

## **DEPARTMENTAL WEEKLY REPORTS**

**October 17, 2014**

### **Electric**

The City's solar park at McKees was put into service late Thursday, October 9. The line crews made the taps to the City electric system and during the daylight hours the solar park has been pumping energy into the grid ever since.

The line crews and electricians have been getting the new substation transformer delivered last week ready to energize. A standalone breaker has been installed and wired to the transformer and control and communication circuits and conduits run. Later this week a contractor will thoroughly test the transformer before commissioning. The line crews also worked at Alder Creek and the Newark Preserve installing underground cabling for distribution and customer services.

Engineering has been focusing on keeping the smart meter system functioning properly. Several procedural modifications are being made to keep the system from getting cluttered with old meters and erroneous outages. Some processes are corrected from the City's side and others are issues involving the system parameters and software which need modification from the smart meter engineers.

### **Parks & Recreation**

#### **Administration & Planning**

The Curtis Mill Park project occupied much of my time this week. DeIDOT's traffic signal contractor was on site to install traffic signal arms and lights although they are not finished yet. The park construction contractor continued installing landscape materials. Department staff committed considerable time planning for the park opening planned for this Friday.



Tom and I met with DeIDOT personnel and their new landscape contractor to discuss final plans for replacing landscape materials which did not survive the initial installation on South Main Street/Elkton Road. This process has taken a long time because DeIDOT had to go through the appropriate steps to get a new landscape contractor onboard. The contractor will be on site Monday, October 20 to begin planting. They will start at the median adjacent to Buffalo Wild Wings and work their way south to the median near Casho Mill Road. The task should not take more than five working days. Tom will work closely to monitor the installations with the contractor and DeIDOT landscape representatives.

The contractor doing the LeRoy Hill Park baseball field drainage project is nearly done with their work. As soon as they are finished a contractor will be on site to lay sod on the field.

The contractor for the Stafford Park street hockey court is continuing to make renovations. It is anticipated that the work will be completed late next week unless unforeseen issues arise.

Tom inspected three (3) park areas and developed work orders as needed. He also inspected landscaping at the Campus Edge subdivision for the release of a Landscape Surety.

Rich and Tom attended a training session with IT to enhance basic skills on the computer system. Tom adjusted the timers on security gates at Rittenhouse and Folk Parks. He also met with the Park's Department arborist contractor about tree work at several sites as well as meeting with the Newark Community Garden Committee at the garden site to evaluate the existing fence line.

Thanks to the PW&WR Department for replacing a frost free water bib at the Fairfield Park Community Garden site.

We attended the presentation at Phillips Park by the National Wildlife Federation to recognize Newark as a Wildlife Habitat Community.

### Parks Maintenance

Fall is here but mowing operations are still going strong!

We prepared soccer fields for league play.

The crew removed the old "ratty" plant growth from the planting beds at the Casho Mill Road/CSX Bridge site and installed new plantings. The Department will take over maintenance responsibility for this location immediately.



The crew committed a good amount of time doing maintenance at several landscaped site this week.

We spent time completing the plant installations at the Phillips Park rain garden.

We finished placing top soil around the picnic shelter at Kells Park. This task was in association with the new concrete floor we placed under the shelter.

The crew completed several general maintenance work orders and did some tree work at a few sites.

### Recreation Services

The recreation staff met regarding winter/spring season program planning.

Paula continues to finalize dates, times, locations, facility use requests and new class information with instructors for the winter/spring.

Paula stopped by both After Care sites throughout the week to check on their needs and programs. She conducted an orientation with a new employee who will be starting next week.

Paula continues to collect Emergency Notification Forms from the Before and After School Care parents so a data base can be created for the Everbridge System with the City. In case of early dismissal all parents can be notified through Everbridge.

Sharon has been working on logistical matters for the opening of Curtis Mill Park. She is preparing handouts, certificates, created the paper "ribbon", and designed the photo displays.

Sharon has been preparing for 2015 programs. She met with Paula and Tyler, has been talking to potential instructors, and laying out the 2015 schedule. She met with Joe about the programs and will have a 2015 event schedule available soon.

Tyler and Joe met with members of the Newark Juneteenth committee regarding the use of the George Wilson Center and planning for a Juneteenth event on June 20, 2015.

Tyler coordinated with a parent to get a new Homeschool Tennis Class started on Tuesday, October 7. The class is scheduled to run for 6 weeks.

