

**Town of Perryville, MD
Staff Report
For the April 5, 2016 Town Meeting**

Project and Department Status Updates:

Administration:

- Attended work session and town meeting and prepared minutes for said meetings
- Processed 4 Deeds.
- 2 dog tags sold.
- 63 boat ramp stickers sold. Last sold #143

Budget Schedule – FY 2017

- Scheduled to begin February 2016
- Budget Work Session:
 - Tuesday, March 22nd @ 6:30 pm
 - Thursday, March 24th @ 6:30 pm - **Cancelled**
 - **Thursday, April 7th @ 6:30 pm**
 - Thursday, April 14th @ 6:30 pm
- Budget Hearing:
 - Tuesday, April 26th @ 6:30 pm
- May 2016 – Adoption of Budget

Bus Shelters: On-going

Cable TV Franchise Agreement: We received a Draft Franchise Agreement from Atlantic Broadband on March 14, 2016. It was sent to Ms. Ferguson, Esq. for her review. We are waiting to review the agreement with Ms. Ferguson, Esq. to see what our next step will be.

Code Enforcement:

- 12 Door Hangers
- 10 letters sent out
- Received and followed up on 5 complaints
- Received 2 rental apps
- Have received 567 rental apps to date

Corporate Boundary Survey: On-going

Economic Development:

- Received completed digitized version of Town seal to be used for marketing and print materials
- Ordered giveaways items for MML summer conference, most have been received
- Met with the Cecil County and Elkton Farmers market managers to discuss coordination of the 2016 season
- Completed and submitted the MHAA grant application
- Continue to coordinate the Student Stewards project with DPW and Fair Hill Nature
- Toured the Muller Thyme building with MaryAnn and property owner
- Met with Barbara Ballard to work on the SHA Parks and Rec. grant application

- Developed a “Guided Nature Walk” tour with Denise Breder and Christy Michaud of the MD Extension office. First walk set for May 22.
- Attended the Restore Easter Egg hunt on 3/26, coordinated the distribution of approx. 1500 flyers for Movie nights and farmers market information
- Continue to update Economic Development portion of the Town website
- Continue to research potential grant opportunities for the Town.
- Continue to work coordinate 501(c) and revitalization grants with awardees.
- Submitted application for the DHCD Main Street Affiliate program

Elm Street:

- Meadows Construction has begun construction along Elm Street. Ralph Ryan is acting as the field engineer on the project.
- An unmarked gas main was hit on March 22. The contractor tied it off to minimize the leak; the fire company and BGE attended the scene and the line was repaired without incident.
- DPW employees assist with the Elm Street Project inspections as needed.

Employment:

- There is currently one job vacancy to be advertised in the near future:
 - Certified Lateral Police Officer
- The other jobs that are yet to be filled, DPW Crewman I & II, and Outreach P/T Activities Coordinator, have already been advertised both in-house and to the public, the ads are closed and staff is working on interviews.

Events:

- Community Activities Committee Meeting – 03/09/16
- DPW temporarily displayed a banner for the Easter Egg Hunt at the Restore Church.
- DPW staff set up and cleaned up for Employee Healthy Lunch, Wednesday, March 30th.

Energy Audits: Quotes for the energy audits that were performed on the DPW Shop, Waste Water Treatment Plant and the Water Treatment Plant have been received.

Farmer’s Market:

- Received new banner for 2016 season, to be displayed across Aiken Ave.
- Continue to update the website and Facebook
- Received 5 vendor applications
- Renewed MD Farmers Market Association membership

Grant Opportunities:

- Maryland bikeways program-Application in process
- Researched Sustainable Communities Application for FY 2017
- Maryland Heritage Area Authority- application in process
- Community development Block Grant- research in process
- A few years ago Cecil County applied for a grant to the Chesapeake & Atlantic Coastal Bays Trust Fund on behalf of Perryville, which Perryville approved. However, the grant was denied. This year, the County re-submitted for part of

that grant assuming that the Town was in favor of still having the work done. Therefore, a request to support the grant is on the agenda for your consideration today. The grant application is for 260 linear feet of shore erosion control at the Community Park as part of the Town's previous permit. The 260 feet encompasses the shoreline from where we left off to the pier. Unity, the contractor who did the work at the park previously, has agreed to keep the costs at the level of the original contract.

Greenway Committee (Perryville):

- The Perryville Greenway Meeting was held March 23, 2016 at 10:00 a.m. in Perryville Town Hall.
- The next Regional LSHG meeting is scheduled for May 19, 2016 at 10am in Havre de Grace.

