

Staff Reports from Town Meetings

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

**Town Administrator's Report
Town of Perryville, MD
For the August 4, 2015 Meeting**

Project Status Updates:

- **Cable TV Franchise Agreement:** The public hearing was held on 7/21. The Focus Group work is complete. The Needs Assessment must remain open while the town works with Atlantic Broadband to meet the needs expressed by the Focus Group and during the public hearing. One of the primary needs is having a closer office location. More information will follow from Cathy McCardell and Sue Ellen Ferguson, Esq. on next step.
- **Charter Amendments:** three charter updates are on the agenda for your consideration tonight.
- **Elm Street** – Ralph Ryan, P.E. is preparing specifications needed for inclusion in the Bid Package. An “Elm Street Project” Quick Link has been set up on the Town’s website where residents and interested parties will be able to get the latest and most up-to-date information on the project. A letter went out to property owners on July 28th giving a brief status update on the project and letting them know about the delay from the previously posted schedule.
- **Employment** –
 - Perryville has a Public Works Crewman position advertised on the Town website. The closing date is August 11.
- **Greenway Committee (Perryville)** – Two members of the Perryville Greenway Committee met on July 15th at 8:30am to walk the ‘VA’ trail section. This walk helped to identify signage and parking needs for that section of trail and to begin looking at making the northern trail connection to the Community Park. The next meeting is scheduled for August 26, 2015 at 10am in the Town Hall Conference Room. The next Regional Greenway meeting is scheduled for September 17, 2015 at 10am at the Port Deposit Town Hall.
- **MARC Maintenance and Layover Facility** – **NO UPDATE**
- **Municipal Complex:** PLEASE see Ralph Ryan’s report for an update.
- **Reservoir / Dam:** Fred Sussman, Esq. is working on correcting the title issues for this property so that the MDE deed restriction requirements can be met before proceeding with the work to drill the holes in the dam. See Ralph Ryan’s report for additional updates on this project.
- **Sunken Boat:** DNR has removed the sunken boat from Lower Ferry Pier. The contractor for DNR has had some equipment problems and the boat by Garrett Island has not yet been removed. They hope to have it removed during the 1st week of August.
- **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):** The State is working through the National Environmental Policy Act (NEPA) process for this project. They have tentatively planned for the next Section 106 Consulting Party meeting to be held on August 18th from 1-3pm at the American Legion in Perryville. MTA is aware that the Town expects the next public outreach meeting to be held in Perryville. Also on behalf of this project, HNTB inquired about crime statistics and railroad safety outreach efforts, and a reply was sent.
- **Triathlon** – The 13th annual Diamond in the Rough Triathlon was held on July 11,

2015. Approximately 380 athletes participated. An invoice has been sent to Piranha Sports to collect reimbursement for Perryville Police assistance during the event. Some minor damage was done to the road, which Neil Semmel is going to have repaired to our satisfaction. Other than that, the race went very well. Photos, by Town Photographer - Julie, are available on the Town's facebook page. Additionally, the triathlon contract is up for renewal and will be put on the work session agenda for discussion / consideration.

- **VA**
 - **EUL:** Delegate Hornberger and Secretary Holt have requested a meeting in follow up to the recent meetings and correspondence. They hope to have the meeting at 5:30pm sometime during the 8/31 – 9/3 time frame.
 - **Truck Route Signs: NO UPDATE**
- **Wastewater:**
 - **Licensure** – Cross training of water / wastewater staff has started.
 - **MDE Delegation Agreement, Town Code Changes and Implementation of a wastewater pre-treatment program** – I met with George Smith on July 30th to give him a status update on this issue and to discuss the next steps.
 - **NPDES renewal - NO UPDATE**
 - **Sewer Force Main incident 06/23/15** – As required by the Health Department and MDE a public notice about this incident was made and signage was placed at the site; the town has since received a release to remove the public notice. The force main repair was done promptly and cost \$10,439.53. Aaron Ashford and I met with MTA and their contractor on July 28th regarding this issue, and they do not agree with the town's stance on this situation. However, an invoice was still sent to MTA for 50% of this cost. I have not received word yet from MDE on if a penalty will be assessed. I will let you know if that happens.
- **Water:**
 - **Licensure** – Cross training of water / wastewater staff has started
 - **Water Plant alternate access:** DPW and Water Plant staff are starting to work on this.
 - **St. Marks Church Road water connection – NO UPDATE**
 - **EnerNOC** – The demand response agreement with EnerNOC was terminated. The EnerNOC equipment has not yet been removed from the water and wastewater plants. Another notice was sent to EnerNOC about removing their equipment from the town plants.
- **Welcome Signage:** The fully executed agreement to build a (static – Welcome to Perryville sign) has been received and the next steps include getting a design and budget. Public Works has gotten a few quotes and is working through the process to get the sign.
- **Work Session Follow up:**
 - The National Parks Service sent us a specification for an interpretive sign to be installed at the Community Park showing 'you are here' and the various waterways. A sign designer was contacted to get a price on the design aspect of the sign.
 -

