

Staff Reports from Town Meetings

- Town Administrators Report
- Assistant Town Administrator's Report
- Administrative 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

January 2, 2018 Town Meeting

12/5 Prepared for and attended Town Meeting

12/6 Prepared for and attended the Perryville Greenway Committee Meeting. We are not working on any new projects; however, we are still pursuing linking the Community Park to the trail NW of it via an off-road path that runs next to Marion Tapp Parkway. We are trying to create a partnership with Mason-Dixon Trails to accomplish this goal. Additionally, we are still hoping to establish a water ferry service at Lower Ferry Pier that connects Perryville with Port Deposit and Havre de Grace.

12/7 Held a Staff Leadership Meeting – discussions included: Departmental Reports, areas of possible collaboration with County Government, setting the date for a Strategic Planning Meeting, seeking assistance from the Department Heads to write the Annual Report for 2017, review of most recent Town Meeting decisions and upcoming agenda for work session.

12/9 Volunteered at the Town's Christmas Tree Lighting Ceremony.

12/13 Met with George Smith to review the Maryland Water Quality Financing Administration (MWQFA) and to provide assistance with completing the application for the denitrification filter project at the wastewater plant. As part of the funding requirements, I sent a letter to Cecil County requesting an amendment to the Master Water and Sewer Plan to incorporate these planned improvements to the Town's WWTP into the plan.

12/14 Amanda Hickman, Billy Nelson and I attended the Cecil County Economic Development meeting. According to Chris Moyer, the County Director of Economic Development, the CEMUD property (casino and adjacent property) is a priority for the County to share at the International Council of Shopping Centers convention coming up in the spring – in an effort to get more business in that area. Additionally, the county's focus is moving toward manufacturing, retail and fast casual restaurants, but Chris mentioned that we still need more housing to support the business. All of the Towns present at the meeting provided economic development updates as well.

12/15 I attended a meeting at the Cecil County Government Building regarding inter-governmental collaboration. This meeting was a result of the Mayors meeting with the County Executive. The group is exploring ways to assist one another so that we can gain efficiencies (thereby reducing costs) and provide needed expertise to each other. Some of the ideas that were explored included streamlining the P&Z development and change of use processes (which requires applications to both the County and Towns), assistance with writing RFP's, shared use of facilities, shared training opportunities and more.

12/20 Commissioner Reich and I met with staff from various departments as a meet and greet and thank you.

Other:

Communication Company Leases

The lease extension with SBA has been fully executed. The \$5,000 check from SBA that was part of the lease extension agreement has been received and deposited into the Town's bank account. Finance will work on a budget amendment to recognize the revenue and uses of the funds. I have continued to work with Sprint for a new lease at the Pilot water tank. There have been many discussions and emails back and forth with Sprint's representative. The draft lease has been reviewed by Mr. Sussman and was presented to the Mayor and Commissioners at the 12/19 work session and hopefully will be voted on and approved at the January 2018 Town Meeting.

Daily work

Reviewed and approved department head leave slips and time sheets. Responded to inquiries from the press. Addressed personnel issues. Conducted one (1) employee evaluation. Snow reminders have been posted on the Town's website. 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.

Delmarva Power work

During the past few weeks, Delmarva Power's contractor was working on lines in the vicinity of Frenchtown Road and Susquehanna Avenue. The road was temporarily shut down creating problems for school buses, oil deliveries and trash removal. We have reached out to the contractor to have them complete a Road Closure request form (and make required notifications to property owners, emergency services, the schools etc...). Additionally, we have reached out to Delmarva Power to set up a process for contractors to complete the application form and to make the required notifications so that in the future this issue is not repeated.

Green Team

Prepared for and participated in the Green Team Training held on December 11, 2017. Eleven (11) people attended the training. Subsequent to the meeting, I began uploading some of the actions that have already been completed by the Town to the Sustainable Maryland Certified (SMC) website. The next Green Team meeting will be held on **Wednesday, February 7, 2018 at 5:30 p.m.** with the location to be determined (Town Hall or PD). At the next meeting the team will begin 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 (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.

Insurance Renewal

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.

Municipal Complex:

Phase I Police Department Construction --

- On December 9th I attended the Police Department Ribbon Cutting Ceremony.
- On December 19th I met with John Salony of Manns Woodward Architects regarding final payment to North Point Builders. John provided me with the final invoice. In regard to the punch list items, I understand that the sidewalk section to be replaced will not occur until spring and that the Town will be provided with assurance from the contractor that this item will be covered under warranty work. However, I am awaiting status of the other punch list items from John before processing the invoice.
- The county inspector did an inspection of the micro bioretention areas. He found some minor scouring at two of the inflow areas and recommended placement of rip-rap to avoid future problems. That has been taken care of.
- Preparation of the as-builts is in process and MWA has the O&M Manuals, which will be delivered soon.

