

## **Staff Reports from Town Meetings**

- Town Administrators Report
- Assistant Town Administrators Report
- Administration Report
- Treasurer's Report
- Planning Department Report
- Engineers Report
- Police Dept./Outreach Dept. Reports
- Public Works Report & Parks & Recreation Report
- Wastewater Plant Report & Water Plant Report

## **Town Administrator's Report**

### **April 3, 2018 Town Meeting**

03/06 Prepared for and attended the Town Meeting

03/08 Held a Leadership Meeting with Staff. Topics discussed included Strategic Plan implementation, budget, review of Town Meeting and upcoming work session, and departmental reports. The next meeting is scheduled for April 12<sup>th</sup> at 10am.

03/08 Held an 'after action' meeting as a follow up to Winter Storm Toby. Staff and Commissioner/Chief Ryan reviewed the Emergency Plan and made some changes to refine the plan as a result of actual conditions.

03/19 Met with Dianna Battaglia to review a preliminary request to annex property at Cedar Corner Road into town limits.

03/20 The work session was cancelled due to the weather. The agenda items are being incorporated into other meetings so that we will not need to re-schedule this meeting.

#### **Other:**

##### **Bond Bill**

A Bond Bill Fact Sheet was completed providing more information on the request to provide funding to construct the Pennsylvania Railroad Monument Sign. Additionally, written testimony was prepared and provided for distribution on Bond Bill Saturday to State Senators and Delegates and Mayor Eberhardt went to Annapolis to testify on behalf of the funding request. I understand that the bill has been approved by the Senate and was scheduled for a vote in the House on Monday. I am waiting to hear the results of that vote.

##### **Budget for FY 2019**

Participated in several budget meetings throughout the month, both meetings with staff to prepare and review the FY19 budget and public meetings with the Board.

##### **CSX Train Derailment**

On Friday, March 2, 2018 six CSX rail cars derailed while crossing the bridge over the Susquehanna River. Four of the cars fell into the river, the other two cars overturned on the bridge. All of the cars that derailed have been recovered. CSX's contractor did do some grading and seeding to stabilize the disturbed ground. Staff is preparing a list of needed repairs along with cost estimates to send to CSX. Additionally, the Town will receive \$600 per day for the days that the parks were unavailable for our use and reimbursement for staff time. The Mayor and Commissioners sent a letter to the FRA seeking assurance that procedure changes resulting from this derailment are put into place to guard against future similar problems.

##### **Daily work**

Reviewed and approved department head leave slips and time sheets. Responded to inquiries from the press. Addressed personnel issues. Proof read minutes to meetings. Reviewed and approved

p.o.'s for greater than \$5,000. Met with various staff members on a daily basis to go over daily operations and issues as they arose.

#### **Fire Company – Station 16 water tie-in**

A meeting was held on Friday, March 9<sup>th</sup> at 2:30pm in the Town Hall Meeting Room to meet with fire company officials and a representative from USDA (by phone) to discuss possible funding options through USDA. In follow up to that meeting, USDA sent information on possible funding programs. Ralph Ryan and I met on March 26<sup>th</sup> to review the applications. The applications are very involved and complex and I recommend, should these sources of funding be considered, that a consultant is hired to complete the applications. Staff will seek prices from consulting firms to find out how much this will cost.

#### **Green Team**

The minutes to the 02/07/18 Green Team meeting were prepared, distributed via email to members and posted on the Town's website. The Green Team is working on the Action Plan, which is a required step in order for the Town to get its certification through the Sustainable Maryland Certified Program. The certification will open up more grant opportunities for the town. The next Green Team meeting will be held on **Wednesday, April 11, 2018 at 5:30 p.m.** in the Town Hall Meeting Room. At the next meeting the team will continue to write the required Green Team Action Plan. New members are welcome. Please contact town hall at 410-642-6066 if you are interested in joining the Perryville Green Team.

#### **Ikea Way**

The SHA District 2 Engineer stated that SHA acknowledges that the length of Ikea Way beyond Marion Tapp Parkway is owned by the State. In order for SHA to take maintenance responsibility, they need a letter from Ikea requesting to amend the access permit. Ikea is aware of SHA's change of stance on this issue and the letter that SHA is requiring in order to take maintenance responsibility. **UPDATE:** A letter has been sent to the District 2 Engineer from the Town requesting that SHA take over maintenance responsibility of the roadway in question. The District 2 office has requested some additional information regarding the request, but no formal response has been received yet.

#### **Insurance Renewal (NO UPDATE)**

One of the annual LGIT Insurance Renewal Workshops will be held in Perryville Town Hall. The workshop will be on **Tuesday, April 10 from approximately 8am-2pm.**

#### **MS4 – Municipal Separate Storm Sewer System Permit**

Ralph Ryan and I participated in a MAMSA conference call regarding the impending issuance of the MS4 general permit to the Town of Perryville. Presently, we anticipate that permit to be issued by mid-April. Should we decide to challenge the permit in court, we have 30 days from when the permit is issued to file. We need to further discuss this at the April work session.

