

Staff Reports from Town Meetings

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**Town Administrator's Report
Town of Perryville, MD
For the July 7, 2015 Meeting**

Project Status Updates:

- **Cable TV Franchise Agreement:** Cathy McCardell has been working closely with the committee and the attorney on this process. A public hearing is scheduled for July 21 at 6pm as part of the legal process that the town is required to follow. The regularly scheduled work session will immediately follow the public hearing.
- **Charter Amendments:** three charter updates have been prepared for discussion purposes at a work session.
- **Elm Street** – June 10, 2015 Ralph Ryan, Jackie Sample and I met with a property owner on Elm Street to answer project concerns and to get the temporary easement signed. 25 fully executed and 4 partially executed construction access easements have been received; legal letters were sent to 4 property owners (one of whom has responded with the easement). Currently two easements are causing a holdup and we should discuss next steps with the Town Attorney. Ralph has put together the construction bid documents using EJCDC forms and he and I met to review the documents on June 30.
- **Employment** –
 - Perryville has an Office Clerk position and an Economic Development Coordinator position advertised
 - Wrote a Request for Proposals for the Wage Scale Re-Assessment as required by the vote on the Longevity Pay Plan; coordinated needs and desired outcome with Cathy and Rachel. The release date for the RFP will be August 3, with the intent that this will be done in time to incorporate into the Fiscal Year 2017 budget process.
- **Greenway Committee (Perryville)** - The Perryville Greenway Committee meeting was held on June 24th at 10am in the Town Hall Conference Room. The Committee plans to meet on July 15th at 8:30am to walk two trail sections to assist in the planning efforts for signage (signage for both Interim trails and established Greenways) and for making the northern trail connection to the Community Park. The Committee has designed an 'Interim' LSHG sign for marking the Perryville trails, and plans to order and install both interim signage and LSHG signage to better mark the trails. The next meeting is scheduled for August 26, 2015 at 10am in the Town Hall Conference Room. The next Regional Greenway meeting is scheduled for September 17, 2015 at 10am at the Port Deposit Town Hall.
- **MARC Maintenance and Layover Facility** – **NO UPDATE**
- **Municipal Complex:** **PLEASE** see Ralph Ryan's report for an update.
- **Reservoir / Dam:** **PLEASE** see Ralph Ryan's report for the update on this project.
- **Sunken Boat:** a letter was sent to the Secretary of the Dept. of Natural Resources asking DNR to remove the boat that they tied to Lower Ferry Pier, which later sunk, and also to mark the location of the other sunken boat by Garrett Island to ensure safety of boating traffic. The Secretary did write a reply letter and let the town know that DNR will be doing a Request for Bid process to have both the boat at Lower Ferry Pier and the boat near Garrett Island removed, and that they expect them to be

removed well in advance of the Bassmaster Elite Tournament in August. **UPDATE:** According to a June 17th email from Matt Negley of DNR, a contract was awarded and DNR anticipated the vessels being removed by the end of June. Mr. Negley followed up with an email on June 30th to say that due to scheduled time off, the vessels will be removed next week.