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

- Ralph Ryan ordered the needed EJCDC bid documents and will begin to put together the bid for the Phase II project. The plan is to put the Phase II project out as a design-build contract. I had previously reported that the bid would go out in January; however, as a correction it will be in the February / March time frame that the project is bid, but will still remain on-schedule for construction.
- On December 6th 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.
- There is an encroachment on town property that affects the Phase III design. We need to discuss this encroachment before moving forward with the Phase III bid.
- 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

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. **UPDATE:** I reached out to Harford Property Services (the new management company for the Beacon Point HOA) requesting a meeting with the Board to discuss this issue. I am awaiting a response. Also, I received an updated "Flash Report" from SHA, which listed this project as April, 2018 final review, end of August 2018 advertising and end of November 2018 bid opening. It is still my understanding that the project will not get funding from the State until 2019 or 2020. We may need to adopt a sidewalk ordinance for this project. Also, as a reminder, the Town is required to fund the ROW acquisition costs, so when we get closer to construction, we will need to budget these funds.

Strategic Planning Meeting

I am working with Chris Becker Associates for the upcoming Strategic Planning Meeting. The meeting is scheduled for February 17, 2018 and will be held at Town Hall in the Meeting Room. Chris plans to meet with the Board Members and Department Heads prior to the meeting so that she can learn more about the Town's goals and to prepare to facilitate the meeting. Please send me your available dates in January so that we can get this moving.

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

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. We are working to determine the best path forward for to have an agreement with Mr. Hawkins. Either Piranha Sports will assign its rights and responsibilities under the agreement to Mr. Hawkins' company or Piranha will officially terminate the agreement and the Town will enter into a new agreement for the triathlon.

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

Assistant Town Administrator Report for the January Town Meeting

Cable TV Franchise Agreement: Held a meeting on December 5th with Wesley Page, Construction Supervisor with Atlantic Broadband, to go over how we can get cable to the wastewater plant. The cost of going through the VA is around the same cost if the Town went over the bridge on Ikea Way.

EMPLOYMENT

The ad for Outreach Administrative Activities Coordinator went in the newspaper and Cecil College. We will be holding an interview on January 4th.

We have advertised outside for a Police Officer Position. We have gotten 6 applications. We will be setting up interviews in January.

MISCELLANEOUS

Process some personnel issues.

Worked on an agreement with a citizen

Processed paperwork with employees

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

MEETINGS

December 5, 2017 – Attended Atlantic Broadband meeting.

December 7, 2017 – Attended Staff Meeting.

Held miscellaneous meetings with department heads and employees.

**Administrative Office
Town Meeting Report**

Calendar Year 2017	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals
Boat Ramp Stickers Sold (in state)	89	37	48	76	70		20	5	3	7	1	0	356
Boat Ramp Stickers Sold (out of state)	36	3	8	2	2		0	0	0		0	0	51
Deeds processed	8	7	18	9	12		8	15	16	11	19	4	127
Dump Trailer Rentals processed		3	6	4	3		2	4	4	2	1	0	29
Hawkers Peddlers Licenses Issued		1									0	0	1
Heavy Trash Calls processed	48	50	62	61	62	91	60	73	65	52	63	57	744
Park Pavilion Rentals processed	0	4	8	6	7		4	7	5	3	0	0	44
w/s bills mailed	1520			1520			1520			1521			6081
w/s late notices mailed		480			472			480			465		1897
w/s door hangers for shut offs prepared	75		110			121			109				415

Other:

Current Events

December 9, 2017 – Police Station Ribbon Cutting & Open House

December 9, 2017 – Christmas Tree Lighting – Lower Ferry Park

December 18, 2017 – Annual House Decorating Contest

Upcoming Events

August 11, 2018 – Lower Ferry Festival

**Treasurer's Report
Town of Perryville, Maryland
January 2, 2018**

-Projects:

- **Police Station Financing**
 - Final Invoice, including retainage has been received and is being reviewed
Invoice is in the amount of \$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 18- Financial Statements**
 - In the process of bringing FY18 financials up to date.

- **FY 18-FY 20 Audit**
 - Sent packets out to five different CPA firms to solicit bids to perform our audit for the fiscal years 2017-2020, with a possible two year extension.
 - Proposals must be received by February 5, 2018.

