

# Harrington Police Department

Monthly Report to  
Mayor & City Council

“Making a Difference”

Norman R. Barlow - Chief of Police

Ruth K. Peterman – Police Resource Manager

Keith B. Shyers – Deputy Chief

E. Kenneth Brode – Lieutenant

Adam S. Gillespie – Sergeant

Joseph M. Perna – Sergeant

Sean A. Hudson – Corporal

Bradford E. Reed – Corporal

Byron Stubbs – Corporal/ SRO

Richard Baker – Corporal

Dustin Fraley – Patrolman

Shawn Jacobs – Patrolman

Lori Williams – Administrative Assistant

Pastor Guy Simpson – Chaplain

Pastor Ken Figs – Chaplain

February 1<sup>st</sup> – 28<sup>th</sup> 2015

Respectfully Submitted:

Norman R. Barlow  
Chief of Police

## February 2015 meetings and activities;

2/3 – Attended the Kent County Police Chiefs' Meeting

2/4 – Meeting at Clarks Corner

2/9 – Ruth attended City Council Workshop

2/10 – Attended State Police Chiefs' Meeting

## HPD updates and happenings.

We are currently working on our accreditation and hope to have it completed sometime this year.

We are in the process of installing a sound system in the park. This should be completed by spring when we plan to host our next movie night.

We have purchased a Speed Trailer with funds received from Levy Court. We are currently having it marked and will be placing it at different locations around Harrington.

# Harrington Police Department

FY15

	SEU Amount Written	FICA Amount Paid	SEU Hours Worked	SEU Amount Paid	Number of Tickets Written	VAC Funds Rec.	Other Fines Received	Combined Totals	Other Moneys Received
July	\$26,512.50	\$696.02	257	\$9,098.36	423	\$29,285.95	\$2,239.20	\$31,525.15	\$2,275.00
August	\$28,401.00	\$815.48	299	\$10,659.91	457	\$36,329.93	\$1,498.00	\$37,827.93	\$4,450.00
September	\$19,037.25	\$545.15	201	\$7,126.20	313	\$30,249.49	\$550.75	\$30,800.24	\$26,079.14
October	\$19,495.50	\$538.52	198	\$7,039.44	321	\$27,359.79	\$1,652.50	\$29,012.29	\$57,341.00
November	\$19,157.75	\$597.66	218	\$7,812.61	326	\$22,468.72	\$818.80	\$23,287.52	\$10,523.43
December	\$16,736.25	\$508.73	186	\$6,650.12	272	\$16,196.11	\$1,229.20	\$17,425.31	\$15,640.00
January	\$25,722.25	\$772.27	284	\$10,095.04	464	\$20,272.75	\$1,103.00	\$21,375.75	\$20,890.25
February	\$20,879.00	\$617.61	223	\$8,073.28	390	\$19,213.80	\$1,432.20	\$20,646.00	\$0.00
March									
April									
May									
June									
<b>TOTALS</b>	<b>\$175,941.50</b>	<b>\$5,091.44</b>	<b>1866</b>	<b>\$66,554.96</b>	<b>2966</b>	<b>\$201,376.54</b>	<b>\$10,523.65</b>	<b>\$211,900.19</b>	<b>\$137,198.82</b>

Breakdown of Other Moneys Received  
Feb-15

# Harrington Police Department Patrol Stats

FY15

	Complaints Received	Criminal Arrest	On Duty Traffic Arrest	Traffic Warnings	DUI Arrest	Local Fugitives
July, 2014	261	95	538	112	6	26
August, 2014	294	119	318	102	3	20
September, 2014	233	77	339	93	4	46
October, 2014	232	37	240	99	4	7
November, 2014	272	40	258	68	5	12
December, 2014	269	32	246	97	6	10
January, 2015	317	72	352	104	6	31
February, 2015	276	36	387	142	6	15
March, 2015						
April, 2015						
May, 2015						
June, 2015						
<b>TOTALS</b>	<b>2154</b>	<b>508</b>	<b>2678</b>	<b>817</b>	<b>40</b>	<b>167</b>

News Releases  
February 2015

**Harrington Police Department DUI Arrests**

**Released Monday February 2, 2015**

**Harrington-**The following were arrested by the Harrington Police Department for DUI and related traffic charges:

01/30/15: 11:52 pm: Depaul M. Smith 34, of Clarks Corner Apartments in Harrington.

01/31/15: 6:15 am: Alexis R. Gomez 29, of the 600 Block of Hammond St. in Salisbury, MD.

01/31/15: 1:15 pm: Fereidon Manssuri 45, of the 24000 Block of Pealiquor Rd. in Denton, MD.

02/01/15: 3:15 pm: Barbara J. Nelson 29, of the 100 Block of Willis Rd. in Dover.

All were processed at the Harrington Police Department and were released pending a future court appearance in Justice of the Peace Court 7.

The following were arrested by the Harrington Police Department for DUI and related charges. They were processed at the Harrington Police Department and released pending a future court appearance at Justice of the Peace Court 7:

2/9/15: 8:16 pm: Holly A. Myrick 43, of the 3200 Block of Brownsville Rd. in Harrington.

2/9/15: 9:40 pm: David A. Cleek 59, of the 3000 Block of South State St. in Camden.

On 2-7-15 the Harrington Police Department arrested Edward T. Finney 3<sup>rd</sup> 42, of the first block of Mechanic St. in Harrington after officers on patrol observed him assaulting a 45 year old victim. While on patrol on Railroad Ave. officers observed Mr. Finney exit the rear door of Stone's Bar, located in the first block of Mechanic St. and begin assaulting a female victim with a pool stick in the rear parking lot of the bar. Police then contacted Mr. Finney and the victim and took Mr. Finney into custody. Mr. Finney was then transported to the Harrington Police Department for processing. The 45 year old victim suffered minor injuries but did not require medical treatment. Mr. Finney was charged with Offensive Touching and Disorderly Conduct. He was arraigned at Justice of the Peace Court 3 and was released on \$750 unsecured bail.

On 2-7-15 the Harrington Police Department arrested Edward T. Finney 3<sup>rd</sup> 42, of the first block of Mechanic St. in Harrington for a second time after he violated a no-contact order. The previous day Mr. Finney was arrested by Harrington Police for offensive touching disorderly conduct after he assaulted a 45 year old female victim in the parking lot of Stone's Bar located on Mechanic St. Mr. Finney was released on unsecured bond and was issued a no-contact order by a judge prohibiting him from contacting the victim. The day after Mr. Finney was issued the no-contact order, the victim contacted Harrington Police to say that Mr. Finney had contacted her via telephone. Police contacted Mr. Finney and he turned himself into the Harrington Police Department. He was processed and charged with Breach of Release. He was arraigned at Justice of the Peace Court 7 and was committed to the Sussex Correctional Institute in default of \$1,000 cash bail.

On 2-11-15 the Harrington Police Department arrested a 16 year old Harrington Juvenile after police respond to a report of a disorderly student on a bus. While on patrol police were contacted about a report of a student on a bus on Commerce St. in the area of Dorman St. that was being disorderly. Police were also advised that the juvenile also damaged a door on the bus. Police arrived on scene and located the juvenile at his residence on Dorman St. and took him into custody. During the course of the investigation police determined that while on the bus the juvenile became disorderly with the bus driver and began cursing and yelling while on the bus. When the driver asked the juvenile to exit the bus the juvenile kicked the door of the bus damaging it. The juvenile was transported to the Harrington Police Department and processed. The juvenile was issued criminal summons for Disorderly Conduct and Criminal Mischief under \$1,000. The juvenile was released to the custody of his parents pending a future court appearance in Kent County Family Court.

On 2-10-15 the Harrington Police Department arrested Christina Mohr 21, of the 100 Block of Maple Ave. in Frederica after police investigate a theft complaint. In January 2015 Harrington Police was contacted by the 68 year old victim about Ms. Mohr using the victim's debit card without her permission. The victim also reported to police that Ms. Mohr was a home health care aid for the victim. During the course of the investigation police determined that Ms. Mohr used the victim's debit card on several different occasions totaling over \$3,000 in purchases. The card was used at several different locations. Police obtained a warrant for Ms. Mohr and after being contacted by police she turned herself into the Harrington Police Department. She was processed and charged with one count of Theft over \$1,500 where victim is 62 years of age or older and Unlawful use of a Credit Card where victim in 62 years of age or older. She was arraigned via video Phone at Justice of the Peace Court 2 and was released on \$1,000 unsecured bond.

