



PHILADELPHIA, PA.

FEBRUARY 1961

NAME NAVY CAPTAIN CONSTRUCTION CHIEF

U. S. Navy Captain Samuel K. Wilson has been named chief of construction for the Water Department.

Captain Wilson, who has retired from the Navy after more than 20 years of service, steps into the position vacated by Richard deCharms on his retirement last spring.

A native of Pennsylvania, Captain Wilson entered the U. S. Navy in 1939 as an assistant civil engineer and rose steadily. He became commanding officer of the public works center at the U. S. Naval Base, Subic Bay, Philippine Islands, in 1955. In July, 1958, he took over as deputy district public works officer and deputy officer in charge of construction for the 5th Naval District, with headquarters at Norfolk, Va.

Captain Wilson served through the Second World War in various construction capacities at Key West, Fla., Linden and Trenton, N. J., Middle River, Md., and Norfolk. After the war, he was sent to Guam to oversee advance planning for naval bases and facilities in the Marianas. From 1949 to 1951, he was public works officer at China Lake, Cal., and later was attached to the staff commander of the U. S. Atlantic Fleet's air arm.

A graduate of Carnegie Institute of Technology with the degree of bachelor of architecture, he studied civil engineering at Lehigh University for two years. He is a registered professional architect as well as registered civil engineer.

For a number of years after graduation, Captain Wilson did architectural engineering for private firms, and was employed by the Pennsylvania Department of Highways.

During his navy service, he maintained official residence in Harrisburg.

NORTHWEST WATER PLAN SHAPING FAST AS NEW PUMPING STATION NEARS FINISH



DRINKS ON THE HOUSE at the water Department's busy water cooler . . . Philadelphia Home Show. See other photo, page 8.

TRAINING SCHOOL OPENS SPRING STUDY SESSIONS

City employees have another opportunity to sharpen their administrative and technical skills, beginning February 27.

That is the date on which the spring term of the Philadelphia Government Training Institute opens. This institute, operated jointly by the City and local colleges, held highly successful sessions last year in a wide variety of subjects pertinent to City operations.

For \$10 per course, the employee "student" may study supervision, communication, personnel, budget preparation and management, office practices, or City government organization.

As part of a master plan for future water distribution in Northwest Philadelphia, the Water Department is creating a modern, remotely controlled pumping station at 68th and Wyncote Aves. It is expected to be ready this spring.

Of attractive contemporary design, the new \$352,000 station will operate without personnel. It will be completely noiseless, continuously ventilated, and carefully adapted to its residential surroundings.

Intended to pump filtered water from the Oak Lane Reservoir to a distributing basin at the Upper Roxborough Water Treatment Plant, the new station will be ready for the day—possibly two years from now—when the Upper and Lower Roxborough water works will cease operation. These half-century old water works now supply 25 million gallons daily to Roxborough, Manayunk and Chestnut Hill.

Part of Plan

The Water Department's master plan calls for future servicing of the Northwest entirely by the Queen Lane and Torresdale Water Treatment Plants. Opening of the new semi-automatic plant at Torresdale in 1959 and recent completion of modernization at Queen Lane, are setting the stage for this development. The next stage will involve completion of the West Oak Lane Pumping Station, extension of an express main (now under construction) along Henry Avenue, from Queen Lane to Roxborough, and improvements at the Queen Lane High Service Pumping Station.

Started early last year, the West Oak Lane station is rapidly approaching completion. Besides future servicing of the Roxborough basin, it will be immediately available for

(Continued on Page 3)

Confession of a Vicious Dog

The main trouble is that most people simply don't understand me. You forget I've personality—an instinct. I think it will be helpful if I tell you, first hand, what kind of people I bite, and why.

People are either my friends or my enemies; in a dog's life there are no neutrals.

You cannot disguise your feelings, and dog haters cannot pretend to be my friends. When people don't like me, they should realize their effect on me and keep their distance. It's a cinch they ought not to go out of their way to pet me or play with me. That's just stickin' out their chins and askin' for trouble.

I don't think I'd ever have to bite dog lovers if you'd just learn to be a little more considerate. Some think that just 'cause I love you, I'll always be a harmless, understanding mutt.

Well, it's true I've a lot better disposition than most people, but don't carry it too far.

Take, for instance, the sanctity of the home—protection of the home is my job, and I try to do a good job.

Here you come into the yard, onto my porch, and right into my house and don't give me any attention. Likely as not you will pay me no heed until it's too late and I've gotcha' by the pants.

I have my off days too, I'll admit it, but you come in and pound the floors, climb ladders and string wire around the place like a madman. Some things you do irritate me and, before you know it, I've got you. Being sorry doesn't help, and I catch the d. . . from my master and you have your pants to mend.

Whenever you come to my place, go right to the front door and tell the people what you want to do. Ask them about me, if I'm not around. Suggest that you have me tied or confined so I can't bother you while you work. It may sound silly, but I do have those impulses and, though you're O.K., I may nip you just for luck.