## **Municipal Complex:**

### **Phase I Police Department Construction --**

- **NO UPDATE:** 01/01 Called in to the Police Department for a broken sprinkler head causing damage to the building. Follow up meeting held on 01/03. North Point Builders has filed a claim with their insurer to cover the damage. The insurer has been in touch with the Town and we need to pay for the repairs out of pocket and then once the repairs are complete and the costs are finalized, the Town will need to sign a release and then their insurer will issue payment. The repairs have been done to the building; however, the town is still in the process of ordering replacement items. Once done, a release will be signed and North Point's insurer will reimburse the town for costs incurred.
- The few things left on the punch list will be handled through the 1-year warranty (ex: the replacement of the section of sidewalk is weather dependent).

### **Phase II Little League Field (Trego Field) and Phase III Town Hall --**

- Using EJCDC documents, Ralph Ryan put together a Request for Qualifications (RFQ) package. 03/26 Ralph Ryan, Commissioner Linkey and I met with Little League representatives to go over the RFQ and plan updates (that had been previously discussed with the L.L. at November 13, 2017 meeting). This RFQ will be advertised and will allow the town to pre-qualify contractors to submit bids on the design-build Phase II part of the project. Note that the site work is designed and permitted already, but the concession building will need to be designed and permitted as part of the design-build contract. We expect to have the pre-qualified firms by the end of April and the bids by the end of May. We need to discuss financing of the project at the April work session. We still anticipate the project to go under construction by this fall. Last month it was reported that there is a raptor nest on one of the existing light poles that needs to be addressed. That nest was vacant and was removed following USDA guidelines.
- On December 6<sup>th</sup> I met with Ralph Ryan, Amanda Hickman and Dianna Battaglia regarding grant possibilities for the Phase II and III Municipal Complex Project. Amanda is now pursuing the Transportation Alternatives, Chesapeake Bay Trust and Community Parks and Playgrounds grant opportunities. We are hoping to get funding assistance with sidewalks, lighting, required bioretention areas & submerged gravel wetlands, and the basketball court. **UPDATE:** 03/07 Amanda Hickman and I met with representatives from the Chesapeake Bay Trust to see site conditions and discuss a possible grant for the stormwater work for Phase II and III of the Municipal Complex Project. The Trust will only pay for costs for work that is over and above what is required by law. Staff is currently evaluating the planned stormwater work to see if this project is a good fit for the grant funding. Additionally, the Transportation Alternatives Program (TAP) grant applications are due by May 16<sup>th</sup>, Amanda plans to submit a grant application for that program as well. We hope to cover some of the sidewalk costs and possibly lighting with the funding from the TAP program.

- **NO UPDATE:** There is an encroachment on town property that affects the Phase III design. I plan to meet with the property owner to resolve the encroachment before moving forward with the Phase III bid.
- **NO UPDATE:** Phase III of the Municipal Complex project is the construction of a new Town Hall. During FY17, we contracted for a needs assessment, which has been done. The next step is to bid out the design of the building. It has not yet been determined if it would be more beneficial to bid this part of the project as design-build or if we should contract for a design and then bid that out with the site work. More information will follow.

#### **Sidewalks on MD222**

**NO UPDATE:** On January 30<sup>th</sup> Ralph Ryan and I met with State Highway and Cecil County Government representatives to provide comments on the first draft engineering plans for the sidewalk along MD222 from Clayton Street to St. Marks Church Road. On February 12<sup>th</sup> Mayor Eberhardt, Ralph Ryan and I met with the Beacon Point HOA representatives regarding the ROW needed from the HOA for the sidewalk along MD222. We will plan a meeting in the near future with the other impacted property owner, Patterson Funeral Home. We need to consider writing a new sidewalk ordinance and have further discussion regarding Right-of-Way acquisition. Presently the project has been funded for design but not construction. State Highway representatives anticipate that it will be funded in the FY2020 budget (which means construction would begin after July 2019).

#### **Strategic Planning**

The State of the Town Meeting discussed as part of the implementation of the Strategic Plan was held today at 6pm. That meeting was the beginning of the roll-out of the plan. Additionally, Dept. Heads will be providing Strategic Plan updates in their monthly reports.

#### **Susquehanna River Rail Bridge Project (NO UPDATE)**

A letter was sent to Amtrak requesting that it work with the VA to share the VA Truck Route (using Marion Tapp Parkway) to get trucks off of Otsego Street and generally out of the downtown area. We are waiting on a written reply to that letter, though I did have a conversation with Kevin McDermott of Amtrak regarding the request and he was amenable (and working on a plan) to get Amtrak trucks off of Otsego Street.

#### **Triathlon**

The assignment agreement between Neil Semmel of Piranha Sports, Greg Hawkins of Kinetic Endeavors, LLC, and the Town has been fully executed. Kinetic Endeavors, LLC will continue with the Diamond in the Rough Triathlon Race. This year, the race will be held on July 7<sup>th</sup>.

