

Staff Reports from Town Meetings

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Town Administrator's Report

December 5, 2017 Town Meeting

11/1 Participated in events follow up meeting

11/2 Site visit at WWTP for decanter installation

11/3 Met with Linda Burris of Delmarva Power – topics of discussion included: limited roll-out of LED lighting (Delmarva staff to look at Rustic Court for a potential location of LED street lights), rate increases, underground vs above ground electric lines, improved system reliability, best contacts, incentives programs offered by Delmarva (info has since been put on town website)

11/7 Prepared for and attended Town Meeting

11/8 Participated in a webinar by ICMA (overcoming Board Challenges)

11/9 Attended final PD construction meeting

11/9 Held a Staff Leadership Meeting – discussions included: Departmental Reports, Civil Emergencies Code was discussed and distributed to all Department Heads so they can be prepared for implementation and enforcement if needed, PD Ribbon Cutting Ceremony plans, areas of possible collaboration with County Government, feedback from employee-wide meeting and review of Town Meeting decisions and upcoming work session agenda

11/13 Mayor Eberhardt, Ralph Ryan, Cathy McCardell and I met with representatives from the Little League regarding the Phase II Municipal Complex Project plans

11/17 Commissioner Reich, Ralph Ryan and I met with officials from MDE, the County and the Fire Company to discuss and collaborate on how to get town water to Station 16

11/20 Attended a meeting with Commissioner Ashby, Alan Fox, Dianna Battaglia, Amanda Hickman and Billy Nelson regarding planning for next year's Lower Ferry Festival

11/21 Prepared for and attended Town Work Session

11/28 Cathy McCardell, Amy Yackanech, Dianna Battaglia, Amanda Hickman and I met with Heather Dunigan of WILMAPCO regarding the upcoming round of Enhancement Grants. While in the past there has been funding for historic structures through this grant, according to Heather, the focus now is on transportation. She said that installation of sidewalks in Phase II and possibly Phase III of the Municipal Complex project seemed like it would be a good fit for the grant, we also discussed other possibilities. Amanda will be following up with the grant application.

11/29 Met with Mayor Eberhardt, Debbie Laubach and Mary Perry of PNC bank regarding a cash-back credit card for the Town

Other:

Communication Company Leases

The lease extension with SBA has been fully executed. We are awaiting the \$5000 check from SBA that was part of the agreement. The Town has also been working with Sprint for a new lease at the Pilot water tank. There have been many discussions back and forth with Sprint's representative. The draft lease has been reviewed by Mr. Sussman and is currently in review by Sprint's attorney. We hope to have the Sprint lease prepared for discussion at the December work session followed by a vote at the January Town Meeting.

Daily work

Emails and discussions with Sprint, water tank consultant and Town Attorney regarding a lease amendment and new lease. Reviewed and approved department head leave slips and time sheets. Responded to Information Act Requests. Responded to inquiries from the press. Addressed personnel issues. Conducted two (2) employee evaluations. 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.

Green Team (NO UPDATE)

The next Green Team meeting will be held on **Monday, December 11th at 5pm** in the Town Hall meeting room. This meeting is for the team to receive training, which will be conducted by Mike Hunninghake of Sustainable Maryland Certified. After that, the team will begin preparing the 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 (NO UPDATE)

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.

Municipal Complex:

- **Phase I Police Department Construction** — On October 11 we received a Temporary Occupancy Permit and the police began moving into the building. There is still a punch list of items to be completed, and that are required to be completed prior to issuing a Certificate of Final Completion and Release of Liens (from contractor to Town. The Ribbon Cutting Ceremony for the PD is scheduled for December 9th from 10 a.m. to 12 p.m. followed by an Open House from 1 p.m. to 3 p.m.
- **Phase II Little League Field (Trego Field)** -- A meeting was held between Town staff and Little League representatives for Monday, November 13th at 4 p.m. We discussed the Little League financial involvement in the Phase II Municipal Complex Project, which is the rebuilding of Trego Field. By legal agreement with the L.L. the Town is required to replace in-kind the field and existing amenities; however, should the L.L. desire to expand on existing amenities, then the

