

Staff Reports from Town Meetings

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

Town Administrator's Report

February 6, 2018 Town Meeting

01/02 Prepared for and attended the Town Meeting

01/04 Met with Cathy McCardell and George Smith regarding job description updates and corrections for water and wastewater

01/11 Held a Staff Leadership Meeting – discussions included: Departmental Reports, Strategic Planning Meeting preparation (02/17/18), writing of 2017 Annual Report, review of most recent Town Meeting decisions and upcoming agenda for work session.

01/16 Prepared for and attended the Mayor and Commissioner Work Session.

01/17 Cathy McCardell and I participated in the MDOT webinar for ranking of projects for funding

01/17 Called in to the VA VSO and Congressional Stakeholder Meeting

01/18 Eileen Rice, Dianna Battaglia and I attended the Regional Greenway Meeting. We provided updates on trails, events and the Rodgers Tavern museum, and we received updates from other partner organizations. Brigitte Carty of LSHG provided a comprehensive update and valuable information for the upcoming round of MHAA grants.

01/19 Dianna Battaglia, Ralph Ryan, Aaron Ashford and I met to discuss some concerns and issues with Cecil Avenue Extended.

01/22 Dianna Battaglia, Billy Nelson, Aaron Ashford and I met to review the facilities / events permit and to prepare recommendations for amendments to the regulations and fees.

01/26 Attended training for negotiation skills at the LGIT offices.

01/29 Attended the State of the County Breakfast Meeting

01/29 Attended the Beer and Wine Fest Event Planning Meeting

Other:

Bond Bill

A Bond Bill information sheet was submitted to Delegate Hornberger to seek State Funding for the Roundhouse Monument Sign (the 1918 date stone). Alan Fox graciously provided a write-up of history on the date stone and property and photos to serve as backup for the application.

Communication Company Leases

The lease with Sprint has been executed and once the due diligence is complete, we can expect Sprint to install their equipment on the tank and begin receiving rents.

Daily work

Reviewed and approved department head leave slips and time sheets. Responded to inquiries from the press. Addressed personnel issues. Proof read minutes to meetings. Reviewed and approved p.o.'s for greater than \$5,000. Met with various staff members on a daily basis to go over daily operations and issues as they arose.

Fire Company – Station 16 water tie-in

The MWQFA Water Supply Grant application has been submitted to the Maryland Department of the Environment requesting funding for connection of Station 16 to the Town's water distribution system. Ralph Ryan played a vital role in completing this application and I appreciate his efforts. More information will follow as it becomes available.

Green Team (NO UPDATE)

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.** in the Town Hall Meeting Room. 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 --

- 01/01 Called in to the Police Department for a broken sprinkler head causing damage to the building. Follow up meeting held on 01/03. North Point Builders has filed a claim with their insurer to cover the damage. The insurer has been in touch with the Town and we need to pay for the repairs out of pocket and then once the repairs are complete and the costs are finalized, the Town will need to sign a release and then their insurer will issue payment
- As-builts and O&M Manuals have been received.
- The final release of liens has been received.

- The few things left on the punch list will be handled through the 1-year warranty (ex: the replacement of the section of sidewalk is weather dependent and we will not hold up final payment for the replacement of that sidewalk section).
- A check was issued today for signature for final payment to North Point.

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

- Ralph Ryan ordered the needed EJDC 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. I plan to meet with the property owner to resolve the 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

01/30 Ralph Ryan and I met with State Highway and Cecil County Government representatives to provide comments on the first draft engineering plans for the sidewalk along MD222 from Clayton Street to St. Marks Church Road. Ralph, Mayor Eberhardt and I plan to meet with the Beacon Point HOA on February 12th for a first official discussion on the sidewalk. Shortly thereafter, we will plan a meeting with the other impacted property owner, Patterson Funeral Home. We need to consider writing a new sidewalk ordinance and have further discussion regarding Right-of-Way acquisition. Presently the project has been funded for design but not construction. State Highway representatives anticipate that it will be funded in the FY2020 budget (which means construction would begin after July 2019)

Strategic Planning Meeting

Chris Becker Associates is the facilitator for the upcoming Strategic Planning Meeting. The meeting is scheduled for **February 17, 2018 from 9:00 a.m. to 3:00 p.m.** and will be held at **Town Hall in the Meeting Room** with breakfast and lunch provided. As pre-retreat research and input, Chris has interviewed the Mayor and Commissioners; she then prepared a survey for the Department Heads to complete.

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 of Kinetic Endeavors, LLC, who has 15 years' experience as a race director and has interest in continuing our annual Triathlon. There is an Assignment and Contract Amendment on today's agenda for vote to officially transfer rights and responsibilities of the Triathlon from Piranha Sports to Kinetic Endeavors, LLC.

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

Assistant Town Administrator Report for the February Town Meeting

Cable TV Franchise Agreement: Presented the agreement to the Mayor and Commissioners work session on January 16th. Atlantic Broadband will not

EMPLOYMENT

Held six interviews for two Police Officer positions. Chief has chosen the two Officers that will start on February 19th.

