

Staff Reports from Town Meetings

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**Town Administrator's Report
Town of Perryville, MD
For the March 3, 2015 Meeting**

Project Status Updates:

- **Cable TV Franchise Agreement:** The Focus Group is headed-up by Cathy McCardell. See Cathy McCardell's Administration report for an update.
- **Charter Amendments: NO UPDATE**
- **Elm Street** – 5 of the needed construction access easements have been received. Fred Sussman has prepared a draft agreement for those property owners that are found to have illicit discharges, which will allow the town's contractor to make a new connection and require payment by the property owner. That agreement was reviewed and discussed at the February 26th work session. Ralph is continuing to work with Delmarva regarding the moving of the electric utility underground, which will require several transformers to be set. Delmarva may be getting easements of their own for the required utility work. Also, we have been informed of additional costs associated with Delmarva's work.
- **Employment** –
 - Perryville has advertised for an MPTC Certified Police Officer. More information is available on our website at <http://www.perryvillemd.org/home/pages/certified-police-officer-vacancy>
 - Perryville is also seeking a F/T licensed Water and Sewer Superintendent. More details are on the website.
 - Perryville has advertised for an Outreach Program P/T Administrative Assistant / Activities Coordinator details are on the website
- **Grants – Façade** – Three applications were received for the Façade Grant applications that were due on January 30, 2015. Two of the applications were recommended for funding by the grant review committee. Those applications are on the agenda for your consideration tonight.
- **Greenway Committee (Perryville)** - The next meeting of the Perryville Greenway Committee is scheduled for **March 25, 2015 at 10am** in the Town Hall Conference Room. The second Regional LSHG meeting was held in Havre de Grace on February 5, 2015 at 10am. Mary Ann Skilling and I attended the regional meeting. The regional meetings are allowing for better coordination of the LSHG municipalities and the museums.
- **MARC Maintenance and Layover Facility** – A meeting was held on February 2, 2015 with the MTA officials regarding the proposed MARC Maintenance and Layover Facility. They are looking into the town's requests regarding parking, infrastructure improvements and improved/additional commuter train service. Increasing train service is an important goal for them as well. They also mentioned that they now have a 'bike car' so that now people can bring their bikes onto the train (not just the compact folding bikes).
- **Municipal Complex: NO UPDATE:** A purchase order was issued to ARRO during the week of January 26th to design an outfall to go under the railroad tracks at Otsego Street and then to parallel the track until it reaches the existing stormwater system. The design should be done in 45 days. Assuming this goes well, it should put the municipal project back on track.

- **Reservoir / Dam: NO UPDATE:** The title search has been completed for this property. It has been sent to Mr. Sussman regarding next steps to correct any deficiencies. Mr. Sussman recommends that the Town move forward with correcting some noted deficiencies to the title, and a law clerk has been assigned to do some additional research to further this effort. It will be done in phases, so it will likely not be done this fiscal year. Refer to Ralph Ryan's report for additional updates on the dam project.
- **SWPPP (Stormwater Pollution Prevention Plan) –** The SWPPP was completed and submitted to MDE along with the Notice of Intent (NOI), which has been accepted by MDE. A Nutrient Trade letter was sent to MDE requesting that during the next permitting cycle, the permitted TN load in the NPDES permit for the wastewater plant be reduced by 12.69 pounds per year (in accordance with the SWPPP). I have not heard back from Dr. Yen-Der Cheng of MDE on this issue yet, and it may be awhile before a determination is made since the NPDES permit does not renew until 2018. In the letter, I did request that even if the reduced TN load is approved for the 2018 NPDES renewal that the town not be required to implement it until 2020 (this would give us the 5 years that the legislation allows). Additionally, the updated SWPPP requires training for the staff. Gene Ashford and Alvin Hathaway have completed the training and Shawn Patchell is in the process of taking it.
- **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak): NO UPDATE:** The resolution and advisories that were approved at last month's town meeting have been posted on the website and sent to the State, Railroad and the City of Havre de Grace.
- **Town Hall –** There was a sewer backup in town hall on February 2, 2015 followed by a minor back up on February 11, 2015. The town's insurer was notified and a clean-up crew brought in. Once the remedial actions (clearing a blockage, further opening up a pipe and clean-up) were done, the public works staff has been in town hall repairing walls, moving furniture and files and painting. We expect the installation of new flooring will be completed by Saturday and hope to have the office staff move back downstairs next week. In the interim, please continue to enter town hall through the back of the building / ramp door to take care of town business.
- **VA**
 - **EUL: NO UPDATE**
 - **Truck Route Signs:** Apparently the old truck route gate has not been closed yet while the town and VA work out some access issues. I expect it to be closed in the very near future. The VA is still working on a process for the town to utilize the gate for access to the reed bed.
- **Wastewater:**
 - **Licensure –** all of the wastewater plant staff have applied to the Maryland Board of Waterworks and Waste Systems Operators to get their temporary licenses for Class 4 Water Treatment. This is a first step in getting the operators cross-trained.
 - **MDE Delegation Agreement, Town Code Changes and Implementation of a wastewater pre-treatment program:** This project is temporarily on hold due to changes in staffing at the wastewater plant.
 - **Wastewater Meeting with VA –** on February 25, 2015 Gene Ashford, Rachel Deaner and I met with representatives from the VA at the wastewater plant regarding the town's treatment of the VA wastewater. The meeting was a meet-