On 2-14-15 the Harrington Police Department arrested Pamela J. Klein 37, of Clarks Corner Apartments in Harrington for her 4<sup>th</sup> Offense Driving under the Influence. While on patrol at 11:20 pm Harrington Police responded to Center St. in the area of Railroad Ave. for a report of a vehicle stuck on the railroad tracks. When officers arrived and found a vehicle on the Railroad tracks and they contacted Ms. Klein, who was still seated in the vehicle and officers immediately smelled and odor of alcohol coming from the vehicle. Officers took Ms. Klein into custody and transported her to the Harrington Police Department so field tests could be administered due to the snowy and inclement weather. After administering the field tests to Ms. Klein she was

charged with 4<sup>th</sup> Offense Driving under the Influence, Driving with a suspended or revoked license, no registration or proof of insurance in possession. A computer check also revealed that Ms. Klein had 3 previous DUI convictions dating back to 2000. Ms. Klein was arraigned at Justice of the Peace Court 3 and was committed to the Sussex Correctional Institute in default of \$4,651 secured bond.

On 2-16-15 the Harrington Police Department arrested Ryan Manning 30, of the 8300 Block of Hickman Rd. in Greenwood after he was taken into custody with the assistance of the Greenwood Police Department. While on patrol Harrington Police were contacted by an anonymous person reporting to police that Mr. Manning was possibly traveling in a vehicle in the Greenwood area. Harrington Police obtained a description of the vehicle contacted the Greenwood Police Department to request assistance due to Mr. Manning having an history of fleeing from officers. Officers from both departments located Mr. Manning in a vehicle at the intersection of McDowell Rd. and Hickman Rd. in Greenwood. Officers stopped the vehicle and took Mr. Manning into custody without incident. Mr. Manning was then transported to the Harrington Police Department for processing. Mr. Manning was wanted by the Harrington Police Department since August 2014 after he led Harrington Officers on a brief vehicle pursuit and then fled on foot from the officers. A computer check also revealed that Mr. Manning is wanted on several capiases from Kent County Court of Common Pleas, Justice of the Peace Court 3, Sussex County Family Court, Sussex County Court of Common Pleas and Sussex County Superior Court. Charges Mr. Manning faced for fleeing from officers was disregarding a Police Officers signal, Resisting Arrest, Driving with a suspended or revoked license, Disorderly Conduct and failure to have registration and insurance identification in possession. He was arraigned via video phone at Justice of the Peace Court 2 and was committed to the Sussex Correctional institute in default of \$3,202 secured bond and \$22,196 cash bond.

On 2-14-15 the Harrington Police Department arrested Jolanda D. Darling 39, of the 7200 Block of Hearn Pond Rd. in Seaford for DUI and related charges. While on patrol on Commerce St. officers stopped a vehicle after they observed the driver not wearing a seatbelt. Officers then stopped the vehicle and contacted Ms. Darling, who was operating the vehicle. When speaking to Ms. Darling officers smelled a strong odor of alcohol coming from the vehicle. Officers administered standard field sobriety tests and after the tests were complete took her Ms. Darling into custody. She was transported to the Harrington Police Department for processing and charged with Driving under the influence, not wearing a seatbelt and failure to have registration and proof of insurance in possession. He was released pending a future court appearance in Justice of the Peace Court 7.

On 2-19-15 the Harrington Police Department arrested Jermain A. Boyd Jr. 24, of the 17000 Block of Fitzgeralds Rd. in Lincoln after he fled from officers during a vehicle pursuit. On 2-13-15 at 5:44 pm a Harrington Officer on patrol attempted to stop a vehicle on Milford-Harrington Hwy. for a traffic violation. The officer activated his emergency lights and attempted to pull the vehicle over. The vehicle failed to stop and led officers on a pursuit throughout several roads in the Harrington and Houston areas. The vehicle ran into a field on Tea Town Rd. east of Deep Grass Lane and the operator of the vehicle jumped out of the vehicle and fled on foot. Officers were unable to locate the suspect when he fled on foot. Officers conducted a vehicle search of the vehicle and located an identification card identifying Mr. Boyd as the suspect who fled. Officers obtained warrants for Mr. Boyd. On 2-19-15 Mr. Boyd turned himself into the

Harrington Police Department and was processed. Mr. Boyd was charged with disregarding a Police Officers signal, Resisting Arrest, Reckless Driving, Driving without a License and several other traffic offenses. Mr. was arraigned via video phone at Justice of the Peace Court 2 and was released on \$3,300 unsecured bond.

On 2-21-15 the Harrington Police Department arrested Keith E. Penawell 36, of the 100 Block of Dickens Lane in Felton after police found out he was wanted. While on patrol on Second Ave. in the area of Simmons St. at 12:54 am police observed a vehicle leaving an abandoned house and stopped the vehicle. When police stopped the vehicle they contacted Mr. Penawell who was driving the vehicle. While speaking to Mr. Penawell police determined that he was at the residence doing snow removal for the owner of the property. Police then conducted a computer check on Mr. Penawell and determined he was wanted out of Sussex County Family Court for Failure to Appear for a Hearing on Child Support. He was taken into custody and transported to the Harrington Police Department for processing. He was arraigned via video phone at Justice of the Peace Court 7 and was committed to the Sussex Correctional Institute in default of \$13,200 cash only bail. He was also issued traffic summons for Failure to Answer Summons and No license in Possession.

On 2-23-15 the Harrington Police Department arrested Fredrick N. Holbrook 30, of the 27000 Block of Sunflower Lane in Seaford after police conduct a traffic stop. While on patrol on Clark St. police stopped a vehicle for a traffic violation. Police then contacted the driver of the vehicle, identified at Mr. Holbrook and officers immediately smelled and odor of marijuana coming from the vehicle. While searching Mr. Holbrook police located Marijuana and drug paraphernalia in his clothing. Mr. Holbrook was taken into custody without incident. Police also conducted a license check and confirmed Mr. Holbrook had a suspended license. Police issued Mr. Holbrook summons for Possession of Marijuana, Possession of Drug Paraphernalia and Driving with a suspended or revoked license. He was released pending a future court appearance.

On 2-28-15 the Harrington Police Department arrested two juveniles after police respond to an assault complaint. While on patrol police responded to Clarks Corner Apartments for a report of an assault that had just occurred. When police arrived they contacted the adult victim who reported to police that she was assaulted by two juveniles. During the course of the investigation police determined that the victim was driving a vehicle into the parking lot of Clarks Corner Apartments. The juvenile suspects were standing in the parking lot and refused to move out of the way of the victim's vehicle. After the juvenile suspects moved the victim was able to park and the juveniles then began an argument with the victim. During the course of the argument the 12 year Harrington Juvenile and 15 year old Felton Juvenile assaulted the victim causing the victim to suffer and black eye and cut lip. Police were able to identify both juveniles and take them into custody. Both were then transported to the Harrington Police Department for processing. Both juveniles were charged with Assault Third Degree, Conspiracy Third Degree and Disorderly Conduct. Both were turned over the custody of their parents pending a future court appearance in Kent County Family Court.



# City Manager's



## Monthly Report for February 2015

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### **City Hall/Finance:**

- Investigating digital storage systems for City Hall records.
- Attended annual Delaware Rural Water Conference.

### **Planning/Code Enforcement:**

- Completed staff review of the 440 rewrite.

### **Public Works:**

- Met with DNREC Environmental Control Site Investigation and Restoration Section.
- Bids were opened for the Dorman Street Project and the Inflow and Infiltration Project

### **Library:**

### **Parks and Recreation:**

- First part of the new floor was installed.

### **City Manager Update**

- Attended the DLLG Legislative Advocacy Committee Meeting.
- Attended the Central Delaware Chamber of Commerce Meeting.
- Attended City Managers Association of Delaware Meeting.
- Attended DFIT Trustees meeting.
- Attended IPA Course on Marketing Your Local Economy.



