MAYOR	COUNCIL
Brian K. Grim	Nicole Alt-Myers
	Seth D. Bernard
CITY ADMINISTRATOR	David Caporale
Jeff Rhodes	David Kauffman
CITY SOLICITOR	**CITY CLERK**
Michael Scott Cohen	Marjorie A. Woodring

AGENDA

Mayor and City Council of Cumberland
City Hall Council Chambers
Room 212
6:15 P.M.

DATE 1/20/2015

***Pledge of Allegiance**

I. ROLL CALL

II. CERTIFICATES, AWARDS AND PRESENTATIONS

(A) State of the City Address by Mayor Brian Grim

III. DIRECTOR'S REPORT

(A) Police

1. Police Department Monthly Report for December, 2014

(B) Fire

1. Fire Department Monthly Report for December 2014

(C) Administrative Services

1. Administrative Services Monthly Report for November, 2014

(D) Public Works

1. Engineering Monthly Report for December, 2014
2. Maintenance Division Monthly Reports for November and December 2014
3. Utilities Division & Central Services Monthly Reports for November & December, 2014

IV. APPROVAL OF MINUTES

(A) Routine

1. Approval of the Work Session Minutes of December 29, 2014 and the Regular Session Minutes of January 6, 2015

V. NEW BUSINESS

(A) Orders (Consent Agenda)

1. Order accepting the Sole Source purchase of an update to the existing Fire Alarm System at the Public Safety Building at 20 Bedford Street from Simplex Grinnell, LP, in the amount of $71,178

2. Order accepting the Sole Source purchase of an upgrade to the Ridgeley Flood Pump Station electrical switch gear from Capital Tristate, in the amount of $80,745

3. Order authorizing the execution of a First Amendment to Non-Standard Water Tank Lease with Option with T-Mobile Northeast, LLC, regarding City property located at 700 Bishop Walsh Road, stating that T-Mobile shall pay an additional $250/month rent following the start of new construction at this site

4. Order authorizing the execution of a Letter of Amendment with AT&T Corporation granting a second extension to the Lease Agreement dated December 6, 1985, for space on the third floor and roof of the Public Safety Building, to extend the term through April 30, 2015, at the current rental rate of $998.50/month

5. Order declaring a 1995 Ford F250 Pickup (VIN No. 2FTHF26H9SCA69825) and a 1991 Chevrolet CG11305 Van (VIN No. 1GCDG15Z0M7114930) to be surplus equipment and authorized for disposal

(B) Letters, Petitions

1. Letter from the Department of Housing and Community Development advising that the City's request for FY15 Community Legacy Funding has been awarded in the amount of $50,000, which is to be targeted toward the proposed Facade Improvement Program

VI. PUBLIC COMMENTS

All public comments are limited to 5 minutes per person

VII. ADJOURNMENT

Regular Council Agenda
January 20, 2015

Description
State of the City Address by Mayor Brian Grim

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Regular Council Agenda
January 20, 2015

Description
Police Department Monthly Report for December, 2014

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

City of Cumberland Department of Police

Monthly Report

December 2014

City of Cumberland Department of Police

Monthly Report

December 2014

Part 1 Crimes for the Month

	2013	2014		2013	2014		2013	2014		2013	2014
Aggravated Assaults	1	3	B & E (All)	21	35	Murder	0	0	Rape	2	0
Robbery	6	4	Theft - Felony	4	4	Theft - Vehicle	2	2			

Selected Criminal Complaints for the Month

	2013	2014		2013	2014		2013	2014		2013	2014
Theft - Misdemeanor	44	42	Theft - Petty	31	40	Domestic Assaults	28	23	CDS	24	25
Disturbances	165	162	DOP/Vandalism	22	34	Indecent Exposure	4	0	Sex Off - Other	2	1
Suicide	0	0	Suicide - Attmpt.	2	1	Tampering M/V	0	0	Abuse - Child	1	3
Trespassing	15	17	Assault on Police	1	0	Assault Other	41	33			

Selected Miscellenous Incidents for the Month

	2013	2014		2013	2014		2013	2014		2013	2014
Alcohol Volations	2	2	Juvenile Compl.	11	14	Missing Persons	8	5	School Resource	61	65
School Threat	0	1	Sex Off. Regist.	26	18	Truancy	4	7	Death Investigation	3	1

Selected Traffic Incidents for the Month

	2013	2014		2013	2014		2013	2014		2013	2014
DWI	9	9	Hit & Run	26	29	M/V Crash	92	66	Traffic Stop	212	248

Selected Service Calls for the Month

	2013	2014		2013	2014		2013	2014		2013	2014
Alarms	49	60	Assist Motorist	53	30	Check Well-Being	67	87	Foot Patrol	12	7
Assist Other Agency	48	49	Bike Patrol	0	0	Special Events	8	5	Suspicious Activity	52	71

Arrests Totals for the Month

	2013	2014		2013	2014		2013	2014		2013	2014
M/V Citations	53	47	M/V Warnings	159	193	Adult Crim.	95	110	Juvenile Crim.	28	19

	2013	2014
Total Incidents Reported :	**1,849**	**1,728**

Charles Hinnant - Chief of Police

Item # 2

CUMBERLAND POLICE DEPARTMENT

MONTHLY REPORT

DECEMBER 2014

SWORN PERSONNEL: 49 SWORN OFFICERS

Administration	7 officers
Squad 1A	8 officers
Squad 1B	8 officers
Squad 2A	10 officers
Squad 2B	9 officers
C3I/C3IN	5 officers
School Resource	2 officers
Academy	0 officers

CIVILIAN EMPLOYEES: 6 full time, 6 part time

CPD Office Associate	1 full time
CPD Records Clerk	1 full time
Safe Streets Coordinator	1 full time
CPD Crime Analyst	1 full time
CPD Maintenance	1 part time
C3I Office Associate	1 full time
C3IN Office Associate	1 part time
MPA Supervisor	1 part time
Parking Meter Supervisor	1 full time
Parking Enforcement	2 part time
MPA Garage Attendants	2 part time
Code Enforcement	2 part time

LEAVE REPORT

VACATION TAKEN: 1074 HOURS — YEAR TO DATE (beginning 7/1/14): 6310 HOURS

COMP TIME USED: 91 HOURS — YEAR TO DATE (beginning 7/1/14): 767 HOURS

SICK TIME USED: 534 HOURS — YEAR TO DATE (beginning 7/1/14): 1697 HOURS

OVERTIME REPORT

OVERTIME WORKED: 366 HOURS — YEAR TO DATE (beginning 7/1/14): 2026 HOURS

HOSPITAL SECURITY: 64 — YEAR TO DATE (beginning 7/1/14): 556 HOURS

COURT TIME WORKED:37 HOURS — YEAR TO DATE (beginning 7/1/14): 151 HOURS

TRAINING REPORT

24 OFFICERS TRAINED FOR 1854 HOURS — YEAR TO DATE (beginning 7/1/14) 3494 HOURS

*Training total for December includes entire basic recruit academy for 2 officers

CUMBERLAND POLICE DEPARTMENT

Warrant Fugitive Initiative

December 2014 totals for warrant initiative, broken down by agency:

CPD	3 arrests	3 warrants served
ACSO	7 arrests	9 warrants served
MSP	1 arrest	1 warrant served
FPD	0 arrests	0 warrants served
C3I	4 arrests	4 warrants served
C3IN	1 arrest	1 warrant served
OTHER	0 arrests	0 warrants served
TOTALS	**16 arrests**	**18 warrants served**

Of these, Detective David Broadwater arrested 16 people and served 18 warrants.

He opened 10 "Fugitive" investigations, 1 Assist Other Agency case, and made arrests in 9 existing cases, for a total of 20 cases generated for the month.

SIGNIFICANT CASES:

1.) After being advised that a suspect was wanted by C3I for Fraud, Theft and Using a Fraudulent ID, Detective Broadwater began to actively search for the subject. He made contact with the family members of a former girlfriend and learned that the suspect may be living in Chambersburg, Pennsylvania. Detective Broadwater coordinated with the Pennsylvania State Police and confirmed where the suspect was staying with a new girlfriend and her family. On 12/02/2014, the suspect was placed under arrest by PSP and a vehicle that the suspect had purchased using the stolen identity was recovered at that time, as well.

2.) On 12/23/2014, Detective Broadwater received a request from the Maryland State Police-Cumberland Barrack for assistance in locating and apprehending a suspect wanted for Felony Theft who had been avoiding arrest for a period of time. Detective Broadwater began contacting acquaintances of the suspect and obtained a location where the suspect was staying. With the assistance of the Allegany County Sheriff's Office, he responded to that location and took the suspect into custody in a matter of hours after receiving the request for assistance.

CPD ACTIVITY
OUTSIDE CPD JURISDICTION

DECEMBER 2014

On 12/4/14 Cumberland Police Department patrol units responded to Interstate 68 East of the City limits to assist Maryland State Police with a motor vehicle accident. CPD units assisted with traffic control until traffic flow was restored.

On 12/22/14 Cumberland Police Department patrol units responded to the area of Hazen Road in Allegany County to assist the Maryland State Police with a home invasion robbery. CPD units assisted with establishing a perimeter while County and State law enforcement units searched the area for the suspects.

On 12/29/14 Cumberland Police Crime Scene Technicians responded to a Willowbrook Road residence to assist the Allegany County Sheriff's Office with a burglary investigation. CPD officers processed the scene for evidence and forwarded it to the Crime lab.

Regular Council Agenda
January 20, 2015

Description
Fire Department Monthly Report for December 2014

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

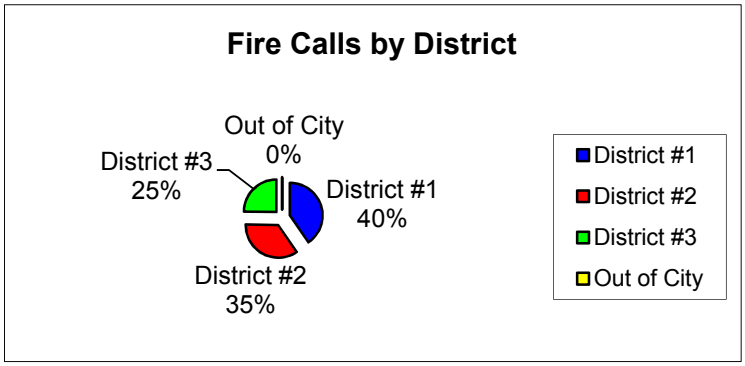
Cover Memo

Item # 3

REPORT OF THE FIRE CHIEF FOR THE MONTH OF DECEMBER, 2014
Prepared for the Honorable Mayor and City Council and City Administrator

Cumberland Fire Department Responded to 89 Fire Alarms:

Responses by District:	
District #1	36
District #2	31
District #3	22
Out of City	0
	89



Number of Alarms:	
First Alarms Answered	83
Working Alarms Answered	4
Second Alarms Answered	2
	89

Calls Listed Below:	
Property Use:	
Public Assembly	2
Institutional	4
Educational	0
Residential	55
Stores and Offices	5
Storage	1
None	2
Special Properties	20
	89

Type of Situation:	
Fire or Explosion	14
Overpressure, Rupture	1
Rescue Calls	35
Hazardous Conditions	12
Service Calls	10
Good Intent Calls	9
Special Incident Type	2
False Calls	6
	89

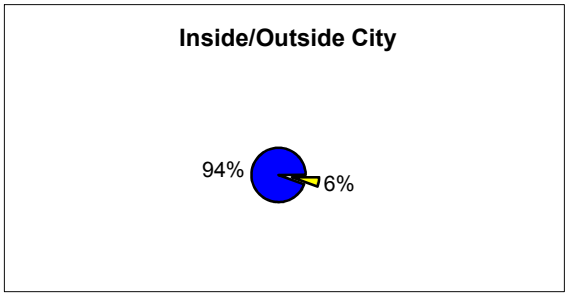
Total Fire Service Fees for Fire Calls Billing by Medical Claim-Aid in December:	$4,770.00
Total Fire Service Fees for Fire Calls Billed by MCA Fiscal Year to Date:	$16,730.00
Fire Service Fees for Fire Calls Paid in December:	$1,600.00
Total Fire Service Fees for Fire Calls Paid Fiscal Year to Date:	$2,550.00
Total Fire Service Fees Paid in FY2015:	$5,198.26

Fire Service Fees for Inspections and Permits Billed in December:	$150.00
Fire Service Fees for Inspections and Permits Paid in December:	$50.00
Total Fire Service Fees for Inspections and Permits Paid Fiscal Year to Date:	$700.00

Item # 3

Cumberland Fire Department Responded to 479 Emergency Medical Calls:

In City Calls	452
Out of City Calls	27
Total	479



Total Ambulance Fees Billed by Medical Claim-Aid for December, :	$145,259.00
Ambulance Fees Billed Fiscal Year to Date:	$818,883.94
Ambulance Fees Paid: Revenue Received in December:	$92,040.78
FY2015 Ambulance Fees Paid in FY2015:	$393,624.51
Total Ambulance Fees Paid in FY2015:	$511,300.08

(All fees, previous and current fiscal years, paid in FY2015.)

Cumberland Fire Department Provided 6 Mutual Aid Calls:

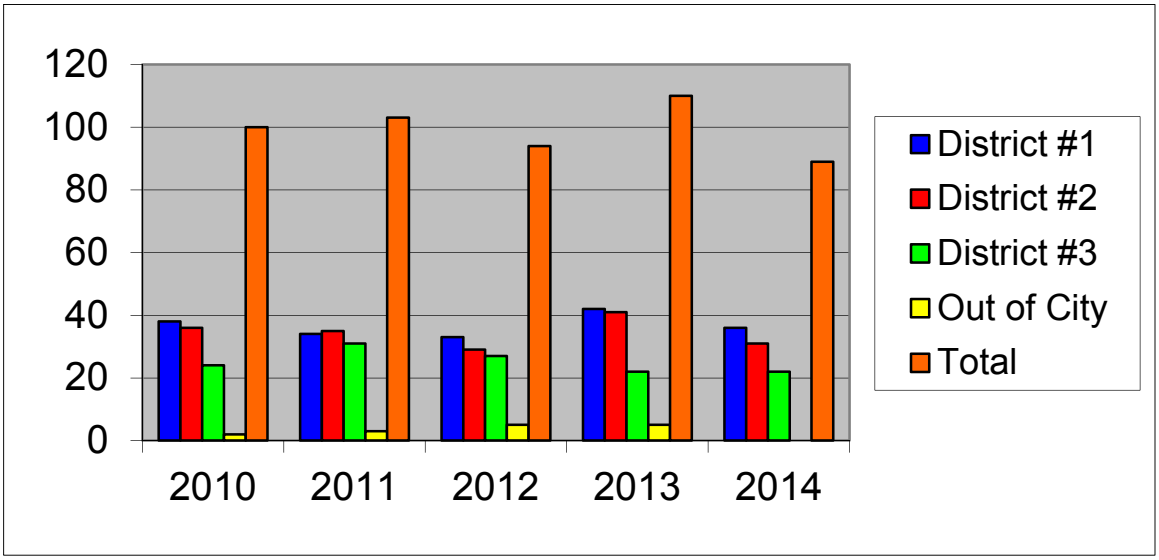
6	Mutual Aid Calls within Allegany County
0	Mutual Aid Call outside of Allegany County
6	

Cumberland Fire Department Provided 21 Paramedic Assist Calls:

11	Paramedic Assist Calls within Allegany County
10	Paramedic Assist Calls outside of Allegany County
21	

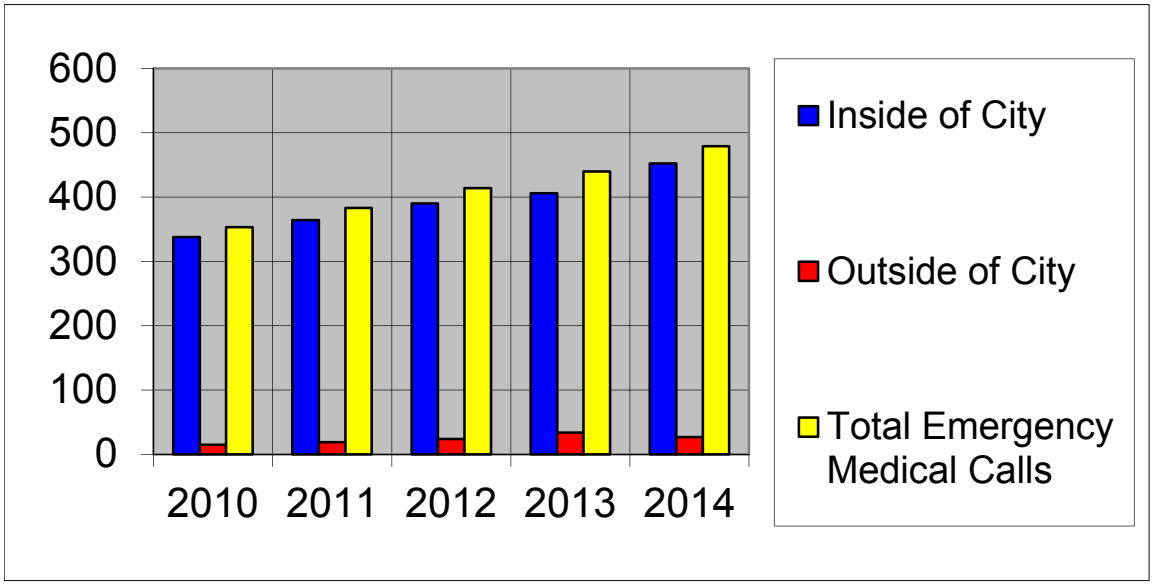
Fire Calls in the Month of December for a Five-Year Period