and-greet with new staff at the VA as well as discussion of operational coordination issues.

- **Water:**
 - **Licensure** – all of the water plant staff have applied to the Maryland Board of Waterworks and Waste Systems Operators to get their temporary licenses for Class 5A Wastewater Treatment. This is a first step in getting the operators cross-trained.
 - **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. **NO UPDATE:** Ms. Williams replied to the requested changes to the license agreement denying the changes to the agreement term and environmental section. An explanation was sent to her regarding the importance of the need for the change to the environmental section of the agreement and asking her to supply acceptable language for the agreement. Kelle Williams has given the go-ahead to move forward with the language in the agreement as written. I expect the agreement to be on the February work session for discussion and the March town meeting for vote.
 - **SRBC** – two representatives from SRBC met with Larry Frazier and I to inspect the water plant and make sure we are in compliance with our docket (note: when the plant was last upgraded, the town asked for additional withdraw from the Susquehanna River. The additional withdraw was approved by the SRBC; since the wastewater plant discharges outside of the basin, the town is subject to Consumptive Use fees if we exceed the grandfathered amount of withdrawal. Thus far the fees have been minimal.)
 - **St. Marks Church Road water connection** – A property owner on St. Marks Church Road has again requested a water connection to his property (just outside of town limits). The town had previously entered into an agreement to allow this property owner to connect to the town's water system for 2 EDU's. He abandoned the other proposal and is now hoping to make a connection through Penny Lane to his property. He has been asked to submit a preliminary design for town consideration. **NO UPDATE:** On January 8, 2015 Town Staff, Mary Ann Skilling, Aaron Ashford, Ralph Ryan, Amy Parker and I met to discuss the project internally and to decide the best way to proceed. We found that the legal agreement between the town and property owner for two water connections at his property is still in effect and was recorded in land records at Cecil County. Town staff (same as mentioned above) then met with the property owner on January 23, 2015. We are currently getting a price from URS to look at the feasibility of the proposal and to make some suggested ideas for design, if feasible. If the property owner accepts the proposal and signs a reimbursement agreement then staff will ask URS to move forward with the review.
 - **Verizon Wireless** – Verizon has requested to re-open discussions about a ground lease at the Cedar Corner Road location so they can locate their equipment on the SBA communications tower there. I was hoping to have this on the March agenda for vote. Unfortunately, Verizon is also investigating needed structural

improvements to the SBA tower to accommodate the additional equipment, and until they determine what improvements are needed and the associated costs, they have asked Perryville to put the agreement on hold.

- **EnerNOC** – A letter was sent to EnerNOC giving them Notice of Termination of the Demand Response Sales and Service Agreement. EnerNOC has received the Notice of Termination letter and we would expect that they coordinate removal of their equipment with the water and wastewater plant staff.
- **Water Plant intake – NO UPDATE:** November 24, 2014 Met with Larry Frazier and water plant staff to discuss mussels. Some mussel shells were found in the intake during the recent cleaning, however, we do NOT believe the mussels to be zebra mussels. We will be sending the shells to DNR Fisheries for confirmation. Additionally, we understand that while these particular shells do not appear to be zebra mussels, zebra mussels have been found in sufficient quantities in the river to merit the town keeping a close eye on the intake. We plan to have the river side of the intake inspected in the spring. It may require a dive team as it did a few years ago. More information will follow.
- **Welcome Signage: NO UPDATE:** The MOU with SHA has been signed and forwarded to the State. The fully executed agreement has been received and the next steps include getting a design and budget.

