



# *Perryville*

*Grounded in history. Focused on the future.*

## **Annual Report for 2023**

### **Town of Perryville, MD**



**Pictured Above: Perryville Town Hall**

# 2023

## **Mission Statement**

The Town of Perryville is dedicated to promoting the safety, health, and welfare of our citizens and to cultivating a sense of community with all citizens of Perryville. To meet these goals, we are committed to ensuring a standard of excellence in the quality of municipal goods and services provided, to fostering a high standard of environmental stewardship and to encourage growth that benefits the entire citizenry of the Town.

## **Vision Statement**

To promote Perryville as a growth center for Cecil County while creating an attractive community setting and protecting the natural environment.

## *A Place to Call Home*



L to R: Commissioner Robert Taylor, Commissioner Michelle Linkey, Mayor Matthew Roath, Commissioner Tim Snelling, and Commissioner Christina Aldridge.

# **Town of Perryville, MD Annual Report for 2023**

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## Town of Perryville, Maryland

### Quick Facts

Established:	1882
Number of Elected Officials:	1 Mayor, 4 Commissioners
Term of Office:	3-year terms. Terms are staggered and elections are held every year.
Town Meeting Dates:	Town Meeting - First Tuesday at 7:00 pm; Work sessions - Third Tuesday at 6:30 pm.

Name of Elected Official	Title	Term end
Matthew Roath	Mayor	05/24
Michelle Linkey	Commissioner	05/22
Christina Aldridge	Commissioner	05/22
Timothy Snelling	Commissioner	05/23
Robert Taylor	Commissioner	05/23

### Demographics

#### Population

Land area (sq. miles)	3.18
Population	4,395 (ACS 2018 est.)
Population Density	1,382.1 / sq. mile

#### Recent Annexations

Perryville Community Park, 148.616 acres - 2020

#### Racial Distribution (ACS 2018 Estimate)

White	76.0%
African American	13.0%
Hispanic/Latino	6.0%
Native, Asian, other	5.0%

#### Other

Median Household Income	\$ 67,679
Median Home Price	\$242,272 (Zillow)

Perryville is home to Maryland's first casino, which opened in 2010, Hollywood Casino Perryville. Despite being closed for a few months followed by capacity limitations due to the COVID 19 pandemic, Hollywood Casino brought in \$51.13 million in VLT Gaming Revenue and \$8.06 million in table game revenue in 2020. This amounts to a total of \$59.2 million in revenues generated by Hollywood Casino in 2020. That's a respectable level of revenue given its size and location in one of Maryland's smaller towns!

Perryville is the northern terminus of the MARC Penn Line commuter rail service, which runs south to Washington, D.C. via Baltimore. The 1905-built station serves both as a train station and as a railroad museum.

### Budget and Finance

FY 2024 Budget Adopted May 2, 2023 *		<u>Tax</u>	<u>Tax Rates</u>
General Fund – GF	\$9.00 Million	Property	.3634/100 2% Disc
Water Fund - WF	\$6.40 Million	Personal Prop.	.94/100
Sewer Fund - SF	\$14.94 Million	Homestead Credit	110%
Total Budget	\$30.34 Million		
% of GF Budget for Debt	4.35%	% of Total Budget for Water	21.07%
% of GF Budget for Police	23.54%	% of Total Budget for Sewer	49.23%
% of GF Budget for Public Works & Parks	42.58%		

\*Includes a major capital projects for Otsego Improvement, Sewer Improvement, and Water Plant Upgrade.

## **Mayor and Commissioners**

Mayor: Administration  
Commissioner of Public Safety and Parks:  
Commissioner of Water and Wastewater:  
Commissioner of Public Works:  
Commissioner of Planning and Zoning:

Mr. Matthew Roath  
Ms. Michelle Linkey  
Mr. Robert Taylor  
Mr. Timothy Snelling  
Ms. Christina Aldridge

Below is a summary of business that the Mayor and Commissioners attended to throughout the year:

### **Resolutions 2023**

Resolution 2023-01	A Resolution of the Mayor and Commissioners of the Town of Perryville, Maryland, to support the redesignation of the existing enterprise zone within Cecil County, including within designated parts of the Town of Perryville, for an additional 10 years; to support a certain application to be filed by Cecil County for this purpose; and generally relating to the use of enterprise zones to promote the retention and expansion of business in the Town of Perryville. 06/06/23
Resolution 2023-02	A Resolution to adopt the FY24 Local Impact Budget for fiscal years 2024-2026 05/02/23
Resolution 2023-03	A Resolution to approve certain rules, regulations, conditions, and fees for the rental of Town of Perryville's Lower Ferry Park and Facilities. 05/02/23
Resolution 2023-04	A resolution authorizing and approving the Town of Perryville's participation with the Town of Rising Sun, Charlestown, North East, and Port Deposit in the Maryland Department of Housing and Community Development's Maryland Town Manager Circuit Rider Program in FY 2024. 06/06/23
Resolution 2023-05	A Resolution of the Mayor and Commissioners to assign certain portion of the Town's General Fund unassigned fund balance to a certain purpose. 11/7/23
Resolution 2023-06	A Resolution of the Mayor and Commissioners to assign certain portion of the Town's Water Fund net position to a certain purpose. 11/7/23
Resolution 2023-07	A Resolution of the Mayor and Commissioners of the Town of Perryville, Maryland to establish the costs for the issuance of resident and non-resident boat ramp permits, and establishing the number of out-of-state seasonal boat ramp permits that may be issued annually.

### **Ordinances 2023**

Ordinance 2023-01	Disposition of Chesapeake Overlook Parkway -the conveyance of Chesapeake Overlook Parkway to the State of MD 03/07/23
Ordinance 2023-02	Emergency Budget Amendment Ord. – amendment of the FY budget beginning July 1, 2022 and ending June 30, 2023, to

	appropriate certain funds for the replacement of the Town's vacuum tank used for water and sewer line breaks and generally related to the Town's FY 2023 budget.	02/7/2023
Ordinance 2023-03	Amendment of the FY budget beginning July 1, 2022 and ending June 30, 2023, to appropriate certain funds generally related to the Town's FY 2023 budget.	03/7/2023
Ordinance 2023-04	Town of Perryville Infrastructure Bonds, 2023 Series A.	02/21/2023
Ordinance 2023-05	Poll Watchers -For the purpose of repealing Ord. 2022-18 to correct technical errors; regulating the presence of poll watchers in polling places during Town Elections; providing the provisions of this Ordinance are severable; and generally related to the regulations of polling place conduct in the Town of Perryville.	02/07/2023
Ordinance 2023-06	Recall of Elected Officials – For the purpose of repealing Ord. 2022-19 to correct technical errors; providing for implementation procedures for recall of the Mayor or a commissioner as prescribed by C3-11 of the Town of Perryville Charter; providing that the provisions of the Ordinance are severable; and generally relating to regulation of the conduct of the Mayor and Commissioners of the Town of Perryville.	02/07/23
Ordinance 2023-07	For the purpose of amending the adopted budget for the Town of Perryville for the fiscal year beginning July 1, 2022, and ending June 30, 2023, to appropriate for certain purposes certain funds and generally related to the Town's FY 2023 budget.	05/17/23
Ordinance 2023-08	For the purpose of repealing existing schedules and adopting a new schedule of water and sewer system usage charges; establishing the effective date of such new usage charges; and generally relating to charges and fees for the water and sewer systems of the Town of Perryville.	06/06/23
Ordinance 2023-09	For the purpose of providing certain adjustments to sewer system usage charges payable by Great Wolf Lodge; and generally related to charges for usage of the sewer system of the Town of Perryville by Great Wolf Lodge.	06/06/23
Ordinance 2023-10	For the purpose of adopting a FY 2024 budget, real and personal property tax rates for the taxable year beginning July 1, 2023, and a homestead credit percentage to be applied for purposes of the homestead tax credit under State law; stating certain projected expenditure and expense allocations; specifying circumstances under which approval of the Mayor and Commissioners is required for modifications to revenues and expenditures; providing for a certain discount on certain real property	