## Monthly Report for February 2015

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### Ongoing Projects

#### 1. Inflow and Infiltration

- Meeting with USDA is scheduled August 22, 2013 to discuss financing options.
- Meeting with USDA and RVB on December 16, 2013. Environmental Report and Preliminary Engineering Report requested.
- Council has provided approval for RVB to prepare the Environmental Report and Preliminary Engineering Report at the February 3, 2014 Council meeting.
- Reports to be submitted by mid-April 2014.
- USDA has reported that their funding for next year will not be able to provide refinancing of USDA loans. Our loans will not be able to be refinanced through USDA.
- Awaiting a loan and grant offer from USDA for approximately \$1.1 million.
- Loan and grant offer was received from USDA for \$520,000 loan and \$580,000 grant.
- Project went out to bid 1/31/15
- *Bid awarded to Tri-State Grouting on March 2, 2015.*

#### 2. Library Needs Assessment

- Request for proposal issued 2013.
- Four RFPs were received.
- Next step is to narrow the list and set up presentations.
- Meeting is scheduled for June 12, 2013.
- Presentations will be held on July 13, 2013.
- Recommendation to Council will be made on July 15, 2013 to Council.
- 1<sup>st</sup> meeting held with Becker Morgan Group.
- Needs Assessment Committee is being formulated.
- Scope of work received – Cost estimate is \$45,800.
- Requests for information have been reviewed and are being compiled.
- Library review was conducted on October 17, 2013.
- Public input meetings are being scheduled for February 24 and 25, 2014.
- Next steps will be discussed at the August 18, 2014 workshop.
- Three sites are being reviewed for selection by the City Planner, Becker Morgan Engineering and the Realtor. Findings will be presented at the November meeting.
- *The Site Selection Committee narrowed the properties to two in February 2015. These properties were reviewed by the Planner and Becker Morgan Engineering. The results will be presented to Site Selection Committee in April 2015 for action.*

#### 3. Delaware State Fair Contract/Case

- Max Walton approved to handle legal matters due to the conflict of interest with Schmittering and Rodriguez.
- Fair's attorney has requested mediation to resolve issues and the City agrees.
  - i. Jeffrey Young, an attorney, has been selected as the mediator.



## Monthly Report for February 2015

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- ii. Mediation was December 11, 2013. Fair requested a continuance.
- iii. Fair did not make follow-up call on January 11, 2014 as discussed. They have asked for more time.
- iv. Fair's best counter offer requested by January 22, 2014. No offer was provided.
- v. Max Walton will be addressing this issue in an executive session with Council.
- vi. Counter offer received from DSF February 28, 2014. Have not reviewed with Max Walton at this time.
- vii. Counter offer from DSF indicated their desire to become a sewer district and pay Harrington for wheeling charges. City has declined this offer though our attorney's office on April 14, 2014. Letters included for your reference.
- viii. Second mediation held on June 3, 2014. The City is seeking a quote for a cost of service study. Some progress was made at the mediation.
- ix. Mediation June 3, 2013. Mediation is postponed while the City conducts a cost of service study for DSF.
- x. Received the cost of service study form Burns and McDonnell and will work on adjusting rates accordingly.
- xi. The City has ended the mediation with Delaware State Fair and is seeking judicial means to resolve the issue as of October 28, 2014.
- xii. Filed suit against the DSF October 2014
- xiii. DSF served with lawsuit on December 1, 2014.
- xiv. Received DSF's answer and counterclaim on December 16, 2014.
- xv. *Received DSF's opposition to Harrington's Motion for Judgment on January 21, 2015.*
- xvi. *Judgment on Pleadings is scheduled for March 27, 2015 at 11am.*

#### **4. Zoning Code Rewrite**

- *It is estimated that staff review will be completed by end of January, 2015.*
- *Staff will then begin to compile and format changes into revised draft code.*
  - i. *This is estimated to be complete by end of February 2015.*
- *The draft document will then be available for public input and red-lining.*
- *Introduction presentation is scheduled for March 16, 2015.*

#### **5. USDA Projects – Dorman Street**

- Owner/Engineer agreements have been signed.
- Project is out to bid.
- *Bid awarded to Reybold Construction on March 2, 2016.*

#### **6. Lagoon Closing**

- Worked to set up a meeting with the DNREC Environmental Control Site Investigation and Restoration Section. Meeting is scheduled for February 9, 2015.
- *No information has been received as of February 28, 2015.*

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Range: First to Last  
Issue Date Range: 02/01/15 to 02/28/15      Expiration Date Range: First to 06/30/15  
Application Date Range: 02/01/15 to 02/28/15      Use Type Range: First to Last      Open: Y  
Building Code Range: First to Last      Contractor Range: First to Last      Completed: Y  
Work Type Range: First to Last      User Code Range: First to Last      Denied: Y  
Customer Range: First to Last      Inc Permits With Permit No: Yes      Inc Permits With Certificate: Yes  
Waived Fee Status to Include: None: Y      All: Y      User Selected: Y  
Activity Date Range: First to 03/09/15      Activity Type Range: First to Last  
Activity Status to Include: Open: Y      Approved: Y      Denied: Y      'SENT LETTER': Y      Open With No Date: Y

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App Id: 1503 Map/Parcel: 171.17-01-89.00-000      Prop Loc: 1000 MIDWAY DRIVE      Permit No: 00001503  
Permit Type: BUILDING      Use Type: C-3      Const Type:      Work Type: SIGN

Description: Replacing all Business Signs

Activities:

Building Code	Type	Inspector	Date	Start Time	End Time	Status
BUILDING	PLAN RVW		02/06/15			Approved

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App Id: 1504 Map/Parcel: 170.20-04-37.00-000      Prop Loc: 111 E CENTER STREET      Permit No: 00001504  
Permit Type: OTHER      Use Type: R-1      Const Type:      Work Type: OTHER

Description: Install Fireplace

Activities:

Building Code	Type	Inspector	Date	Start Time	End Time	Status
BUILDING	PLAN RVW		02/13/15			Approved

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Range: First to Last  
Violation Date Range: 02/01/15 to 02/28/15      Use Type Range: First to Last      Open: Y  
Ordinance Id Range: First to Last      User Code Range: First to Last      Completed: Y  
Customer Range: First to Last      Inc Violations With waived Fines: Yes      Denied: Y  
Activity Date Range: First to 03/09/15      Activity Type Range: First to Last  
Activity Status to Include: Open: Y      Approved: Y      Denied: Y      'SENT LETTER': Y      Open with No Date: Y

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Violation Id: V3-00696      Map/Parcel: 179.08-01-24.00-000      Prop Loc: 101 COMMERCE ST.

Description: Rental Inspection Completed

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE	RENTAL INS	02/03/15			Approved

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Violation Id: V3-00697      Map/Parcel: 179.08-01-23.00-000      Prop Loc: 103 COMMERCE ST.

Description: Rental Inspection Completed

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE	RENTAL INS	02/03/15			Approved

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Violation Id: V3-00698      Map/Parcel: 179.08-01-24.00-000      Prop Loc: 101 COMMERCE ST.

Description: Rental Inspection Completed

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE	RENTAL INS	02/05/15			Approved

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Violation Id: V3-00699      Map/Parcel: 179.08-01-23.00-000      Prop Loc: 103 COMMERCE ST.

Description: Rental Inspection Completed

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE	RENTAL INS	02/05/15			Approved

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Violation Id: V3-00700      Map/Parcel: 179.08-02-65.00-000      Prop Loc: 104 REESE AVENUE

Description: Rental Inspection Completed

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE	RENTAL INS	02/05/15			Approved

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Violation Id: V3-00701      Map/Parcel: 170.20-01-74.00-000      Prop Loc: 101 DORMAN ST.

Description: please cleans up wood in front and side yard

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/05/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/05/15		

Violation Id: v3-00702      Map/Parcel: 170.20-05-60.00-000      Prop Loc: 32 CLARK ST.

Description: clean up rear yard behind residence.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/05/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/05/15		

Violation Id: v3-00703      Map/Parcel: 171.13-01-18.00-000      Prop Loc: 405 SMITH AVENUE

Description: please remove the sink near driveway.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/05/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/05/15		

Violation Id: v3-00704      Map/Parcel: 170.20-04-17.00-000      Prop Loc: 217 DELAWARE AVENUE

Description: please repair or replace gutter hanging off front of house.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/05/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/05/15		

Violation Id: v3-00705      Map/Parcel: 170.20-03-33.00-000      Prop Loc: 1 W. LIBERTY STREET

Description: please clean up rear of property

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/05/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/05/15		

Violation Id: v3-00706      Map/Parcel: 170.20-02-32.00-000      Prop Loc: 17 DORMAN STREET

Description: please remove car seat from front porch.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/05/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/05/15		

Violation Id: v3-00707      Map/Parcel: 179.08-02-42.00-000      Prop Loc: 12 REESE AVENUE

Description: please remove wood in front yard.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/05/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/05/15		

Violation Id: v3-00708      Map/Parcel: 179.08-01-12.01-000      Prop Loc: 10 W.MILBY STREET

Description: please clean up wood in side yard.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE		INSPECTION	02/09/15		Approved
	SENT LETTER		02/05/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/05/15		

Violation Id: v3-00709      Map/Parcel: 170.20-02-67.00-000      Prop Loc: 14 1/2 MISPELLION ST.