- **OPEB Valuation**
 - Contacted Conrad Siegal Actuaries for proposal to perform an actuarial valuation of our Town's Postemployment Benefits Plan as required by GASB 75.
 - They estimated the cost would be approximately the same as the one done a few years ago. -\$3400.
 - A schedule of the information they needed was forwarded to us.
 - The study needs to be finished before year end.

- **Municibid**
 - Sold DPW's Stakebody truck with snow plow for \$16,100.

**Treasurer's Report
Town of Perryville, Maryland
January 2, 2018**

:

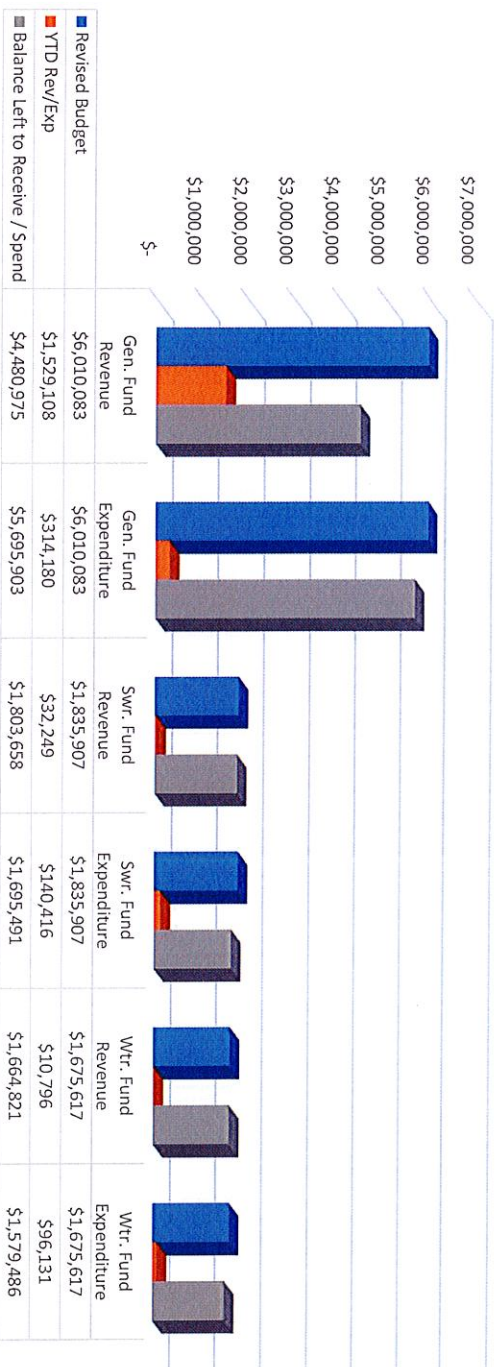
Future/Current Projects

- 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.

4

	Gen. Fund Revenue	Gen. Fund Expenditure	Swr. Fund Revenue	Swr. Fund Expenditure	Wtr. Fund Revenue	Wtr. Fund Expenditure
Revised Budget	\$ 6,010,083	\$ 6,010,083	\$ 1,835,907	\$ 1,835,907	\$ 1,675,617	\$ 1,675,617
YTD Rev/Exp	\$ 1,529,108	\$ 314,180	\$ 32,249	\$ 140,416	\$ 10,796	\$ 96,131
Balance Left to Receive / Spend	\$ 4,480,975	\$ 5,695,903	\$ 1,803,658	\$ 1,695,491	\$ 1,664,821	\$ 1,579,486

Town of Perryville
July 31, 2017
Budget vs. Actual
Final Report



■ Revised Budget ■ YTD Rev/Exp ■ Balance Left to Receive / Spend

Planning & Zoning Department

December Staff Report – January 2, 2018 Town Meeting

Development/Projects:

- **Royal Farms Store #267 1825 Perryville Road:** work is progressing and ahead of schedule with a March 2018 completion.
- **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:** 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:** working on finishing final computations and resolving boundary designations; submitted a quote to prepare the necessary documents for annexation of the community park.
- **Lower Ferry Park:** park completed, 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; need to discuss removal of the Perryville Outlets sign at the corner.
- **Annexation – Campbell Property:** Morris & Richie is working on Petition for Annexation.

Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>										18	19	0	37
<i>Violation Letters</i>										21	15	60	96
<i>Citations</i>										3	3	4	10
<i>Rental Licenses Issued</i>										7	121	43	171
<i>Other</i>	<ul style="list-style-type: none"> • 6 violations are still pending follow-up • 41 Rental reminders sent • 56 of the 60 were Rental violation letters sent 												

Landlord-Tenant Board: Board members needed.

Planning Commission: No meeting held in December.

Board of Appeals: No hearing held in December.