	2010	2011	2012	2013	2014
District #1	38	34	33	42	36
District #2	36	35	29	41	31
District #3	24	31	27	22	22
Out of City	2	3	5	5	0
Total	100	103	94	110	89



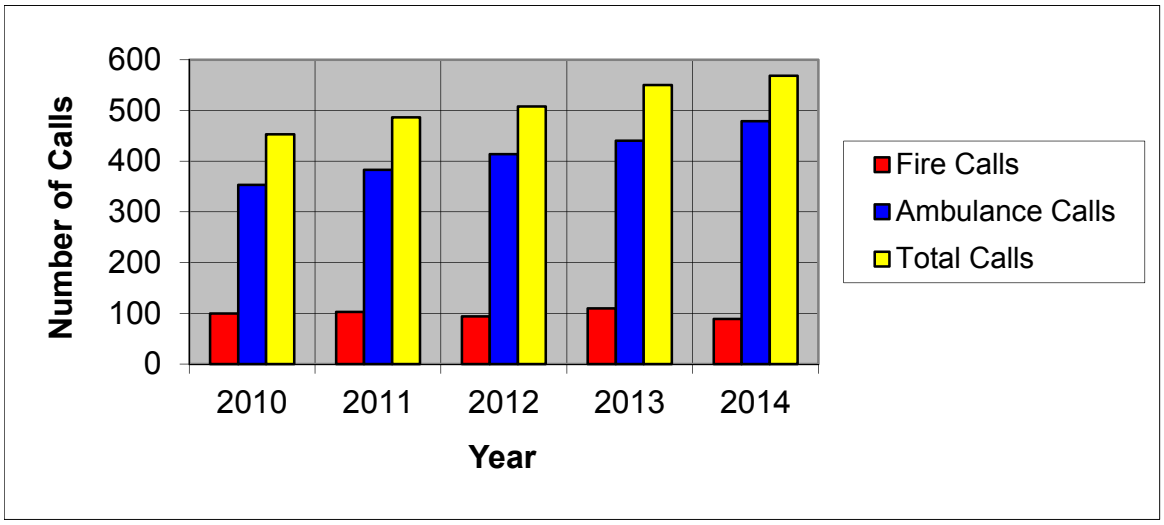
Ambulance Calls in the Month of December for a Five-Year Period

	2010	2011	2012	2013	2014
Inside of City	338	364	390	406	452
Outside of City	15	19	24	34	27
Total Emergency Medical Calls	353	383	414	440	479



Fire and Ambulance Calls in the Month of December for a Five-Year Period

	2010	2011	2012	2013	2014
Fire Calls	100	103	94	110	89
Ambulance Calls	353	383	414	440	479
Total Calls	453	486	508	550	568



Training

Training Man Hours:	132.25
Training Listed Below:	
Administrative Policy and Procedures	17.00
Duties and Responsibilities	9.75
Apparatus Check Procedures	18.00
SCBA Inspection and Care	5.50
Fit Testing	8.00
Inservice Inspections	20.75
Fire Behavior	11.25
Strategic and Tactical Operations	12.00
Accountability System	9.00
Ladder Training	4.00
General Fire Prevention	2.00
Physical Fitness	13.00
Officer Meeting	2.00
	132.25

Fire Prevention Bureau

Complaints Received	2
Conferences Held	53
Correspondence	7
Inspections Performed	3
Investigations Conducted	11
Plan Reviews	1
Pre-Plans	6

Personnel

Hours: 11,339.04 Total Hours Paid

Pay Code	Description	Hours
3	Union Business	0.00
8	Make-Up	600.00
9	Kelly Days	1328.00
10	Regular	6766.00
15	Overtime	320.75
20	Double Time	0.00
23	Holiday Premium Pay	69.29
40	Comp. Time Used	13.00
45	Comp. Time Earned	10.00
49	Comp. Time Earned	3.00
50	Sick	466.00
51	Bereavement	16.00
60	Vacation	1187.00
67	Pall Bearer Leave	0.00
70	Holiday	464.00
76	Training	0.00
140	Birthday	96.00
		11339.04

Statistics Compiled by Julie A. Davis, Fire Administrative Officer

Regular Council Agenda
January 20, 2015

Description
Administrative Services Monthly Report for November, 2014

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Cover Memo

Item # 4

January 7, 2015

Honorable Mayor and City Council
City Hall
Cumberland, Maryland 21502

Re: Administrative Services Monthly Report for November, 2014

Dear Mayor and City Council Members:

The following report is submitted by the Department of Administrative Services for the month of November, 2014.

Management Information Systems

Management Information Systems reports the following activities for the month of November, 2014:

Statistics

48 completed help desk requests
235 open help desk requests

Activities

Major department initiatives in the past month include:

- Continued working with New World Systems on ERP system replacement
- Continued to assist with CPD covert camera needs
- Continued deploying DVR units to various remote camera sites
- Continued investigating upgrade to parking ticket handheld system
- Created vehicle maintenance/repair tracking system for the fire department
- Optimized the electronic tracking system for CPD; this keeps record of cell phones and other electronic devices in schools for the school resource officer
- Optimized the parking permit system for changes to provide more vehicle information
- Coordinated with ACPS to set up police officer's card access ID's in ACPS system to allow access to schools in event of emergency situations

Parks and Recreation

Parks and Recreation reports the following information for the month of November, 2014:

Babysitters Training Class: 1 one hour session, Attendance – 21
One Class remained in November. Janie Bucy and Gina Fairall from the Allegany County BOE, Family support network & Partners for success instructed a class on babysitting children with special needs. The Six week training program concluded with 21 youth completing the course, certificates of participation were mailed to participants. 25 youth were registered in the program

Annual Tree Lighting Ceremony for the City of Cumberland – Downtown Cumberland Mall – Program coordinated with Mall Manager, Downtown Businesses, and the City was held Friday November 28, 2014. The Lighting of the Community Tree, Mall decorations, and a display at Emmanuel Episcopal Church were illuminated by Mayor Grim assisted and Council member's children. The tree was donated by the Lawler Family from the yard of their home at 509 White Avenue. The arrival of Santa Clause and Mrs. Clause, Rudolph, and Santa's elf's included the City Police department and Fire Department, and Trolley Car. The event, hosted by The Mayor and City Council, included Open Houses and other Holiday events and activities held throughout the day and evening. -

*175 bags of candy were distributed to children by Santa and his helpers.

* Volunteers from the Finan Center Recreation therapy volunteer program under the direction of Melissa Netting prepared the candy bags.

*Candy treats were provided for the open house at City Hall Open House.

Field Usage:

Football Practice – Youth League team practice at Flynn Field for the league playoffs

*(This concluded field usage of the season, facilities at the sports complex and other ball fields are being winterized for the year by maintenance.)

*Seasonal employee at Mason Complex, Chuck Lowery concluded work for the season.

Co-ed Volleyball League:

The league is scheduled to begin in December. Games are played on Wednesday evenings using South Penn Elementary School. The League will be under the direction of Carol Brown, again this season.

7 teams are presently signed up to play. The league meeting was held on November 10, practice games were scheduled for November 12 & 19. Games begin December 3, 2014.

Meetings attended:
Christmas Tree Lighting meetings
Various planning meetings for Holiday Activities
Staff meetings
CDBG meeting with Lee Borror
Volleyball League program meeting
November Recreation Advisory Board Meeting

Upcoming:

- **December 15 & 16 -**After School Christmas programs downtown in conjunction with Downtown Mall manager, Parks & Recreation, and BOE 21st Century After School Program. Holiday activities are planned and will be held at the Allegany County Museum for graders 1-3. Grades 4 & 5 will visit City Hall view the Holiday decoration and watch a holiday movie. Refreshments will be served.
- Fireworks for New Year's Eve and July 4th 2015 – request quotes
- Wrap up of 2014 season – pool season and annual income for department
- Work with Recreation Board to review fees for 2015 season

Planning for 2015 Spring/Summer season and seasonal employees

Community Development

The Community Development Department reports the following activities for the month of November, 2014:

Code Enforcement

Nuisance & Junk Vehicle Complaints		Property Maintenance Complaints		Building Code Complaints	
Received:	30	Received:	20	Received:	0
Corrected:	21	Corrected:	03	Corrected:	0

Housing Code Complaints		Zoning Complaints	
Received:	00	Received:	00
Corrected:	00	Corrected	00

Permits, Applications, and Licenses

Building Permits		Residential Rental License		Plan Reviews	
Received	03	Received:	12	Received:	0
Issued:	02	Issued:	12	Issued:	0

Occupancy Permit
Received: 04
Issued: 01

Housing Inspections

Conducted: 26
Passed: 26

Court Activity

Municipal Infractions
Written: 19
Adjudicated: 00

Revenue

Building Permits:	$	885.00
Miscellaneous Permits:	$	486.00
Occupancy Permits:	$	120.00
Utility Permits:	$	00.00
Reviews, Amendments, and Appeals:	$	00.00
Rental Licenses:	$	925.00
Paid Inspections:	$	00.00
Municipal Infractions:	$	00.00
TOTAL	$	2416.00
Demolition Permit (Bonds)	$	00.00

Historic Preservation
Historic Preservation Commission met on Wednesday, November 12, 2014 at 4 p.m. in the City Hall Council Chambers.

One Certificate of Appropriateness - Consent Agenda was approved at the meeting.
A. 60 North Centre Street - IPS Worldwide - Beverly Conis

Both Doug Macy and Hank Bullamore have agreed to serve on the HPC for another term. Letters will be sent and brought before M&CC for approval in December. Advertisement for the HPC Vacancy (Cumberland resident) will go out in December.

Amtrak Entryway Improvement Project - the project was awarded to Shaffer Construction and a notice to proceed was issued on November 14. The Gas Company is working in the intersection, and our contractor is also their contractor, so we can expect that we will be able to accomplish some additional work. We are hoping through this project that the future Amtrak Project to be able to bring our ADA ramps up to the new standards. None of the older ones meet the new standards, we continue to have our contractor work as long as weather allows. If all goes well the project can be completed this winter, except for any work that requires blacktop. If the winter is a bad as predicted, other work may also have to be completed in the spring. The project is underway, but not yet complete, and likely not be to be completed until spring.

City Hall Exterior -The bidding process was completed for purchasing and installing the landscaping around the perimeter of the building and the work for the landscaping was awarded to DNA Landscaping and Nursery. The landscaping has been completed with some stone patch work now underway.

Upper Story Redevelopment Program - A review committee for the Upper Story Redevelopment Program recommended the allocation of $50,000 of forgivable loan funding for the project at 43-45 North Liberty Street/50-52 North Centre Street. Mayor and City Council approved the recommendation at the public meeting on November 18.

Historic Context - The Certified Local Government Sub-grant allowing for the updates to the Historic District's Historic Context and to the Preservation District Design and Preservation Guidelines was executed by MHT and finalized. An RFP notice was approved and posted on the City's website and advertised in the Cumberland Times-News on November 19 and 26 was executed by MHT and an RFP notice was posted on the City's website, advertised in the Cumberland Times-News on November 19 and 26, and tweeted out. Cheri Yost, HPC Chair was listed as the contact person. Bib openings are to take place on December 17 at 2:30 in City Hall.

One **Tax Credit Application** has been completed for 518 Washington Street and needs reviewed for completeness and scope of work

The **DDC and Canal Place Preservation meetings** were unattended for November as Hast did not know to attend in Kathy's absence.

Routine reports are being prepared for submission to: State Highway Administration, Maryland Historical Trust, and Department of Housing and Community Development. Those projects include:.

19 Frederick St. - Kone is finished the work for the most part but Terry Boutwell hasn't had time to get together with them to check out the work. Once he does, the last invoice will be paid. They know Terry's holding it until he's happy with the work. He'll let me know when he releases it so request for reimbursement of CL funds can be made. Plans for remaining use of funds needs to be established.

SGIF - East Side School - Shawn Hershberger sent a reimbursement request to DHCD.

CL Residential Shade Tree Project - A full reimbursement of CL funds will be made with Shade Tree/City covering the overage. A disbursement request needs completed.

CL Neighborhoods Matter Grant - 7 applications were received by the October 31st deadline. These have been reviewed internally for completeness and that the work shown matches the code issues. Following a request for additional information, on a few of the applications, each will need compliance review prepared and sent to MHT and MD Codes.

Friends Aware Expansion - Project is progressing and Kathleen Breighner is going over invoices for confirmation of payment and will send an invoice to the City.

CNHS Restoration - Locations have been identified a City is awaiting word from CNHS. Compliance reviews will need completed for each once received.

CDBG

-During the month, staff worked with an intern concerning support of fair housing activities. Staff also facilitated Needs Assessment meetings for the 2015-2019 CDBG five year consolidated plan. Staff has also been evaluating 2014 CDBG surveys and provided additional surveys to complete targeting of low income and minority clients also.

-A program amendment regarding Friends Aware was also completed and posted for public comment. Staff also continued environmental reviews for 2014 projects. Contracts were also provided to various sub-recipients for the 2014 funding year. A summary of needs assessments was also completed. Staff also researched, evaluated, and completed three projects identified as slow moving for HUD reporting. Staff also continued to work with neighborhood groups related to the annual CDBG application process and the spending of older community betterment funding.

Concerning code enforcement- nuisance, nuisance complaints totaled 121 different sites and 70 property maintenance sites were visited with 23 violations issued. No adjudications occurred during the month. 20 cases were closed. Staff also attended the South Cumberland Business and Civic association during the month. Staff also continued efforts to survey the incomes of residents of the Warwick Avenue area.

Planning

Planning activities for the month of November, 2014 include:

2013 Comprehensive Plan Implementation – Coordinated with the City Building/Zoning Official regarding the comprehensive rezoning consistency of In-Home Day Care and Home Occupation uses in the R-S Zone. Reviewed and updated the status of numerous comprehensive plan implementation initiatives.

Cumberland Bicycle Advisory Committee – Prepared a draft agenda for the January 15 CBAC meeting and distributed to the members with an e-mail reminder of the canceled November 13 meeting. Responded to a citizen inquiry regarding the status of the Bedford/Frederick Street Bikeway project.

Subdivision/Site Plan Reviews - Advised the City Solicitor regarding proposed minor lot line adjustment plat requirements for the McCagh ROW transfer. Reviewed and signed the final survey plat for the lot line adjustment.

Zoning Amendment Petitions – Finalized the legal ads for the three Comprehensive Rezoning petitions (Zoning Map, Zoning Text, and Subdivision Regulations Amendments) and submitted them for publication in the Times-News. Posted copies of the legal ads and staff reports on the City's Web Site and the Community Development bulletin Board. Worked with Times-News Public Notices staff to review the draft legal notice format and request appropriate changes to ensure clarity.

Planning Commission Administration – Completed a presentation slideshow for the Comprehensive Rezoning package for the December 8 Planning Commission public hearing. Finalized and prepared the December 8 PC agenda and meeting packet for mailing to the members.

Board of Appeals Administration – Canceled the December 3 BOA meeting due to a lack of agenda items. Prepared and finalized a staff report for the ZA 125 – 64 Baltimore Street Sign Variance petition. Posted a copy of the staff report in the project file for public inspection. Prepared a legal ad for the ZA 125 petition and submitted it for publication in the Times-News. Posted copies of the legal ad on the City's Web Site and the Community Development bulletin board.

MDP/MML Coordination – Reviewed a draft Rural Growth Task Force work outline with MDP staff in anticipation of Nov. 18 teleconference. Particpated in the November 18 Rural Growth Task Force teleconference. Participated in a November 21follow-up teleconference with Les Knapp (MACO) regarding issues discussed in the November 18 Task Force Teleconference. Reviewed Les Knapp's written comments and provided follow-up e-mail comments to MDP.

Annexation Petitions – Processed MDP's approval of the City's PFA amendment petition for the two Love's Annexations.

Street Closure/Naming Petitions – No work was conducted on this task during the month of November.

Economic Development – Discussed with the Economic Development Director a proposed Baltimore/Cumberland Street mixed use project for comp plan and comp rezoning consistency.

