance Director and City Solicitor, with local developers regarding expanding existing parking downtown.

## **Public Works**

### Engineering/Planning and Inspection

- Christina Creek Inspection – Wedgewood Road to Nottingham Road: Performed creek inspection to look for any blockages. No blockages were found.
- Proposed 2011 Handicap Ramp Contract: Considerable time was spent examining the existing conditions at proposed ramp locations and compiling quantities of curb, sidewalk, etc., to install new ADA compliant ramps.
- Erosion & Sediment Control Inspections: Performed site inspections at 2 Old Casho Mill Road, The Mayer Subdivision, Laura' Glenn, Campus Crossing, the U of D Creamery Site, 108 E. Main Street, and Twin Lakes.
- Met with the University of Delaware, Engineering Assistant, and Public Works Director to go over NPDES draft permit comments to prepare for a conference call with AquaLaw.
- Participated in a conference call with AquaLaw to go over their NPDES draft permit comments and other questions/concerns. Also present were two representatives from the University of Delaware, the Public Works Director, and the Engineering Assistant.
- Worked on a GIS map of the Nazarene Church area for the Parks & Recreation Director.
- Participated in Christina Basin Task Force meeting in West Chester, PA.
- Reviewed information with regard to the Transfer Station No Exposure Exclusion expiration, and forwarded my recommendations to Rich.
- Performed a semi-annual Comprehensive Site Evaluation inspection at the Maintenance Yard as per our NPDES industrial stormwater permit. Forwarded a memo to the Public Works Director and Public Works Superintendent recommending corrective action.
- Participated in a Center for Watershed Protection webcast on rainwater harvesting at the University of Delaware.
- Compiled consultant quotes for various NPDES draft permit elements and forwarded to Rich.
- Started gathering information for the 2010 NPDES Stormwater Summary.
- Stormwater Maintenance – Woods at Louviers Basin #1: Tri State Lawn worked on the following:
  1. Removed 19 l.f. section of rusted corrugated metal pipe in detention basin.
  2. Replaced section of pipe with new aluminized corrugated metal pipe. Placed new band and basket on.
  3. Brought in a load of clay and backfilled around anti-seep collar.
  4. Backfilled remaining pipe and sodded disturbed areas.

## Survey Crew

- Continued traffic counts in Fairfield per Public Works Director's request – Current locations are N. Country Club Drive (between Windsor Drive and Wilshire Lane) and Cambridge Drive (between Fairfield Drive and Stamford Drive).
- Began updating citywide handicap ramp map.
- Located the new fence line installed at McKee's Park and added to CADD drawing.

## Field Operations/Streets:

- Street crews continued with the Fall Leaf Collection.
- Street crews worked on removing some of the leaf boxes from trucks, putting salt spreaders on trucks, and on calibration.
- Sign truck installed No Parking signs on Old Chestnut Hill Road.

## **Parks & Recreation**

### Administration – Charlie Emerson

I committed a good amount of time processing the release of escrow payments, Letters of Credit and follow up correspondences for the Cider Mill project on North Street and the Choate Street Commons project on Choate Street.

Joe and I visited two (2) skate park/spot facilities in the Ocean City, MD area.

I received and reviewed the revised Right of Way plan for the Pomeroy Trail.

Last Wednesday Tom and I attended a workshop in Milford that focused on incorporating the natural environment in park playground design.

I began visiting parks to evaluate hard surface facilities (parking lots, trails and play courts) for the purpose of preparing rehabilitation cost estimates for out years of our capital improvements program.

### Recreation – Joe Spadafino

Paula delivered equipment to Newark High School and Pearson Hall in support of the Junior League basketball games starting. The first week of games went well for all the leagues!

Sharon has been wrapping things up from the fall events and has been planning for winter/spring activities. She has been reviewing the winter/spring newsletter, working on data entry information, and marketing for the upcoming programs.

The recreation staff attended the seminar "Connecting Children with Nature" presented by Nemours at the Delaware Children's Museum on Tuesday, December 7.

I am organizing 2011 bid specifications for equipment and supplies, the bids will go out to vendors in January.

### Parks & Horticulture – Tom Zaleski

Parks staff replaced a few strings of lights on trees on Main Street due to vandalism.

Tom attended a Christina Clean Up Committee meeting to discuss plans for the 2011 event.

Tom and Rich met with representatives from Department of Corrections to discuss possible clean ups by inmates at several park sites.

Tom completed a grant application from the Delaware Preservation Fund to replace one of the rotting roof supports at the Old Train Station.

Horticulture staff continues on landscape bed cleanup.

Parks staff blew off tennis court areas as needed and completed removal of old play unit at Lumbrook (deck was rotting out).

Parks staff completed bush hogging meadow areas and ROW's for Electric and Water Departments.

### Electric

The standby line crew replaced a faulty transformer after hours, when a customer on Barksdale Road called about power quality issues. One transformer in a three phase bank was putting out low voltage.

A substation breaker sent out for repairs has returned after six months. At first it did not work properly, but after conferencing with the repair technician, the problem was quickly solved. Shipping may have caused the issue. Another substation breaker of the same kind had a malfunction. After unsuccessfully troubleshooting the issue, it has been decided to wait a week for a new backup breaker of a different brand to arrive and install it, instead of shipping the breaker out for expensive repairs.

The electricians and line crews changed O-rings on a substation breaker after a leak started when switching circuits. The small leak was repaired within a day and the unit switched back on.

A new relay was installed by engineering and the electricians, replacing the older electro-mechanical type with a microprocessor. This will enable the circuit to communicate with the SCADA system when the substation is connected.

KRS/mp