

Staff Reports from Town Meetings

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

Town Administrator's Report

May 2, 2017 Town Meeting

04/04 Prepared for and attended the Town Meeting

04/10 Attended Cecil County Parks and Recreation Meeting at the County Office Building. Clyde Van Dyke, Director – Cecil County Parks and Recreation, is working toward bringing more coordination between County Parks and Rec. and the Towns.

04/11 Held a Leadership Meeting with Town Department Heads - topics of discussion included departmental reports, review of Town Meeting / Work Session and upcoming events.

04/12 Met with Jerry Robey, Onsite Computers, and Chief Miller to go over the computer / server needs of the Police Department.

04/13 Attended the LGIT Property and Liability Insurance Renewal Work Shop at Aberdeen City Hall; while some lines of coverage will increase, overall, the rates are expected to be slightly lower than the prior year.

04/18 Prepared for and attended the Town Work Session

04/28 Prepared a Budget Amendment for introduction during tonight's town meeting.

Budget:

- Met with Shirley Miles several times to prepare for FY '18 budget
- Prepared for and attended public budget meetings on 04/11, 04/13 and the Public Hearing on 04/25. The budget to be voted on at tonight's town meeting includes the following:
 - Real estate tax rate remains unchanged at \$0.3097 / \$100 of assessment
 - Homestead credit remains at 110%
 - 2% discount given if tax bill is paid in full by 7/31 or on the 1st semi-annual installment paid by 7/31
 - Personal Property tax rate remains unchanged at \$0.94 / \$100 of assessment
 - Water and Sewer Rates to increase, please see the schedule on the town website at [http://www.perryvillemd.org/sites/perryvillemd/files/file/file/xiii. c. resolution 2017-04 water and sewer rate increase.pdf](http://www.perryvillemd.org/sites/perryvillemd/files/file/file/xiii.%20c.%20resolution%202017-04%20water%20and%20sewer%20rate%20increase.pdf)
The schedule is also available at Town Hall.

Daily work - Cathy McCardell or I met with Shirley Miles and Kelli Jamison to sign off on bank balances, purchase orders and weekly on the Accounts Payable Check Run as part of the financial procedures of the Town.

ADMINISTRATION REPORT

April 2017

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – In progress
- Tavern Sign – In design

Events:

Current:

- April 8, 2017 – Perryville Little League Parade (Aiken & Broad)
- April 15, 2017 – Perryville High School – Easter Egg Hunt
- April 16, 2017 – Perryville Community Park–Sunrise Service First Baptist Church
- April 22, 2017 – Perryville Community Park – Cub Scout Camp Out

Upcoming:

- May 13, 2017 – Perryville Community Park – Head of the Bay 5K
- May 20, 2017 – Lower Ferry Park Band Shell – First Baptist Church Concert
- June 17, 2017 – Lower Ferry Park Band Shell – Chambers Concert Event

Personnel Manual:

N/A

Statistics:

- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Attended Work Session meeting and Town Meeting.
- Processed 6 Pavilion Rentals
- Processed 4 Dump Trailer Rentals
- Processed 9 Deeds.
- 2 Out of State Boat Ramp Stickers Sold (48)
- 76 In State Boat Ramp Stickers Sold (249)
- Honor Box install complete – 13 sold (\$130)
- 2 candidates signed up for upcoming election

**Treasurer's Report
Town of Perryville, Maryland
May 2, 2017**

-Projects:

- **Water & Sewer Rate Study**
 - Contracted with MCET - October 14, 2016
 - Initial report received – November 17, 2016
 - Met with Ed Jones to discuss initial findings and schedule possible date to present finds to the Board.
 - Ed Jones presented initial findings to the Board at the January 17 work session. Recommendation to increase water rates by 9% for 3-6 years and sewer rates by 5% for 3-6 years.
 - Currently working on answering Board questions to see if recommendation may change.
- **FEMA**
 - The Town **received** \$28,139.31 for January snow storm reimbursement.
 - The Town submitted another Project Worksheet for the Perryville Fire Co. as a donated resource. Funds received will be reissued to the Fire Co.
 - **Update:** FEMA has approved the PW, but the County is waiting for it to be obligated.
- **Police Station Financing**
 - Bond documents signed by Mayor and Staff on Tuesday, August 23rd.
 - Bond closed August 31st.
 - First reimbursement payment received September 26th.
 - Second reimbursement payment received on October 28th.
 - Third reimbursement payment received on November 21st.
 - Fourth reimbursement payment received on December 21st.
 - Fifth reimbursement payment received on January 30th.
 - Sixth reimbursement payment received on February 27th.
 - **Seventh reimbursement payment received on March 27th.**
- **Retention Policy – on hold until Finance Director is hired**
 - To resume in 2017
- **Disposal of Surplus Items (MUNICIPAL Auction)**
 - Surplus items listed on www.municipal.com
.....