General Transportation Issues/Projects – Attended a U.S. 220 Corridor public open house at the Bel-Air Elementary School on November 13. Reviewed the latest draft of the U.S. 220 Corridor Tier II study prepared by MDOT. Attended a Cumberland MPO Technical Advisory Committee meeting at the SHA District 6 office on November 17. Discussed the City's outstanding MPO reorganization and highway funding issues with Director of Engineering and submitted follow-up e-mail questions to MPO straff. Reviewed draft minutes from the November 17 MPO meeting and provided comments to Siera Wigfield.

Greene Street Complete Street Plan – No work was conducted on this task during the month of November.

TMDL/Stormwater Management Coordination and Implementation - No work was conducted on this task during the month of November.

Zoning Administration – Responded to citizen questions regarding required setbacks for a residential fence. Coordinated with the City Engineer regarding zoning compliance of a proposed cell tower on Kelly Road. Discussed zoning consistency issues of a proposed

deli use in a Gay Street residential building and zone with a prospective businessman. Responded to an inquiry from a Pine Avenue homeowner regarding zoning building envelope limitations for a proposed major house reconstruction/expansion. Discuss proposed ground floor commercial use with a residential property owner on Oldtown Road. Responded to concerns from a Grand Avenue property owner regarding parking encroachment by a neighbor's vehicle. Coordinated with the Building/Zoning Officer regarding the installation of a mobile imaging center on the Western Maryland Health System campus.

Western Maryland Local Government Exchange Board of Directors – Reviewed the May 9, 2014 workshop exit survey results.

West Side CSX Bridge Study – No work was conducted on this task during the month of November.

Miscellaneous Other Activities –Prepared a monthly Planning Staff Activities report for October. Worked with MIS staff regarding a new computer upgrade and resulting hard drive reconfiguration. Responded to a UNC student telephone survey regarding smart growth zoning provisions.

Comptroller's Office

The Comptroller's office reports the following information for the month of November, 2014:

Cash Flow:
Attached for your review is a Cash Flow Summary for the month of November 2014.

On November 1, 2014 the City had a positive Cash Balance of $6,891,994. During November 2014, there were debt payments of $151,074 made. The cash balance at November 30, 2014 was $6,996,300.

As of November 30, 2014 the significant balances are:

Taxes receivable (General Fund):		$4,284,450
FY 2015	$2,886,072	
FY 2014	671,930	
FY 2013	310,652	
FY 2012	60,777	
FY 2011	55,435	
Prior FY's	299,584	

The current year taxes of $2,886,072 is comprised of the following major taxes:

Real property (non-owner occupied)	$ 775,046
Non-Corp Personal Property	10,145
Corporate Personal Property	609,290
Real Property (Semiannual payments)	$1,458,367

Accounts Payable: $ 25,834
(This excludes upcoming debt service payments and payroll.)

Payroll expenses for the upcoming month are an estimated $1,100,000.

The balance of restricted investments now includes the CDA 2012 bond proceeds for capital projects in the amount of $866,352. This does not include any use of the GOB 2013 Bonds proceeds on $3,313,413 for the demolition of the Memorial Hospital. The total of all of these funds are only available for the payment of bond-funded capital projects (CDA 2012 and GOB 2008) totals $2,226,170. The closing for CDA 2014 was on August 28, 2014, and during the month a total draw of $1,674,133 was made for equipment purchases made prior to the bond closing. Of the total bond issue of $7,533,069, there is a balance of $5,858,936 available for Capital Projects and Capital Equipment budgeted in FY's 2013, 2014 and 2015.

Cash Flow Summary

November 2014

	Operating Cash	*Restricted Investments*
Beginning Balance 11/1/2014	$ 6,891,994	$ 2,226,170
Plus:		
Total Cash Receipts	$ 2,781,943	$
Cash Transfers (includes temporary GOB borrowing)	$	$
Less:		
Total Cash Disbursements	$ 2,677,637	
Ending Balance 11/30/2014	$ 6,996,300	$ 2,226,170

Cash Balances and Taxes Receivable status:

There has not been any need to obtain any short-term borrowing. The cash balance has improved and is expected to remain stable during FY 2015. The tax receivables of $4,284,450 will definitely impact our cash balance. **The real property taxes of $775,046 (non-residential) were due on 9/30/2013 and the $1,458,367 (residential) most were due on 9/30/2014 and the balance are due on 12/31/2014.**

Respectfully submitted,

Jeff Rhodes
City Administrator

Regular Council Agenda
January 20, 2015

Description
Engineering Monthly Report for December, 2014

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Cover Memo

Item # 5

City of Cumberland, Maryland
Engineering Division - Monthly Report

Capital Projects						December 31, 2014	
Order	**Project No.**	**Project Nam**	**Description**	**Phase**	**Comments**	**Updated By**	**Date of Update**
2009	15-09-M	Amtrak Station Streetscape Improvements	Replacement of all sidewalk, surface drain, and light fixtures on Queen City Pavement from Baltimore St to Union St, ADA ramps at the intersections Baltimore St with Queen City Dr, George St, and Mechanic St.	Design	**UPDATE -** This project has been split into multiple projects in order to complete the project within the time allotments of the various funding sources. These projects are as follows: 15-09-M will be the portion of project along the railroad tracks, and will be completed if and when funding allows. 10-14- M Baltimore Street Trail Connection, see project listed below. 11-15-M Baltimore Street Rail Connection, see project listed below. 12-14-M Canal Street Rehabilitation Improvements, see project listed below.	JRD	11/5/2014
2009	12-09-T	Circulation, TAC Signing and Traffic Signal Studies	Three traffic related planning studies	Study	**No Change** - Allegany County Tourism has take the lead role in this project. A meeting to review this project has been scheduled for August 14, 2014 and another meeting will be schedule to review it at a Mayor and City Council Meeting in September.	JDF	8/4/2014
2010	01-10-WWTP	CSO Storage Facility At WWTP	CSO storage and handling facility in accordance with LTCP	Design	**NO CHANGE** - 100% design documents received. Follow-up informational with local officials held 1/5/15 at Canal Place.	PJD	1/5/2015
2011	24-11-W	Water Line Extension From MD 144 to Ali Ghan Shrine Club	Add water line supply as part of a proposed Love's Country Store Development. Includes approximately 960 feet of 12", 350 feet of 6" and 1,200 feet of 10" main, as well as a stream crossing.		**NO CHANGE** - The water line installation is complete. It can't be extended to Loves until after site excavation is complete, but that will be done under a separate contract. Progress has been made on the site work at Love's in September and October, 2013.	JDF	10/31/2013
2011	25-11-SWM	25-11-SWM Love's Country Store and Travel Stop	SWM review for a proposed development	Construction	Revised SWM plans received and approved.	PJD	1/5/2015
2011	26-11-SWM	Chessie FCU-IB & Messick Road	SWM review for a proposed new branch office	Design	**NO CHANGE** - SWM Plan approved (but still waiting on signed O & M Agreement). Awaiting design drawings for sanitary line, to ECPS, from the Owner's agent received.	PJD	1/5/2015
2012	2-12-M	Baltimore Avenue Improvements	Resurfacing of Baltimore Ave. from Front Street to Marion Street; with ADA and bicycle safety improvements, water main replacement (Goethe St to Marion St), and traffic safety improvements.	Construction	**UPDATE** - Work continues on ADA and drainage improvements. Paving has started with the installation of leveling course of hot mix asphalt. The surface course of hot mix asphalt is scheduled to occur in November.	JRD	11/5/2014

Item # 5

City of Cumberland, Maryland
Engineering Division - Monthly Report

Capital Projects						December 31, 2014	
Order	**Project No.**	**Project Nam**	**Description**	**Phase**	**Comments**	**Updated By**	**Date of Update**
2012	7-12-M	Chesapeake Bay Trust Community Outreach Grant	Residential tree planting study, intern support, and planting project	Study	**UPDATE -** Tree Planting at Canal Place took place on October 23 utilizing Braddock Middle School 8th grade for participation under the required service learning project. Community Legacy funds supported the purchase of 36 trees to be planted by the students. Other work the day of the event included weeding and grounds clean-up.	RJK	10/31/2014
2012	10-12-M	Bike Improvements on Mechanic and Centre St	Bike Lane Markings and Signs on Centre and Mechanic Sts from Henderson Ave to Harrison St	Design	**NO CHANGE -** This project was to be designed by SHA, however they have not been able to get design plans done and have asked that the City take on the responsibility. We can do that, but need to resolve the general issues related to the Frederick Street / Bedford Street Bike improvements before we start another Bike Project	JDF	3/6/2014
2012	12-12-SWM	Canal-River-Tunnel Park	Proposed campground near Elizabeth Street	Construction	**NO CHANGE** - Meeting held 1/28/14. Response to the owner to be developed.	PJD	1/5/2015
2012	13-12-T	MD 51 at Virginia Ave. Intersection Study (2012)	SHA traffic study of the signal and intersection	Study	**UPDATE** - The City has agreed with the preliminary SHA design and requested that design proceed. SHA has started the design process. Our department has been requested to provide utility information. At a meeting in October SHA stated that the design was in progress.	JDF	11/5/2014
2012	15-12-BR	Washington Street Bridge - Emergency Lane Closing and Inspection	Work with CSX to get the bridge inspected and then repaired or replaced as soon as possible.	Inspection	See Project No. 21-13-BR West Side Planning Study related to CSX Bridges. There has been no change to the status of the Washington Street Bridge.	JDF	4/3/2014
2012	17-12-WWTP	Anaerobic Digester Sludge Removal and Cleaning @ WWTP	Sludge removal and cleaning to take place so the digester can be inspected for needed repairs or replacement	RFP	**Project is complete.**	JDF	1/5/2015
2012	19-12-M	Demolition of Memorial Hospital	Demolish the site and restore to grade contours, except for portions of structures that are going to be turned over to other entities for their use.	Construction	The South Wing stair towers and a portion of the parking garage remain. Masonry crushing contiues, and partial backfilling has been done. Overall, the work is about 85% complete.	PJD	1/5/2015
2013	1-13-FPM	Misc Flood Control System Concrete Repairs	Repairs to various points of FCS system per USACOE inspection	Design	**NO CHANGE** -Specifications 90% complete.	PJD	1/5/2015
2013	4-13-SWM	Avirett Development at 12313 Messick Road	Development at Messick Road, north of the proposed Chessie Federal Credit Union site.	Design	**NO CHANGE** - SWM Site Development Submittal reviewed and comments returned to the engineer of record.	PJD	1/5/2015
2013	5-13-WFP	Sodium Hypochlorite Conversion Feasibility Study	Investigate feasibility of converting from usage of chlorine gas to sodium hypochlorite.	Study	**NO CHANGE** - EADS submitted permit application to the PA DEP and the MDE. Awaiting agency responses.	PJD	1/5/2015

Item # 5

City of Cumberland, Maryland
Engineering Division - Monthly Report

Capital Projects						December 31, 2014	
Order	**Project No.**	**Project Nam**	**Description**	**Phase**	**Comments**	**Updated By**	**Date of Update**
2013	6-13-RE	Cumberland Skate Park		Concept	**NO CHANGE** - Site selection work continues. The County will not allow the property near Valley Street at the GAP to be used for a facility. A meeting is planned for March.6 to discuss the future of the facility.	JDF	3/6/2014
2013	9-13-WFP	2013 Dam Inspections and EAP update	RFP from consultants for the 2013 Annual Inspection of the Dams, and an EAP update that has been requested from PADEP	Design	2014 Inspection reports completed and submitted in December 2014.	JDF	1/5/2015
2013	10-13-M	MD 51 Intersection Modeling	This is the second part of a traffic study for the Rte. 51 / Virginia Avenue Intersection.	SHA Study	**UPDATE** - SHA has the design underway, but to date the City has not been involved in that process.	JDF	7/10/2014
2013	11-13-M	Frederick & Bedford Sts. Bike Lane Improvements	Proposed bicycle safety improvements; including, bike lanes along Frederick Street and Bedford Street from the Mechanic Street to the City Limits, where possible, and traffic calming	Design	The plans have been reviewed and accepted by SHA. The local public remains against the project. A test plan is being planned for spring.	JRD	1/5/2015
2013	12-13-FPM	Flood Control Encroachment Tree Project	Removal of Trees along Flood Wall and Levees per requirements of US Army Corps of Engineers specifications	RFP	**UPDATE -** Flood Control Department and Natural Resources Specialist (NRS)removing trees on City maintained property adjacent to flood wall and levee. NRS to send out bid request for larger tree removal. NRS will be inspector on trees	PTE	1/7/2015
2013	17-13-M	Municipal Solid Waste Service	Cumberland's curbside trash hauling contract will be up in July 2014. Services to be rebid winter/spring 2014.	RFP	**UPDATE** 2015 recycling calendar and new recycling outreach for the curbside program planned to be available for web and print in November.	RJK	10/31/2014
2013	18-13-M	Chase Street Improvements	Reconstruction of Chase Street after a water line leak and full water line replacement.	Design	**NO CHANGE** - The water line replacement by the Water Department is complete, and a project to reconstruct the pavement will be bid out for construction this coming construction season.	JRD	2/6/2014
2013	21-13-BR	West Side Planning Study related to CSX Bridges	A planning study to determine the best alternative to handle traffic over and under CSX track in the West Side and also provide modern clearance over CSX	Planning	**UPDATE** - HDR, Inc. is currently working on the project, which has been delayed while getting information from CSX. A meeting to review preliminary alternatives is expected in November, 2014.	JDF	11/5/2014
2014	04-14-WWTP	Sludge Screening Study	Study to select the best alternative to keep rags out of the recently cleaned and modified digester because the modifications will make it impossible to	Study	**UPDATE** - WR&A will submit the draft report in November 2014. Now that the digester is back in service it is very important that the rags and rag material be removed from the sludge before it gets into the digester.	JDF	11/5/2014
2014	10-14-M	Amtrak Station Streetscape Improvements - Baltimore Street Trail Connection	ADA improvements to curbs and sidewalks along Baltimore Street from Mechanic Street to Canal Street. Also included with be the replacement /adjustment of utility frames in the street.	Construction	**NEW** - Bids were received October 15, 2014, and the construction contract was awarded to Shaffer Construction on October 21, 2014. Work will begin in November and is scheduled to be completed prior to Christmas.	JRD	11/5/2014

Item # 5

City of Cumberland, Maryland
Engineering Division - Monthly Report

Capital Projects						December 31, 2014	
Order	**Project No.**	**Project Nam**	**Description**	**Phase**	**Comments**	**Updated By**	**Date of Update**
2014	10-14-M	Amtrak Station Streetscape Improvements - Baltimore Street Rail Connection	ADA improvements to curbs and sidewalks along Baltimore Street from George Street to Chessie System Railroad Tracks.	Planning/ Design	**NEW** - Design is scheduled to occur in early 2015, with a Spring or Summer 2015 construction schedule.	JRD	11/5/2014
2014	10-14-M	Canal Street Rehabilitation Improvements	This project will make bicycle safety improvements to Canal Street.	Planning/ Design	**NEW** - Design is scheduled to occur in early 2015, with a Spring or Summer 2015 construction schedule.	JRD	11/5/2014
2014	13-14-M	Mechanic Street Rehabilitation	Repaving and ADA ramp improvements to the section Mechanic Street from I-68 to Bedford Street. Includes improvements to the block of Bedford Street from N. Centre to N. Mechanic Street and Baltimore Street to the Bridge.	Planning / Design	**NO CHANGE** - City was invited to apply for ARC funds up to $640,000 for the street work portions of the project. In the process of completing the ARC Application.	RJK	10/31/2014

Item # 5

City of Cumberland, Maryland
Engineering Division - Monthly Report

Program Projects Update						December 31, 2014	
Order	**Department**	**Program/Project Name**	**Description**	**Phase**	**Comments**	**Updated By**	**Date of Update**
	WWTP	Cumberland Pretreatment Program	City Ordinance No. 3251 regulates industrial and significant dischargers to Cumberland's sewer and POTW. There are 4 Significant Industrial Users (SIUs) permitted under this Ordinance. Program may also regulate non-significant users that pose a threat or cause problems to the system or POTW.	Regulatory	**UPDATE** The U.S. EPA has published in the Federal Register a proposed rule for regulation of Dental Offices in regards to the installation of amalgum separators. The rule is proposed to reduce the amount of mercury and other metals from entering the WWTP and waterways. There is a public comment period was extended to: February 20, 2015. Fibred- MD has requested to terminate Addendum 1 of their Discharge Permit to the City. Staff reviewed and have agreed to terminate the addendum based on TP loading as of Dec 31.	RJK	9-Jan-14
		POTW NPDES Permit	Requirements for compliance		**UPDATE** The City received a revised draft of the new NPDES permit for the WWTP on December 2. City staff accepted the changes. A comment period, public hearing and final draft are anticipated for winter 2015.	RJK	9-Jan-14
	WWTP/CSO	CSO Consent Decree Compliance Reporting	Reporting/Inspections	Semi-Annual/As Needed	**UPDATE** Report was submitted Jan 5, 2015. The CSO project schedule was updated and submitted with this report. A copy of the report can be requested by contacting Raquel.	RJK	9-Jan-14
	Watershed	Evitts Creek Steering Committee	Cross-jurisdictional committee working on source water protection efforts.		**UPDATET** The next meeting is Jan 15.	RJK	31-Oct-14
	STC	Shade Tree Commission	Care of trees along city rights of way and in parks.	NA	**UPDATE** Planning for Spring planting season.	PTE	7-Jan-15
	Evitts Creek Water Company	Forest Stewardship Plan (aka Resource Management Plan)	Management of the forested property around Lakes Gordon and Koon	NA	**NO CHANGE** Began planning for data collection for update of Lake Gordon/Koon property stewardship plan.	PTE	7-Jan-15

Item # 5

Regular Council Agenda
January 20, 2015

Description
Maintenance Division Monthly Reports for November and December 2014

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

MAINTENANCE DIVISION REPORT
November & December 2014

Street Maintenance Report

Parks & Recreation Maintenance Report

Fleet Maintenance Report

STREET MAINTENANCE - NOVEMBER 2014	11/2-11/8	11/9-11/15	11/16-11/22	11/23-11/29	TOTAL

PUBLIC WORKS/MAINTENANCE
STREET BRANCH
MONTHLY REPORT
NOVEMBER 2014

- POTHOLES AND COMPLAINTS
  - Potholed 8 Streets using approximately 10 ton of HMA.