- **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):** The State is working through the National Environmental Policy Act (NEPA) process for this project. I have signed up to be a 'consulting party' for the Section 106 (NEPA) process. Mary Ann Skilling provided clarification to the State on cultural resources in Perryville. Staff and I met with Schnabel Engineering, a consultant for the State, on June 3 to review the plans for the subsurface exploration and borings and to issue a permit for the work in a town street.
- **Triathlon** – This year's Diamond in the Rough Triathlon is scheduled for Saturday, **July 11, 2015. Marion Tapp Parkway, aka the park road, will be closed from approximately 7:30 am until the conclusion of the race at around 1:00 pm. No one will be allowed in or out of the park during that time frame.** Neil Semmel will be taking care of the sample of river water for the swim portion of the race.
- **VA**
 - **EUL:** May 5, 2015 Met with Mayor Eberhardt, Sec. Holt and Delegate Hornberger regarding the VA EUL. I understand that Del. Hornberger and Sec. Holt will get back to the town with answers to the various concerns that have not yet been addressed. **NO UPDATE** from the May meeting.
 - **Truck Route Signs:** I understand from a VA representative that the old truck route is closed off to traffic and only opened when they need to get a concrete truck in to the campus. At present, VA is unwilling to allow the town access to the reed beds through the Perry Point campus. I am still working with VA staff to see how the Town can have access. Chief Wernz is contacting the VA Police Department to find out their concerns about Town access; hopefully we can address their issues and resolve this problem.
- **Wastewater:**
 - **Licensure – NO UPDATE**
 - **MDE Delegation Agreement, Town Code Changes and Implementation of a wastewater pre-treatment program NO UPDATE**
 - **NPDES** - June 15, 2015 Met with George Smith to review the NPDES Permit renewal application, which was prepared by MES and submitted to MDE. Note: the NPDES permit establishes the terms, conditions and requirements pertinent to the wastewater plant and it is valid until February 28, 2018; however, it has a Re-Application due date of July 1, 2015. The re-application was mailed to MDE, certified – return receipt, on June 17, 2015 and received by them on June 18, 2015.
- **Water:**
 - **Licensure – NO UPDATE**
 - **Water Plant alternate access:** The fully executed license agreement has been signed by N.S. and returned to the Town. We will work to put together a plan to make the access usable.
 - **St. Marks Church Road water connection – NO UPDATE**
 - **Verizon Wireless** – The executed ground lease has been received from Verizon Wireless and a letter was sent to the County authorizing Verizon Wireless to

- apply for a building permit.
 - **EnerNOC** – The agreement with EnerNOC was terminated. The EnerNOC equipment has not yet been removed from the water and wastewater plants. They will be contacted again about removing the equipment.
- **Welcome Signage: NO UPDATE** The fully executed agreement to build a (static – Welcome to Perryville sign) has been received and the next steps include getting a design and budget. Public Works is working on an RFP to get the sign built.
- **Work Session Follow up:**
 - A P.O. has been issued to Stewart and Tate for \$13,695 to insert a valve in an existing water line to be able to isolate Beacon Point **if needed** in the event of another water break. The budgeted funds were originally intended to be used to pay S&T Painting for rehabilitation work on the Heather Lane water tower. However, the cost for the S&T work was fully accrued freeing up the funds to do the valve insertion instead. **UPDATE:** the work is complete; please see the DPW report for more information.
 - The National Parks Service sent us a specification for an interpretive sign to be installed at the Community Park showing ‘you are here’ and the various waterways. Staff is working on this.
- **General Government:**
 - Did follow up work to both last month’s Town meeting and the work session.
 - Worked on various personnel related issues. Due to the confidential nature of the personnel work, no further report will be given on this issue.
 - Attended to miscellaneous Town business including: communicating with Department Heads on issues related to their departments giving guidance and assistance where needed, wrote and sent various memos to staff as well as other governmental agencies, responded to inquiries from the press, responded to citizens’ concerns, reviewed and approved time sheets and leave requests, reviewed accounts payable check runs and A/R aging reports, prepared public statements for closed meetings and proof-read minutes to meetings.
 - Reviewed and approved P.O.’s and invoices on things that I am working on for the Town directly. Forwarded the invoices to accounting for payment.
 - Daily monitoring of Town social media sites in compliance with the Social Media Policy. **NOTE: all efforts at restoring the Town’s facebook page failed. A new page has been created. Please ‘like’ our new page. You will find a link to the new page from the town’s website to make sure you are getting to the correct ‘Perryville, Maryland’ page.**

