

**Town of Perryville, MD**  
**Staff Report**  
**For the August 2, 2016 Town Meeting**

**Project and Department Status Updates:**

**FY16 Audit**

- Auditors on site
  - July 14<sup>th</sup> (went well)
- Auditors on site
  - Aug 29<sup>th</sup> to Sep 2<sup>nd</sup>
- Prepare MD&A
- Final Audit due – October, 2016
- Presentation of Final Audit – possibly in December, 2016

**Administration:**

- Attended work session and town meeting and prepared minutes for said meetings
- Processed 6 Deeds.
- 2 dog tags sold.
- 104 boat ramp stickers sold. Last sold #379
- Processed 10 Park Pavilion Rentals

**Bus Shelters:** Three still to be installed – Aiken Avenue, Coudon Blvd. and Perryville Station. Contacted Father McKee to explore a possible location for a shelter on their property to replace the bench at Lindy's. He had some concerns, traffic, SHA issues, and crossing guard for the Public School Children that seemed to be an issue. He didn't say no, but indicated no compensation was mentioned.

**Cable TV Franchise Agreement:** Monday, July 25th Ms. McCardell had discussion with Ms. Ferguson, Esq. on preparing an extension ordinance or resolution and the letter to go to Atlantic Broadband. Ms. Ferguson, Esq. is reviewing the revised Draft Franchise Agreement from Atlantic Broadband and is waiting for Mr. Fran Bradley, Atlantic Broadband, to respond to an issue that we still have not had a response from Atlantic Broadband. Ms. Ferguson, Esq. is preparing a resolution for an extension of the Franchise Agreement for the August 16th Work Session.

**Code Enforcement:** Approximately 18 violation letter were mailed regarding high grass, 21 door hangers were placed on homes where grass needed to be cut and 5 Citation were issued. Issued one Rental License.

**Corporate Boundary Survey:** McCrone continues to work on deed plotting for preparation of preliminary field control and location work.

**Economic Development:**

- Continue to update Economic Development portion of the Town website

- Continue to research potential grant opportunities for the Town.
- Continue to coordinate 501(c) and revitalization grants with awardees, 2 projects received extensions, one project still outstanding (the legion)
- Coordinated with contractor to have new pole banners installed through Town (23 total along Aiken and Roundhouse)
- Officially submitted for the Main Street Affiliate program, have been notified of acceptance and awaiting formal letter
- Held information session for FY17 revitalization grants on 7/20, applications are due 8/5
- Attending MEDA conference and training 7/25-7/28

**Elm Street:**

- Meadows Construction has completed construction of Elm Street. An As-built survey has been conducted and are awaiting the results and final invoice.

**Employment:**

- DPW Crewperson and Parks Crewperson— offers of employment were made and accepted for two vacancies; The parks applicant will start on August 2nd and the DPW applicant will start on August 15th.
- Two conditional offers have been made to fill the police vacancies. Background checks and other pre-employment requirements are in process.
- There is one vacancy for a part-time employee in Outreach to be filled

**Events: (Note: many staff, board members and volunteers worked these events in some capacity, whether planning, setting up, working during and / or clean-up. Thank you to those that worked so hard to make the events happen!)**

- July 9, 2016 - Perryville Community Park - Diamond in the Rough Triathlon

**Farmer's Market:**

- Continue to update the website and Facebook
- Amanda Hickman acts as Market Manager and continues to update website and Facebook for the Market
- Received 2 new vendor applications

**FEMA:** Rachel Deaner, Finance Director, working with town staff and FEMA staff, prepared and submitted the documentation needed to receive reimbursement for the January snow storm. Received news from FEMA that the Town is to receive \$28,139.31.

**Finance:**

- What's New in Finance:
  - Shirley and Kelli are working on finalizing Fixed Asset for FY 2016.

**Grant Opportunities:**

- Amanda Hickman Submitted for DHCD Community Legacy Grant FY17 to cover design of the recently purchased vacant lot beside Lower Ferry Park and to fund another round of Façade Grants. Mary Ann Skilling assisted with preparing the grant application.

**Greenway Committee (Perryville):**

- The Perryville Greenway Meeting was held June 22, 2016. The next meeting is scheduled for August 24<sup>th</sup> at 10:00 a.m. in Perryville Town Hall.
- The next Regional Greenway Meeting is scheduled for Thursday, September 15, 2016 at 10:00 a.m. at the Lewis Lane Center in Havre de Grace.