taxes paid by a certain date; and generally related to a comprehensive fiscal plan for the Town of Perryville for the period July 1, 2023 through June 30, 2024.

05/02/23

- Ordinance 2023-11 For the purpose of amending the adopted budget for the Town of Perryville for the fiscal year beginning July 1, 2022, and ending June 30, 2023, to appropriate for certain purposes certain funds and generally related to the Town's FY 2023 budget. 05/16/23
- Ordinance 2023-12 For the purpose of establishing certain requirements for persons installing, operating and maintaining alarm devices within the Town of Perryville; providing for fees and penalties for false alarms involving the Perryville Police Department and/or certain fire companies; providing for the collection of fees and fines; and generally relating to the use of alarm devices in the Town of Perryville. 07/06/23
- Ordinance 2023-13 For the purpose of repealing and replacing Town of Perryville regulations relating to Maryland's Critical Area Program in the Town of Perryville. 07/06/23
- Ordinance 2023-14 For the purpose of amending the adopted budget for the Town of Perryville for the fiscal year beginning July 1, 2022, and ending June 30, 2023, to appropriate for certain purposes certain funds and generally related to the Town's FY 2023 budget. 08/08/23
- Ordinance 2023-15 Mayor and Commissioner Code of Conduct Enforcement. 09/05/23
- Ordinance 2023-16 For the Purpose of amending the adopted budget for the Town of Perryville for the fiscal year beginning July 1, 2023 and ending June 30, 2024, to appropriate for certain purposes certain funds and generally related to amendment of the Town's FY 2024 budget. 09/19/23
- Ordinance 2023-17 For the purpose of approving a certain cable television franchise agreement with Cogeco US LLC d/b/a Breezeline; providing that the provisions of this Ordinance are severable; and generally relating to cable television services in the Town of Perryville. 11/07/23
- Ordinance 2023-18 For the purpose of amending the adopted budget for the Town of Perryville for the fiscal year beginning July 1, 2023, and ending June 30, 2024, to appropriate for certain purposes certain funds and generally related to amendment of the Town's FY 2024 budget. 01/2/2024
- Emergency Ordinance 2023-19 For the purpose of eliminating daily boat ramp permits; and generally related to boat ramp permits. 12/5/2023

## **Charter Amendment Resolutions 2023**

2023-01      A Resolution of the Mayor and Commissioners of the Town of Perryville, Maryland, to amend the Charter of the Town of Perryville to provide that under certain circumstances certain candidates for Mayor or Commissioner shall be declared elected without the conduct of an election for that office; and generally relating to changes in requirements and procedures for elections to the office of Mayor and Commissioners. 08/01/2023

### **Other issues the Mayor and Commissioners voted on during 2022 include the following:**

- The Mayor and Commissioners are responsible to appoint appropriate volunteers to other Town Board and Commissions. During 2022 they made appointments to the Ethics Commission and the Planning Commission.
- The new Little League Batting Cage and Announcing Booth
- Approved various water and sewer abatements
- Approved a health insurance plan for town employees
- Acted on competitive bids for larger operating expenditures, such as:
  - IT contract
  - Chemicals for use at the water and wastewater plants
  - Heating oil and propane use at town buildings

The above list is not exhaustive as there was other business that the Board attended to throughout the year. All of the Town Meeting minutes are available to read on the website at <http://www.perryvillemd.org/town-meetings>, additionally, if you prefer, you can listen to recordings of the meetings by following the same link. It is noteworthy to let the public know that the Mayor and Commissioners are not paid for the work that they do for the Town, yet they attend approximately 30 public meetings per year, as well as other meetings with town staff and town events.

### **Town Administrator**

Town Administrator: Mr. George Patchell

The Town Administrator Reports directly to the Mayor and Commissioners; they serve as Chief Administrative Officer for the Town and directs the operations of Town government. The Town Administrator supervises the department heads, and in coordination with the Mayor and Commissioners, develops and implements goals, policies, and procedures for effective and efficient operations and service.

Over the past year the Town Administrator has performed a variety of duties to carry out the Mission of the office to include a level of involvement in all the items acted on by the Board during town meetings. The Town Administrator work cooperatively with the Finance Director to

prepare the Management Discussion and Analysis (MD&A) section of the annual financial statements audit. The Town Administrator primary supervisory responsibility is over seven departments, which includes giving direction, monitoring, and evaluating their work. The Administrator is responsible for preparation of the annual report. During the year, they respond to Information Act Requests, participated in budget preparation, prepared for, attended, and followed up on Town work sessions and meetings. For more information on her specific monthly activities visit: <https://www.perryvillemd.org/town-meetings> and read the “Town Meeting Staff Reports” under the “Minutes” section.

### Highlights:

- Great Wolf Lodge, Inc. opened on July 2, 2023. It is the brand’s largest resort and employ more than 1,100 people. A 700-suite hotel and 126,000-square-foot water park, the 20th for the company, and is located at Chesapeake Overlook, next to Hollywood Casino.
- The Wastewater Treatment Plant’s Enhanced ENR (Denitrification Filter) project has entered the construction phase. This project, once constructed, will assist with meeting MDE’s required nitrogen removal, improve the quality of the effluent from the wastewater plant thus improving water quality in the Chesapeake Bay and provide additional grant funding opportunities. This project estimated costs are \$7.8 million with 97% of project costs grant funded.



- The Sewer Improvement Project (CSEP 20) is in the process of being constructed. Once completed it will increase capacity in three pumping stations, the sewer lines, and mains from the northern part of town allowing for new development. The project was primarily

financed by Water and Sewer Connection Fees received from Great Wolf Lodge and was completed January 2024.