- **Other Meetings:**
 - June 1, 2015 Staff and I met with Rob Manns of Manns Woodward Architects regarding finishing the design of the Police Dept.
 - June 2, 2015 Met with Rachel Deaner to review the Engagement Letter for the Fiscal Year 2016 Audit
 - June 2, 2015 Prepared for and attended Town Meeting
 - June 5, 2015 Met with Mary Ann Skilling to review the Economic Development Coordinator applications.
 - June 8, 2015 Attended a meeting regarding changes to the town's email service provider
 - June 9, 2015 Attended the Health Insurance Enrollment Meeting
 - June 11, 2015 Prepared for and attended a Leadership (Staff) Meeting. At the meeting we reviewed the Town Meeting decisions and upcoming work session agenda, and discussed upcoming events, the 'Employee Only' section of the website, Insurance Certificates and the annual employee picnic.
 - June 12, 2015 Phone conference with an ICMA representative.
 - June 17, 2015 Met with Rachel Deaner regarding the Local Impact Budget
 - June 17, 2015 Attended the Bassmaster planning meeting held at the Perryville Branch Library
 - June 18, 2015 Participated in a meeting with Mayor Eberhardt, Commissioner Fox, Mary Ann Skilling and Amanda Hickman to visit properties and discuss a path forward in dealing with long-time code violators.
 - June 19, 2015 Took the mandatory summer hazard training
 - June 19, 2015 Mary Ann Skilling and I conducted interviews of two potential candidates for the Economic Development Coordinator position.
 - June 19, 2015 Met with General Electric. GE is installing a large solar array locally and they are looking for municipal customers to enter into a long-term Power Purchase Agreement (PPA). The initial rate is reasonable and just slightly lower than what Perryville currently pays. However, GE is looking to enter into 20+ year agreements with annual escalation of 2.5% and cancellation would carry significant penalties. My initial evaluation is that this would not be a good deal for Perryville. First, the town is already in a contract for electricity purchases that has about two years left on it, and I would have concerns about cancelling that contract. Second, since the contract carries significant penalties for cancellation, it would bind the town from doing its own solar projects for existing uses. Third, the 20+ year term of the contract inherently carries its own risks. I did ask the rep to send me a form contract to review for better evaluation of the proposal. If after review of the contract the evaluation changes, I will let you know, otherwise there will be no further action on this issue.
 - June 24, 2015 Attended the Bassmaster Planning Meeting held at town hall.
 - June 29, 2015 Met with Harvey Cage and Jeff Morton at Rodgers Tavern to review progress at the tavern for having an office set up and the building ready for use as a museum. The goal is to have the building ready for the committee to meet there on July 8 for an initial meeting to begin the cataloging process and get the museum set up.
 - June 30, 2015 Aaron Ashford and I met with representatives from MTA regarding the fiber optic project in town. There have been several meetings with the contractor due to the variety of issues encountered during the course of the work.

- **Upcoming Events**

- **Diamond in the Rough Triathlon** - July 11, 2015 at the Perryville Community Park and throughout the town, VA and County.
- **Corazon Sanchez, MD, LLC 5K Run** 8/1/15, 8am-2pm at the Perryville Community Park
- **Bassmaster Elite Tournament** - Thursday through Sunday, August 13 – 16 to be held in North East, but overflow expected in Perryville, possibility of 30,000 additional people in the County.
- **Chesapeake Feline Association 5K Run & 1.5 Walk** 9/26/15, 7am-10am – at the Perryville Community Park and includes use of the Bateman Pavilion with fees waived.