April 2017 Statistics:

- **184** purchase orders were processed totaling **\$296,888.08**.
- **122** accounts payable checks were processed totaling **\$809,668.00**.
- Invoices sent out totaling **\$1,571,975.99**.
- Processed cash & equivalent receipts totaling **\$72,822.07**.
- We have **not received March Slot revenue from Cecil County as of 4/24/2017**. Life to date (Sep-10 to Feb 17) slot revenue received **\$9,077,621.45**.

Planning & Zoning Department

Staff Report – May 2, 2017 Town Meeting

Development/Projects:

- **Royal Farms Store #267 1825 Perryville Road:** PWA has been reviewed by Town Attorney and forwarded to Royal Farms for review; Landscape Agreement has been returned but still need Letter of Credit for plantings before execution; SHA approval is still outstanding.
- **Magraw Subdivision:** owner/developer is working with Fairgreens for Dedication Agreement for the road.
- **Frenchman Land:** As-built drawings of private and SHA construction have been requested but not received to date.
- **Cedar Corner:** no activity.
- **Corporate Boundary Survey:** McCrone's current status: completed field locations include all above I-95 at the casino, areas north of the Water Plant, east area of the Waste Treatment and points on Amtrak property; progressing through the Beacon Point area; working on Sumpter Drive and trying to resolve boundary designation with property boundaries.
- **Lower Ferry Park:** comfort station connection has been resolved; surrounding concrete and sidewalks to be complete mid-May.

Code Enforcement:

- Working on issue concerning playground equipment on Town right-of-way
- 7 Registered letters sent out for code violations of Chapter 30, 63, 64
- 11 Door hangers placed

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

Planning Commission: Meeting was held April 17th: Amanda Hickman, Planning & Zoning Coordinator, was introduced to the board members; update status was provided regarding the Special Exception approval for the Highway Corridor Unified Development at 5271 Pulaski Hwy-- to Revoke the Special Exception as advised by Town Attorney with Board of Appeals hearing scheduled for May 22nd.

Board of Appeals: No meeting was held in April.

Meetings/Events:

- **Budget Meeting:** 3/30 review of FY18 budget for Planning & Zoning and Economic Development.
- **Department Meeting:** 4/10 with staff members.
- **Leadership Meeting:** 4/11 attended.
- **Restore Easter Egg Hunt:** 4/15 Town participation.

Other:

- **Enterprise Zone:** Perryville expansion was approved by the county.
- **Employee Healthy Lunch 4/12:** speaker Dianne Tidy, WomenHeart @ Work, a workplace-based heart health outreach initiative to raise heart health awareness.

Zoning Certificates: 7 certificates approved; 3 in the Critical Area, IDA designation.

Grants:

- DHCD Façade Improvement grant agreement approved
- MHAA- comfort station closing report submitted and request for final reimbursement (\$20k)
- 501C grants- Perryville little league received reimbursement and 6 Sheds were replaced with grant funds at community park. Disbursed \$4000.
- Revitalization grants- Linda Yeatman received reimbursement for her siding project, disbursed \$5000. To date 8 projects have been completed.

Farmers market/Events- Market set to begin May 26th after completion of sidewalks at Lower Ferry Park.

Economic & Community Development: open position has been advertised with a due date of 4/28.

Training: Amanda attended additional GIS training 4/4; staff members have taken assigned LGIT training; CPR/AED training held 4/20 for new employees.

Website: information updates for related departments.

