

City Manager's Weekly Report

Department:

Administration - City Manager

Notable Notes:

City Manager:

We wrapped up the first round of departmental budget hearings this week which took up most of the week. We held meetings with Public Works and Water Resources, Legislative (City Secretary), Police, Finance, and Administration. Chief Human Resources Officer Hardin, Finance Director Del Grande and I held a call with representatives from Delaware Valley Health Trust (DVHT) to discuss potential health insurance plan changes that could be put in place to help control costs. We identified a handful of items that DVHT is going to price out for us to use in discussions with the benefits committee. This same group also met with Solicitor Bilodeau to discuss finalizing the police pension ordinance changes associated with the move to DFIT and a pair of worker's compensation claims. I participated in another conference call with the NCC CARES Act Committee on supporting businesses.

We held a meeting to prepare for the three additional Main Street outdoor dining events that were authorized by Council on Monday night. UD plans to begin student move-in on August 26th. We also anticipate that off-campus students will begin returning ahead of that date. Because of this, we are going to schedule the events in back-to-back weeks over a three-week period across the end of July and beginning of August. We are also moving forward with Wednesday's as the primary date with a Thursday rain date each week. Public Works has already contacted DelDOT to make them aware of the proposed schedule. Expect more information shortly.

We are moving forward with hiring a pair of additional part-time custodians to help scale up cleaning and disinfection of City Hall. With the resumption of summer camps and with staff returning to the buildings, it is stretching our custodial staff and may begin to affect performance. These additions will be eligible for reimbursement from the CARES Act money we have received from New Castle County.

We are moving forward with the purchase and installation of a digital queue management software platform that will allow City Hall visitors to check in and wait to be seen outside as opposed to queuing in the lobby. This platform will also allow visitors to schedule appointments with our PUBs, Codes, and Parks Department staff. We feel these features will be helpful in protecting our visitors during the pandemic, while also improving the level of service overall. Based on what I have seen so far and the low cost, this platform is something I will likely support maintaining after the pandemic. This software will be eligible for reimbursement from the CARES Act money we have received from New Castle County.

The remainder of the week was spent in meetings with staff, COVID coordination, performing general administrative tasks, and handling personnel items.

Chief Human Resources Officer:

The Chief Human Resources Officer (CHRO) was on vacation last week and has spent the

majority of the early part of this week catching up on emails and voicemails. The HR team along with the City Manager and Finance Director had a meeting with our health insurance provider Delaware Valley Health Trust (DVHT) to discuss employee benefits for 2021 and to discuss what options are out there for cost containment. This meeting was scheduled in follow up to a meeting we had with the Employee Benefits Committee back in June to discuss plan design options and possible modifications to the employee health plans. The Employee Benefits Committee had posed questions to the City Manager, Finance Director and myself which we then reviewed with DVHT. We will be going back to this committee as soon as DVHT and their consultants provide us with the information we need.

The City IT Applications Division updated their Munis application which included updates to Employee Self Service (ESS) portal. The CHRO spent time on Monday and Tuesday assisting employees with their ESS accounts and getting them set up. I participated in the budget hearings for the Administration Department on Wednesday afternoon with the Finance Team and the rest of the Administration leadership. Attended meetings throughout the week relating to worker's compensation, personnel matters and labor relations. On Friday I will be attending the Safety Committee on behalf of Acting Human Capital Manager Jeff Martindale, who is on vacation this week. We will also be holding over the phone interviews for two part-time positions in Parks and Recreation for Community Center Attendants at the George Wilson Center on Friday afternoon. The rest of my time has been working on housekeeping items and filling in for Jeff Martindale where needed.

Facilities:

Continue with acrylic shielding in various office spaces. As far as I know we are done for now.
 Install new window and counter at GWC for customer service.
 Repair evidence room door to make operational. Will need to get better service though.
 Work on electric closets in Municipal Building.
 Work on Chlorinator fuses at Dickey Park.
 Meet with and facilitate HVAC contractors. PD and yard.

Custodial:

Disinfect general areas as well as specific ones due to illness.
 General cleaning.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Alderman's Court

Notable Notes:

Alderman's Court held three court sessions from 7/9/20 to 7/15/20. These sessions included arraignments, trials and capias returns. Parking Ambassadors continue to handle parking appeals online.

The bailiffs continue to cover the front atrium to direct customers to the departments and to monitor social distancing.

Activity or Project:

Court Sessions

Description:

From 7/9/20 to 7/15/20 Alderman's Court handled 10 arraignments, 37 trials and 7 capias returns. The court collected a total of 154 parking payments of which 117 were paid online and 37 were paid at court. The court also collected criminal/traffic payments of which 76 were paid online and 6 were paid at court for a total of 82 criminal/traffic payments.

Status:

Completed

Expected Completion:

07-15-2020

Execution Status:

Completed

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:**

City Manager's Weekly Report

Department:

City Secretary and City Solicitor's Office

Notable Notes:

Paul and Robert were in the office on July 9 for Court.

Renee participated in the management staff meeting on July 9.

Paul, Renee and Tara staffed the July 13 Council meeting. Renee spent time working on two addendums and the related packet items, which were sent to Council on July 9. Follow up was completed by staff throughout the week.

Renee participated in a coronavirus-related conference call with State stakeholders on July 14 with Mayor Clifton, Deputy Mayor Markham and City Manager Coleman.

Nichol staffed the July 14 Conservation Advisory Commission meeting. The CAC approved giving \$80,000 in funding to the Sieberlich Trane Energy Efficiencies/Solar Project, \$400 to purchase native plants at the Curtis Mill Park, and \$1,400 for promotional items for Newark Community Day.

Renee took part in the 2021 staff budget hearing for the Legislative Department on July 15.

Extensive time was spent working on the rescheduled 2020 Council elections for Districts 3 and 5. Renee, Tara and Danielle spent significant time processing returned absentee ballots and absentee affidavits. Renee and Tara worked to finalize training, polling place and absentee ballot counting procedures that are in compliance with social distancing and public meeting requirements. Renee also coded 283 voters that registered between the last update in May and the July 6 voter registration deadline and submitted the updated voters to the Department of Elections and each of the candidates. Tara worked to process returned mail to be able to submit that data to the Department of Elections to update voter registration lists. Staff is seeing an uptick in calls and emails with questions regarding the rescheduled City elections and various state elections that are approaching. All updated information regarding the 2020 City Council election can be found on the City website here: <https://newarkde.gov/508/2020-City-Election-Information>. Additional information regarding absentee ballot requests, returns and comparisons to previous years' turnouts are below.

Renee worked on implementation of the approved Boards and Commissions Diversity Initiative. 25 of 45 demographic surveys have been returned by the current boards and commissions members with the requested information on age, race, ethnicity, gender identity, sexual orientation and income to be reported back to Council. All vacant and expiring boards and commissions appointments through September 2020 are posted to the website. Information about opportunities to participate in the City's boards and commissions can be found on the City website here: <https://newarkde.gov/113/Boards-Committees-Commissions>

Renee spent time scheduling items for upcoming Council agendas.