- **General Government:**

- Did follow up work to both last month's Town meeting and the work session.
- Worked on various personnel related issues. Due to the confidential nature of the personnel work, no further report will be given on this issue.
- Attended to miscellaneous Town business including: communicating with Department Heads on issues related to their departments giving guidance and assistance where needed, wrote and sent various memos to staff as well as other governmental agencies, responded to inquiries from the press, responded to citizens' concerns, reviewed and approved time sheets and leave requests, reviewed accounts payable check runs and A/R aging reports, prepared public statements for closed meetings and proof-read minutes to meetings.
- Reviewed and approved P.O.'s and invoices on things that I am working on for the Town directly. Forwarded the invoices to accounting for payment.
- Daily monitoring of Town social media sites in compliance with the Social Media Policy.

- **Other Meetings:**

- July 7, 2015 Prepared for and attended Town Meeting
- July 8, 2015 Mayor Eberhardt, Commissioner Fox and I met with the Rodgers Tavern Volunteer Committee for a kick-off meeting of the sorting and cataloging of the artifacts at the Tavern. Ms. Eileen Rice has agreed to be chairperson of that committee. Other committee members include Barbara Ballard, Jeff Fotiadis and Raymond Keen. We hope to have people working in the Tavern very soon, but are still working on the phone / internet / alarm system installs.
- July 9, 2015 Prepared for and attended a Leadership (Staff) Meeting. At the meeting we reviewed the Town Meeting decisions and upcoming work session agenda, and discussed upcoming events, Employee of the Quarter Incentive Program, Annual employee picnic, Bass Master Elite planning. The next meeting is scheduled for **August 20 at 10am. We plan on discussing Unified Reporting during that meeting, so if any of the Board members have suggestions for improvements to the monthly staff reporting, please let me know. It is my hope that we, as staff, can provide a unified report (versus a report from each department) that still provides timely and needed information to the Board and public.**
- July 10, 2015 Met with residents that have had some on-going issues with a neighboring vacant property. Several Code Enforcement actions have been taken, but thus far, have not had lasting effect and have not fixed the more serious aspects of the problems. Mary Ann Skilling and Amanda Hickman are working on a plan to address this and other properties needing revitalization in the downtown area. This type of urban renewal would likely take several years to implement. So Code Enforcement efforts are continuing and another meeting with County officials may be merited. Another issue brought up by the property owners has to do with storm drainage from Aiken Avenue. I am waiting to receive the stormwater design plans from the Aiken Avenue streetscape project to see if those shed any light on the drainage issue. SHA did clear the ditch-line as far as they thought the state responsibility extended, though that work may not help the situation and could possibly only aggravate it.

- July 20, 2015 Provided written comments to the APG Joint Land Use Study committee.
 - July 21, 2015 Attended the Cable Franchise Public Hearing.
 - July 21, 2015 Prepared for and attended the monthly Mayor and Commissioner work session.
 - July 24, 2015 Met with Cathy McCardell to go over some needed updates to job descriptions. All job descriptions are to be updated in preparation for the Wage Scale Analysis to be done. This analysis is to be done consistent with the vote to approve the Longevity Pay plan that had a one-year sunset clause on the approval.
- **Upcoming Events**
 - **Bassmaster Elite Tournament** - Thursday through Sunday, August 13 – 16 to be held in North East, but overflow expected in Perryville, possibility of 30,000 additional people in the County.
 - **Friday August 14, 2015** – Perryville will be holding an event in conjunction with the Farmers Market. The Market starts at 3pm and the movie, **Alexander and the Terrible, Horrible, No Good, Very Bad Day**, is scheduled to begin at 8:15pm. In between there will be free family activities prior to the movie, enter for a chance to win VIP seating, free popcorn and cotton candy as well as food Truck vendors for seafood, pit beef, ice cream and snow balls!! It's going to be a great night so get there early during the Farmers Market and pick your seats.
 - **Chesapeake Feline Association 5K Run & 1.5 Walk** 9/26/15, 7am-10am – at the Perryville Community Park and includes use of the Bateman Pavilion with fees waived.
 - **The Arc Northern Chesapeake 5k walk/run** 10/10/15 at the Perryville Community Park and includes use of the Stump Pavilion during their event with fees waived.