- The Fire Company Station 16 Water Line Project. The project tied-in the Fire Department Station 16 with the town's water supply. The project was completed in January 2023. The project was funded by the Town of Perryville and grants the Fire Company received through MDE and USDA.
- Water Treatment Plant Expansion project. Once completed, the expansion project will double the Town's water production. Bid was awarded to M2 Construction, LLC in October 2023 with a Notice to Proceed in December 2023. Construction is still set to begin February 2023. With final project completion set for December 2024.
- Water Quality Study: The Town has contracted with AECOM Engineering to perform a study which will evaluate the water distribution system piping age, pipe conditions, and identify the cause of recurring problems with water quality complaints of odor, color, and high turbidity water from residents.
- Water and Sewer Rate Study-The Town has contracted with NewGen Strategies and Solutions to perform a water and sewer rate study. The study was completed and presented to the Mayor and Commissioners in March 2023.
- Rt. 222 Sidewalk Project: Funding for Design and construction has been secured. Funding source will be both State and Federal. The Town will be responsible for obtaining Right-Aways from the two properties that will be affected by the sidewalk. Initial discussion about the parameters of an MOU with the State was discussed. Project is scheduled to begin in April 2024 with the completion of June 30, 2025.
- Ice House Park Shoreline Restoration Project. The Town of Perryville seeks to convert a currently unusable and inaccessible riverfront shoreline on Town land into part of a Town-owned Park by implementing a nature-based shoreline restoration and stormwater management project. The project will increase access to the water for active and passive recreation. In August 2023, the Town received a \$75,000 DNR Grant for the design phase of the project.
- A Strategic Plan Retreat was held on January 7, 2023, to update the Town's Strategic Plan. The Town contracted Christina Becker to perform a Strategic Plan update the Strategic Plan which was adopted by the Mayor and Commissioners in February 2023.
- Otsego Street renovation project. The survey bid was awarded to Fredrick Ward Associates. The survey was completed on September 19<sup>th</sup>. The project is currently being engineered. The anticipated bidding timeframe is January 2025.

- Our Finance Department, headed by Debra Sharpe, received an “unmodified opinion” on the Audit of the FY2023 Financial Statements from the Town’s Auditors, Barbacane Thornton – headed up by Tim Sawyer. This is the best opinion that can be received by a municipality.

We look forward to a prosperous 2024!

## **Town Attorney**

Town Attorney: Mr. Frederick C. Sussman, Esq.

Mr. Sussman, of the firm Council Baradel, Attorneys at Law, was appointed to be Town Attorney on March 1, 2011. Mr. Sussman’s practice includes municipal law, zoning, planning and land use law, real estate, real estate property law, condominium and homeowners’ association law, employment law and civil litigation. His experience makes him highly qualified to represent Perryville on the diverse legal matters that the town sometimes encounters. Over the course of the year, Mr. Sussman has reviewed and advised the Town Board and staff on a variety of issues to include, leases, contracts and other legal documents, personnel issues and planning, zoning and land use issues. Mr. Sussman was busy this year preparing legal documents such as the ordinances and resolutions mentioned above under the Mayor and Commissioners section of this report. He also prepared contracts, reviewed contracts, attended Board of Appeals (BOA) hearings and prepared resolutions for the BOA. In the past, Mr. Sussman has successfully represented the Town in legal proceedings. Further, Mr. Sussman represents the Town in legal negotiations.

## **Assistant Town Administrator**

Assistant Town Administrator: Ms. Cathy McCardell

The Assistant Town Administrator has primary responsibility for the Human Resources (H/R) Functions of the Town. Ms. McCardell works with Department Heads by advertising job vacancies, reviewing resumes, interviewing job candidates, and processing of the new employees. Processing a new employee means making sure that they are sent for pre-employment drug testing, ensuring the background check is completed and acceptable, getting all paperwork for payroll completed and entered our software system and making sure that benefit paperwork is completed and sent to the various contractors that we use for insurance, and other benefits. Ms. McCardell processes the Town’s bi-weekly payroll and the associated quarterly reports and W2’s. Ms. McCardell also works with the Town Attorney and Town Administrator to write Personnel Manual Amendments for presentation to and adoption by the Mayor and Commissioners. Ms. McCardell assists the Town Administrator in managing day to day operations of the Town. As Assistant Town Administrator, she participates in budget meetings as needed for the Administrative Department. She also works with the Town’s broker on Health Insurance Plans by finding the best plan for the employees and that meets the budget.

Ms. McCardell is the Ethics Commission Liaison, which typically meets once to twice a year. As liaison, she schedules and advertises meetings, prepares agendas, meeting materials and minutes. Ms. McCardell is the Risk Manager of the Town and as such she has general oversight and responsibility of the Safety Program of the Town. Ms. McCardell schedules training for employees. Many of the Town employees have had CPR training and ALICE training and training through Local Government Insurance Trust.

## **Administrative Department**

Town Clerk: Ms. Jackie Sample  
Billing Clerk: Ms. Tara Blevins  
Office Clerk: Ms. Tamitha Raines

When you visit Perryville Town Hall, it is likely that your first encounter will be with the Administrative Department. The Administrative Department ‘wears many hats.’ The three staff members above answer the phone and answer questions or route calls to other staff, take payments for water and sewer bills, sell boat ramp stickers, manage requests for heavy trash pickup, schedule use of parks and pavilions, process deeds, post important information to the Town’s website and social media sites, prepare for the election, attend meetings to take notes and prepare minutes and so much more that is not listed. Because they are often the face of the town to residents, customer service is important to them. They strive to provide excellent customer service and to streamline processes to make your experience at Town Hall a positive one.

In addition to the joint duties, they each have specific duties. As Town Clerk, Ms. Sample keeps track of resolutions and ordinance introductions and adoptions. She prepares advertisements for public hearings, ordinances and charter amendments and makes sure that these items are advertised according to legal requirements. She also prepares draft agendas and posts the meeting materials to the BoardDocs meeting management system. She manages dissemination and collection of the annual financial disclosure forms. She also manages the duties related to the annual election. Ms. Blevins prepares and sends the quarterly water bills, late notices, door hangers and she responds to bill inquiries. Ms. Blevins does not collect water bill payments as this would be a conflict of duties. Ms. Raines provides support to the other administrative staff, and she is the primary contact for pavilion rentals and events. She is the first person to answer phones and tend to the counter. She is cross-training under Ms. Blevins to be the back-up for water and sewer billing. She also places orders for various needed supplies and office supplies.

2023 Administrative Dept. Statistics	
Deeds processed	89
Heavy Trash calls	413
Boat Ramp Stickers sold	313
Pavilion rentals processed	86
Dump trailer rentals processed	19
Water & Sewer bills mailed	6052
Late notices sent out	1951
Yard Waste	1019

## **Town Engineer**

Engineer: Mr. Ralph Ryan, P.E.

During 2022, the Town Engineer worked on several important projects in Perryville. The Town Engineer developed construction plans and specifications with legal documents for the bidding out of the proposed Fire Station 16 water service extension project while fulfilling the guidelines required to maintain grants from both MDE and USDA government agencies. The Town Engineer has bid out the important project twice in 2022 in search of contractors. The Town Engineer is also responsible for the necessary SWM design mitigation work that is associated with the sewer improvements for the Great Wolf Lodge project.