Renee and Tara spent time researching items for Council and staff.

Tara spent time working on union-related items.

Danielle processed several items for the Recorder of Deeds office.

Nichol spent time on boards and commissions related items.

Tara reviewed several building permits.

Staff spent time on FOIA-related items this week. The following actions were taken on FOIA requests:

* Provided a response and closed a June 22 FOIA request for code violations between 01/01/2020 to present from RMG Real Estate Network

Regarding minutes, staff time was spent on the June 10 Election Board (Tara drafting), July 29 Council (Nichol drafted; Renee edited - complete), July 6 Council (Nichol drafted) and July 13 Council (Nichol drafting) minutes. Several sets of Council Executive Session minutes and the July 14 Conservation Advisory Commission minutes are currently in the queue.

13 discovery requests were fulfilled for upcoming Alderman's Court cases. 223 discovery requests have been filled so far for 2020. The July 23 court calendar was received and 8 case files were compiled for the Deputy City Solicitor. 14 court calendars with 221 associated cases have been processed in 2020. No pleas by mail were processed.

The office received 12 new lien certificate requests this week, which were sent to Finance for processing. 7 lien certificates were completed and sent to the requestor. 188 lien certificates have been processed for 2020.

Activity or Project:

Digital Records Project

Description:

Samantha, Fred and Ana worked on quality control review for documents already scanned or being directly imported into TCM. This project is critical to ensure that when public portals are opened, there is consistent titling and metadata so documents can be easily found by members of the public.

The scanned document numbers for July 9-15 are below.

Status:

In-Progress

Expected Completion:

Execution Status:

On Track

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****City Manager's Weekly Report****Department:**

Electric Department

Notable Notes:

The line crews repaired a service torn off a house by a vehicle on Cheltenham Road. They also made wire transfers to a new pole set in the backyard on Old Casho Mill Road and removed old danger pole.

The line crews removed and then installed a dozen tennis court lights after the electricians made repairs.

The electricians also replaced batteries at the Phillips Substation, worked on outlets at Handloff Park, and fixed circuits at the Dickey Park Pool.

Engineering spent the entire week in SCADA training, learning about the new system before commissioning.

Activity or Project:**Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:****Activity or Project:****Description:****Status:****Expected Completion:****Execution Status:**

City Manager's Weekly Report

Department:

Finance Department

Notable Notes:

The City is working hard to reach out to our utility customers to help those in need of a payment arrangement to advise them of their options. If you are behind on your utility bills and need a payment arrangement, please contact the Payments and Utility Billing Division by calling 302-366-7000, option 2.

All payments can be made online by clicking on this link, and then selecting the type of payment you choose to make. Payments can be made 24/7. <https://newarkde.gov/payments>.

Contactless bill payment options:

- Make payments online by visiting <https://payments.newarkde.gov>. This landing page will guide you to the correct site to pay a bill issued by the City of Newark.
- Utility bills can also be paid by phone by calling (302) 366-7000. There is no fee for paying by credit or debit card, although we do ask our customers to please pay by ACH (bank draft) if possible. We strongly advise our customers to utilize our web portal and use Customer Connect to make a payment.
- Drop your utility bill check or money order into the dropbox at City Hall.

The 2020/2021 City Tax bills will be completed and mailed the week of July 20th.

Activity or Project:

2021 Budget

Description:

- Staff is working with departments on their 2021 budget requests.
- CIP was due 6/12
- OPEX was due 6/19
- CM Coleman, Director Del Grande and the Budget Team held internal budget workshops over the past two weeks with all departments.
- Budget overview is scheduled for the August 17 Council meeting.
- Individual departments will present their requested budgets to Council between 8/31 and 9/21. Budget workshop is scheduled for October 5th where meaningful budget discussions will occur to bridge any estimated revenue shortfall.

Status:	In-Progress
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Expected Completion:	11-30-2020
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Execution Status:	On Track
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Activity or Project:

Payments & Utility Billing

Description:

Aside from normal customer business, PUB staff has been working on:

- Internal cross-training.
- SOP updates.

- UAT Testing of the forthcoming Customer Connect 6 upgrade.
- Updating Stormwater database process.

Stats for the week ending of 7/12: Call volume was up 20% (464 vs. 388).

- Customer Calls/answered: 443/464. There are now two customer service representatives working full time in the office. Remaining staff are working from home.
- Average call time: 3:50
- Longest hold: 2:34
- Payments processed: 3,015
- Pay by phone payments: 230
- Active Customer Connect Accounts: 7,092
- Customers signed up, not on pre-authorized payments: 4,598
- Budget Billing: 266
- Echeck/PAP Customers: 1,272 (includes budget billing)
- Credit Card PAP Customers: 1,222 (includes budget billing)

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	On Track

Activity or Project:

Accounting

Description:

- Single Audit work for auditors continues.
- Staff is cross training on the Lien Certification process.
- Real estate tax bill processing update – will be completed and mailed the week of 7/20.
- June month end close.
- May bank reconciliation.
- Local Highway Report for DelDOT.
- Census report completed.

Status:	In-Progress
Expected Completion:	12-31-2020
Execution Status:	On Track

City Manager's Weekly Report

Department:

Information Technology Department

Notable Notes:

Applications Team:

Open Support Tickets from Previous Week - 77

Open Project Tickets from Previous Week - 19

Tickets Opened in the Last Week - 71

Tickets Closed in the Last Week - 74

Remaining Open Support Tickets - 75

Remaining Open Project Tickets - 18

1. Attended Electric & Planning budget hearings on 7/9.

2. Assisted vendor with upgrades of Tyler Munis, Content Manager, Cashiering and Self Service on 7/10 and 7/11.
3. Performed go live testing of all applications after upgrade on 7/11 & 7/12.
4. Held Skype meetings with staff in preparation for mCare 6 upgrade on 7/13.
5. Attended PW&WR budget hearing on 7/14.
6. Attended Legislative, Police, Finance and Admin budget hearings on 7/15.
7. Assisted end users with Munis onboarding and small program changes.
8. Worked on and resolved support tickets for end users.
9. Created reports for users as requested.

Pending:

1. POS Cashiering for Welcome Center is on hold, waiting for vendor fix.
2. Waiting for Electric staff to test the work order kits and templates before promoting to LIVE.
3. Waiting on delivery date for new kiosk.
4. Waiting for Planning to decide path forward regarding online permit payments.