Treasurer's Report
Town of Perryville, Maryland
July 7, 2015

Projects:

HAPPY NEW YEAR – JULY, 2015 – JUNE, 2016

• **FY15 Audit**

- Review of FY15 Engagement Letter
 - Agreement signed – June 3rd
- Preliminary Audit Requests
 - Working on balance sheet Acct Recons
 - Sending need list items to auditors
 - Auditors on site – July 23rd
- Auditors on site
 - Aug 31st to Sep 04th
- Prepare MD&A
- Presentation of Final Audit – possibly in December, 2016

• **Disposal of Surplus Items (MUNICIPAL Auction)**

- Additional Surplus items listed on www.municipalbid.com
- Auction for 2003 Chevy Silverado Truck - ended January 26th and sold for \$5,600.
- Additional Surplus items sold to date:

Title	EndDate	WinningBid
HP COLOR LASERJET PRINTER 3600N WITH 1 TONER CARTRIDGE	2/13/2015 16:00	\$21.00
Lot of (14) Various Computer Towers and (1) server (hard drives removed)	2/13/2015 16:02	\$41.00
Lot of (6) keyboards, (6) mice, (2) Cisco/Linksys wifi etc.	3/3/2015 14:34	\$17.00
Lot of (3) Dell Computer monitors	3/3/2015 14:30	\$11.00
Lot of (3) Konica Minolta Printers	3/13/2015 14:00	\$42.00
Lot of (3) Printers	3/13/2015 14:00	\$51.00

• **Retention Policy**

- Discussion at May's work session
- Discussion at November's work session – Finance
- Discussion at December's work session – Admin
- Discussion at February's work session – Planning & Zoning

• **Document Scanning System**

- Budgeted \$20,000 to be used in FY16

Treasurer's Report
Town of Perryville, Maryland
July 7, 2015

- **Bids**
 - Chemicals
 - Various vendor's won the bid May 2015
 - Trash Removal
 - FY16 Contract extension awarded to Republic Service.
 - Snow Removal
 - Contract with McGuirk for 3 years (FY15-FY17)
 - Heating / Propane
 - Alger Oil won the bid (Dec14 to Dec15)
 - Portable Toilets
 - Regal Restrooms won the bid (Apr15 – Oct15)

- **LGIT Renewal – Complete (June-2015)**
- **FY16 Budget – Complete (May-2015)**
- **FY14 Audit – Complete (December-2014)**
- **Surplus / Used Equipment Policy – Complete (December-2014)**
- **Trash Carts at Beacon Point – Complete (November-2014)**
- **Susquehanna Overlook, LLC reimbursement – Complete (September-2014)**
- **Copier Lease – Complete (September-2014)**

Meetings / Training attended:

- June 11th - Department Head Meeting
- June 17th - Local Impact Fund Meeting with Denise
- June 18th – Summer Hazard Training
- June 18th – Howard Bank Meeting

June 2015 Statistics:

- 239 purchase orders were processed totaling \$659,882.59.
- 176 accounts payable checks were processed totaling \$448,681.82.
- Invoices sent out totaling \$2,904.12.
- Processed cash & equivalent receipts totaling \$221,147.10.
- On June 19th, received April's Slot revenue from Cecil County totaling \$110,873.81. We are anticipating \$116,831.18 for May's Slot Revenue. Life to date (Sep-10 to Apr-15) slot revenue received \$6,806,822.64.

Mayor & Commissioners
Planning Department Report for the Month of June 2015

Zoning Certificates – Processed eleven (11) certificates and reviewed application for compliance with the Town’s zoning regulations; none within the Critical Area

Meetings – 6/1 Participated in meeting regarding Police Facility; 6/2 M&C meeting 6/8-6/9 Attended GIS Training at Washington College; 6/11 attended staff meeting; coordinated hands-on fire extinguisher training at fire house property; 6/5 attended 2015 Health & Wellness Symposium; 6/10 coordinated and attended employee lunch and coordinated with personal trainer to speak; 6/17 scheduled and attended Town Bootcamp for employees after work hours; organized Bassmaster orientation meeting with Sandy Turner; 6/18 participated in site visits of properties; 6/19 scheduled Summer Hazard mandatory training for employees, interviewed two candidates for Economic Development position; 6/22 met with Frank Hodgetts regarding projects in Perryville; 6/24 attended Greenway Meeting, attended town coordination meeting for the Bassmaster.