- EPA / MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - **NO NEW UPDATES** WHIP requirements – the Town must reduce impervious surface by 20% by creating mitigation projects such as the following – Approx. \$50,000/yr
 - (1) Bioretention Projects (facilities similar to that being constructed for the Police Station)
 - (2) Ditch Improvements (such as grass channels and Bioswales)
 - (3) Upland Reforestation & Forest Riparian Buffers
 - (4) Retrofit existing Dry SWM ponds (update old SWM facilities)
 - (5) Street Sweeping
 - (6) Stream Restoration
 - (7) Wetland Restoration & Constructed Wetlands
 - **NO NEW UPDATES** Public Education & Outreach – Create and maintain public environmental seminars & hotlines to report to authorities environmental violations. Approx. \$5,000/yr
 - **NO NEW UPDATES** Public Involvement & Participation – Public participation of various environmental events. Approx. \$3,000/yr
 - **NO NEW UPDATES** Illicit Discharge Detection & Elimination – Create & maintain database / map of the Town’s storm drain system with extensive details such as outfalls, inlets, SWM facilities, and illicit discharge locations. Create Town ordinances / regulations that prohibit illicit discharges. Inspection of storm systems & document I&I issues. Fix all I&I issues as they occur and / or discovered. Approx. \$20,000/yr
 - **NO NEW UPDATES** Construction Site Stormwater Runoff Control – Town must formulate a legal contract w/ Cecil DPW to maintain these services with the Town. Approx. \$2,000 one time
 - **NO NEW UPDATES** Post Construction Stormwater – Inspection of SWM facilities. Create & maintain database / map of SWM features. Training of staff on inspections and design. Approx. \$15,000/yr
 - **NO NEW UPDATES** Pollution Prevention and Good Housekeeping – Staff training on water quality protection. Develop pollution prevention plans. Document any spills and documents efforts to reduce fertilizers, pesticides, and deicing materials. Approx. \$5,000/yr
 - **NO NEW UPDATES** Administrative duties, Documentation, Mapping, and Reporting to MDE on an annual basis. Approx. \$10,000/yr
 - Attending MAMSA meetings when scheduled and SWM training classes for certifications.
- Reservoir Road Dam
 - Reservoir is being drained to lower water levels.
 - Developers represented by GTA (an environmental engineering firm) have finished their work along Mill Creek.
 - Old Reservoir Water Plant building has been demolished by McElroy Contracting. I will make a final inspection and release payment.
 - Will soon hire a contractor to drill a hole at the face of the dam in order to permanently keep the reservoir water level low.
- Town Hall Site & Police Station
 - Perryville Police Station project is approximately 65% complete. Work is continuing on the building super structure after the truss accident this week. Project completion has been delayed over a month due to undercut operations from poor soil, bad weather, and destroyed roof trusses. Catanzaro Engineering has been hired by our Insurance Company to investigate the roof truss incident to see if the roof structure was properly braced. Catanzaro will investigate the trusses this week.

- Verizon scheduled to relocate their equipment along Otsego Street. Work could be extended into May.
- Otsego Street
 - **NO NEW UPDATES** - Developing the construction plans for Otsego Street. The Otsego Street project has now expanded the scope of improvements, extending from Roundhouse Drive to Aiken Ave. A topographic survey must be completed along Otsego Street if the Town expects the project to move forward. I would like a very detailed survey along the more “urban” areas of Otsego Street in order to better protect the owners’ property. Several private properties along Otsego Street have private storm drain systems directly tied into the Town’s storm system. Permanent agreements, easements, and SWM facilities will need to be established and designed in order to re-build these private storm drains going into Otsego Street. I am commissioning a detailed survey for Otsego Street.
- Fire House Station 16 Water Tie-in
 - A Preliminary Engineering Report is being developed to help Station 16 with project progress to construct a town serviced watermain for the Station 16 firehouse.
- Royal Farms
 - **NO NEW UPDATES** - I am concerned with the southern access being able to accommodate tractor trailers freely without clipping opposing vehicle traffic. Submitted tractor trailer turn radius data to SHA for review. SHA is also concerned with the nature of the traffic into the southern access from Rt. 222 and is reviewing the design.

April, 2017 Police Report

CURRENT PROJECTS FOR APRIL:

Working on bids for furniture for the new police building.

Just completed the final install of all gun racks in the police vehicles.

Looking into purchasing tactical knives for all road personnel.

Working with North Point Builders on the new building.

Looking into a support vehicle for the Police, vehicle will hold extra flares, ladder, fire extinguisher, bolt cutters, tow chain, tools, battery cables, jack, air tank, gloves, water etc.