Treasurer's Report
Town of Perryville, Maryland
August 4, 2015

- **Surplus / Used Equipment Policy – Complete (December-2014)**
- **Trash Carts at Beacon Point – Complete (November-2014)**
- **Susquehanna Overlook, LLC reimbursement – Complete (September-2014)**
- **Copier Lease – Complete (September-2014)**

Meetings / Training attended:

- June 24th – Bass Master Elite Planning Meeting
- July 9th - Department Head Meeting
- July 21st – Work Session

July 2015 Statistics:

- 204 purchase orders were processed totaling \$696,819.07.
- 124 accounts payable checks were processed totaling \$466,722.53.
- Invoices sent out totaling \$228,915.76 which includes the VA 4th quarter billing totaling \$118,947.66 and the Hollywood Casino PPTX invoice totaling \$105,210.82.
- Processed cash & equivalent receipts totaling \$527,495.86.
- On July 10th, received May's Slot revenue from Cecil County totaling \$116,844.13. We are anticipating \$105,893.15 for June's Slot Revenue. Life to date (Sep-10 to May-15) slot revenue received \$6,923,666.77.

Mayor & Commissioners
Planning Department Report for the Month of July 2015

Zoning Certificates – Processed **eight** (8) certificates and reviewed application for compliance with the Town’s zoning regulations; none within the Critical Area

Meetings – **7/21 picnic planning meeting;**

Planning Commission Meetings – **no meeting was held in July.**

Board of Appeals – **hearing held July 27th to review Special Exception use of church/outreach center at 304 Aiken Avenue—hearing to be continued next month for more information from property owner.**

Projects, Reports and Agreements:

- Sent letter to SHA regarding ownership of Firestone Rd (MD 327).
- Continue to work on Zoning Ordinance updates.
- Prepared information for Bassmaster Meeting at PV Library and delivered flyers regarding the meeting to businesses.
- Continue to work with Carpenter Engineering on bus shelter pad sites.
- Staff continues to work with the property owner who recently purchased 724 Susquehanna Avenue regarding upgrades to the property to meet Town requirements.
- Prepared Staff Report with background for Cedar Corner (Loring Park) development project.
- Created Town brochure with map.

Code Enforcement

- sent 10 violation letters
- Gave DPW 3 work requests
- Continued to receive complaints, meet with property owners and conduct site visits regarding complaints and permit inspections
- Attended staff meeting to discuss code changes and bassmaster
- Continue to manage the Farmers Market obtain new vendors
- Continued to coordinate the August movie night and farmers market-we have partnered again with restore church and will have activities, food trucks and a band perform
- Ordered new stage to be used for Town events (is currently being stored in Rogers Tavern)
- Continue to work with staff in coordination of Bassmaster, ordered giveaways, contacted food vendors, etc.

Landlord Tenant Board – No meeting held.

Economic Development

FARMER’S MARKET:

- Staff continues to rotate market duties.
- Continued to work with new vendors for the 2015 season.

GRANT OPPORTUNITITES/OTHER:

- Staff finalized the Façade Grant from Community Legacy; prepared final report.

Accounting – The Planning Department continues to generate monthly invoices for projects and Code Enforcement.

ADMINISTRATION REPORT
July 2015

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – MHT has approved - scheduled.
- Upstairs Bathroom – Completed.
- Repointing repair – Developing RFP.
- Had volunteer meeting and developed a list of people to help get museum started.
- Ordered needed supplies for museum helpers.
- Got phone lines and internet hooked up to Tavern.

Events:

Personnel Manual:

Updated:

- Held interviews and hired someone for Clerk job (starting Aug 10th)
- Updated employees & system for cost of living rates.
- Working on switching over Town email with Microsoft.

Statistics:

- There were 29 boat ramp stickers sold. Last one sold 342.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Water Bills sent out 7/15
- Processed 2 Deeds.
- 2 dog tags sold.