Planning Commission Meetings – meeting was held June 15: reviewed and recommended approval to Board of Appeals for Special Exception use at 304 Aiken Avenue; reviewed the Preliminary Site Plan for Loring Park (Cedar Corner) for phasing of project.

Board of Appeals – no hearing was held in June.

Projects, Reports and Agreements:

- Sent letter to SHA regarding ownership of Firestone Rd (MD 327).
- Continue to work on Zoning Ordinance updates.
- Prepared information for Bassmaster Meeting at PV Library and delivered flyers regarding the meeting to businesses.
- Continue to work with Carpenter Engineering on bus shelter pad sites.
- Staff continues to work with the property owner who recently purchased 724 Susquehanna Avenue regarding upgrades to the property to meet Town requirements.
- Prepared Staff Report with background for Cedar Corner (Loring Park) development project.

Code Enforcement

- sent 22 violation letters
- Gave DPW 3 work requests
- Continued to receive complaints, meet with property owners and conduct site visits regarding complaints and permit inspections
- Attended staff meeting to discuss code changes
- Continue to manage the Farmers Market obtain new vendors-currently we have 14 vendors
- Held the markets first movie night of the season, in process of planning the second movie night to be held in August
- Continue to work with staff in coordination of Bassmaster, ordered giveaways, contacted food vendors, etc.

Landlord Tenant Board – No meeting held. Received application for an alternate resident representative.

Economic Development

FARMER'S MARKET:

- Staff continues to rotate market duties.
- Continued to work with new vendors for the 2015 season.

GRANT OPPORTUNITITES/OTHER:

- Staff finalized the Façade Grant from Community Legacy; July 2015 quarterly report sent.

Accounting – The Planning Department continues to generate monthly invoices for projects and Code Enforcement.

ADMINISTRATION REPORT
June 2015

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – MHT has approved - scheduled.
- Upstairs Bathroom – Plan in process.
- Repointing repair – Developing RFP.

Events:

- Held volunteer dinner June 4th
- Movies at the Market June 19th

Personnel Manual:

Updated:

- Put out advertisement for Clerk job (closing date 6/26/15)
- Updated employees & system for new insurance and rates.

Statistics:

- There were 39 boat ramp stickers sold. Last one sold 313.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Water Shut offs 6/11
- Processed 5 Deeds.
- 3 dog tags sold.

1) Projects

- a) Reservoir Road Dam
 - i) Reservoir is maintaining minimal water levels. Sent out dam breaching plan set with supporting calculations to Army Corps of Engineers (Stephen Elinsky), MDE (Tamene Dilnesahu, Louis Parnes), MDE Dam Safety (Bruce Harrington), Maryland Department of Natural Resources (Brett Coakley, Jim Thompson), Cecil Soil Conservation District, Cecil Department of Public Works (John Fabian, Van Funk) for approval. Have received comments back from Cecil County, Soil Conservation District, Maryland Fisheries, MDE, and Army Corps. I begin to revise plan based off comments and resubmit soon as possible.
- b) Elm Street
 - i) Submitted revised construction plans to the county and soil conservation district. The plan revisions included SWM plans, intersection details, handicapped access, detailed quantities, and additional plan sheets clarifying the scope of work. The revised plans also address comments from the county and soil district. Continuing work to develop the legal contract documents for the project, the legal documents include bidding forms, advertisement, general conditions, qualifications statements, etc. Will assemble contract legal documents and specifications in bounded booklet for bidding process. DPW is scheduled to dig test pits along designated area of Elm Street for possibly the second week of July. Verizon conduit duct bank drawings along Elm Street are not definitive on depth, the Town should dig test pits with the help of Miss Utility to ascertain depth.
- c) Town Hall Site
 - i) ARRO has preliminary approval of the concept SWM plan for the Town Hall project. ARRO has submitted to a RR engineering firm (AECOM) representing all the RR users in the project area. The Town should receive comments back from the engineering firm within a few weeks. provided we find an acceptable drainage outfall for the project. The County cannot approve the Final Town Hall site construction plans until the Town receives comments back from the RR companies. The county approves the physical location of the outfall along the westside of the RR by Aleta Lane. The architectural firm designing the Police Station is open and agrees that ARRO should take over design of the site work of the Police Station from Landmark Engineering. The Police Station drainage design will tie into ARRO’s proposed storm drain system along the railroad. ARRO proposes to finalize Phase I site design for \$19,750. The Town still needs to sign the contract for ARRO to begin work on the police station site design. ARRO has agreed to reduce their bid proposal by 10% if Landmark releases the work they accumulated for the Police Station.
 - ii) McCrone now has all signatures necessary, is signed and sealed, and will submit the town resubdivision plats to the county for recordation.
- d) Dollar General
 - i) The Town has received water and sewer plans from FWA and will review. The construction plans should proposed manholes placed at the underground SS junctions, especially crossing Route 40. Currently, FWA only proposes a manhole on the north side, not the south. The Town will have to work with FWA and the owner to build a manhole on the south end of Route 40.



