

Staff Reports from Town Meetings

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**Town Administrator's Report
Town of Perryville, MD
For the June 2, 2015 Meeting**

Project Status Updates:

- **Cable TV Franchise Agreement:** A public hearing is being scheduled as part of the legal process that the town is required to follow.
- **Charter Amendments:** two charter updates have been prepared for discussion purposes at a work session.
- **Elm Street** – 24 of the needed construction access easements have been received and legal letters were sent to 4 property owners. We are diligently working to get the rest of the temporary easements and to put together the construction bid documents.
- **Employment** –
 - Perryville has no job opportunities currently advertised.
 - The new Superintendent for Water and Wastewater, George H. Smith, started on May 18, 2015. I plan to have him attend next month's town meeting for introduction.
- **Greenway Committee (Perryville)** - The 10am - May 21, 2015 Regional Greenway meeting was held here in Perryville. The next Regional Greenway meeting is scheduled for September 17, 2015 at 10am in Port Deposit. Additionally, the Perryville Greenway Committee met at 2pm on May 21st with Andy Hamilton of the East Coast Greenway Alliance (ECG). This meeting was to discuss the signage issue as related to the requests for trail share and posting of signs that was conditionally approved at the May Town Meeting. The ECG is putting one sign at the opening of the Community Park and, to combat sign clutter, room will be left on the sign post for town signs to be placed there as well. The other signs, located at various places through Town, are being posted in compliance with the Manual on Uniform Traffic Control Devices (MUTCD) since they are street signs. The VA will make its own agreement with ECG about signs on the VA campus. The next Perryville Greenway Committee meeting is scheduled for June 24th at 10am in the Town Hall Conference Room.
- **MARC Maintenance and Layover Facility – NO UPDATE**
- **Municipal Complex: PLEASE** see Ralph Ryan's report for the update on this project.
- **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.
- **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):** The State is working through the National Environmental Policy Act (NEPA) process for this project. In Perryville, both Rodgers Tavern and the Train Station have been identified as known historic resources. Nine additional properties in Perryville have been identified as potential historic resources. It is my understanding that the State

plans to prepare Determination of Eligibility Forms for those properties. A written request has been made that Perryville be informed of future meetings as related to the NEPA process for this project.

- **Town Hall** – All work related to the sewer backup has been completed and reimbursement has been received from the insurance company for the covered costs.
- **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 held a meeting at Perryville Town Hall on Tuesday, May 26, 2015 for coordination of the volunteers.
- **VA**
 - **EUL:** May 2, 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.
 - **Truck Route Signs:** I met with SHA and VA representatives to review a preliminary signage plan for the VA. A draft copy of the plan is attached. 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.
- **Wastewater:**
 - **Licensure – NO UPDATE**
 - **MDE Delegation Agreement, Town Code Changes and Implementation of a wastewater pre-treatment program NO UPDATE**
- **Water:**
 - **Licensure – NO UPDATE**
 - **Water Plant alternate access:** Mayor Eberhardt, Comm. Fox and I met with Norfolk Southern Rep., Kelle Williams on July 11, 2014. Ms. Williams is a Senior Property Agent in the Real Estate Department. She was familiar with the access that the Town is looking for and seemed very willing to help the town get the needed access. In follow up to our meeting, Ms. Williams sent the Town a license agreement for the access area with an initial fee of \$250/year. Fred Sussman has reviewed the document and made suggested changes. The agreement was also reviewed by LGIT and an insurance certificate has been issued. The agreement was approved at the last town meeting. The signed agreement was sent to N.S. along with a check for the initial license fee. July 1, 2015 was the date specified on the agreement as the start date. As of today, I do not have the fully executed agreement back from N.S.
 - **St. Marks Church Road water connection – NO UPDATE**
 - **Verizon Wireless** – the ground lease with Verizon Wireless, with an initial annual rent of \$14,400, was approved at the last town meeting. The signed agreement was sent to Verizon and we are waiting on the fully executed copy to be returned to the Town. Verizon Wireless is aware that they cannot request a building permit from Cecil County until the Town receives the fully executed agreement. County Permits division does not issue permits without property