Human Resources:

- Completed separating the doctors' notes and FMLA requests from personnel folders to sick leave folders.
- Working on getting quotes for fiscal year 2017 health insurance. Our broker said that numbers should be out in the next 10 days.
- The health census of the employees has been completed for LGIT to quote health insurance as well. The quote from LGIT will take 14 days.
- Working on amendments to the personnel manual that were requested by department heads and employees. They will be presented to the Mayor and Commissioners for review at the April work session.
- Worked on personnel related matters and forms.

IKEA – Town staff met with Leigh Bates, IKEA Facilities Manager to discuss a variety of topics. In follow up to this meeting the following three letters were sent out:

- Ms. Skilling prepared a letter for the Mayor's signature to Secretary of MDOT regarding maintenance of IKEA Way. At present, we do not have an update or response related to this letter.
- Ms. Breder prepared a letter for the Mayor's signature to the State Highway Administration (SHA) requesting an adjustment to the timing of the signal at U.S. 40 and Coudon Boulevard. In response, SHA did add time to the Coudon Boulevard approach for the signal and will continue to monitor the signal timing to see if additional adjustments are necessary. They will also evaluate the need for a left turn signal at the Coudon Boulevard approach.
- Ms. Battaglia prepared letter to Cecil County Department of Emergency Services requesting assistance with full recognition that Firestone Road is now named IKEA Way. As a result of that letter, the State Department of Assessments and Taxation has updated their database to correct the address for IKEA.

Landlord – Tenant Board: No meeting held

Lower Ferry Park:

- Finalized the Agreement of Sale and Purchase and presented to Kurt Sarac with the \$5,000 deposit on 3/14/16.
- Ronnie Carpenter set grades for the road and silt fence.
- Pre-construction meeting was held March 16 at 10:00 at LFP.

- Mr. McGuirk installed perimeter controls (silt fence). Band shell footers are to be installed 3/29 and construction should be within two weeks.
- Continue to work on design of the comfort station for the park with a tentative cost of around \$165,000, and currently only \$65,000 of this is covered by a grant.
- DPW Superintendent and DPW Supervisor attended a pre-construction meeting at Lower Ferry Park with County Government and Contractors.

MARC Maintenance and Layover Facility – NO UPDATE

- The State recently completed all of the appraisals, and is preparing to deliver an offer to the property owner.
- Assuming the property purchase goes through, the State still plans to seek water and sewer from the Town

MOSH Inspection: NO UPDATE We are still awaiting a formal reply from MOSH for the inspection that was conducted in November. To the best of our knowledge, the Town has complied with the few issues that the inspector required of the town, including a repair to the bucket truck and Basic First Aid training for the staff.

Municipal Complex:

- ARRO's Final site plans have been approved by the county for Phases 2 and 3 (the Town Hall and Little League). ARRO has submitted to the county the Police Building site preliminary plan set, awaiting comments from the county. ARRO has stated to me that the plan set designs are nearly complete; however, they must be approved by the county regarding stormwater management. April 1st is when the Town plans to advertise for construction of the Perryville Police Station. Working with Manns Woodward to advertise plans by April 1st. The Police Building designs can be advertised without final site plan approval; however, as previously mentioned, it could cause a change order if the final approved plans are different than the preliminary plans.
- **NO UPDATE** Verizon engineers have worked out an option to re-route the existing lines away from our proposed site entrance using existing underground conduits.
 - Verizon's cost estimate is the following - \$117,971.16
 - Delmarva's cost - \$15,000
 - Atlantic Broadband - \$0.00
 - Town Engineer is investigating if we can save money by contracting with another company to do this work with Verizon & Delmarva inspecting only.
- **NO UPDATE** ARRO has construction permits from the railroad (AECOM) to build the drainage outfall for the proposed town municipality site.
- Manns Woodward is now finalized their Police Building design. Manns Woodward is in the process of submitting to the county approval of the building plans. Building specifications and bidding documents are also being developed for the April 1st bid deadline.

Otsego Street: Town Engineer is developing the construction plans for Otsego Street.

Outreach:

- Overall monthly attendance as of March 29th was 162; 0 referrals; 4 new members

- Spring is finally here! In addition to the playground getting very busy, Outreach has been welcoming spring indoors as well. In celebration of St. Patrick's Day we did St. Patrick's Day Trivia. We were also able to invite a small group of our members to an educational field trip at the Plumpton Park Zoo. It was great to get the kids outside and we were able to learn a lot about the animals at the zoo. Check out the pictures on our Facebook! Our Life Skill classes this month have been centered on bullying, violence, and decision making. As our attendance numbers are showing the weather has definitely ramped up things at Outreach and we are eager to see what the summer holds.
- Outreach is still in process of hiring an Admin Assistant/ Activities Coordinator
- The Outreach Program participated in OP clean up as well as other usual monthly activities. Please like our Facebook page and share any good news or activities you see within our community. Also check our monthly calendar for upcoming activities.

