



**Date:** Tuesday, January 2, 2024

**Subject:** Public Works' Weekly Report

**RE:** Dec 25 - 31, 2023

#### **Public Works Related**

- PWD met with the county licensing unit to receive last vehicle refuse permit.
- PWD reviewed Stone House agreement.
- PWD obtained access to the town's HD Commercial account and made calls to rectify account issues such as tax exemption status.
- PWD and Foreman sourced 15ft Christmas tree from Patuxent Nursery and picked up donated tree from HD.
- PWC provided set-up, event help, and breakdown for the tree lighting event.
- PWD completed MDOT HPS-20 report for submission.
- PWD attended virtual Substantial Improvement / Substantial Damage SI/SD Training with MDE.
- PWD met with all PW personnel to discuss priorities for the new year, and expectations for all employees.
- PWD reached out to NTI to resolve issues with staff email, and to coordinate their on site day with the Carrier I-Vu system installation phase 2.
- PWD met with Mayor and Mrs. Nair of MNCPPC to discuss the Chesapeake Rail Trail.
- Community garden site visit to discuss items needed to be relocated.
- PWD oversaw waxing of Town Hall floors with Acclaim USA.
- PWD completed multiple Federal Excise Tax forms for one of our vendors, Rice Tire.
- PWD ordered new Federal Labor Law posters for Town Hall and PW offices.
- PWD met with MNCPPC Historic preservation carpenter for a shop/ safety practices tour, review of camera system, and potential fixes for PW items.

#### **Maintenance and Beautification**

- PWC continued snow equipment visual inspections, serviced equipment in-house, and staff trained with equipment during a dry run.
- PWC worked on the shed at PW yard to add loft storage and cleanup ahead of decoration take down.
- Pepco streetlight inventory received.
- PWD coordinated installation date of Carrier I-Vu system installation 12/11/23.
- Skid steer had battery replaced under warranty.
- PWC completed leaf collection for the entire TH property.
- PWC dropped off both new mowers to Green Industries for some warranty work, new tires, and 40 hr maintenance service intervals.



#### **Street and Sidewalk / Mead & Hunt Update**

- Storm drain cleanings continued. Four in depth storm drain inspections were completed due to signs of damage. Issues reported to their respective jurisdictions.
- Illegal sign blitz continued around town.
- Flooding of Valley Ln, Water St, and Racetrack Road commenced which resulted in road closures and detours for the second time in December.
- Litter collection on Elm, Water, Pratt, Old Crain Hwy, and Gov Oden Bowie.
- PWC repaired meter poles on Gov Oden Bowie Dr.
- PWD reached out to Justin Mohr of SHA for an update on the water St bridge replacement. Will provide update once received.
- Storm drain cleaning commenced ahead of larger scale rain events.
- Leaf and debris collection on Elm, Church, Pratt, Gov Oden Bowie, Water St and Main Streets.

#### **Refuse Accumulations**

- There has been one dump body rental for the month of December.
- Bulk totals for the month were 5.31 tons.
- Yard waste totals for the month were 1.66 tons.

Sincerely,

Darnell F. Bond / Director of Public Works