MEETINGS AND TRAINING ATTENDED IN APRIL:

Attended the Town Hall Meeting for April.

Assisted with traffic control for the Perryville Little League.

Spoke to children at the Perryville Middle School.

Met with Cherelle from North Point Builders about the construction for the new building.

Attended the Perryville Leadership Meeting at Town Hall.

Attended the Healthy Lunch at Town Hall.

Ofc. Lenzi and I escorted the Restoration Tabernacle down Rt. 275 to Rt. 40 for Easter.

Assisted with traffic with the Easter Egg Hunt at the Perryville High School.

Officers, Hoffman, Lenzi, Pierson, Huffstutler, Gutridge, Leas received their NCIC Training.

Perryville Police Department Monthly Police Report
April, 2017

	February	March	April	Year to Date 2017
ROBBERY	0	0	0	0
ASSAULT	4	2	1	10
BURGLARY	1	1	4	8
THEFT	6	5	4	27
Auto Theft	2	1	0	3
CDS	7	4	4	18
DISORDERLY	0	0	0	2
MDOP	0	1	3	7
ADULT ARREST	21	17	14	60
JUVENILE ARREST	4	3	3	10
Referrals to Outreach	0	0	0	0
CITATIONS	31	50	38	129
WARNINGS	142	110	121	393
SEROS	31	25	47	104
ACCIDENTS	7	1	5	18
52 (Investigated)	3	1	4	11
89 (no Investigation)	4	0	1	7

April 26, 2017

Perryville Police Department

Outreach Program

Town Report

April 2017

Overall Monthly Attendance: 170 as of April 25

Number of New Referrals: 0

Number of New Members: 1

Announcements

The Outreach Program has been grateful for the spring weather! We have started a few of our spring projects. We have started our summer garden in a smaller scale this year. We have planted our vegetables and herbs in pots on our back deck. We have planted tomatoes, peppers, and all kinds of herbs. We have started a mural on the stairwell wall. We are excited to see how it turns out and are members are excited to help. Our members participated in Pura Vida's youth fitness class this month. They worked hard and really enjoyed it. We celebrated Easter by making rice crispy eggs and other delicious snacks. We also tie-dyed shirts to celebrate spring! We participated in river sweep this month. Although the weather wasn't great we had 12 people from our program participate. We were able to hang out some of our door hangers around town and spread the word of all the great things we are doing at outreach! We have decided to partner with Restore Church this coming month to help organize some of their clothes donations for the community. Our children are eager to help the community we live in and it's a great sight to see. For pictures of them in action check out Facebook.

The Outreach Program participated in Adopt-A-Highway and Outreach 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 - April 2017

PUBLIC WORKS:

Projects/Other Events:

- DPW staff assisted with the 1MG tank mixer project. Staff assisted with setting up the needed pump, hose and draining of the tower. Staff also assisted with putting the tower back online. (A hydrant in the area had to be repaired for the project)

Crosswalks/Detectable Warning Devices:

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

Traffic Calming:

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

Paving/Sidewalk Repairs:

- DPW Staff continues to repair potholes throughout as they arise and/or are reported.
- Paving and Sidewalk estimates have been received and the work will be scheduled in the near future.

Water/Sewer/Stormwater:

- Seven manholes around town have been sealed to prevent I & I during rainfall events.

Training:

- Employees continue to obtain training through the LGIT website.
- DPW Mechanic attending training regarding vehicle diagnostics.

Town Events:

- Staff set up for an employee lunch on April 12.

Weather Related Events:

- DPW Staff worked late on the evening of April 6th. A storm ripped down power lines on Frenchtown Road.
- The Community Park Fishing Pier has been cleaned and repairs have been made from a storm that came through the area on April 6th.

Vehicle/Equipment Maintenance:

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

Other:

- A banner advertising the Annual Easter Egg Hunt at Perryville High School was removed.

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

- A job opening for the Parks Department has been filled. The new employee starts on May 2.

Paving/Sidewalk Repairs:

- The Community Boat Ramp parking lot has been patched.

Maintenance:

- Cleaned trucks and serviced equipment.
- Park employees have started mowing the grounds for the upcoming spring and summer seasons.

- Park staff painted sign poles in an effort to make the signs more aesthetically pleasing as well as prolong their lifespan.

Training:

- Parks employees continue to take online training through LGIT.