**Ikea Way Ownership Issue: NO UPDATE:** Denise Breder is working with Mary Ann Skilling to prepare a MPIA request to go to the State of Maryland asking for the documents to prove that the State does not own the balance of the road way.

**Landlord – Tenant Board:** No meeting held

**Lower Ferry Park:**

- Mike McGuirk continues to install sidewalks. All trees and shrub have been installed and watering continues by Mr. McGuirk & Parks staff. A request has been made to Delmarva to connect electric to meter. Met with Kordell Wilen, Cecil Co. DPW to consider other options for the bioretention pond. No action as of this report. The Tot Lot has been ordered and the second invoice to DNR has been submitted for reimbursement.

**Mosquito Spraying: NOTE: There will be no spraying during the week of July 30 – August 5; spraying will resume August 6.** The Town of Perryville began participating in the mosquito spraying program run by the Maryland Department of Agriculture in June. Spraying occurred once weekly during late evening and overnight hours for the month of June. For more information, please visit the Dept. of Agriculture Mosquito Control Website [http://mda.maryland.gov/plants-pests/pages/mosquito\\_control.aspx](http://mda.maryland.gov/plants-pests/pages/mosquito_control.aspx)

**Municipal Complex:**

- Final site plans have been approved, signed & sealed by the Town and county. A grading permit has been issued by the county. The Town has requested North Point Builders to set up a Pre-Construction Meeting as soon as possible with the County, Town, Engineers / Designers, and Utility Companies in order to begin construction work. Verizon has begun their design and relocation work on the utility pole at the site entrance. Construction permits from the railroad (AECOM) are issued to the Town to build the proposed drainage outfall for the overall town municipality site.
- A building construction inspection contract has been signed by the Town and Manns Woodward for the construction of the Police Station. A site construction contract is currently being reviewed by the Town for ARRO.
- Finance Director, Rachel Deaner, is working on the following related to financing of the police department construction:
  - Resolution to assign funds – voted on @ June Town Meeting.
  - Resolution for form of official intent– voted on @ June Town Meeting.
  - Working with Denise Breder to secure bond/loan.
  - Working with Bond counsel.

- Public Hearing – July 5th @ 7pm was approved for \$2.5 million bond amount.
- Bond to close near the end of August.

### **Otsego Street**

- Developing the construction plans for Otsego Street.
- Developing Temporary Easement Documents for land owners along Otsego Street.

### **Outreach:**

- Overall monthly attendance was 196; 0 referral; 4 new members
- The month of July was an exciting one for the Outreach Program.
  - We were able to take the kids to see the movie Pan early in the month as a part of the \$1 summer movie express at Regal Cinemas.
  - We also hosted a water balloon fight for the kids to try and fight off the heat, had a bonfire, as well as our regular family dinners and pool trips.
  - Unfortunately, North Bay has canceled the teen leadership camp that was planned for July due to low interest. This would have been an amazing opportunity for Outreach members and we hope that North Bay could arrange something similar sometime soon.
  - The coming month is going to be an exciting one. We are currently planning a field trip to the Go Ape ropes course in Delaware, a midday movie trip to Regal Cinemas to see Alvin and the Chipmunks, and a possible week long teen leadership camping trip at Northbay.
- On a more positive note, our garden is thriving! The kids have been active in maintaining the garden and have even learned a few new things about the fruits and vegetables we are growing. We have been able to harvest a plethora of fresh veggies and we are very proud of how well it is doing.
- The Outreach Program participated in OP clean up as well as other usual monthly activities. Please like our Facebook page and share any good news or activities you see within our community. Also check our monthly calendar for upcoming activities.

### **Parks:**

- Parks staff is preparing for the "Campout at the Park" event by maintaining the grounds and gathering wood for campfires. Parks staff will also be working during the event.
- Parks employees emptied trash and helped as needed for the Annual DITR Triathlon.
- Installed wooden stakes at the Community Park along the LSHG Interim Trail to identify trees for the upcoming trail walk event.
- All park grounds are mowed on a weekly basis (Community Park, Mini Park, LSHG Trail, Lower Ferry Park, Ice House Park and Rodgers Tavern)
- Staff completed the trimming of hedges along the Roundhouse Drive section of the LSHG walking trail. This is part of a semi-annual maintenance.