Description: Rental Inspection Completed

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE		RENTAL INS	02/05/15		Approved

Violation Id: v3-00710      Map/Parcel: 179.07-01-69.01-000      Prop Loc: 308 WALT MESSICK RD

Description: 02/05/15 HOUSE IS VACANT. Rear door to residence found open, a search by the Harrington Police Dept. revealed no one inside, but signs of someone living their. House will be boarded up next week by Harrington Public Works.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE		INSPECTION	02/05/15		Approved

Violation Id: v3-00711      Map/Parcel: 179.08-02-25.00-000      Prop Loc: 1 E. MILBY STREET

Description: Rental Inspection Completed

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE		RENTAL INS	02/06/15		Approved

Violation Id: v3-00712      Map/Parcel: 179.08-04-07.00-000      Prop Loc: 1-11 EAST ST - SPARTAN STATION

Description: Building Condemned do to no permit for construction.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
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PROPMAIN	PROPERTY MAINTENANCE	INSPECTION	02/06/15	Approved
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Violation Id: v3-00713      Map/Parcel: 179.08-01-11.00-000      Prop Loc: #2-LOTS #40-41

Description: please clean up wood in yard.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/09/15			
PROPMAIN	PROPERTY MAINTENANCE		02/09/15			

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Violation Id: v3-00714      Map/Parcel: 171.13-01-08.03-000      Prop Loc: 500 SMITH AVENUE

Description: Rental Inspection Completed

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE		02/10/15			Approved

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Violation Id: v3-00715      Map/Parcel: 170.20-02-52.00-000      Prop Loc: 6 WEST STREET

Description: please remove indoor furniture from front yard.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/10/15			
PROPMAIN	PROPERTY MAINTENANCE		02/10/15			

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Violation Id: v3-00716      Map/Parcel: 170.20-04-54.00-000      Prop Loc: 220 DELAWARE AVE.

Description: please remove wood in front yard.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/10/15			
PROPMAIN	PROPERTY MAINTENANCE		02/10/15			

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Violation Id: v3-00717      Map/Parcel: 170.16-01-39.00-000      Prop Loc: 301 WEINER AVENUE

Description: please clear snow from sidewalk.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		02/19/15			

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Violation Id: v3-00718      Map/Parcel: 171.17-01-34.00-000      Prop Loc: 109 DIXON STREET

Description: please clear snow from sidewalk



Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

Violation Id: v3-00719      Map/Parcel: 179.08-01-27.00-000      Prop Loc: 1 CLARK STREET - M & T BANK

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

Violation Id: v3-00720      Map/Parcel: 170.20-02-34.00-000      Prop Loc: 13 DORMAN STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			*
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

Violation Id: v3-00721      Map/Parcel: 179.08-01-22.00-000      Prop Loc: 105 COMMERCE STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

Violation Id: v3-00722      Map/Parcel: 170.19-01-35.00-000      Prop Loc: 211 MADISON AVENUE

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

Violation Id: v3-00723      Map/Parcel: 170.16-01-74.00-000      Prop Loc: 306 DORMAN STREET

Description: please clear snow from sidewalk.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

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Violation Id: v3-00724      Map/Parcel: 170.16-01-13.00-000      Prop Loc: 312 DORMAN STREET

Description: please remove snow from sidewalk.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

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Violation Id: v3-00725      Map/Parcel: 170.16-01-82.00-000      Prop Loc: 16 W CENTER STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

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Violation Id: v3-00726      Map/Parcel: 170.16-01-54.00-000      Prop Loc: 333 WEINER AVENUE

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

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Violation Id: v3-00727      Map/Parcel: 170.16-01-05.00-000      Prop Loc: 337 WEINER AVENUE

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

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Violation Id: v3-00728      Map/Parcel: 171.17-01-34.03-000      Prop Loc: 204 E. LIBERTY ST.

Description: please remove snow from sidewalk.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

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Violation Id: v3-00729      Map/Parcel: 170.20-04-57.00-000      Prop Loc: 212 DELAWARE AVE.

Description: please clear snow from sidewalk.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
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PROPMAIN	PROPERTY MAINTENANCE	SENT LETTER	02/19/15
		SENT LETTER	02/19/15

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Violation Id: V3-00730      Map/Parcel: 170.20-04-17.00-000      Prop Loc: 217 DELAWARE AVENUE

Description: please clear snow from sidewalk.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE		02/19/15			
			02/19/15			

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Violation Id: V3-00731      Map/Parcel: 170.16-02-54.00-000      Prop Loc: 208 E CENTER STREET

Description: please clear snow from sidewalk.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE		02/19/15			
			02/19/15			

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Violation Id: V3-00732      Map/Parcel: 170.20-03-08.00-000      Prop Loc: 200 DORMAN ST.

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE		02/19/15			
			02/19/15			

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Violation Id: V3-00733      Map/Parcel: 170.20-01-48.00-000      Prop Loc: 102 WOLCOTT STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE		02/19/15			
			02/19/15			

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Violation Id: V3-00734      Map/Parcel: 170.20-01-59.00-000      Prop Loc: 123 WOLCOTT STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE		02/19/15			
			02/19/15			

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Violation Id: V3-00735      Map/Parcel: 170.20-02-01.00-000      Prop Loc: 129 MECHANIC STREET

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Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER		02/19/15	

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Violation Id: V3-00736      Map/Parcel: 170.20-01-83.00-000      Prop Loc: 126 MECHANIC ST.

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER		02/19/15	

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Violation Id: V3-00737      Map/Parcel: 170.20-01-79.00-000      Prop Loc: 118 MECHANIC STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER		02/19/15	

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Violation Id: V3-00738      Map/Parcel: 170.20-01-75.00-000      Prop Loc: 110 MECHANIC STREET A & B

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER		02/19/15	

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Violation Id: V3-00739      Map/Parcel: 179.08-04-02.00-000      Prop Loc: 23-25 CLARK ST.

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER		02/19/15	

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Violation Id: V3-00740      Map/Parcel: 179.08-04-11.00-000      Prop Loc: 2 WARD STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER		02/19/15	

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Violation Id: V3-00741      Map/Parcel: 179.08-04-10.01-000      Prop Loc: 2 MILL STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

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Violation Id: V3-00742      Map/Parcel: 179.08-04-07.00-000      Prop Loc: 1-11 EAST ST - SPARTAN STATION

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

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Violation Id: V3-00743      Map/Parcel: 179.08-06-16.00-000      Prop Loc: 47 CLARK STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

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Violation Id: V3-00744      Map/Parcel: 179.08-06-15.00-000      Prop Loc: 49 CLARK STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

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Violation Id: V3-00745      Map/Parcel: 171.17-01-49.00-000      Prop Loc: 68 CLARK ST.

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

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Violation Id: V3-00746      Map/Parcel: 171.17-01-64.00-000      Prop Loc: 97 CLARK STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

Violation Id: V3-00747      Map/Parcel: 170.20-05-55.00-000      Prop Loc: 24 CLARK ST- TRU GREEN

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

Violation Id: V3-00748      Map/Parcel: 179.08-01-68.00-000      Prop Loc: 100 HANLEY STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

Violation Id: V3-00749      Map/Parcel: 179.08-02-57.00-000      Prop Loc: 202 HANLEY ST

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

Violation Id: V3-00750      Map/Parcel: 179.08-02-64.00-000      Prop Loc: 100 REESE AVENUE

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

Violation Id: V3-00751      Map/Parcel: 179.08-03-06.00-000      Prop Loc: 13 REESE AVENUE

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE		SENT LETTER	02/19/15		

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Violation Id: V3-00752      Map/Parcel: 179.08-02-09.00-000      Prop Loc: 229 COMMERCE STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE	SENT LETTER	02/19/15			

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Violation Id: V3-00753      Map/Parcel: 179.08-02-54.00-000      Prop Loc: 1-A E. MILBY STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE	SENT LETTER	02/19/15			

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Violation Id: V3-00754      Map/Parcel: 179.08-02-25.00-000      Prop Loc: 1 E. MILBY STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE	SENT LETTER	02/19/15			

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Violation Id: V3-00755      Map/Parcel: 179.08-02-55.00-000      Prop Loc: 5 E MILBY STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE	SENT LETTER	02/19/15			

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Violation Id: V3-00756      Map/Parcel: 170.20-02-73.00-000      Prop Loc: 10 S WEST STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
	SENT LETTER		02/19/15			
PROPMAIN	PROPERTY MAINTENANCE	SENT LETTER	02/19/15			

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Violation Id: V3-00757      Map/Parcel: 170.20-02-67.00-000      Prop Loc: 14 1/2 MISPELLION ST.