Joe and Tyler reviewed applications for the Community Center Attendant opening. Interviews were scheduled for October 14. Five (5) candidates are scheduled to be interviewed.

Tyler researched room rental rates at other local providers. We are planning to start taking 2015 George Wilson Center rentals soon.

The Fall Flea Market at the George Wilson Center was cancelled for a second weekend in a row due to rain. There is no additional rain date.

Joe worked on the 2015 budget figures and estimates.

Joe continues to organize the Winter/Spring e-newsletter that will go out electronically on January 5.

### **Finance - Lou Vitola, Director**

I solicited information and price quotations from investment consultants to advise the City on the formation of a pension committee, the creation of investment policy statements, the implementation of a request for proposals for investment management services, the evaluation of investment management proposals, and service on the investment management selection team. DT Investment Partners was selected due to the firm's strong investment experience and background as well as the lowest price quotation. A concept for the formation of a pension committee will be presented at the November 3, 2014 Pension Workshop/Budget Workshop.

### **Customer Service**



McKees Solar Park is online and producing power. We are working with DEMEC on a purchase agreement for the SREC output, which will be recommended for Council approval at an upcoming meeting.

Through DEMEC, the City was nominated for the Solar Electric Power Association (SEPA) Utility of the Year awards program as a result of our innovative way to include public participation in our funding process and provide rebates for solar investments. Through October 9, 2014, we have raised a total of \$3,420 in funding for the park, \$1,050 of which consists of twenty-one \$50 investments and \$2,370 of which represents outright donations and panel donations. Please see the new site [www.greennewarkde.us](http://www.greennewarkde.us) which

highlights Newark's green efforts over the years, in addition to profiling McKees Park. From there, customers can

- Link directly to the [McKees Park Crowd Funding Site](http://www.gofundme.com/mckeessolarparkfund) to either donate or invest in McKees Solar Park electric output online, (<http://www.gofundme.com/mckeessolarparkfund>)
- Link to a fillable form which can be submitted electronically to the Customer Service Department, which will add a donation or an investment to an existing electric customer's bill,
- Link to a paper form which can be printed and filled out manually and taken to the Customer Service Department, which can process the donation or investment in person. Printed forms are also available in the department.

### Accounting

Budget preparation continues in advance of the November 3, 2014 Pension and Budget Workshop.

### **Alderman's Court**

This past week we held three court sessions and one DUI case review session. We processed a total of 89 arraignments, 46 trials, 13 capias returns and 18 case reviews. We videoed 5 prisoners from the various prisons for other events.

### **Police**

On October 13<sup>th</sup>, Chief Tiernan along with Mayor Sierer, and Councilwoman Hadden, attended a meeting of the University of Delaware Campus "Coalition for Alcohol and Other Substance Abuse Prevention." The coalition is comprised of volunteers from the university, city government, and Newark community members. The coalition will meet each month.

On October 15<sup>th</sup>, interviews began for candidates for the position of police officer. The interviews are expected to conclude on Friday, October 24<sup>th</sup>. Following the interview process, background investigations of the candidates will be conducted.

On October 15<sup>th</sup>, a ceremony was held in the Council Chamber for the newly promoted police officers. Opening remarks were given by Police Chief Paul Tiernan, Mayor Polly Sierer, and City Manager Carol Houck. Lieutenant Governor Matthew Denn was the keynote speaker. We wish the best of luck to all of the newly promoted officers, Captain Kevin Feeney, Lieutenant Michael Van Campen, Sergeant Fred Nelson, Master Corporal Greg D'Elia, and Master Corporal Truman Bolden.

Plans have been finalized for this weekend's homecoming. Both city and university police will have increased police presence.