Parks:

- Cleaned trash off the boat ramp and installed floating dock
- Took out bubbler system at Lower Ferry Pier
- Trim and cut down unsafe trees along park road (park employees)
- Replaced missing board on fishing pier
- Cleaned bathrooms at the comfort station on a weekly basis
- Chipping brush along the VA trail at Perry Point
- Cut up cherry tree at Ice House Park and chipped brush
- Getting prices to take down rotten trees on the VA trail
- Painted all picnic tables at the Community Park
- Started mulching all trees and shrubs on walking trail and at Rodgers Tavern
- Getting prices for gates to be installed on Lower Ferry Pier just before the gangway
- Changed time on park closing from 7:00 pm to 7:30 pm

Planning and Zoning:

- **Planning Commission Meetings** – Meeting held March 21 — assigned chairman and co-chairman; discussion and approval of MDP Annual Report.
- **Zoning Certificates** – Processed five (5) certificates and reviewed application for compliance with the Town's zoning regulations; none within the Critical Area
- **Board of Appeals** – No meeting held in March.
- **5439 Pulaski Hwy (Old Honda property)** – **NO UPDATE** On going- Still waiting on plans for road improvements from Mr. Burkins for review and approval.
- **Main Street Affiliate Program** – assisted with gathering information for this program.
- **Development Projects:**
 - **Cedar Corner/Loring Park** – on-going
 - **Magraw Subdivision** – Site Plans are being revised due to the increased impervious surface for sidewalks on Honicker. Revised plans have not been submitted.

- **Frenchman Land Company** – Continues to complete S&E and stormwater facilities associated with site development. Waiting for State Highway final approval of access permit.
- **Dollar General/Ketan** – No activity at this time.
- **Royal Farms** - AECOM has determined that both the sanitary and water services at the Heather Lane & Rt 222 location have adequate capacity for development of a Royal Farms. Concept Plans have been received by the Town and must be reviewed.

Police:

- Working with vendors on the security system design for the new police station.
- Working with Manns Woodward on a regular basis in reference to the new police building.
- Sergeant Nitz is working with the community churches, teaching active shooter training.
- Working with Brekford in reference to installing E-tix in Perryville Police vehicles.
- Will soon be placing the Perryville Police web-page address on police vehicles.
- Attended several other meetings related to policing, events, budget etc...

Public Works:

- **General work**
 - Sidewalk repairs and paving projects will resume in Spring of 2016
 - DPW Staff continues to repair potholes throughout as they arise and/or are reported.
 - 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. in the spring.
- **Wastewater Collection System:**
 - DPW purchased a small enclosed trailer that will house the new crawler camera that was purchased for sewer main inspections. The trailer will serve as a sewer response trailer.
- **Water Distribution System:**
 - Water services were repaired at 112 Bayscape Drive and 49 River Road. Service saddles were found to have deteriorated. A water leak was fixed at 231 Roundhouse Drive where a drain plug failed on a 2" meter and was need of being replaced.
- **Water Storage Tanks**
 - The ½ MG water tower was inspected.
 - DPW staff has been making arrangements for electrical meter box repair near the ½ MG Water Tank. The meter appears to have been struck by a Tractor Trailer and will need coordinated efforts from an electrical contractor and Delmarva Power. An exact date has not yet been determined but it is expected to take place in early March. (Update: DPW is still waiting for Delmarva Power to give an accurate date the repairs can be coordinated)
- **Winter Weather**

- DPW staff salted roadways for a small winter storms on March 4th and March 20th.

Reservoir / Dam:

- Developers represented by GTA (an environmental engineering firm) are interested in restoring (at least partially) the eroded channel along the dam site for the purposes of off-site SWM / Stream restoration mitigation. At a Special Meeting held after the March work session, the Mayor and Commissioners approved the concept plans and authorized the work to be done on town property. A site survey has been ordered for the final design. The meeting with GTA, the Town, MDE, and Army Corps of Engineers went without a problem. Minor revisions to the plan were made at the request of the town. Additional SWM plans will need to be submitted to the county. Other Legal documents will need approval from the Town.
- **NO UPDATE** Reservoir is maintaining minimal water levels. Have received the final land ownership memorandum form for the Dam Modification Permit from Fred Sussman (Town Lawyer). Engineer will provide letters stating our intentions for the dam to all affected and neighboring land owners and appropriate local officials and submit revised plans to MDE.
- **NO UPDATE** The cost to dismantle the Reservoir Dam Pump House would exceed \$10,000, and the job would have to be advertised and bid per the Town's Purchasing Guidelines should the Town desire to move forward with the job.

Retention Policy:

- Discussed Finance, Administration and Planning & Zoning at prior work sessions
- To resume in 2016

Rodgers Tavern Museum:

- ADA Bathroom and all bathroom fixtures – In progress
- Repointing repair – bids due 03/31/16
- Porch Painting – In progress weather permitting.
- Tavern Sign – In design
- Committee has separated items and starting to tag museum items.

