

Staff Reports from Town Meetings

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Town Administrator's Report

July 6, 2017 Town Meeting

06/06 Prepared for and attended the Town Meeting

06/07 Dianna Battaglia, Aaron Ashford and I met with representatives from the Rustic Court HOA in regard to their request for additional street lighting in their community. They want to pay to have the lights installed, but they are asking the Town to cover the increases in electricity costs due to the extra lights. We are working with them to explore solar options and LED options before presenting their request to the Board for consideration.

06/08 Held a Leadership Meeting for Staff. Topics discussed included: review of Town Meeting, review of the upcoming work session agenda, event coordination (concert), discussion of request to add street lights to Rustic Court, inventory to be completed by 6/30, purchases for fiscal year 2017 must be received by 6/30, scheduling of Lower Ferry Park comfort station opening, closing and cleaning. Also asked staff to review the latest strategic plan to make sure they are on track for what we are hoping to accomplish as a town.

06/12 Commissioner Reich, George Smith and I met with representatives from MDE regarding the grant for the denitrification filters at the wastewater plant.

06/15 Attended the mandatory Health Insurance Renewal meeting.

06/15 In light of the recent tragedy at the pier, in addition to the existing signage, the floating dock was marked for boaters only, and a requirement to wear personal floatation devices while on the floating dock was posted, a latch was installed on the gate, and the previously stolen life ring was replaced. An after-action meeting will be scheduled to meet with other agencies to see if there are any additional safety practices that could be put into place.

06/16 Met with Debbie to go over the renewal of property and liability insurance through LGIT since this is something that Finance Department typically handles and will handle in future years.

06/21 Participated in the VA Veterans Service Organization (VSO) conference call.

06/23 Attended a meeting at the Havre De Grace City Hall regarding the **Susquehanna River Rail Bridge Project**. Some of the items addressed by Amtrak and their consultant are as follows:

- The underpass across from Front Street will be permanently closed (the underpass next to the train station will remain open)
- Truck traffic entering and leaving Amtrak will be re-routed to use the Perry Point main entrance to a new road that goes around the Amtrak electric substation and connects back into the existing Amtrak truck entrance.
- For 2 – 3 years during the construction, traffic will be one lane going into the Broad Street entrance of Perry Point. Amtrak intends to install a temporary signal to allow traffic to be two-way during that time period. A question has been posed to Amtrak to see if two lanes could remain open during construction if they were to temporarily use some of the Town's property.

- Amtrak is trying to settle on finishes for the form liners. My request was that the finish for the wall across from Rodgers Tavern remain the same as previously proposed (a stone look that mimics the look of the Tavern).

06/27 Phil Meekins and I met with Greg Holsey of SHA regarding the maintenance and ownership of the last 900' +/- of Ikea Way. Greg is looking into some issues regarding ownership of the road and I will report back when I hear more from him.

Mosquito Spraying: The Town of Perryville will be participating in the mosquito spraying program run by the Maryland Department of Agriculture during the months of June, July and August. Spraying will occur once weekly on Friday mornings (beginning 2am). For more information, including the Policy on Objection to Mosquito Control services and related exemption form if you wish to be excluded from the program, please visit the Dept. of Agriculture Mosquito Control Website http://mda.maryland.gov/plants-pests/Pages/mosquito_control.aspx

Daily work – Continued to work with T-Mobile's representative regarding lease negotiation per the guidance by the Board. Met with Debbie Laubach several times throughout the month to review town finance procedures. Made some cash transfers for end of year clean-up of Due To / Due From intercompany balances. Addressed personnel issues. Reviewed and approved p.o.'s for greater than \$5,000. Prepared and submitted the LGIT insurance renewal. Had some correspondence with Neil Semmel regarding the upcoming Triathlon – Neil has made sure that water testing is done, that all required permits are issued, the town has received its insurance certificate and generally that the triathlon is ready to go this year. Met with various staff members on a daily basis to go over daily operations and issues as they arose.