The Town entered MDE's Phase II MS4 agreement for a 5-year permit, with annual progress reports due every October. The Town submitted their fourth annual progress report to MDE and was found to be acceptable. The Town Engineer will continue to ensure that the Town is successful in their yearly reports and manage the numerous SWM mitigation projects required for full Phase II compliance. Finally, the Town Engineer will continue to develop a Public Education & Outreach program along with a Public Involvement & Participation program to fulfill the MS4 permit requirements.

Finally, the Town Engineer will continue to review of construction plans submitted by developers, inspect construction projects within the Town, and work with planning and zoning to secure future housing and commercial developments for the Town. The Town Engineer corresponds with Perryville residents with engineering problems such as poor drainage and addresses their concerns.

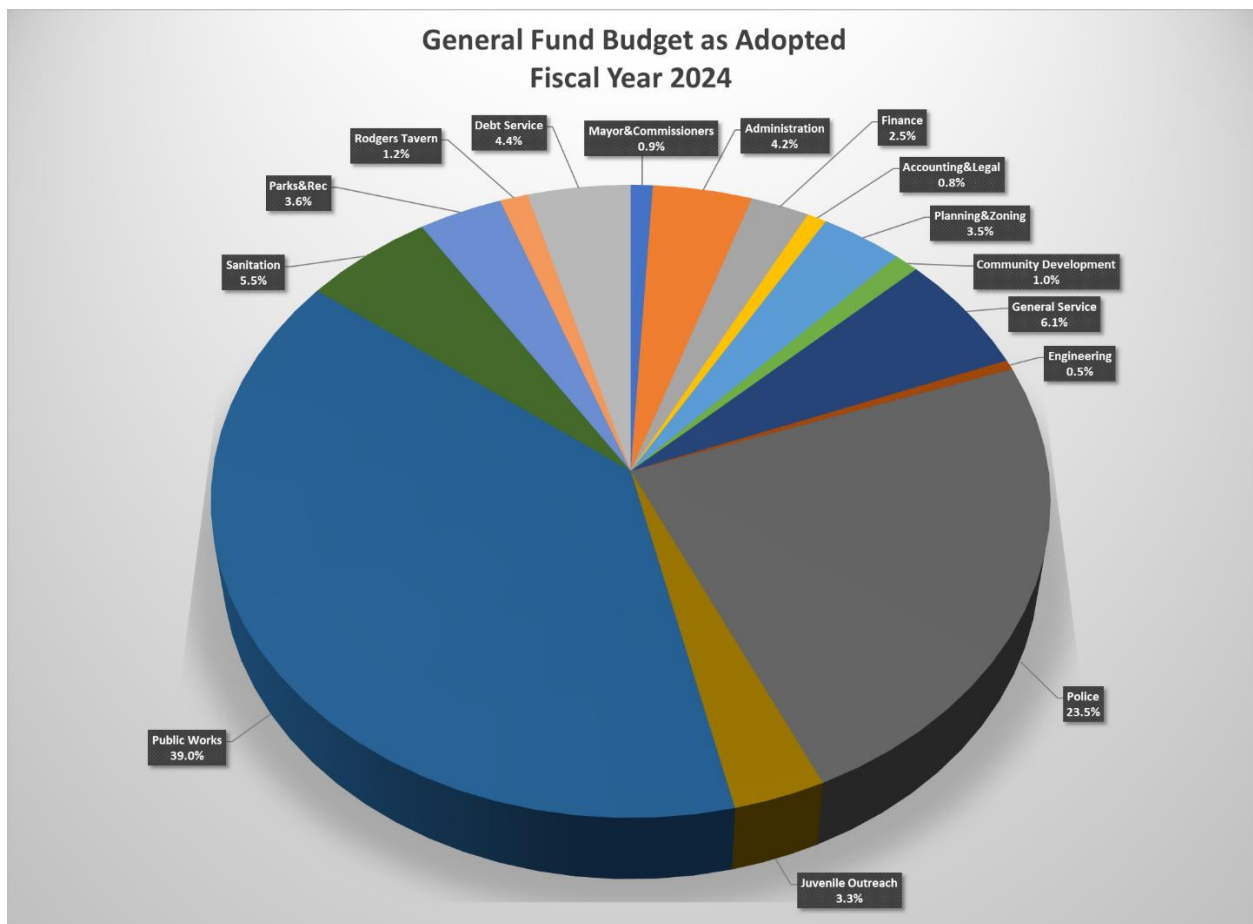


Perryville Fire Station 16 Water Project- Fire Station 16 is located on MD222 near Interstate 95. The project included providing public water service to the station. Engineering of the project was provided by Town Engineer, Ralph Ryan.

## **Finance Department**

Finance Director: Ms. Debra Sharpe  
Senior Accounting Clerk: Mr. Tyler Bryan  
Accounting Clerk II: Ms. Kelli Jamison

The Finance Director oversees daily operations, the preparation of financial statements and Fiscal Year budgets. Notable work by the Finance Department during 2023 includes primary responsibility for management of the budget process, and accounting work including Accounts Payable, Accounts Receivable, Personal Property Tax Billing, preparing bid packages for certain town purchases, monthly preparation of financial statements, management of fixed assets and the annual audit. The Town of Perryville received an Unmodified Opinion on the FY23 audit, which is the highest opinion that a town can receive.



## **Finance Department Statistics**

During the year:

1. 2313 purchase orders were processed totaling \$16,627,120.
2. 1045 accounts payable checks were processed totaling \$8,706,195.
3. Prepared and processed budget amendments and changes totaling \$7,349,475 which included Local Impact amendments.
4. Accounted for \$1,820,385. in Real Estate Tax Revenue during the year.
5. Reconciled, monthly, 15 (fifteen) bank accounts during the year.
6. Billed to the Veterans Administration \$572,030,15 which included \$54,706 for Bay Restoration Fees.
7. Prepared and mailed 1099 miscellaneous forms totaling \$1,068,988.78. Also, submitted the 1096 Annual Summary and Transmittal Form. All reports submitted met required due dates.
8. Performed monthly review of revenue and expenditure accounts and made corrections, as needed, to accounts.
9. Coordinated with Department Heads and Mayor and Commissioners to prepare FY24 budget that was approved by the Mayor & Commissioners by resolution and Ordinance in May 2023.
10. Prepared and presented Perryville's Local Impact Budget for FY24-FY26. It was presented to the Local Development Council.
11. Coordinated constant yield requirements for setting real estate tax rate and property tax rate by required due dates. No public meeting was mandated this year.
12. Reviewed and adjusted all Town assets during the renewal process of LGIT insurance.
13. Filed Anticipated Debt forms for the State of Maryland by required due dates.
14. Completed the Fiscal Year 2023 audit by working with Barbacane, Thornton and Company, which resulted in an "unmodified" audit opinion and timely submission of the Uniform Financial Report to the Department of Legislative Services.
15. Distributed Annual Audit and Budgets to appropriate agencies by required due dates.
16. Prepared 2 (two) "Closed" bids for Chemical, and Fuel.
17. Negotiated extensions on our IT maintenance and support agreement with On-Site Computers.
18. Provided Department Heads with copies of their respective budget expense reports throughout the year, at the end of each month and weekly during the month of June.
19. Provided Mayor and Commissioners and the public with financial information at monthly Town meetings.
20. Participated in 501c grant committee to review 501c grants submitted.
21. Prepared quarterly Local Impact reports and submitted to the County and LDC.
22. Prepared multiple Budget Ordinance Amendments to amend appropriations in the budgets for FY23 and FY24.
23. Prepared SAPP grant application for FY25 and prepared the required verification for figures reported on our FY23 grant.
24. Structured several lease purchases of vehicles through Enterprise Fleet Management as a method to preserve the Town's cash flow.
25. Arranged for surplus vehicles to be disposed through the Enterprise Fleet auction process, which netted the Town a higher sales price than other avenues previously used.