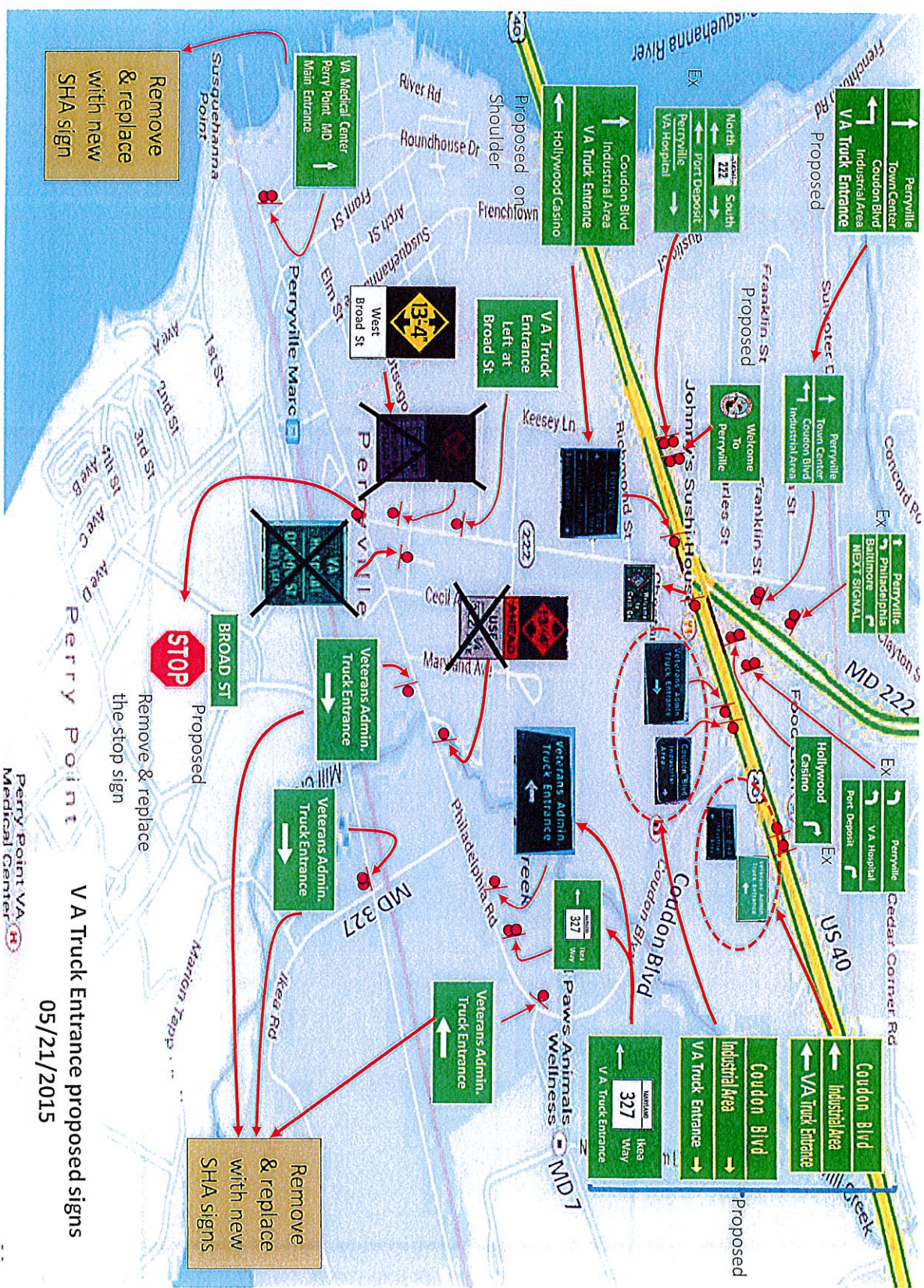
- owner authorization.
 - **EnerNOC – NO UPDATE**
 - **Water Plant intake – NO UPDATE**
- **Welcome Signage: NO UPDATE** The fully executed agreement to build a (static – Welcome to Perryville sign) has been received and the next steps include getting a design and budget. Public Works is working on an 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. The valve insertion is scheduled for June 19th.
 - 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: the Town’s facebook page is presently in-accessible. We are attempting to get this fixed. Unfortunately, all efforts to this point have been un-successful. We may need to create a new page if we can’t get the problem fixed. We hope not to do that since we had around 2,800 followers.**
- **Other Meetings:**
 - May 2, 2015 Prepared for and attended Town Meeting
 - May 7, 2015 Met with Carl Kline of Kline Water Solutions regarding some potential consulting services.
 - May 11, 2015 Prepared for and attended a Leadership (Staff) Meeting. At the meeting we reviewed the Town Meeting decisions and upcoming work session agenda, discussed upcoming events, reviewed the Town’s purchasing policy, and shared departmental reports. The next Leadership Meeting is scheduled for

June 11, 2015 at 10am.