Perryville Police Department

448 Otsego Street, P.O. Box 511 Perryville, MD 21903

Charles V. Wernz, Jr.
Chief of Police

TELEPHONE: 410-642-3725

FAX: 410-642-3724

James L. Eberhardt
Mayor

Monthly Report June 2015

Current Projects

- Training is ongoing for the new CAD / RMS. The CAD portion is now operational and expect total on-line conversion by Oct. 2015

- Body Cams are being tested and employees are receiving training. They will be fully operational within the coming weeks.

- Have met with Chuck Moore on several occasions and he has completed the updating of the PD manuals. Currently under Chief's review for concurrence.

- Sgt. Budnick & Det. Nitz will be attending train the trainer training on civilian response to active shooter incidents in July. Upon completion we anticipate training town employees on how to respond and then holding additional classes for the public.

- Our new candidate (Daughtery) has begun training (approx. 6 months) at the Baltimore County Police Academy.

Perryville Police Department Monthly Police Report
June, 2015

	April	May	June	Year to Date 2015
ROBBERY	0	0	0	0
ASSAULT	2	1	1	13
BURGLARY	0	0	1	5
THEFT	4	4	7	27
Auto Theft	0	1	0	3
CDS	0	1	2	10
DISORDERLY	0	0	1	3
MDOP	2	7	1	12
ADULT ARREST	15	14	12	79
JUVENILE ARREST	4	3	1	16
Referrals to Outreach	1	0	0	1
CITATIONS	25	10	25	123
WARNINGS	25	56	41	175
SEROS	1	1	1	7
ACCIDENTS	4	8	8	43
52 (investigated)	0	2	4	20
89 (no Investigation)	4	6	4	23
Total calls for Service	237	325	287	1484

June 30, 2015

Perryville Police Department

Outreach Program

Town Report

June 2015

Overall Monthly Attendance: 176

Number of New Referrals: 1

Number of New Members: 7

Announcements

The Outreach Program has had a very busy month. With recruitment in full swing we have increased our membership and anticipate it to keep growing over the summer.

Outreach was able to send 11 youth on a 5 day long camping trip at North Bay Adventure Camp. The youth had to leave their cell phones and all electronics behind as they went on an adventure. Throughout the week Outreach members participated in kayaking, fishing, swimming, zip lines, team building activities, cooking over a fire, canoeing, sailing, rock climbing and many more activities. A good time was had by all and the North Bay staff went out of their way to tell us how great our members did throughout the week.

Outreach also started our Summer Swim Program where we take deserving youth swimming twice a week at the Conowingo pool.

Starting on July 1 the Outreach Program will have a new staff member. For 6 weeks Demon Harris will be working as a Leader in Training. Demon has been a member of the Outreach Program for over a year and has always displayed a positive attitude and is a pleasure to be around so when Outreach found out he was looking for a job through a program provided by the county foster care we jumped at the opportunity. His responsibilities will be basic housekeeping duties but will focus on somewhat of an Activities Coordinator position.