1) Projects

a) Reservoir Road Dam

- i) Reservoir is maintaining minimal water levels. Have received comments back from Cecil County, Soil Conservation District, Maryland Fisheries, MDE, and Army Corps. Finished revising the plans per agency comments and are ready to submit. In order to get permits from MDE, we still must fill out a land ownership memorandum form and provide letters stating our intentions for the dam to all affected and neighboring land owners and appropriate local officials.

b) Elm Street

- i) Submitted revised construction plans to the county and soil conservation district. The plan revisions included SWM plans, intersection details, handicapped access, detailed quantities, and additional plan sheets clarifying the scope of work. The revised plans also address comments from the county and soil district. I am expecting approval notifications from the county very soon. Developed the legal contract documents for the project. The legal documents include bidding forms, advertisement, general conditions, qualifications statements, project specifications, etc. Nearly finished assembling the documents for final publication to be bounded in booklet form for the bidding process. DPW is scheduled to dig test pits along designated area of Elm Street as soon as their schedule permits. Verizon conduit duct bank drawings along Elm Street are not definitive on depth, the Town should dig test pits with the help of Miss Utility to ascertain depth.

c) Town Hall Site

- i) ARRO has preliminary approval of the concept SWM plan for the Town Hall project. ARRO has received comments back from AECOM, and has re-submitted revised plans to the RR engineering firm. AECOM represents all the RR users in the project area. The Town should soon receive approval from the Railroad to pursue our drainage outfall scheme. The Town must now look to hiring an architect for the design of the new Town Hall building. I recommend our current architect Manns Woodward who designed the Police Station. Once the Town gets approval from the RR, we can then submit to the county final construction plans for final approval. I recommend the Town sign the contract for ARRO Engineering to complete the site design for the Police Station (Phase I). In this fashion, all three phases, the Police Station, the Little League, and the Town Hall could be approved at once and concisely. Cecil County also encourages this course of action. Landmark Engineering was contracted to complete the site design for the Police Station but their work progress does not in my opinion warrant further payment reimbursement. Landmarks remaining budget does not reflect the Police Station’s site design progress. The County cannot approve the Final Town Hall site construction plans until the Town receives approval back from the RR companies. The county approves the physical location of the outfall along the westside of the RR by Aleta Lane. The architectural firm Manns Woodward designing the Police Station is open and agrees that ARRO should take over design of the site work of the Police Station from Landmark Engineering. ARRO proposes to finalize Phase I site design for \$19,750. ARRO has agreed to reduce their bid proposal by 10% if Landmark releases the work they accumulated for the Police Station.

d) Dollar General

- i) The Town has received water and sewer plans from FWA and will review. I have submitted engineering comments to Mary Ann to be included in the Town’s official response letter to FWA.



Perryville Police Department

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

Charles V. Wernz, Jr.
Chief of Police

TELEPHONE: 410-642-3725

FAX: 410-642-3724

James L. Eberhardt
Mayor

Monthly Report July 2015

Current Projects

- Training is ongoing for the new CAD / RMS. The CAD portion is now operational and expect total on-line conversion by Oct. 2015
-

- Body Cams – training is complete and personnel are utilizing Body Cams.
-

- Triathlon 2015 – no issues.
-

- Sgt. Budnick & Det. Nitz attended train the trainer training on civilian response to active shooter incidents. Anticipate training town employees on how to respond to active shooter incidents in the fall.
-

- Our new candidate (Daughtery) continues training (approx. 6 months) at the Baltimore County Police Academy.
-

Integrity, Fairness, Service

Perryville Police Department Monthly Police Report
July, 2015

	May	June	July	Year to Date 2015			
ROBBERY	0	0	0	0			
ASSAULT	1	1	4	17			
BURGLARY	0	1	0	5			
THEFT	4	7	3	30			
Auto Theft	1	0	1	4			
CDS	1	2	0	10			
DISORDERLY	0	1	0	3			
MDOP	7	1	1	13			
ADULT ARREST	14	10	10	89			
JUVENILE ARREST	3	1	0	16			
Referrals to Outreach	0	0	0	1			
CITATIONS	10	25	10	133			
WARNINGS	56	41	25	200			
SEROS	1	1	0	7			
ACCIDENTS	8	8	3	46			
52 (Investigated)	2	4	1	21			
89 (no Investigation)	6	4	2	25			

July 28, 2015

Perryville Police Department

Outreach Program

Town Report

July 2015

Overall Monthly Attendance: 205

Number of New Referrals: 0

Number of New Members: 18

Announcements

The Outreach Program has had a very busy month again. We are still recruiting and have increased our membership by 18 this month.