- May 19, 2015 Prepared for and attended the Mayor and Commissioner work session.
- May 20, 2015 Chief Wernz, Aaron Ashford and I attended the Conowing Dam Emergency Action Plan exercise held in Rising Sun. At this meeting, we also received an updated numbered copy of the plan.
- May 27, 2015 Mayor Eberhardt, Mary Ann Skilling and I met with a County representative and State Highway personnel to discuss getting a sidewalk along MD 222 from Clayton Street to St. Marks Church Road.

- **Upcoming Events**

- **Diamond in the Rough Triathlon - July 11, 2015** at the Perryville Community Park and throughout the town, VA and County.
- **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



Remove & replace with new SHA sign

STOP
Remove & replace the stop sign

Remove & replace with new SHA signs

VA Truck Entrance proposed signs
05/21/2015



**Treasurer's Report
Town of Perryville, Maryland
June 2, 2015**

Projects:

- **LGIT Renewal – Due via Member Portal on June 26, 2015**

- **FY15 Audit**

- Review of FY15 Engagement Letter
 - **Agreement to be signed**
- 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

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

- **Additional Surplus items listed on www.municipal.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

- **Bids**

- Chemicals

Treasurer's Report
Town of Perryville, Maryland
June 2, 2015

- 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)
- **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)**
- **FY15 Budget – Complete (June-2014)**
- **Local Impact spending plan for FY15-FY17 - Complete (June-2014)**
- **LGIT Renewal – Complete (June-2014)**
- **Water & Sewer Rates – Complete (February-2014)**

Meetings / Training attended:

- May 11th – Department Head Meeting
- May 19th – Work Session

May 2015 Statistics:

- 193 purchase orders were processed totaling \$213,487.33.
- 128 accounts payable checks were processed totaling \$212,738.02.
- Invoices sent out totaling \$8,352.07.
- Processed cash & equivalent receipts totaling \$492,670.22.
- On May 1st, received FMarch's Slot revenue from Cecil County totaling \$105,793.33. We are anticipating \$110,850.79 for April's Slot Revenue. Life to date (Sep-10 to Mar-15) slot revenue received \$6,695,948.83.
- On April 15th sent the Local Impact quarterly report to Cecil County, as per agreement.

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

Zoning Certificates -- Processed nine (9) certificates and reviewed application for compliance with the Town's zoning regulations; one (1) within the Critical Area

Meetings -- 5/4 Conference call with attorney regarding zoning changes; 5/7 assisted with school planting at town hall; 5/6 organized and attended Town Walking Day; 5/7 meet with All Signs for MML display; 5/8 Farmer's market; 5/10 attended staff meeting; 5/12 meeting with Walgreens manager regarding Spring Fling non-event; 5/20 attended Safety & Health Committee meeting; meeting regarding potential for Woodlands site; meeting with new owner of Pasquale's Restaurant (Ali Afghahi, owner-Perryville Sports Bar & Grill); 5/21 organized and attended Regional Greenway meeting; meeting with East Coast Greenway representative; 5/22 Farmer's Market; 5/27 scheduled fire extinguisher training; attended meeting with SHA regarding sidewalk to high school.

Planning Commission Meetings -- meeting was held May 18: reviewed the Concept Plan for Town Hall Municipal Complex with recommendation to Mayor and Commissioners; discussed proposed changes to the Zoning Ordinance.

Board of Appeals -- no hearing was held in May.

Projects, Reports and Agreements:

- Sent out Corporate Boundary Survey bid request to three engineering firms.
- Continue to work on Zoning Ordinance updates.
- Prepared letter to MHAA to extend final reporting date for grant funds.
- Prepared agenda for Regional Greenway Meeting.
- 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.
- Continue to research ownership of Firestone Road to the entrance of IKEA. Letter received from SHA did not provide documentation on road ownership.
- Received extension of the MHAA Grant agreement for the installation of a comfort station.

Code Enforcement

- sent 17 violation letters
- Gave DPW 2 work requests
- Conducted 1 rental unit inspection per request of property owner
- Continued to receive complaints, meet with property owners and conduct site visits regarding complaints and permit inspections
- Attended staff meeting to discuss code changes
- Had grass contractor abate 6 property violations
- Continue to manage the Farmers Market obtain new vendors-currently we have 12 vendors participating with 1 awaiting approval

Landlord Tenant Board -- No meeting held. Received application for an alternate resident representative. Will present to the board for approval.

Economic Development

FARMER'S MARKET:

- Removed Farmers' Market Display at Perryville Library
- Continued to work with new vendors for the 2015 season.
- Planning Staff provided coverage for the Farmer's Market.

MEETINGS:

Bassmaster Elite Tournament – Staff is trying to set up a meeting with Sandy Turner and local businesses to be updated on the tournament and make preparations for the event.