Infrastructure Team:

Open Support Tickets from Previous Week - 47

Open Project Tickets from Previous Week - 23

Tickets Opened in the Last Week - 90

Tickets Closed in the Last Week - 90

Remaining Open Support Tickets - 49

Remaining Open Project Tickets - 21

1. OneDrive migration testing
2. Second demo of WaveTec queue management system.
3. Supported after hours Zoom call for PD.
4. Troubleshooting a few Chromium based Microsoft Edge deployments.
5. Supported Munis client upgrade for users onsite and remote.
6. Met with Verizon to discuss SD-WAN options.
7. Developed plan to mitigate risk around two remaining Windows 7 machines that will remain until the HVAC upgrade is complete.
8. Continued WFH support.
9. Worked on and resolved support tickets for end users.
10. Actively responded to and resolved Secureworks alerts.

Pending:

1. Continuing to monitor all GateKeepers
2. Planning to install the new access point at GWC

Activity or Project:

mCare 6 Project (Applications Team)

Description:

mCare 6 is our real time mobile workforce management system for all utility related service orders.

****REVISED GO LIVE DATE****

Phase 1 Kick Off (Definition & Planning)

2/28/20 - Completed

Phase 2 Software Installation

3/9/20 - 3/13/20 - Completed

Phase 3 Remote End User Training and Configuration

(Updated to Remote vs. Onsite)

4/6/20-4/24/20 - Completed

Phase 4 End User Acceptance Testing

4/28/20-5/22/20 - Completed

*Will upgrade CIS and mCare next week to fix a testing issue found - Completed

6/3/20 - 6/19/20 - Completed

Phase 5 Go Live

7/20/20-7/24/20 - Scheduled

Status:	Near Completion
Expected Completion:	07-20-2020
Execution Status:	On Track

Activity or Project:

Munis 2019.1 Upgrade (Applications Team)

Description:

Description:

Phase 1 Software Upgrade TEST Environment

Completed

Phase 2 Kick Off (Definition & Planning)

5/21/20 - Completed

Phase 3 End User Acceptance Testing

5/26/20-6/05/20 - Completed

Phase 4 Vendor Issue Remediation

6/08/20 - 6/19/20 - In Progress

*One issue remaining to be resolved post go live by 7/15

Phase 5 End User Acceptance Re-Testing of Identified Issues

6/22/20-6/26/20 - Completed

Phase 6 City Led HUB Training

6/29/20-7/9/20 - Completed

Provided document handouts

Phase 7 Go Live

7/11/20 - Completed upgrade of Munis, Content Manager, Cashiering and Self Service

Status:	Completed
Expected Completion:	07-11-2020
Execution Status:	Completed
Activity or Project:	
Description:	
Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Parks and Recreation Department

Notable Notes:

Director: Assisted with the organization of Parks on Draft and met with potential partner for the open Parks on Draft event; met with Paula and Sharon about the Outdoor Movie Night organization and layout; reviewed landscape plans for several up coming subdivision projects; working with a couple of developers to finalize the landscape surety/escrow requirements for their projects; finalized our 2021 CIP and OPEX information and met with Finance Department about the Parks and Recreation Department 2021 budget; presented the Landscape Screening and Treatment draft update to City Council; conducted the Parks Maintenance meeting to discuss upcoming work orders and projects.

Deputy Director: Continued to work with UD on the set up for the Outdoor Movie Night, sent information to the TNP who is a sponsor for the event and to local restaurants to see if they are interested in featuring a special coupon for the event, continued to work with Sharon on the outdoor movie night parking arrangements and requirements for the contract with UD and worked with Shelby on signs and posters for the outdoor movie night; worked with Chrissy on finalizing supplies for opening the pools; spoke with Josh Shannon from the Newark Post regarding an article on summer camps reopening and sent him pictures to use; worked with Sharon and Chrissy to schedule dates for the fitness classes for the Wilson Center and Senior Center; worked with the portable toilet company confirming units for Parks on Draft and the outdoor movie night; attended a Newark PAL quarterly meeting and took notes as secretary for the board; continued to update facilities, waivers and information in Civic Rec; added information to the Parks on Draft Facebook event page; worked with Jill to get insurance certificates for the outdoor movie night for UD; worked with Shelby on website updates and information for the weekly Eblast; and worked with Shelby on the marketing and social media information for it; continued to work with Chrissy and HR regarding posting the GWC attendant positions; continued to work with Melinda on vendor and sponsor information in the Civic Rec registration software; continued to work with financial assistance registrants on upcoming payments for camps; continued to work with Shelby and Kathy on updates to the summer activity guide for Max Galaxy and on the website; continued to work with state criminal history office regarding background checks for summer camp staff; continued to submit Child Protection registry forms as received from staff; continued to send applications received for summer camp staff to recreation staff; conducted weekly staff meeting.

Recreation Supervisor of Athletics: Rittenhouse Camp completed week three, camp was cancelled on Friday due to the rain, camp continues through 8/14; making preparations for tennis lessons which begins 7/13, combining classes as needed, organizing supplies and finalizing instructors; prepared for golf camp in partnership with Deerfield, which is scheduled for 7/13-17 with 5 campers; canceled the adult volleyball leagues; submitted fall program information; Parks on Draft was held in partnership with Klondike Kate's and Preston's March at Olan Thomas Park, 7/9-7/12, Friday was rained out, crowds were not as large as last year's event but it was nice to be able to offer this event and get people outside enjoying the park, music and food and drink.

Recreation Supervisor of Community Events: Reviewing and assigning spaces for the Outdoor Movie Night, designed/revised a map and layout for parking, visited event site to take measurements, answered questions from UD regarding compliance with regulations related to COVID-19, composed information to send to participants regarding safety guidelines that will be in place at the event; Camp R.E.A.L. has low registration, but is going well, staff continues to get paperwork from parents that is needed/required; visited the decorated locations, took photos and posted photos on the event page for the Festival of Fun Home & Yard Decorating Tour; continue to post links and recipes to the Picnic Perfect Recipe Sharing Facebook event page; continue to post tips and activities regularly for those that want to participate in the Virtual Campout; continue to work with previous speakers to try to get virtual presentations for Safe Kids camp this year; updated fall program information.

Coordinator of GWC and Volunteers: Camp GWC continued with another fun week with a theme of Adventureland complete with a walking field trip to White Clay Creek State Park, virtual field trips and lots of rainy day activities on Friday; camp registration continues to run low with a total of 22 full day campers and multiple campers canceling at the last minute; sent camp forms to parents for upcoming weeks; continued to finalize information for Fall programs; continued to finalize and update staff schedules for the George Wilson Center based on current rentals scheduled; conducted Lifeguard Orientations for the 2020 pool season and finalized preparations for Dickey Park pool to open on July 14; attended staff meeting on July 9; finalized preparations for the Newark History Lecture that took place at the George Wilson Center on July 11 which was a great success despite some technical issues with a total of 32 participants and 5 that joined the virtual streaming on social media; finalized information for the Essential Oils Virtual workshop held on July 8; continued to make adjustments for other programs as well including updated program descriptions for upcoming Theater Camps, Abrakadoodle Art Camps, and Wildlife Habitat Workshop; coordinated with a church group interested in volunteering for the upcoming Movie Night and park maintenance; continued to communicate with George Wilson Center renters pertaining to holding, rescheduling or canceling rentals due to COVID-19; continued to communicate and schedule appointments with potential renters as well; a baby shower rental was held at the George Wilson Center on Sunday, July 12 from 3 – 8 p.m. with a total attendance of 60.