- **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
 - Working on the Annual Report for 2014; I expect this to be finished shortly.

- **Other Meetings:**
 - February 3, 2015 Ralph Ryan, Mary Ann Skilling and I met with Cecil County staff regarding the Elm Street Project stormwater management requirements. See Ralph Ryan's report for additional information.
 - February 3, 2015 Prepared for and attended the Town Meeting.
 - February 10, 2015 Mayor Eberhardt, Mary Ann Skilling and I met with other municipal and county officials at the county office building to discuss municipal concerns with the proposed County Master Water and Sewer Plan. The concerns are regarding encroachment of water franchise areas into town urban growth boundaries thus limiting towns' abilities to provide water and sewer service to

those areas.

- February 12, 2015 Attended the MARC Maintenance and Layover Facility open house held at Minker Hall to get the latest update on the project.
- February 19, 2015 Met with Chief Wernz and Lt. Miller regarding a variety of police operational issues.
- February 20, 2015 Mary Ann Skilling, Aaron Ashford, Ralph Ryan and I met with representatives from Frederick Ward Associates and Mr. Ketan Patel regarding the proposed development of a Dollar General store in Perryville. The meeting was regarding a sewer connection for the project.
- February 23, 2015 Mayor Eberhardt, Mary Ann Skilling and I met with representatives of North East and Elkton regarding the County Master Water and Sewer Plan.
- February 26, 2015 Prepared for and attended the Town work session.
- February 27, 2015 Met with Rachel Deaner regarding the FY 2016 Budget Preparations.

Treasurer's Report
Town of Perryville, Maryland
March 3, 2015

Projects:

- **FY 2016 Budget**
 - Budget Meeting Calendar Final
 - **March 24th @ 6:30 pm** (for public input and discussion of 1st draft)
 - **March 26th @ 6:30 pm** (discussion of Operating Budget)
 - **April 2nd @ 6:30 pm** (discussion of Capital Budget etc)
 - **April 9th @ 6:30 pm** (discussion of salary and possible Constant Yield Tax Rate Public Hearing)
 - **April 14th @ 6:30 pm** (Public Budget Hearing and Introduction of Budget Ordinance)
 - **May 5, 2015** – Adoption of Budget by Ordinance
- **Disposal of Surplus Items (MUNICIPAL Auction)**
 - Auction for 2003 Chevy Silverado Truck - ended January 26th and sold for \$5,600. Winning bidder has 15 business days (02/16/15) to pay for and pick-up vehicle.
 - Auction for Used Computer & IT equipment – Auction closed with 2 lot items sold.
- **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 FY15
- **Bids**
 - **Portable Toilets - To be voted on by the Board at March's Town Meeting.**
 - Chemicals – To be voted on by the Board at May's Town Meeting.
 - **Trash Removal – Extension requested to be discussed at March's Work Session.**
 - Snow Removal
 - Contract with McGuirk for 3 years (FY15-FY17)
 - Heating / Propane
 - Alger Oil won the bid (Dec14 to Dec15)
- **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)**

Treasurer's Report
Town of Perryville, Maryland
March 3, 2015

Meetings / Training attended:

- February 2015 – FY16 Budget meetings with Department Heads
- February 25th – VA Meeting

February 2015 Statistics:

- 160 purchase orders were processed totaling \$120,295.99.
- 89 accounts payable checks were processed totaling \$104,253.45.
- Invoices sent out totaling \$262,737.02.
- Processed cash & equivalent receipts totaling \$461,025.25.
- On January 28th, received December's Slot revenue from Cecil County totaling \$100,320.48. We are anticipating \$97,180.35 for January's Slot Revenue. Life to date (Sep-10 to December-14) slot revenue received \$6,395,668.30.

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

Zoning Certificates – Processed two (2) certificates and reviewed application for compliance with the Town’s zoning regulations; none within the Critical Area

Meetings – 2/3 attended a meeting with staff regarding Elm Street; meeting with mayors and staff from Elkton, North East concerning the revised Master Water and Sewer Plan and its impacts on the communities. 2/4 meeting with Cedar Corner developer to discuss feasibility for Phase 1; 2/5 Revitalization Grant review meeting; Regional Greenway Meeting in Havre de Grace; Sparks Play regarding play equipment for Lower Ferry Park and Community Park (LFP); 2/10 meeting with Landscape Architect regarding trees to be planted at LFP; meeting with Cecil County Officials regarding Master Water and Sewer concerns expressed by Elkton, Perryville and North East regarding potential franchise areas within or bordering municipal growth areas and the implication on future growth expressed in municipal Comprehensive Plans; 2/12 Attended opening of candle store; 2/19 preconstruction meeting at LFP 2/20 meeting with staff and engineers for Patel/Dollar General to discuss water and sewer connections; 2/23 follow up meeting in North East regarding proposal to present to County Council for consideration. Attended Cecil Transit meeting; attended work session.