Meetings/Events:

- 12/5 attended the Town meeting for AT&T Susquehanna River bore agreement.
- 12/6 attended the Greenway meeting.
- 12/7 attended Leadership Meeting.
- 12/7 Amanda and Dianna attended a grant writing class by Valerie Mann in Salisbury.
- 12/8 P&Z department meeting.
- 12/9 Joined with police for ribbon cutting ceremony and open house; participated with holiday tree lighting event.

- 12/11 Dianna attended the Green Team meeting.
- 12/14 meeting with Cecil County Economic Development "Town roundtable."
- 12/19 attended work session.
- 12/29 Safety committee meeting held.

Other:

- Town Signage Replacement-all signs have been received; 90% complete install.
- Working on revisions to Chapter 32 Building Construction.

Zoning Certificates: 15 certificates approved-11 of the 15 were for roof mounted solar panels. In 2017 29 residents installed solar panels.

Grants:

- Revitalization Grant awardees notified, accepted by all applicants.
- Business development grant open to the public.
- 501C awardees notified, most accepted to date.
- 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>.

Economic & Community Development:

- Had 2 meetings to discuss Lower Ferry Festival.
- 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.
- Ribbon Cutting for PVPD
- Christmas Tree Lighting
- Meeting at Cecil College to discuss the progress on the Towns development.
- Meeting with Alpha Graphics to discuss layout of our Pamphlet about the Town, and how to attract and draw businesses here.
- Met with several people/town businesses about donations for our upcoming events

Farmers Market/Community Events:

Training:

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.
- Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - The Emergency Action Reports (EAP) for the reservoir dam are being distributed to the proper authorities.
- Town Hall Site & Police Station
 - Waiting for the punch list to be fulfilled for the completed Police Station. O&M manuals are being created. 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. The PER is 95% complete, only an environmental assessment for the area is needed and Cecil County has offered help to complete that aspect. The county has given their environmental assessment for the area and I will update the PER report accordingly. Working on grant applications for Station 16.
- 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 W. Miller
Chief of Police

TELEPHONE: 410.642.3725 FAX: 410.642.3724

James L. Eberhardt
Mayor

PROJECTS:

Posted add in the Cecil Whig for the Police Officer position available in town.
Met with Billy Nelson about upcoming events in the town for the upcoming year, 2018
Waiting on the delivery of furniture for the police department
Preparing Training Courses for 2018, to be taught in house at our police department
Preparing Police Operations Manual to be submitted/reviewed by counsel.
Preparing end of year evaluations to be submitted
Finalizing end of year reports for submissions
Two officers will receive training as instructors for ALICE Training

MEETINGS/TRAINING:

December 1,	Attended Luncheon at Town Hall
December 2,	Attended the Town of North East Christmas Parade
December 6,	Attended Training at the Middle School with the Director of Outreach on How Children Grieve
December 7,	Staff/Leadership Meeting at Town Hall
December 9,	Attended the ribbon cutting at the Perryville Police Department
December 9,	Attended the Christmas Tree Lighting at Lower Ferry Park
December 12,	Delivered gifts/food to needy families in Perryville with the Outreach employees
December 13,	Presented Lt. Keith Budnick with Instructor of the Year award
December 14,	Met with Perryville Town Administrator to discuss town issues
December 14,	Met with the Town's Financial Officer about the police department's budget
December 15,	Met with a rep. from the Credit Union of Maryland about installing GPS Systems in Banks
December 16,	Police and Outreach were scheduled to place wreaths on graves at Arlington Cemetary, (cancelled)
December 20,	Met with the Maryland State Police about their new policy as pertains to warrants

Perryville Police Department Monthly Police Report
December, 2017

	October	November	December	Year to Date 2017
ROBBERY	0	0	0	1
ASSAULT	4	3	3	39
BURGLARY	0	0	1	13
THEFT	3	5	4	71
Auto Theft	2	0	0	7
CDS	1	1	2	34
DISORDERLY	1	0	0	5
MDOP	0	2	1	26
ADULT ARREST	8	9	15	163
JUVENILE ARREST	1	3	1	25
Referrals to Outreach	0	0	0	0
CITATIONS	20	5	46	350
WARNINGS	72	57	38	925
SEROS	29	6	6	211
ACCIDENTS	10	7	5	73
52 (Investigated)	7	4	2	42
89 (no Investigation)	3	3	3	31