Safety Committee: A meeting was held on March 23rd and the next meeting is scheduled for June 8.

Solar (for Park Maintenance Building):

- A mandatory pre-bid meeting was held March 18th at the Community Park. Two bidders attended the meeting. Town Staff - Harvey Cage, Aaron Ashford and Denise Breder attended the meeting as well.
- Chesapeake Electric installed outlets and lights in park building in preparation for the solar power installation

Strategic Plan and Annual Report: Pending approval of the Strategic Planning Meeting minutes, the Annual Report for 2015 is complete and will be printed and placed on the web site.

Surplus Property: Surplus items listed on www.municibid.com

Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak): NO UPDATE

Town Code Updates: P&Z prepared draft updates to Chapter 61 of the Town Code to allow the Mayor and Commissioners the ability to authorize alcohol beverages under certain conditions. This will be presented at a work session for discussion.

Training:

- DPW staff continues to obtain online training through LGIT.
- DPW Asst. Supervisor completed an online keyboarding class through Cecil College.

VA:

- Perryville received a letter from the Department of Veterans Affairs seeking participation in the Section 106 process for the EUL project. The Section 106 process is part of the National Historic Preservation Act. Cecil County received a letter as well.

Wage Scale Reassessment: We have had three additional progress conference calls with Singer Group since last month. Review and discussion was held on the draft salary structure, the survey, findings and recommendations. The next progress conference call has not yet been scheduled. Also, Singer Group will be attending a budget meeting on April 14, 2016 to go over their findings and recommendations with the Mayor & Commissioners.

Wastewater:

Influent Monthly Flow	26.12 Million Gallons
Effluent monthly Flow	23.42 Million Gallons
VA Monthly Flow	7.94 Million Gallons

- Plant met all required MDE parameters
- Routine preventive maintenance was performed
- Equipment repairs were completed
- Building & tank cleaning for the month was completed
- Continued operator cross training
- A Request for Proposals was issued for the engineering and preparation of a bid spec for the replacement of the belt filter press. Four firms submitted engineering proposals. The lowest cost proposal from Transviron was accepted, which was in the amount of \$30,000. The work has started and we expect to have the project complete, to include installation of the press, in early 2017.

Water:

Raw Water Monthly Flow	11.7 Million Gallons
Finished Water Flow	11.0 Million Gallons

- Plant met all required MDE parameters

- Routine preventive maintenance was performed
- Multiple misc. tasks were completed
- Seven equipment repairs were completed
- Building and tank cleaning for the month was completed
- Continued operator cross training
- On March 7th both water distribution pumps failed. To ensure continued water flow into the distribution system, we rented a Godwin diesel pump while working to repair the problems. One of the pumps is back in service and the other is being repaired. DPW Staff assisted WTP staff with the installation of a standby/back up temporary pump at the Water Treatment Facility when the distribution pumps failed.
- A letter was sent out letting people know that there was a TTHM and HAA5 violation. Questions should be directed to Superintendent Smith at 410-642-6142. The installation of water tower mixers and aerators should alleviate future problems.

Welcome Signage: NO UPDATE DPW and Economic Development are working on the design of the sign

Upcoming Events

- **Perryville Little League - April 9, 2016 from 10:00 a.m. - 11:00 a.m.** annual opening day parade. Start at the Perryville Middle School and end behind Town Hall at Trego Field
- **The Statewide Homicide Memorial Ceremony** held by the Cecil County State's Attorney's Office, **April 10, 2016 10:00 a.m. – 5:00 p.m.** at the Perryville Community Park
- **Girls on the Run of Harford & Cecil Counties - 5K on May 7, 2016 from 5:30 a.m.- 10:30 a.m.** Start and finish the 5K near the large pavilion and the race route will follow the same route as the Good Shepherd Head of the Bay 5K.
- **Good Shepherd Head of the Bay 5K and Family Fun Walk May 14, 2016 6:30 a.m. – 10:30 a.m.** at the Perryville Community Park
- **Cody G. Richardson Memorial Scholarship Fund and CGR Relentless 5K Run and Fun Walk, May 21, 2016 8:00 a.m. – 12:00 p.m.,** starting at the Perryville Middle School and through town
- **Perryville Middle School Jr. National Honor Society 5K Run and 1 mile walk, May 28, 2016 7:00 a.m. – 10:00 a.m.,** at the Perryville Community Park and includes use of the Bateman Pavilion.
- **Diamond in the Rough Triathlon, July 9, 2016, spectators must be in the park prior to 7:30 a.m.,** at the Perryville Community Park

3 attachments

March 2016 Police Department Statistics
Financial Statistics for March 2016
February 2016 Budget vs. Actual Chart from the Finance Dept.

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