Planning Commission Meetings – Due to inclement weather, the January meeting was held on February 2, 2015: approved with conditions the Preliminary Subdivision Plan and Preliminary Site Plan for Dollar General at the Relax Inn site; discussed revisions for Chapter 46 Floodplain Management. A Public Hearing was held February 23, 2015 for floodplain revisions with recommendation for approval to Mayor and Commissioners.

Board of Appeals – no hearing was held in February.

Projects, Reports and Agreements:

- Discussed Mr. Roane’s water service with URS in which concern was expressed for precedent being set for running Perryville service lines across private property to serve individuals outside of corporate limits. Continue to discuss with staff.
- Continue to work on finalizing contracts with Economic Development Coordinator for Façade and Revitalization Grants and monitoring projects.
- Worked with engineer and DPW on locating water and sewer service lines for Dollar General and other lots associated with the minor subdivision.
- Prepared a letter to County Executive to have the County officially review Perryville’s Forest Conservation Plans (County has always reviewed our plans) in accordance with Section 5-1603(a)(4) of the Natural Resources Article of the Annotated Code of Maryland. An Agreement Assigning Obligation under the Forest Conservation Act must be signed by the Town and sent to DNR for State concurrence.
- Continue to research information requirements for Corporate Boundary Survey of the Town and document necessary for the project. Worked with Staff to research plats of original corporate boundaries from Cecil County and on line from the State.
- Continue to work on Zoning Ordinance updates.
- Prepared information on rezoning and provided to Doreen for the owner of the Outlets property.
- Prepared all documents for distribution at the preconstruction meeting held on February 19.

- Prepared 2014 P&Z Progress Report.

Code Enforcement

- Wrote 1 citation, sent 2 violation letters
- Gave DPW 2 work requests, abated 5 violations
- Continued to receive complaints, meet with property owners and conduct site visits
- Approved 653 rental licenses for 2015 year, mailed out all approved rental licenses, 37 units are no longer rentals
- Continued to work on updating current codes, conduct research
- Discussed “If I were Mayor” essay contest w/ mayor and coordinated shirt order for students
- In process of obtaining contractor for snow removal on sidewalks

Landlord Tenant Board – No meeting held.

Economic Development

FARMER’S MARKET:

- Three new vendors acquired for this year’s Farmers’ Market – Third Way Farm (produce, pastured chicken and duck, chicken and duck eggs) Keyes Creamery (ice cream), and Dale Davis (produce, cheddar cheese)
- Worked on Farmers’ Market display to be placed in Perryville Library in April.

MEETINGS:

- Continued outreach to area businesses – visited Bass, Git Lit, Jennifer’s Salon, Smore Baskets, and Perryville Early Learning Center
- Attended EDC Meeting
- Attended Perryville Local Development Association meeting
- Attended CC Tourism Committee Meeting
- Attended Government Relations Committee Meeting – Guest speaker Councilman Hodge
- Attended Cecil County Chamber Business Card Exchange
- Attended informational Food Hub Meeting sponsored by Easton Economic Development Corporation
- Meeting with Carol Brown on status on Perryville Outlets – The Hu Group has pulled out.

GRANT OPPORTUNITIES/OTHER:

- Closed State Façade Grant for Arrowhead Properties
- Submitted paperwork to State for Façade Grant for Kim Kreckman
- Worked on grant document for the MHAA/MHT for Lower Ferry Park
- Planned and attended the ribbon cutting for Git Lit Scents in the Perryville Outlets
- Gathered marketing information for Ken Beyer for prospective buyer’s meeting with Bank.
- Worked on FY 16 budget requests for Economic Development

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

ADMINISTRATION REPORT

February 2015

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – Supplies purchased and in process.
- Upstairs Bathroom – Repairs in process.
- Repointing and porch repair – Porch repair complete.