**NOTE: Please read the Staff Reports for more detailed information or additional Department level information.**

## **Assistant Town Administrator Report for the April Town Meeting**

### **EMPLOYMENT**

The Police Officer position has been filled and the new employee will be starting on April 16, 2018

Have set up interviews for April 4<sup>th</sup> and 6<sup>th</sup> for the openings in Parks and Public Works.

### **MISCELLANEOUS**

Processed paperwork with employees.

Processed Connectyourcare charges for deductible.

Processed 2 payrolls Completed all tax payments, retirement payments and A/P checks.

Updating the Sick Leave section of the Personnel Manual per the new requirements. It will be on the April 17, 2018 work session.

Completed an employee census for Health Insurance Rates.

Scheduled an Ethics Committee meeting for March 19, 2018. We did not have a quorum. Trying to schedule another Ethics meeting for April 4, 2018.

Worked on budget items.

### **MEETINGS**

March 1, 2018 – Attended budget meetings with Denise and Debbie

March 8, 2018 - Attended Staff meeting

March 12, 2018 – Met with a gentleman to discuss providing a quote to clean Town Hall. Spoke with our current janitorial company to provide us a quote to clean Town Hall.

March 13, 2018 – Attended a Safety Committee meeting.

March 14, 2018 – Met with Benecon(LGIT) to talk about Health Insurance.

**Administrative Office  
Town Meeting Report**

<b>Calendar Year 2017</b>	<b>Jan.</b>	<b>Feb.</b>	<b>Mar.</b>	<b>Apr.</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug.</b>	<b>Sept.</b>	<b>Oct.</b>	<b>Nov.</b>	<b>Dec.</b>	<b>Totals</b>
Boat Ramp Stickers Sold (in state)	32	85	54										171
Boat Ramp Stickers Sold (out of state)	29	5	9										43
Deeds processed	4	13	7										24
Dump Trailer Rentals processed	0	1	2										3
Hawkers Peddlers Licenses Issued	0	0	0										0
Heavy Trash Calls processed	31	73	71										175
Formal Complaints	1	1	3										5
Park Pavilion Rentals processed	0	5	4										9
w/s bills mailed	1520	0	0										1520
w/s late notices mailed	0	412	0										412
w/s door hangers for shut offs prepared	65	0	91										156

**Other:**

**Current Events**

None

**Upcoming Events**

April 14, 2018 - Perryville Little League Parade

June 22, 2018 - Movie Night - Lower Ferry Park

June 30, 2018 - Beer & Wine Fest - Rodgers Tavern

August 11, 2018 – Lower Ferry Festival

**Treasurer's Report  
Town of Perryville, Maryland  
April 3, 2018**

**-Projects:**

- **Boat Ramp Honor Box**
  - April-June 2017 Collections from Honor Box- \$1439.00
  - July, 2017 -March, 2018 - \$3465.00
  - Total to date: \$ \$4904.00
- **FY 18- Financial Statements**
  - FY18 financials February, 2018 prepared and reviewed.
  - Extensive review of targeted accounts is being performed.
- **FY 18-FY 20 Audit**
  - Reviewed proposals from four auditing firms, prepared recommendation
- **FY 2019 Budget**
  - Held meetings with all Department Heads to review their budget requests.
  - Prepared preliminary budget.
  - Held first two public meetings to review budget.
  - Adjusted preliminary budget accordingly.
- **"Cash Back" Credit Card**
  - Contacted George DeHORITY, Finance Director of Havre de Grace to discuss the credit card used by their Town. He stated that they use PNC's 1 ½% cash back card and are generating approximately \$15,000/ year in rebates.
  - I am currently in the process of looking at other bank's cards to see if there is higher percentage available.

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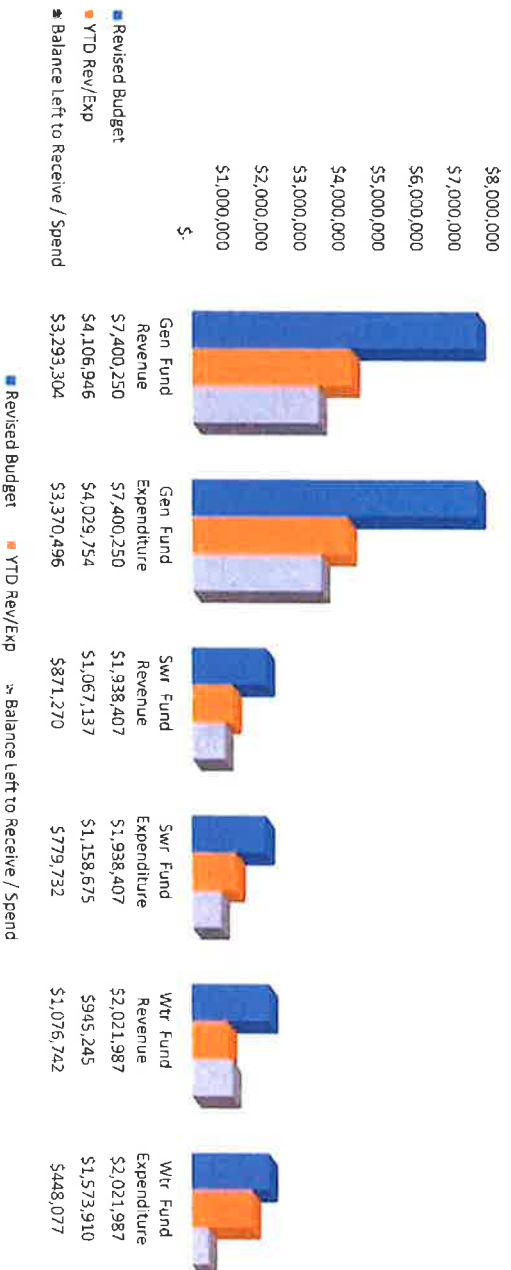
**Future/Current Projects**