Recreation Specialist: Updated Volunteer binder and files, emailed camp directors volunteer names/contact information for next two weeks, sent reminder email to next week volunteers – what to bring, time to report, etc., sent health screening to volunteers starting July 27th; continued to enter vendor information for events into Civic Rec, continued to populate parks/events/classes with photos; posted Movie Night and Virtual Camp Out on City Calendar and on Newark Post event calendar.

Parks Supervisor: Completed trash sweep of all parks and some horticulture sites; continued

mowing cycle throughout parks; trimmed up tree limbs along Old Paper Mill Road side walk area; set up Olan Thomas Park in preparation for Parks on Draft; completed weed control in horticulture areas; working on items in support of the outdoor movie night; sharpened all chain saw blades in preparation for Friday storm; worked on getting the Dickey Park Pool prepared for opening.

Activity or Project:

New Registration Software System

Description:

The training and implementation of the new registration software system Civic Rec is almost completed and the system will go live for the fall registration period. The new system will require all users to create a new account. They will then be able to register for activities and events.

Status:	Started
Expected Completion:	08-17-2020
Execution Status:	On Track

Activity or Project:
Description:

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:
Description:

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report

Department:

Planning and Development Department

Notable Notes:

Code Enforcement:

The Code Enforcement Division continues to be active. Permit activity remains steady and in pace with activity of the previous year. There were 23 permits issued this week and the division received 24 new permit applications. This week, the administrative staff fielded 50 Code Enforcement Division phone calls and 21 calls for other departments. Due to vacation, the division had one phone attendant this week who reported that activity at the Codes window in City Hall has been steady.

Code Enforcement Manager Stephanie Petersen is presently working in the office 2-3 days per week and working remotely the remainder of the time. She is working with administrative staff to review business license accounts and delinquent accounts from the aging report.

Code Enforcement Officer Tim Poole reports that Thorn Flats is expected to apply for TCO for part of the clubhouse area. Paving of all parking areas continues at Thorn Flats/Lehigh Flats, to be followed by striping and fire lane designation, etc. Correction of the front exterior steps has started at Victoria Mews and all tenants in effected buildings have been temporally relocated during construction of new stairs as the stairs are the main means of egress.

Code Enforcement Officer Brian Sargeni reports that Building and Fire COs are approved for all 28 units at the Campus Walk II project on New London Road. Final inspection is scheduled for the PT office in the Fairfield Shopping Center. The parking lot of the church on New London Road and Hillside Road is paved and striped.

Property Maintenance Inspectors started a daily patrol of Old Cooch's Bridge Industrial Park for trash stored outside refuse containers. In addition, Property Maintenance completed the following this week:

- 50 Inspections
- 19 Response to Complaints
- 2 Citations Issued
- 16 Violations Issued

Planning/Land Use:

The Planning and Development Department received an application for a special use permit for a fraternity/sorority house at 19 Amstel Avenue. The application is set to be on the August 24 Council agenda.

On Thursday, Planner Mike Fortner attended the WILMAPCO Technical Advisory Committee meeting. Also this week, Mike presented the report on the special use permit for 925 Rahway Drive to construct an uncovered deck in the special flood hazard area (SFHA). The application was approved at the July 13 Council meeting.

Planner Tom Fruehstorfer attended the WILMAPCO Council meeting on July 10 to present a summary of the June 15 WILMAPCO PAC meeting.

The following was also completed this week:

- 8 Deed Transfer Affidavits
- 21 Building Permit Reviews
- 3 Certificates of Completion/Occupancy

Land Use Projects Currently Under Review:

1119 South College Avenue, Parcel 1804600026 (PR#16-06-01): On June 6, 2016, the Planning and Development Department received a sketch plan review for the proposed redevelopment of the property at 1119 South College Avenue, the present location of the Red Roof Inn. The application and plans for the proposed major subdivision and special use permit were received on November 20, 2016. Revised plans were received February 8, 2017. The proposal calls for demolition of the existing structure at the site and construction of a 4-story hotel and convenience store with gas pumps, with associated parking. Staff comments were sent to the applicant on March 9, 2017. The Board of Adjustment granted variances regarding area regulations and area

requirements on June 21, 2018.

0 Independence Way, Village of Chestnut Hill, Parcel ID 1100900078 (PR#16-06-02): The Planning and Development Department received plans for an annexation, rezoning, and major subdivision of the property located at 0 Independence Way on June 30, 2016. The plans call for a 45-unit townhouse community at the site. Plans were reviewed by the Subdivision Advisory Committee (SAC) at an October 13, 2017 meeting. SAC comments were sent to the applicant on October 27, 2017.

46 Welsh Tract Road, Parcel IDs 1100900033, 1100900059 (PR#17-11-03): On November 16, 2017, the Planning and Development Department received a sketch plan for the annexation, rezoning from S (Suburban) New Castle County zoning to RR (Town Houses) City of Newark zoning, and major subdivision, with possible site plan approval, of two parcels totaling 2.15 acres to construct 22 townhomes. Plans were distributed to the Subdivision Advisory Committee (SAC) on November 21, 2017. A SAC meeting was held on December 14, 2017. Staff comments were sent to the applicant on December 29, 2017.

1501 Casho Mill Road, Parcel ID 1803000127 (PR#17-11-05): On November 23, 2017, the Planning and Development Department received a sketch plan submission for a Comprehensive Development Plan amendment and major subdivision for the property located at 1501 Cash Mill Road. The proposal includes demolition of the existing office building at the site and construction of a new three-story structure with 23,526 square feet of office and retail on the first floor and 60 apartments on the second and third floors. Plans were distributed to the Subdivision Advisory Committee on November 29, 2017. A SAC meeting was held on December 18, 2017. Staff comments were sent to the applicant on January 9, 2018. The Planning and Development Department received revised plans on March 12, 2019. Staff comments were forwarded to the applicant on July 22, 2019. The Planning and Development Department received revised plans on November 13, 2019. Staff comments were forwarded to the applicant on May 15, 2020. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

515 Capitol Trail, Charlotte's Way, Parcel IDs 1801000004, 1801000005 (PR#18-02-01): The Planning and Development Department received a sketch plan for the rezoning and major subdivision of 515 Capitol Trail, to be known as Charlotte's Way, on February 15, 2018. The plan proposes the rezoning of the property from RS to RR, demolition of the existing single-family home on the site, and construction of ten townhomes. Applications and plans for the rezoning and major subdivision with site plan approval of this property were received by the Planning and Development Department on September 26, 2018. The sketch plan was distributed to the Subdivision Advisory Committee (SAC) on February 16, 2018. SAC comments were sent to the applicant on April 20, 2018. Plans received on September 26, 2018 were forwarded to the SAC for review on September 26. A SAC meeting was held on October 19, 2018 to discuss the plans with City operating departments. SAC comments were forwarded to the applicant on January 9, 2019. Revised plans were received by the Planning and Development Department on May 1, 2019. Staff comments were forwarded to the applicant on August 23, 2019.