Events:

Personnel Manual:

Updated:

- Cable Focus Group meeting was held on February 4, 2015. In attendance were Cathy McCardell, Assistant Town Administrator, Suellen Ferguson, Attorney and residents Diane Fox, Frances Bowman & Luigi Romano. The responsibility of the group is to perform a needs assessment identifying the future cable related community needs and interests and to review the performance of the franchisee under the franchise during the current franchise term as part of any renegotiation of a franchise agreement. Some of the needs are as followed:
 - Customer Service
 - Infrastructure Needs
 - Contract out for a Technical Needs Assessment

The next meeting will be held on April 8, 2015 at 6:00 pm in the Town Hall meeting room.

- Town Hall flooded on the first floor on February 2, 2015. The linoleum and carpet will be installed on February 26th & 27th. The staff will be returning downstairs on March 2, 2015. The employees boxed up files and removed items preparing for the flooring to be installed.

Statistics:

- There was 17 boat ramp sticker sold. Last one sold 76.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Late Notices were mailed on February 18th and bills due March 13th.
- Processed 3 Deeds.
- 1 dog tag sold.

1) Projects

a) Reservoir Road Dam

- i) Reservoir is maintaining minimal water levels.

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. Working to obtaining the necessary permits from the County to begin construction. Project main concerns are the following: Illicit connection payment plans for home owners, temporary easement documents, handicapped access to residence, driveway access where proposed upright curbs are located, possible illicit discharges, parking, and various fences and trees to be replaced / removed. Working with Delmarva to get underground conduits and street lights. Updating construction plans to show underground conduits and street lights. Delmarva has now revealed as of 2-23-15 that the Town will pay for the electrical conversion, pole removal, transformers, and associated labor in upwards of \$80,000 for the transition from overhead wires to underground conduit. The Town was lead to believe that Delmarva would be footing the bill for the conversion; this unfortunately is due to a communication misunderstanding.

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. Construction plans by ARRO should soon be submitted to the railroad companies and county agencies for approval. The Police Station drainage design will tie into ARRO’s proposed storm drain system along the railroad.
- 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, waiting for signatures.

d) Dollar General

- i) The engineers for the proposed Dollar General (FWA) propose the connection to the Town public sewer along the back lot adjacent to the RR. Connection to the Town sewer along or across Route 40 was deemed not economically or logistically feasible. The Town will insist that FWA hire a utility locating contractor to locate and determine the exact nature of the existing SS laterals for the neighboring Relax Inn motel, liquor store, and All Signs, before FWA should propose a SS connection from the back.



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 February 2015

Current Projects

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

- Officer Huffstutler who graduated from the MDTA Police Academy on Jan. 8. Is currently in field training with an expected completion date of approx. April 1.
-

- We have partnered with the Cecil County Sheriff's Office and the Aberdeen Police Department and our personnel have begun their yearly in-service training
-

- Presented to the board for the approval of the use of body cameras for all sworn personnel.
-

- Several personnel are scheduled to attend Passenger Train Emergency Response training provided by Amtrak.
-

- The Chief is working with Commissioner Ryan on scheduling hazard response training for railroad derailments. .
-

Perryville Police Department Monthly Police Report
February, 2015

	January	February	Year to Date 2015			
ROBBERY	0	0	0			
ASSAULT	2	3	5			
BURGLARY	2	0	2			
THEFT	1	3	4			
Auto Theft	0	0	0			
CDS	1	3	4			
DISORDERLY	1	0	1			
MDOP	0	2	2			
ADULT ARREST	6	9	15			
JUVENILE ARREST	1	3	4			
Referrals to Outreach	0	0	0			
CITATIONS	16	17	33			
WARNINGS	5	23	28			
SEROS	0	2	2			
ACCIDENTS	9	3	12			
52 (Investigated)	6	2	8			
89 (no Investigation)	3	1	4			
Total calls for Service	144	214	358			

February 25, 2015

Perryville Police Department

Outreach Program

Town Report

February 2015

Overall Monthly Attendance: 149

Number of New Referrals: 1

Number of New Members: 1

Announcements

The Outreach program has hired a new caseworker who will begin on Monday March 9th. The Activities Coordinator, Donnell Whittington's last day will be on Friday February 27th. We had a great experience with Donnell working with us and the kids at Outreach and we wish him the best of luck with his career in the Navy.

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.

The Outreach Program is now reviewing applications for the activities coordinator position, and looks to interview applicants soon.

DPW Report - February 2015

Projects/Other Events:

Crosswalks/Detectable Warning Devices:

- DPW Staff will continue to install detectable warning devices and new crosswalks as time and weather allow.

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 when the weather allows.

