

DEPARTMENTAL WEEKLY REPORTS

June 29, 2012

Police

This week the Police Department is conducting interviews for the position of police officer. Chief Tiernan, Lt. Mark Farrall and Charlie Zusag will interview a total of thirty-four candidates.

The Traffic Division is preparing for the upcoming Liberty Day celebration.

On Friday, June 22nd, a nude male was observed running and masturbating in the area of Nottingham Road. A check of the area by responding officers and canine dogs proved negative. It is believed to be the same suspect seen in the area several months ago.

During the summer month lull, the department has started the first round of firearm qualifications.

Planning & Development

Planning

The City's required Comprehensive Development Plan Annual Report was prepared and submitted to the State Office of Planning Coordination this week.

Work continued this week preparing for the July 10th Planning Commission meeting. On the agenda for the Commission's review are the following items:

1. Review and consideration of the .88 acre site at the rear of 157-159 E. Main Street (Trader's Alley) for a major subdivision, site plan approval and special use permit to construct a four-story building with ground and second level parking and 14 upper floor three-bedroom apartments. [Tabled at the August 2, 2011 meeting]
2. Review and consideration of the 4.455 acre property at 129, 147, 153 and 163 Elkton Road for the rezoning of .51 acres from BC (general business) to BB (central business district) and 1.312 acres of RM (garden apartments) zoning to BB zoning, major subdivision and special use permit to construct two mixed use buildings with lower level parking, 1st floor commercial space and 36 upper floor apartments, and 32 townhouse apartments.
3. Conversation regarding the fundamentals of comprehensive planning and the City's Comprehensive Development Plan update.

Some time was spent on the Subdivision Agreement for the Lofts at Rittenhouse.

On Thursday morning, I met with the owners of the Campus Edge project to discuss the impacts of the proposed Trader's Alley project upon their property.

On Thursday I met with Scott Mason, President of the Chapel Street Players, to discuss some parking and property maintenance issues that the theater group has been encountering.

At its meeting held Monday, June 25th, City Council approved the renaming of Elkton Road between West Main Street and West Park Place to "South Main Street."

On Tuesday afternoon, I met with the Tsionas Family and Joe Charma, engineer for the Trader's Alley project, to discuss the project and its review by Planning Commission.

This week the department reviewed the UD Hazardous Waste Contingency Plan.

This morning, I attended the bi-weekly Bloom meeting with UD facilities personnel and DNREC.

Economic Development

On Tuesday morning Planner/DNP Administrator Ricky Nietubicz met with the Design Guidelines Subcommittee to finalize a revised draft of the "Guidelines" document for the review by the Design Committee during their July meeting, for adoption by the DNP board in August.

This morning Ricky and I attended an organizational meeting for the August 2013 Triathlon.

This morning, Parking Administrator Marvin Howard and Ricky attended a meeting concerning the Main Street Mile.

Parking

Considerable time was spent this week preparing the bid package for the Lot #3 entrance from Center Street.

Marvin and Ricky walked Main Street to explore other possible locations for metered parking on Main Street.

The Parking Division continues to do summer maintenance in the municipal parking lots.

Code Enforcement

The final inspection for Martin Honda will take place this week.

Grading of the yard at 113 Trout Stream Drive is complete. The neighbors are pleased with the work that was done.

Exterior renovations at 705 Brook Drive have begun and should be completed in about three weeks.

Public Works

Engineering/Planning and Inspection

- Contract 12-04 – 2012 Street Improvement Program: Spent considerable time measuring streets to be milled on this year's contract. Work is expected to begin on the contract during the first week of July.
- Newark Chrysler Jeep: Held pre-construction meeting with Minker Construction and Austin & Bednash.

Survey Crew

- Completed Miss-Utility Mark-outs as needed.
- Met with Special Project Coordinator to review needed elevation shots in George Read Village for curbs to be replaced on this year's Street Improvement Contract.
- Stationed, offset, and shot elevation grades along approximately 370 l.f. of curb and approximately 40 l.f. of valley gutter to be replaced on Bassett Place.
- Stationed, offset, and shot elevation grades along over 1,700 l.f. of curb to be replaced on Thompson Circle.

Field Operations/Streets

- Concrete crew excavated, formed, and poured 80 l.f. of rolled curb at 309 Wilson Road and 16 s.f. of 4" sidewalk on Paper Mill Road at the Church of the Nazarene.
- Street crew backfilled with topsoil and seeded at 305 & 307 Wilson Road.
- Street crew completed cleaning operation, assisted contractor with trash removal, and provided operator for tub grinder at Iron Glen Park.
- Loader crew placed mulch outside of gate at 896 water tank.
- Street crew loaded and hauled four loads of previously stockpiled curb and hot mix from the City yard to Batten.
- Street crew loaded and hauled two loads of sweeper material from the City yard to the landfill for disposal.
- Vac-all crew continued cleaning catch basins as per schedule.
- Sign truck repaired and replaced signs and poles as needed and also painted yellow curb at various locations as requested by Parking Enforcement Officers.
- Sidewalk sweeper continued with duties on Main Street.

Parks & Recreation

Administration & Planning

I conducted a staff meeting last Tuesday.

On Wednesday I attended a meeting of the State Comprehensive Outdoor Recreation Plan (SCORP) committee. The Plan is updated every five (5) years in compliance with federal requirements for Land and Water Conservation Trust funding.

I committed time reviewing and commenting on the Wilson Farm subdivision project.