GRANT OPPORTUNITIES/OTHER:

- Staff finalized the Façade Grant from Community Legacy.

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

ADMINISTRATION REPORT MAY 2015

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – Waiting on MHT approval.
- Upstairs Bathroom – Plan in process.
- Repointing repair – Developing RFP.

Events:

- Prepared for and held Town Election on May 12th.
- Cody Richardson 5K Run/Walk May 30th.

Personnel Manual:

- Presented the Longevity Pay at May's work session.

Updated:

- Processed a new employee at the Police Department and Water/Sewer Superintendent.
- Prepared and presented Health Insurance costs for May's work session.
- Prepared letters and certificates for the Volunteer dinner on June 4th.

Statistics:

- There was 70 boat ramp sticker sold. Last one sold 274.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- 610 Late notices mailed on May 18th. Payment due June 8th.
- Processed 14 Deeds.
- 3 dog tag 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 not yet received comments back from MDE, Army Corps, or Maryland Historical Trust. From what I received so far from Cecil County, Soil Conservation District, Maryland Fisheries, the project should have no problems due to the minimum impact.

b) Elm Street

i) Received review comments back from the county concerning the Elm Street submission. In order to meet the SWM demands from the county, the Town proposes to plant various trees on a separated lot to appease the SWM criteria. Working with county DPW on how many trees and the location. Adding more construction details to plan set. Preparing a final submission of Elm Street Plans to the county with ESD calculations to propose tree planting. Preparing legal contract documents between the Town and construction bidders. Project main concerns are the following: Illicit connection payment plans for home owners, handicapped access to residence, possible illicit discharges, parking, and various fences and trees to be replaced / removed. Verizon conduit duct bank drawings along Elm Street, plans 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 conditional approval of the concept SWM plan for the Town Hall project provided we find an acceptable drainage outfall for the project. ARRO will submit revised Preliminary construction plans to the county for final approval. 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. We are setting up a meeting with Manns Woodward to begin the process of finalizing their architectural plans. I would like to release Landmark Engineering from their contract with the Town and hire ARRO to complete the police station phase I site design. Landmark has made very little progress in the police station construction plan set since my original concept layout I drafted two years ago and gave to them. 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.
- ii) McCrone has revised, signed and sealed their legal description documents of the Town Hall property and will be submitting the documents and record plats to the county for finalization, the Town will submit to Health Department for approval.

d) Dollar General

- i) The Town expects construction plans from FWA that show the results of the video survey. The construction plans should proposed manholes placed at the underground SS junctions, especially crossing 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 May 2015

Current Projects

- Training is ongoing for the new CAD / RMS. Expect total on-line conversion Oct. 2015
-

- Attended Conowingo Dam table top exercise.
-

- Have met with Chuck Moore on several occasions and are reviewing and updating PD manuals.
-

- Attended Policy completed for the approval of the use of body cameras for all sworn personnel.
-

- Attended Hazmat Train Emergency Response training provided by Commissioner Ryan.
-

- The Department is currently processing a new applicant for a police officer position. We will send the applicant to the Baltimore County Police Academy.

Perryville Police Department Monthly Police Report
May, 2015

	March	April		Year to Date 2015			
ROBBERY	0	0	0	0			
ASSAULT	4	2	1	12			
BURGLARY	2	0	0	4			
THEFT	8	4	4	20			
Auto Theft	2	0	1	3			
CDS	3	0	1	8			
DISORDERLY	1	0	0	2			
MDOP	0	2	7	11			
ADULT ARREST	25	15	14	69			
JUVENILE ARREST	2	4	3	15			
Referrals to Outreach	0	1	0	1			
CITATIONS	30	25	10	98			
WARNINGS	25	25	56	134			
SEROS	2	1	1	6			
ACCIDENTS	11	4	8	35			
52 (Investigated)	6	0	2	16			
89 (no Investigation)	5	4	6	19			
Total calls for Service	277	237	325	1197			

May 28, 2015

Perryville Police Department

Outreach Program

Town Report

May 2015

Overall Monthly Attendance: 210

Number of New Referrals: 3

Number of New Members: 0

Announcements

This summer the Outreach Program will be doing our summer swim program at Conowingo pool again. We will be filling up the van twice a week taking members to the pool for the day. One staff will be attending leaving 2 staff at Outreach to handle daily operations.

In addition to our weekly Family Dinners, Outreach will soon be offering daily snacks. Not only will this help feed hungry members but will allow another opportunity to teach about healthy eating.