- Cleaned trucks and serviced equipment.
- Installed new kiosks at pavilions.
- Assisted in watering trees and grassy areas for the Lower Ferry Park project.
- Other regularly scheduled work was completed including debris cleanup at boat launch, unlocking and cleaning public restrooms, checking-emptying-restocking pet waste stations as needed, and maintenance of multiple parks and parks facilities

### **Planning and Zoning:**

- **Planning Commission Meetings** – July 18th – reviewed proposed changes to the Zoning Ordinance.
- **Zoning Certificates** – Processed seventeen (17) certificates and reviewed application for compliance with the Town’s zoning regulations; none within the Critical Area
- **Board of Appeals** – Meeting to be held July 25th to accept and sign the Resolution for SE2016-01 636 Broad Street (1st floor commercial in front, up to 6 apartments in the rear of the building).
- **Roane water service:** Sent letter to Mr. & Mrs. Roane due to an outstanding balance to determine whether they are still interested in pursuing the service per the Developer’s Expense Agreement.
- **Fairgreen Apartments** – A request was made to reduce the age limit for seniors to 55. Documents were provided by Fairgreen Management justifying current income and age based on the existing agreement with the Town. Based on the recent “senior” age reduction and the ability of receiving Federal and State Funds, consideration to change the Zoning Ordinance to 55 is being proposed as part of various Zoning Amendments being prepared for review by P&Z and Board.
- **Zoning Code Updates:** Staff continues to work on updates to the Zoning Ordinance to be presented to Planning Commission in August with a recommendation to Commissioners in September or October.
- **Revitalization Zoning / Floating Zones:** researching the establishment of zones appropriate for Urban Renewal activities throughout Perryville.
- **Development Projects:**
  - **Cedar Corner/Loring Park** – Letter sent to developer regarding project activity and interest in requesting house price reduction based on today’s market.
  - **Magraw Subdivision** – Final Stormwater and utility Plans have been reviewed by Cecil County DPW and Town. A Final Site Plan for 10 single family lots is expected in August.
  - **Frenchman Land Company** – Waiting for State Highway final approval of access permit after several contacts by the engineer for the project.
  - **Royal Farms (at Heather Lane)**- Final approval from SHA regarding access on to MD 222 has not been received. Engineers are moving forward with stormwater approvals and Forest Conservation mitigation. Fred Sussman is reviewing an easement request from the Developer’s attorney and will finalize the language after return from vacation.

- **Pilot Travel Center** - A Zoning Certification was issued for a temporary restroom trailer while repairs were being done within the existing facility.
- **Perryville Outlets, LLC** – Met with potential developer/purchaser of Outlet Center regarding various permitted uses. In recent communications discussions continued regarding an Enterprise Zone and/or Floating Zone to accommodate potential uses.

**Police:**

- Ordered 2 new police vehicles, waiting on the delivery.
- Waiting on E-Tix to deliver our new E-Tix for our police vehicles.
- Received our 2 new police bicycles, officers are ready to start regular patrols.
- Perryville Police have been training with the Mobile Field Force Training.
- Working with Cecil County Animal Control to get any information from them that would assist us as police officers should they be needed.
- Two vehicles need to get decals so that entire fleet will be uniform.
- Working with Michael Buck from Red the Tailor to get our officers new uniforms.
- Had additional patrol vehicles on duty for fireworks and additional traffic in town
- Worked Diamond in the Rough Triathlon in Perryville, no incidents to report
- Assisted the Veterans from American Legion Post 182 with traffic escort from Perry Point
- On hand for Prayer March in Town. Starting at Fire House ending at Town Police Station.
- Attended several other meetings including interviews for police applicants, Leadership Meeting and work session at Town Hall, meeting with Lt. Morrow from MDTAP about our two agencies training together, met with various police departments throughout the County and Havre de Grace in reference to protests and demonstrations.

**Public Works:**

- **General work**
  - DPW has started to rehabilitate the flower bed around the Town Hall Clock.
  - A banner was installed advertising the "Campout in the Park" event. DPW also picked up three fire pits that will be used during the event.
  - An employee checked for any possible issues throughout town during a brief power outage from a thunderstorm.
  - A small section of duct work was installed into the server room at Town Hall to help keep the room and heat sensitive equipment cooled.
  - DPW employees continue grass cutting responsibilities for the current spring and upcoming summer seasons.
  - Other regularly scheduled work was completed including monthly facility inspections, flags, utility markings, checking of pumping stations, bulk trash, yard waste etc...