Explain to my master in a nice way and I'm sure he'll keep me out of our way. Of course, people aren't always around so we ought to get together and find out what to do to keep us out of trouble.

Wherein He Tells Why Meter Men Are Bitten



Try to see me first and you can prepare yourself for the meeting. When I challenge you, whatever you do, don't run—stay right where you are! Look me straight in the eye and wait for me to stop. *I WILL STOP*, if you hold your ground.

When I've stopped, if I still look belligerent, stand where you are and face me until I go away.

If I decide I'd like to know you better and come closer, put out your open, empty hand, palm up, slow and easy for me to smell.

You are the master in all such meetings, and if you do your part we'll get along all right and no feudin', so let's all be friends. But, keep your eye on me!

If I should nip you, the only danger from a healthy dog is infection—not from me, but from your skin and clothes. Most of us don't have rabies, but since there is a possibility, play it safe. See your doctor right away. Your boss can make arrangements to have me checked and confined.

Let's get acquainted and play it safe, thus avoiding accidents.

Safety News,

Southern Calif. Edison Co.

The story of the beginning of the world required only 400 words, the Ten Commandments only 297, and Lincoln's Gettysburg Address only 256. But a government announcement of a cut in the price of cabbage seed took 2,621 words.

WATER DEPARTMENT NEWS

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THE WATER DEPARTMENT

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BAXTER RECEIVES SCOUTING HONORS

The Silver Beaver Award, Scouting's highest honor for its active friends, went to Commissioner Samuel S. Baxter at the annual banquet of the Philadelphia Boy Scout Council January 31.

Mr. Baxter was one of 15 adults so honored at the affair, which saw 1,000 Scouters through the Quartermaster Center at 20th and Johnston Streets.

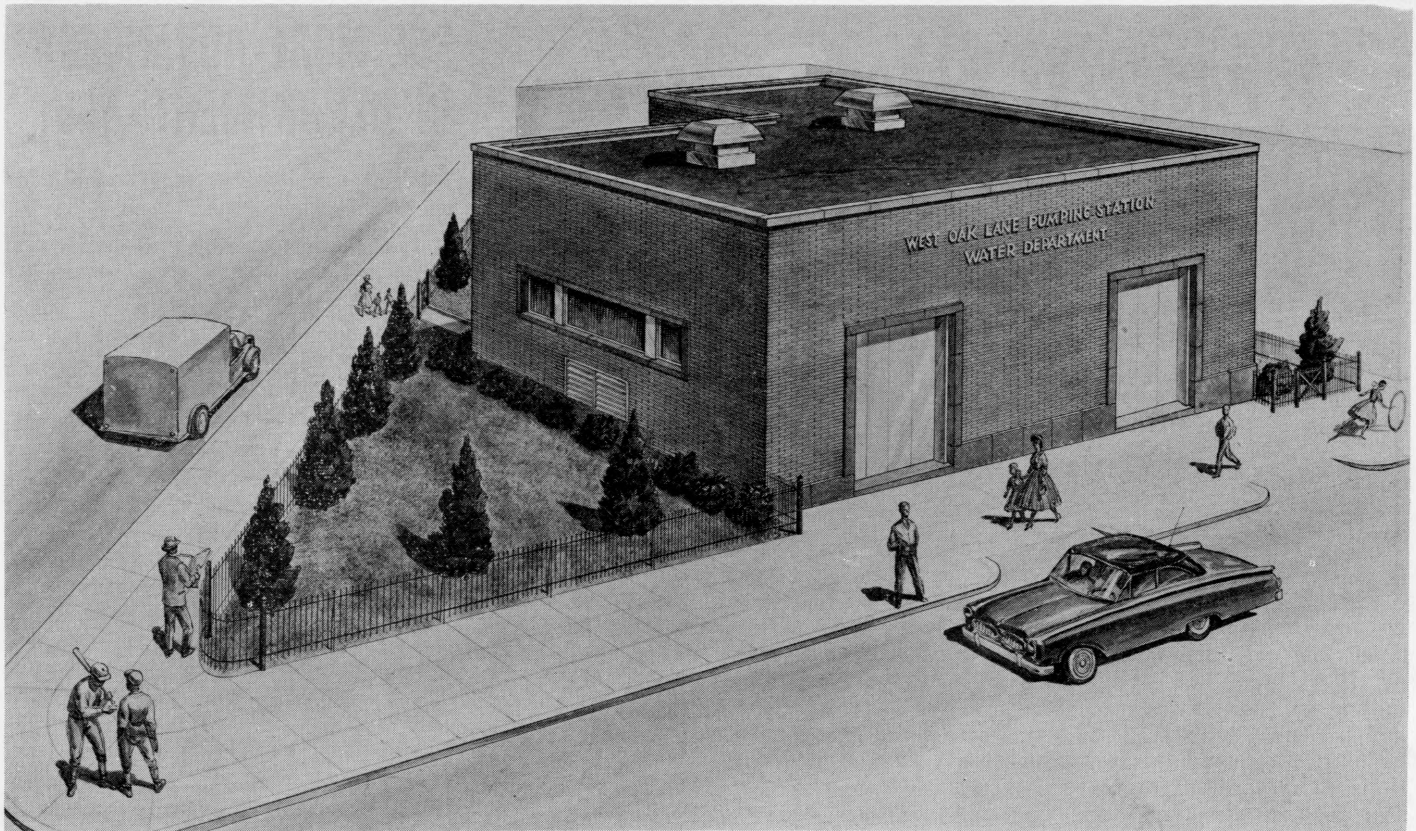
Mr. Baxter, who was recently re-elected district chairman of the Boy Scouts' Schuylkill District, has been actively supporting the local Scout program for many years with personal time and energy.