Held two interviews for the part-time Activities Coordinator position opened at Outreach. Danielle has chosen the part-time Activities Coordinator that will start in May.

Department of Public Works has placed advertisements for a Crewman I and a Park Maintenance Crewman. Closing date of February 16, 2018.

MISCELLANEOUS

Scheduled delivery and installation with Canon.

Process some personnel issues.

Processed paperwork with employees

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

Processed Quarterly Report for October 2017 – December 2017.

Processed W2's and filed all required paperwork with State and SSA.

MEETINGS

January 4, 2018 – Participated in a meeting with Denise and George.

January 11, 2018 - Attended staff meeting.

January 16, 2018 – Attended work session.

January 17, 2018 – Attended a webinar with Denise for ranking of State Highway Construction Projects.

**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)	32												32
Boat Ramp Stickers Sold (out of state)	29												29
Deeds processed	4												4
Dump Trailer Rentals processed	0												0
Hawkers Peddlers Licenses Issued	0												0
Heavy Trash Calls processed	31												31
Park Pavilion Rentals processed	0												0
w/s bills mailed	1520												1520
w/s late notices mailed	0												0
w/s door hangers for shut offs prepared	65												65

Other:

Current Events

None

Upcoming Events

June 22, 2018 - Movie Night - Lower Ferry Park

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

August 11, 2018 - Lower Ferry Festival

**Treasurer's Report
Town of Perryville, Maryland
February 6, 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
 - December, 2017 no collections
 - Total to date: \$ 4,598.00

- **FY 18- Financial Statements**
 - FY18 financials July-December prepared and reviewed.

- **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.
 - To date, we have received questions from four firms, two of which had audited the Town in the past, one firm contacted us in response to our RFP posted in the paper and online.

- **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.
 - Began preparing paperwork required for the study

- **Municibid**
 - Sold DPW's Airman's Compressor for \$13,350. This was more than we paid for it several years ago.
 - Sold DPW's Dewalt Combo Kit- 18V- for \$76.00

**Treasurer's Report
Town of Perryville, Maryland
February 6, 2018**

- **Grants**
 - Finance Dept prepared the SAPP grant reporting actual figures for FY17 per audit.

- **Record Retention**
 - Met with a representative of Kyocera, a record retention company. They are looking at our retention needs and will prepare a proposal.
 - Began reorganizing Finance Departments computer files.



Future/Current Projects

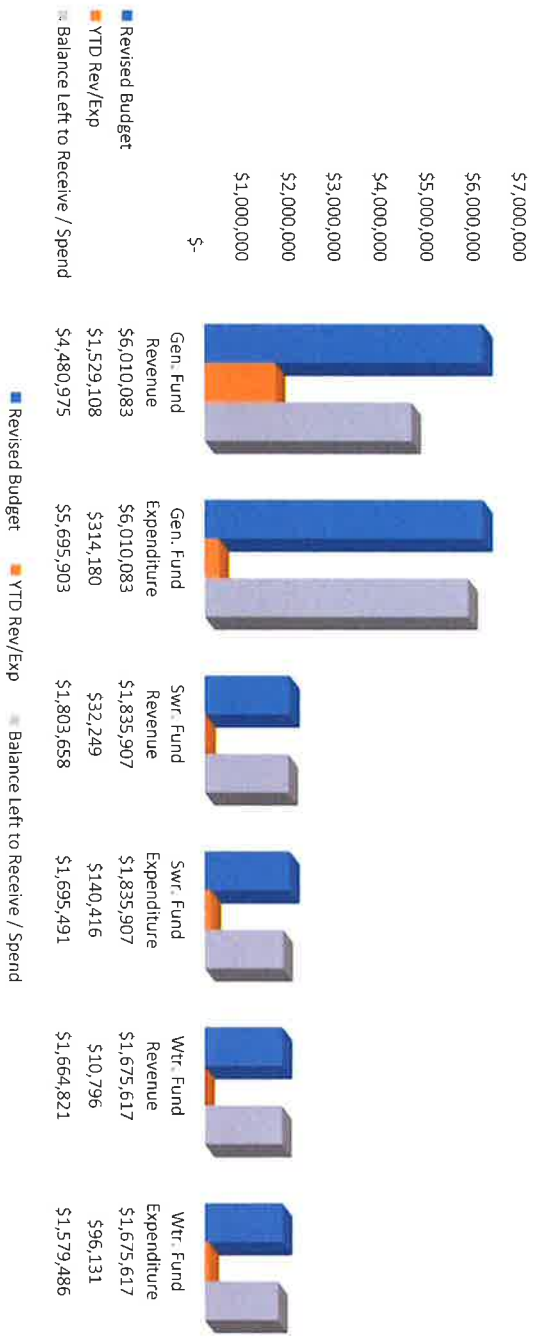
- Establishing the Capital Projects Fund through cash and investment accounts, setting up the general ledger and preparing a separate budget for the Fund by reallocation of General Funds already approved. This would also necessitate the preparation and presentation of Budget Amendment Ordinances recognizing 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.