additional cost would need to be paid for by the L.L. The present plan is to bid out this Phase II project as a design-build project (note that the site work is already designed and permitted, so mainly the design part would be for the building and field lights). With Ralph's assistance on putting together the EJCDC (or other) bid documents, we hope to get this bid out by the end of the calendar year or early next year. As a result of the meeting there were some relatively minor changes needed to the site plan, which Ralph has requested ARRO complete. Amanda is looking for grants to assist with the funding of this project. The Transportation Enhancements grant is one she intends to apply for to assist with paying for interior sidewalks.

- **Phase III Town Hall** — 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)

John Delaney of SHA and Al Wein of Cecil County was notified that the Town is willing to only cover the ROW costs for sidewalks on the west (southbound) side of the roadway. The County is in agreement with sidewalks only on the west side. A meeting needs to be scheduled with Beacon Point HOA and with the Patterson's regarding the needed ROW prior to the State Real Estate Department reaching out to them. Those meetings will be scheduled this month.

Triathlon (NO UPDATE)

Neil Semmel is retiring from Race Directing. He has put us in touch with Greg Hawkins, who has 15 years' experience as a race director and has interest in continuing our annual Triathlon. You will be hearing more about this topic in the near future.

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.

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

Assistant Town Administrator Report for the December Town Meeting

Cable TV Franchise Agreement: I have a meeting set up with Wesley Page, Construction Supervisor with Atlantic Broadband, on December 5th, to determine access for the Wastewater Treatment Plant through the VA property.

EMPLOYMENT

The ad for Outreach Administrative Activities Coordinator went in the newspaper and Cecil College. We have not had interest for the P/T position.

Held three (3) interviews on November 8, 2017 for Water Treatment Plant vacancy. We have filled the position at the Water Treatment Plant on November 13, 2017.

We have advertised internally for a Police Officer and it closes on December 6, 2017. We will be advertising outside once the position closed internally.

MISCELLANEOUS

Process some personnel issues.

Processed workers comp claim.

Scheduled Megan Breneman, Financial Advisor, on November 8, 2017 for a mandatory retirement meeting. There were 33 employees that attended.

Processed the new Water Treatment Plant employee. Including filling out basic paperwork along with Maryland New Hire Registry, I-9 Paperwork and entering into the Edmunds system.

Processed 2 payrolls and bonus checks. Completed all tax payments, retirement payments,

MEETINGS

November 7, 2017 – Attended Town Meeting

November 8, 2017 – Attended retirement meeting.

November 8, 2017 – Held Interviews for Water Treatment Plant position.

November 8, 2017 – Attended a webinar from 1-2 on Board Challenges

November 9, 2017 – Attended a Staff Meeting at 10:00

November 13, 2017 – Attended a meeting with the Little League

November 17, 2017 – Attended a meeting on Station 16 tie-in.

November 21, 2017- Attended the work session.

November 28, 2017 – Attended a meeting with Heather, Wilmapco.

Held miscellaneous meetings with department heads and employees.

ADMINISTRATION REPORT

November 2017

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – In progress
- Tavern Sign – Pricing Out
- Porch (front and back) in bidding process

Events:

Current:

N/A

Upcoming:

- December 9, 2017 – Police Station Ribbon Cutting & Open House
- December 9, 2017 – Christmas Tree Lighting – Lower Ferry Park
- December 15, 2017 – Annual House Decorating Contest
- May 18, 2018 – Movies in the Park – Lower Ferry Park

Statistics:

- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes
- Attended Work Session meeting and Town Meeting
- Processed 2 Pavilion Rentals
- Processed 1 Dump Trailer Rentals
- Processed 19 Deeds
- 1 In State Boat Ramp Stickers Sold (396)
- Sent out Police Station Ribbon Cutting invitations
- Worked on new Lease plans for copier and postage machine