December 27, 2017

Perryville Police Department

Outreach Program

Town Report

December 2017

Overall Monthly Attendance: 189 as of 12/21, 262, as of 12/31

Number of New Referrals: 0

Number of New Members: 0

Announcements

The Outreach Program continued our collections for the holiday season and in coordination with the Elementary school we were able to provide over 136 children presents for Christmas. We were also able to provide 25 Christmas meals for families in need with the help of Principio United Methodist Church. All children provided for either lived or attend school in Perryville. A few of our police officers personally delivered toys to children that were adopted by our Outreach Program. Earlier this month our staff and some of our members volunteered at the Holly Tree Lighting ceremony. While we were there we helped with concessions and parking. This month our recreational activities included making ginger bread houses, making stockings, making ornaments with the help of Jane Bellmyer, and we made cookies for our Holiday Party! We took a trip to Herts to check out the Christmas lights! We also received a lot of monetary donations this season. We would like to thank Perry Point VA X-ray staff, Judy Cole in the memory of her late husband the Honorable Judge Davidson Cole, and Neighbors helping Neighbors for their generous donations for food and recreational supplies. Children loved helping put together presents for children who were less fortunate. It was great to see them want to give back to their community. We also received our new security system at Outreach. We now have a locking audio visual system that will allow us to see and speak to members and guest entering outreach before they gain access. It is a great feeling knowing that we have created an extra step to keep our members and staff safe. We would like to thank the town's safety and health committee for this invaluable gift.

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 - December 2017

PUBLIC WORKS:

Projects/Other Events:

- Employees built and painted a "Santa Chair" for the annual Christmas Tree Lighting.
- Employees cleaned filters for HVAC system at new Police Department.
- DPW assisted a resident and contractor with getting their sanitary sewer properly connected to the public sewer system.

Paving/Sidewalk Repairs:

- N/A.

Water/Sewer/Stormwater:

- A standby pump was repaired and delivered to serve as a backup pump if needed at lift stations.
- A new water meter was installed at Perryville High School. This updated meter is more accurate and allows for a radio reading.

Training:

- Employees continue to obtain training through the LGIT website.

Town Events:

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

Weather Related Events:

- Staff plowed snow and spread salt for 2 weather related snow events during the month of December.

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 prepared and continues repairing all snow removal equipment as needed for the winter season and snow events.

Other:

- A requested handicap parking sign and space was made on Susquehanna Avenue for a resident.
- A new "Town Hall" as well as "Community Events/Town Events" signs were installed. The new sign is similar to the older sign but received the update town colors. One more larger sign (Park Entrance) has been received and will be installed when time allows. Other smaller signs (Public Parking) have also been received and will be installed when time allows.
- Staff addressed high grass work orders for the Code Enforcer.
- Staff continues to dispose of dump trailer loads of trash from the membrane switch over.
- Employees placed rip-rap in drainage areas around the new PD per the request of Cecil County Stormwater Dept.
- An internal mailbox was built for the Police Department. Mailbox is to be used for employees within the Police Building.
- DPW staff installed wiring to have a receptacle placed by our off - road diesel fuel tank to eliminate the need for an extension cord to be placed across Water Plant Drive when needing to use the tank.

PARKS AND RECREATION:

Projects/Town Events:

- Parks Department decorated the Town Tree for the Annual Christmas Tree Lighting.
- Staff continued to trim lower hanging branches on the ornamental trees along the interior of the Community Park.
- Staff decorated Rodgers Tavern for the holiday season.

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.
- 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 2 days and 2 employees each day to complete
- **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

December, 2017

Wastewater:

Plant Influent Monthly Flow:	17.10 Million Gallons
Plant Effluent Monthly Flow:	15.66 Million Gallons
Veterans Center Monthly Flow:	4.24 Million Gallons

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

Activities:

1. Completed draft application for MDE grant funds for denite filter study
2. Mailed out RFP to engineering firms for denite filter PER
3. Annual training scheduled for MDE storm water prevention plan
4. Work continues on developing an Excel maintenance program
5. Contractor completed work installing new caustic feed tanks
6. EMH completed work 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

December, 2017

Page 2

Water:

Plant Raw Water Monthly Flow:	11.9 Million Gallons
Plant Finished Water Flow:	9.0 Million Gallons
Plant Backwash Water:	1.3 Million Gallons

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

Activities:

1. GE mobile filtration unit was returned on December 7th
2. Staff replaced train #3 & #4 membrane filter flexible air lines
3. A.C. Schultes installed new permeate pump for membrane train #3
4. DPW disposed of old membrane trains at the landfill
5. A. C. Schultes performed laser alignment of both permeate pump couplings and welded leaking stainless steel permeate pipe
6. D&P Electric repaired CIP tank heater
7. Ordered new PLC control panel backup scada batteries
8. Moved previous year's operating records to water tower for storage
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 November