Description: Rental Inspection Completed.

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
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PROPMAIN	PROPERTY MAINTENANCE	RENTAL INS	02/20/15	Approved
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Violation Id: v3-00758      Map/Parcel: 179.08-02-65.00-000      Prop Loc: 104 REESE AVENUE

Description: Rental Inspection Completed

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
PROPMAIN	PROPERTY MAINTENANCE	RENTAL INS	02/20/15			Approved

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Violation Id: v3-00759      Map/Parcel: 170.20-03-67.00-000      Prop Loc: 122 FLEMING STREET

Description: please remove snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
			02/24/15			
PROPMAIN	PROPERTY MAINTENANCE	SENT LETTER	02/24/15			

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Violation Id: v3-00760      Map/Parcel: 170.20-03-62.00-000      Prop Loc: 5 W LIBERTY STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
			02/24/15			
PROPMAIN	PROPERTY MAINTENANCE	SENT LETTER	02/24/15			

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Violation Id: v3-00761      Map/Parcel: 179.08-02-45.00-000      Prop Loc: 219 HANLEY ST-EMPTY LOT

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
			02/24/15			
PROPMAIN	PROPERTY MAINTENANCE	SENT LETTER	02/24/15			

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Violation Id: v3-00762      Map/Parcel: 179.07-01-51.00-000      Prop Loc: 209 S WEST STREET

Description: please clear snow from sidewalk

Activities:

Ordinance Id	Type	Inspector	Date	Start Time	End Time	Status
			02/24/15			
PROPMAIN	PROPERTY MAINTENANCE	SENT LETTER	02/24/15			

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Violation Id: v3-00763      Map/Parcel: 179.07-01-49.00-001      Prop Loc: 101 Milby St-Dwelling

Description: please clear snow from sidewalk



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Activities:

<u>Ordinance Id</u>		<u>Type</u>	<u>Inspector</u>	<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Status</u>
		SENT LETTER		02/24/15			
PROPMAIN	PROPERTY MAINTENANCE	SENT LETTER		02/24/15			

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## **February 2015 Activities Report for Kelly Blanchies, Clerk of Council**

### **Meetings Attended:**

- February 3, 2015 Departmental Meeting
- February 9, 2015 City Council Workshop

### **Projects:**

- Zoning Code Rewrite
  - o Attended meetings with consultants to discuss first draft
  - o Incorporated changes from first draft into zoning document
  - o Formatted and edited document
- Fire Company paving bid
  - o Coordinated pre-bid meeting and bid opening dates with Fire Company representative, City Manager, and City Engineer
  - o Bid on hold until City Engineer determines what work will be necessary to correct current issues
- 2015 Municipal Election
  - o Reviewed timeline, contacted previous election workers, prepared candidate documents

### **Ordinances & Resolutions:**

- Prepared Resolution 15-R-01
- Prepared Ordinances 15-02 and 15-03

### **Tasks:**

- Prepared minutes for:
  - o January 5, 2015 City Council Workshop
  - o January 5, 2015 City Council Special Meeting
  - o January 20, 2015 City Council Meeting
- Prepared and posted agendas for:
  - o Postponed February 2, 2015 City Council Workshop
  - o February 9, 2015 City Council Workshop
  - o February 17, 2015 City Council Meeting (canceled)
  - o March 2, 2015 City Council Meeting
- Prepared and posted packets for:
  - o February 9, 2015 City Council Workshop
  - o February 17, 2015 City Council Meeting (canceled)
  - o March 2, 2015 City Council Meeting
- Updated messages on electronic sign
  - o Added messages: March 2 & 16 meetings, St. Patrick's day, senior tax discount
  - o Deleted messages: February 2, 3, & 17 meetings, Valentine's day, Presidents' day, offices closed February 16
- Updated website
  - o Added posts: Workshop postponed, trash delayed, manufacturing facility for sale, Mayor's corner, closings and delays
  - o Added adopted minutes, proclamation
  - o Edited building permit page
  - o Deleted posts: Workshop postponed, closings and delays
- Closed the cash register 3 days a week
- Ad for Dorman St. sewer project bid

- Ad for I & I project bid
- Met with companies to discuss document imaging and storage options
- Began municipal clerks' classes

# ***City of Harrington***

## ***Department Of Public Works***

***DATE: February 28, 2015***

***FR: Alan Moore, Public Works Supervisor***

***TO: Mayor and Council  
City of Harrington***

***RE: Public Works Department  
Monthly Report  
February 1, through February 28, 2015***

### ***Public Works Employees***

***Alan Moore  
Leroy Lahman  
Glenn Hayman  
Dennis Trader  
Dudley Clough  
Richard Clough***

***David Alan Moore Sr.***

***Date: 3/9/2015***

## After Hours on Call Report

Date	Responsible Individual	Contacts
February 2 ,2015	Leroy Lahman	1
February 9 ,2015	Glenn Hayman	5
February 16 ,2015	Dennis Trader	19
February 23 ,2015	Dudley Clough	8

### *Water Department*

Turn On (# of Times)	Turn Off (# of Times)
31	33

Miscellaneous Calls	This Month	Last Month
Number of Water Related Calls	2	4
Brown Water Related Calls	1	0
Total Calls	3	4

Water Samples	
State Samples	Completed- February
Daily Chlorine Samples	Completed- February
Daily Fluoride Samples	Completed- February

Monthly & Daily Water Usage Totals	February 2015	February 2014
Monthly Totals	9,070,000	9,176,000
Daily Average	323,000	327,000

<b>Water Leaks</b>	<b>Location</b>	<b>Work Order Date</b>	<b>Completion Date</b>
1" Service Line	122 Wolcott St.	2/5/15	2/5/15

<b>Well Status</b>			
<b>Well</b>	<b># Of Gallons February 2015</b>	<b># Of Gallons February 2014</b>	<b>Difference 2015 vs 2014</b>
<b>#1</b>	Operational - Emergency Use Only	Operational - Emergency Use Only	Operational - Emergency Use Only
<b>#2</b>	732,000	347,000	<b>+385,000</b>
<b>#3</b>	3,345,000	2,308,000	<b>+1,037,000</b>
<b>#4</b>	4,993,000	6,521,000	<b>-1,528,000</b>
<b>Total</b>	<b>9,070,000</b>	<b>9,176,000</b>	<b>-106,000</b>

## Sanitary Sewer Department

<b>Sewer Issues on Property Owners</b>		
<b>Date</b>	<b>Address Of The Property With The Sewer Issue</b>	<b>Property Contacted Or Door Tagged</b>
2/4/15	53 Clark St.	Contacted
2/10/15	202 Center St	Contacted
2/16/15	306 Second Ave.	Contacted
2/19/15	108 E. Milby St.	Contacted
2/24/15	2 Thorpe St.	Contacted

**Please Note:** Public Works attempts to contact all property owners affected by a sewer back-up. When contact cannot be made in person, a door tag is left to inform the owner of the situation. The door tag contains contact information so the owner may contact public works for additional information regarding the incident.

<b>Issues on City of Harrington</b>		
<b>Date</b>	<b>Address Of Sewer Issue</b>	<b>Plunged/Jetted</b>

2/5/15	28 Commerce St.	Plunged
2/10/15	108 Center St.	Plunged
2/13/15	13 Dorman St.	Plunged
2/19/15	201 E. Milby St.	Plunged
2/26/15	501 Shaw Ave.	Plunged
2/27/15	119 W. Liberty St.	Plunged
2/27/15	104 Fleming St.	Plunged

## Street Maintenance

Pot hole Locations	Repairs Made
Clukey Dr.  Hanley St. Grant St. Peck Ave. Railroad Ave. Mechanic St	Been keeping a check and filled because of the big trucks.  Repairs have been made. Repairs have been made. Repairs have been made. Repairs have been made. Repairs have been made.

