

DEPARTMENTAL WEEKLY REPORTS

March 26, 2010

Parks & Recreation

Administration – Charlie Emerson

A large portion of my time was spent on items relating to the Pomeroy and Newark Rail Trail. Working with our consultant we are finalizing plans and agreements with CSX for the section of the trail which will pass under their rail line at North Chapel Street. We are also working closely with DeIDOT on matters relating to right of ways and obtaining the necessary temporary and permanent construction easements required for the project.

The Curtis Mill/Old Paper Mill Road Park Master Plan committee met last Wednesday to review comments from attendees at the March 4 public meeting and those who commented via the internet and at City Hall. We'll continue to work with our consultant to fine tune the plan.

Recreation – Joe Spadafino

Paula held a coach's meetings for our summer adult leagues for softball and volleyball. She reviewed changes to league rules, confirmed practice times and collected remaining balance on league fees.

Sharon compiled the vendor lists from previous years and prepared the vendor packages for mailing and emailing. The packages were sent on Friday, March 19.

Sharon has been preparing for the 2010 Egg Hunt at White Clay Creek State Park. The Hunt will occur this Saturday starting at 10 a.m. Volunteers began stuffing eggs and local businesses have begun donating baskets for the event.

Spring tennis lessons started on Sunday, March 21.

Tyler completed the staff schedule for the Youth Escape School spring break camp scheduled for April 4-9.

Joe attended the Revenue Management School and gathered some great information on sponsorship, budget management and setting up foundations.

Parks & Horticulture – Tom Zaleski

We committed time this week replacing and repositioning parking blocks in park parking lots. Several blocks were moved during snow removal operations.

Parks and Electric Department workers spent time removing two (2) tree pits on Main Street. The tree pits were removed because they were in conflict with the crosswalks at each site.

Tom met with the State Parks Trail Crew Foreman to discuss and determine a re-routing of the Christina Creek Trail behind Abbotsford. The original trail, next to the creek, has been nearly eliminated due to a shift in the creeks alignment.

We started mulching landscaped sites on traffic medians and in park areas.

Parks personnel committed time checking the Main Street tree lights to be activated for this weekend's Wine and Dine event. The lights will be removed from the trees next week.

Police

A burglary that occurred earlier in the month at Suburban Tobacco has been solved. During the burglary, entry to the store was made after the front window was broken out. The thieves stole cartons of cigarettes valued at over \$2,000. The investigation has led to three suspects being identified. One has been arrested, and warrants are on file for the other two.

Over the weekend, a building in the Sandy Brae Industrial Park was burglarized. The building is used by a landscaping company to store vehicles and equipment. The suspects were able to force entry into the building, and then remove numerous pieces of equipment and an assortment of tools. The stolen property includes lawn mowers, chain saws, grinders, and weed whackers. The total value of the stolen property exceeds \$43,000. A detective has been assigned to the investigation.

Officers were called to a fight on North Street that began after one person accused another of stealing an item from his house. During the fight, the resident of the house armed himself with a croquet mallet and struck his adversary with sufficient force to break the mallet. The second combatant then grabbed the wooden handle of a garden tool and used it to hit other person involved. Both parties were injured. One was transported by ambulance to Christiana Hospital; the second was treated at the scene. Charges will be lodged after the case is reviewed by the Attorney General's Office.

The arrival of warm weather has brought an increased number of door-to-door solicitors. Officers are responding to calls about solicitors and are ensuring a permit has been obtained. In most cases, the solicitors do not have a permit and are ordered to cease until one is obtained. A second violation results in arrest.

Planning & Development

Planning

Work continued this week putting the finishing touches on the final draft of the “New Center Village” report to the Planning Commission that would establish a zoning overlay district for that community. The Commission will be reviewing this item at its April 6, 2010 meeting.

On Monday morning the Planning and Development Department hosted a meeting of the Subdivision Advisory Committee to review the proposed “Rittenhouse Station” rezoning, major subdivision and special use permit plan for the old Newark Dodge property adjacent to City Hall on Elkton Road.

At its meeting on Monday evening Council took action on the following planning related items:

- A. Approved a minor amendment to the Subdivision and Development Regulations clarifying the definition of “public improvements.”
- B. Approved a special use permit for a professional office in a home at 115 Lovett Avenue.

On Thursday afternoon Planning Commissioner Ralph Begleiter, Planner Mike Fortner and I attended the kick-off meeting with our consultants for the now underway Newark Transportation Study.