1105 Elkton Road, Royal Farms, Parcel ID 1100400013 (PR#18-07-01): A sketch plan was received by the Planning and Development Department on July 20, 2018 for the property located at 1105 Elkton Road. The plan proposes an annexation, rezoning, and minor subdivision to demolish the existing buildings at the site and construct a Royal Farms gas station, car wash, and convenience store. Plans were distributed to the Subdivision Advisory Committee (SAC) for

review on July 23, 2018. A SAC meeting was held on August 27, 2018. SAC comments were forwarded to the applicant on October 22, 2018.

132-138 East Main Street, Parcel IDs 1802000126, 1802000127 (PR#18-10-02): On October 8, 2018, the Planning and Development Department received a rough concept sketch plan for the property at 132-138 East Main Street. The sketch plan proposes a major subdivision for the demolition of the existing structures at the site and construction of a 4-story structure with retail on the ground level and 12 apartments on the 2nd, 3rd, and 4th floors on the front of the lot. The rear of the lot is proposed to have parking on the first two floors with an 88-room hotel on the 3rd, 4th, and 5th floors, and a roof deck on top. Plans were distributed to the Subdivision Advisory Committee (SAC) for review on October 9, 2018. A SAC meeting is scheduled for November 7, 2018. SAC comments were forwarded to the applicant on January 17, 2019. Plans were received by the Planning and Development Department, along with applications for a major subdivision and special use permit, on September 3, 2019. Plans were distributed to the SAC for review on September 3, 2019. A SAC meeting was held on October 16, 2019. The Planning and Development Department received revised plans on December 20, 2019. The revised plans propose a five-story mixed-use building with two commercial tenants, apartments, and associated parking. A SAC meeting was held on January 15, 2020. Staff comments were forwarded to the applicant on April 15, 2020. The Planning and Development Department received revised plans on May 1, 2020. The project has been scheduled for review and consideration by the Planning Commission at their June 2, 2020 meeting. The project was withdrawn from the June 2, 2020 Planning Commission agenda and will be reviewed at a future meeting. The Planning and Development Department received revised plans on June 12, 2020. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

54 East Main Street, Parcel ID 1802000022 (PR#19-05-02): On May 31, 2019, the Planning and Development Department received a sketch plan for a mixed-use subdivision at 54 East Main Street proposing a restaurant on the ground floor, two apartment units on the second floor, and one apartment unit on the third floor. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019.

268 East Main Street, Parcel ID 1802100024 (PR#19-06-01): On June 10, 2019, a sketch plan was received by the Planning and Development Department for the property at 268 East Main Street. The plan proposes a 52-unit apartment building on the site of the current Super 8 Motel. Plans were distributed to the Subdivision Advisory Committee (SAC) on June 26, 2019. Revised plans were received on April 14, 2020 and distributed to SAC for review. The revised plans call for a major subdivision with site plan approval, special use permit, Comprehensive Development Plan amendment, and rezoning for a mixed-use building with commercial space that includes a restaurant and parking on the first floor and four floors of apartments targeted to student housing consisting of 56 two-bedroom units. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020. Staff comments were forwarded to the applicant on July 15, 2020.

751 Paper Mill Road, Walton Farm Subdivision, Parcel ID 0804700003 (PR#19-08-01): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, and minor subdivision of 14.48+/- acres at 751 Paper Mill Road. The plans propose to divide one parcel into two parcels in order to construct one single-family home on the newly created parcel. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019. The project

will be reviewed and considered by the Planning Commission at a future Commission meeting. The project is pending potential future discussion of Planning Area 7. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

734 Paper Mill Road and 5 and 11 Possum Hollow Road, Milford Run Subdivision, Parcel IDs 0804700033, 0804700031, 080470039 (PR#19-08-02): On August 5, 2019, the Planning and Development Department received plans for an annexation, rezoning, Comprehensive Development Plan amendment, and major subdivision of the 4.75+/- acres at 5 Possum Hollow Road, 11 Possum Hollow Road, and 734 Paper Mill Road. The plan proposes annexation and rezoning to RD (single-family residential), demolition of the unoccupied dwellings on the properties, and creation of a 12-lot single-family residential subdivision. Plans were distributed to the Subdivision Advisory Committee (SAC) on August 9, 2019 for departmental review. A SAC meeting took place on September 24, 2019. Staff comments were sent to the applicant's representative on November 1, 2019. The Planning and Development Department received revised plans on November 11, 2019. Staff comments were forwarded to the applicant on January 3, 2020. The project is scheduled to be reviewed and considered by the Planning Commission at their meeting on February 4, 2020. At their meeting on February 4, 2020, the Planning Commission recommended approval of the annexation (5-0), Comprehensive Development Plan amendment (5-0), rezoning (5-0) and major subdivision (4-1). The project has been placed on the June 8, 2020 City Council agenda for second reading and public hearing. The project is pending potential future discussion of Planning Area 7. The project was discussed with City operating departments at a SAC meeting held on June 17, 2020.

532 and 540 Old Barksdale Road, Parcel IDs 1802500134, 1802500135, 1802500347 (PR#19-10-01): The Planning and Development Department received plans for an administrative subdivision at 532 and 540 Old Barksdale Road on October 8, 2019. The applicant is requesting the administrative subdivision to combine three parcels into one parcel, with ownership of the proposed one parcel being retained by the applicant. Letters were mailed to adjacent property owners notifying them of the requested administrative subdivision on October 11, 2019. No objections have been received from adjacent property owners.

124 East Main Street, Parcel ID 1802000125 (PR#20-04-02): The Planning and Development Department received a sketch plan on April 30, 2020 for the redevelopment of 124 East Main Street, known as Center Square and the current location of Walgreens, Homegrown, 14 residential dwelling units, and 33 parking spaces. The plan proposes two floors of commercial space, conversion of the 14 existing units into 58 new residential units on the upper four floors of the building, and an increase of 200 additional parking spaces.

614 South Twin Lakes Boulevard, Parcel ID 1805400076 (PR#20-06-01): On June 5, 2020, an application for a special use permit was received by the Planning and Development Department for an in-home daycare at 614 South Twin Lakes Boulevard. City zoning code requires Council approval of a special use permit for an in-home daycare in the RR zoning district. As the lot size is less than one acre, Planning Commission review is not required. The application was placed on the July 13, 2020 City Council agenda but was withdrawn as it was determined that the applicant needs a variance to proceed.