- Establishing the Capital Projects Fund through cash and investment accounts, setting up the general ledger and preparing 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.
- Research the possibility of utilizing a "cash back "credit card for the Town.
- Work with the Police Department of establish the best method of disposing of old furniture and equipment.
- Reorganize the computer filing system for all finance related computer files, indexing them in a manner appropriate for record retention programs.
- Perform a physical audit of fixed assets, comparing, where possible, to property on LGIT's property schedules.



	Gen. Fund Revenue	Gen. Fund Expenditure	Swr. Fund Revenue	Swr. Fund Expenditure	Wtr. Fund Revenue	Wtr. Fund Expenditure
Revised Budget	\$ 7,400,250	\$ 7,400,250	\$ 1,938,407	\$ 1,938,407	\$ 2,021,987	\$ 2,021,987
YTD Rev/Exp	\$ 4,106,946	\$ 4,029,754	\$ 1,067,137	\$ 1,158,675	\$ 945,245	\$ 1,573,910
Balance Left to Receive / Spend	\$ 3,293,304	\$ 3,370,496	\$ 871,270	\$ 779,732	\$ 1,076,742	\$ 448,077

**Town of Perryville  
February 28, 2018  
Budget vs. Actual  
Final Report**



## Planning & Zoning Department

### March Staff Report – April 3, 2018 Town Meeting

#### Development/Projects:

- **Royal Farms Store #267 1825 Perryville Road:** work continues on schedule; concrete to be poured week of 2/20 and paving in 2 weeks weather pending.
- **Magraw Subdivision:** owner/developer is working with Fairgreens for Dedication Agreement for the road; as of 1/25/18 they are diligently working to resolve all matters to move forward.
- **Frenchman Land:** As-built drawings of private and SHA construction have been requested but not received to date.
- **Cedar Corner:** last conversation with Kevin Geraghty that he is still committed to the project but is researching possibilities for a redesign to make the project feasible.
- **Corporate Boundary Survey:** preliminary plan has been provided for final review; still some areas to resolve boundary designations; planning for annexation of the community park next fiscal year.
- **Lower Ferry Park:** park completed, to order interior baby changing table; researching sign options.
- **Woodlands:** Doug Hill has continued ownership of the property with his investors however not actively doing anything right now; commercial/retail businesses use the number of residents and percentage of vacant properties when making decisions; there is no immediate need for apartments; he will continue to stay in touch if situations change.
- **Former Perryville Outlet property:** proposed concept plan supported by the Planning Commission and Mayor and Commissioners; project submittal pending; to discuss removal of the Perryville Outlets sign at the corner.
- **Chesapeake Overlook property:** Gary Stewart is actively working with the brokerage community to market the site; Amazon has interrupted retail success and they are trying to attract a destination type of retailer, service business such as Great Wolf Lodge Resorts; also working on the annexation plans for the 11 acres acquired from the State, plan is to drop the grade to increase visibility to the site and make it desirable to retailers.
- **Annexation – Campbell Property:** Morris & Richie continue to move forward with Petition for Annexation.
- **Annexation Request:** received a request to annex 2 lots on Cedar Corner Road; subdivision of lots from lands of Katherine Wein was approved with 2003 agreement in place from Perryville to connect to the municipal water system and annexation when lots became continuous to town limits (Cedar Corner LLC property was annexed in 2009); discussions ongoing with counsel and applicant.

#### Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>	10	6	2										
<i>Violation Letters</i>	37	17	16										
<i>Citations</i>	9	5	4										
<i>Rental Licenses Issued</i>	87	13	3										
<i>Other</i>	<ul style="list-style-type: none"> <li>• 2 Violation Citations issued to the Marina</li> <li>• Previous Outlet signs have been defaced</li> <li>• 1 rental property inspection made- requested further inspection by county inspectors</li> </ul>												

**Landlord-Tenant Board:** 1 inquiry was made about the Board- application was given but has not been returned. Board members needed. Posted on website and social media and in the newsletter.