- UTILITY HOLE REPAIR
  - Repaired 3 Utility Holes using approximately 5 ton of HMA.

- TRAFFIC CONTROL SIGNS/STREET NAME SIGNS
  - Installed/Repaired 4 Traffic Control Signs.
  - Installed 3 Handicap Signs.

- SWEEPER
  - Swept 106 curb miles (approx. 40 cubic yards of debris).

- MISCELLANOUS
  - Completed 5 Service Request.
  - Continued Leaf Pick-up with 40 loads.
  - Cut down Christmas tree and set up Downtown.
  - Worked snow removal 11/26/14.

SERVICE REQUEST COMPLETED		3	1		1	5
PAVING PERFORMED	TONS					0
CONCRETE WORK	CY					0
UTILITY HOLES REPAIRED	WATER	2	1			3
	SEWER					0
	CY					0
	TONS	3.0	2.0			5
POTHOLES FILLED	STREETS	4			4	8
	ALLEYS					0
	DAYS					0
	Cold Mix					0
	TONS	5.0			5.0	10
PERMANENT PATCH	CY					0
	TONS	2				2
COMPLAINTS COMPLETED						0
	CY					0
	TONS					0
TRAFFIC CONTROL SIGNS REPAIRED/INSTALLED				4		4
STREET NAME SIGNS REPAIRED/INSTALLED						0
HANDICAPPED SIGNS REPAIRED/INSTALLED/REMOVED						0
					3	3
						0
PAINTING PERFORMED	BLUE					0
	YELLOW					0
	RED					0
PAVEMENT MARKINGS INSTALLED	No.					0
STREET CLEANING	LOADS	4			6	10
	MILES	45			61	106
SWEEPER DUMPS HAULED TO LANDFILL	TONS					0
SALT BARRELLS - Set out/Re-Fill	DAYS					0
CLEANED BALTIMORE ST. UNDERPASS						0
CLEAN SNOW EQUIPMENT	Days					0
BRUSH REMOVAL/TREE WORK	Days			1		1
Check Drains/Clean Debris	DAYS					0
LEAF PICK UP	Loads	8	14	12	6	40

Cut down and took Christmas Tree Downtown 11/19/14
Get snow equipment ready 11/20-11/21

Snow Removal	**7-3**	**3-11**	**11-7**
11/26/2014	7-8hrs	6-8hrs	
11/27/2014			1-8hrs

PUBLIC WORKS/MAINTENANCE
PARKS & RECREATION
MONTHLY REPORT
NOVEMBER 2014

- Constitution Park
  - Turned water off @ Pavilion 1&2 Restrooms.
  - Replaced broken windows in Casino.
  - Cleaned up – hauled debris to landfill and stumps to dam.

- Field Work
  - Continue to line football and soccer fields @ Mason.
  - Abrams - Aerated, seeded and fertilized.
  - Turned water off at all fields.
  - Chained soccer goals together at Mason.

- Miscellaneous Work
  - Moved mowers in for winter.
  - Installed Christmas Lights on VA Ave.
  - Take Christmas Decorations to City Hall and clean up boxes.
  - Pick up hanging pots from City Hall.
  - Set up for Tree Lighting and work 11/28/14

Parks and Recreation						
Field Work						
November 2014						
		LINE		DRAG		
Flynn						
Abrams						Aerate, Seed & Fertilize 11/13/14
Northcraft						
Bowers						
Galaxy		1				
United		1				
Nonnenmann SF						
Bowers FB		1				
Tigers Practice						
Long						
Cavanaugh						

Parks and Recreation Department					
Grass Cutting					
November 2014					
		P & R			Seasonals
Fairmont					
Ridgedale					
Springdale					
Mason					
Park					
Long					
Cavanaugh					
Smith Park		1			
Vets Park					
Pine Ave					
JC					
Valley St Parklet					
Abrams					
Washington HQ		1			
Sun Dial					
Lucy's Park					
MCS					
Evitts Creek					
Boat Ramp					
332-334 Davidson					
Mullen					
500 Block of Maryland Ave.					
14 Somerville (in rear)					
Old HRDC					
Rolling Mills Parklet					
East Side School					
Goethe					
Pistol Range					

Parks and Recreation Department
Miscellaneous Work
November 2014
Clean up Park – haul debris to landfill and stumps to dam
Move mowers in for winter
Clean up garage area
Unload van and clean up craft house
Install Christmas lights on Virginia Avenue
Continue to turn water off
Replace broken windows @ Casino
Take Christmas decorations to City Hall
Pick up hanging pots at City Hall
Take and pickup chairs from YMCA
Set up for tree lighting
Snow Removal 11/26/14
Worked OT for tree lighting 11/28/14

Fleet Maintenance
November 2014

Total Fleet Maintenance Projects	**103**
Street Maintenance	24
Snow Removal	6
DDC	0
CPD	22
Water Distribution	13
P & R Maintenance	2
CFD	2
Sewer	0
Code Enforcement	2
Flood	0
PIP	0
WWTP	0
Engineering	2
Facility Maintenance	0
Fleet Maintenance	1
Central Services	2
Municipal Parking	0
Public Works	0
Water Filtration	0
Small Engine Repairs	0
Scheduled Preventive Maintenance	19
Field Service Calls	8
Total Work Orders Submitted	**39**
Risk Management Claims	**0**
Fork Lift Inspections	**0**

PUBLIC WORKS/MAINTENANCE
STREET BRANCH
MONTHLY REPORT
DECEMBER 2014

- POTHOLES AND COMPLAINTS
  - Potholed 26 Streets & 6 Alleys using approximately 9 ton of HMA & 7 ton of Cold Mix.

- UTILITY HOLE REPAIR
  - Repaired 7 Water Utility Holes using approximately 3 CY of Concrete.

- TRAFFIC CONTROL SIGNS/STREET NAME SIGNS
  - Installed/Repaired 21 Traffic Control Signs.
  - Installed/Repaired 7 Street Name Signs.
  - Installed 4 Handicap Signs.

- SWEEPER
  - Swept 178 curb miles (approx. 64 cubic yards of debris).

- MISCELLANOUS
  - Completed 2 Service Request.
  - Continued Leaf Pick-up with 21 loads.
  - Worked snow removal 12/09/14.

STREET MAINTENANCE - DECEMBER 2014		12/1-12/6	12/7-12/13	12/14-12/20	12/21-12/27	12/28-12/31	TOTAL
SERVICE REQUEST COMPLETED		2					2
PAVING PERFORMED	TONS						0
CONCRETE WORK	CY						0
UTILITY HOLES REPAIRED	WATER			7			7
	SEWER						0
	CY			3.00			3
	TONS						0
POTHOLES FILLED	STREETS	12	7	7			26
	ALLEYS	1	2	3			6
	DAYS				2	3	5
	Cold Mix		4		1	2	7
	TONS	5.0	1.5	2.0			9
PERMANENT PATCH	CY						0
	TONS						0
COMPLAINTS COMPLETED							0
	CY						0
	TONS						0
TRAFFIC CONTROL SIGNS REPAIRED/INSTALLED			6	7	8		21
STREET NAME SIGNS REPAIRED/INSTALLED			4		3		7
HANDICAPPED SIGNS REPAIRED/INSTALLED/REMOVED							0
				4			4
							0
PAINTING PERFORMED	BLUE		1	4	1		6
	YELLOW						0
	RED			2			2
PAVEMENT MARKINGS INSTALLED	No.						0
STREET CLEANING	LOADS	4	5	7			16
	MILES	46	54	78			178
SWEEPER DUMPS HAULED TO LANDFILL	TONS		19.7				20
SALT BARRELLS - Set out/Re-Fill	DAYS	2			1		3
CLEANED BALTIMORE ST. UNDERPASS							0
CLEAN SNOW EQUIPMENT	Days		2		1		3
BRUSH REMOVAL/TREE WORK	Days						0
Check Drains/Clean Debris	DAYS						0
LEAF PICK UP	Loads	9	11		1		21

Snow Removal	7-3	3-11	11-7	Sidewalks
12/9/2014			4 trucks 6 hrs.	2 hrs.

12/30 Set out No Parking for New Year's Eve

12/31 Worked traffic control for New Year's Eve Fire Works

PUBLIC WORKS/MAINTENANCE
PARKS & RECREATION
MONTHLY REPORT
DECEMBER 2014

- Constitution Park
    - Tree Work 9 days
    - Potholed with cold mix 2 days
    - Leaf Pick-up 4 days
    - Installed new pipes and sand in pool filter 2 days

- Miscellaneous Work
    - Worked on Christmas Lights on VA Ave 2 days
    - Cleaned garbage up weekly

Parks and Recreation Department
Miscellaneous Work
December 2014
Tree work in Park 9 days
Potholed in Park 2 days
Leaf pickup in Park 4 days
Installed new pipes and sand in pool filter
Worked on Christmas lights on Virginia Avenue 2 days
Cleaned garbage weekly

Fleet Maintenance
December 2014

Total Fleet Maintenance Projects	**102**
Street Maintenance	26
Snow Removal	0
DDC	0
CPD	20
Water Distribution	5
P & R Maintenance	2
CFD	12
Sewer	7
Code Enforcement	1
Flood	1
PIP	0
WWTP	0
Engineering	0
Facility Maintenance	0
Fleet Maintenance	0
Central Services	1
Municipal Parking	0
Public Works	0
Water Filtration	0
Small Engine Repairs	0
Scheduled Preventive Maintenance	24
Field Service Calls	3
Total Work Orders Submitted	**30**
Risk Management Claims	**1**
Fork Lift Inspections	**0**

Regular Council Agenda
January 20, 2015

Description
Utilities Division & Central Services Monthly Reports for November & December, 2014

Approval, Acceptance / Recommendation

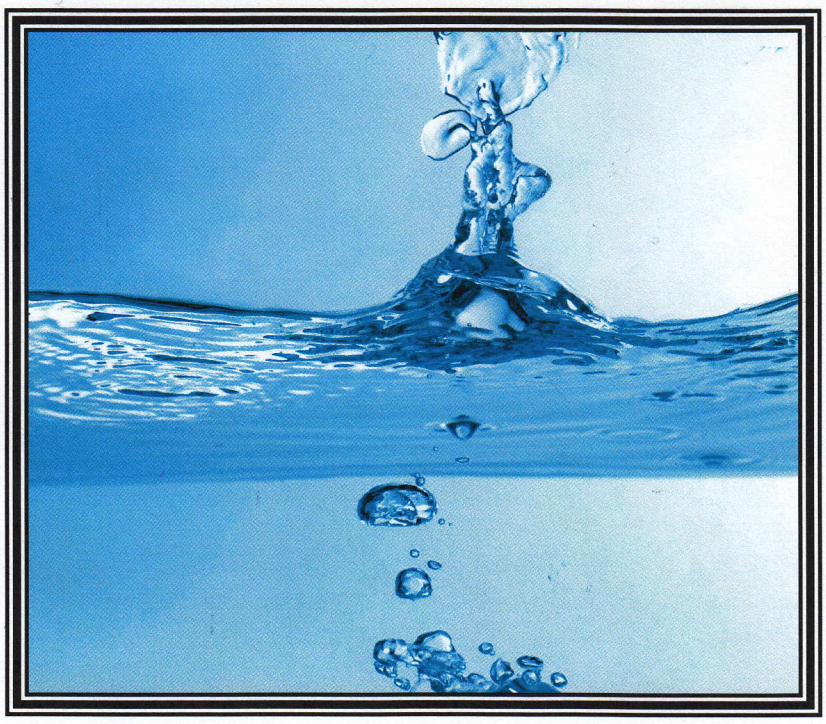
☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Utility Division Monthly Reports
Central Services Monthly Reports
November & December 2014



Item # 7

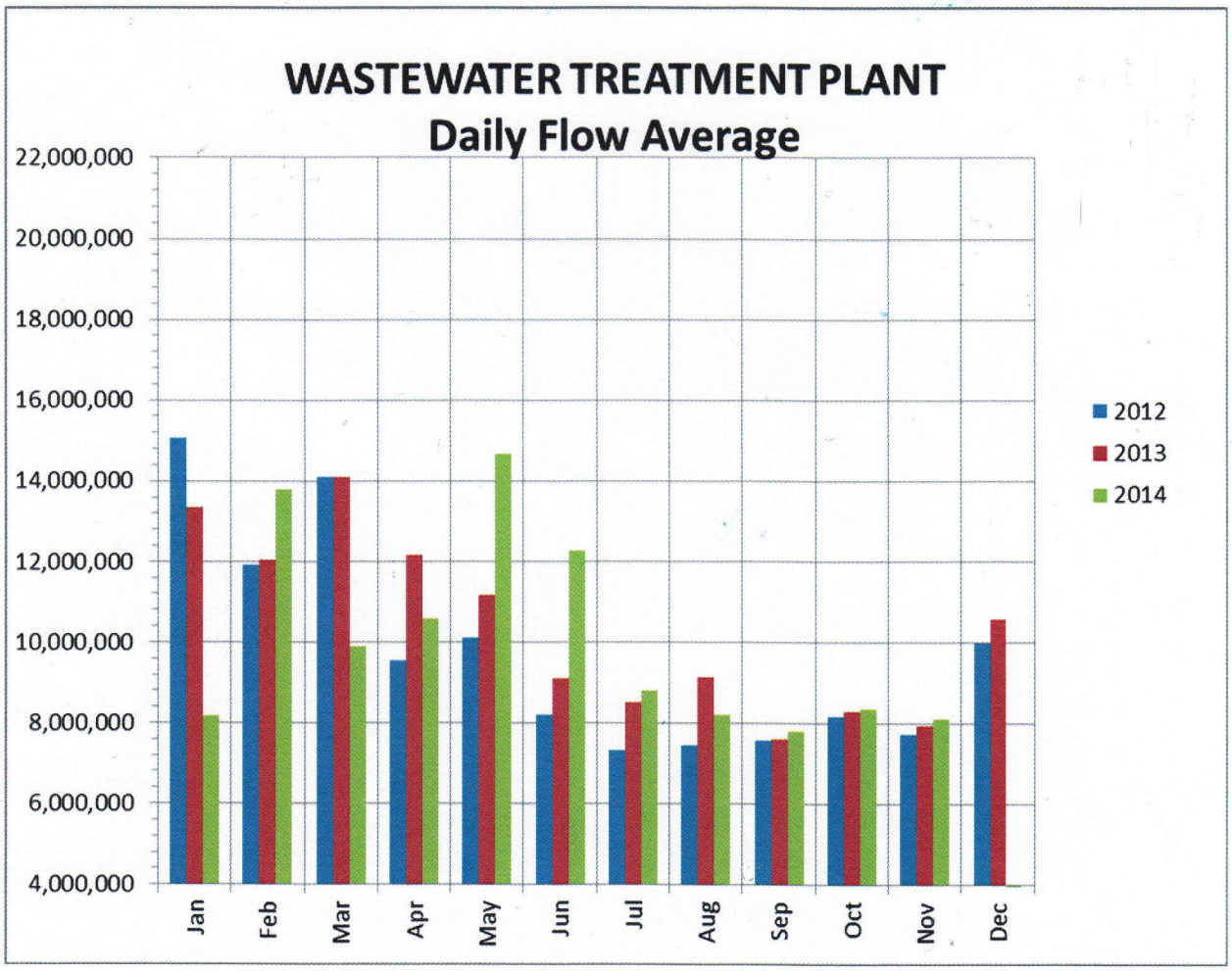
Wastewater Treatment Plant – November 2014

OPERATIONS:

Treated 243,550,000 gallons @ an average of 8.118 million gallons per day. Removed 204,788 pounds of total suspended solids; 215,151 pounds of BOD; 44,656 pounds of total nitrogen; and 5,573 pounds of total phosphorous. Processed 536,660 gallons of sludge producing 68.82 Dry tons of Class A bio solids. 54 work orders were completed. Safety Meeting was held on the 25th. All Federal and State reporting requirements were in compliance. Monthly Flow Comparison Chart is attached.

