

1. Attended the following Town meetings:
 - Mayor's staff meeting – March 18
 - Town Meeting – March 21
 - Planning Commission meeting March 28
 - Clerk's meeting – March 29

2. Prepared and submitted report for Maryland Dept. of the Environment regarding the activities undertaken by the Town relative to the requirements of the Phase II NPDES permit first established in 2003 relative to stormwater runoff and storm sewer discharge. The overall goal of the permit program is to improve water quality and local streams and the Chesapeake Bay.

3. Conferred with Frederick County Transportation Planner, John Thomas regarding sidewalk audits and training. Forwarded the information to Commissioner O'Donnell.

4. Reviewed Site Plan submitted by Daughters of Charity. Met on-site with engineer, DOC staff, and Mark Walls, Zoning Technician, to review existing versus proposed parking areas and how they relate to anticipated uses and 1993 St. Catherine's approval.

5. Researched fee schedule information for future town meeting.

6. Supervised code enforcement/zoning, permit issuance, and follow-up. Prepared employee evaluation for Zoning Tech.

7. Attended Human Resources training session re Customer Service.

8. Undertook scanning of stormwater systems plans and water/sewer system plans via EPlus, in order to provide info for NPDES report and to have digital files of the systems.

9. Attended meeting re the MD Phase II Water Improvement Program (WIP) in Frederick on Monday 28th.

10. Started reviewing water and sewer system maps provided by Frederick Co. Planning Office with request to update the information.