**Treasurer's Report
Town of Perryville, Maryland
July 6, 2017**

-Projects:

- **Police Station Financing**
 - Bond documents signed by Mayor and Staff on Tuesday, August 23rd.
 - Bond closed August 31st.
 - First reimbursement payment received September 26th.
 - Second reimbursement payment received on October 28th.
 - Third reimbursement payment received on November 21st.
 - Fourth reimbursement payment received on December 21st.
 - Fifth reimbursement payment received on January 30th.
 - Sixth reimbursement payment received on February 27th.
 - Seventh reimbursement payment received on March 27th.
 - **Eighth reimbursement payment received on April 28th.**
 - **Ninth reimbursement payment received on June 14th.**

- **Disposal of Surplus Items (MUNICIPAL Auction)**
 - Surplus items listed on www.municipal.com

- **FY 17- Year End**
 - We have done a "soft close" for the fiscal year end 2017. We still can record purchase orders, expenditures and receipts and financial statement adjustments for FY17 through the date of the Auditors Report for that year. (Mid- October). In the meantime, we can process FY 2018 transactions.
 - We have been in touch with the auditors and have scheduled our initial meeting with them for July 13th.
 - Confirmation letters for our banks, attorneys, etc have been prepared, signed and returned to auditors for mailing on June 30th.
 - Auditors will be back in our offices the week of August 28th to obtain any additional information necessary to finalize the audit.

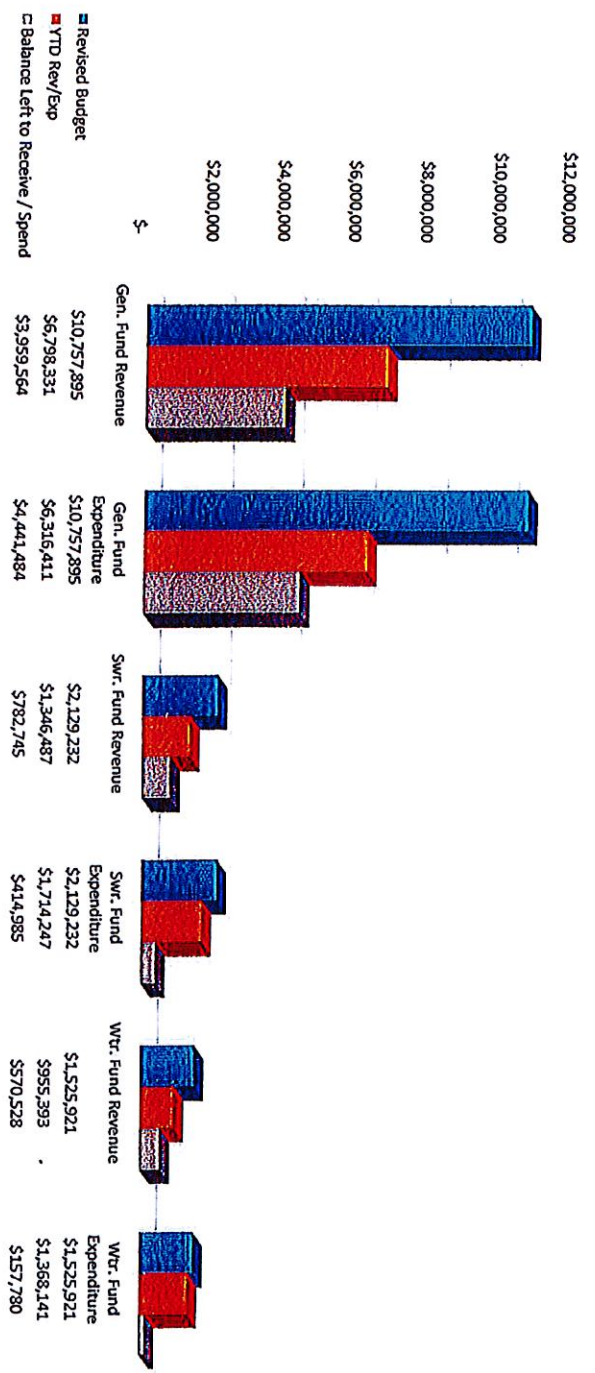
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June 2017 Statistics:

- **220** purchase orders were processed totaling **\$422,123.32**.
- **103** accounts payable checks were processed totaling **\$528,293.81**.
- No invoices were sent out. All new assessments will be for FY18
- Processed cash & equivalent receipts totaling **\$331,034.16**.
- We have **received April Slot revenue from Cecil County and St. of MD in the amount of \$122,648.62**. Life to date (Sep-10 to Apr 17) slot revenue received **\$9,450,234.44**.
- We anticipate receiving \$120,672.21 by June 30th for the month of May.