MAINTENANCE:

Removed debris and cleaned gas produced filter. Replaced drip pots on gas compressor line and beneath Digester. Installed pressure gauge on Gas Holder. Replaced sludge blanket sensor on Final Clarifier #1. Replaced float switch on non-potable tank in Operations Bldg. Removed debris from surfaces of all Final Clarifiers. Installed 3 inch drain pipe on both Gravity Belt Thickener valves for draining waste hoppers. Replaced 2 pressure switches on air expansion tank in GBT Bldg. Cleaned Denite filter weirs. Cleaned out old Sludge Storage Bldg. to be used for salt storage.



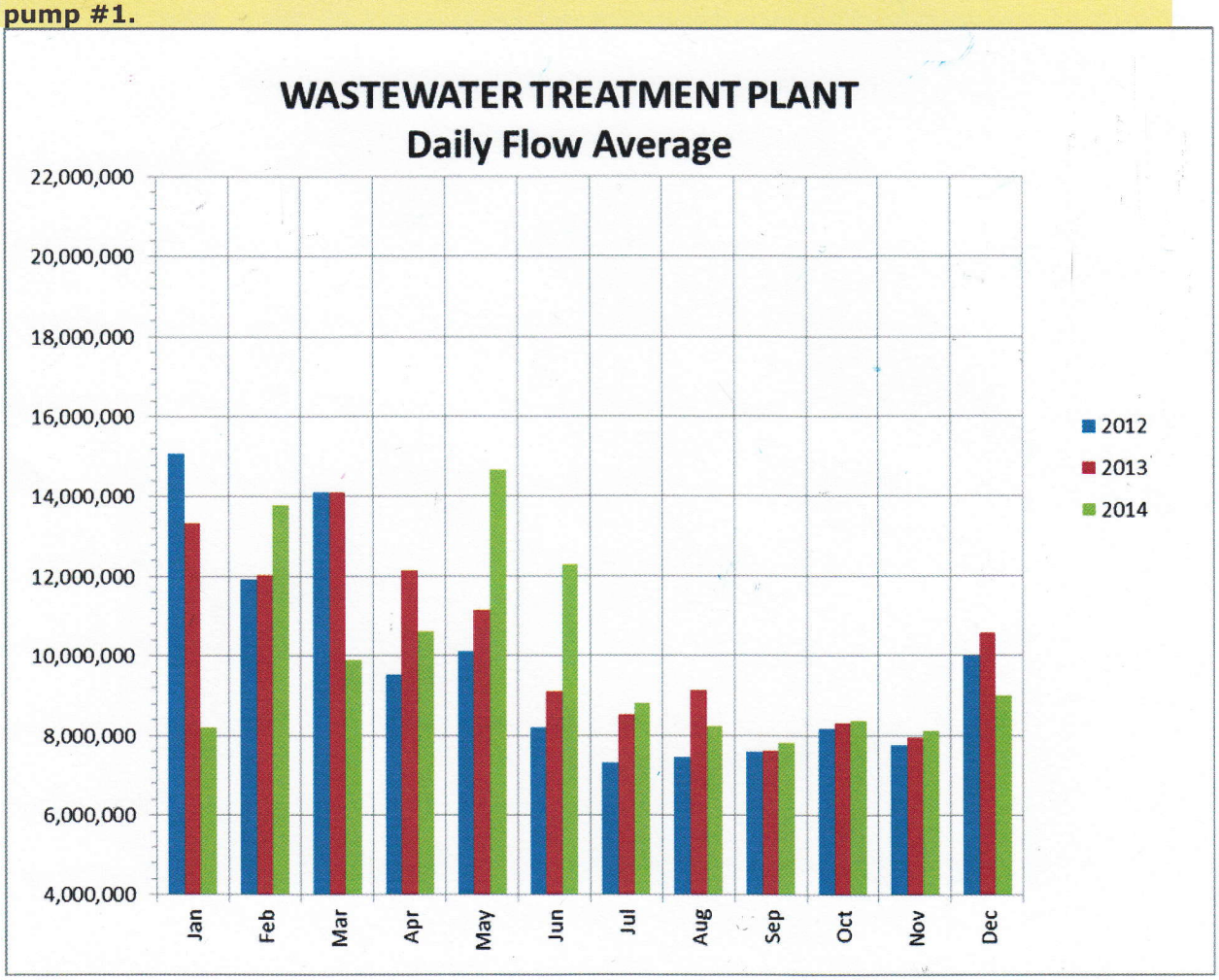
Wastewater Treatment Plant – December 2014

OPERATIONS:

Treated 279,289,000 gallons @ an average of 9.009 million gallons per day. Removed 198,084 pounds of total suspended solids; 233,353 pounds of BOD; 47,961 pounds of total nitrogen; and 5,391 pounds of total phosphorous. Processed 697,775 gallons of sludge producing 93.51 Dry Tons of Class A bio solids. 85 work orders were completed. Frostburg State University classes toured the Plant on Dec. 2, 3, and 4. Safety Meeting was held on Dec. 23. There was one (1) violation of the N.P.D.E.S permit. The Lab Technician failed to perform 5 consecutive Ammonia-N, (NH3), tests in one week. Monthly Flow Comparison Chart is attached.

MAINTENANCE:

Replaced grease fittings on non-potable water pumps at the Main Pump Station. Adjusted conveyor belt at Bar Screen. Repaired heater in Raw Sludge Station #1 basement and rebuilt raw sludge pump #1. Installed 3 emergency lights in Dewatering Bldg. basement. Installed 1 emergency light in Operations Bldg. basement. Repaired Aerator pinch valve #2. Adjusted Final Clarifier #2 scum rake. Power washed both Gravity Belt Thickeners. Repaired 1/2 inch pipe on mud well pump #1.



Sewer & Flood Monthly Report - December 2014

Sewer

1	Sewer lines repaired (2 Cumberland Street)
1	Cleanout installed
752	Ft. sewer lines televised
1,345	Ft. sewer mains televised
4	Overflows checked
	Assisted Water Distribution with Hydro six (6) times
	Gallons of water used:
	Flush Truck 605 - 6,000 gallons of water used
	Flush Truck 608 - 7,830 gallons of water used

Flood

Test run station pumps

Operated sluice gates

Assisted Engineering (Paul Eriksson) w/marking trees to cut down

Bursh cut at Moose and West Levee

C.S.O. Maintenance

Practice walk-around on 5-ton dump truck for

two employees' C.D.L. test (Weide, Diehl)

WATER DISTRIBUTION

Utilities Activity Report for December 14

REQUEST	W/E 12/5/14	W/E 12/12/14	W/E 12/19/14	W/E 12/31/14	MONTHLY TOTALS
Service Technicians					
NON READS/MDM go backs	11	37		24	72
VACANT Accounts report					0
FINAL READS/TURN ONS/SHUT OFFS	6	5	4	2	17
CURB/METER BOX MAINTENANCE					0
LEAK INVESTIGATIONS/turn off-on	5	2	5	1	13
STOP LOCATES/MAINTENANCE					0
METER/STOP INVESTIGATIONS	29	15	28	15	87
REPAIR WIRING/GET READING	1	2	3	1	7
ORANGE TAG FOR REPAIRS	4	6	2	3	15
YELLOW TAG FOR H/L USAGE/APPT	3		4		7
RED TAG FOR SHUT OFF		3	2		5
TURN WATER ON	55	63	52	8	178
TURN WATER OFF		1		2	3
NONPMT/BAD CK/AGREE SHUT OFFS	68	74	77		219
SHUT OFF RECHECKS	43	74	36		153
PULL METERS - READS/SPAC/WR OFF					0
PUT METERS BACK ON LINE/READS					0
REPLACE/REPAIR METER/LID/VALVE	1				1
DIRTY WATER/ODOR					0
SVC SEPARATIONS/INVESTIGATIONS			1		1
INSTALL COUPLERS/PLUGS/LOCK	2			1	3
NEW METER/DIAL	8	6	5	4	23
METER TESTS-Residential				1	1
METER TESTS - Industrial					0
Ind - Register/Chamber Chg Out					0
Industrial - Chamber Cleaning					0
Industrial - Strainer Cleaning					0
HYDRANTS FLUSHED					0
PRESSURE CHECK/NO WATER					0
MOVE METERS OUTSIDE/READINGS	2		1	2	5
Smartpoint change outs/New installs	3	1	1	5	10
Replace smartpoint antenna					0
REPAIR/REACTIVATE/MOVE SPs	5	6	6	2	19
INSULATE METER BOXES	100	50		225	375
CCP - BACKFLOW/RETRO	3		1	3	7
HYDRANT/IRRIGATION METER					0
Pipe Technicians					
LINE LOCATOR	42	49	45	52	188
TAPS SERVICED	5	2	5	1	13
LEAKS REPAIRED	1	1	2	5	9
449 COLUMBIA ST - REPLACED IRON LID	4				4
CHECKED HYDRANTS NOT WASTING	4				4
REPLACED HYD #412/538 FURNACE ST	3				3
REPAIRED HYD - AVONDALE @ MAYFAIR		3			3
5 MECHANIC ST- REPLACED METER BX TOP		1			1
WILLIAMS @ MILTENBERGER-PUT ON LID		1			1
FLUSHED HYD - CAMDEN AVE		4			4
FLUSHED HYD - HIGH LANE		4			4
DROPPED OFF METER/BX/LID-486 BALT AVE			2		2
MARKED 40-48 N CENTRE FOR OWNER			2		2
TURNED OFF WATER/LEAK-473 BALT AVE			3		3
INVESTIGATE SOS - 214 SARATOGA			3		3
CHECKED STOP - 786 FAYETTE			3		3
306 ASSISTED TOM WITH LINE LOCATES				4	4
					0
					0
Watershed					
Cleared and mowed 18" AES line					
Took truck for drive to clear out exhaust					
Picked up trash around lakes					
Cleaned and washed tracs on D-5					
Mason Rd - repaired 2" plastic line					
Mowed old drive-in and around pump station					
Moved Agco to Golden Ln					
Mowed Golden Ln 36" main					
Cleared tree from Golden Ln main					
Assisted with leak on Davidson @ Decatur					
Moved AGCO from Golden Ln to Eastman Rd					
Assisted with leak on Seneca Tank line					
Repair 8" main - Brown Ave					
Projects					
Projects -					0
WEEKLY TOTALS & GRAND TOTAL					1472

Central Services – December 2014

- **City Hall**: Removed old roof lights and installed mounts for new LED lights; installed switch for rotunda spot lights; fastened railing at City Hall entrance; repaired toilet.

- **Municipal Service Center**: Replaced valve for salt water tank; installed new filter in A/C for the Water Department.

- **Public Safety Building**: Changed belts, greased bearings and changed air filters on air handlers; repaired plumbing inside of building. Installed new controller on HV1.

  Fire: Unclogged two sinks in bathroom; repaired lock handle; repaired heater; repaired air compressor.

  Police: Repaired Police garage door lock; repaired Police Firing Range exhaust fan, replaced air hose on air tank; repaired sink.

- **Constitution Park:** Repaired broken service.

- **Queen City underpass**: Pumped out water, ran conduit and mounted control box for the new sump pumps.

- **Downtown Mall**: Sized LED lights for down town mall fixtures.

- **George Street Garage**: Installed LED lights in ticket booth and pole lights.

- **Ridgeley Flood Pump Station**: Repaired valve controls and hooked up DVR.

- **Henderson Avenue Bridge**: Wired new LED and replaced fuses in light.

- **Water Towers**: Calibrated DP cells.

- **Water Filtration Plant**: Replaced camera at main gate; calibrated DP cells; installed new starters on sludge pump motors in DAF building; repaired steam boiler.

- **Wastewater Treatment Plant**: Installed ballasts in Maintenance Garage; repaired heater for NEFCO; repaired #1 sludge boiler.

- **Traffic and Street Lights:** Repaired traffic lights at Front Street; pulled out broken line feeder on Decatur Street.

- Load-tested generators.

- Monthly Safety Meeting – December 29, 2014.

Regular Council Agenda
January 20, 2015

Description

Approval of the Work Session Minutes of December 29, 2014 and the Regular Session Minutes of January 6, 2015

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

MAYOR
Brian K. Grim

CITY ADMINISTRATOR
Jeffrey D. Rhodes

COUNCIL
Nicole Alt-Myers
Seth D. Bernard
David J. Caporale
David F. Kauffman

CITY SOLICITOR
Michael Scott Cohen

CITY CLERK
Marjorie A. Woodring

MINUTES

MAYOR AND CITY COUNCIL OF CUMBERLAND
City Hall Council Chambers
Room 212
6:15 p.m.

DATE: January 6, 2015

***Pledge of Allegiance**

I. ROLL CALL

PRESENT: Brian K. Grim, President; Council Members Seth D. Bernard, David J. Caporale, David F. Kauffman

ABSENT: Councilwoman Nicole Alt-Myers

ALSO PRESENT: Jeffrey D. Rhodes, City Administrator; Michael S. Cohen, City Solicitor; Charles Hinnant, Chief of Police; Donald Dunn, Fire Chief; Marjorie A. Woodring, City Clerk

Mayor Grim welcomed newly-elected Council Member Seth Bernard.

II. DIRECTOR'S REPORT

(A) Fire

1. Fire Department Monthly Report for November, 2014

Item Action: Approved

Motion to approve the report was made by Councilman Kauffman, seconded by Councilman Caporale and was passed on a vote of 4-0.

(B) Administrative Services

1. Administrative Services Monthly Report for October, 2014

Item Action: Approved

Motion to approve the report was made by Councilman Kauffman, seconded by Councilman Caporale and was passed on a vote of 4-0.

III. APPROVAL OF MINUTES

(A) Routine

1. Approval of the Regular Session Minutes of December 16, 2014

Item Action: Approved

Motion to approve the minutes was made by Councilman Kauffman, seconded by Councilman Caporale and was passed on a vote of 4-0.

(B) Administrative / Executive

1. Approval of the Administrative Session Minutes of December 2 and 16, 2014

Item Action: Approved

Motion to approve the minutes was made by Councilman Kauffman, seconded by Councilman Caporale, and was passed on a vote of 4-0.

DECEMBER 2, 2014

PRESENT: Mayor Brian Grim; Council Members Nicole Alt-Myers, David Caporale, David Kauffman, Nicholas Scarpelli; Jeff Rhodes, City Administrator; Michael S. Cohen, City Solicitor; Seth Bernard, Councilman-elect; Marjorie Woodring, City Clerk

NOTICE: Notice of intent to hold an Administrative Session on Tuesday, December 2, 2014, at 5:15 p.m. was provided to the media via email notification and posted to the City's website on November 26, 2014.

MOTION: Motion to enter into closed Administrative Session to discuss board and commission appointments and to consult with counsel regarding a settlement agreement was made by Councilman Kauffman, seconded by Councilman Caporale and passed on a vote of 5-0.

AUTHORITY TO CLOSE the session was provided by the Annotated Code of Maryland Sections 10-508 (a) (1) and (7).

TOPICS: Board and commission appointments, settlement agreement

DECEMBER 16, 2014

PRESENT: Mayor Brian Grim; Council Members Nicole Alt-Myers, David Caporale, David Kauffman, Nicholas Scarpelli (entered at 5:40 p.m.); Jeff Rhodes, City Administrator; Michael S. Cohen, City Solicitor; Seth Bernard, Councilman-elect; Marjorie Woodring, City Clerk

NOTICE: Notice of intent to hold an Administrative Session on Tuesday, December 16, 2014, at 5:30 p.m. was provided to the media via email notification and posted to the City's website on December 12, 2014.

MOTION: Motion to enter into closed Administrative Session to confer with legal counsel regarding a contract issue was made by Councilman Kauffman, seconded by Councilwoman Alt-Myers and passed on a vote of 4-0.

AUTHORITY TO CLOSE the session was provided by the Annotated Code of Maryland, Section 10-508 (a) (7).

TOPICS: Contract issue

IV. UNFINISHED BUSINESS

(A) Ordinances

1. Ordinance *(2nd and 3rd Readings)* - authorizing the execution of a Deed to transfer surplus property at 316 Broadway to Autumn Datri for the purchase price of $500

   Mr. Rhodes provided background on the Ordinance, advising that the property at 316 Broadway had at one time been blighted property due to fire damage and the property had been razed. Ms. Datri had submitted an offer to purchase the property for $500.00.