**Planning Commission:** No meeting held in March.

**Board of Appeals:** No hearing held in March.

**Meetings/Events:**

- 3/2 discussion with Matt Roath regarding plans for his site.
- 3/5 Dianna attended Cecil County Transit's Technical Advisory Committee meeting to discuss and develop 5 year goals plan.
- 3/7 Amanda and Denise met with DNR to discuss Chesapeake Bay Trust Fund grant proposal
- 3/8 attended Leadership meeting.
- 3/9 Dianna and Billy attended MEDA training for overview of how Maryland practices economic development; develop a network of resources, link people and faces and building camaraderie among participants.
- 3/12 Dianna attended webinar by Census Bureau about the Local Update of Census Addresses program (LUCA.)
- 3/13 P&Z department meeting.
- 3/14 Dianna and Deb met with Randy Neff and Shelby Haley to discuss issues at 515 Otsego Street; meeting at casino with Matt Heiskel and team to discuss updates/activities.
- 3/22 attended the Healthy Lunch; attended budget meeting for review of P&Z, Economic Development, Rodgers Tavern.
- 3/26 and 3/27 meeting with investors regarding development and redevelopment opportunities.
- 3/28 Amanda and Dianna attended Maryland CDBG Application Workshop.

**Other:**

- Town Signage Replacement-all signs have been received; 95% complete installed.
- Working on revisions to Chapter 32 Building Construction.

**Zoning Certificates:** 11 certificates approved; 4 are for roof mounted solar panels.

**Grants:**

- Continue to process Revitalization, Façade and 501C grant reimbursements and work with awardees.
- Business development grant open to the public- one application reviewed and recommended to Mayor and Commissioners
- A summary pertaining to Town funded grant programs can be found at <Z:\Amanda\Grants\AWARD tracking>.

**Grants Applied For:**

- A spreadsheet is available for tracking all external grants that have been applied for at <Z:\Amanda\Grants\town grant applications>.

Grant Applications Pending				
Name of Program	Date Submitted	Project	Amount Requested	Status
Community Parks and Playgrounds (DNR)	8/16/2017	Community park courts and trail	\$45,300.00 Zero match	In review
Community Grant Program	12/27/2017	Purchase of 2 soccer goals for community park	\$2,000.00	In review

(Walmart)			Zero match	
<b>MHAA</b>	3/12/2018	Lower Ferry Solar Lights	\$40,000.00	
<b>MHT</b>	3/12/2018	Rodgers Tavern renovations	\$23,000.00	

#### **Economic & Community Development:**

- Researching prospects for future hotel at the casino site.
- Met with Mary at PNC regarding the request for sponsorship for town events. She is waiting to hear back from the corporate office.
- Chamber meeting on 3/7, networking, developing new relationships.
- MEDA Training course on 3/9
- Attended a business card exchange on 3/13 at Elkton Smiles – hosted by the Chamber
- Meeting with Matt Heiskell at the casino to discuss events/activities
- Continue to research and pursue business prospects.
- Met with several people/town businesses about donations for our upcoming events.
- Spoke with Sarah Colenda about the vacant space we have at the concession stand by the boat ramp. She is looking for the Boys and Girls club to possibly be involved with using the space.
- Meeting with Roger Davis the owner of Firetower brewing company, we will discuss with him being a vendor at the tap room when it is open.
- 3/27 – having Aerials taken of vacant properties, and land for future projects, and for the Town brochure

**Farmers Market/Community Events:** Continue to network with surrounding businesses to promote participation.

I met with a performer who is interested in coming once a month to sing, and perform during the Farmers Market hours. We will iron out the details as we get closer.

I am meeting with Michelle Henson – the person who is in charge of organizing the Elkton Market. We want to share ideas, and ways to make the market a success.

#### **Training:**

**Website:** Continue to update and keep current the information posted for related departments.

#### **2018-2020 Strategic Plan:**

Please use this section for actions you did to work towards or to achieve the desired outcomes.

Goal 1: Increase Business

Goals 2: Increase Residential Development

- Note: the Builders Mart was cancelled due to the weather/snow.