- **Vehicle / Equipment Maintenance**
  - A crane lift has been installed on an F350. The crane is from a previous vehicle and has been installed on the F350 so that it can now be used for emergencies such as pump repairs at Lift Stations.
  - The new F550 dump truck has been received. The GMC 7500 has been listed on the Municibid auction site to be auctioned off.
  - An additional salt spreader has been received. This will allow for more vehicles to be maintaining roadways during winter weather events.
- **Water/Sewer/Stormwater**
  - Meters were read for quarterly billing.
  - A failing storm water management drain on Maryland Avenue was rehabilitated.
  - A failing storm drain pipe was repaired along Aiken Avenue Extended.
  - A hydrant valve was repaired on the corner of Cedar Point Drive West and Craighill Channel Drive West. The valve itself was in good standing, the bolts holding the bonnet to the valve needed to be replaced.
- **Water Storage Tanks**
  - DPW staff has been making arrangements for electrical meter box repair near the ½ MG Water Tank. The meter appears to have been struck by a Tractor Trailer and will need coordinated efforts from an electrical contractor and Delmarva Power. An exact date has not yet been determined but it is expected to take place in early March. **(UPDATE: Contractor was planning to make the repairs in early June, but found that additional parts were needed; the repairs are scheduled to take place on July 27<sup>th</sup>)**

**Reservoir / Dam:**

- A developer, Lidl, represented by GTA (an environmental engineering firm) has requested to do SWM / Stream restoration mitigation project on town property as mitigation for their development project. The Town gave approval to move forward with the project. The final Declaration of Restrictive Covenants, the construction agreement and maintenance agreement are all on the agenda for Board vote at this August town meeting.
- **NO UPDATE:** Reservoir is maintaining minimal water levels. Have received the final land ownership memorandum form for the Dam Modification Permit from Fred Sussman (Town Lawyer). Engineer will provide letters stating our intentions for the dam to all affected and neighboring land owners and appropriate local officials and submit revised plans to MDE.
- The Final Judgment was awarded on the two parcels that make up the property owned by the Town on Reservoir Road. The Town of Perryville now officially owns those parcels in absolute fee simple.

**Retention Policy:**

- Discussed Finance, Administration and Planning & Zoning at prior work sessions
- To resume in 2016– possibly @ October Work session

**Rodgers Tavern Museum:**

- ADA Bathroom and all bathroom fixtures – In progress
- Porch Repair – Scheduled
- Tavern Sign – In design
- Committee has separated items and starting to tag museum items.
- Amy Yackanech prepared interview questions and scheduled interviews for the curator. Amy and Denise Breder conducted two interviews.

**Safety Committee:** A meeting was held on June 8<sup>th</sup> and the next meeting is scheduled for October 12<sup>th</sup>.

**Surplus Property:** Surplus items listed on [www.municibid.com](http://www.municibid.com)

**Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):**

- The final Section 106 report - Effects Assessment for Historical Architectural Resources was received from the U.S. Dept. of Transportation Federal Railroad Administration. A comment letter was prepared by Denise Breder as the Section 106 Consultant for the Town of Perryville. The letter was sent to FRA and all relevant parties involved in the bridge design planning process.

**Training:**

- Staff continues to obtain online training through LGIT.
- The (2) DPW Employees who attended a "Work Keys Assessment" through the "EARN" grant at Harford County of Emergency Services have completed their necessary online training so they can advance to the Collection/Distribution prep course.
- Jamison Durrance, the newest DPW employee, has been studying in preparation for his collection testing and will attempt the test in August.
- Dianna Battaglia participated in two Webinars as part of here credits needed to maintain her Floodplain Manager Certification.

**Wage Scale Reassessment:** NO UPDATE: The Singer Group presented their salary findings and recommendations at the closed meeting on April 14, 2016 to the Mayor & Commissioners. Singer has provided an Administration Manual for their proposal and is hoping to make an additional presentation to the Board in August.

**Wastewater:**

Influent Monthly Flow	20.30 Million Gallons
Effluent monthly Flow	18.41 Million Gallons
VA Monthly Flow	6.70 Million Gallons



- Changing out SBR air diffuser socks, 350 of the 500 are changed
- Changed all 160 U.V. lamps and jackets
- Routine preventive maintenance was performed
- Equipment repairs were completed
- Building & tank cleaning for the month was completed
- Plant met all required MDE parameters for June and July 2016 to-date
- Operators working on MCET EARN program cross training
- Ordered and received total solids analyzer
- Ordered new motor starter contacts for all six blowers
- Work continues on summer work list for the WWTP
- Removed raw sewage pump #3 and sent out for repair estimate
- A P.O. was issued on July 28, 2016 to EMH Environmental, Inc. to replace the Belt Filter Press at the wastewater plant. The P.O. was in the amount of \$383,700.

