

# **TOWN CLERK/FRONT OFFICE REPORT**

**APRIL 2016**



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### **Meetings and Events:**

Ms. McAuley attended a management team meeting chaired by Ms. Sandlin.

Ms. McAuley attended a meeting concerning improvements to Edmonston Road that will include a raingarden that the Town will maintain after a planting design has been agreed upon and an MOU is signed with the State Highway Administration.

Ms. Griffin attended a number of B5 meetings, including two clean up events, Hamlet Woods and Earth Day at Quincy Run.

Ms. Griffin attended Port Towns' Day planning sessions.

Ms. Griffin attended Cinco de Mayo planning meetings. She coordinated the Volunteers and assisted Beacon Lights at the event itself.

Ms. Griffin attended Port Towns' MML Convention Booth planning meetings.

Ms. Griffin attended Community Forklift Day.

### **Community Development Block Grants**

PY 39 (53<sup>rd</sup> Place) and PY 39 R (Town Park Shelter and Fence) are finally underway. We have already received reimbursements for some of the engineering expenses related to these projects.

Ms. McAuley advertised for contractors to bid for PY 39. A pre-bid meeting is scheduled for May 17. Bid openings will be May 26.

We have requested \$100,000 for PY 42 to complete the 53<sup>rd</sup> Place street improvements.

## **Bostwick**



Reimbursement for the window restoration has been submitted to Maryland Historical Trust. Because we were cautious in estimates about extra work that may have been unanticipated we are left with funds that the Trust will allow us to use for painting the window frames. This work must be completed by August 1<sup>st</sup>.

The Structural Engineer, Peter Neubauer, and Professor Linebaugh met with Ms. McAuley to work out a plan for the Phase I of the restoration of the south buttress. This will entail scaffolding and metal support for the east side so that University of Maryland graduate students can disassemble the structure and document this process. The cost for this will be approximately 15-20 thousand.

## **Maryland Municipal League Convention: June 26-29**

Town participants in this conference will be Council Members Hall and Mendoza, Town Administrator Sandlin, Public Works foreman Hall, Lt. Flynn, Grants Coordinator, and Diane Griffin who will be at the Port Towns' vendor booth.

## **Public Information Act Requests**

Ms. McAuley continues to process these requests. The Town has 30 days to respond to requests. The requests should be in writing. E mails are acceptable.

## **Patriotic Committee**

Ms. Griffin met with Mrs. Hoffman concerning upcoming Memorial Day events.

## **Constant Yield Tax Rate Hearing**

Ms. McAuley coordinated the advertising in the Prince George's Sentinel. The advertisement itself is strictly regulated by State Law.