December, 2017 Statistics:

- 236 purchase orders were processed totaling \$976,737.52.
- 115 accounts payable checks were processed totaling \$296,340.67
- 1 A/R invoice was sent out \$5,144.72
- As of 12/31 we **received October Slot revenue from Cecil County and St. of MD in the amount of \$140,272.55.** Life to date (Sep-10 to October- 17) slot revenue received **\$10,188,682.90.**
Received for Fiscal Year 2018 to date- **\$497,456.77.**
(In January 2018, we received November slot income of \$110,045.80, December income of \$154,790.28 and a special distribution of \$70,000. Total \$334,836.08)

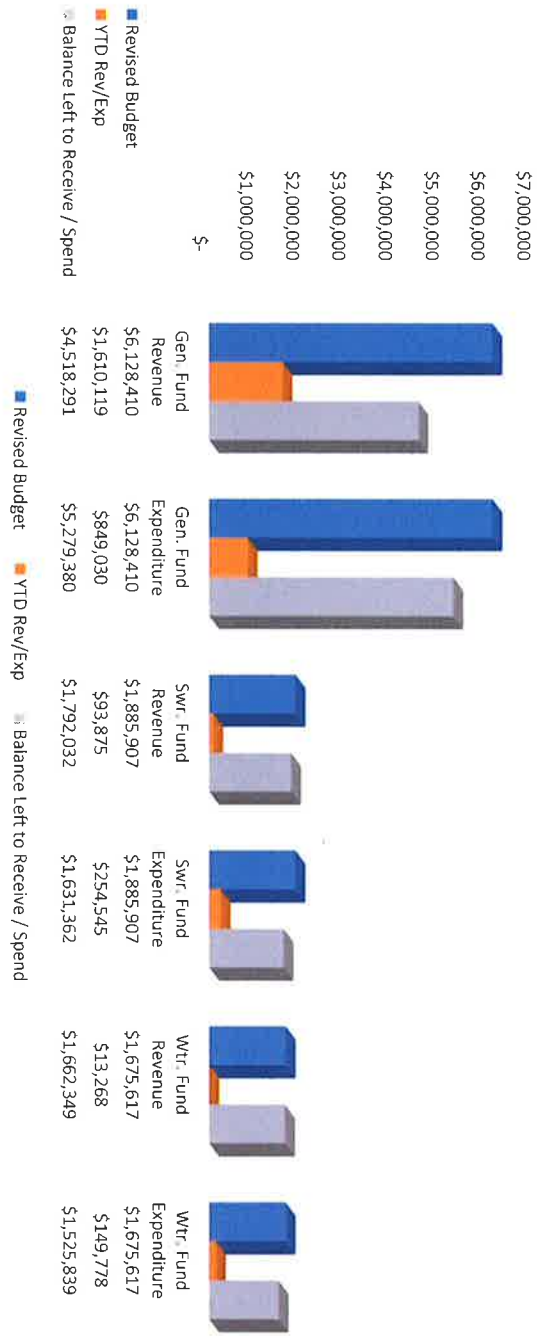
	Gen. Fund Revenue	Gen. Fund Expenditure	Swr. Fund Revenue	Swr. Fund Expenditure	Wtr. Fund Revenue	Wtr. Fund Expenditure
Revised Budget	\$ 6,010,083	\$ 6,010,083	\$ 1,835,907	\$ 1,835,907	\$ 1,675,617	\$ 1,675,617
YTD Rev/Exp	\$ 1,529,108	\$ 314,180	\$ 32,249	\$ 140,416	\$ 10,796	\$ 96,131
Balance Left 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**