**Please Note:** Street maintenance has not begun due to the large volume of water line repair work.

## Building Maintenance/ Work Orders

Location	# of Calls
City Hall	7
Library	10
Police	9
Community Center	4
Waste Water Treatment Plant	3
Parks & Recreation	5
Public Works	13

# **Project Updates**

## **Water Meter Installation**

- Public Work is still reading all meters every month to pick up any leaks that are on the home owners. Also to make sure everyone is trained on the process of the meter reading.

## **Water Meter Checks**

- We have been checking anywhere between two and five meters a week at the request of the customer setting it up at City Hall.
- Taking the handheld out and pulling data off the meters at the request of City Hall.

## **Storm Drains Cleaning**

- We have been cleaning storm drains on a regular bases.
- We also clean the grates if rain is expected. And as well we keep them clean during the rain fall.
- If it's a light rain we clean them with the sweeper.
- If it's a heavy rain we go out and keep them clean by hand.

## **Pump Stations**

- Public Works used the pump truck to pump out the station at Mispillion pump station.
- Had to pull the number # 2 Pump twice to clean out the rages in the pump..
- Public Works had a high leave warning called in by the Kent County. We had to reset the low level float in the wet well at Clarks Corner.
- Public Works had to pull the number #1 and #2 pumps at Messicks Station and clean them out and reset the pumps in the wet wall.
- Public Works had to pull the number# 2 pump at Mispillion pump station and clean it out and rest it in the wet well.

## **Street Black Topping**

- Public Works getting Bids on Meadawood Lane.
- Public Works getting Bids on the Public Works Shop.
- Public Works getting bids on some State Patches.



- Jerry's Paving has bid the paving work.
- Zacks Excavation has bid the paving work.
- Delmarva Paving has bid the paving work.

### **Mapping Sewer Lines**

- Remington Vernick & Beach has dropped off the sewer maps to be corrected.
- Public Works are working on getting the sizes of the main pipes coming into the manholes. And we are also making sure the flow direction are right on the maps.

### **Salting and Sanding Intersections**

- Public Works salted all the intersections if we have had any snow or ice on the roadways.
- Public Works plowed snow off the streets and back to the curb lines. So we would have all the storm drains open for drainage.

**Date:** March 10, 2015  
**To:** Mayor and Council  
City of Harrington  
**From:** Christine Hayward – Library Director  
**RE:** Work Report – Harrington Public Library - Month of February 2015

<b>Circulation Usage</b>		
<b>Item</b>	<b>Number</b>	<b>Comments</b>
Visitors/Users	2250	During the month
Items checked out	2702	All items checked-out during the month
Items returned	2396	All items returned during the month
Items overdue	166	Items listed as overdue at any time during the month
Fees Collected	\$ 515	During the Month
E-Book and E-Audiobook	216	Total checked-out during the month
<b>Computer Use:</b>	<b>Total Public Access Use For the month - Individual logins: 498</b>	<b>&lt; Total is for Public Access Computer Use.</b>
	<b>Wireless Users: - 87</b>	<b>&lt; Total is for patrons using WIFI with their own devices – laptops, Ipads etc.</b>
	<b>Computer help including Ebooks: 264</b>	<b>Totals are for all staff assisted reference transactions including those requiring computer help. Totals are tracked by Dewey Number and reported monthly to the State Library</b>
<b>Other Reference questions requiring staff assistance.</b>	<b>Assistance with: general instruction on how to use the Library Catalog and Databases for Reference questions including Readers Advisory, job search, resumes, Delaware Code, current events, health, travel, etc.</b>	<b>Totals include patrons who attend the Job Center or the weekly Basic Computer Class.</b>
	<b>Total reference transactions tracked by Dewey number for the month: 619</b>	<b>Total reference including, directional , account related, Library Policy or other assistance – not tracked by Dewey number: 530 includes</b>
		<b>Total virtual reference (by Email, phone, IM, Text)</b>
		<b>Total combined reference in person or virtual:1,149</b>

<b>Harrington Public Library</b>  <b>Programs for the month of February 2015</b>		
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<b>Name</b>	<b>Date</b>	<b>Attendance</b>
<b>Story Time</b>	Feb. 4,11,18,25	Children 7 adults 7
<b>Lego Night</b>	Feb. 3	Children 3 + 2 adults
<b>Job Center</b>	Feb. 6,20,27	Adults 17
<b>Computer Class</b>	Feb. 2,9,23	Adults 9 + 1 child
<b>Book Discussion</b>	Feb. 19	6 adults

## Kelly Blanchies

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**From:** Christine Hayward <Christine.Hayward@lib.de.us>  
**Sent:** Tuesday, March 10, 2015 3:58 PM  
**To:** Kelly Blanchies  
**Subject:** FW: Events

Please include with Library Council Report.

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**From:** Marleena Young  
**Sent:** Tuesday, March 10, 2015 3:41 PM  
**To:** Christine Hayward  
**Subject:** Events

### Computer Class

Monday, April 6<sup>th</sup> @ 12:15 pm— Basic Computer Class. Space is limited; please sign up at the front desk.

### LEGO Night

Tuesday, April 7<sup>th</sup> @ 6:00 pm—Come to the library and play with LEGOs! Each session we will start with a theme, and you can create anything from there. This program is geared towards children in 1<sup>st</sup> through 5<sup>th</sup> grade, and a parent guardian must remain with the child participating. Space is limited, sign up today!

### Family Fun Night and Reading to the Dogs

Thursday, April 9<sup>th</sup> @ 6:00 pm—Come to the free craft night provided by the POLYTECH Parents as Teachers Group! We will also have a free reading program to help improve your child's reading skills! You also get to meet our volunteer dogs. They love to be read to!

### Job Center

Friday, April 10<sup>th</sup> @ 1:00 pm—Come visit our Job Center Professional anytime from 1:00 pm to 4:00 pm to learn how to put together a resume, cover letter, or if you have any other job related questions. No sign up necessary.

### Make a Date With Dinosaurs

Saturday, April 11<sup>th</sup> @ 11:00 am—Program presented by the Delaware Aerospace Education Foundation at the library. Too young for a scary trip through Jurassic Park? Our dinosaurs are much more tame. Complete a dinosaur puzzle, make and take a dinosaur mask, built your own dinosaur with Clicks building sets, and learn a little about meat and plant eaters with a bucket of our prehistoric pals. Bring your camera for a photo-op with our interactive Sarah, the Stegosaurus. You'll roooooar for more!

### Computer Class

Monday, April 13<sup>th</sup> @ 12:15 pm— Basic Computer Class. Space is limited; please sign up at the front desk.

### Book Group

Thursday, April 16<sup>th</sup> @ 6:00 pm—Join us for a book talk! This program will also be a Recent Reads, so bring along whatever you are currently reading to share with the group! This program is a great way to meet new people.

### Job Center

Friday, April 17<sup>th</sup> @ 1:00 pm—Come visit our Job Center Professional anytime from 1:00 pm to 4:00 pm to learn how to put together a resume, cover letter, or if you have any other job related questions. No sign up necessary.

### Computer Class

Monday, April 20<sup>th</sup> @ 12:15 pm— Basic Computer Class. Space is limited; please sign up at the front desk.

### LEGO Night

Tuesday, April 21<sup>st</sup> @ 6:00 pm—Come to the library and play with LEGOs! Each session we will start with a theme, and you can create anything from there. This program is geared towards children in 1<sup>st</sup> through 5<sup>th</sup> grade, and a parent guardian must remain with the child participating. Space is limited, sign up today!

