

Staff Report

To: Mayor and Town Council
From: Tammi Ledley, Town Manager
CC: Public Works Superintendent, Public Works Assistant Superintendent, Police Chief, Police Lieutenant, and Town Hall Staff
Date: July 13, 2020
Re: July Staff Report

- 1. Downtown Revitalization Project:** Our SHA partnering meeting was held virtually in July and will be held virtually until further notice. State employees are prohibited to attend meetings in person due to Covid-19.

C.J. Miller crews continue to travel south on the southbound land. Existing sidewalks have been removed up to 1224 North Main Street and curb has been poured to Rinaman Avenue. A crew will follow with the installation of infrastructure for the lampposts. Then sidewalks will be poured.

Section three, which is from 482 to the northern railroad tracks, has been completed, except for a couple punch list items. Cluster mailboxes have been ordered and will be installed soon. Once the postal routes have been assigned for the new cluster mailboxes, the single mailboxes will be removed.

The last photocell equipment box has been installed at the southwest corner of 482 and Main Street. SHA is waiting for BGE to design the power drop and connect the power. This box will provide power to the lampposts from Rinaman Avenue to the North end of the project.

- 2. Small Businesses:** Jim Roark continues to stay up to date on available Federal, State, and County funding and share it with our small businesses. The last round of funding called Carroll Rebound included 501(c)3 nonprofits that were established prior to September 1, 2019 and employ a minimum of one full time employee with a maximum of 50 full time employees. The deadline to apply is July 31, 2020.
- 3. Coronavirus Relief Fund:** We received the total amount requested of \$50,300 from the Coronavirus Relief Fund for Covid related expenses from March 1st, 2020 to December 30, 2020. All the Towns submitted their requests to the County and then the County submitted the application to the State on our behalf. Our request included expenses to keep our staff and public safe like additional disinfecting of offices and police cars, PPE supplies like masks and gloves, cleaning supplies, hand sanitizer, and extra precautions for the front desk area. The rest of the funds will be spent on equipment and outsourcing services that will allow the Town to continue operations in the event we have a similar situation or emergency.
- 4. Commercial and Residential Projects:** Our Commercial and Residential Projects continue to move forward. We are also seeing interest in our vacant Main Street properties.
- 5. Finance Department:** Cheryl is working on FY20 year-end and FY20 financial audit.
- 6. Revitalization Committee:** Last month, the Mayor and I have attended two meetings with the Hampstead Revitalization Committee, which is a group of volunteers that are supporting the Town with creating a vital main street environment. Discussions about our Main Street properties

included purchasing flowerpots for businesses and our bucket of paint program which reimburses residents up to \$250 for the cost of paint and materials to renovate the exterior of their home. Residents need to apply to Town Hall before the start of their project. The committee also discussed a Gratitude Festival that they are planning for November 7th. More details to follow.

7. **Census 2020:** The 2020 Census online, phone, and mailed self-responses will continue to be counted through October 31st. The scheduled time for Census takers to interview households in person that have not responded is August 11th through October 31st. Please call Town Hall if you need assistance completing your 2020 Census form.
8. **Water Valve Replacement:** Next week, Public Works will be replacing a broken water valve at the Boxwood Drive pumphouse in Roberts Fields. This project will require shutting the water off from 9am to approximately 1pm on Tuesday, July 21st. Areas that will be affected are Old Field Lane, Sportsman Court, Sunder Drive, Whetstone Court, Springbox Lane, Spotters Court, Hillock Lane, Marksman Court, Barbed Court, Archer Drive, Retriever Drive, and a section of Boxwood Drive from 759 through the 600 block. A notice of this project was published in the Northern News, posted on our website, and posted on our Facebook page. This notice was sent to the Roberts Field HOA and Public Works placed a sign on the corner of North Woods Trail and Boxwood Drive.
9. **Bulk Trash:** A bulk trash pickup is scheduled for Saturday, July 18th for residents living within the Town limits of Hampstead.