Goal 3: Invest in Town Infrastructure

Goal 4: Cultivate a strong sense of community and increase citizen involvement

Goal 5: Maintain and enhance public safety

Goal 6: Maintain a strong human and financial infrastructure

- EPA / MDE Phase II MS-4 Permit Regulations for Small Municipalities
  - NO NEW UPDATES
  - The Maryland Department of the Environment (MDE) proposes to reissue the National Pollutant Discharge Elimination System (NPDES) General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4). Perryville falls under NPDES Phase II requirements described in 40 CFR 122.34 and requires the implementation of six minimum control measures. Phase II requirements are warranted with communities outside Phase I with a population of at least 10,000 and a population density of 1,000 people per square mile. In addition to NPDES Phase II requirements, MDE proposes the Chesapeake Bay Restoration and total Max Daily Loads be reduced for Phase II communities (WIP). MDE's WIP specifies the nutrient and sediment load reductions required to address the Chesapeake Bay Total Maximum Daily Load (TMDL) by 2025. The proposed general permit will make progress toward that strategy by requiring small MS4 communities to commence restoration efforts for 20% of existing developed lands that have little or no stormwater management.
  - Maryland's WIP requirements – the Town must reduce impervious surface by 20% by creating mitigation projects such as the following – At least \$50,000/yr
    - (1) Bioretention Projects (facilities similar to that being constructed for the Police Station)
    - (2) Ditch Improvements (such as grass channels and Bioswales)
    - (3) Upland Reforestation & Forest Riparian Buffers
    - (4) Retrofit existing Dry SWM ponds (update old SWM facilities)
    - (5) Street Sweeping
    - (6) Stream Restoration
    - (7) Wetland Restoration & Constructed Wetlands
  - NPDES Phase II - Public Education & Outreach – Create and maintain public environmental seminars & hotlines to report to authorities environmental violations. At least \$5,000/yr
  - NPDES Phase II - Public Involvement & Participation – Public participation of various environmental events. At least \$3,000/yr
  - NPDES Phase II - Illicit Discharge Detection & Elimination – Create & maintain database / map of the Town's storm drain system with extensive details such as outfalls, inlets, SWM facilities, and illicit discharge locations. Create Town ordinances / regulations that prohibit illicit discharges. Inspection of storm systems & document I&I issues. Fix all I&I issues as they occur and / or discovered. At least \$20,000/yr
  - NPDES Phase II - Construction Site Stormwater Runoff Control – Town must formulate a legal contract w/ Cecil DPW to maintain these services with the Town. At least \$2,000 one time
  - NPDES Phase II - Post Construction Stormwater – Inspection of SWM facilities. Create & maintain database / map of SWM features. Training of staff on inspections and design. At least \$15,000/yr
  - NPDES Phase II - Pollution Prevention and Good Housekeeping – Staff training on water quality protection. Develop pollution prevention plans. Document any spills and documents efforts to reduce fertilizers, pesticides, and deicing materials. At least \$5,000/yr
  - Administrative duties, Documentation, Mapping, and Reporting to MDE on an annual basis. – At least \$10,000/yr
    - (1) Develop a baseline impervious area assessment and submit within the 1<sup>st</sup> year of permit issuance.
    - (2) Develop and implement an impervious area restoration work plan within the first year of permit issuance that outlines the development of a new restoration program for the municipality and

includes appropriate budget, staffing, and resources to comply with impervious area restoration requirements.

- (3) Develop a restoration activity schedule and provide a list of water quality improvements projects that will be implemented by 2025 to reduce TMDLs to the target load.
  - (4) Develop a BMP database to track implementation, and comply with inspection and maintenance requirements.
- MDE may issue the MS4 permit by mid-April. The Town will begin the RFP process for an engineering firm to aid the Town in the MS4 requirements.
  - Reservoir Road Dam
    - The Dam is maintaining a safe reservoir water level.
  - Town Hall Site & Police Station
    - Waiting for the punch list to be fulfilled for the completed Police Station. Final payments still need to be accomplished.
    - Sent Little League mark-ups to ARRO Engineering for modification. Creating contract legal documents for Design/Build of the Little League. An agreement should be arranged with home owners adjacent to the Town Hall along Broad Street, as their back yard facilities (fences & sheds) encroach upon Town property and interfere with Town Hall and Little League improvement plans.
  - Otsego Street
    - **NO NEW UPDATES** - Developing the construction plans for Otsego Street. The Otsego Street project has now expanded the scope of improvements, extending from Roundhouse Drive to Aiken Ave. A topographic survey must be completed along Otsego Street if the Town expects the project to move forward. I would like a very detailed survey along the more "urban" areas of Otsego Street in order to better protect the owners' property. Several private properties along Otsego Street have private storm drain systems directly tied into the Town's storm system. Permanent agreements, easements, and SWM facilities will need to be established and designed in order to re-build these private storm drains going into Otsego Street. I am commissioning a detailed survey for Otsego Street.
  - Fire House Station 16 Water Tie-in
    - A 2-inch PVC line is proposed to service the fire house. A preliminary engineering report is proposing a 2-inch directional bore layout or a 2-inch direct bury for the project. A PER is required to apply for Federal funding grants.
  - Royal Farms
    - Construction of the Royal Farms is ongoing and should be finished by the end of March. Working with the contractor with water and sewer specs and inspections.
  - Sprint & AT&T
    - **NO NEW UPDATES** - Sprint is proposing new hardware installation at Perryville Travel Plaza Water Tower.
    - **NO NEW UPDATES** - AT&T is proposing new conduit and substation near Perryville's Ice House Park.
  - MD 222 Sidewalk Construction
    - Held a meeting with Beacon Point HOA concerning the construction of a sidewalk by SHA from St. Marks Church Road to Clayton Street along southbound MD. Route 222. Discussed with Beacon Point the need to acquire right-of-way for the sidewalk and SWM.
  - Cecil Avenue
    - Updated the construction cost estimates for Cecil Avenue for the Planning Dept.