Paving/Sidewalk Repairs:

- DPW Staff continues to repair potholes throughout town that had developed as a result of winter weather.
- Estimates are being received to address paving that is needed and supported by the FY15 budget, as well as to prepare for the FY16 budget process.

Water/Sewer/Stormwater:

- MRWA assisted DPW in locating possible locations of wastewater service lines and wastewater mains that are located behind properties on the west side of Rte 40.
- MRWA assisted DPW in testing the water for IKEA to assure that it is accurate and working properly.
- DPW installed new RF meters for the Perryville Crossing businesses as part of the Town's water meter upgrade process.

Training:

- DPW Staff began attending a 10 hour OSHA certified online training for General Industry Safety. 2 DPW Staff members began attending a 30 hour OSHA certified online training for General Industry Safety.

Town Events:

- There were no Town Events to prepare for this month

Weather Related Events:

- DPW Staff spread salt and plowed streets as needed for several winter weather events throughout the month.

Other:

- New safety lighting was installed on the front of the Town Hall as a safety precaution. The front of the building was very dark during the nighttime hours.
- The Town's Community Events sign was damaged beyond repair during a snow storm the last week of February. DPW will research the possibility of building or purchasing a new sign board.
- The abandoned chimney's at Rodger's Tavern have been properly sealed and capped to prevent dirt, air, etc from entering the building.
- DPW staff installed 2 new doors in the upstairs Town Hall for the Finance and Planning and Zoning Departments.
- DPW Staff painted the offices on the first floor of the Town Hall. Staff also remodeled one of the first floor bathrooms that were damaged beyond repair and have prepared the first floor offices for new flooring as a result of damage suffered in a wastewater backup.
- Staff members responded to several complaints of frozen water lines and water meters throughout the month.
- DPW installed new flooring in upstairs restroom at Rodger's Tavern to begin making the restroom usable again.

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 will resume grass cutting responsibilities at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW Building, etc. in the spring.

Monthly/Scheduled events:

- **Bulk Trash** -picked up for those residents who scheduled for a removal.
- **Yard waste** – Was picked up for residents who have called and scheduled for removal.
- **Fire Hydrants/ Extinguishers** –Fire hydrants will be flushed again in April 2015. Fire Extinguishers are inspected monthly to check for defects, loss of pressure, cracks in the hoses, etc.

Monthly report for February (Parks)

- Trimmed trees along park road with bucket truck
- Jared painting in Town Hall offices for a couple of days
- Cleaned off sidewalk and walking trail after snow storm also steps to the Comfort Station bathrooms
- Cut down dead trees along park road, safety hazzard
- Cut down two locust trees at Stumps Pt. (starting to uproot)
- Bubbler system is working at Lower Ferry Pier, river is frozen over not doing a whole lot of good at this point, a sail boat is docked at the pier, it is under investigation by DNR and cannot be moved at this point.
- Porch at Rodgers Tavern is being repaired should be completed next week
- Clean bathrooms at the Comfort Station on weekly basis
- Empty pet station in town and the community park once a week
- No heat at Rodgers Tavern repaired the same day by Merit Mechanical ice froze over the exit pipe outside
- Getting prices for patching in the park for next year's budget

Monthly Report for Water Plant February 2015

- Water Plant Produced 11.9 million gallons of drinking water.
- Collected all required samples for the month.
- Had an inspection by the Susquehanna River Basin Commission.
- Repaired a broken section of the concrete drain line for filter number 4.
- I am currently working on Operational Evaluation Level Report for MDE. This is due to a high reading for Trihalomethanes. This is not a violation.
- Recently visited The Conestoga Water Plant in Lancaster Pennsylvania. The purpose of the visit was to see if we could start a lending of parts program in emergency situations. The plant superintendent was in favor of this also. We both learned that their filter system is larger than ours and the parts are not interchangeable. I also learned that their plant is a year newer than ours and they have already had to replace some of their membranes. This is something that we may want to prepare for in the very near future.

Wastewater Plant Report February 2015

- 26.523 million gallons of total flow was treated, 6.085 million gallons of VA flow was treated, and there was 22.543 million gallons of total flow that entered the wastewater plant.
- The sludge wasting pump on the #2 filter and drained and cleaned both filters and changed the oil in the sbr blowers and had WG Walden check out the total flow meter which will have to be replaced, a new one has been ordered.
- UV bulbs needing replaced were replaced.
- Due to the extremely low outside temperature the number 2 sbr decanter experienced some issues