WEEK 10/05/14-10/11/14

## INVESTIGATIONS

## CRIMINAL CHARGES

	2013 TO <u>DATE</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2014</u>	2013 TO <u>DATE</u>	2014 TO <u>DATE</u>	THIS WEEK <u>2014</u>
<u>PART I OFFENSES</u>						
a)Murder/Manslaughter	0	0	0	0	0	0
b)Attempt	0	1	0	0	1	0
Kidnap	1	1	0	6	1	0
Rape	5	3	0	3	5	0
Unlaw. Sexual Contact	2	7	0	4	2	0
Robbery	25	28	0	38	27	0
- Commercial Robberies	6	5	0	6	2	0
- Robberies with Known Suspects	2	3	0	7	4	0
- Attempted Robberies	5	5	0	0	0	0
- Other Robberies	12	15	0	25	21	0
Assault/Aggravated	13	6	0	19	7	0
Burglary	77	67	2	58	68	0
- Commercial Burglaries	17	10	0	10	5	0
- Residential Burglaries	58	53	2	45	28	0
- Other Burglaries	2	4	0	3	35	0
Theft	616	462	11	272	231	2
Theft/Auto	26	34	0	6	11	0
Arson	0	5	0	0	0	0
All Other	58	56	2	113	170	0
<b>TOTAL PART I</b>	<b>823</b>	<b>670</b>	<b>15</b>	<b>519</b>	<b>523</b>	<b>2</b>
<u>PART II OFFENSES</u>						
Other Assaults	205	204	0	169	171	1
Rec. Stolen Property	9	2	0	21	35	0
Criminal Mischief	278	213	5	212	68	10
Weapons	12	15	0	51	49	2
Other Sex Offenses	2	0	0	4	0	0
Alcohol	359	307	7	749	555	12
Drugs	161	102	1	366	259	4
Noise/Disorderly Premise	507	534	20	320	247	13
Disorderly Conduct	301	147	2	254	165	2
Trespass	146	140	7	133	86	1
All Other	421	392	6	457	378	2
<b>TOTAL PART II</b>	<b>2401</b>	<b>2056</b>	<b>48</b>	<b>2736</b>	<b>2013</b>	<b>47</b>
<u>MISCELLANEOUS:</u>						
Alarm	894	810	20	0	0	0
Animal Control	354	466	9	18	3	2
Recovered Property	206	211	8	0	0	0
Service	19531	19894	502	0	0	0
Suspicious Per/Veh	435	436	19	0	0	0
<b>TOTAL MISC.</b>	<b>21420</b>	<b>21817</b>	<b>558</b>	<b>18</b>	<b>3</b>	<b>2</b>

	THIS WEEK <u>2013</u>	2013 TO <u>DATE</u>	THIS WEEK <u>2014</u>	2014 TO <u>DATE</u>
TOTAL CALLS	676	30,759	794	30,070



**Newark Police Department  
Weekly Traffic Report  
10/05/14-10/11/14**



TRAFFIC SUMMONSES	2013 YTD	2014 YTD	THIS WEEK 2013	THIS WEEK 2014
Moving/Non-Moving	10,810	7,871	139	160
DUI	201	147	8	6
<b>TOTAL</b>	<b>11,011</b>	<b>8,018</b>	<b>147</b>	<b>166</b>

PARKING SUMMONSES				
Meter Tickets	15,857	13,383	495	257
Parking Summons/IPR	6,005	4,270	270	132
Scofflaw	161 =	110 =	4 =	5 =
Amount Collected	\$31,723	\$22,932	\$701	\$1,008
<b>TOTAL</b>	<b>22,023</b>	<b>17,763</b>	<b>769</b>	<b>394</b>

TRAFFIC ACCIDENTS				
<b>Fatal</b>	0	2	0	0
Personal Injury	181	147	8	6
Property Damage <b>(Reportable)</b>	264	288	11	12
Property Damage <b>(Non-Reportable)</b>	430	389	9	14
Hit and Run	233	203	11	10
<b>TOTAL</b>	<b>1,108</b>	<b>1,029</b>	<b>39</b>	<b>42</b>

**City Manager's Office**

<b>IT Department Weekly Status Report – Joshua Brechbuehl, IT Manager</b>		
<b>Total Tickets Currently Open - 149</b>		
<b>Voice Over IP (Phone System) Replacement</b>	<b>On-Track</b>	<b>Expected Completion Fall 2014</b>
Moving the City away from standard Copper phone system to new Voice over IP (VOIP) Phone System		
Latest Update: Phones Delivered, VLANs configured, awaiting MPLS Circuit and Cisco Appliances		
City will see improved call control, conference call features, voice mail integration, collaboration and call clarity. This will also cut down or even eliminate long distance phone charges.		



<b>PCI Compliance</b>	<b>Started</b>	<b>No ETA</b>
City has upgraded itself to higher standard for PCI Compliance. New benchmarks are required and City is working towards those new benchmarks in security and process.		
Latest Update: Continued discussions about possible credit card outsourcing for security. Completed network penetration testing		
Achieving this higher standard of PCI compliance will provide the City a better level of security for monetary transactions.		