Treasurer's Report
Town of Perryville, Maryland
December 5, 2017

-Projects:

- **Police Station Financing**

- As of Mays invoicing, paid in July, the \$2,500,000 had been fully disbursed.
- June-November invoices, along with a portion of May's invoice were paid directly from Town funds. Total paid amount through September 30th billing is \$1,827,266.23.
- Per November billing invoice, balance to finish, including retainage is \$129,790.54

- **Boat Ramp Honor Box**

- April-June 2017 Collections from Honor Box- \$1439.00
- July, 2017 \$ 760.00
- August thru 8/29- \$520.00
- September, 2017 \$640.00
- October, 2017 \$ 363.00
- November, 2017 \$876.00
- Total to date: \$ 4,598.00

- **FY 17- Year End**

- Entered all adjusting journal entries into Edmunds
- Presentation of Final Audit- in December, 2017

- **FY 18- Capital Projects Fund**

- Shirley and I met with Cecil County to discuss the accounting aspects of setting up a Capital Projects Fund in our financials.
- Set up all relevant account in Edmunds.
- In the process of bringing FY18 financials up to date.

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November, 2017 Statistics:

- **198** purchase orders were processed totaling **\$182,332.81**.
- **105** accounts payable checks were processed totaling **\$934,722.37**
- **10** A/R invoices were sent out **\$2,79.53**
- We have **received September Slot revenue from Cecil County and St. of MD in the amount of \$112,816.87**. Life to date (Sep-10 to September 17) slot revenue received **\$10,048,420.35**.
Received for Fiscal Year 2018 to date- **\$357,184.22**

**Treasurer's Report
Town of Perryville, Maryland
December 5, 2017**

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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.
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.

Planning & Zoning Department

November Staff Report – December 5, 2017 Town Meeting

Development/Projects:

- **Royal Farms Store #267 1825 Perryville Road:** SHA Permit No. 16-AP-CE-003-17 received; site work has started and construction completion estimated March 2018.
- **Magraw Subdivision:** owner/developer is working with Fairgreens for Dedication Agreement for the road.
- **Frenchman Land:** As-built drawings of private and SHA construction have been requested but not received to date.
- **Cedar Corner:** conversation with Kevin Geraghty, still committed to the project however market research doesn't show feasibility of home building in Cecil County; he spoke with other builders in the county who are maybe selling 1/month; researching possibilities for a redesign to make the project feasible.
- **Corporate Boundary Survey:** draft preliminary plans have been submitted for review and presented at the August work session; finishing computations and resolving boundary designations; to prepare plans for official annexation of the community park.
- **Lower Ferry Park:** park completed, DPW installed trash cans and picnic tables; still need to order interior baby changing table; researching sign options.
- **Woodlands:** Doug Hill has worked out all issues with the bank and maintained ownership of the property; still interested in developing the site.
- **Former Perryville Outlet property:** proposed concept plan supported by the Planning Commission and Mayor and Commissioners; project submittal pending.
- **Annexation – Campbell Property:** Morris & Richie is working on Petition for Annexation.

Code Enforcement:

- Followed up on outstanding complaints.
- 20 Door hangers placed.
- Processed 10 violations letters for code issues.....Chapters 30, 43, 50, 62, 63, 64, 75, 78, and 84.
- 3 Citation letters sent.
- 95 Rental License issued; 12 returned for required application submission.

Landlord-Tenant Board: Board members needed.

Planning Commission: Meeting held November 20th to discuss AT&T Susquehanna River bore project and general discussion.

Board of Appeals: No hearing held in November.