Joseph A. Brunton, the new chief executive of the Boy Scouts, was the principal speaker.

CARMEN GUARINO TALKS TO SENIOR CITIZENS GROUP

The mysteries of sewers and sewage treatment were explained to a group of senior citizens February 2 by Carmen Guarino, superintendent of the Southeast and Southwest Sewage Treatment Works.

Mr. Guarino, whose topic was "Where Does the Drainpipe Drain?" talked to a class at the Olney Adult Evening School, Front Street and Duncannon Avenue. All class members were over 65, and full of pertinent questions.



WEST OAK LANE PUMPING STATION:

Drawing shows station as it will look when completed in spring. Station will be automatic, unmanned, noiseless, remotely controlled.

PUMPING STATION

(Continued from page 1)

meeting peak water demand and other emergencies in the Northwest, including West Oak Lane.

Controlled by push button from a special center at 29th and Cambria Streets, the new station will form part of an intricate electronic and microwave system being created by the Water Department. Electronic signals, conveying data about water pressure, pump operation, etc., will be flashed continuously from the station to a ring of microwave towers erected around the city. These will transmit the data to the 29th Street center, where complex electronic receivers and panels will unscramble it. If water pressure drops at the station, the center operator will know immediately and will be able to start or stop the station pumps by pressing a button at the center.

Standing 22 feet above ground, the station will somewhat resemble an "L" in shape. It will measure 63 feet in length and 46 feet in width. With a steel framework and polished granite base, the structure will have an exterior facing of high quality brick. A granite trim around windows and doors, as well as a roof coping of trimmed limestone, will brighten the appearance. A wrought iron

fence, trees, lawn and shrubbery will add to the setting.

The windows will be of corrugated glass and will not open. Careful air control, however, will remove heat continuously. Air will be brought in through aluminum louvers and filtered to keep the electrical equipment clean.

No Noise

Noise from the pumps and other equipment will not escape the building. Acoustical aluminum insulation in the walls, together with special insulation of the roof, will seal in every sound, thus protecting the neighborhood from the whir of motors and pumps.

The station will have three single stage centrifugal pumps driven by electric motors. The pumps will have a combined capacity of 27 million gallons of water daily. The water will enter the building from 68th Avenue, through 20 to 24-inch pipes set in a pipe gallery 10 feet below grade, and will leave through other pipes in the same gallery.

Construction work is being performed by four Philadelphia firms: General Construction, Eric Ericson, Inc.; electrical work Keystone Engineering Corp.; plumbing, Wolfson and Schnoll, Inc.; ventilating system, McCollum Sheet Metal Co.

CARE OF THE EYES

Some eye diseases seldom cause pain or reduce vision until they are well advanced. That is why it is important to include an eye examination with your regular, annual physical examination.

If chemicals get in your eyes, wash them out immediately with plenty of clean water, then see the doctor.

See your doctor when you cannot easily remove dust or cinders, or when eyes are red and inflamed and there has been no undue strain or lack of sleep to account for the irritation.

—U.S. Public Health Service

From the Press—50 Years Ago

"Having practically routed the stubborn typhoid plague from within its borders, the City of Philadelphia is jubilant. To pass a week without recording a case has become commonplace, whereas only a few years ago, more than a hundred deaths per week were recorded, not to mention the vast numbers who suffered for weeks before recovering." (Ed. Note: This change was due to Philadelphia's five new slow sand filter plants, built by 1909).

* * * * *

But there's nothing wrong with this country that an editorial writer, given five minutes of time, can't cure.

Water Department

PROGRESS REPORT - 1960

Construction:—Continuing at a high level, actual construction totaled nearly \$18.2 million. It included \$7.7 million for sanitary sewers; \$2.1 million for sewage disposal; \$2.5 million for water plants and pumping stations; \$1.2 million for water mains; and \$1.6 million for flood control. Almost \$29.7 million of contracts (many of them started in earlier years) were brought to completion. New contracts awarded in 1960 totaled \$17.3 million.