925 Rahway Drive, Parcel ID 1801800155 (PR#20-06-02): On June 18, 2020, the Planning and Development Department received an application for a special use permit for the construction of an uncovered deck on the property at 925 Rahway Drive, which is in a Special Flood Hazard Area

(SFHA). The special use permit is required as City zoning code requires Council approval to construct or place a structure in the SFHA. As the parcel size is less than one acre, Planning Commission review is not required. The special use permit request was approved by City Council at their July 13, 2020 meeting

109 Paper Mill Road, Emerson Bridge, Parcel ID 1801400136 (PR#20-06-03): On June 29, 2020, an application for a special use permit was received by the Planning and Development Department to construct a pedestrian/bicycle bridge over White Clay Creek on the property at 109 Paper Mill Road, which is in a Special Flood Hazard Area (SFHA). City zoning code requires Council approval to construct a bridge in the SFHA. As the lot size is greater than one acre, Planning Commission review is also required. The project is scheduled for Planning Commission review on July 7, 2020. At their meeting on July 7, 2020, the Planning Commission recommended approval of the special use permit (5-0). The project is will placed on an upcoming City Council agenda.

19 Amstel Avenue, Parcel ID 1802600006 (PR#20-07-01): On July 1, 2020, the Planning and Development Department received an application for a special use permit for a fraternity chapter house for the UD chapter of Alpha Sigma Phi at 19 Amstel Avenue, which was recently rezoned from RS to RM. City zoning code requires Council approval of a special use permit for a fraternity/sorority house in the RM and RA zoning districts. As the lot size is less than one acre, Planning Commission review is not required. The application is tentatively set to be reviewed by City Council at their August 24, 2020 meeting.

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

Activity or Project:

Description:

Status:

Expected Completion:

Execution Status:

City Manager's Weekly Report

Department:

Police Department

Notable Notes:

- Chief Tiernan received a card this week written by a long time Newark resident in support of the Newark Police Department. The resident wrote: “The qualities I remember of Chief Cunningham, some eighty years ago; kindness, thoughtfulness, smiles, and good humor, I find in your force today. I thank you and all your troops.” The resident added, “I’m proud to be a resident of the best little city in Delaware.” We thank the resident for her kind thoughts.
- Deputy Chief Farrall received a phone call from a resident to express her gratitude for the assistance provided by M/Cpl. Darryl Saunders to the resident’s husband and 16-year-old daughter. The resident described Darryl as “Awesome, just Awesome.” The resident went on to say the impression left by Darryl on her daughter, especially during these times of uncertainty with police could not be more appreciative. This is another great example of the great “unseen” work done by the members of the police department.

Patrol Division:

- On July 11, 2020 at approximately 2100 hours, officers responded to East Cleveland Avenue for the report of a pedestrian being struck by a vehicle. Upon arrival, officers learned that a juvenile female had been hit while crossing the roadway outside of any marked crosswalks. The juvenile was transported to CER and admitted to the hospital for treatment.
- On July 12, 2020 at approximately 1840 hours, officers responded to the parking lot of the Red Roof Inn, 1119 South College Avenue, for a report of a male suffering from facial injuries. Arriving officers contacted a male victim suffering from injuries to his face and arm. The victim reported that he had been staying at the hotel and was assaulted and robbed by unknown suspects. The suspects removed personal property from the victim and fled the hotel. The victim was unable to provide any description of the suspects involved. There are no reports of weapon involvement.

Special Enforcement Division:

- During the week, the Special Operations Unit continued work to address complaints at several residences including Wollaston Avenue, Westfield Drive, Madison Drive, Capitol Trail, Millstone Drive and East Park Place. The unit will be working with various partners to include landlords, code enforcement, mental health professionals and residents to address ongoing issues at these locations. The unit continues work on the development of the Hero Help program and exploring ways to continue safe PAL events during the COVID pandemic.
- During the week, the Traffic Unit conducted traffic enforcement at various locations including Delaware Avenue, Fairfield and other locations due to citizen complaints.

Criminal Division:

- After a lengthy investigation into several vehicle thefts and attempted thefts in late June, Newark Police Detectives obtained an arrest warrant for Paul W. Gore (AKA Paul W. Havener), 31, of Wilmington. The warrant charges Gore with Identity Theft, Burglary Third Degree (3 counts), Theft Over \$1,500, Theft of a Motor Vehicle (3 counts), Conspiracy Second Degree (2 counts), Unlawful Use of a Payment Card. The charges result from the June 29th vehicle theft on South College Avenue, June 30th attempted vehicle theft on East Main Street and June 30th vehicle theft on East Delaware Avenue. Gore is currently incarcerated in a Delaware prison on unrelated charges and will be processed on his charges soon. Gore was found to have conspired to commit these crimes with Joseph Knapp, 23, of West Chester, PA. Knapp’s warrant charges him with Identity Theft (2 counts), Burglary Third Degree (4 counts), Theft Under \$1,500 (3 counts), Theft of a Motor Vehicle (2 counts), Unlawful Use of a Payment Card (2 counts), Conspiracy

Second Degree (2 counts), Theft by False Pretense. The charges in Knapp's case result from the June 29th vehicle theft on South College Avenue, June 30th attempted vehicle theft on East Main Street, June 30th vehicle theft on East Delaware Avenue and July 1st theft from a vehicle parked on East Main Street. Knapp was also found in the vehicle stolen from East Delaware Avenue when it was recovered in Philadelphia, PA on July 1, 2020. On July 9, 2020, Knapp was taken into custody without incident when he was observed in a shopping center in Newark. He appeared before Justice of the Peace Court #11 by video and was ordered to be held in default of \$20,000 secured bail. Knapp was turned over to the custody of the Howard R. Young Correctional Institution in Wilmington. Additionally, Newark Police took Alexandra Taylor, 33, of Wilmington, into custody. Taylor was with Knapp at the time of his arrest. Detectives recognized Taylor from surveillance video, as she had been seen using a credit card stolen from a vehicle on East Main Street on June 28, 2020. Taylor was charged with Identity Theft, Unlawful Use of a Payment Card, Theft by False Pretense Under \$1,500, Receiving Stolen Property Under \$1,500. Taylor appeared before Justice of the Peace Court #11 by video and was released on her own recognizance.

Activity or Project:

N/A

Description:

N/A

Status:	Completed
Expected Completion:	07-16-2020
Execution Status:	Completed

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

Activity or Project:**Description:**

Status:	
Expected Completion:	
Execution Status:	

City Manager's Weekly Report**Department:**

Public Works and Water Resources Department

Notable Notes:

DNREC Fish and Wildlife will be installing some temporary bat monitoring devices around the reservoir property. The devices are essentially microphones that pick up the unique sounds emitted by different species of bats. They are particularly interested in rare species that have been

observed in the area in the past and new species that move into an area.