#### Job Center

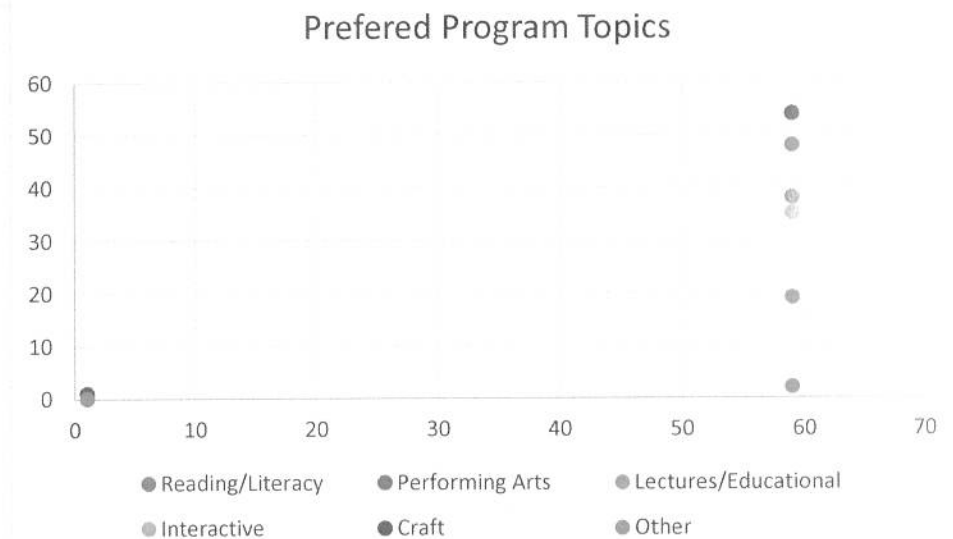
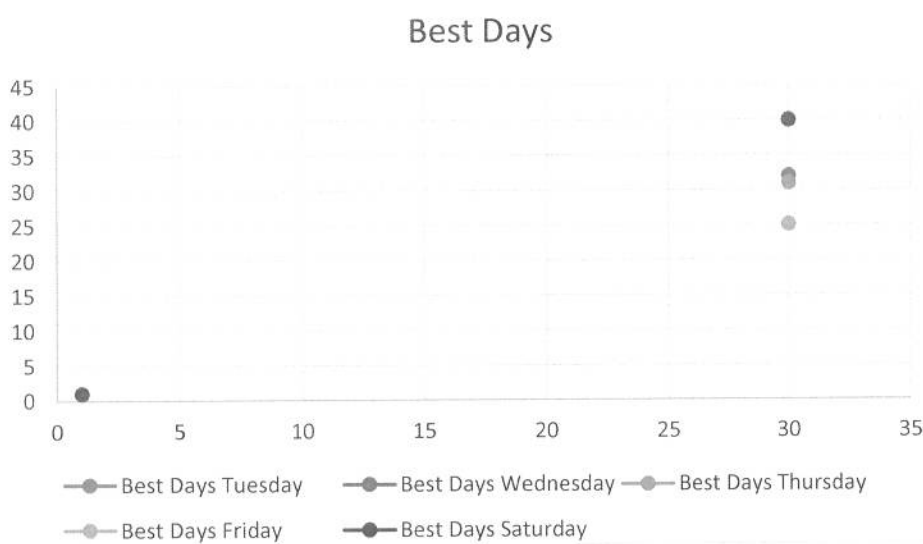
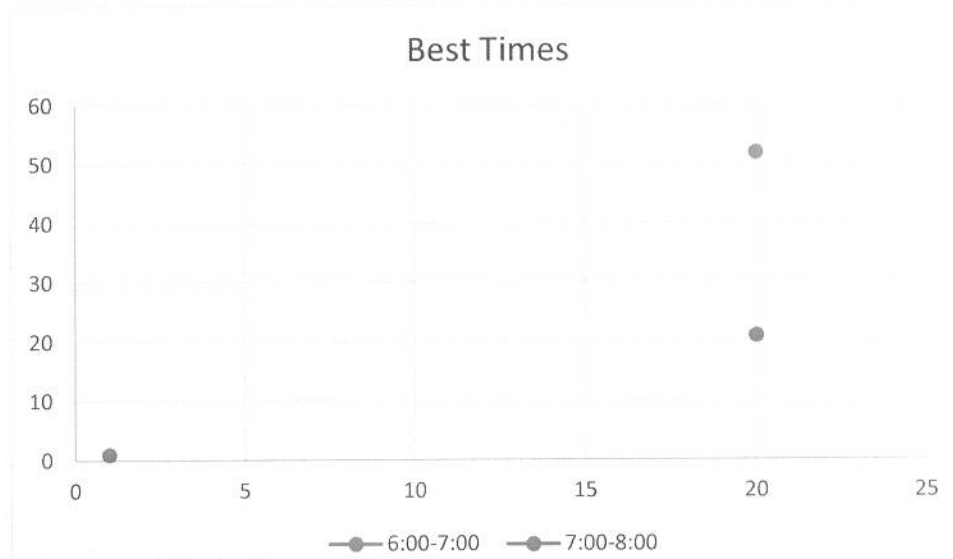
Friday, April 24<sup>th</sup> @ 1:00 pm—Come visit our Job Center Professional anytime from 1:00 pm to 4:00 pm to learn how to put together a resume, cover letter, or if you have any other job related questions. No sign up necessary.

#### Computer Class

Monday, April 27<sup>th</sup> @ 12:15 pm— Basic Computer Class. Space is limited; please sign up at the front desk.

# Results of Survey of Lake Forest South Elementary School Parents February 2015

We want to thank everyone who returned a survey for the Harrington Public Library's Program Study! Your surveys will help us to better select programs and times in the future. We noticed that many of you indicated that you would like to be notified with e-mail about upcoming programs, you can send us an e-mail at [Harrington.library@lib.de.us](mailto:Harrington.library@lib.de.us), and we will add you to our monthly newsletter mailing list! Again, thank you for taking the time to do this survey, and we hope you will visit the Harrington Public Library in the future!



Date: 2/28/2015  
 To: Mayor and Council  
 City of Harrington  
 RE: Parks & Recreation February Report 2015

<b>Program</b>	<b>Participants</b>	<b>Teams or Units</b>	<b>Comments</b>
<b>Dance</b>	<b>40</b>	<b>10</b>	Dance Classes are ongoing.
<b>SPCA</b>			Harrington Parks & Recreation Center is a location where you can donate wanted items to the Kent County SPCA.
<b>Adult Fitness</b>	<b>115</b>	<b>N/A</b>	Current number of adults registered to use the facility during the day. The annual membership will be \$50/person or \$75/family or couple.
<b>Mat Ratz Wrestling</b>	<b>11</b>	<b>N/A</b>	This program runs ended February 26, 2015.
<b>Little Spartans Basketball</b>	<b>100</b>	<b>11</b>	This program ended in February 2015.
<b>Indoor Field Hockey</b>	<b>70</b>	<b>8</b>	These teams began playing in an ongoing league at Schutte Park in Dover through March 8, 2015.
<b>Youth Indoor Hockey</b>	<b>19</b>	<b>N/A</b>	This basic beginner program ended on Wednesday, February 26, 2015.
<b>Spring Soccer</b>	<b>236</b>	<b>22</b>	Registrations finished the end of February. Games begin on April 11, 2015.
<b>Cheernastics</b>	<b>N/A</b>	<b>N/A</b>	Registration began on January 6, 2015 and end on March 30, 2015. The program begins April 13, 2015.
<b>Basic Tumbling &amp; Gymnastics</b>	<b>N/A</b>	<b>N/A</b>	Registration began on January 6, 2015 and ends on March 30, 2015. This program begins on April 1, 2015.
<b>Ladies Fit Class</b>	<b>N/A</b>	<b>N/A</b>	This Class started on Thursday, January 29 <sup>th</sup> . Classes will run on Thursday and Saturdays.
<b>Golf Tournament</b>	<b>N/A</b>	<b>N/A</b>	The Annual Golf Tournament is scheduled for May 15, 2015. Registration began on January 6, 2015 and runs through May 8, 2015.
<b>Heritage Day</b>	<b>N/A</b>	<b>N/A</b>	Heritage Day is scheduled for August 29, 2015. Registrations began on January 6, 2015.

Web Site = 956 visits and 3,162 page views

<b>Recreation Center</b>			
<b>Days</b>	<b>Hours</b>	<b>Usage for the Month</b>	<b>Number of Participants</b>
<b>Mon –Thurs Fri</b>	<b>8am-4pm 8am-12pm</b>	<b>Adult Fitness</b>	<b>353 visits</b>
<b>Mon-Thurs</b>	<b>5:30pm-7:45pm</b>	<b>Dances Classes</b>	<b>40</b>
<b>Mon-Tues</b>	<b>5:30pm-9:00pm</b>	<b>Indoor Field Hockey</b>	<b>70</b>
<b>Sat-Sun</b>	<b>9:00AM- 1:00PM</b>	<b>Softball Conditioning</b>	<b>28</b>

*Bill Falasco*

Bill Falasco, Recreation Director



***Harrington Fire Company, Inc.***  
**EMERGENCY MEDICAL SERVICE**

20 Clark Street  
Harrington, DE 19952

(302) 398-8931  
Fax (302) 398-4350

March 9, 2015

Harrington City Council:

Below is the activity of the Harrington Fire Company Ambulance for the month ended February 2015.