Queen Lane:—The new \$5.5 million filter building at the Queen Lane Water Treatment Plant was opened September 29, making Queen Lane the city's second semi-automatic water works. The capacity of the new plant is 120 million gallons of water daily, with peak capacity of 150 mgd.

Load Control Center:—Opened September 14, the new Load Control Center brought automatic monitoring and regulation to water distribution. Forming the focus of a network of electronic sensing devices, telemetering instruments, and microwave towers spread across the city, the center receives second by second information on flows, pressures and levels of water at 120 points. Distant unmanned pumping stations can be controlled by push button from the center.

River Monitors:—Automatic monitoring of the Delaware River began November 15 when the Water Department and the U. S. Geological Survey officially launched a new program. Groups of instruments were set up at four points along the river to report on pollution, temperature, salinity and other river conditions.

Water Mains:—Among the many miles of new mains built during the year, were the final section of a 3.7

mile long main from Lardners Point across the Northeast; a 3.8 mile main connecting the new West Oak Lane Pumping Station with Chestnut Hill; and another section of the Henry Avenue feeder main.

Pumping Stations:—Much modernization work took place at the Belmont, Lardners Point, and Oak Lane Pumping Stations. Building of the West Oak Lane Station (story on page 1) was under way.

Storm Flood Relief:—Most notable was opening of a 16-foot diameter section of the Main Relief Sewer, running beneath 22nd Street for 1,300 feet north and south of Oxford Street. By the end of the year the first section of the huge Wakeling Street Relief Sewer in the Northeast was 75% complete.

Old Sewers:—Reconstruction of old sewers was strongly pushed. The Oregon Avenue project loomed large. Costing \$2 million, this job calls for sewers (and water mains) in Oregon Avenue from the Delaware River to Front Street, north on Front Street to Porter Street, and west of Porter Street to 10th Street.

Sewage Disposal:—The sewage treatment works handled more sewage than ever before. The flow averaged 350 million gallons daily, compared with 317.6 million gallons the previous year. Building of interceptor sewers contributed to this rise. An interceptor in Vare Avenue was substantially completed; a section in another interceptor on the west bank of the Schuylkill River was finished.

Cycle Billing:—The new cycle billing system for water and sewer bills was launched in January. The system provides for several equally spaced meter readings and billings each year. It is similar to the advanced practices of private business.

**SEE MORE ADVANCES
IN DEPARTMENT - 1961**

What does the year 1961 hold for the Water Department?

The modernization and expansion program is expected to continue at a vigorous pace.

High on the agenda of this program is reconstruction of the Belmont Water Treatment Plant and expansion of the Northeast Sewage Treatment Works.

The modernization of the Belmont plant, which is one of the original slow sand filter plants erected in the first decade of this country, will form the final phase in the creation of a group of efficient, semi-automatic water works, with rapid sand filters. Although some minor work has already been performed, the main portion of the \$9.3 million Belmont modernization will start this spring.

It is planned to place a new building around 12 existing rapid sand filter beds; erect an adjacent building with 14 new rapid sand beds; create two new sedimentation buildings and a chemical building; and modify the present administration building. Rated treatment capacity will be raised from 70 to 78 million gallons of water daily, while peak load capacity will climb from 80 mgd to 105 mgd.

Expansion of the Northeast works has been a necessity for some time. With a rated capacity of 125 million gallons of sewage daily, the plant has been handling up to 145 million gallons daily in recent months. Design work for expansion is now under way, and actual construction may start late this year. The \$5.3 million expansion will include an additional aeration tank, four additional final settling tanks, and new blowers. Daily capacity will be raised to 175 mgd.

Other events this year will include rebuilding of the giant Mill Creek Sewer in 46th Street from Market Street north to Haverford Avenue; construction of another section of the Wakeling Street Storm Relief Sewer, and the pushing of an extensive program of new water main construction and old sewer reconstruction.

Contractor: "Is it true that you gave up smoking and drinking, got a good job, learned good manners, began going with nice people, and then didn't marry the girl after all?"

Foreman: "Yes; I was so much improved I found I could do better."

ELECT JOHN J. IRWIN HEAD OF RECREATION ASSOCIATION

John J. Irwin, accountant IV in the Accounting Section, has been named president of the Employees' Recreation Association for the coming year.

His election, together with that of other top brass in the ever active group, took place recently at a meeting of the outgoing board of directors.

Chosen vice president was Edward Milburn, mechanical stores clerk of the Northeast Sewage Treatment Works. The treasury will be manned over the next 12 months by Melvin Banks, accountant III, Accounting Section, while Erwin Baskin, engineering aide II, pumping station office (29th and Cambria Streets), will serve as secretary.

The outgoing board also chose a new board of 23 directors (plus three ex-officio members) to oversee the association's policies.