	Gen. Fund Revenue	Gen. Fund Expenditure	Swr. Fund Revenue	Swr. Fund Expenditure	Wtr. Fund Revenue	Wtr. Fund Expenditure
Revised Budget	\$ 10,757,895	\$ 10,757,895	\$ 2,129,232	\$ 2,129,232	\$ 1,525,921	\$ 1,525,921
YTD Rev/Exp	\$ 6,798,331	\$ 6,316,411	\$ 1,346,487	\$ 1,714,247	\$ 955,393	\$ 1,368,141
Balance Left to Receive / Spend	\$ 3,959,564	\$ 4,441,484	\$ 782,745	\$ 414,985	\$ 570,528	\$ 157,780

Town of Perryville
May 31, 2017
Budget vs. Actual
FINAL REPORT



Planning & Zoning Department

June Staff Report – July 6, 2017 Town Meeting

Development/Projects:

- **Royal Farms Store #267 1825 Perryville Road:** PWA has been reviewed by Town Attorney and forwarded to Royal Farms for review; Landscape Agreement has been returned but still need Letter of Credit for plantings before execution; received a copy of SHAs 1st review response letter dated June 13, 2017; Highway Hydraulics comments: additional documentation needed for storm water, erosion/sediment control, drainage design, inlet computations.
- **Magraw Subdivision:** owner/developer is working with Fairgreens for Dedication Agreement for the road.
- **Frenchman Land:** As-built drawings of private and SHA construction have been requested but not received to date.
- **Cedar Corner:** conversation with Kevin Geraghty, still committed to the project however market research doesn't show feasibility of home building in Cecil County; he spoke with other builders in the county who are maybe selling 1/month; researching possibilities for a redesign to make the project feasible.
- **Corporate Boundary Survey:** McCrone's current status: most of the location work has been done; working on computations now with most of the northern half set up; have some questions in the area of Sumpter Drive and working at Frenchtown Road; some of the corporate limits go through properties and trying to resolve boundary designation with property boundaries.
- **Lower Ferry Park:** comfort station complete and added to parks/rec schedule for opening/closing and maintenance; amenities are needed such as trash cans-exterior and interior, interior baby changing table.
- **Woodlands:** conversation with Doug Hill, all issues worked out with the bank and he and his partners have maintained ownership of the property; lives in Florida now but still interested in developing the site; some interest from Dollar General for the portion at the old Bob's Bar; will remain in touch.

Code Enforcement:

- Completed a home inspection for a new rental license.
- 11 Registered letters sent out for code violations of Chapter 30, 64.
- 8 Door hangers placed.

Landlord-Tenant Board: Board members needed. No meeting was held in June.

Planning Commission: No meeting was held in June; 2 new members are needed to replace Pete Reich and Jim McBreen; a quorum is necessary for official action.

Board of Appeals: Meeting is scheduled for July 24th to finalize the Resolution revoking the Special Exception approval for the Highway Corridor Unified Development at 5271 Pulaski Hwy effective November 24, 2017.

Meetings/Events:

- 6/2 Dianna attended the 8th Annual Maryland Worksite Health & Wellness Symposium.
- 6/7 Dianna participated in a meeting with representatives from Frenchtown Crossing, Rustic Court, regarding street lighting in the neighborhood.

- 6/7 Amanda & Billy attended EDC meeting (Economic Development Commission) at Cecil College
- 6/7 Dianna attended webinar by LUCA (Local Update of Census Addresses) in preparation for Census 2020.
- 6/8 Dianna attended Leadership Meeting with department heads.
- 6/9 Department Meeting with Planning & Zoning staff.
- 6/16 Don attended CEZOA meeting (Code Enforcement and Zoning Officials Association).
- 6/20 Amanda, Billy, Dianna attended Work Session.
- 6/22 Dianna and Billy attended Cecil County Chamber of Commerce Annual Meeting and Installation of Officers; quarterly meeting at Hollywood Casino Perryville.
- 6/25 – 6/28 Amanda and Dianna attended MML Conference, Ocean City.
- 6/29 – Employee Appreciation Lunch.

Other:

- **Enterprise Zone:** Maryland Department of Commerce accepted application to expand the Enterprise Zone to include the Perryville Outlets.
- Research and notification mailed to rescind zoning approval for a business after police report cited possible illegal activity.
- Letter to Cecil County Economic Development regarding support to local municipalities for infill, redevelopment and targeted economic development to stimulate growth and job creation.
- Reviewed with Critical Area Commission potential development of water front lot on Frenchtown Road.

Zoning Certificates: 9 certificates approved; 1 in the Critical Area, IDA designation.

Grants:

- Received notification that no funding available from DNR Community Parks & Playgrounds Program FY2018 for application submitted for Lower Ferry Park solar lighting and misting umbrella. FY 19 currently open- potential project to be discussed.
- Façade Grant applications were reviewed by committee. Recommendations presented at June 6 Town meeting
- Business Development Grant draft presented at June 20th work session

Economic & Community Development: Billy Nelson started June 5 as Economic & Community Development Coordinator.