   SECOND READING: The Ordinance was presented in Title only for its second reading. Motion to approve the second reading and move to the third after comment was made by Councilman Caporale, seconded by Councilman Kauffman, and was passed on a vote of 4-0.

   Mayor Grim called for questions or comments. Being none, the Ordinance proceeded to the third reading.

   THIRD READING: The Ordinance was presented in Title only for its third reading and was adopted on a vote of 4-0.

   ORDINANCE NO. 3771

2. Ordinance *(2nd and 3rd Readings)* - authorizing the transfer of a parcel of surplus property at the intersection of Bedford and Centre Streets to David McCagh

   Mr. Rhodes provided background on the Ordinance, advising that the right-of-way at this location has been formally closed through a previous process, with half being transferred to Mr. McCagh and half returning to the City. The City was not in need of its portion and had agreed to turn it over to Mr. McCagh. This Ordinance would complete that process.

   SECOND READING: The Ordinance was presented in Title only for its second reading. Motion to approve the second reading and move to the third after comment was made by Councilman Caporale, seconded by Councilman Bernard, and was passed on a vote of 4-0.

   Mayor Grim called for questions or comments. Being none, the Ordinance proceeded to the third reading.

   THIRD READING: The Ordinance was presented in Title only for its third reading and was adopted on a vote of 4-0.

   ORDINANCE NO. 3772

V. NEW BUSINESS

(A) Orders (Consent Agenda)

1. Order authorizing the appointment of Frederick W. Cook to the Housing Authority of the City of

Cumberland for a five (5) year term to be effective January 6, 2015 through October 17, 2019

Mr. Rhodes provided background on each item on the Consent Agenda and Mayor Grim called for questions or comments. Motion to approve Consent Agenda Items 1-3 was made by Councilman Caporale, seconded by Councilman Bernard, and was passed on a vote of 4-0.

ORDER NO. 25,770

2. Order appointing Mayor and Council members and staff as designated representatives or appointees to the City's boards and commissions

   Mr. Rhodes provided background on each item on the Consent Agenda and Mayor Grim called for questions or comments. Motion to approve Consent Agenda Items 1-3 was made by Councilman Caporale, seconded by Councilman Bernard, and was passed on a vote of 4-0.

   ORDER NO. 25,771

3. Order authorizing the execution of an application to seek grant funds through the Maryland Smart Energy Communities (MSEC) Program for technical assistance for collection and organization of energy information to compile baselines and to create Energy Efficiency and Transportation Policies

   Mr. Rhodes provided background on each item on the Consent Agenda and Mayor Grim called for questions or comments. Motion to approve Consent Agenda Items 1-3 was made by Councilman Caporale, seconded by Councilman Bernard, and was passed on a vote of 4-0.

   ORDER NO. 25,772

(B) Letters, Petitions

1. Letter from Sharon Ellsworth, Co-Race Director, requesting permission to hold the First Annual ACAS Howards 25K Run on August 16, 2015, to benefit the Allegany County Animal Shelter and the Lucky 33 rescued dogs. The race will start at the Frostburg Depot and run on the Great Allegany Passage into Cumberland and finish at Canal Place.

   The Letter was acknowledged and entered into public record. No objections to the event were raised and Council provided a consensus to proceed.

VI. PUBLIC COMMENTS

All public comments are limited to 5 minutes per person

No public comments were provided at this time.

VII. ADJOURNMENT

With no further business at hand, the meeting adjourned at 6:20 p.m.

Minutes approved on _____

Brian K. Grim, Mayor _____

ATTEST: Marjorie A. Woodring, City Clerk _____

Regular Council Agenda
January 20, 2015

Description

Order accepting the Sole Source purchase of an update to the existing Fire Alarm System at the Public Safety Building at 20 Bedford Street from Simplex Grinnell, LP, in the amount of $71,178

Approval, Acceptance / Recommendation

The Central Services Department recommends this update in order to bring this system to today's standards and codes, which include: manual pull stations at each emergency exit, visual notification appliances, monitor modules for sprinkler flow and tamper switches, monitor modules for existing duct detectors, smoke sensors, relays for elevator control, installation labor and materials, technical labor for programming/testing, design labor for submittals/drawings/OM's and system operation training.

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

$71,178

Source of Funding (if applicable)

001.048.63000

Cover Memo

Item # 9

- Order -

of the

Mayor and City Council of Cumberland

MARYLAND

ORDER NO. _____ **DATE:** __January 20, 2015__

ORDERED, By the Mayor and City Council of Cumberland, Maryland,

THAT, the Sole Source purchase from SimplexGrinnel, LP. 1301 W. Washington Street, Hagerstown, Maryland 21740 for updating the existing Fire Alarm system at the Public Safety Building at 20 Bedford Street, Cumberland, Maryland 21502, is hereby accepted in the amount of Seventy-one Thousand, One Hundred Seventy-eight Dollars and No Cents ($71,178.00).

_____

Brian K. Grim, Mayor

Source of Funding: 001.048.630.00

Gmail by Google

Terry Boutwell <terry.boutwell@cumberlandmd.gov>

Purchase Approval

5 messages

Terry Boutwell <terry.boutwell@cumberlandmd.gov> Mon, Jan 5, 2015 at 10:09 AM
To: Jeff Rhodes <jeff.rhodes@cumberlandmd.gov>, Joe Urban <joe.urban@cumberlandmd.gov>, Cindi Mertens <cindi.mertens@cumberlandmd.gov>

Jeff,

Requesting a sole source of the existing Simplex Fire Alarm System at the Public Safety building. At present time, this system does not work. I am requesting to update, bringing this system to today's standards and codes, which include: manual pull stations at each emergency exit, visual notification appliances, monitor modules for sprinkler flow and tamper switches, monitor modules for existing duct detectors, smoke sensors, relays for elevator control, installation labor and materials, technical labor for programming/testing, design labor for submittals/drawings/O&Ms and system operation training.

To complete the above, the cost will be $71,178. I have already spoken to Joe about this, and he advised he could provide funds for this repair if approved by you. If you approve, I will have Cindi place this on the agenda for M&CC approval.

Thank you,

Terry Boutwell
City of Cumberland
Central Services
400 E. Offutt St. Extended
Cumberland, MD 21502
301-759-6640 Office
240-580-0759 Cell
terry.boutwell@cumberlandmd.gov

Jeff Rhodes <jeff.rhodes@cumberlandmd.gov> Mon, Jan 5, 2015 at 10:58 AM
To: Terry Boutwell <terry.boutwell@cumberlandmd.gov>
Cc: Joe Urban <joe.urban@cumberlandmd.gov>, Cindi Mertens <cindi.mertens@cumberlandmd.gov>

Terry,

As always, I need some justification as to why it is sole source. Is this a standardization or are there other people that can do this?

Jeff
[Quoted text hidden]

Terry Boutwell <terry.boutwell@cumberlandmd.gov> Mon, Jan 5, 2015 at 11:20 AM

Item # 9

To: Jeff Rhodes <jeff.rhodes@cumberlandmd.gov>, Joe Urban <joe.urban@cumberlandmd.gov>, Cindi Mertens <cindi.mertens@cumberlandmd.gov>

This a standardization, as all our fire alarm systems are Simplex systems.

Terry Boutwell
City of Cumberland
Central Services
400 E. Offutt St. Extended
Cumberland, MD 21502
301-759-6640 Office
240-580-0759 Cell
terry.boutwell@cumberlandmd.gov

[Quoted text hidden]

Jeff Rhodes <jeff.rhodes@cumberlandmd.gov> Mon, Jan 5, 2015 at 2:10 PM
To: Terry Boutwell <terry.boutwell@cumberlandmd.gov>
Cc: Joe Urban <joe.urban@cumberlandmd.gov>, Cindi Mertens <cindi.mertens@cumberlandmd.gov>

Terry,

Consider this approved but we also need to have the M&CC approve a Council Order at the 1/20 meeting.

Jeff
[Quoted text hidden]

Cindi Mertens <cindi.mertens@cumberlandmd.gov> Mon, Jan 5, 2015 at 2:17 PM
To: Jeff Rhodes <jeff.rhodes@cumberlandmd.gov>, Terry Boutwell <terry.boutwell@cumberlandmd.gov>, Joe Urban <joe.urban@cumberlandmd.gov>

Jeff, I'll get this on the agenda for the 20th..

[Quoted text hidden]
--

Cynthia L. Mertens
City of Cumberland
Utilities Division/Central Services
301-759-6427
cindi.mertens@cumberlandmd.gov

Item # 9

SimplexGrinnell **BE SAFE.**

SimplexGrinnell LP
1301 West Washington Street
Hagerstown, MD

Tele: 240-625-2592
Fax: 301-791-6021

December 22, 2014

City of Cumberland
Terry Boutwell
200 Bedford St
Cumberland, Maryland

Terry,

The following is the budget estimate for installing an a new Simplex fire alarm equipment at your facility located at 200 Bedford St, Cumberland, MD. I have also provided a second option that includes a complete Fire Alarm System throughout the building.

- $13,102.00 Project budget estimate for Simplex 4007 fire alarm control panel and installation based on SimplexGrinnell's past experience performing similar projects with similar scopes of work. Our scope includes providing all the labor and material required to install the fire alarm control panel, remote annunciator panel and interconnection with existing Simplex 4208 panel to operate the existing notification appliances, installation labor and materials, technical labor for programming/testing, design labor for submittals/drawings/O&Ms and system operation training.

- $71,178.00 Project budget estimate for installation a new Simplex 4010ES system to include fire alarm devices initiating and notification devices. Equipment and installation based on SimplexGrinnell's past experience performing similar projects with similar scopes of work. This includes manual pull stations at each emergency exit, visual notification appliances, monitor modules for sprinkler flow and tamper switches, monitor modules for existing duct detectors, smoke sensors, relays for elevator control, installation labor and materials, technical labor for programming/testing, design labor for submittals/drawings/O&Ms and system operation training.

Here are some of the many features you will be gaining with this system:

- Easy-to-use display on control panel and remote annunciator
- A system that is designed to meet the latest NFPA code requirements
- A system that is designed for battery backup operation should a power failure occur
- A system that provides supervision of all components. If a device or wire fault should occur, this will display on the control panel and annunciators. This provides peace of mind because you will know this system will work in the event of an emergency.
- Internal Digital Alarm Communicator/Transmitter (DACT). If utilized, this provides immediate system event signals to the local authorities.
- UL1069/cUL listed
- Gathers and saves information with event logging and reporting

SimplexGrinnell BE SAFE.

SimplexGrinnell LP
1301 West Washington Street
Hagerstown, MD 21740

Tele: 240-313-7010
Fax: 301-791-6021

This cost estimate includes installation during normal work hours.

This equipment may be purchased off the current GSA schedule 84 contract. SimplexGrinnell was awarded GSA contract # GS-07F-0396M.
SimplexGrinnell has also been recently awarded National Joint Powers Alliance (NJPA) contract # 031913-SGL These are two purchasing vehicles that could save the City of Cumberland time and money. Please let me know if you need additional information on either purchasing vehicle.

SimplexGrinnell values our long-term relationship with the City of Cumberland and we look forward to moving to the next stage in this process.

Sincerely;

Patrick Goodrich

Electronic Sales Representative
SimplexGrinnell # 528
Fax: 301-791-6021
Mobile: 240-625-2592
pgoodrich@simplexgrinnell.com
www.simplexgrinnell.com

Regular Council Agenda
January 20, 2015

Description

Order accepting the Sole Source purchase of an upgrade to the Ridgeley Flood Pump Station electrical switch gear from Capital Tristate, in the amount of $80,745

Approval, Acceptance / Recommendation

Department recommends this Sole Source purchase from Capital Tristate as they are located within the City and have supplied equipment for the other two stations, which will make all three stations consistent. This is a budgeted item and the Ridgeley Station has been holding the current costs for a couple of years, but are unsure how much longer they can do so

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

003.320.630

- Order -

of the

Mayor and City Council of Cumberland

MARYLAND

ORDER NO. _____ **DATE:** __January 20, 2015__

ORDERED, By the Mayor and City Council of Cumberland, Maryland,

THAT, the Sole Source purchase from Capital Tristate, 86 Wineow Street, Cumberland, Maryland 21502 for upgrades to the Ridgeley Flood Pump Station electrical switch gear, is hereby accepted in the amount of Eighty Thousand, Seven Hundred Forty-five Dollars and No Cents ($80,745.00).

_____

Brian K. Grim, Mayor

Source of Funding: 003.320.630

CapitalTristate

THE ELECTRICAL DISTRIBUTOR OF CHOICE

Quotation

Q2C Number: 29720038	Quote Number: 1	Revision Number: 0

Project Name: RIDGELY PUMP STATION

Project Sub-Name:

Project Location: RIDGELY, WV

Quote Name: QUOTE

Through Addenda Number: 0

Bid Date: 02/25/2011

Consultant / Specifier:

Contractor / Installer:

Sales Representative: SUSAN EMERICK

Conditions of Sale

This Quotation is subject to Schneider Electric USA, Inc.'s published Conditions of Sale

Payment Terms: STANDARD

Billing Type(s):

Currency: US DOLLARS

Quote Markings

Item # 10

Q2C Number: 29720038 **Quote Number:** 1 **Revision Number:** 0
Project Name: RIDGELY PUMP STATION **Quote Name:** QUOTE

Item No.	Qty.	Catalog Number / Details
001-00	1	**Designation:** VIA DUCT MEDIUM VOLTAGE MCC Motor Control Center > 1000 Volts ---------- 2 Section (Unit Sequence) Line-up Consisting of the following: RS485 Modbus Comms Wired Out 1 - SEPAM Software Kit Free-Standing Lineup Configuration Front and Rear Access Indoor Enclosure Type 1 (Std.) Label Requirements: cULus (Std.) NEMA Standard/Design Ambient Air Temperature: >-30C(-22F) & <40C(104F) (Std.) Known Existing Conduit or Concrete Pad Altitude: 0 - 3299 feet above sea level (Std) General Equipment Ratings ---------- BIL: 60kV (std) Nominal System Voltage: 2300/2400 V System Type: 3 Wire Solid Ground Main Bus SCC: 50kA for 2 sec System Frequency: 60 Hertz Control Voltage: Square D Supplied System Calculated Full Load Amps: 76.00 If Total System Amps Exceeds Main Bus Rating, Then Customer Should Confirm They Know This and Accept Responsibility For Proper System Loading Not To Exceed Main Bus Rating. General Structure Information ---------- 600A Tin Plated CU Main Bus (Std.) Exterior Color: ANSI #61, Light Gray (Std.) Line-up Indicating Light Type: LED (Std) Low Voltage Control Wiring THHN (Std.) Power Cable Lugs: Compression 1 Hole Relays: Communications Required Relays: Drawout Case Style Terminal Block and Lug Type: Two-Tier, Compression Box Unplated CU Ground Bus Fuse Brand: Square D Class R and Class E, DIN Factory Determined Shipping Splits (75" Max) Overall Dimensions: Width: 29.50" 749mm Height: 90.60" 2300mm Depth: 37.25" 946mm (foot print) Approximate Weight: 2214 lbs 1006 kg 1 - Spare Set Class R Fuses, DIN 3R 1 - Spare Set Class R Fuses, DIN 3R Special Features or TAG Items (per line-up) ---------- If Special Features are included in this Bill of Material, they will NOT appear on the Front-Elev or One-line Drawing and may alter the final layout and dimensions.