The list of new directors, with units represented by each, follows:

Melvin Banks, for Accounting, Administrative Office, Mail and Records Room; John McCarthy, for center city Sewerage Operations units and Testing Laboratory; John Craney, for Customer Service; Kenneth Zitomer, Construction; Erwin Baskin, all 29th Street Headquarters units (except Meter Shop); James Kenny, Meter Shop; Jerry A. Carraccio, Torresdale Water Treatment Plant; John E. Carr, Queen Lane Water Treatment Plant; Robert Runkle, Logan Garage; Edward Milburn, Northeast Works; Henry Hoochuk, Southwest Works; Joseph Gavitt, Delaware Pumping Division; Azad Attarian, Water Operations units in Annex; Samuel Schwartz, Projects Control, Engineering Bureau office, and Research and Development; John Mirkil, Design.

Morris Pirolli, for Distribution; Richard Pinder, Quality Control and Water Treatment Headquarters (also acting for Roxborough Water Treatment Plant); Donald Mandell, Sewer Maintenance; George Helmar, Belmont Water Treatment Plant; Ben Morris, Race Street and Fairhill Pumping Stations; Francis Papaleo, Southeast Sewage Treatment Works; Roderick Thomas, Schuylkill Pumping Division.

The following are ex-officio directors: Samuel Schwartz, assistant to the Commissioner; Ervin L. Davis, personnel officer; and Robert Willard, business agent for Water Department Local 394.

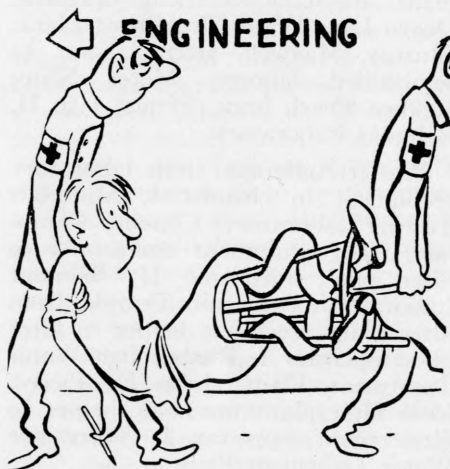
APPOINT 22 NEW WORKERS TO ANNEX AND FIELD UNITS

Twenty-two new employees have entered the Water Department in the past few weeks. Representing various skills, they are spread throughout the department.

The list includes:

Ronald Campbell and Russell Cooper, laborers, and Miss Kathleen Hunt, clerk I, in the Distribution Section; Alonzo J. Evans and Willie Ware, laborers, at the Belmont Water Treatment Plant; Martin Whitaker, watchman, at the Northeast Sewage Treatment Works; Miss Ethelyn Pitts, clerk-typist I, at the Torresdale Water Treatment Plant; John R. Lawton, engineering aide II, and Walter Cheatham, engineering aide I, in the Construction Branch; Joseph G. Sweeney and Joseph Koczan, Jr., graduate engineers, together with John Fatula, architect I, in the Design Section.

John Kulick, maintenance mechanic, at the Southwest Sewage Treatment Works; Lee Curtis, crane operator, Sewer Maintenance Section; Miss Shirley Easley, clerk-stenographer I, Water Operations office; Thomas Memmo, account clerk, Accounting Section; Donald Webster and Steven Supp, electronic technicians I, at the Load Control Center; Miss Elizabeth Phillips, clerk-typist II, IBM Unit; Robert G. Sweeney, administrative assistant I, Sewerage Operations office; and Richard S. Wiggins, sewage treatment operator I, Southeast Sewage Treatment Works.



Personal Notes

Torresdale Plant

A big welcome for Oscar Paulin, Jr., equipment operator I, who transferred from Distribution to Torresdale filters January 9. Here's hoping he won't mind the long ride to Torresdale from South Philadelphia.

Here's to an early recovery from sickness for Joe Watson.

Mrs. Veronica Brady, formerly from Public Health Services, laboratory section, has transferred to Torresdale Laboratory as laboratory helper.

Richard Waterhouse, 67, of 4410 Unruh Street, retired from his position of filter plant operator I, at the Torresdale Filter Plant on January 8. Mr. Waterhouse finished 12 years of municipal employment.

Administration

Congratulations to Yvonne Reid of the Accounting Unit on her marriage on Xmas Eve to Delmar Bostic. Delmar, a handsome man we hear, is with the U. S. Navy Department. Good luck to the newlyweds.

We also wish the best of luck to Janice James of Sewerage Operations, who, we expect, will be married by the time this issue is off the presses. She is marrying Clifton Hatcher of Oak Lane, who studies electronics at Temple Night School. We hope they have a long life together.

The Christmas season was made especially joyful for three of our co-workers when the stork brought three baby boys for extra cheer. Eugene Bonner, assistant to Deputy Commissioner M. Barofsky of Sewerage Operations, was happy to welcome his grandson, Kevin Andrew Bonner on December 22. Rosemary Rosenthal, John Briggs' secretary, greeted the arrival of David Lee Silverman, her second grandson on December 10, and Joe Radziul, distribution design engineer, and his wife Myra, got their "bundle of joy"—Kevin Joseph, on December 27. This should keep the diaper services busy.