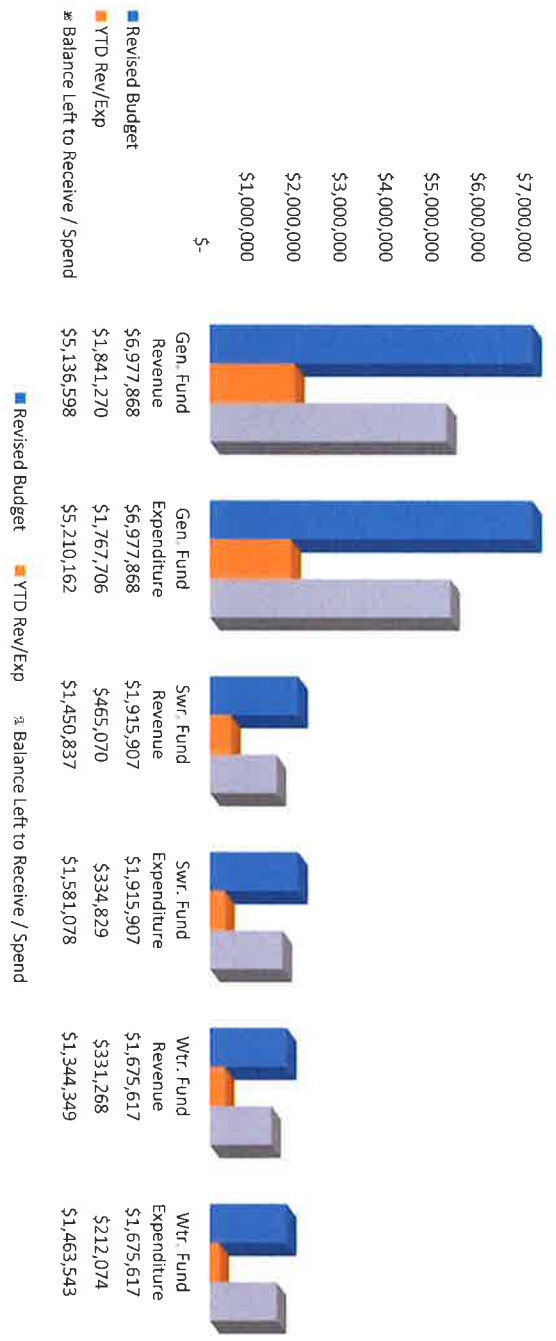
	Gen. Fund Revenue	Gen. Fund Expenditure	Swr. Fund Revenue	Swr. Fund Expenditure	Wtr. Fund Revenue	Wtr. Fund Expenditure
Revised Budget	\$ 6,128,410	\$ 6,128,410	\$ 1,885,907	\$ 1,885,907	\$ 1,675,617	\$ 1,675,617
YTD Rev/Exp	\$ 1,610,119	\$ 849,030	\$ 93,875	\$ 254,545	\$ 13,268	\$ 149,778
Balance Left to Receive / Spend	\$ 4,518,291	\$ 5,279,380	\$ 1,792,032	\$ 1,631,362	\$ 1,662,349	\$ 1,525,839

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



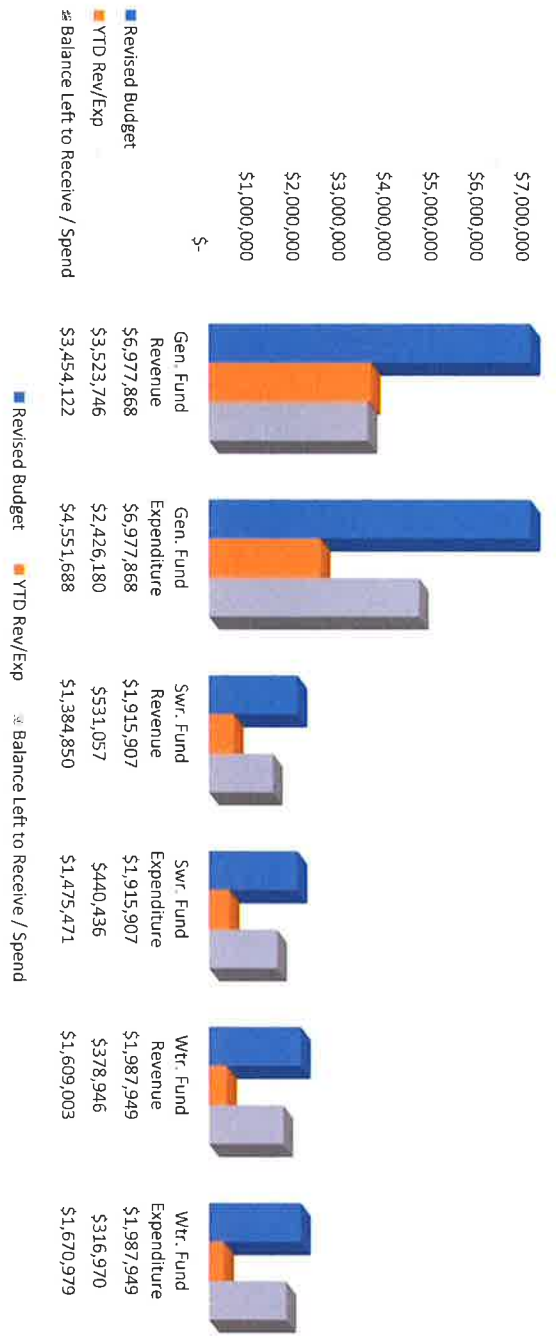
	Gen. Fund Revenue	Gen. Fund Expenditure	Swr. Fund Revenue	Swr. Fund Expenditure	Wtr. Fund Revenue	Wtr. Fund Expenditure
Revised Budget	\$ 6,977,868	\$ 6,977,868	\$ 1,915,907	\$ 1,915,907	\$ 1,675,617	\$ 1,675,617
YTD Rev/Exp	\$ 1,841,270	\$ 1,767,706	\$ 465,070	\$ 334,829	\$ 331,268	\$ 212,074
Balance Left to Receive / Spend	\$ 5,136,598	\$ 5,210,162	\$ 1,450,837	\$ 1,581,078	\$ 1,344,349	\$ 1,463,543