Outreaches Summer Swim program is in full swing and we have been taking children twice a week to the pool.

To expand on teaching members how to live healthier lives we have started some fitness activities including some short distance running in groups.

Our free lunch program is going strong and we give out about 10 healthy and nutritious lunches every day.

Thanks to Lisa Tome and those who donated to her we have 100 book bags and school supplies to give out to children who are in need. We expect to have a back to school supply night within the next two weeks.

The Outreach Program participated in Adopt-A-Highway and Park Clean Up, along with 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.

DPW Report - July 2015

Projects/Other Events:

Crosswalks/Detectable Warning Devices:

- DPW Staff will continue to install detectable warning devices and new crosswalks as they are needed.

Traffic Calming:

- DPW staff continues to investigate costs associated with other traffic calming devices (i.e speed humps, speed bumps, rumble strips, etc) that may be used in other areas of town to reduce speeding.
- DPW will continue installing stop bars at intersections throughout town as part of a traffic calming measure in the coming weeks.

Paving/Sidewalk Repairs:

- DPW Staff continues to repair potholes throughout as they arise or are reported.
- Precision Concrete was contracted to move all trip hazards on Otsego Street that were identified during the sidewalk survey.
- A bus shelter pad was installed in front of the Post Office on Broad Street. Cecil County will be installing a shelter on the pad in the near future.
- A storm drain was installed on the corner of Broad Street and Aiken Avenue to address some drainage concerns in that area.

Water/Sewer/Stormwater:

- The Front Street Pump Station's "wet well" was cleaned using a high suction vacuum truck. This allows for the newly installed pump to function as part of the station's daily operations.
- A new pump was ordered to be installed at the River View Hills Pump Station. This pump will replace an existing pump that was beyond repair. The pump is planned to be installed in July. (DPW is still waiting for the pump to be delivered and installed)
- A "Sensaphone" device was replaced in the Frenchtown Lift Station to address the faulty existing device. This device allows for an automated phone call to be made in order to alert on-call personnel of any issues at the station. All other stations have the devices.

- A small water leak was repaired on Rte 40 in the area of the Perryville Motel. A small plug on a water main valve was found to be leaking. The plug was replaced and water was restored.
- A sewer later was repaired on Keesey Lane. The line did not have proper flow from the resident's cleanout to the sewer main.
- Several work orders regarding meter readings and leak detection were completed by DPW employees.
- A damaged sewer lateral on Locust Street (services 460 Locust Street) is scheduled to be repaired by the end of July.
- Multiple sewer mains were cleaned using the high pressure sewer machine as a preventive measure.
- The quarterly water meter readings took place between July 6th - July 10th.
- The PLC that controls the pumps at Front Street Pump Station had blown a fuse. The station temporarily ran on the backup float system until the electrician could analyze the cause and make the proper repairs.

Training:

- DPW Staff continues to attend a 10 hour OSHA certified online training for General Industry Safety. 2 other DPW Staff members continue to attend a 30 hour OSHA certified online training for General Industry Safety.
- DPW Superintendent is researching training for utility damage prevention through "Miss Utility".

Town Events:

- DPW and Parks Staff have begun making preparations for the upcoming Bass Masters Tournament.
- DPW Staff set up and removed the new Town owned stage for the weekly Farmer's Market.

Weather Related Events:

- DPW removed and disposed of tree limbs that were damaged as a result of storms during the month of July.

Other:

- DPW staff have continues to mow Town owned properties for the spring and summer months.
- DPW removed yard waste twice a month for residence who placed appropriate items curbside.

- Solar lighting is being installed along the Canning House Run Trail from Broad Street to Front Street on Roundhouse Drive. The lights are to serve as supplemental lighting the existing street lights in the area. These are in response to resident concerns of lack of lighting in the area. Other areas will be considered for similar lighting in the future.
- The new town clock has been received and will be installed in the near future. A new base will be installed to hold the clock, as well as a new electrical circuit to supply it with power.
- An advertisement was placed on social media and local newspaper stating that the town is accepting applications for a Crewman 1 position.
- Johnson & Towers serviced all emergency generators throughout town.
- DPW Staff began clearing emergency access road along Norfolk Southern railroad tracks in order for WTP employees to have an alternate route in the event of an emergency with a train blocking Water Plant Drive. Staff has spent two days clearing so far and will continue in the near future. Once the road is cleared it will be maintained regularly by DPW.