<b>License Plate Reader Cameras (2)</b>	<b>Re-Started</b>	<b>No ETA</b>
The City was granted 2 License Plate Reader cameras that will be placed at the edge of the City.		
Latest Update: Project restarted after Council Approval. Re-initiating Comcast orders and Installation		
Cameras would ideally be connected to City Metro Mesh, however current bandwidth is not sufficient for proper use. Investigating options to either increase speed or alternatives.		

<b>Police Activity Tracking System</b>	<b>HOLD</b>	<b>Expected Completion Fall 2014</b>
City Police has need to upgrade existing software used to track daily activities.		
Latest Update: RFP's reviewed, rated, winner chosen. Preparing presentation for Council (Oct 27 <sup>th</sup> )		
Software is used to track detailed information about officer/team activity during a shift for use in determining efficiency ratings and total counts.		

<b>Council / Manager / Department Weekly Reports</b>	<b>On-Track</b>	<b>Expected Completion Fall 2014</b>
Weekly reports in new format		
Latest Update: Report changes being made		
Feedback from Council indicated increased need for more efficient and clear delivery for Department Manager weekly reports. We are looking into leveraging system that would allow multiple sorting methods with ability to search based on search term.		

<b>Virtual Server Backup Solution</b>	<b>Started</b>	<b>Expected Completion Fall 2014</b>
Since migrating from a physical infrastructure to a virtual infrastructure, a new backup solution was necessary.		
Latest Update: Decision made, working with Vendor to troubleshoot latest round of issues with solution.		
Consolidate all City backups into single source solution using Microsoft Cloud technologies.		

<b>Everbridge Citizen Notification System Upgrade</b>	<b>Started</b>	<b>Expected Completion Fall 2014</b>
Our Citizen Notification system is hosted in "the cloud" and is being upgraded to the newest version. This is occurring mid-November.		
Latest Update: Committee Meetings have occurred. Decisions about design ongoing.		
Everbridge Citizen Notification System		

<b>Statewide Computer Aided Dispatch Consolidation</b>	<b>Scheduled</b>	<b>Expected Completion Fall 2015</b>
The City of Newark uses New World Systems CAD Dispatch software for 911 Center. A Statewide CAD solution is being planned and implemented over the next 12 months.		
Latest Update: Project slated to start January 2014		
City of Newark will be sharing a centrally hosted CAD system with Wilmington Fire, University of Delaware, and Delaware State Police.		



## **Planning & Development – Maureen Feeney Roser, Director**

### Planning

On Thursday morning, I attended the Mayor's Breakfast honoring Gail Chickersky at the Newark Senior Center.

Also on Thursday morning, DNP Administrator/Planner Ricky Nietubicz, Development Supervisor Mike Fortner and I attended Alder Creek groundbreaking ceremony. The Department is looking forward to having this affordable housing community added to Newark's housing stock.

Also on Thursday, Ricky attended the award ceremony where Newark received National Wildlife Federation certification as a Community Wildlife Habitat. Ricky also assisted in publicizing the event and the City's recognition.

On Monday evening, Council took action on the following Planning and Development related items:

- Approved a special use permit application report to Council for a home day care at 10 Beagle Club Way.
- Made appointments to Planning Commission, Downtown Newark Partnership Board, CDBG/RS Advisory Board and Board of Adjustment.

Considerable time was spent fine-tuning the Department's operating and capital budgets for each division: Planning and Development, Parking and Code Enforcement.

Some time was spent on Unicity bus scheduling.

Some time was spent preparing the No Impact Home Businesses Amendments package for Council review.

This week considerable time was spent preparing for the following upcoming workshops:

- Comprehensive Development Plan V (Monday, October 20<sup>th</sup>)
- Rental Housing Needs Assessment (Tuesday, October 21<sup>st</sup>)

This week Planning staff participated in telephone conferences regarding the Safe + Smart Cities' Program.

Some time was spent preparing for the November Planning Commission meeting. Tentatively scheduled are the review of the 2015-2020 CIP and review and consideration of a rezoning, major subdivision and special use permit for 60 North College Avenue.

Some time was spent working on the City's application for Downtown Development District funding.

This week time was spent processing special use permit applications for:

- Mediterranean Grill, 612 Newark shopping Center, to permit the sale of alcoholic beverages for consumption on-site.
- Del Sol, 60 North College Avenue for expanding their limited hours of alcohol service to 9 a.m. to 1 a.m. seven days per week.