### **Finance Department Goals for 2024:**

- Preparation of FY 2025 Budget to be adopted in May 2024.

- Finalize a policy for Record Retention and get adopted by resolution.
- Finalize Record Retention plan for MD Archives approval.
- Implement approved Record Retention Policy.
- Implement electronic record storage system. Finance first, then Administration.
- FY 2024 Audit. To be completed by November 2024.
- Review Investment Policy and propose updates, if needed.
- Improve and refine the recurring bids performed annually by the Finance Dept. and look for ways to coordinate bidding with other agencies.
- Set up Finance procedures for projects, including grants.
- Implement use of the Capital Projects Fund through preparation of a separate budget for the Fund by reallocation of General Funds already approved. This would also necessitate the preparation and presentation of Budget Amendment Ordinances recognizing the reallocation.
- Increase the use of the Town's "cash back" credit card by establishing credit accounts with more of the Town's current vendors.
- Work with the Police Department to establish the best method of disposing of old furniture and equipment.
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.

The Town of Perryville continuously works at refining and improving its financial process and procedures. In recent years it has formalized its Purchasing Policy, adopted a Fund Balance Policy, adopted a Surplus Property Policy, and prepared a Payroll Processing SOP. As you can see above, more Financial Policies are planned for 2024.

### **Planning & Zoning Department**

Planning & Zoning Director:

Ms. Dianna Battaglia

Planning & Zoning Coordinator:

Ms. Amanda Paoletti

Community Development/Code Enforcement Coordinator:

Mr. Charles Hicks

Community Events Coordinator:

Ms. Ashley Hennesey

Rodgers Tavern Museum Director:

Ms. Jennifer Pitts

2023 was another busy year for the P&Z Team!

Great Wolf Lodge celebrated their grand opening in July and the Wawa at Chesapeake Overlook was issued a building permit. Captain Lee's restaurant on the Susquehanna River continued finalizing plans and is looking forward to opening in 2024. The Town's Zoning Ordinance was amended to comply with Critical Area Commission regulations and the updated Critical Area map was adopted. The department approved 93 Zoning Certificates, with the majority issued for renovations, sheds, fences, and pools, however, there were 5 approved for roof mounted solar panels. Code Enforcement continues to keep an eye on properties for code compliance. Efforts to build relationships with residents have been extremely successful and more residents were educated about Town Codes. Dwellings that contain one or more units rented for residential purposes and which are rented or leased to any resident/tenant for more

than thirty (30) consecutive days either by oral or written agreement, require registration as a rental property, with 213 known properties registered in 2023.

Quarterly business meetings were held throughout the year with local businesses. The Local Business Information Exchange meetings are held as a part of outreach to the business community, to foster a good working relationship to help increase business through participation, social media, and partnerships. The meetings bring local businesses, stakeholders, and interested community members together to be informed of available resources, Town sponsored events, and opportunities for participation, partnership, and volunteerism. During the meetings the importance of having a good working relationship with the county and state agencies such as the Cecil County Office of Economic Development, and the Maryland Department of Commerce, proven to be useful and valuable connections to business grants and opportunities. Cecil County announced the RT 40 Revitalization Grant Program to assist businesses and organizations striving to improve their exterior image and function resulting in enhanced appearance and increased utilization. Meeting objectives also include filling empty store fronts, the creation of a Perryville Business Page and discussions of obstacles impeding success. These meetings continue to support, attract, and retain business, increase residential development, stress the importance to invest in town infrastructure, increase the need for citizen involvement, and encourage and support growth that benefit all the Town Residents.

Did you know you can get snacks and more while taking a walk along the trail at the Susquehanna River? The Snackle-Box renewed their lease at the Boat Ramp, offering residents and visitors access to fishing permits, hot dogs, drinks, snacks, tackle, and other boating related necessities. And don't forget all the amenities offered at the Town Community Park, including kayak rentals by Fin Outdoor Recreation LLC.

Ashley Hennessy joined the P&Z team in the fall as the Event Coordinator, continuing enthusiasm of community events and finished the planned events at the end of the year. The Easter Egg Hunt, 1<sup>st</sup> Saturdays Farm & Flea Market, and 3<sup>rd</sup> Friday Cruisers, the Town's seasonal events May through October, attracted a range of activity and variety, with lots of vendor participation by local groups. The Halloween Boo Bash and Christmas in the Park were a massive success, accented with entertainment, vendor participation and a 30-minute Christmas parade bringing Santa and Mrs. Claus to Lower Ferry Park.

Partnership continues with Cecil County Department of Tourism to get involved with county-wide promotions. Winter Lights Cecil Nights was a fun campaign to help market the Town and local businesses. Participants had a great time with the 2 scavenger hunts and 1 geocache search, with high demand for more games in the future. The Train Station was part of the September events for the 2023 International Railroad Month. A Certificate of Acceptance was presented to Perryville Railroad Ferry and Station Site and is displayed at the Railroad Museum. The National Park Service evaluated the site as making a significant contribution to the understanding of the Underground Railroad in American history and it meets the requirements for inclusion in the National Underground Railroad Network to Freedom. Just a reminder that planning community events takes a lot of time and a lot of peoplepower, so if interested in helping with these events, please contact us to volunteer. We'd love to have you as part of our amazing team!

# Planning and Zoning - 2023



MML 2023



1st Saturdays



1st Saturdays



GWL Grand Opening



3rd Fridays



Boo Bash



GWL Grand Opening



Family Campout



Christmas in the Park



Family Campout



3rd Fridays



Christmas in the Park

## What a Year!



Easter Egg Hunt



Easter Egg Hunt



3rd Fridays



1st Saturdays



1st Saturdays



Boo Bash



Boo Bash



Christmas in the Park

## Rodgers Tavern:

2023 continued behind the scenes data entry, research, grant applications and planning events. On-site interpretive content was added for different activities past visitors engaged in while staying at the tavern. The content features the letter writing the Marque de Lafayette did during the 4 days in April 1781 he spent at the tavern while his Corp of Light Troops (1,200 troops) crossed on the ferry on their way to North Carolina before a change in orders sent him to Yorktown.

100 people registered for the 2023 Spring Speaker Series, with topics from the Revolutionary War, the Antebellum period, and archaeology. These recorded lectures are available on the museum's website. The number of visitors continues to increase with 690 visitors welcomed to the museum in 2023. Tracking the visitors zip codes, 59% were from outside of Maryland, and of the visitors from Maryland, the majority came from zip codes not in Cecil County at 39.3%. Perryville residents made up the second largest block of visitors at 32.1%.