**Water:**

Raw Water Monthly Flow	11.5 Million Gallons
Finished Water Flow	11.4 Million Gallons

- Plant met all required MDE parameters
- Routine preventive maintenance was performed
- Raw water pump P-102 was sent out for repair
- Solar powered strobe lights were installed at raw water intake structure
- Inspected raw water intake structures, no zebra mussels or sediment observed
- Operators working on MCET EARN program for cross training
- Installed new sump pump in 95 PRV vault
- Replaced second waste recycle pump (both are now new)
- Work continues on summer work list for the WTP
- A P.O. was issued to Utility Service Company on July 6<sup>th</sup> to proceed with the cleaning of the water tanks and installation of the mixers and ventilation. The P.O. was in the amount of \$132,062.

**Welcome Signage:** In the agreement to use the State Highway Right-of-Way for placement of the welcome sign, SHA retained approval authority on the sign face. SHA has approved the sign face. Amanda Hickman and Aaron Ashford had a site visit with Jeff Wentz of SHA at the proposed Rt. 40 gateway sign location just west of Cedar Corner Road. The application for permit has been submitted, and we are awaiting approval from SHA – note: approval required a site plan. Town engineer developed site plan for Rt. 40 gateway sign. Sign has been delivered to DPW.

### Upcoming Events

- **August 3, 2016** – Perryville Community Park – YMCA Camp Picnic
- **August 5, 2016** – Perryville Community Park - Community Camp Out/Movie
- **August 27, 2016** – Perryville Community Park – Vision of Hope 5K
- **September 18, 2016** – Perryville Community Park - Guided Trail Walk. This walk is guided by Ms. Christy Michaud, Certified Professional Horticulturist and Master Gardener, and is in conjunction with the University of Maryland Cecil County Extension Office.
- **October 2016 (TBD)** – Lower Ferry Park – Halloween Party
- **November 12, 2016** – Perryville Community Park – Girls on the Run 5K
- **December 10, 2016** – Lower Ferry Park – Christmas Tree Lighting
- **December 16, 2016** – House Decorating Contest Night

### 2 attachments

*July 2016 Police Department Statistics*  
*Financial Statistics for July 2016*

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<https://www.facebook.com/Perryville-Maryland-643856789080309/>

**Town of Perryville, MD**  
**Financial Statistics**

**July 2016 Statistics:**

**Admin Dept.:**

- 1510 Water and Sewer bills were mailed; total amounts as follows:  
    Water \$201,309.04  
    Sewer \$202,867.69  
    Total \$418,176.73
  
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.

**Finance Dept.:**

- On July 7th, received May's Slot revenue from Cecil County totaling **\$114,238.03**. We are anticipating **\$98,568.50** for June's Slot Revenue.
- Life to date (Sep-10 to May-16) slot revenue received \$8,195,167.36.
- Invoices sent out totaling \$1,318.73.
- 216 purchase orders were processed totaling \$932,860.62.
- 178 accounts payable checks were processed totaling \$117,971.16.
- Processed cash & equivalent receipts totaling \$558,045.50.

**Bank Balances:**

PNC (total of 8 accounts)	\$ 1,486,393.47
Maryland Local Government Investment Pool (total of 3 accounts)	\$ 6,158,618.14
Howard Bank (total of 5 accounts)	<u>\$ 4,544,556.31</u>
<b>Grand Total</b>	<b><u>\$12,189,567.92</u></b>

\*Note – bank balances for July 2016 not yet reconciled – statements to be received

Perryville Police Department Monthly Police Report  
July, 2016

	May	June	July	Year to Date 2016
ROBBERY	0	0	0	0
ASSAULT	7	4	4	28
BURGLARY	2	0	1	7
THEFT	7	5	3	31
Auto Theft	0	1	1	7
CDS	1	1	3	9
DISORDERLY	0	0	0	3
MDOP	1	1	0	8
ADULT ARREST	15	8	14	58
JUVENILE ARREST	2	0	0	4
Referrals to Outreach	0	0	0	0
CITATIONS	15	10	27	100
WARNINGS	45	35	27	152
SEROS	0	0	1	1
ACCIDENTS	7	2	7	32
52 (Investigated)	1	2	5	18
89 (no Investigation)	6	0	2	14