Meetings/Events:

- 11/1 participated in meeting to discuss event application process and associated fees.
- 11/2, 6, 9 participated with Grant Review Committee to review applications to make recommendations.
- 11/8 attended meeting for information pertaining to retirement savings plan.
- 11/9 attended Leadership Meeting.
- 11/13 Amanda and Dianna attended the Governor's Grants Conference.
- 11/15 met with Mr. Siddiq, Days Inn, regarding ongoing construction by Royal Farms; they received a lot of customers the night of the Lynyrd Skynyrd concert; general discussion.
- 11/21 meeting with investors regarding potential development in Town.
- 11/28 meeting with WILMAPCO for ideas/assistance for project ideas for enhancement grants due in the Spring.
- 11/28 Amanda attended MHT Grant workshop.

Other:

- Town Signage Replacement-all signs have been received; 60% complete install.

Zoning Certificates: 11 certificates approved.

Grants:

- Revitalization Grant applications recommended at work session.
- Business development grant open to the public.
- 501C applications recommended at work session.

Economic & Community Development:

- Had 3 meeting to discuss Lower Ferry Festival.
- Met with Edmund Hicks on multiple occasions about available properties.
- Various developers have expressed interest in a site near the casino; information provided and they have been forwarded to Matt Heiskell for further details.
- Researching prospects for future hotel at the casino site.
- Continue to research and pursue business prospects.
- Meeting with Matt Roath to discuss his new insurance business.
- Networking breakfast with Habitat for Humanity.
- Meeting with Mary Jo, Executive Director from Elkton.
- Planning for the Ribbon Cutting Ceremony for PVPD; compiling addresses and sending out evites.
- Helped to organize the Christmas displays/decorations at Lower Ferry Park.

Farmers Market/Community Events:

- December 1st – Employee Holiday Party
- December 9th – Police Department Ribbon Cutting at 10:00; Open House 1:00-3:00; Christmas Tree Lighting at 4:00.

Training: Amanda and Dianna continue to attend ArcGIS class at Cecil College (Wed 6:00pm 8/30-12/20).

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

- 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 1st 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.
- The Trump Administration may curtail or cancel many of the EPA proposed regulations listed above, and de-fund federal money to the MDE organization. Various MS4 communities similar to Perryville are legally fighting these permits and are making some headway, but unfortunately aren't going to kill the permits totally. MAMSA is an organization Perryville joined to help protect the town and educate us on permit updates, and training. Currently, the MS4 permits are being revised from that listed above, due to court rulings, and review comments made by organizations such as MAMSA and other Phase I & II communities. MDE intends to issue the MS4 permit by late March 2018.
 - Attend a MAMSA meeting November 1st.
 - Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - The Emergency Action Report (EAP) for the reservoir dam is finalized and being processed for copies & distribution.
 - Town Hall Site & Police Station
 - A Certificate of Substantial Completion was given to the Town this month. SWM inspections were completed and addressed by North Point & ARRO. O&M manuals are being created. Demonstrations were conducted between DPW workers and the contractors for proper maintenance of building facilities. A final punch list inspection, release of liens and review of final payments still need to be accomplished.
 - Meeting with Little League officials for the next phase in the Town Hall municipality complex project was conducted. Sent Little League mark-ups to ARRO Engineering for modification. 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. The PER is 95% complete, only an environmental assessment for the area is needed and Cecil County has offered help to complete that aspect.
 - 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. The contractor should soon be ready to tap into the Town water main.
- 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.



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 NOVEMBER 2017

CURRENT PROJECT.

DES Completed the installation of the antenna for the Police Bldg. base station.

Working with DES on a new radio system for the entire county.

Working with Outreach for Fund Raising for December.

Putting together a list of VIP's for the ribbon cutting at the new police station, December 9, 2017.

Meeting with the sub-contractors on the final phase of the police building. (punch list).

MONTHLY MEETINGS/TRAINING ATTENDED:

Met with Carol Madison from Cecil County Mobile Crisis Center.

Attended the monthly town meeting.