Queen Lane Plant

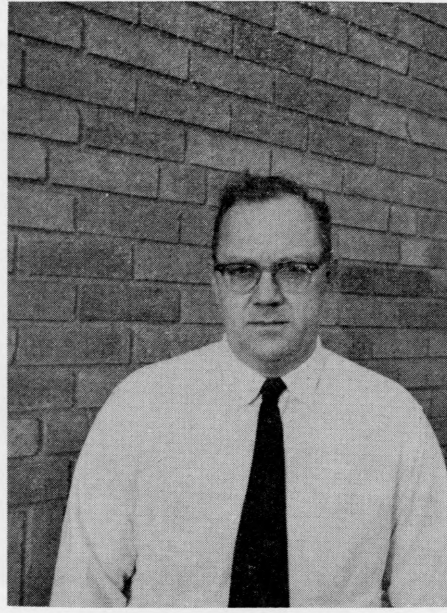
Ed Witowski, chief chemist at Queen Lane, is getting well after being hospitalized for an attack of angina pectoris.

Leroy Jones, laborer, is still on the sick list.

Recent vacations: Mr. and Mrs. William Thompson to Florida; Lew Green, operator at Queen Lane filters, to New England.



MORRIS SIEGEL
Civil Engineer IV



EDWARD POTTS
Maintenance Supervisor

SIEGEL AND POTTS TOP LIST OF 14 EMPLOYEE PROMOTIONS

The New Year has been kind to 14 Water Department employees, who have moved to higher income brackets in the past month.

Topping the list is Morris Siegel, a civil engineer, who has climbed from class III to class IV. Mr. Siegel, who holds important supervisory responsibilities in the Design Section, entered the department some years ago as an assistant structural design engineer. In 1954 he became a civil engineer II, and in January, 1956, a III. He holds two civil engineering diplomas (in structural and public works majors) from the Drexel Institute of Technology. Mr. Siegel lives at 8629 Algon Avenue.

Edward Potts, of 2709 East Clearfield Street, has been promoted from foreman to maintenance supervisor at the Northeast Sewage Treatment Works. Mr. Potts started at Northeast in 1947 as a sewage disposal operator, became an electric pump operator in 1948, and in 1949 he was named an operating engineer. Earlier he worked for the U. S. Navy Yard as a trainee machinist and for the Board of Public Education as a fireman. He served in the U. S. Army from 1943 to 1945.

Belmont has a new water treatment laboratory supervisor in David Parsons, who has been promoted from Chemist II. Mr. Parsons joined the Torresdale laboratory in 1957 as

a chemist I. A graduate of Penn State University (1938) with a bachelor of science degree in chemistry, he worked as an assistant research chemist for Masland Duraleather Company from 1947 to 1954, and then did work on basic chemicals and resins for Allied Chemical and Dye Corporation from 1954 to 1957. His home is at 3586 Belgrade Street.

Other Promotions

Joseph Goldberger, from management trainee to personnel technician I, Personnel Office; Percy Johnson, from laborer to semiskilled laborer, Sewer Maintenance; Raydell Cox, from clerk-messenger to engineering aide I, Design; Leonard Capobianco, from filter plant operator I to filter plant mechanic-electrical operator, Queen Lane Water Treatment Plant; Murray Maxwell, from laborer to semiskilled laborer, Meter Shop; Reuben Pearl, from chemist I to II, Belmont Laboratory.

Walter Anderson, from laboratory technician to chemist I, Materials Testing Laboratory; Clarence Campbell, from equipment operator I to filter plant mechanic II, Belmont Laboratory; Benjamin Temple, from filter plant mechanic helper to filter plant operator I, Roxborough Water Treatment Plant; John H. Pierce, from filter plant mechanic helper to filter plant operator I, Torresdale Water Treatment Plant.

"THE PROBLEM"

A Yarn by Reuben Pearl
Belmont Laboratory

Problems are a universal disease and no living being is immune to them. But the worst part about problems is that we must solve them somehow. People often use all means available to solve their problems. In fact some people, when desperate, do almost the impossible. To the latter group belonged Mr. Kitzelmann.

Having been unemployed for a long time, Mr. Kitzelmann fell into debt. His debt accumulated to such an extent that he was about to lose his home, unless he could obtain a few hundred dollars immediately.

Being desperate, Mr. Kitzelmann did the following. He gathered as much paper as he could get and burned it into ashes. From the ashes he made a powder, which he placed in small bags. He then hired a horse and wagon, piled the bags on it, and drove to a poor section of the city, shouting: "Attention housewives! Something new! Something new! A new insecticide to kill all types of insects! More powerful than D.D.T.! Cheap! Only five cents a bag!"