- 6/21 – Billy meeting with Subway regarding Concession agreement.
- 6/23 - Meeting with Doug from WXCY to discuss marketing for the 2018 season.
- Bay Venture Outfitters agreement is in place to provide kayak rentals at the Community Park on weekends beginning July 1st.

Farmers Market/Community Events:

- Market started May 26th with some new vendors added.
- Movie night showing Moana is scheduled for June 24th.
- Other events in planning stage.....details to follow when more information is available.

Training: LGIT sessions (8) completed-Billy.

Website: information updates for related departments.

- EPA / MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - **NO NEW UPDATES** WHIP requirements – the Town must reduce impervious surface by 20% by creating mitigation projects such as the following – Approx. \$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
 - **NO NEW UPDATES** Public Education & Outreach – Create and maintain public environmental seminars & hotlines to report to authorities environmental violations. Approx. \$5,000/yr
 - **NO NEW UPDATES** Public Involvement & Participation – Public participation of various environmental events. Approx. \$3,000/yr
 - **NO NEW UPDATES** 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. Approx. \$20,000/yr
 - **NO NEW UPDATES** Construction Site Stormwater Runoff Control – Town must formulate a legal contract w/ Cecil DPW to maintain these services with the Town. Approx. \$2,000 one time
 - **NO NEW UPDATES** Post Construction Stormwater – Inspection of SWM facilities. Create & maintain database / map of SWM features. Training of staff on inspections and design. Approx. \$15,000/yr
 - **NO NEW UPDATES** 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. Approx. \$5,000/yr
 - **NO NEW UPDATES** Administrative duties, Documentation, Mapping, and Reporting to MDE on an annual basis. Approx. \$10,000/yr
- Reservoir Road Dam
 - Reservoir is being drained to lower water levels.
 - The Emergency Action Report (EAP) for the reservoir dam is finalized and ready for signatures from the various agencies responsible for emergency action.
 - Rip-rap is presently being placed at the base of the dam. Contractors will drill the necessary holes Thursday 6-29-17. The drilled hole will permanently keep the reservoir water level low.
- Town Hall Site & Police Station
 - Perryville Police Station project is approximately 85% complete. Paving and curbing will begin within 2 weeks. Building hardware is being installed, painting, exterior veneer, and electrical systems. Work will continue on the HVAC and sprinkler system. Project completion has been delayed over a month due to undercut operations from poor soil, bad weather, and destroyed roof trusses.
 - Verizon should finish their pole relocation project along Otsego Street within two weeks.
- 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
 - Imminent water needs for Station 16 will likely by-pass a preliminary engineering report for Federal funding. A less evasive and fiscally cheaper solution will be necessary for the Fire Station. A 2-inch PVC line is proposed to service the fire house. Cost estimates and project alternatives are being developed.
- Royal Farms
 - SHA has officially responded to the Rt. 222 Royal Farms project (FWA) concerning SWM, not the tractor trailer turn radius data. The Royal Farms project has previous approval of SWM with Cecil county. I don’t understand SHA’s review approach and believe that SWM comments are unwarranted.



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

Current Events/Projects

New Police Building in construction.

Attempting to get Perryville Police Officers an extra supply of Narcan.

Completed the installation of rifle racks in all our police vehicles.

Working with the County to get a new radio system.

Working with the VA to assist with naming the bridge over 95 for the soldier who was killed.

Received two new police vehicles.

Meetings Attended

Worked the Rock Concert in town.

Met at Firehouse in Perryville for training put on by Commissioner Ryan.

Met with Asst. Town Administration in reference to personnel questions.

Lt. Budnick attended 3 days of radio systems presentations at DES.

Met with Megan at Town Hall about our retirements.

Attended the MML Conference in Ocean City.

Lt. Budnick and I attended the Law Enforcement Expo in Atlantic City.

Attended the employee lunch.

Had our regular meeting with outreach.