The Community Garden is in full swing and we have already begun to reap the benefits. We encourage all members of the community to help weed and water the garden, and in return take what you may use.

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 - May 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.
- Road striping has been completed throughout town. Additional areas were added to address traffic calming issues in those neighborhoods as well.

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.
- A large patch in the roadway at the intersection of River View Drive and Bay Circle that was the result of a water leak has been repaved.
- The cul de sac at the end of Bay Circle Drive has been overlaid.
- The DPW is having a surveyed performed to evaluate and eliminating any possible trip hazards in older communities. A new process of removing the hazards by specialized cutting equipment instead of replacing the panels is being presented to the DPW. This eliminates removing and replacing sections of sidewalks and is a fraction of that cost.
- 6 yards of concrete was used to replace some damage areas of sidewalk in the area of Front Street.

Water/Sewer/Stormwater:

- DPW is moving closer to the installation of a new, safer, more efficient pump to be installed at Front Street Pump Station. The pump company is making the necessary

arrangements to have the pump installed. The pump is on site. This project is Local Impact funded.

- Hydrants around town were flushed May 11th-15th.
- DPW Employees assisted in a cleaning process at the Wastewater Treatment Plant.
- DPW staff, with the assistance of the Maryland Rural Water Association, marked the difficult water lines that were installed in heavily wooded areas. This will allow for a much easier location process in the event that any repairs need to be made to those lines in the future.
- 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. (a temporary standby backup pump has been set in place at that station)
- Two hydrants that were broke during hydrant flushing were immediately repaired and reported to be back in service with the Department of Emergency Services.

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 Superintendent attended a table top exercise in regards to the Conowingo Dam emergency action plan on May 20th at the Rising Sun Fire Hall.
- DPW Superintendent attended the MRWA Conference. (May 3rd-6th)
- DPW Superintendent and Employee attended a sewer backup training in Hagerstown on May 8th.
- DPW employees visited Havre De Grace on May 21st to witness the process for installing an "insertion valve".

Town Events:

- There were no Town Events to prepare for this month

Weather Related Events:

- There were no weather related events this month.

Other:

- "Mr. Basement" has addressed areas of the Town Hall where water was found to be still entering the building during rain events. Now that this has been corrected, the remaining flooring for the employee bathroom has been installed and the bathroom is now in operating order.

- 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.
- Perryville Middle School students have planted new shrubbery/flowers at the rear of Town Hall in the rebuilt flower bed as part of a service learning project. Also, as part of the project , the students painted several fire hydrants, cleaned up around the Mini Park, painted some playground equipment that were in need, including picnic tables and benches in that area.
- DPW staff repaired picnic tables from the Cifaldo Community Center to be used during events at that building.

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.

Monthly Parks Report for the Month of May

- Change oil and service Kawasaki mule
- Trimmed trees at the community park
- Straighten signs in the community park
- Weed eating shore line in the community park
- Mowed the reed beds
- Mowing of park related areas in town
- Power wash pavilions on a weekly basics
- Clean out ditch lines in the community park
- Bunyan tree service removed dangerous trees along park road
- Cody G Richardson 5k run is may 30th though town 8:00 to 12:00
- Replace a board on the fishing pier that was missing
- Move Rodgers Tavern materials from Comm Browns garage to Rodgers Tavern for storage and will be displayed at a later date
- Repairs made on ball field fence at the community park

Playground equipment for the community park

I have the total cost for the new installation of the playground equipment,
The company's name is sparks play the total cost is 212,092.26
Park employees are still going to do the demo work to hold the price that is quoted.

Water Plant Report for June 2015

- Water plant produced approximately 11.0 million gallons of potable drinking water
- Larry attended Maryland Rural Water conference
- All samples and paperwork are up to date
- Received a notice of violation for THHM reporting from MDE – superintendent will respond
- AC Schulties replaced 2 butterfly valves on filter #4
- Obtaining price to repair or replace flow meter to wastewater plant
- Ordered replacement bulbs for turbidity meters
- Completed June employee work schedule
- Developed plant buildings cleaning schedule
- Working on master list of all plant & equipment repairs needed

Waste Water Plant Report for June 2015 Town Meeting

- We had the air line butterfly valve replaced on sbr #2 and is now back in service
- Cleaned filter and filter basins
- Cleaned eq basins
- Cut and trimmed grass
- Developed housekeeping schedule
- Developed tank cleaning schedule
- Compiled a master list of parts and equipment needed for repairs in the plant
- Working on cleaning uv basins
- We had 18.769 million of total flow leaving the plant
- We did 5.595 million gallon of V.A flow treated
- We had 20.561 million gallons raw sewage enter the plant for treatment