Item # 10

Q2C Number: 29720038	**Quote Number:** 1	**Revision Number:** 0
Project Name: RIDGELY PUMP STATION		**Quote Name:** QUOTE

Item No.	Qty.	Catalog Number / Details

Detailed Bill of Material

Controller Type Key for abbreviations:
FVNR = Full Voltage Non-Reversing
FVNR Latched = FV Non-Reversing Latched
FVR = Full Voltage Reversing
RVNR AT = RV Non-Reversing Autotransformer
RVNR Reactor = RV Non-Reversing Reactor
RVR AT = RV Reversing Autotransformer
RVR Reactor = RV Reversing Reactor
Sync = Synchronous Type Controller
FVS = Full Voltage Starter for S3
S3 = Sequential Soft Start Type Controller
SS = Soft Start Type Controller

This MV Motor Control Lineup shall be depicted in the attached drawing and shall include the following:

SEQ # 1, FVNR
PUMP 1

Induction Motor Application
Preliminary User Data
User Entered Horsepower: 00150
System Calculated Motor LRA: 239
User Entered Motor FLA: 0038
User Entered LR Code: G (5.60-6.29)
Motor Acceleration Time: 0-10 sec (Std.)
Motor Service Factor: 1.15
Fuse Manufacturer: Ferraz Shawmut
Sys. Calc. Class R Fuses, DIN 3R
Contactor Cat. No. : CBD225NB0MN
Contactor Size: System Calculated
1 - FVNR Controller, 200A, Drawout
1 - Connection to New HVLcc on Left
1 - Basic Control Package: (1) Start Pushbutton, (1) Stop Pushbutton, (1) Red Run Pilot, (1) Green Off Pilot Light (Std)
1 - Sepam M20 - No RTD and No RS485
1 - 0.30 KVA CPT (Std)
1 - System Calculated 3-Phase 75/5 CT
1 - Zero Sequence CT
1 - #2 AWG Lug (per phase) Loadside
1 - Device markers / nameplates per starter
1 - Contactor Open/Close Status Window
1 - Hand-Off-Auto Selector Switch - Legend:

SEQ # 2, FVNR
PUMP 2

Induction Motor Application
Preliminary User Data
User Entered Horsepower: 00150
System Calculated Motor LRA: 239
User Entered Motor FLA: 0038
User Entered LR Code: G (5.60-6.29)
Motor Acceleration Time: 0-10 sec (Std.)
Motor Service Factor: 1.15
Fuse Manufacturer: Ferraz Shawmut
Sys. Calc. Class R Fuses, DIN 3R
Contactor Cat. No. : CBD225NB0MN
Contactor Size: System Calculated

Item # 10

Q2C Number: 29720038 **Quote Number:** 1 **Revision Number:** 0
Project Name: RIDGELY PUMP STATION **Quote Name:** QUOTE

Item No.	Qty.	Catalog Number / Details
		1 - FVNR Controller, 200A, Drawout 1 - Basic Control Package: (1) Start Pushbutton, (1) Stop Pushbutton, (1) Red Run Pilot, (1) Green Off Pilot Light (Std) 1 - Sepam M20 - No RTD and No RS485 1 - 0.30 KVA CPT (Std) 1 - System Calculated 3-Phase 75/5 CT 1 - Zero Sequence CT 1 - #2 AWG Lug (per phase) Loadside 1 - Device markers / nameplates per starter 1 - Contactor Open/Close Status Window 1 - Hand-Off-Auto Selector Switch - Legend:
		Estimated Ship Days (ARO): 60 Working Days
002-00	1	**Designation:** HVL METAL ENCLOSED SWITCHGEAR METAL ENCLOSED SWITCHGEAR > 1000 VOLTS ---------- GENERAL PRODUCT INFORMATION ---------- PRODUCT TYPE: HVL 2 SECTION LINE-UP INDOOR (Type1) 1 - 38.00 MAIN SECTION 1 - 14.75 EXTERNAL TRANSITION OVERALL DIMENSIONS: 52.75" 1340mm WIDE 114.00" 2896mm HIGH 54.50" 1384mm DEEP APPROXIMATE WEIGHT: 1182 LBS 537 KG SWITCHGEAR RATINGS ---------- SWITCHGEAR MAXIMUM VOLTAGE RATING: 5.0 KV MAIN BUS: 600A TIN-PLATED COPPER GROUND BUS: TIN-PLATED COPPER BIL : 60 KV INTEGRATED SHORT CIRCUIT CURRENT RATINGS FOR SWITCHES WITH FUSES: ---------- THE INTEGRATED SHORT CIRCUIT CURRENT RATINGS FOR SWITCHES WITH FUSES CAN BE FOUND IN THE INTEGRATED RATINGS TABLES. REFER TO THE CATALOG SECTIONS FOR EACH PRODUCT LINE. NON-FUSED SWITCH RATINGS ---------- MOMENTARY CURRENT: 40 KA ASYM (25 KA SYM) FAULT CLOSE CURRENT: 40KA ASYM (25KA SYM) SHORT TIME CURRENT 2 SEC: 25 KA SYM (40 KA ASYM) SPECIFIC APPLICATION INFORMATION ---------- NOMINAL SYSTEM VOLTAGE: 2400 VOLTS SYSTEM GROUNDING: 3 WIRE DELTA UNGROUNDED FREQUENCY: 60 HZ FRONT AND REAR ACCESS

Item # 10

Q2C Number: 29720038	Quote Number: 1	Revision Number: 0
Project Name: RIDGELY PUMP STATION		Quote Name: QUOTE

Item No.	Qty.	Catalog Number / Details

REAR ACCESS IS REQUIRED FOR THIS EQUIPMENT!
AMBIENT AIR TEMP: > -30C, <40 DEG C

STANDARD & OPTIONAL ITEMS COMMON TO LINEUP

EXTERIOR PAINT COLOR:
ANSI 61 LIGHT GREY
INSULATORS: EPOXY
AC CONTROL POWER PROVIDED BY:
CPT IN THE SWITCHGEAR
STANDARD ENCLOSURE HARDWARE
APPLIES TO CATEGORY B APPLICATIONS
WHERE THE GENERAL PUBLIC WILL NOT
HAVE ACCESS TO THE SWITCHGEAR
PADLOCK PROVISIONS FOR UP TO 3
PADLOCKS ON SWITCH HANDLE CASTING
LABEL REQUIREMENTS : UL
STANDARDS: ANSI
TRIP CIRCUIT VOLTAGE: 120 VAC
PROVISIONS ONLY FOR CABLE LUGS
ARE PROVIDED
PROVISIONS FOR LUGS ARE SUITABLE FOR COPPER
OR ALUMINUM CABLES (UL LISTED)

IF UNKNOWN ANSWERS ARE LISTED BELOW
IN THIS BILL OF MATERIAL : DEFAULT
ASSUMPTIONS WERE MADE.
THESE ASSUMPTIONS MAY ALTER THE FINAL
PRICE, FINAL LAYOUT AND DIMENSIONS.

THIS HVL METAL-ENCLOSED SWITCHGEAR SHALL BE
DEPICTED IN THE ATTACHED DRAWINGS AND
SHALL INCLUDE THE FOLLOWING:

SECTION # 1, MAIN -

1 - 5.0KV, 600A, 25KA HVL SWITCH Type1
MULTIPLE
600A CONTINUOUS & INTERRUPTING CURRENT
1 - 600A UPGRADE HVL-OTM MECH TO HVL-SEM
MECH W/ OPEN COIL
1 - 5KV FUSELOGIC DIRECT ACTING FUSE TRIP
ANTI-SINGLE PHASING
3 - SQUARE D CURRENT LIMITING 5.5 KV 125E
FUSES
1 - 24" TOP PULLBOX Type1
1 - REAR CONNECTOR ASSEMBLY
1 - 3 KVA 5 KV - 120 VOLT CONTROL POWER
TRANSFORMER
3 - 5 KV FIXED MOUNTED VOLTAGE TRANSFORMERS
3 - WINDOW (DONUT) TYPE CTS STANDARD ACCURACY
200:5 CT RATIO
1 - PM850 POWER METER
1 - PROVISIONS FOR 2 - 250 KCMIL COPPER OR
ALUMINUM (UL LISTED) LUGS PER PHASE ON
LINESIDE
- LINESIDE, TOP CABLE ENTRY

SECTION # 2, EXTERNAL TRANSITION SECTION -

1 - Type1 LOADSIDE BUS XTION TO MOTORPACT
MV MCC 14.75 " WIDE

Item # 10

Q2C Number: 29720038	**Quote Number:** 1	**Revision Number:** 0
Project Name: RIDGELY PUMP STATION		**Quote Name:** QUOTE

Item No.	Qty.	Catalog Number / Details
		Estimated Ship Days (ARO): 80 Working Days
003-00	2	DAYS START UP
004-00	1	SETTINGS ES128410

Total Authorized Price	**80,745.00**
Total Warranty:	**0.00**
Total FOB	**0.00**
Quote Total US DOLLARS:	**80,745.00**

Item # 10

Gmail by Google

Margie Woodring <margie.woodring@cumberlandmd.gov>

Re: RIDGELY PUMP STATION

1 message

Jeff Rhodes <jeff.rhodes@cumberlandmd.gov> Fri, Jan 16, 2015 at 9:03 AM
To: Dave Curry <dave.curry@cumberlandmd.gov>, Margie Woodring <margie.woodring@cumberlandmd.gov>
Cc: Joe Urban <joe.urban@cumberlandmd.gov>, Terry Boutwell <terry.boutwell@cumberlandmd.gov>, Cindi Mertens <cindi.mertens@cumberlandmd.gov>

Approved....but of course this will need to be on an agenda for the M&CC to approve Tuesday so I have copied Margie here to get it rolling.

On Wed, Jan 14, 2015 at 9:18 AM, Dave Curry <dave.curry@cumberlandmd.gov> wrote:

> Please approve the attached quote for the upgrade to the Ridgeley Flood Pump Station electrical switch gear as a sole source vendor Capital Tristate. They are located in the City and they supplied the equipment for the other two stations, which will make all three the same equipment and set up. This is a budgeted item and they have been holding the current costs for a couple of years, but are unsure how much longer they can do so.
> Thank you
> -------- Forwarded message --------
> From: **Terry Boutwell** <terry.boutwell@cumberlandmd.gov>
> Date: Tue, Jan 13, 2015 at 7:22 AM
> Subject: Fwd: RIDGELY PUMP STATION
> To: Dave Curry <dave.curry@cumberlandmd.gov>
>
> FYI
>
> Terry Boutwell
> City of Cumberland
> Central Services
> 400 E. Offutt St. Extended
> Cumberland, MD 21502
> 301-759-6640 Office
> 240-580-0759 Cell
> terry.boutwell@cumberlandmd.gov
>
> -------- Forwarded message --------
> From: **Emerick, Susan** <Susan.Emerick@capitaltristate.com>
> Date: Tue, Jan 13, 2015 at 7:09 AM
> Subject: RIDGELY PUMP STATION
> To: "terry.boutwell@cumberlandmd.gov" <terry.boutwell@cumberlandmd.gov>
> Cc: "Koontz, Jeff" <Jeff.Koontz@capitaltristate.com>
>
> Hi Terry,

Item # 10

Attached is the quote on the MCC. Pricing has remained the same. However, I would not hold on this much longer. SQD has had three price increases since this originally quoted and did not pass them on to you. Moving forward, this quote will be subject to an increase. Also, any changes made will require a re-quote.

Let me know if you need anything else.

Thanks,

Susan Emerick

Branch Manager

Cumberland, MD

301-777-0060

Fax 301-777-0259

CONFIDENTIALITY WARNING: This email may contain confidential or proprietary business information and is for the sole use of the intended recipient(s). Any unauthorized use or disclosure of this communication, including attachments, is strictly prohibited. If you believe that you have received this email in error, please notify the sender immediately and delete it from your system.

Item # 10

Regular Council Agenda
January 20, 2015

Description

Order authorizing the execution of a First Amendment to Non-Standard Water Tank Lease with Option with T-Mobile Northeast, LLC, regarding City property located at 700 Bishop Walsh Road, stating that T-Mobile shall pay an additional $250/month rent following the start of new construction at this site

Approval, Acceptance / Recommendation

T-Mobile proposes to provide a change in utility service from T-1's to Fiber Optic Cable by installing approximately 140 feet of 2-inch conduit from existing Lumos lines to existing T-Mobile lines and by pulling fiber optic cable through the proposed conduit to provide utility service to T-Mobile equipment. These improvements shall be done at the expense of T-Mobile.

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

- Order -

of the

Mayor and City Council of Cumberland

MARYLAND

ORDER NO. _____ **DATE:** __January 20, 2015__

ORDERED, By the Mayor and City Council of Cumberland, Maryland,

THAT, the Mayor be and is hereby authorized to execute a "First Amendment to Non-Standard Water Tank Lease with Option" by and between the Mayor and City Council of Cumberland (Landlord) and T-Mobile Northeast, LLC (Tenant), concerning City-owned property at 700 Bishop Walsh Road, stating that T-Mobile shall pay an $250/month additional rent following the start of new construction at this site.

_____

Brian K. Grim, Mayor

FIRST AMENDMENT TO NON-STANDARD WATER TANK LEASE WITH OPTION

This First Amendment to the Non-Standard Water Tank Lease with Option ("Amendment") is made by and between Mayor and City Council of Cumberland ("Landlord") and T-Mobile Northeast LLC, as successor in interest to Omnipoint Communications Cap Operations, LLC, ("Tenant").

WHEREAS, Landlord and Tenant entered into that certain Non-Standard Water Tank Lease with Option dated July 31, 2001] (the "Lease"), whereby Landlord leased to Tenant certain portions of the Property located at 700 Bishop Walsh Road, Cumberland, MD 21502 (the "Property"); and,

WHEREAS, Landlord and Tenant desire to amend the Lease as follows;

WHEREAS, Landlord and Tenant hereby affirm that, as of the date hereof: (i) no breach or default by Landlord or Tenant occurred; and (ii) the Lease, and all the terms, covenants, conditions, provisions and agreements thereof, except as expressly modified by this Amendment are in full force and effect, with no defenses or offsets thereto; and

NOW THEREFORE, in consideration of the mutual covenants contained in the Lease and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Landlord and Tenant hereby agree as follows:

1. Lessor and Lessee hereby agree, that lessee shall pay Lessor, an additional Two Hundred Fifty and no/100 dollars ($250.00) per month ("Additional Rent"). The Additional Rent shall become effective the first day of the month following the start of construction in conjunction with this amendment.

2. Landlord and Tenant hereby agree that Exhibit B-1 will be replaced in entirety with a revised Exhibit B-1.

3. Each of the parties represent and warrant that they have the right, power, legal capacity and authority to enter into and perform their respective obligations under this Amendment.

4. This Amendment will be binding on and inure to the benefit of the parties herein, their heirs, executors, administrators, successors-in-interest and assigns.

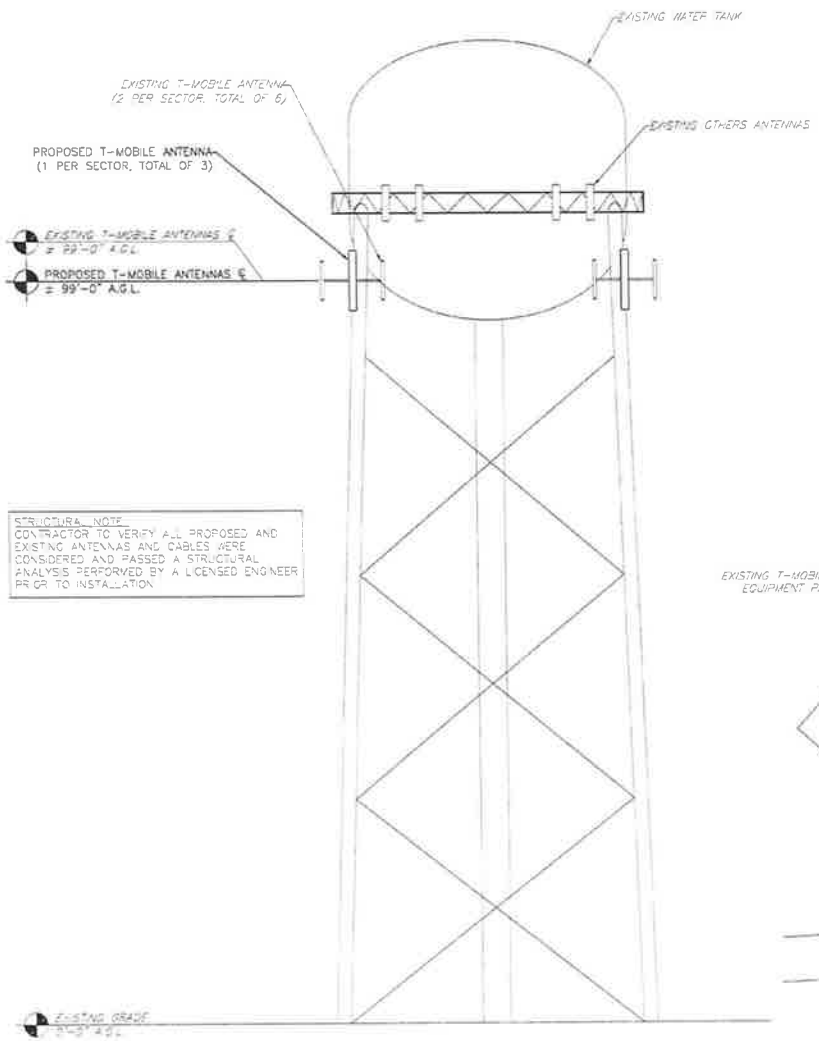
5. Landlord represents and warrants to Tenant that the consent or approval of a third party has either been obtained or is not required with respect to the execution of this Amendment.

6. Except as specifically amended herein, the remaining terms of the Lease shall remain in full force and effect. To the extent any provision contained in this Amendment conflicts with the terms of the Lease, the terms and provisions of this Amendment shall prevail. All capitalized terms shall have the meaning ascribed to them in the Lease unless otherwise defined in this Amendment.