Imaginative Selling

Mr. Kitzelmann was so busy selling, and the housewives were so busy buying the "bargain", that the customers forgot to ask for instructions. Soon nearly all of them gathered around Mr. Kitzelmann's wagon asking him how to use the powder.

"Why, it's very simple, my dear ladies," said Mr. Kitzelmann, "It is a well known fact that tickling is a thrilling sensation accompanied by laughter. It is also a well known fact that when you laugh, you must open your mouth. These two facts are the secrets of my invention. When you apply them to insects, using my powder, you will get the best possible results.

"This is the way it works. When you see an insect, just tickle it. It will start to laugh, thus opening its mouth. Without losing any time, drop a pinch of powder into its mouth and the insect will drop dead instantly."

The crowd broke into laughter. When the laughter had vanished, so had Mr. Kitzelmann.

Someone has observed that it is a recession when a neighbor is out of work; it becomes a depression when you lose your job.



GOLF CHAMP:

Joseph Stellabotte (right), of Design, accepts trophy from his chief, Abraham Finkelstein. Joe won Employees' Recreation Association tournament.

LONG CAREERS CLOSE FOR THREE EMPLOYEES

Three employees have retired after long service with the department. They are Martin M. Zimmer, Michael J. Kane, and Charles Kintzly.

Mr. Zimmer, of the Design Section, spent 35 years in the City's service. A 1923 civil engineering graduate of Temple University, he held a series of positions in the old Department of Public Works . . . as draftsman, assistant design engineer, and senior assistant design engineer. In 1953 he became a civil engineer I and then II in the Design Section; in 1954 a hydraulic engineer I. Sixty-four years of age, he lives at 1215 South 56th Street.

An employee of the City for 33 years, Mr. Kane served as a pumping station operator in the Delaware Pumping Division. He is 74 and resides at 2550 North Front Street.

Charles Kintzly worked as an operator at the Roxborough Booster Pumping Station from 1946 until his retirement. He was employed by the Shepard Manufacturing Company, a textile firm, from 1913 to 1941, when he went to the Shawmont Raw Water Pumping Station as an operator. Sixty-nine years of age, he lives at 306 Delmar Street.

A tart temper never mellows with age; and a sharp tongue is the only edged tool that grows keener with constant use.—Washington Irving.

CENTRAL PERSONNEL

By Foster B. Roser
Personnel Director

The City of Philadelphia, **second largest employer in the metropolitan area**, employs a work force of 25,766 full-time Civil Service employees to do the work performed in forty different City Departments, Boards, and Commissions. To do this work a vast array of clerical, administrative, fiscal, protective, technical, professional, labor, and trades personnel is required. In fact, your City government employs a more diversified group of specialists and tradesmen than any private industry of comparable size in the area.

Any such large and diversified work organization needs a coordinating unit to insure uniform personnel policies and practices for all employees. To this end the City Charter provides for a Personnel Department, authorizing it to develop, adopt and administer a wide variety of programs which together represent a more comprehensive personnel system than is found in most business and industrial organizations.

One of the most important roles of the Personnel Department is to adopt all City-wide employment policies in the form of Civil Service Regulations. Such regulations, having the force and effect of City Ordinances, are adopted only at public meetings. Additions and amendments are frequently adopted to meet changing conditions.

Policy Administration

The administration of certain City-wide policies is carried on entirely by the Personnel Department. Other policies or programs are administered in whole or in part by the various departments of the City, and in cooperation with the Personnel Department.

One of the two most important programs carried on entirely by the Personnel Department and which has a personal impact on each employee is that of maintaining a Classification and Pay Plan. By means of job classification, every civil service position, after study and evaluation, has been assigned to its appropriate classification. In turn, each class of positions is allocated to a pay range in the Pay Plan. This is a highly technical program carried on by a staff of sixteen trained technicians.

The second important program deals with recruitment, selection, certification and placement of personnel. This is the area in which civil service

examinations take place and involves 50,000 applicants, 600 examinations and 2,500 new hires annually. It is in this area that your promotional examinations are developed and eligible lists created.

The Personnel Department administers the Group Life Insurance program. Records are maintained as to eligible employees and beneficiaries and the staff processes claims to be paid.

Recently the Department inaugurated the Philadelphia Government Training Institute to provide specialized instruction on a variety of subjects related to municipal activities. These courses are given during off-duty time and on a prepaid fee basis. Many Water Department employees have taken these courses and the Institute plans to enlarge its scope of courses, which should attract many more of your employees.

Most Administration Decentralized

In spite of the impressions to the contrary, personnel administration for the most part is carried out by the various operating departments rather than the Personnel Department. Thus, although the central personnel agency may adopt policies, their administration is in reality delegated to the departments. While the Personnel Department may advise or consult with, and even post-audit departmental actions, responsibility for results rests with the departments. Programs included in this category are vacation, sick leave, training, safety, service-incurred disability, and performance reports.