One of our five (Unit #5) treatment units at the Curtis Water Treatment Plant is offline for maintenance. We are reviewing our options to get this unit back up and functional as soon as possible as we need the capacity in the plant due to the South Well Field WTP being offline. We will likely need to rehabilitate Units 4 and 5 when the South Well Plant is back online later this fall. We are able to keep up with current demand with the remaining units.

PW&WR, Planning, and Parks staff attended a pre-construction meeting with Kent Construction for the final construction contract at the Rodney site. Once all of the paperwork is completed, the contractor anticipates getting started around August 1. Perimeter site and erosion control will be the first order of business, followed by some earth moving and tree trimming/removal.

Activity or Project:

Sanitary Sewer Smoke Testing - Yorkshire

Description:

As part of our ongoing sanitary sewer system evaluation, our consultants, JMT and TFE Resources, will be performing smoke testing in the Yorkshire/Catalina Gardens area during the week of July 27. Smoke testing allows us to quickly verify and eliminate any rain or groundwater infiltration or inflow locations, which limit the overall capacity of the system. Notices will be hand delivered to any affected residents with a number to call with any questions or concerns. I have attached the map and notice for your information. The testing will be limited to Areas 3 and 4 at this time.

Status:	Started
Expected Completion:	07-31-2020
Execution Status:	On Track

Activity or Project:

Water Main Replacement Project

Description:

The water main replacement on Tufts, Baylor, Dallam, and Wilson are all complete, with some minor restoration of the roadway left to complete. This project was funded by the State Revolving Loan Fund and the 2018 Capital Referendum. A project overview and summary will be prepared for Council over the next few weeks.

Status:	Completed
Expected Completion:	07-31-2020
Execution Status:	Completed

Activity or Project:

Description:

Status:	
Expected Completion:	
Execution Status:	

Absentee Ballot Update – As of July 15, 2020

District	Affidavits Returned	Ballots Mailed	Ballots Returned	% Ballots Returned	% of 2018 Council turnout	% of 2019 Mayor turnout	% of 2013 Mayor turnout
3	591	591	280	47.38%	122.11%	96.89%	71.38%
5	571	571	342	58.38%	121.75%	101.06%	81.46%

Number of votes in previous races

District	2018 Council	2019 Mayor	2013 Mayor
3	484	610	828
5	469	565	701

Digital Records Project New Documents Created – July 9-15

Name	# of Documents	# of Pages	Types
Samantha	0	0	Working remotely on modifications
Sandy	61	8,713	Administration Correspondence Files
Fred	0	0	Working remotely on modifications
Ana (PT)	0	0	Working remotely on modifications
Total	61	8,713	

Monthly Year-Over-Year New Document Page Totals

Month	2019	2020	Change +/-
January	51,476	16,760	-34,760
February	23,706	27,129	+3,423
March	32,064	43,248	+11,184
April	36,965	50,610	+13,645
May	62,286	36,576	-25,710
June	69,471	38,161	-31,310
July	45,789		
August	64,117		
September	60,329		
October	52,886		
November	19,198		
December	20,589		
Totals	549,981		

Monthly Year-Over-Year Modified Document Page Totals*

Month	2019	2020	Change +/-
January	64,516		
February	13,926		
March	42,064		
April	55,965		
May	286,052		
June	79,209		
July	48,442		
August	75,080		
September	68,636		
October	67,741		
November	55,390		
December**	1,268,569		
Totals	2,125,590		

*Includes documents created in other departments, but sent to the Digital Records Division to be scanned as well as ongoing quality control updates.

**Documents found with incorrect metadata from the Laserfiche/TCM migration as well as documents that were found not to have been properly OCR'd were reprocessed in December 2019.

NEWARK POLICE DEPARTMENT

WEEK 07/05/20-07/11/20

INVESTIGATIONS

CRIMINAL CHARGES

	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2019 TO <u>DATE</u>	2020 TO <u>DATE</u>	THIS WEEK <u>2020</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	0	0	0	0	0
Kidnap	1	5	0	0	3	0
Rape	5	1	0	2	2	0
Unlaw. Sexual Contact	2	2	0	0	2	0
Robbery	10	9	0	6	24	0
- <i>Commercial Robberies</i>	7	1	0	4	0	0
- <i>Robberies with Known Suspects</i>	0	2	0	1	1	0
- <i>Attempted Robberies</i>	0	0	0	0	0	0
- <i>Other Robberies</i>	3	6	0	1	23	0
Assault/Aggravated	16	12	0	14	9	0
Burglary	40	19	2	83	63	0
- <i>Commercial Burglaries</i>	5	5	1	7	42	0
- <i>Residential Burglaries</i>	27	12	1	49	14	0
- <i>Other Burglaries</i>	8	2	0	27	7	0
Theft	294	228	6	228	97	1
Theft/Auto	25	32	1	5	5	0
Arson	0	0	0	0	0	0
All Other	64	92	1	77	58	0
TOTAL PART I	457	400	10	415	263	1
<u>PART II OFFENSES</u>						
Other Assaults	152	147	2	93	119	1
Rec. Stolen Property	0	1	0	6	5	0
Criminal Michief	77	62	0	53	37	0
Weapons	13	7	0	39	18	0
Other Sex Offenses	0	0	0	0	0	0
Alcohol	71	24	0	114	27	0
Drugs	106	30	2	151	46	1
Noise/Disorderly Premise	358	300	7	122	102	0
Disorderly Conduct	87	72	2	68	48	3
Trespass	135	147	5	64	25	0
All Other	190	151	6	232	131	0
TOTAL PART II	1189	941	24	942	558	5
<u>MISCELLANEOUS:</u>						
Alarm	88	77	2	0	0	0
Animal Control	324	252	6	2	20	0
Recovered Property	122	98	5	0	0	0
Service	18574	16695	563	0	0	0
Suspicious Per/Veh	253	236	6	0	0	0
TOTAL MISC.	19361	17358	582	2	20	0

	THIS WEEK <u>2019</u>	2019 TO <u>DATE</u>	THIS WEEK <u>2020</u>	2020 TO <u>DATE</u>
TOTAL CALLS	846	24,284	654	20,308



Newark Police Department
Weekly Traffic Report
07/05/20-07/11/20



TRAFFIC SUMMONSES	2019 YTD	2020 YTD	THIS WEEK 2019	THIS WEEK 2020
Moving/Non-Moving	6785	2690	351	4
DUI	109	40	7	0
TOTAL	6894	2730	358	4

*Included in the total collision numbers

TRAFFIC COLLISIONS				
Fatal	2	0	0	0
Personal Injury	138	71	2	0
Property Damage (Reportable)	616	359	26	8
*Hit & Run	133	78	4	1
*Private Property	160	78	7	1
TOTAL	756	430	28	8

Note: Typically, the YTD numbers are generated by adding the current week statistics to the YTD statistics from the previous reporting period. Periodically, the numbers for this report will be generated from the beginning of the year to capture data that may have otherwise been omitted due to a processing delay or other administrative anomaly, more accurately updating the year-to-date totals.