**Town of Perryville
September 30, 2017
Budget vs. Actual
Final Report**



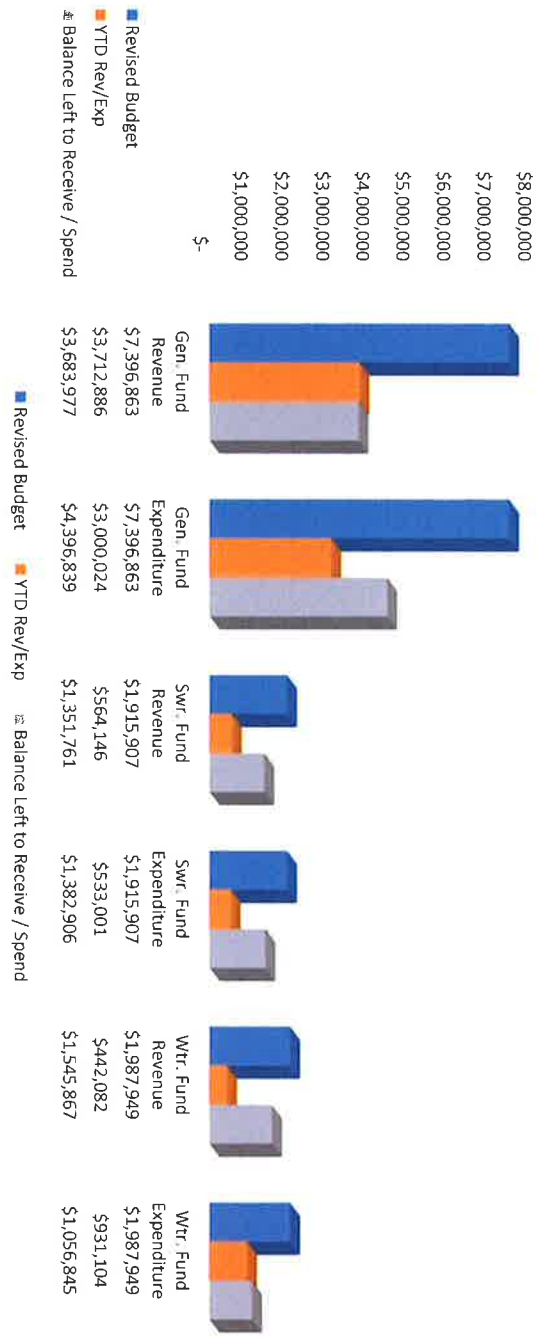
	Gen. Fund Revenue	Gen. Fund Expenditure	Swr. Fund Revenue	Swr. Fund Expenditure	Wtr. Fund Revenue	Wtr. Fund Expenditure
Revised Budget	\$ 6,977,868	\$ 6,977,868	\$ 1,915,907	\$ 1,915,907	\$ 1,987,949	\$ 1,987,949
YTD Rev/Exp	\$ 3,523,746	\$ 2,426,180	\$ 531,057	\$ 440,436	\$ 378,946	\$ 316,970
Balance Left to Receive / Spend	\$ 3,454,122	\$ 4,551,688	\$ 1,384,850	\$ 1,475,471	\$ 1,609,003	\$ 1,670,979

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



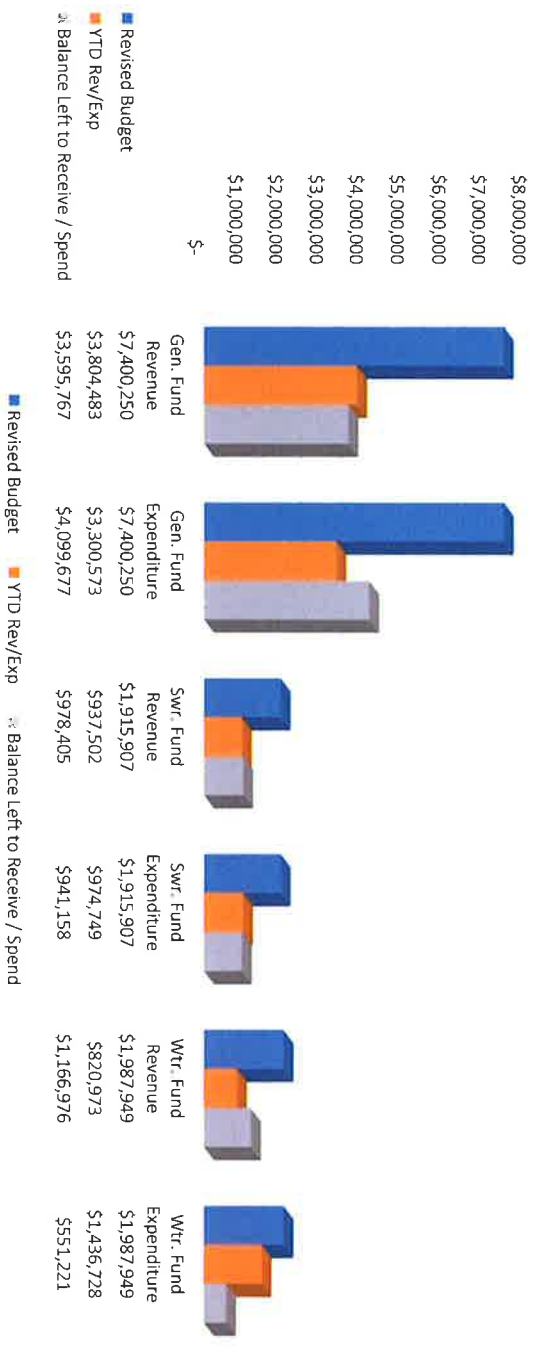
	Gen. Fund Revenue	Gen. Fund Expenditure	Swr. Fund Revenue	Swr. Fund Expenditure	Wtr. Fund Revenue	Wtr. Fund Expenditure
Revised Budget	\$ 7,396,863	\$ 7,396,863	\$ 1,915,907	\$ 1,915,907	\$ 1,987,949	\$ 1,987,949
YTD Rev/Exp	\$ 3,712,886	\$ 3,000,024	\$ 564,146	\$ 533,001	\$ 442,082	\$ 931,104
Balance Left to Receive / Spend	\$ 3,683,977	\$ 4,396,839	\$ 1,351,761	\$ 1,382,906	\$ 1,545,867	\$ 1,056,845