The Outreach Program has also started to provide free lunches to all youth under the age of 18. The food comes from the free lunch program in the schools which feeds hundreds of kids all over the county. 4 days a week we will provide the kids with a nutritious hot lunch and cold lunches on Fridays.

The Outreach Program participated in Adopt-A-Highway and Park Clean Up, along with 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 calander for upcoming activities.

DPW Report - June 2015

Projects/Other Events:

Crosswalks/Detectable Warning Devices:

- DPW Staff will begin installing detectable warning devices and new crosswalks as they are needed.

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.

Paving/Sidewalk Repairs:

- DPW Staff continues to repair potholes throughout town that had developed as a result of winter weather.
- Large sections of Tapp Parkway that were damaged from the winter months have been repaired in preparation for the upcoming busy summer months and annual events such as the DITR Triathlon.
- Penny Lane was overlaid from St Marks Church Road to the cul de sac.
- The DPW had a survey performed to evaluate and eliminate all possible trip hazards in older communities. Using a new process of cutting the sidewalk was used to eliminate all noted trip hazards on Susquehanna Avenue. The other sections of the downtown area from Aiken Avenue to Roundhouse Drive were evaluated and more issues will be addressed in the new fiscal year.

Water/Sewer/Stormwater:

- A new, safer, more efficient pump was installed at Front Street Pump Station. The wet well of the station will be cleaned in early July and the pump will be put into operation. This project is Local Impact funded.
- DPW staff
- A new pump was ordered to be installed at the River View Hills Pump Station. This pump will replace an existing pump that was beyond repair. The pump is planned to be installed in July.

- DPW staff worked several hours over the last two weeks of June in order to deal with some damaged/broken water service lines and a sanitary sewer force main as a result of underground direction drilling that was taking place in the area.
- An insertion valve was installed in the area of Lighthouse Drive in Beacon Point. The valve was discovered to be necessary last year when another valve in the area needed repair. Without the new valve, the entire system would have to be shut down at the 500 thousand gallon tank to make similar repairs in that area.
- A "Sensaphone" device is being installed in the River View Hills Pump Station. This device allows for an automated phone call to be made in order to alert on-call personnel of any issues at the station. All other stations have the devices.

Training:

- DPW Staff continues to attend a 10 hour OSHA certified online training for General Industry Safety. 2 other DPW Staff members continue to attend a 30 hour OSHA certified online training for General Industry Safety.
- DPW Staff attended a training session on heat related hazards.
- DPW Staff attended a training session on the use of fire extinguishers.

Town Events:

- DPW set up and cleaned up tables and chairs for a luncheon in the Town Hall Meeting Room.

Weather Related Events:

- Staff cleaned up several fallen trees as a result of severe thunderstorms that brought heavy rain and wind.

Other:

- DPW staff have continues to mow Town owned properties for the spring and summer months.
- DPW removed yard waste twice a month for residence who placed appropriate items curbside.
- A lockable custom tool cage was installed in the DPW Shop "Tool Room". This cage will allow management to lock up items of value and monitor the use of stocked items.

Daily Events:

- **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 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.

Monthly/Scheduled events:

- **Bulk Trash** - Picked up for those residents who scheduled for a removal.
- **Yard waste** – Was picked up on two occasions this month for the residence that have placed approved items curbside.
- **Fire Hydrants/ Extinguishers** –Fire hydrants were flushed again on May 11th-15th. Those dates will be advertised in the local newspaper, on the Town's website and on social media sites. Fire Extinguishers are inspected monthly to check for defects, loss of pressure, cracks in the hoses, etc. The next flushing of the hydrants will be scheduled for the fall of 2015.
- **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.