Total Responses for the Month	102
Total Responses in City Limits	47
Total Responses out of City Limits	55
Men In Service	207
Hours In Service	104 hours 44 minutes
Manhours in Service	212 hours 04 minutes

Respectfully Submitted,

Rob Taylor  
EMS Secretary

# URS

CITY PLANNING CONSULTANT

TO: Mayor and City Council of Harrington  
FROM: Debbie Pfeil, Senior Planner  
DATE: March 10, 2015  
RE: Monthly Planning Update Report

I respectfully submit the monthly Planning Update Report as your City Planning Consultant. Thank you for allowing me to continue to serve as your City Planner, since 2006. **If you should have any questions, please do not hesitate to contact me at 302-547-6068.**

## 1. Planning Project Updates

<b>Harrington Garden Apartments-</b>	December 18, 2008 preliminary site plan approval Waiting on applicant to submit final plan
<b>Midway Park Center Apartments-</b>	April 12, 2012 conceptual plan approval Waiting on applicant to submit preliminary plan
<b>Harrington Retail Center-</b>	June 16, 2011 final site plan approval Waiting on applicant to submit building permit
<b>Cabot Creek subdivision-</b>	May 21, 2009 preliminary subdivision approval Waiting on applicant to submit final subdivision plan
<b>The Legacy Subdivision-</b>	January 5, 2015 preliminary subdivision approval
<b>Harmill Village Subdivision-</b>	July 7, 2008 preliminary subdivision approval Scheduled for 12/18/14 Planning Commission Meeting
<b>Harrington Meadows-</b>	Board of Adjustment variance granted on February 25, 2013. The conceptual subdivision plans were approved at the 7/11/13 Planning Commission Meeting. Applicant has submitted the preliminary subdivision plan for City to review & application was sent back to meet Chapter 370 preliminary subdivision plan requirements.

## 2. Planning Projects

**Dual Highway Connector Street Sections-**The City Manager sent a letter to DeIDOT and we are awaiting the response.

### **3. Planning Services**

URS was requested to assist in the following projects:

- Predevelopment meeting-11 East Street (Spartan Station) Change of Use
- ZCC Review-29 Reed Street / New single family home
- ZCC Review-17629 South DuPont Highway (WY Management)
- Email inquiry response for property buyer Ward Street Lot
- Misc. email / phone call inquiries

### **4. Library Committee**

- Attended the consultant site evaluation meeting on March 3, 2015.

**5. Chapter 440 Zoning Project Status** –Consultant input meetings are finished. The consultant draft document is scheduled to be presented at the March 16 City Council Meeting as well as begin the public comment period process. Additional updates on this project can be obtained anytime by contacting the City Manager as the project involves the City Attorney, City Engineer and staff.

**EXECUTIVE VICE PRESIDENTS**

Michael D. Vena, PE, PP, CME  
Edward J. Walberg, PE, PP, CME  
Thomas F. Beach, PE, CME  
Richard G. Arango, PE, CME

**MEMORANDUM**

**DIRECTOR OF OPERATIONS  
CORPORATE SECRETARY**  
Bradley A. Blubaugh, BA, MPA

**SENIOR ASSOCIATES**  
John J. Cantwell, PE, PP, CME  
Alan Dittenhofer, PE, PP, CME  
Frank J. Seney, Jr., PE, PP, CME  
Terence Vogt, PE, PP, CME  
Dennis K. Yoder, PE, PP, CME  
Charles E. Adamson, PLS, AET  
Kim Wendell Bibbs, PE, CME  
Marc DeBlasio, PE, PP, CME  
Leonard A. Faiola, PE, CME  
Christopher J. Fazio, PE, CME  
Kenneth C. Ressler, PE, CME  
Gregory J. Sullivan, PE, PP, CME

**Remington &  
Vernick Engineers**  
232 Kings Highway East  
Haddonfield, NJ 08033  
(856) 795-9595  
(856) 795-1882 (fax)

15-33 Halsted Street, Suite 204  
East Orange, NJ 07018  
(973) 323-3065  
(973) 323-3068 (fax)

**Remington, Vernick  
& Vena Engineers**  
9 Allen Street  
Toms River, NJ 08753  
(732) 286-9220  
(732) 505-8416 (fax)

3 Jicama Boulevard, Suite 2  
Old Bridge, NJ 08857  
(732) 955-8000  
(732) 591-2815 (fax)

**Remington, Vernick  
& Walberg Engineers**  
845 North Main Street  
Pleasantville, NJ 08232  
(609) 645-7110  
(609) 645-7076 (fax)

4907 New Jersey Avenue  
Wildwood City, NJ 08260  
(609) 522-5150  
(609) 522-5313 (fax)

**Remington, Vernick  
& Beach Engineers**  
922 Fayette Street  
Conshohocken, PA 19428  
(610) 940-1050  
(610) 940-1161 (fax)

5010 East Trindle Road, Suite 203  
Mechanicsburg, PA 17050  
(717) 766-1775  
(717) 766-0232 (fax)

U.S. Steel Tower  
600 Grant Street, Suite 1251  
Pittsburgh, PA 15219  
(412) 263-2200  
(412) 263-2210 (fax)

Univ. Office Plaza, Bellevue Building  
262 Chapman Road, Suite 105  
Newark, DE 19702  
(302) 266-0212  
(302) 266-6208 (fax)

**Remington, Vernick  
& Arango Engineers**  
243 Route 130, Suite 200  
Bordentown, NJ 08505  
(609) 298-6017  
(609) 298-8257 (fax)

**To:** City of Harrington Mayor and City Council  
Teresa Tieman, City Manager

**From:** Thomas G. Wilkes, P.E.

**Date:** March 11, 2015

**Re:** City of Harrington  
Project Update  
Our File# DKHNT039

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Enclosed please find the March 2015 update for the various capital projects we are administering for the City of Harrington.

Please do not hesitate to contact me directly with questions at (302) 266-0212, extension 3003.

**MONTHLY UPDATE  
MARCH 2015  
CITY OF HARRINGTON  
CAPITAL PROJECT UPDATE**

**1. Lagoon Closure Project**

Status: *Nothing new to report this month.* We met with officials of the DNREC Site Investigation and Restoration Section (SIRS) on February 9, 2015 to pursue a closure program through the Voluntary Clean-up Program (VCP). Under this program, the City would need to comply with environmental site investigation requirements. This would basically consist of developing a sampling program to evaluate if the lagoons have caused any impact to the environment. If the impacts are negligible or manageable, we intend to pursue closing the lagoons in-place as previously discussed. SIRS was receptive to the idea and will notify us if this can occur after they review WWTP case file and their guidelines.

**2. I&I Corrective Action Bid Documents (DKHNT036)**

Percent complete (engineering phase): 100%  
Percent complete (construction phase): 0%

Status: Bids were opened on February 27, 2015. Tri-State Grouting was awarded the project. We are preparing contracts, and this project will be moved to construction phase.

**3. Dorman Street Sewer Improvements (DKHNT038)**

Percent complete (engineering phase): 100%  
Percent complete (construction phase): 0%

Status: Bids were opened on February 27, 2015. Reybold Construction was awarded the project. We are preparing contracts, and this project will be moved to construction phase.

**4. 2015 Road Program**

Percent complete (engineering phase): 25%

Status: *Nothing new to report this month.* We have taken roadway measurements to develop cost estimates for road paving/repair in 2015. These roads include: Meadowood Lane (@Peck); Hanley Street (Reese to Mispillion); Center Street (ext.)(Benjamin to SR13); Mechanic Street (Dorman to Railroad Ave); and, Clukey Drive (@SR13). The extent of the actual limits of paving will depend on the available pool of funding. Once the road list is finalized, we will prepare bid documents for contractor procurement.

**CITY OF HARRINGTON  
MAINTENANCE BOND AND WARRANTY EXPIRATION  
TRACKING FOR COMPLETED CONSTRUCTION PROJECTS**

**1. 2013 Road Program – Dickerson Street, Simmons Street, Calvin Street, and Harrington Avenue (DKHNT031)**

Maintenance Bond/Warranty Expiration Date: August 14, 2016

Comments: An inspection will be conducted in July of 2016 for a recommendation of release of the maintenance bond.

**2. 2014 Road Program - Dixon Street, Mechanic Street, and Wolcott Street (DKHNT034)**

Maintenance Bond/Warranty Expiration Date: August 14, 2016

Comments: An inspection will be conducted in July of 2016 for a recommendation of release of the maintenance bond.