Daily Events:

- **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 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 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.

Monthly/Scheduled events:

- **Bulk Trash** - Picked up for those residents who scheduled for a removal.
- **Yard waste** – Was picked up on two occasions this month for the residence that have placed approved items curbside.
- **Fire Hydrants/ Extinguishers** –Fire hydrants were flushed again on May 11th-15th. Those dates will be advertised in the local newspaper, on the Town's website and on social media sites. Fire Extinguishers are inspected monthly to check for defects, loss of pressure, cracks in the hoses, etc. The next flushing of the hydrants will be scheduled for the fall of 2015.
- **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.

Monthly Report for the Month of July

- Air condition is working at Rodgers Tavern
- New bike racks have been installed on the trail and Comm park on 7/14/2015
- Straighten signs in the community park
- Weed eating shore line in the community park
- PM on zero turn mowers
- Mowing of park related areas in town
- Power wash pavilions on a weekly basics
- Clean out ditch lines in the community park
- Trim hedges on walking trail from Rodgers Tavern to the boat ramp
- Jeff has been working on osha training
- Mowing ice house park with the bush hog mower cleaning the area up before Bassmaster event
- Clean bathrooms at the Comfort Station on a weekly basis

Community park playground update

- The PO has been approved for the playground at the community park. I will be setting up a date when we will start, as soon as I find out I will let everyone know.

Water & Wastewater Treatment Plants

Monthly Operating Report

July 2015

Wastewater:

Plant Influent Monthly Flow:	33.76 Million Gallons
Plant Effluent Monthly Flow:	32.68 Million Gallons
Veterans Center Monthly Flow:	11.13 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of June, 2015 and July 2015 with the July lab results received to-date

Activities:

1. Aqua Aerobics Field technician site visit to provide training on how to check and adjust SBR decant weir limit switches
2. Cleaned all 160 bulb jackets on the U.V. units
3. Hung up all 120 volt power wires to U.V. units
4. Cleaned the flow equalization tanks four times
5. Performed microscopic exams of the SBR's biology two times
6. Completed chlorination of SBR foam
7. Ordered new SBR dissolved oxygen meters
8. Replaced Broken retaining spring on SBR #2 mixer
9. Kline's Septic Service cleaned out all grit and debris from raw pump station pump sumps with super vac
10. Kline's cleaned out sludge and debris from SBR filter wetwell with super vac
11. Investigated if filter media was in need of replacement (not for 10 years from installation date)
12. Covered all building intake louvers with fine screens to eliminate bug intrusion
13. Investigated if possible to restore old chlorine contact sewer drain line (not possible, came up with alterative pumping plan)
14. Replaced backup battery to SBR control panel
15. Power washed SBR filter building from ceiling to floor
16. Vacuumed out filter building blower and control rooms
17. Clean U.V. Unit(s) building interiors from ceiling to floor

- 18.Cleaned interior rooms of the raw pump station building
- 19.Applied spider control to all building exterior lighting
- 20.Began edging side walks
- 21.Replaced defective motorized sludge valve on filter #1
- 22.Implemented cross training program for water & wastewater staff
- 23.Started evaluating equipment for the replacement of the existing belt filter press
- 24.Continue work on master plant task list of items to address
- 25.Ordered new oil, filters and drive belts for all six blowers
- 26.Ordered replacement SBR Decant heater thermostats
- 27.Ordered butterfly valve and actuator for SBR # 2 air line
- 28.Prepared master list of major equipment and assigned equipment numbers
- 29.All regulatory sampling and reporting requirements were completed for the month

Water:

Plant Raw Water Monthly Flow:	11.00 Million Gallons
Plant Finished Water Flow:	10.30 Million Gallons

Activities:

1. Started collecting the tri-annual 20 lead & copper samples
2. Requested a quote to rebuild worn shaft on raw water pump
3. Susquehanna River Basin Commission report completed and submitted
4. Wrote and implemented plant start-up standard operating procedure
5. Operators completed inventory list of spare parts
6. Operators continuing work on preventive/predictive equipment maintenance schedules
7. Install rebuilt flow meter for permeate pump #4
8. Sent out existing permeate pump flow meter to be rebuilt
9. Ordered new level sensor for filter #4
- 10.Cleaned administration building and garage
- 11.DPW removed multiple trees from fence and two hanging over raw water intake building
- 12.All required regulatory sampling and regulatory reports were completed for the month