

TOWN CLERK/FRONT OFFICE REPORT MARCH 2019



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Meetings:

Ms. McAuley met with Kirstin Falk, ATHA program manager, who is coordinating promoting the local history relating to the War of 1812, Battle of Bladensburg, and beyond. They will be touring Bostwick in the coming days to discuss strategies for use of the property.

Ms. McAuley attended the weekly management team meetings with the Town Administrator and other senior staff members.

Ms. McAuley and Town Administrator Sandlin met twice with Michael Clar, civil engineer, to discuss potential engineering services for the 58th Avenue street improvements and Community Development Block Grant PY44 Street Improvements for Spring Road. Time is critical for scheduling these projects to ensure 1.) 58th Avenue repairs can take place when schools are not in session and 2.) PY44 funds can be spent in order to conform to CDBG deadlines.

Ms. McAuley and Ms. Alison Miller met with Mindy Littman, supplier for the Bigbelly trash/recycling systems to determine locations for the installation of four units, one in each of the Port Towns. Shipping is scheduled for the end of March and installation should take place soon after arrival. Each Town is installing its own concrete pad at approved locations.

Events' Participation

Ms. Griffin secured refreshments for Council Member Lundy's "meet and greet" events on March 8th and 15th.

Ms. Griffin coordinated with Mayor James to promote Maryland Municipal League's "If I were Mayor" essay contest to the elementary schools located within the Town.

Ms. Griffin helped coordinate senior transportation to the District 47 reception in Annapolis.

Bostwick Porch Repairs

Modifications to the porch repairs' scope of work were approved by both the Maryland Historical Trust and the Prince George's Historic Preservation Commission.

The Aman Trust secured a contract with Dorman Construction to complete the porch project which includes a new roof for the porch.

Construction began the last week in March.

Street Improvements

Mayor and Council approved contracting with Michael Clar for engineering services related to 58th Avenue and Spring Road.

Ms. Sandlin and Ms. McAuley met with Mr. Clar following this approval to discuss next steps for moving forward on both projects in a timely manner.

Ms. McAuley sent a prior CDBG bid document to staff at Prince George's County Department of Housing and Community Development to ensure its content was still current with HUD's Federal regulations. She is awaiting their response along with Mr. Clar's confirmation the materials' quantities used in the grant application are correct.

Revised Town Charter

The newly adopted Charter went into effect on March 15th. Copies of this document are available from the Town Clerk. A "clean" version will soon be posted on the Town's website.

Copies of the Charter will also be sent to the Maryland Department of Legislative Services and the Maryland Municipal League.

Voting Machines

Ms. McAuley researched voting machine rentals for the upcoming October 2019 election. She has contacted the firm that provides the machines for the County and many other governments in Maryland. There is a meeting scheduled with this supplier to discuss the Town's voting needs and related costs.

Education/Training

Ms. Griffin successfully completed a LGIT Risk Management Course on Preventing Slips, Trips and Falls in the Workplace. This was an on-line class.

Maryland Energy Administration and Community Legacy Grants

Ms. McAuley continued to work with the Town's contractor, Alison Miller, ensuring the Town keeps its commitment to the collaboration of more than 19 municipalities. We are finalizing applications for this homeowners' assistance program. Our involvement should be near completion in May 2019.

Ms. McAuley and Ms. Miller prepared for installation of four Bigbelly trash/recycling systems, one for each of the four Port Towns.

Front Office Volunteer

Mr. Joseph Harris, a resident of Emerson House and community activist, continues to volunteer as an assistant in the Front Office.