Town of Perryville
November 30, 2017
Budget vs. Actual
Final Report



	Gen. Fund Revenue	Gen. Fund Expenditure	Swr. Fund Revenue	Swr. Fund Expenditure	Wtr. Fund Revenue	Wtr. Fund Expenditure
Revised Budget	\$ 7,400,250	\$ 7,400,250	\$ 1,915,907	\$ 1,915,907	\$ 1,987,949	\$ 1,987,949
YTD Rev/Exp	\$ 3,804,483	\$ 3,300,573	\$ 937,502	\$ 974,749	\$ 820,973	\$ 1,436,728
Balance Left to Receive / Spend	\$ 3,595,767	\$ 4,099,677	\$ 978,405	\$ 941,158	\$ 1,166,976	\$ 551,221

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



Planning & Zoning Department

January Staff Report – February 6, 2018 Town Meeting

Development/Projects:

- **Royal Farms Store #267 1825 Perryville Road:** work is progressing and ahead of schedule with a March 2018 completion; contractor brought in additional stone to regrade and clean up Heather Lane; paving will be done when weather is above freezing.
- **Magraw Subdivision:** owner/developer is working with Fairgreens for Dedication Agreement for the road; as of 1/25/18 they are diligently working to resolve all matters to move forward.
- **Frenchman Land:** As-built drawings of private and SHA construction have been requested but not received to date.
- **Cedar Corner:** last conversation with Kevin Geraghty that he is still committed to the project but is researching possibilities for a redesign to make the project feasible.
- **Corporate Boundary Survey:** preliminary plan has been provided for final review; still some areas to resolve boundary designations; planning for annexation of the community park next fiscal year.
- **Lower Ferry Park:** park completed, to order interior baby changing table; researching sign options.
- **Woodlands:** Doug Hill has continued ownership of the property with his investors however not actively doing anything right now; commercial/retail businesses use the number of residents and percentage of vacant properties when making decisions; there is no immediate need for apartments; he will continue to stay in touch if situations change.
- **Former Perryville Outlet property:** proposed concept plan supported by the Planning Commission and Mayor and Commissioners; project submittal pending; to discuss removal of the Perryville Outlets sign at the corner.
- **Annexation – Campbell Property:** Morris & Richie continue to move forward with 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>	10												
<i>Violation Letters</i>	37												
<i>Citations</i>	9												
<i>Rental Licenses Issued</i>	87												
<i>Other</i>	<ul style="list-style-type: none"> • 5 Citations for Rental License Violations • 23 Violations Letter were for Rental Lic. • 7 Door Hangers were for Snow Removal Violations 												

Landlord-Tenant Board: Board members needed. Posted on website and social media.

Planning Commission: No meeting held in January.

Board of Appeals: No hearing held in January.

Meetings/Events:

- 1/11 attended Leadership Meeting.
- 1/12 P&Z department meeting.
- 1/18 Regional Greenway Meeting.

- 1/19 discussion of Cecil Avenue.
- 1/22 participated in discussion for revisions to event form and fee schedule; met with builder to discuss options for site redevelopment.
- 1/29 event planning meeting.

Other:

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

Zoning Certificates: 14 certificates approved; 6 of the 14 are for roof mounted solar panels; 2 for new businesses.