Had a mandatory meeting with our retirement rep. at Town Hall.

Attended the monthly leadership meeting at Town Hall.

Met with Manns Woodward for our final construction meeting.

Attended the First Responders dinner at Minker Hall.

Detective Warner and I attended the First Responders Dinner, Detective Warner was recognized for his continued work in the town.

Attended Perryville High School Drug Prevention Info. Night.

Met with Mayor to discuss police/town issues.

Perryville Police Department Monthly Police Report
November, 2017

	September	October	November	Year to Date 2017
ROBBERY	0	0	0	1
ASSAULT	6	4	3	36
BURGLARY	0	0	0	12
THEFT	7	3	5	67
Auto Theft	0	2	0	7
CDS	3	1	1	32
DISORDERLY	0	1	0	5
MDOP	2	0	2	25
ADULT ARREST	15	8	9	148
JUVENILE ARREST	1	1	3	24
Referrals to Outreach	0	0	0	0
CITATIONS	26	20	5	294
WARNINGS	39	72	57	887
SEROS	23	29	6	205
ACCIDENTS	6	10	7	68
52 (Investigated)	2	7	4	40
89 (no Investigation)	4	3	3	28

November 28, 2017

Perryville Police Department

Outreach Program

Town Report

November 2017

Overall Monthly Attendance: 211 as of 11/22

Number of New Referrals: 1

Number of New Members: 4

Announcements

The Outreach Program has continued our collections for the holiday season. We have accepted several toy donations for Christmas. We have adopted out and sorted toys for over 100 children in the Perryville School district. We provided Thanksgiving dinners to about 20 families. We would like to thank the following donors; Principio Methodist Church, Royal Ford with Perryville Cold Storage and our other anonymous turkey donors. On top of Turkeys we were also donated a ton of fries, vegetable, and éclairs from Perryville Cold Storage and we are proud to say we not only stuffed Outreach freezers but also were able to donate to our community as a whole. We were also graciously donated two \$100 gift cards for Weiss market for our holiday dinner collections. Those members who completed field tip requirements were invited to a day trip to North Bay. There, we did team building activities and participated in there adventure activities. We had our own Thanksgiving dinner. We ate as a family; children helped make a turkey and all the trimmings. We even had pie. In honor of world kindness day we are painting rocks with encouraging sayings and placing them around town. Keep a look out for 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 - November 2017

PUBLIC WORKS:

Projects/Other Events:

- Employees removed piles of spoil from the Old DPW area in preparation for the upcoming Police Department Ribbon Cutting.
- Staff unloaded membranes for the WTP project and placed inside the building to be installed.

Paving/Sidewalk Repairs:

- A section of failing roadway between Smith Lane and Broad Street was repaired. The failing blacktop was removed, a base layer of asphalt was placed, then a finish layer of asphalt was installed to bring the roadway back up to grade.
- A section of failing sidewalk was replaced on Roundhouse Drive (between Smith Lane and Lower Ferry Park).

Water/Sewer/Stormwater:

- All of the hydrants are being painted throughout Town. This project will most likely resume next spring.
- Water storage tanks have reached normal operating levels and water conservation has been lifted. DPW employees have performed hydrant flushing operations the week of November 27-December 1.
- Pumps have been repaired and reinstalled at the Frenchtown Pump Station.
- A pump was removed from the S-Turn Pump Station and sent for needed repairs.
- A water leak repair was made for a water service at 307 Roundhouse Drive.

Training:

- Employees continue to obtain training through the LGIT website.
- 3 DPW employees attending a training course on inspecting and diagnosing submersible pumps.

Town Events:

- Staff assisted with the preparation, setup and clean up of the employee holiday party.

Weather Related Events:

- N/A.

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 has began preparing and repairing all snow removal equipment for the upcoming winter season.