7. This Amendment may be executed in duplicate counterparts, each of which will be deemed an original.

IN WITNESS WHEREOF, the parties have executed this Amendment on the day and year last written below.

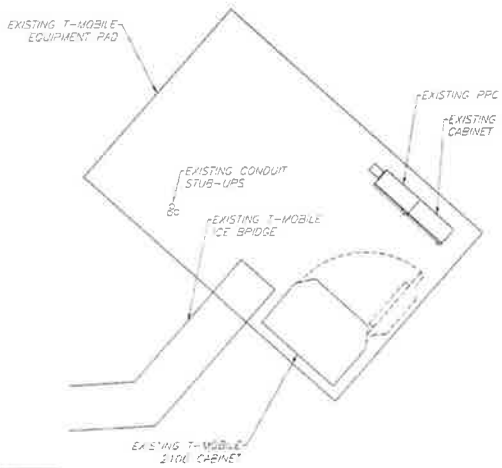
LANDLORD		**TENANT** T-Mobile Northeast LLC	
By:	_____	By:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____



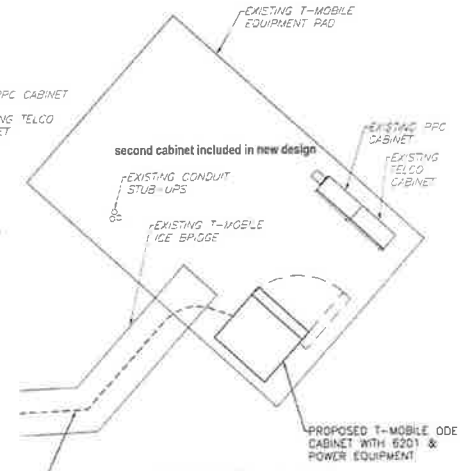
STRUCTURAL NOTE:
CONTRACTOR TO VERIFY ALL PROPOSED AND EXISTING ANTENNAS AND CABLES WERE CONSIDERED AND PASSED A STRUCTURAL ANALYSIS PERFORMED BY A LICENSED ENGINEER PRIOR TO INSTALLATION

GENERAL NOTES:

1. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE CODES ORDINANCES, LAWS AND REGULATIONS OF ALL MUNICIPALITIES, UTILITIES COMPANY OR OTHER PUBLIC AUTHORITIES
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS AND INSPECTIONS THAT MAY BE REQUIRED BY ANY FEDERAL, STATE, COUNTY, OR MUNICIPAL AUTHORITIES
3. THE CONTRACTOR SHALL NOTIFY THE CONSTRUCTION MANAGER, IN WRITING, OF ANY CONFLICTS, ERRORS OR OMISSIONS PRIOR TO THE SUBMISSION OF BIDS OR PERFORMANCE OF WORK. MINOR OMISSIONS OR ERRORS IN THE BID DOCUMENTS SHALL NOT RELIEVE THE CONTRACTOR FROM RESPONSIBILITY FOR THE OVERALL INTENT OF THESE DRAWINGS
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING SITE IMPROVEMENTS PRIOR TO COMMENCING CONSTRUCTION. THE CONTRACTOR SHALL REPAIR ANY DAMAGE CAUSED AS A RESULT OF CONSTRUCTION OF THIS FACILITY
5. THE SCOPE OF WORK FOR THIS PROJECT SHALL INCLUDE PROVIDING ALL MATERIALS, EQUIPMENT AND LABOR REQUIRED TO COMPLETE THIS PROJECT. ALL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS
6. THE CONTRACTOR SHALL VISIT THE PROJECT SITE PRIOR TO SUBMITTING A BID TO VERIFY THAT THE PROJECT CAN BE CONSTRUCTED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS
7. CONTRACTOR SHALL VERIFY ANTENNA ELEVATION AND AZIMUTH WITH RF ENGINEER PRIOR TO INSTALLATION
8. TRANSMITTER EQUIPMENT AND ANTENNA ARE DESIGNED TO MEET ANSI/EIA/TIA 222-G REQUIREMENTS
9. ALL STRUCTURAL ELEMENTS SHALL BE HOT DIPPED GALVANIZED STEEL
10. CONTRACTOR SHALL MAKE A UTILITY "ONE CALL" TO LOCATE ALL UTILITIES PRIOR TO EXCAVATING
11. IF ANY UNDERGROUND UTILITIES OR STRUCTURES EXIST BENEATH THE PROJECT AREA, CONTRACTOR MUST LOCATE IT AND CONTACT THE APPLICANT & THE OWNER REPRESENTATIVE
12. OCCUPANCY IS LIMITED TO PERIODIC MAINTENANCE AND INSPECTION BY TECHNICIAN APPROXIMATELY 2 TIMES PER MONTH
13. PROPERTY LINE INFORMATION WAS PREPARED USING DEEDS, TAX MAPS, AND PLANS OF RECORD AND SHOULD NOT BE CONSTRUCTED AS AN ACCURATE BOUNDARY SURVEY.
14. THIS PLAN IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD
15. THE PROPOSED FACILITY WILL CAUSE ONLY A "DE MINIMIS" INCREASE IN STORMWATER RUNOFF, THEREFORE, NO DRAINAGE STRUCTURES ARE PROPOSED.
16. NO SIGNIFICANT NOISE, SMOKE, DUST, OR ODOR WILL RESULT FROM THIS FACILITY.
17. THE FACILITY IS UNMANNED AND NOT INTENDED FOR HUMAN HABITATION (NO HANDICAP ACCESS REQUIRED)
18. THE FACILITY IS UNMANNED AND DOES NOT REQUIRE POTABLE WATER OR SANITARY SERVICES.
19. POWER TO THE FACILITY WILL BE MONITORED BY A SEPARATE METER



EXISTING LAYOUT



PROPOSED LAYOUT

UTILIZE SPARE COAX CABLE TO T-MOBILE ANTENNAS) (TYP 2 PER SECTOR)

THESE DRAWINGS WERE COMPLETED USING EXISTING DRAWINGS PROVIDED BY NB&C. NEW HORIZON SITE SERVICES HAS NOT VERIFIED THE SITE PLANS. IF THE CONTRACTOR ENCOUNTERS EXISTING CONDITIONS OTHER THAN WHAT IS SHOWN, PLEASE NOTIFY THE ENGINEER IMMEDIATELY

22"x34" SCALE 1/8" = 1'-0"
11"x17" SCALE 3/16" = 1'-0"

1 ELEVATION VIEW C-1

22"x34" SCALE 3/8" = 1'-0"
11"x17" SCALE 3/16" = 1'-0"

1 EQUIPMENT PLAN C-1

N

ENGINEER
NEW HORIZON
SITE SERVICES
92 East Shenango Street
Sharpsville, PA 16150
724.383.4033
www.newhss.com

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PROJECT MANAGEMENT
NB+C
TOTALLY COMMITTED
NB+C ENGINEERING SERVICES, LLC
6095 MARSHALEE DRIVE, SUITE 300
ELKRIDGE, MD 21075
(410) 712-7092

APPLICANT
T-Mobile
T-MOBILE NORTHEAST LLC
2250 BALTIMORE AVENUE
BELTSVILLE, MD 20705
OFFICE: (240) 264-8600
FAX: (240) 264-8610

SITE INFORMATION
7CMB001B
CITY OF CUMBERLAND - WT
700 BISHOP WALSH RD (EST.)
CUMBERLAND, MD 21502
ALLEGANY COUNTY

REVISIONS

DESCRIPTION	DATE	BY	REV
FINAL CD	09/05/14	TJS	0
REVISED FINAL CD	10/08/14	TJS	1

ENGINEERING LICENSE
STATE OF MARYLAND
GARY W. CLOWER
98743
PROFESSIONAL ENGINEER
10/8/14

THESE DOCUMENTS ARE CONFIDENTIAL AND ARE THE SOLE PROPERTY OF T-MOBILE AND MAY NOT BE REPRODUCED, DISSEMINATED OR REDISTRIBUTED WITHOUT THE EXPRESS WRITTEN CONSENT OF T-MOBILE

SITE ADDRESS
700 BISHOP WALSH RD (EST.)
CUMBERLAND, MD 21502

PROJECT NUMBER
TS-2328

SHEET TITLE
SITE PLAN & ELEVATION

SHEET NUMBER
C-1

RCVD
CLERK'S OFFICE
20140CT20 AM 9:27

T · ·Mobile·

10/13/2014

Delivered Via UPS

Mayor and City Council of Cumberland
PO Box 1702
57 N. Liberty Street
Cumberland, MD 21502
Attn: City Clerk

RE: Site # 7CMB001B
Site Address: 700 Bishop Walsh Road Cumberland, Maryland 21502

Dear Sir or Madam:

T-Mobile Northeast LLC ("Licensee") and Mayor and City Council of Cumberland ("Licensor") entered into a Non-Standard Water Tank Lease With Option (the "Agreement"), dated July 31, 2001, for space located at 700 Bishop Walsh Road Cumberland, Maryland 21502 (the "Property") to install and maintain telecommunications equipment on the Premises.

Under Section 7(d) of the Agreement states in part, Tenant shall have the right to install utilities, at Tenant's expense, and to improve the present utilities on the Property.

Under the terms of this Acknowledgement, Licensee wishes to provide Licensor notice of:

Licensee to utilize on-site fiber provider, Lumos Networks, to provide a change in utility service from T-1's to Fiber Optic Cable.

- Install approximately one hundred forty feet (140') of (1) two inch (2") conduit from existing Lumos Networks Demark to existing T-Mobile 2106 BTS Cabinet
- Pull Fiber Optic Cable through proposed conduit to provide utility service to T-Mobile equipment

Should you have any questions or concerns, please contact Matt Strauss at:

Advantage Engineers
(443) 367-0003
7070 Samuel Morse Drive, Suite 150
Columbia, MD 21046

We thank you for your attention to this matter.

Sincerely,

Hans Fiedler
Senior Development Manager

T-Mobile USA Inc, 12050 Baltimore Avenue, Beltsville, MD 20705.
Attn: Lease Compliance Site # 7CMB001B

Gmail by Google

Margie Woodring <margie.woodring@cumberlandmd.gov>

Re: Attached Image

1 message

John DiFonzo <john.difonzo@cumberlandmd.gov> Mon, Oct 20, 2014 at 9:59 AM
To: Margie Woodring <margie.woodring@cumberlandmd.gov>
Cc: Kim Root <kim.root@cumberlandmd.gov>, Rodney Marvin <rodney.marvin@cumberlandmd.gov>

Okay. Thank you. I also received a call from Lumos about the work last week. I see no problems with the work proposed.
John

Please note my new email address is john.difonzo@cumberlandmd.gov

John J. DiFonzo P.E.
City Engineer
57 N. Liberty Street
Cumberland, MD 21502
Office 301-759-6600
Direct 301-759-6601
FAX 301-759-6608
Cell 240-580-0781
email: john.difonzo@cumberlandmd.gov

On Mon, Oct 20, 2014 at 9:30 AM, Margie Woodring <margie.woodring@cumberlandmd.gov> wrote:

> John - We received this notice from T-Mobile regarding some changes they'll be making at the Bishop Walsh Water Tank, per the terms of their Lease Agreement with us for that space.
>
> M.
>
> *Margie Woodring*
>
> **City Clerk**
>
> **CITY OF CUMBERLAND**
>
> 57 N. Liberty Street
>
> Cumberland, MD 21502
>
> Phone: 301-759-6447
>
> Email: margie.woodring@cumberlandmd.gov
>
> ---------- Forwarded message ----------
> From: <cityminolta@allconet.org>

Item # 11

Regular Council Agenda
January 20, 2015

Description

Order authorizing the execution of a Letter of Amendment with AT&T Corporation granting a second extension to the Lease Agreement dated December 6, 1985, for space on the third floor and roof of the Public Safety Building, to extend the term through April 30, 2015, at the current rental rate of $998.50/month

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

- Order -

of the

Mayor and City Council of Cumberland

MARYLAND

ORDER NO. _____ **DATE:** __January 20, 2015__

ORDERED, By the Mayor and City Council of Cumberland, Maryland,

THAT, the Mayor be and is hereby authorized to execute a second Letter of Extension to the Lease Agreement with AT&T Corporation dated December 6, 1985, for space on the third floor and roof of the Public Safety Building, to extend the term an additional three months for the period February 1, 2015, through April 30, 2015, at the current rental rate of $998.50/month.

_____

Brian K. Grim, Mayor

Jim Bielefeldt
Real Estate Transaction Manager
One AT&T Way, Room 3B220J
Bedminster, NJ 07921-0752

T: 908.234.6488
C-908-268-7575
F: 908.532.1122
jbielefeldt@att.com

January 9, 2015

Via Email and Overnight Delivery

Mayor and City Council of Cumberland, Maryland
c/o Mr. John DiFonzo
City Engineer
57 N Liberty Street
Cumberland, MD 21502

Re: Lease dated December 6, 1985 and Amendments thereto "Lease" for approximately 627 sf on the third floor and roof space at 20 Bedford Street, Cumberland, MD between Mayor and City Council of Cumberland, MD as "Lessor" and AT&T Corp. as "Lessee".

Dear Mr. DiFonzo:

Lessor and Lessee hereby agree to a second extension of the term of the Lease for three additional months for the period from February 1, 2015 through April 30, 2015 at the current monthly rental rate.

Except as modified by this letter, and the prior Letter Agreement dated November 20, 2014, the terms and conditions of the Lease shall remain unmodified and in full force and effect.

Please indicate your acceptance by countersigning below. Please feel free to contact me should you regarding this understanding, should you have any questions or concerns.

Sincerely,
AT&T Corp.

Jim Bielefeldt
Authorized Signatory

Agreed and acknowledged this ___ day of January, 2015:

Mayor and City Council of Cumberland, MD

By: _____
Authorized Signatory

Item # 12

USA Proud Sponsor of the U.S. Olympic Team

Regular Council Agenda
January 20, 2015

Description

Order declaring a 1995 Ford F250 Pickup (VIN No. 2FTHF26H9SCA69825) and a 1991 Chevrolet CG11305 Van (VIN No. 1GCDG15Z0M7114930) to be surplus equipment and authorized for disposal

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

- Order -

of the

Mayor and City Council of Cumberland

MARYLAND

ORDER NO. _____ **DATE:** __January 20, 2015__

ORDERED, By the Mayor and City Council of Cumberland, Maryland,

THAT, the Mayor and City Council of Cumberland is the record owner of a 1991 Chevrolet CG11305 Van and a 1995 Ford F250 Pickup Truck; and

WHEREAS, the Mayor and City Council have determined said vehicles to be surplus equipment;

IT IS THEREFORE ORDERED BY THE MAYOR AND CITY COUNCIL OF CUMBERLAND THAT:

1. The following vehicles are hereby declared to be surplus in accordance with the provisions of Section 1 of the Charter of the City of Cumberland and are hereby authorized for disposal:

   - 1991 Chevrolet CG11305 Van
     VIN: 1GCDG15ZOM7114930
   - 1995 Ford F250 Pickup Truck
     VIN: 2FTHF26H9SCA69825

_____

Brian K. Grim, Mayor

Regular Council Agenda
January 20, 2015

Description

Letter from the Department of Housing and Community Development advising that the City's request for FY15 Community Legacy Funding has been awarded in the amount of $50,000, which is to be targeted toward the proposed Facade Improvement Program

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

DHCD
Maryland Department of Housing and Community Development

MARTIN O'MALLEY
Governor

ANTHONY G. BROWN
Lt. Governor

CLARENCE J. SNUGGS
Acting Secretary

December 16, 2014

The Honorable Brian K. Grim
Mayor
Mayor and City Council of Cumberland, Maryland
57 North Liberty Street
Cumberland, MD 21502

Re: Application # NR-CL-APP-2015-Cumberland-00044: Façade Improvement Program

Dear Mayor Grim:

On behalf of Governor Martin O'Malley and Lieutenant Governor Anthony G. Brown, it is my pleasure to inform you that your funding request for the FY 2015 Community Legacy (CL) Program has been approved in the amount of $50,000.00. Specifically, these funds will be available to assist you with the Façade Improvement Program.

This funding is conditioned upon execution of a grant agreement between the Maryland Department of Housing and Community Development (DHCD) and the awardee. As you know, the CL Program is administered by the DHCD through the Division of Neighborhood Revitalization. Currently, staff is preparing the agreement and will be in contact with your office in the near future to discuss the specific terms of your agreement.

Again, congratulations on your award. If I may be of further assistance on this or any other matter, please do not hesitate to contact me or Mr. Kevin Baynes, Director of Community Programs, at 410-209-5823 or via email at kevin.baynes@maryland.gov.

Sincerely,

Clarence J. Snuggs
Acting Secretary

cc: Mr. Kevin N. Baynes, AICP, Director, Office of Community Programs, DHCD

CJS/kb