- ***Strategic Planning Goals***

- Public Outreach / Community building –
  - (a) MS4 public education and outreach requirements
- Infrastructure Improvements –
  - (a) Town Hall Phase II (Little League)
  - (b) Otsego Street
  - (c) Station 16
  - (d) MD 222 Sidewalk Construction
- Economic Improvement –
  - (a) Royal Farms
  - (b) Sprint and AT&T cell phone towers



# *Perryville Police Department*

448 Otsego Street • P.O. Box 511 • Perryville, MD 21903

*Allen Miller*  
*Chief of Police*

*Tel: 410-642-3725 • Fax: 410-642-3724*

*James L. Eberhardt*  
*Mayor*

## **MONTHLY REPORT FOR MARCH 2018**

### **CURRENT PROJECT.**

Working with IKEA and Outreach to fix up the first floor of Outreach.

Training the newly hired police officer to get him ready for service.

Hired a police officer, waiting for background investigation to be complete.

Working with the promoters of the Susquehanna River Run for traffic control.

Working with the school Principals to improve school safety.

### **MONTHLY MEETINGS/TRAINING ATTENDED:**

March 1, attended the Perryville Elementary School to Read a student a book.

Attended monthly meeting at police station with our police pastor.

March 8, attended the Leadership Meeting at town hall.

Attended the Town Hall Meeting.

Ofc. Leas attended the Safe Streets Meeting in Elkton.

March 9, met with the Cecil County Asst. States Attorney.

March 10, went to the memorial service for Commissioner Fox.

March 13, Met with the States Attorney in Elkton about electronic summons.

March 14, attended the Susquehanna River Run meeting.

March 16, met with the Chief of the Perry Point Police Department about the new homes that are being built in Perry Point.

March 17, attended the Easter Egg Hunt at the Middle School.

March 22, met with reps from IKEA at the station. They gave our police officers stuffed animals for the kids.

March 22, attended the budget meeting at town hall.



Perryville Police Department Monthly Police Report  
March, 2018

	January	February	March	Year to Date 2018		
ROBBERY	0	0	0	0		
ASSAULT	5	3	1	9		
BURGLARY	0	0	0	0		
THEFT	6	7	3	16		
Auto Theft	0	0	0	0		
CDS	1	1	2	4		
DISORDERLY	0	0	0	0		
MDOP	2	1	1	4		
ADULT ARREST	11	16	15	42		
JUVENILE ARREST	1	1	2	4		
Referrals to Outreach	0	0	0	0		
CITATIONS	46	40	30	116		
WARNINGS	85	67	44	196		
SEROS	28	11	11	50		
ACCIDENTS	5	4	5	14		
52 (Investigated)	3	2	1	6		
89 (no Investigation)	2	2	4	8		

March 27, 2018

# Perryville Police Department

## Outreach Program

### Town Report

March 2018

Overall Monthly Attendance: 255 as of March 26<sup>th</sup>

Number of New Referrals:

Number of New Members:

### **Announcements**

The Outreach Program has had a busy month this March. We would like to thank the Principio Methodist Church for their donations of food and goodies for our members. We would also like to thank the Good Samaritan who donated about 10 pounds of chicken to us for family dinners. We participated in Read across America this month and our police Chief and Director read to Perryville Elementary classrooms. Outreach staff also attended the Tobacco task force meeting this month. We would like to thank IKEA for their donations of Teddy Bears and blankets to our Police Department. We know children not only at Outreach but who come in contact with our officers will greatly appreciate the donation. We have been focusing on getting outside on the better days this month and enjoyed our first cookout of the season. We are looking forward to warmer weather and many more cookouts. Army recruiters came and talk about their profession and talked to some members about job opportunities this month as well.

Life skills this month have focused on responsibility, particularly with our younger population in terms of homework and chores. The book mobile stopped at Outreach and our members were able to check out books. Our members enjoy it when the library can come to them! Check out Outreach's Facebook page for pictures of our members in action.

Please like our Facebook page and share any good news or activities you see within our community. Also check our monthly calander for upcoming activities.

# **DPW Report - March 2018**

## **PUBLIC WORKS:**

### ***Projects/Other Events:***

- Employees completed the installation of a drop ceiling in an area inside the 1MG tower that houses the gauges. This is to keep the heat at a lower elevation and prevent the gauges from freezing.
- DPW Staff is nearing the completion of a restroom in the basement area of Rodgers Tavern.

### ***Paving/Sidewalk Repairs:***

- A section of sidewalk was replaced on Broad Street. This section was removed to connect a resident to the town's wastewater system.

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

- Two pumps failed at the Front Street pump station. A temporary stand by pump was set in place to serve as a backup pump to the remaining pump at the station while the other pumps receive repairs.
- Crews addressed one minor sanitary sewer backup on Broad Street.
- Door Hangers and shut offs were performed for customers that did not pay their water/sewer bills.
- DPW Staff purchased listening equipment that is used to locate water leaks and help determine an accurate location before excavating.