This week the Planning and Development Department processed the following:

- 4 Building Permits
- 5 Certificate of Occupancy
- 3 Buyers Transfer Affidavits

### Public Relations

This week Ricky prepared press releases for:

- Curtis Park Grand Opening/Ribbon Cutting,
- Receipt of Urban Forestry Grant
- October 20<sup>th</sup> Special Council Meeting (Comprehensive Development Plan V review)
- Community Wildlife Habitat Award

### Economic Development

On Tuesday, Ricky and I met with Ms. Brook of the Empowerment Center to discuss the DNP Annual Meeting and Volunteer Appreciation Reception's Silent Auction opportunity. Other work was also performed regarding this annual event including considerable time in developing the Annual Report.

Some time was spent this week preparing for the Trick-or-Treat Main Street event scheduled for Sunday, October 26<sup>th</sup> immediately following the parade.

Because of the timing of UD Homecoming, the University of Delaware will be installing the holiday banners on the downtown streetlight poles this year earlier than usual. Normally, the holiday banners would be installed in mid-November. While the Department does not want to rush the season, the expense of installing holiday banners a few short weeks after the University changes them out can be avoided by having them installed early.

### Community Development

This week Ricky gathered additional information from CDBG/RS applicants as requested by committee members.

Wednesday evening Ricky staffed the Community Development Block Grant/Revenue Sharing Advisory Committee meeting.

### Parking

This week the Parking Division completed the repainting of handicapped parking stalls in all municipal lots.

Based on revenues generated, the exit out of Lot #3 at Center Street will be closed on Sundays, beginning Sunday, October 26<sup>th</sup>. Customers will exit onto Main Street.

The Parking Division is prepping for UD Homecoming to be held this weekend.

### Code Enforcement

Steel is starting to go up at 58 E. Main Street.

8 Fountainview Drive received a C/O this week.

Last weekend's Parents Weekend went very well with very few overcrowding or property maintenance incidents.

There will be two (2) Code Enforcement staff members working this weekend for UD's Homecoming. All restaurants and bars have also been put on notice for occupancy loads to be maintained.

### Facilities Maintenance

The new custodians started this week. Please be patient with the service being provided as everyone is new and there will be growing pains. Concerns or suggestions should be directed to Facilities Maintenance Superintendent David Greenplate at 366-7075.

The new door has been installed in the City Secretary's Office.

This week, maintenance installed an opening in the Police Station server room wall for IT.

Two faucets in the ladies room at City Hall were repaired this week.

Code Enforcement Maintenance Division staff started painting the Records Office this week.

## **Public Works & Water Resources – Tom Coleman, Director**

### **Management**

- Street Contract: No additional work was done on the street contract this week.
- Handicap Ramp Contract work is complete. We have identified locations for the 2015 contract so that measurements and contract can be written. We have been notified that we may be able to get more grant funding through the CDBG program in 2015.
- Cherry Hill Manor Service Road Repaving: All hot mix paving is complete. Catch basin adjustments, final paving, and restoration is currently underway.
- Corbit Street Area Water Main Replacement: The contractor has completed the main installation on Dallam and is now installing main in Old Oak Road. The main in Dallam will be pressure tested next and upon passing the pressure test, we will perform Office of Drinking Water testing and switch services over from the old main.

- McKees Solar Park: The panels are now live. Verizon is currently working on installing an internet connection at the site that will allow for panel optimization and remote monitoring and control.
- Delaware Avenue Cycle Track: The Executive Director of Bike Delaware has informed us that he has met with DeIDOT about the feasibility study and the meeting went very well. There is a possibility that DeIDOT could partially fund the study (in addition to legislator CTF Funding which we hope will cover the difference) and manage it for us. This would greatly improve the probability of this project moving forward quickly and lessen the administrative burden on our staff. I will, hopefully, have more information next week.
- Attended the quarterly meeting of the Delaware Water and Wastewater Response Network (DEWARN)
- Retro Reflectivity Study: Interns continue collecting inventory data for signs throughout the City. The goal will be to complete the inventory of all signs north of Main Street, S. Main Street, and Elkton Road (Phase 1) by the end of October before finalizing the signage replacement plan. The second and final phase of the sign inventory will encompass all signs on and south of Main Street, S. Main Street, and Elkton Road.
- Leak Detection Survey: The contractor has begun work on the south side of town and has identified one small leak so far.
- Curtis Water Treatment Plant Filter Rehab: The contractor is back at the plant and should have unit 1 rebuilt and tested by the end of the week. We expect to have all five units live by the middle of next week.
- Green Wednesday Update: We will be discontinuing Green Wednesday collection starting December 1<sup>st</sup> through March 1<sup>st</sup> in an effort to save costs. Collection during this period is very low which results in empty trucks driving around town. This will free up our drivers to perform other tasks and will allow time for the mechanics to service the refuse trucks during regular hours as they are otherwise always in operation during the day.
- Staff attended the CWEA Stormwater & Collection Systems Joint Seminar outside of Baltimore, Maryland. Seminars focused on successful communication strategies and public outreach. Presentations were given on the aggressive Sewer Lateral Inspection Program initiated in Baltimore, MD, the City of Virginia Beach's Sewer System M.O.M. (Management, Operations and Maintenance) Plan and MS4 Permit Public Outreach and Stewardship Efforts in Montgomery County, MD among several others.
- Staff attended the Delaware APWA Annual Planning meeting.
- Safety Training on "How Chemicals Enter the Body" was conducted last Friday for all PW&WR Employees at the Maintenance Yard.