Other:

- A statebody truck has been ordered as part of the FY18 operating budget. This vehicle will replace the existing, aging statebody truck that is currently used. The truck is set to be delivered in October. Update: The truck has been received by the DPW and the aging truck has been listed for auction.
- DPW employees spent several days inspecting, repairing and hanging holiday decorations on the utility poles located on Broad Street and Aiken Avenue.
- DPW staff assembled new ground displays that were placed at Lower Ferry Park and Rodgers Tavern.
- Employees removed piles of spoil from the Old DPW area in preparation for the upcoming Police Department Ribbon Cutting.
- An employee was sent to assist the Town of Charlestown in the hanging of their Christmas Decorations.
- Employees assisted in the installation of an antenna at the new Police Department.
- A new "Community Park Sign" was installed. The new sign is similar to the older sign but received the update town colors. Two more larger signs (Town Hall and Park Entrance) have been received and will be installed when time allows. Other smaller signs (Public Parking and Community Events) have also been received and will be installed when time allows.

PARKS AND RECREATION:***Projects/Town Events:***

- Parks Department installed and secured the ground display Christmas decorations at Lower Ferry Park and Rodgers Tavern.
- Staff have begun trimming hedges and bushes along the Canning House Run Trail.

- Staff trimmed lower hanging branches on the ornamental trees along the interior of the Community Park.
- Parks employees applied a sealant to the exterior and interior of the bandshell.

Paving/Sidewalk Repairs:

- N/A

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 winterized mowers to be placed into storage for the winter season.
- 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 began address minor issues as time allows inside the building.
- "Ice Breakers" were installed at the pier to prevent freezing in the colder months.
- A large cast iron stove was disassembled, move to the lower floor and reassembled.
- The rear porch of the tavern was painted.
- 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. This event took two days using 2 employees.
- **Yard waste** – Was picked up twice this month for residents who requested placed approved items curbside. This month it the two events took a total of 6 days and 3 employees each day to complete. The last event in November required 7 trips to the landfill.
- **Fire Hydrants/ Extinguishers** –Flushing took place the last week of 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

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Wastewater:

Plant Influent Monthly Flow:	18.00 Million Gallons
Plant Effluent Monthly Flow:	16.42 Million Gallons
Veterans Center Monthly Flow:	4.61 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of October, 2017 and November, 2017 with the November lab results received to-date.

Activities:

1. Installed the new decanter in SBR #1 and cleaned the tank
2. Removed SBR #1 mixer with rental crane and removed a chunk of wood lodged in the propeller
3. Staff painted Admin building concrete base
4. Work continues on developing an Excel maintenance program
5. Contractor working on installing new caustic feed tanks
6. EMH on site to replace filter media cloth on both filters
7. Developed a high flow SOP for SBR(s) operations
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

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Water:

Plant Raw Water Monthly Flow:	13.5 Million Gallons
Plant Finished Water Flow:	10.8 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

Plant in compliance with MDE regulations for the month of October, 2017 and November, 2017 with the November lab results received to-date.

Activities:

1. GE mobile filtration unit was taken out of service on November 17th
2. Staff replaced train #3 & #4 membrane filters and cleaned tanks
3. Installed new permeate pump for membrane train #4 and ordered new permeate pump for membrane train #3
4. Staff started disassembling old membrane trains for disposal
5. Eastern Controls repaired Membrane train #4 turbidity meter
6. Eastern Controls recalibrated membrane train #4 flow meter
7. Hired new operator trainee Cory Burns
8. A. C. Schultes will perform laser alignment of both permeate pump couplings
9. Continue second round of MDE required raw water e-coli testing
10. Continue training Justin Fain on plant preventive maintenance
11. L. Frazier and J. Fain continue working on SAC wastewater II training course
12. Continued cross training of water and wastewater operators
13. Monthly housekeeping was performed
14. Scheduled preventive maintenance was performed
15. Tested all emergency lighting & monthly check of fire extinguishers
16. Plant in compliance with MDE regulations for the month of October