### ***Training:***

- Water Distribution and Applied Mathematics training manuals have been provided to employees who want to study for Distribution exams during working hours.
- Two employees attended smart meter training in Hampstead, MD that was offered through MRWA.

### ***Town Events:***

- N/A.

### ***Weather Related Events:***

- Staff plowed snow and spread salt for a weather a snow storm during the month of March.

- A high wind event brought down several trees throughout town. Staff worked throughout the event and for several days after to address the downed trees and street signs.

#### ***Vehicle/Equipment Maintenance:***

- The Public Works Department continues the responsibility of maintaining the Town owned vehicles, including Police Vehicles. This will allow for a savings throughout the Police Department's vehicle repair budget as well as all other vehicle repair budgets.
- Staff began cleaning and repairing all snow removal equipment as needed so that it can be stored for the summer seasons.
- Mowing equipment is starting to be de-winterized for the upcoming Spring and Summer seasons.
- The desk in the Assistant Administrators office was repaired.

#### ***Other:***

- Staff addressed a brush pile removal work order for the Code Enforcer.
- The DPW has taken ownership of a Ford Transit Van. The van has been setup with shelving and equipment for on call personnel to be able to respond to emergency call outs in a timely manner. The vehicle was purchased using funds from previously sold items.
- An inflatable trench box has been ordered to be used on future below ground level repairs.

### **PARKS AND RECREATION:**

#### ***Projects/Town Events:***

- Staff has begun prepping their mowing equipment for the upcoming Spring Season.
- Staff will switch to an alternate work schedule in April to make sure there is employee presence at the Community Park during the weekends.
- Park Staff assisted with brush removal work order for Code Enforcer.

#### ***Paving/Sidewalk Repairs:***

- Park Staff cleared town owned sidewalks throughout Town after the snow event.

#### ***Maintenance:***

- 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 down time with broken equipment.
- Park employees have begun de-winterizing mowers to get them ready for the upcoming spring and summer mowing seasons.
- Staff empties trash cans daily to assure the grounds are kept clean during the parks busy summer months.

#### ***Training:***

- Parks employees continue to take online training through LGIT.

#### ***Rodgers Tavern/Lower Ferry Pier:***

- Staff researched approved treatment of the pier and will begin to follow through with the treatment in the spring.

#### ***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.
- **Building Maintenance** – A DPW employee is performing monthly facility inspections and making repairs and addressing issues as needed.
- **Mowing** - DPW has completed 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. This process will begin again in the spring.
- **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** - Picked up for those residents who scheduled for a removal. **Yard waste** – Was picked up twice this month for residents who requested placed approved items curbside
- **Fire Hydrants/ Extinguishers** –Flushing took place the last week of November 2017. Extinguishers received their annual inspections in November 2017.
- **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 & Wastewater Treatment Plants**

## **Monthly Operating Report**

### **March, 2018**

#### **Wastewater:**

Plant Influent Monthly Flow:	30.59 Million Gallons
Plant Effluent Monthly Flow:	28.46 Million Gallons
Veterans Center Monthly Flow:	7.90 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of February, 2018 and March, 2018 with the March's lab results received to-date.

#### **Activities:**

1. Attended 2018 budget planning meeting
2. Preparing bid documents to clean out reed beds
3. Completed engineering evaluations of proposals received to perform PER for denite filter study, sent to MDE for comment/approval
4. Completed signup for annual EPA DMR-QA 38 study
5. Completed Tier II annual chemical report and submitted to State, County and local fire department
6. Minor repairs to John Deere loader was completed
7. Submitted budget hourly wage recommendations to Town manager
8. Monthly tank cleaning was performed
9. Scheduled preventive maintenance was performed
10. Continued cross training of water and wastewater operators
11. Tested all emergency lighting & monthly check of fire extinguishers
12. Building housekeeping was performed

**Water & Wastewater Treatment Plants**  
**Monthly Operating Report**  
**March, 2018**  
**Page 2**

**Water:**

Plant Raw Water Monthly Flow:	9.8 Million Gallons
Plant Finished Water Flow:	9.0 Million Gallons
Plant Backwash Water:	0.8 Million Gallons

Plant in compliance with MDE regulations for the month of February, 2018 and March, 2018 with the March's lab results received to-date.

**Activities:**

1. Ordered new 8" check valves for both distribution pumps
2. Ordered lab bottles for annual testing of TOC's, SOC's, Arsenic, Phase II & V metals
3. L. Frazier tentative return to work date is now April, 2018
4. Installed new control cabinet heater for backwash tank panel
5. Replaced both motor starter contacts in backwash tank panel
6. Continue second round of MDE required raw water e-coli testing
7. Continue WTP training O&M for C. Burns
8. Continued cross training of water and wastewater operators
9. Monthly housekeeping was performed
10. Scheduled preventive maintenance was performed
11. Tested all emergency lighting & monthly check of fire extinguishers