Grants:

- Revitalization Grant awardees notified, accepted by all applicants.
- Business development grant open to the public- one application reviewed.
- 501C awardees notified, all accepted.
- 4 façade Grant projects completed to date and reimbursed.
- A summary pertaining to Town funded grant programs can be found at <Z:\Amanda\Grants\AWARD tracking>.

Grants Applied For:

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

Grant Applications Pending				
Name of Program	Date Submitted	Project	Amount Requested	Status
Community Parks and Playgrounds (DNR)	8/16/2017	Community park courts and trail	\$45,300.00 Zero match	In review
Community Grant Program (Walmart)	12/27/2017	Purchase of 2 soccer goals for community park	\$2,000.00 Zero match	In review
MHAA Intent to Apply	1/26/2018	Lower Ferry Solar Lights	\$40,000.00	
MHT Intent to Apply	1/26/2018	Rodgers Tavern renovations	\$23,000.00	

Economic & Community Development:

- Had meeting to discuss Beer and Wine Fest at Rodgers Tavern.
- 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.
- Meeting with Erika Quesenbery to discuss towns working together for events.
- Meeting with Mary at PNC to discuss having PNC as a sponsor for events and growth of Economic Development in Perryville.
- Chamber meeting on 1/24, networking, developing new relationships.
- Continue to research and pursue business prospects.

- State of the County Breakfast on 1/29 – Chesapeake City.
- Met with several people/town businesses about donations for our upcoming events.

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

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 have been delivered. Final payments still need to be accomplished. A release of liens has been submitted by Manns Woodward. A maintenance contract must be signed between the County and the Town to maintain the Police Station SWM facilities.
 - 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, the environmental assessment for the area has been completed, water and financial audits are needed from Station 16 to complete the report. Submitted MDE grant applications for Station 16 funding.
 - Royal Farms
 - Construction of the Royal Farms is ongoing and should be finished by the end of March. Working with the contractor with water and sewer specs and inspections.
 - Sprint & AT&T

- NO NEW UPDATES - Sprint is proposing new hardware installation at Perryville Travel Plaza Water Tower.
- NO NEW UPDATES - AT&T is proposing new conduit and substation near Perryville's Ice House Park.



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 JANUARY 2018

CURRENT PROJECT.

Working with builder of police station to get Chief's Office fixed.
We received the final order of our police building furniture.
Hiring two police officers to fill vacancies.
Working with Outreach for possible fund raisers.
Sent Officer Leas to mechanic classes to work on our police bikes.
Looking at new uniform vendors to possibly change over.

MONTHLY MEETINGS/TRAINING ATTENDED:

Attended the monthly town meeting.
Met with builders insurance, they looked at the damage to the Chief's Office.
Meeting at police station for training on the SMART Machine.
Leadership Meeting at the police building.
Attended the Fire Department Awards Banquet at Perryville Fire Department.
Met with the promoters of the Marathon coming into Perryville.
Met with the promoter of the of the Perryville Triathlon.
Met with a rep. from LEGIT and toured the police department.
Attended Coffee with a Cop at the police station.
Interviewed applicants for the position of police officer.
Attended the Mayors meetings in Elkton.
Attended the Green Turtle Wing Roulette to support our police officers that participated.

Perryville Police Department Monthly Police Report
January, 2018

				Year to Date 2018			
ROBBERY	0			0			
ASSAULT	5			5			
BURGLARY	0			0			
THEFT	6			6			
Auto Theft	0			0			
CDS	1			1			
DISORDERLY	0			0			
MDOP	2			2			
ADULT ARREST	11			11			
JUVENILE ARREST	1			1			
Referrals to Outreach	0			0			
CITATIONS	46			46			
WARNINGS	85			85			
SEROS	28			28			
ACCIDENTS	5			5			
52 (Investigated)	3			3			
89 (no Investigation)	2			2			

January 30, 2018

Perryville Police Department

Outreach Program

Town Report

January 2018

Overall Monthly Attendance: 251 as of January 26th

Number of New Referrals: 2

Number of New Members: 2

Announcements

The Outreach Program has had a great start to the New Year. This month we were able to use some of the food gift cards we received as donations to provide food for us and others in our community in need. We would like to thank Saint Marks Church for their gift card donations. It's always great to see our kids help those less fortunate. This month we created emergency essential bags for the homeless and donated them to a nearby homeless shelter. These bags contained simple necessities such as wipes, dental/hygiene supplies, snacks, and hats, just to name a few. We were also able to receive a large donation of food from the Perryville Cold Storage this month. We were able to stuff our freezers and what we had left over we were able to donate to others who needed it. We would like to thank Chief Miller for his support as he was able to lend us some of his offers to help hand out food to the community. We would also like to thank DPW as they are always happy to lend a hand to help us pick up our donations. Another BIG thank you goes out to IKEA. They have started to work on our building. They sent out an Electrician to make some much needed upgrades to our building. We are so grateful for what they have already done and can't wait to see what's next. We have continued our normally scheduled life skill classes and community service. We are looking forward to warmer weather so we can once again keep our community looking beautiful!