Perryville Police Department Monthly Police Report
June, 2017

	April	May	June	Year to Date 2017
ROBBERY	0	1	0	1
ASSAULT	1	1	4	15
BURGLARY	4	2	0	10
THEFT	4	4	11	42
Auto Theft	0	0	0	3
CDS	4	2	5	25
DISORDERLY	0	1	1	4
MDOP	3	3	4	14
ADULT ARREST	14	14	19	93
JUVENILE ARREST	3	2	5	17
Referrals to Outreach	0	0	0	0
CITATIONS	38	25	35	189
WARNINGS	121	95	82	571
SEROS	47	24	12	116
ACCIDENTS	5	6	6	30
52 (Investigated)	4	4	4	19
89 (no Investigation)	1	2	2	11

May 30, 2017

DPW Report - June 2017

PUBLIC WORKS:

Projects/Other Events:

- Public Works Superintendent attended the Annual Maryland Municipal League Conference (6/25-6/28).
- DPW Staff participated in the "Touch a Truck" event at the Perryville Library. Staff provided trucks, trailers and equipment for the event.
- A large concert was held in Town. DPW and Parks staff assisted in providing trash cans and installing no parking signs where needed.

Crosswalks/Detectable Warning Devices:

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

Traffic Calming:

- DPW staff continues to investigate costs associated with other traffic calming devices (i.e speed humps, speed bumps, rumble strips, etc) that may be used in other areas of town to reduce speeding.
- DPW will continue installing stop bars at intersections throughout town as part of a traffic calming measure in the coming weeks.
- DPW employees are continuing to consolidate street signs where it's possible. This will reduce the number of sign posts but allow for the same traffic control information to be conveyed.

Paving/Sidewalk Repairs:

- The sidewalk along Roundhouse Drive was completed after an electrical issue was addressed.
- A section Charles Street was overlaid (from Richmond Drive to Aiken Ave Ext.)
- Martino Way was overlaid.
- Maryland Avenue was overlaid.

Water/Sewer/Stormwater:

- All of the hydrants are being painted throughout Town. This will be a summer long project
- DPW Staff read meters for quarterly billing.

Training:

- Employees continue to obtain training through the LGIT website.
- DPW Superintendent attending training at the MML Conference.

Town Events:

- DPW setup and cleaned up for an employee appreciation lunch.

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- The Public Works Department continues the responsibility of maintaining the Town owned vehicles, including Police Vehicles. This will allow for a savings throughout the Police Department's vehicle repair budget as well as all other vehicle repair budgets.

Other:

- N/A

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

- N/A

Paving/Sidewalk Repairs:

- A section of Tapp Parkway was overlaid.
- Rodgers Tavern Parking Lot was overlaid.

Maintenance:

- Cleaned trucks and serviced equipment.

- Park employees continue mowing the grounds for the upcoming spring and summer seasons.

Training:

- Parks employees continue to take online training through LGIT.
- A Park employee attending a National Defensive Driving Course.

Rodgers Tavern/Lower Ferry Pier:

- A permanent stand was installed to hold a throwable life ring.

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 resumed grass cutting responsibilities at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW Building, the hills along Frenchtown Road, etc. in the spring.
- **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** –The next fire hydrant flushing will be scheduled to take place prior to the water tower cleanings and mixer installation.
- **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

June, 2017

Wastewater:

Plant Influent Monthly Flow:	19.73 Million Gallons
Plant Effluent Monthly Flow:	18.13 Million Gallons
Veterans Center Monthly Flow:	4.60 Million Gallons

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

Activities:

1. J. Morton and T. Cregar completed the AWWA annual one week short wastewater course held in June, 2017
2. T. Cregar sat for the MDE Class 5 and Class A wastewater operator exam
3. Prepared and solicited labor cost proposals to replace the filter media on the wastewater plant filters
4. Staff painted all four filter pumps, E.Q. tank blower, and motor and drive on influent screener
5. Conducted monthly staff meeting-MOR & DMR results review
6. Lenny Gold from MCET on site visit for technical assistance
7. Received new zero turn mower from Walter G. Coale, Inc.
8. Building housekeeping was performed
9. Monthly tank cleaning was performed
10. Monthly tank cleaning was performed
11. Scheduled preventive maintenance was performed
12. Continued cross training water and wastewater operators
13. Tested all emergency lighting & monthly check of fire extinguishers

Water:

Plant Raw Water Monthly Flow:	10.8 Million Gallons
Plant Finished Water Flow:	10.2 Million Gallons

Activities:

1. Collected quarterly TTHM and HAA5 required samples for analysis
2. Distributed Annual drinking water Consumer Confidence report
3. Plant in compliance with MDE regulations for the month of June
4. Work continues on clearing plant fence of overgrowth
5. Continue training Justin Fain on plant preventive maintenance
6. L. Frazier, M. Hamilton and J. Fain continue working on SAC Wastewater II training course
7. Continued cross training of water and wastewater operators
8. Monthly housekeeping was performed
9. Scheduled preventive maintenance was performed