

# Town Clerk/Front Office Report July and August 2018



## **TOWN CLERK/FRONT OFFICE REPORT JULY AND AUGUST 2018**

### **Meetings:**

Ms. McAuley participated in weekly staff management team meetings.

Ms. McAuley and Mr. Wei Wu, Town Engineer, met a number times over the summer to discuss issues pertaining to CDBG grants and remediating road issues on 58<sup>th</sup> Avenue.

Ms. Griffin participated in on-going Port Towns Day planning meetings and attended the Port Towns Quarterly meeting to update all four Towns on the status of the September event.

### **Events**

Ms. Griffin provided office support to Governor Hogan's surplus give-away of copy paper and desktop computers to area schools.

Ms. Griffin worked with community member Mrs. Hall to coordinate a luncheon honoring Prince George's County Councilmember Harrison-Fletcher for her efforts toward the Edmonton Road improvements.

Ms. McAuley continued to participate in planning for Public Safety Day event on Saturday, October 13 and to ensure more giveaways were ordered for attendees.

Ms. Griffin provided support to Mayor James for Shop with a Cop and Brunch with the Mayor events.

Ms. Griffin assisted the seniors attending Mission BBQ's Veterans recognition lunch.

### **Street Improvements/Community Development Block Grants**

1. Ms. McAuley and Town Engineer Wei Wu held a preconstruction meeting with the Prince George's Housing and Community Development CDBG

program manager and representatives from E & R Construction, the firm awarded the contract for PY 43 Tilden Road Sidewalk Improvements.

Construction began in August and continues to move smoothly. The construction is continuing into September.

2. Ms. McAuley attended a 58<sup>th</sup> Avenue site meeting with Mayor James, Town Administrator Sandlin, Public Works Foreman Hall, and Town Engineer Wu. The purpose of the meeting was to see firsthand the issues of heavy vehicle damage on the road and determine a strategy for phased improvements with a defined scope of work.

Mr. Wu is scheduled to attend the September Worksession to present his recommendations.

### **Bostwick**

Ms. McAuley had multiple meetings with members of the Aman Trust and Dr. Linebaugh, Interim Dean of the School of Architecture, University of Maryland, in preparation for the front porch and buttress restorations.

HistoriCorp (the contractor) plans to mobilize its operation to the site the first week in September. This project will be completed in early November.

Both the Maryland Historical Trust and the Prince George's Historic Preservation Commission have approved the scopes of work for the porch and the buttress bracing.

This project will be promoted in the community and persons will be invited on certain dates to observe the work in progress, and ask questions of the craftspeople.

### **Maryland Department of Natural Resources Community Playground Grant**

Ms. McAuley prepared a grant application for further improvements at the David C. Harrington Park.

Recent upgrades in the David C. Harrington Park include a new tot play lot, adult exercise equipment, cushioned walking path, picnic pavilion, picnic area with grill and a big belly trash/recycling station. These improvements have been paid for with funds from DNR and CDBG grants.

Through this new DNR grant cycle, the Town has applied for four light poles, seven picnic tables (one of which is ADA compliant) and an electronic sign to announce Town events, meetings and other community notifications.

Grant awardees will be notified in May 2019.

### **Maryland Energy Administration Grant**

Following the retirement of Lt. Flynn, Ms. McAuley has been working with the Town's contractor, Alison Miller, to learn how the program operates. Currently the Town coordinates energy saving improvements for single family homeowner clients in the collaboration.

Clients are required to meet an income level threshold for this program.

This program is complemented by a Community Legacy grant that can be used for clients who own a home in a "Sustainable Community".

### **Summer Interns**

After administrative staff advertised for and interviewed applicants, two interns were hired: Melanie Barrientos, Front Office intern and Ray Jeffries Marketing intern.

Ms. Barrientos assisted Ms. Griffin with document translations and flyer creation. She worked with Ms. McAuley on file organization and mailing. She answered incoming phone calls and handled initial inquires for both callers and visitors to the Town Offices.

Mr. Jeffries assisted in creating brochures, sending E blasts, designing the Summer Newsletter and developing other promotional materials for Town events.