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 - January 2018

PUBLIC WORKS:

Projects/Other Events:

- Employees started to obtain materials and began to install a drop ceiling in an area inside the 1MG tower that houses the gauges. This to keep heat at a lower elevation and prevent the gauges from freezing.
- The Town Christmas decorations were removed from buildings and power poles throughout town since the holiday season is now over.
- Superintendent met with the LGIT appraiser to show him the LFP Comfort Station and Tot Lot.

Paving/Sidewalk Repairs:

- N/A.

Water/Sewer/Stormwater:

- A water service saddle was replaced on Otsego Street. Two other service saddles were replaced on Roundhouse Drive and Sumpter Drive.
- Crews addressed two minor sanitary sewer backups in the Aiken Extended area.
- Meters were read for quarterly billing.
- DPW Staff attended a demonstration for listening equipment to locate water leaks. The equipment is hoped to be purchase for use during the next FY unless the funds are available this FY.
- A small line leak was repaired at the Cedar Corner Booster Station.

Training:

- Employees continue to obtain training through the LGIT website.

Town Events:

- N/A.

Weather Related Events:

- Staff plowed snow and spread salt for a weather related ice event during the month of January.

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.
- Lifting cable was replaced on the crane that is used for pulling pumps.
- A leaking hydraulic hose was replaced within the boom of the backhoe.
- The file cabinet drawers in the Assistant Administrators office were repaired.

Other:

- Staff addressed high grass/brush and a trash removal work order for the Code Enforcer.
- A new gutter system was installed on the Front Street Pump Station.

PARKS AND RECREATION:

Projects/Town Events:

- Parks Department removed the decorations from the Town Christmas Tree.
- Staff continued to trim lower hanging branches on the ornamental trees along the interior of the Community Park.
- Staff removed decorations from Rodgers Tavern and the Band Shell at Lower Ferry Park.
- Park staff assisted the Town of Charlestown in the removal of their Christmas decorations.

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. **Yard waste** – Was picked up twice this month for residents who requested placed approved items curbside

- **Fire Hydrants/ Extinguishers** –Flushing took place the last week of November 2017. Extinguishers received their annual inspections in November 2017.
- **Dump Trailer Rental** - The town owned dump trailer is rented to citizens who are in need and then the contents are hauled by DPW staff to the landfill for disposal.
- **Parks and Recreation** - The Community Park, LSHG Trail, Mini Park, Rodgers Tavern, Ice House Park and Lower Ferry Park grounds are maintained on a weekly schedule.

Water & Wastewater Treatment Plants
Monthly Operating Report
January, 2018
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Water:

Plant Raw Water Monthly Flow:	10.0 Million Gallons
Plant Finished Water Flow:	9.0 Million Gallons
Plant Backwash Water:	1.0 Million Gallons

Plant in compliance with MDE regulations for the month of December, 2017 and January, 2018 with the January lab results received to-date.

Activities:

1. 1.0 MGD tower level indicator froze during extreme low temperatures recently and damaged the circuit board, ordered new circuit board
2. Raw flow meter failed, ordered rebuild kit and a spare kit
3. Started re-lamping light fixtures in admin and garage buildings
4. Tank drain valve failed on membrane train #4, rebuilding the valve
5. Replaced defective light ballasts in garage
6. Repaired a blown airline to membrane filters
7. Installed new PLC control panel backup scada batteries
8. Continue second round of MDE required raw water e-coli testing
9. Continue training Justin Fain on plant preventive maintenance
10. L. Frazier and J. Fain continue working on SAC wastewater II training course
11. Continued cross training of water and wastewater operators
12. Monthly housekeeping was performed
13. Scheduled preventive maintenance was performed
14. Tested all emergency lighting & monthly check of fire extinguishers

Water & Wastewater Treatment Plants

Monthly Operating Report

January, 2018

Wastewater:

Plant Influent Monthly Flow:	25.45 Million Gallons
Plant Effluent Monthly Flow:	19.82 Million Gallons
Veterans Center Monthly Flow:	6.05 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of December, 2017 and January, 2018 with the January lab results received to-date.

Activities:

1. Conducted engineering firms pre-bid meeting for RFP denite filter study
2. Annual operator training was completed for MDE storm water prevention plan
3. Submitted 2017 annual report for \$60,000 MDE grant for meeting effluent enhanced nutrient removal requirements
4. Replaced a defective heat tape thermostat
5. Working on completing MDE annual sewage sludge generators report
6. Had Amtrak remove a tree that fell on WWTP fence and guard rail
7. Completed draft annual Town report and submitted to Town administrator
8. J. Morton attended Town safety meeting
9. Working on annual Maryland Online tier II chemical report submission
10. A. Hathaway completed Water Sac II course
11. Monthly tank cleaning was performed
12. Scheduled preventive maintenance was performed
13. Continued cross training of water and wastewater operators
14. Tested all emergency lighting & monthly check of fire extinguishers
15. Building housekeeping was performed