Monthly report for the month of JUNE

- Replace handicapped sign at the boat ramp
- Trimmed trees at the community park
- Straighten signs in the community park
- Weed eating shore line in the community park
- Repaired Ballard on walking trail hit by vehicle
- Mowing of park related areas in town
- Power wash pavilions on a weekly basics
- Clean out ditch lines in the community park
- sharpen blades on mowers
- osha training started for Jeff and Jared
- replace a board on the fishing pier that was missing
- replaced broken DNR sign at the fishing pier
- repairs made on ball field fence at the community park
- hometown plumbing installed waterlines for upstairs bathroom at Rodgers tavern
- edging of sidewalks in the community park

Playground equipment for the community park

I am setting up a meeting with Charlie from sparks at play to go over the total price of the playground installation so that everyone will be on the same page. I will let everyone know when that date is. I know there will be some questions about the contract, I want to get this project moving ASAP.

Water & Wastewater Treatment Plants

Monthly Operating Report

June 2015

Wastewater:

Plant Influent Monthly Flow:	34.286 Million Gallons
Plant Effluent Monthly Flow:	32.098 Million Gallons
Veterans Center Monthly Flow:	11.048 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of May, 2015 and June 2015 with the June lab results received to-date

Activities:

1. Cleaned and removed 3 feet of sludge from the chlorine contact tanks
2. Replaced blown bulbs, defective sensors and one defective bulb rack on the U.V. units
3. Cleaned the flow equalization tanks three times
4. Performed microscopic exams of the SBR's biology
5. Began chlorinating SBR foam to get rid of filamentous bacteria
6. Replaced SBR dissolved oxygen meter sensors and attempted to recalibrate (unsuccessful)
7. Ordered replacement for broken SBR #2 mixer retaining spring
8. Prepared a master list of all plant processes and equipment needing repair
9. Replaced defective breaker for filter feed pump
10. Developed and implemented plant tank cleaning schedule
11. Developed and implemented plant housekeeping schedule
12. Implemented SOP to control MLSS concentrations in the SBR process
13. Put alum tank(s) level indicator marks on level indicator tubes
14. Implemented chemical daily usage form
15. Developed and Implemented calculations for the correct amount of liquid alum to be fed daily
16. Implemented form to track amount of sludge applied daily to reed beds
17. Set up effluent NPDES monthly sampling schedule

18. Restarted monthly checks of fire extinguishers and exercising of emergency showers
19. Performed required quarterly SWIPP monitoring
20. Repaired raw water pump # 2 that was tripping out
21. Had contractor repair and restore faulty SCDA programs (work continues)
22. Repaired effluent composite sampler power receptacle
23. Revised daily lab testing bench sheets to comply with MDE requirements
24. Prepared a master plant task list of items to address

Water:

Plant Raw Water Monthly Flow:	11.8 Million Gallons
Plant Finished Water Flow:	11.2 Million Gallons

Activities:

1. Developed and implemented plant tank cleaning schedule
2. Developed and implemented housekeeping schedule
3. Wrote and implemented SOP for MDE required sampling
4. Wrote and implemented SOP for daily operator work assignments
5. Operators prepared inventory list of spare parts
6. Operators working on preventive/predictive equipment maintenance schedules
7. Prepared a master list of all plant processes and equipment needing repair
8. Ordered a battery operated sump pump and solar panel to install in 95 water tower altitude valve vault
9. Ordered replacement timer for 95 tower altitude valve (defective)
10. Installed two sump pumps in metering vaults
11. Repacked raw water intake pump #2
12. Replaced light bulbs in two turbidimeters
13. Public Works hooked up a temporary water supply to the Veterans Center on June 22nd and 23rd via a temporary connection and portable pump
14. All required regulatory sampling and regulatory reports were completed for the month
15. The annual consumer confidence report was prepared and distributed

16. The plant flocculation tanks were drained and cleaned. Drain valves and lines were cleaned and exercised
17. Had vendor repair one permeate pump flow meter