### **Stormwater Weekly Report**

- Mailed out an informational post card mailing for residents in/near the Christina Creek Restoration project site indicating that occasional weekend work may be necessary to keep the project on schedule, as weather permits. Meadville Construction will not be working outside the parameters dictated in the noise ordinance.
- Attended a GIS meeting to discuss progress made on the fieldwork and database creation by JMT.
- Reviewed the short list of BMP retrofit sites created by JMT, and made comments regarding deleting and adding certain sites to the list.

- Met with the Master Gardeners and the UD NCCD to discuss general stormwater issues at their facility on Wyoming Road. Based on their request, I created a GIS stormwater map of their site with aeriels.
- Investigated an IDDE at McDonald’s on Main Street. Sent a certified letter along with educational material on restaurant best management practices.
- Met with Jen Pyle at UD to discuss SWMA Maintenance and improving their follow up to our notifications.
- Attended a Center for Watershed Protection webinar at DNREC entitled, “Local TMDL’s and Regional/River Basin TMDLs: A Happy Engagement or a Shotgun Wedding?”
- Gathered stormwater and water conservation information together for Parks and Recreation to distribute at the Curtis Mill Park opening ceremony.
- Documented the progress of the Christina Creek Restoration project. Several J hook and cross vane structures have been placed. The first Rock Wall with root wads has been completed. A root wad consists of the root ball, plus a 12’ section of the trunk which is anchored back into the bank. They serve to deflect stream flow away from the bank, add support to the streambank, create habitat for fish, and serve as a food source for macroinvertebrates. Trees harvested from the site are repurposed as root wads.



Rock wall with 2 root wads

### **Refuse Division**

- We have taken possession of our newest refuse collection truck. The flat front, cab forward, articulated truck looks different from our current fleet and will allow us flexibility in our refuse operations and easier access to some of our tight areas of the city and will dramatically reduce the need to reverse down dead end streets.

## **Water and Wastewater Division**

- Repairs have been completed at the NWTP access road prior to the Curtis Park ribbon cutting.
- Three (3) water main breaks were repaired this week at 207 Edjil Drive, 719 Colgate and near 99 Radcliffe. These are the first breaks of the season, and we are off to a fast start. Our season total is now three (3) breaks.
- An old pick style manhole frame and cover was replaced on Bellevue Road, Manhole 115-29.
- The raw water pit was pumped out and cleaned at the NWTP.
- Shutoffs were completed for nonpayment.

## **Street Division**

- Leaf collections have officially begun and our crews have been ahead of schedule while running two swap loader one man leaf machines. Next week we anticipate adding the additional leaf machines and dump trucks to maintain our schedule. Due to amount of overtime expended last winter due to the heavier than normal snow fall, we are not going to work any overtime for leaf collection in an effort to keep costs down. Unfortunately, this means collection will be slower than in the past, but we will extend the season accordingly if we get too far behind. Residents will be advised that leaves can be placed in cans and put out on Green Wednesday in addition to normal leaf collection.
- Asphalt patches have been completed on Lehigh Road.
- A catch basin has been rebuilt and the curb and bonnet has been formed on Confluence Court.

## **Garage**

- Two technicians from the garage traveled to Dueco in York, PA to attend factory training for our bucket/digger trucks assigned to the Electric Department.
- The shop has been working with the representatives from Heil to put our new Starr system refuse truck in service.

CSH/mp