Thanks for the continued support of the Town, their employees, museum volunteers, local businesses, and residents to keep and preserve this historic asset in Perryville. For more information and history visit the museum's website: [www.rodgerstavern.com](http://www.rodgerstavern.com).



# **Police Department**

## **2023 Police Department Roster**

Chief of Police: Robert S. Nitz  
Administrative Assistant: Kimberly Severson  
Lieutenant: Michael Reno  
Sergeant: Dale Hoffman  
Sergeant: Gerard Morgan II  
Corporal: John Peer  
Corporal: Themis Speis  
Detective: Anthony Lenzi  
Chaplain: Mr. Reginald Sheppard

Officer: Richard Huffstutler  
Officer: David Leas  
Officer: Michael Palmer  
Officer: James Bush  
Officer: Robert Buschman  
Officer Recruit: Chase Ross  
Officer Recruit: Justin Peterson  
Crossing Guard: Mr. Charles Thomas  
Crossing Guard: Vacant

## **2023 Police Department Annual Report**

The Perryville Police Department is a full-service police department that provides 24/7 professional policing services to the citizens within the Town of Perryville. 2023 compared to 2022 saw a 26.8% increase in call volume with 4,828 calls in 2023 versus 3,807 calls in 2022.

Training and professional development continued to be a focus of the department, ensuring that all officers are trained in the most current laws and best practices to adequately police in the 21<sup>st</sup> Century and meet the demands of an ever-changing society. A trending topic among all first responders nationally has been Trauma Informed Care and all agency personnel received a block of instruction on this topic thanks to a grant provided by our insurance provider, LGIT. Trauma Informed Care is an approach used to engage people with histories of trauma and allow the officers an opportunity to evaluate their own personal mental health along the way.

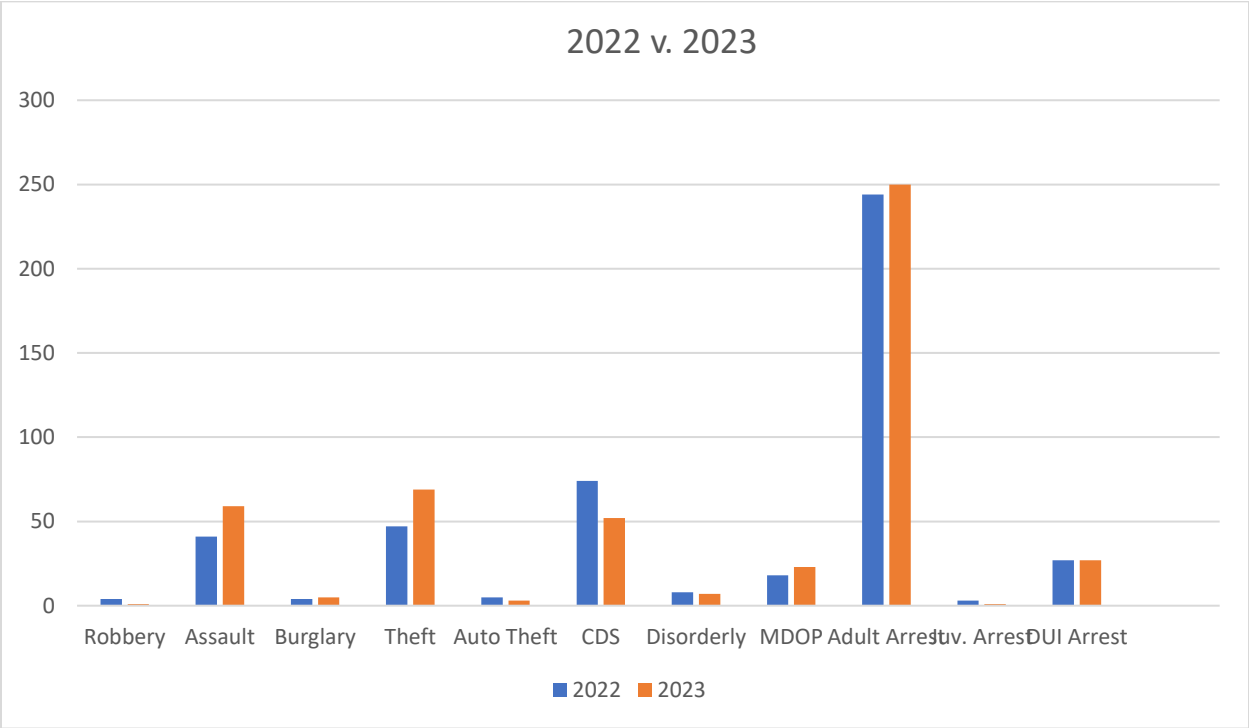
The department refocused its mission around traffic safety and enforcement by implementing an Automated Speed Enforcement program along Aiken Avenue as well as designating Aiken Avenue a weight restricted road.

As with every year, community engagement was top priority and with assistance from our Outreach program, our community relationships continued to gather strength. Programs such as Perryville Out (our local version of National Night Out), Coffee with Cop, Cookout with Cops and participation in National Faith and Blue were all testaments to



this endeavor. The department will strive daily to protect our citizens and property through proven methods and data driven statistics, seeking out and apprehending those who commit criminal acts and working closely with our citizens and local businesses all while building lasting relationships with our community and stakeholders.

**PERRYVILLE POLICE DEPARTMENT STATS**  
**2022-2023**



Ofc. Bush posing with a participant and their catch during Fishing with the Fuzz.

## **Perryville Police Department Outreach Program**

Director:	Ms. Danielle Hemling
Outreach Case Worker:	Ms. Carrie Taylor
Activities Coordinator:	Mr. Justin Wilson