Other policies such as leaves of absence, layoff, earned pay step increases, voluntary demotions, transfers, and rejection during probation are initiated by the operating departments, but must be approved by the Personnel Department.

The suggestion system, in which employees are given cash payments for adopted suggestions, is a partnership program. Awards approved by the various departments are, in turn, reviewed by a Management Committee for final approval. Annually the Management Committee in collaboration with the Personnel Department selects the two annual grand awards, usually \$250 for each.

SUPERVISORS FINISH IMPROVEMENT CLASS

Good water is only one of the products turned out by the Water Department these days. There is also good supervision.

Thirty supervisors of the middle and lower echelons received certificates recently for completion of the department's supervisory training course. Drawn mainly from water distribution and pumping sections, the supervisors attended eight two-hour sessions, which covered human relations, problem solving, work simplification, training, discipline, and employee evaluation.

Planned and directed by Cornelius J. O'Kane, the department's busy training officer, the course is now being attended by personnel of the Sewerage Operations Division.

The conference method is used in the course, together with handouts, case histories, demonstrations and blackboard work.

Supervisory Graduates

Recent graduates of the course are: *Foremen, Water Distribution*—John Catalano, Richard W. Connelly, Nadine Eskridge, Carlo Fusco, Francis E. Gallagher, George F. Harvey, Joseph Lenzi, Anthony McGinn, Raymond G. Martin, Leroy C. Millard, Fred Perrone, James H. Price, Robert E. Sullivan, A. Travaglio, William R. Traynor, Robert G. Troyano, Robert Willard, and Robert Riebel.

Assistant Supervisors, Water Distribution—Daniel Caruso, Samuel Consalvo, Michael Elia, Edward F. Goebel, and William J. Smith.

Assistant Pumping Chiefs—James P. Brady, Jr., and Benjamin F. Day.

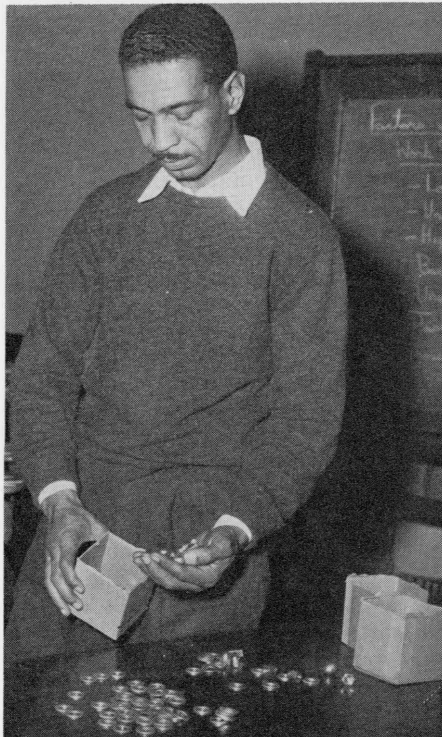
Others included Joseph F. Flannery, automotive dispatcher II at the Meter Shop; Edward F. Thompson, Upper Roxborough Water Treatment Plant supervisor; Max D. Dixon, hydraulic engineer, Water Distribution; and James J. Johnson, filter plant maintenance supervisor, Torresdale Water Treatment Plant.

Other Forms of Training

The department's extensive training effort also encompasses new employees. Orientation sessions were attended by 111 newcomers in 1960. Topics ranged from organization, safety and sick leave to pay, promotion, and pension. The new employee was thoroughly informed of rules, regulations and benefits, and was given opportunity to ask any question. Literature was made available.



ON DISPLAY AT THE HOME SHOW: The Water Department's attractive color photographs, flashing map, and laboratory equipment were seen by most of 165,000 visitors to show. Joseph Cooper (right foreground), of Northeast Works Laboratory, answered hundreds of queries.



FASTER WAY TO STOW WASHERS

Is shown by Nadine Eskridge, "student" in supervisory training class. Story at left.

Twenty-four older employees attended a two-hour session in drainage problems, with emphasis on structure, nomenclature and investigative techniques affecting private dwellings.

A man who doesn't lie to a girl has little consideration for her feelings.

MIKE LARIO KEEPS CITY PAPER FLOWING

Michael Lario, formerly one of the Design Section's ablest men, is now up to his ears in paper.

Mike is the acting supervisor of the new central duplicating unit set up by the Managing Director's Office. Duplicating equipment from various City departments, including Water, was concentrated in Room 1119, Annex, on January 2, and placed under the control of the Department of Records.

Since then requests from numerous City departments for rush duplicating jobs have been pouring in to Mike and his two assistants.

Mike, his hands black with honest printer's ink, estimates that if the current rate continues, his unit will turn out 6,000,000 impressions by the end of the year. That's a lot of paper. We hope we can still find Mike under all that at the end of the year.