We held a luncheon last Wednesday for some of the people who have been involved with the Redd Park Trail project; in particular members of the Delaware Trail Spinners, State Parks Trail crew and City parks employees. We have completed four of the five phases of the project. To date nearly 4,000 volunteers hours have been committed to the project. Incredible! We've begun planning for Phase V and will soon submit a grant application to attempt to secure funds for this final phase.

Pomeroy Trail Update:

- We finished placing top soil along the edges of the trail from the Hall Trail to Delaware Avenue.
- Completed the installation of depressed curb cuts, sidewalk and aprons at Wyoming Road.
- Excavated for and installed abutments for the bike/pedestrian bridges north of Creek Road.
- Prepared the trail surface subbase on the north end of the project.
- I committed time working on items relating to the Conservation Easement on the project site.
- The bench frame was added to the rail wheels at the south end of the project.

We held a kick-off meeting with our consultant (Pennoni) for the Curtis Mill Park project. We'll begin working with them very soon on the preliminary design for the site.

Tom worked with the developer to redesign the berm planting at Twin Lakes for installation this fall, completed park inspections, met with a volunteer group from Gore to do a trail and footbridge maintenance project along the Christina Valley steam/Rittenhouse Park area, visited site along the Pomeroy Trail to review needed tree pruning and observe results from spray to remove Polygonum, met with Public Works Supervisor about lining parking lots at Wilson Center and Folk Park, assisted with the Redd Park volunteers luncheon set up at City Hall, met with representatives from the Brookside Civic Association and Newark Police about the graffiti on the storage building at Olan Thomas Park, and started working on 2013 budgets. Also made contact with DeIDOT concerning a large tree that is down across the creek by the I-95 south on ramp.

Rich did scheduling of field staff, assisted with luncheon set up, assisted with needed adjustments to new Ventrac unit and components, completed a graffiti report for Rittenhouse, adjusted mowing cycle with parks mowing crew and coordinated the rail wheel bench installation at the confluence of the Hall and Pomeroy Trails.

Parks/Horticulture

Parks staff removed and painted over graffiti in Rittenhouse Park and back dragged the stoned driveway, set up/removed stages for summer concert, continued mowing of park areas, checked on pools as needed, prepared ball fields for play, did trash removal throughout park system, continued spraying weed control as needed and tree/shrub pruning at several park sites.

Horticulture staff continued on bed maintenance, applied summer oil/insect control to evergreens at several park/horticulture sites in park system, continued on interior bed

maintenance at City Hall, pruned back shrubs at the City Hall parking lot, continued mulching of bed areas throughout park system, and mowing of horticulture areas.

Contractors started crack sealing the asphalt surfaces at several multipurpose court areas, completed bush hogging of all bamboo areas along the Hall Trail/Water Department building and completed bollard installation on the Hall Trail.

Recreation Services

The community events staff is preparing for the July 4th celebration. They sent out vendor assignments, confirmed food permits and sent through the needed check requests for performers. They have been working with Joe and UD on parking and security concerns.

The final spring concert was held on Thursday evening with approximately 50 people in attendance.

Preparations for Safety Town are underway with volunteer interviews and schedule coordination with guest speakers.

Joe continues to meet with the recreation staff about fall programs.

Camps held at the George Wilson Center this week included: Before and After Camp Care, Art Camp and Camp GWC. Camp GWC had a great first week with 36 campers participating.

The George Wilson Center was open to the public as a cooling station on Wednesday and Thursday due to the extreme heat advisory. We had about six people stop in.

The outdoor pools were busy and several times were filled to capacity during the hot weather.

The first week of Rittenhouse and Hobbit Camp went very well with 100 participants.

Joe conducted the recreation supervisors' meeting.

Joe is reviewing the first draft of the skate spot Request for Proposals.

Joe helped organize and attended the thank you lunch for the Trail Spinners and State Parks for the volunteer hours they committed creating a trail addition through Redd Park.

Electric

Friday night a thunder storm rolled through Newark and caused a couple of circuits to trip due to lightning strikes. Most went relatively unnoticed as the circuit breakers reclosed after a few seconds. One lightning strike burned down wires on Park Place and after the circuit reclosed the wires were arcing and burning on the road.

The line crews and tree trimming contractor are doing extensive tree trimming on Nottingham Road. The line crews are also working at several spots on Baylor Drive

where a contractor had previously bored in primary cable from Nottingham Road to improve reliability. The crews are working on the transitions from aerial to underground and will be setting pad mount transformers in order to eliminate backyard aerial primary.

The meter technician is wiring and installing the fifteen meters at Campus Edge and the electricians have been busy flagging on Nottingham Road in support of the tree trimming blitz.

Engineering fixed issues with substation communications and relaying, closely monitored loads during the heat wave, and met with vendors about future design and costs for the old Chrysler site.

Water & Wastewater

The Cooches Bridge lift station has been repaired. We had the manufacturer's representative check the equipment and they found that the wrong size motor protective equipment was installed in the control cabinet. During extended periods of operation typically experienced during storms, the equipment would sense an overload and stop the motor. Properly sized protective equipment has now been installed so that the pumps will run as designed.

The stream flow is down such that we are day to day as to whether we need to switch to the reservoir. We are well positioned to use the reservoir.

We are coordinating with the contractors to do the water main relining and sewer line repairs.

The meeting with the Triathlon coordinator went well this week. Tom, Joe and I will walk the reservoir site with the coordinator to discuss details at the reservoir site.

CSH/mp