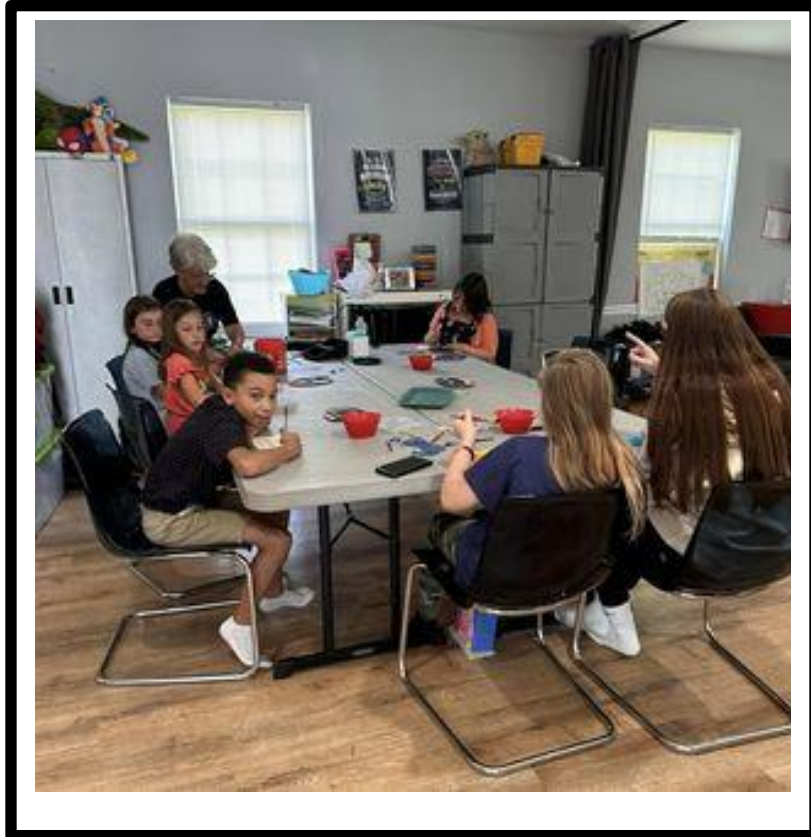
The Outreach Program is located at 418 Elm St. in Perryville. It is a preventative program that targets youth ages 8 to 18. The program helps to motivate all youth to develop and achieve their goals to become productive citizens. The Outreach Program is funded through a combination of grants from the Governor's Office of Crime Control and Prevention, Cecil County VLT grants, Office of Juvenile Justice and Delinquency Prevention, Friends of the Perryville Outreach Program 501C3, and Town of Perryville General Fund revenues.

Outreach Program participants learn valuable life skills, plant a community garden, participate in community service projects, help with food drives, and receive free homework help. Children at the program receive food free of charge Monday through Friday.

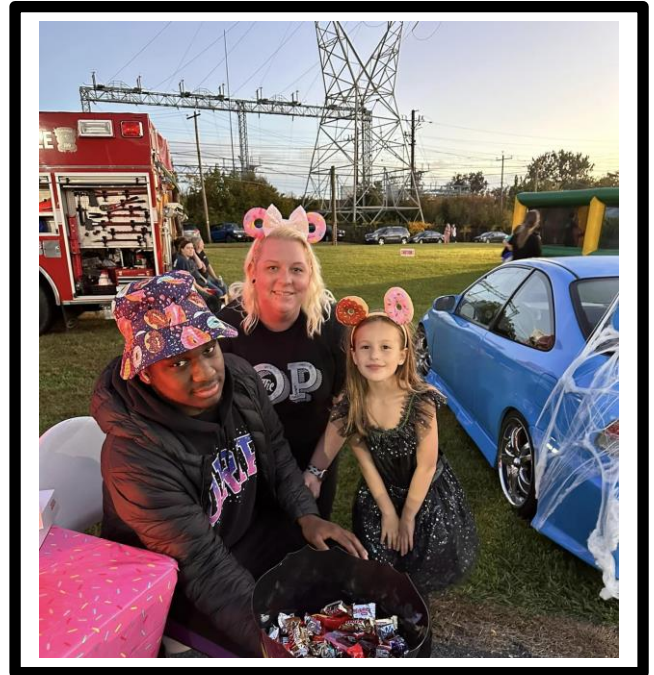
Outreach was able to continue our normally scheduled programming this year and more! As always, a big focus of our program is positive interaction with our police department. Thanks to our Chief Robert Nitz and his officers we now have regular police presence at the program. Police officers participate in many of our activities throughout the year. Children who complete community service projects and life skill classes are eligible to participate in a variety of field trips such as 4H Camp, Hershey Park, and Ocean trips. One of our Outreach events is Cook Out With Cops. This Free event was held at the end of National Police Week and Celebrated our community and department. We also held Our National Night Out event in October and this was an enormous success with multiple police and fire agencies in attendance. This event was held free of charge and thanks to Wild Cat Point and other donations the event was able to be held with minimal town funds. We started a 501C3 non-profit program to supplement our funding needs called the Friends of The Perryville Outreach Program. With the help of Great Wolf Lodge and Cecil County Public Schools we were able to provide over 130 children with Christmas presents in 2022. We also were able to raise funds for our current program activities as well as for next Christmas. We have received grants from the GOCCP for program activities and our Activities Coordinator Salary.

During 2023 Outreach continued to increase its partnerships with many local non-profits and companies. We now receive donations from Great Wolf Lodge. We strengthened our partnership with Cecil County Public Schools and our local churches.

## PPD Outreach



## More PPD Outreach



## Public Works Pictures



**Above:** A broken sewer lateral that DPW was getting ready to repair.

**Right:** Scott Tarbert getting ready to finish up a water service repair.



## Public Works Pictures



The mini excavator removing a section of sidewalk to prepare for a water repair.

Perryville Community  
Park



Lower Ferry Pier

## **Public Works & Parks**

Superintendent:	Mr. Aaron Ashford	Crewperson:	Mr. Sean Gurney
Asst. Sup.:	Mr. Phillip Meekins	Crewperson:	Mr. Corey Hunt
Crewperson:	Mr. Jared Armington	Parks Crewperson:	Ms. Morgan Eisner
Crewperson:	Mr. Jared Burns	Parks Crewperson:	Mr. Charles Gardner
Crewperson:	Mr. Tom Chapman	Parks Crewperson:	Mr. Paul Frazier
Crewperson:	Mr. Jackie Bolado		

The Department of Public Works (DPW) has many and varied responsibilities in the Town of Perryville. It is probably the department that has the most amount of interaction with the residents of the Town. However, it is also the department that gets the least amount of recognition for the good things it does, which stems mainly from the fact that DPW's work is often as a support role. DPW is responsible for roads and streets work (including clearing / salting during weather events), maintenance of town-owned buildings and equipment, maintenance of the town water distribution system (water lines and water storage tanks), maintenance of the town sewer collection system (sewer lines and pumping stations), and maintenance of town-owned vehicles (including Police cars) and town parks. Because the list of work DPW has done over the course of the year is exhaustive, below is a listing of some notable work that was completed during 2020, as follows:

### **PUBLIC WORKS:**

#### *Projects/Other Events:*

- Employees continued to replace/update water meters. This project is nearly complete for residential meters.
- Roadway curbs were adjusted at Lower Ferry Park and Beacon Point Dr. to allow for crosswalk installation.
- A section of sidewalk was extended under the railroad underpass on Frenchtown Road to allow for safer pedestrian travel. A crosswalk is planned to be installed as well.
- Parks staff setup the Town tent each month for the "First Saturday" events.
- DPW installed a "Story Book Trail" at the Community Park. The "trail" shows a different page from a story book so that patrons can walk along the sidewalk and read the story as they go. The story is changed out regularly by the Cecil County Public Library.
- The front parking lot of Town Hall was regraded for easier access.
- Lighted Christmas decorations were placed on utility poles along Broad Street and Aiken Avenue. The lights will remain up until March as part of the "Winter Nights, Cecil Lights" event.
- Employees hung senior banners for Perryville High School and banners for Town events along Aiken Avenue.