Economic Development

Assistant Planning Director Maureen Feeney Roser and Community Affairs Officer Dana Johnston met with representatives of the AZD Sorority to continue planning for the annual AZD/DNP 5K Walk/Run to be held on Saturday, April 17th at 9:00 a.m. The race proceeds will benefit Autism Speaks and the Community Arts Program.

Maureen also continues to help prepare for the 6th Annual Wine & Dine Downtown to be held this Saturday, March 27th, from 4-8 p.m.

On Tuesday afternoon Maureen and I joined City Manager Kyle Sonnenberg at a local meeting of the Urban Land Institute to hear an interesting presentation on corporate real estate and economic development in today’s economy.

Community Development

On Thursday Planner Mike Fortner attended a Newark Bicycle Committee meeting.

On Friday Mike attended the Dow Chemical Community Advisory Committee meeting.

On Monday Mike represented Newark at the DuPont Community Advisory Committee meeting.

Mike provided staff to the DNP Design Committee which met this Tuesday. The Committee reviewed and recommended in favor of the proposed New Center Village overlay zoning district.

Code Enforcement

Division members continue to work on preparing updates for the proposed amendments to the 2009 Building Code.

Public Works

Engineering/Planning and Inspection:

- Contract 09-03 – 2009 Street Improvement Program Punchlist: Completed review of work performed on last year's contract and compiled a punchlist of items to be addressed by the contractor. A letter and copy of the punchlist was sent to the contractor.
- Proposed 2010 Handicapped Ramp Contract: Worked on proposed quantities and remarked numerous ramp locations where original markings had weathered away. Met with DeIDOT inspector to discuss permit requirements at one location.
- Road Survey Management System: Performed street survey for the southeast section of the City and entered data into computer.
- Met with Public Works Director to start formulating a new NPDES MS4 5-year stormwater plan as per direction from DNREC.
- Attended a demonstration at the University of Delaware Water Resources Agency to see how impervious cover is being calculated by using GIS.
- Performed a quarterly routine inspection at the Maintenance Yard as per our industrial NPDES stormwater permit for that facility. Forwarded recommendations to Rich.
- Met with Leslie from the University of Delaware to discuss their 5-year stormwater plan and try to integrate some of our activities. Met the person who will be the temporary NPDES contact and briefed them on our program.

Survey Crew

- Continued scanning development prints into digital format.
- Continued updating the City limits maps and also converting them into digital drawings.
- Staked out 150 l.f. of pipe for warehouse wash area.
- Acquired elevations at the entrance to Lewis Park for utility inspector.

Field Operations/Streets:

- Street crews started the first week of Spring Leaf Collection.
- Street crews repaired potholes citywide as needed.
- Street crews loaded and hauled 8 loads of previously stockpiled material from the city yard to Batten for disposal.

- Street crews removed 2 trees that had fallen in the detention pond area behind Well 13 in the city parkland area in Brookside.
- Backhoe crew removed and relocated sediment debris from the detention area at White Chapel.

Electric

The backyard tree trimming crew started this week in Nottingham Green. They will be here for 10 to 12 weeks, climbing trees and trimming backyard lines that are inaccessible by bucket trucks. These crews have curtailed outages in the older neighborhoods with large trees.

The line crews have been assisting Delmarva Power and our contractor working on one of the big transformers at Kershaw Substation. The primary bushings had shown signs of deterioration and are being replaced. The unit had to be shut off by Delmarva who controls the 138kV feed. The contractor is replacing the bushings and will filter the oil which had to be removed so the internal connections can be made.

Engineering has met with the University several times about the Science Building and Chiller Plant Project on Lovett Avenue. A field meeting with the general contractor, electrician, and other utilities, was held to plan service changes to some houses and the church. This summer the pole line that currently feeds these buildings from the rear of the properties will be removed and the new services will originate from Lovett Avenue. Engineering also met to discuss timeline, permitting, and right-of-way issues with the new circuits coming from Kershaw substation.

The electricians are working with Parks' personnel fixing outlets on Main Street and installing communication conduits at substations for future connection to the SCADA system.

Water & Wastewater

Dana Johnston and I participated in a webinar regarding the Water Sense Program. We were able to identify additional opportunities to provide information to our water system.

I attended the Source Water Assessment and Protection Program Citizen and Technical Advisory Committee (CTAC) meeting in Dover. Updates were provided regarding State efforts to study pharmaceuticals in our drinking water, ground water use in Kent and Sussex County, and the Christina Basin pollution control strategy.

Next week we will be having a preconstruction conference for the Silverbrook Sewage Lift Station Pump Replacement project. I will be sending a letter to the adjoining properties explaining the project and offering a point of contact for any questions or concerns.

KRS/mp