CITY OF NEWARK
DELAWARE

SMOKE TESTING OF SANITARY SEWERS NOTICE TO RESIDENTS

During the next few days the City of Newark, through its engineering consultants JMT, Inc. & TFE Resources, Inc., will conduct smoke testing of the sanitary sewer system in your area. This smoke testing involves blowing smoke into the sewer lines. The smoke will reveal places where storm and other surface waters are entering the sanitary system in your area. During this testing, gray smoke may exit through vent pipes on roofs of homes and through sewer line breaks.

This smoke is **NON-TOXIC, LEAVES NO RESIDUE AND CREATES NO FIRE HAZARD**. This smoke is manufactured for this purpose. It is gray in color, leaves no residue or stains, and has no effects on plant and animal life. The smoke has a distinctive but not unpleasant odor. Visibility and odor last only a few minutes where there is adequate ventilation. **If you suffer from any lung or respiratory ailments, please contact us at the number below for special service.**

Because the plumbing appliances in your house or building are connected to the sanitary sewer system, some of the smoke may enter your house if:

- the vents connected to your building's sewer pipes are inadequate, defective or improperly installed.
- the traps under sinks, tubs, basins, showers and other drains are dry, defective, improperly installed or missing.
- the pipes, connections, and seals of wastewater drain systems in and under your building are damaged, defective, have plugs missing or are improperly installed.

If you have seldom-used drains, please pour a gallon of water in the drain to fill the drain trap. This procedure will help prevent the possibility of smoke entering your living areas through those drains.

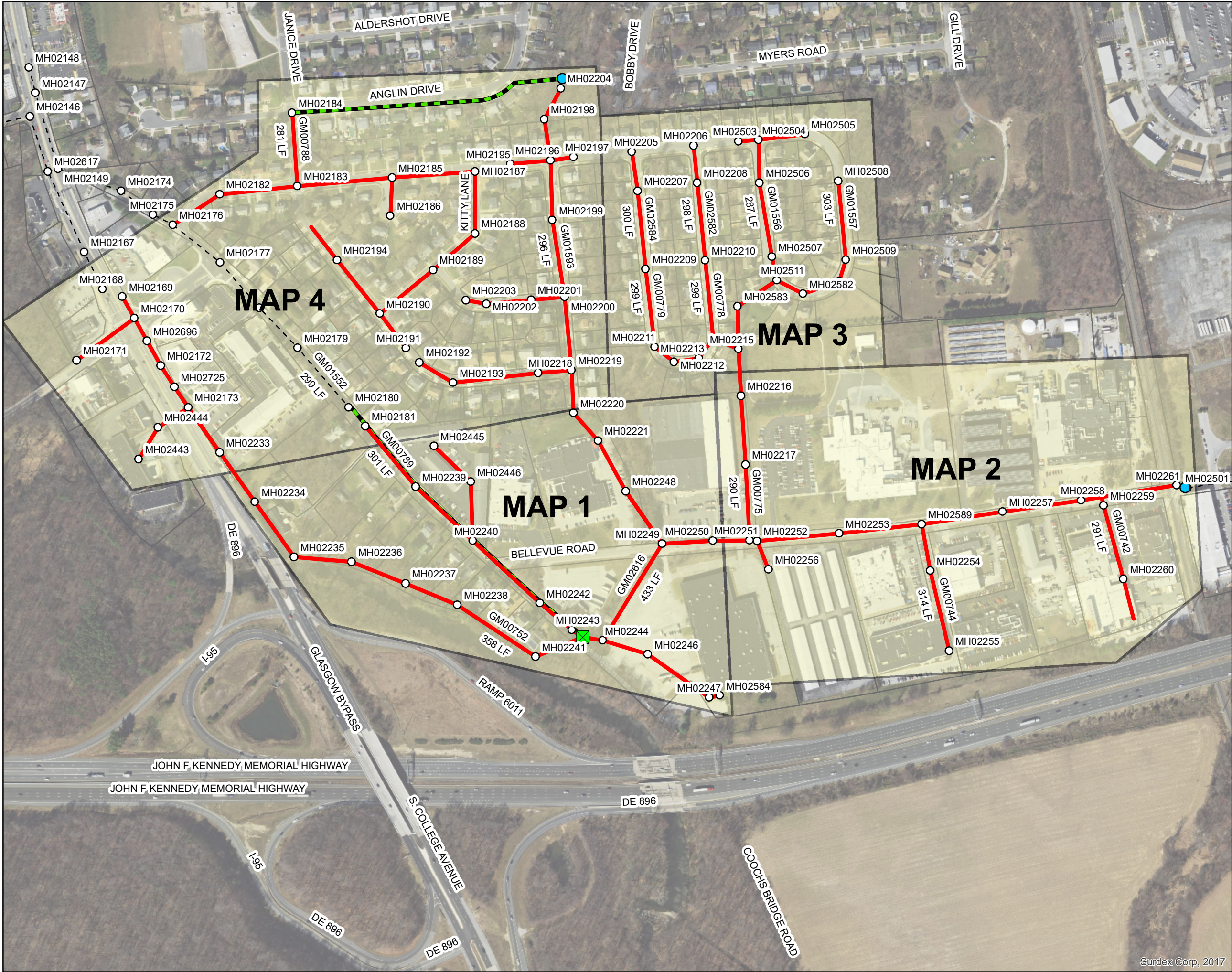
All residents are advised that if traces of this smoke or odor enter your house or building, it is an indication that gases and odors from the sewer may also enter. Correction of the source of smoke that enters your house is urgently advised. If you observe smoke in your home, ventilate the room and immediately call it to the attention of the testing crew in the area. **If they can't be found, or if you have any additional questions concerning this work, please call Chris Brendza of JMT Inc. at 302-533-3972, or Vic Meyer of TFE Resources, Inc. at (443) 955-9669, or the City of Newark Public Works Department at 302-366-7000.**

Thank you for your cooperation.

Date of Notice Given: _____

SMOKE TESTING - SUMMARY

- What is smoke testing?
 - Non-toxic, harmless, and odorless
 - Identify sources of stormwater inflow into the Sanitary Sewer System
- What can you do?
 - Run water in unused sinks, drains, etc.
 - Notify other occupants of testing
- What if smoke enters your residence?
 - Do not panic
 - Open windows to ventilate house
 - Notify field crews
 - Follow-up with a plumber to address your plumbing issue
- If you have any additional questions concerning this work, please call Chris Brendza of JMT Inc. at (302) 533-3972, or Vic Meyer of TFE Resources at (443) 955-9669.



**SMOKE TESTING
COOCHES BRIDGE
PUMPING STATION**

**SILVERBROOK
SUB-BASIN**

Legend

- Cooches Bridge PS
- Pump Station
- Manhole
- Smoke Test
- Force Main
- Gravity Main
- Parcel



0 350 700 Feet

1 inch = 350 feet