#### *Water/Sewer/Stormwater:*

- Staff performed data logs, rereads and checking for leaks for residents after meter readings. Employees rebuilt several PRVs and verified pressure settings on others as part of the distribution study
- A water distribution study has taken place and the issues that were discovered have been resolved or are in the process of getting resolved.
- Supervisors attended monthly progress meetings for the Sanitary Sewer Upgrade project. That project is nearly complete with the final lift station rehabilitation (PS4) nearing completion.
- Multiple water main and water service repairs were addressed.
- A fire hydrant was replaced on Frenchtown Road near Water Plant Drive.
- A hydrant that was struck at the Susquehanna Ave/Otsego Street was repaired and reinstalled.
- The water response van has been outfitted with shelving to hold repair supplies and tools that would be needed for water repairs.

*Training:*

- Employees continue to attend online training through LGIT, MRWA and aypotech.com as they are available. The training is required to renew MDE Operator's Licenses (Water Distribution and Wastewater Collection).

*Town Events:*

- DPW/Parks staff cleaned the parade route, decorated Lower Ferry Park, set up for event and blocked streets during the parade during the Town's Annual Christmas Tree Lighting.
- Parks staff assisted with the setup and operation of the Annual Boo Bash event.
- Staff assisted with road closures for the PVFD 100 year celebration parade.

*Weather Related Events:*

- DPW/Parks staff cleared roadways and parking lots during winter weather events.
- Staff worked during wind/weather events that caused flooded or blocked roadways and downed trees.
- Twice each quarter (once for dry, once for rain event) the DPW Shop inspected for water runoff conditions as part of the MS4 requirements.

*Vehicle/Equipment Maintenance:*

- DPW has updated all salt spreading equipment to stainless steel. The new spreaders require less maintenance and have been more dependable.
- The department has taken ownership of a new Backhoe and Vac Tank that is used for water repairs.
- A new dump trailer was purchased to replace the existing dump trailer.

*Other:*

- The Town of Perryville Public Works Shop received its Annual MS4 Comprehensive Inspection.
- Speed Limit Sign batteries are replaced on a weekly basis.
- Trash cans throughout town are emptied weekly.

- Town owned properties are mowed on a weekly basis (during spring and summer).
- The DPW has one job opening that has been advertised.

Employees local utilities as needed (usually daily) for upcoming utility work or projects. These markings are required by law for any project that requires work that takes place below ground (cable installation, sidewalks, drilling/boring, sign installation, etc.)

## **PARKS AND RECREATION:**

### *Projects/Town Events:*

- Parks staff assisted with snow removal during winter weather events.
- Parks Staff worked throughout the Annual Christmas Tree Lighting Event.
- The fishing pier at the park has been repaired after high tide and freezing events.
- The fishing pier at the park also had one landing and two sections of stairs (treads and stringers) replaced.
- Four finger piers at Lower Ferry Pier have their decking replaced.

### *Maintenance:*

- Pavilions are pressure washed every week (Spring to Fall) and as needed for any rental events.
- Cleaned trucks and serviced equipment. This is now being completed on a weekly basis to assure equipment is functioning in an effective manner and to prevent downtime with broken equipment.
- Staff empties trash cans daily to assure the grounds are kept clean during the park's busy summer months.
- The outside of Town owned buildings have been cleaned.

### *Training:*

- Employees continue taking online safety training through the Local Government Insurance Trust.

### *Daily Events: (Both Departments)*

- Waste Water -Check pumping stations to assure that all equipment is operating properly.
- Flags- Raised at locations throughout town. (Aiken Avenue, Town Hall, Community Center, Community Park and Rodgers Tavern)
- Utility markings- utility markings throughout town are completed for contractors that are doing underground construction within town limits.
- Work orders- Meter readings, leak detection, re-reads, building repairs, vehicle repairs, etc.
- Maintenance and repairs- All town owned equipment by performing oil changes, repair fuel lines, grease fittings, replace brakes, etc. DPW also maintains infrastructure by cleaning storm drains, cleaning waste water collection lines, etc.

- Mowing - DPW has resumed grass cutting responsibilities at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW Building, the hills along Frenchtown Road, etc. for the season.
- Parks - Check Community Boat Launch for debris and clean as needed. Unlock and check public bathrooms, clean as needed. Check Tapp Parkway for any issues and clean/remove debris as needed. Check pet waste stations, empty and restock as needed. Pressure wash pavilions on a weekly basis prior to weekend rentals

*Monthly/Scheduled events: (Both Departments)*

- Bulk Trash - Bulk Trash was picked up for those residents who scheduled for a removal. Yard waste – Was picked up twice this month for residents who placed approved items curbside
- Fire Hydrants/ Extinguishers – Flushing took place in April of 2020 and will take place again in the spring (April 2021).
- Dump Trailer Rental - The town owned dump trailer is rented to citizens who are in need and then the contents are hauled by DPW staff to the landfill for disposal.
- Parks and Recreation - The Community Park, LSHG Trail, Mini Park, Rodgers Tavern, Ice House Park and Lower Ferry Park grounds are maintained on a weekly schedule.

## **Water and Wastewater Utilities**

Water and Wastewater Superintendent:	Mr. Jeffrey Morton
Wastewater Plant Operator:	Mr. Shawn Patchell
Dual Licensed Operator:	Mr. Scott Tarbert
Wastewater Plant Operator:	Ms. Cassandra Pace
Wastewater Operator Trainee:	Mrs. Janni Britto
Lead Water Plant Operator:	Mr. Larry Frazier
Water Plant Operator:	Mr. Justin Fain
Water Plant Operator:	Mr. Corey Burns

### **Wastewater:**

Average monthly flow = **22.8** million gallons per month

Wastewater treatment plant treated a total of **273.5** million gallons during 2023. Of that total **81.9** million gallons came from the VA.

**Major activities of the wastewater department during 2023 are as follows:**

The construction of the new denitrification filters has been started by Wickersham. We also had a new decanter installed in Reactor # 2.

### **Water:**

Water plant produced approximately **11.7** million gallons per month

Water treatment plant treated a total of **140** million gallons during 2023

### **Major activities of the water department during 2023 are as follows:**

The Water Treatment Plant filter upgrade, which will add two new filter trains, has been bid and awarded to M2. We hope to have construction done within a year.

We completed and distributed the Annual Consumer Confidence Report.

## **Volunteer Thank You**

The Annual Report would not be complete without thanking all the people that have volunteered their time and talents to the Town of Perryville. In addition to the Mayor and Commissioners' volunteer service to the Town, Perryville has several boards and commissions that are made up of volunteers, including the Ethics Commission, Planning Commission, Board of Appeals, and Events Committee. Volunteers supported such events as River Sweep, Fishing with the Fuzz and the annual Boo Bash Halloween Party, Tap in Tavern, and Christmas Parade. We appreciate all that you have done to help in any capacity, whether planning or carrying out events, conducting riverside cleanup, serving on a committee or commission, or any other volunteer work that you have done, your work is appreciated. To continue offering special events and projects, we always need help. Whether you enjoy working behind the scenes or dealing with the public, whether your passion is protecting the environment, whatever your interest or experience, it's likely we have something for you to do. **If you are interested in volunteering, please contact Town Hall at 410-642-6066 and provide your name and contact information.**