Rodgers Tavern/Lower Ferry Pier:

- N/A.

Daily Events: (Both Departments)

- **Waste Water** -Check pumping stations to assure that all equipment is operating properly.
- **Flags**- Raised at locations throughout town. (Aiken Avenue, Town Hall, Community Center, Community Park and Rodgers Tavern)
- **Utility markings**- utility markings throughout town are completed for contractors that are doing underground construction within town limits.
- **Work orders**- Meter readings, leak detection, re-reads, building repairs, vehicle repairs, etc.
- **Maintenance and repairs**- All town owned equipment by performing oil changes, repair fuel lines, grease fittings, replace brakes, etc. DPW also maintains infrastructure by cleaning storm drains, cleaning waste water collection lines, etc.
- **Building Maintenance** – A DPW employee is performing monthly facility inspections and making repairs and addressing issues as needed.
- **Mowing** - DPW has resumed grass cutting responsibilities at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW Building, the hills along Frenchtown Road, etc. in the spring.
- **Parks** - Check Community Boat Launch for debris and clean as needed. Unlock and check public bathrooms, clean as needed. Check Tapp Parkway for any issues and clean/remove debris as needed. Check pet waste stations, empty and restock as needed. Pressure wash pavilions on a weekly basis prior to weekend rentals

Monthly/Scheduled events: (Both Departments)

- **Bulk Trash** - Picked up for those residents who scheduled for a removal.
- **Yard waste** – Was picked up twice this month for residents who requested placed approved items curbside.

- **Fire Hydrants/ Extinguishers** –The next fire hydrant flushing will be scheduled to take place prior to the water tower cleanings and mixer installation.
- **Dump Trailer Rental** - The town owned dump trailer is rented to citizens who are in need and then the contents are hauled by DPW staff to the landfill for disposal.
- **Parks and Recreation** - The Community Park, LSHG Trail, Mini Park, Rodgers Tavern, Ice House Park and Lower Ferry Park grounds are maintained on a weekly schedule.

Water & Wastewater Treatment Plants

Monthly Operating Report

April, 2017

Wastewater:

Plant Influent Monthly Flow:	26.37 Million Gallons
Plant Effluent Monthly Flow:	22.65 Million Gallons
Veterans Center Monthly Flow:	7.05 Million Gallons

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

Activities:

1. Enrolled A. Hathaway in Sacramento II wastewater training course for certification renewal & Sacramento II water for cross training
2. Enrolled S. Patchell in Sacramento II wastewater training course for certification renewal & Sacramento II water for cross training
3. J. Morton and T. Cregar completed Sacramento II wastewater course
4. EMH Construction completed contract for new belt filter press
5. Submitted annual Tier II hazardous chemical reporting to MDE, Cecil County and Fire Department
6. Started training staff for electronic submittal of monthly NETDMR
7. Conducted monthly staff meeting-MOR & DMR results review
8. Tested all emergency lighting & monthly check of fire extinguishers
9. Continued cross training water and wastewater operators
10. Building housekeeping was performed
11. Monthly tank cleaning was performed
12. Scheduled preventive maintenance was performed
13. Attended Town fiscal year budget meeting for wastewater
14. SBR#1 raw influent valve motorized unit rebuilt

Water:

Plant Raw Water Monthly Flow:	10.2 Million Gallons
Plant Finished Water Flow:	10.1 Million Gallons

Activities:

1. Removed 1.0 MG water tank from service
2. Installation of new equipment in the 1.0 MG water tower was completed. Tank was cleaned and placed back in service
3. Ordered replacement raw water meter totalizer
4. Staff rebuilding two chemical pumps
5. Replaced defective level sensor in finished water basin #2
6. Plant in compliance with MDE regulations for the month of April
7. Continue training Justin Fain on plant preventive maintenance
8. Obtained cost quote to recoat tank walls for membrane train #4
9. Replaced defective level sensor on chlorine contact basin #2
10. Attended Town fiscal year budget meeting for water
11. Enrolled L. Frazier & J. Fain in SAC Wastewater II training course
12. G. Smith was off work for the month of March due to illness
13. Submitted quarterly water withdrawal report to the SRBC
14. Obtained cost proposal to replace filter cassettes for #4
15. Continued cross training of water and wastewater operators
16. Monthly housekeeping was performed
17. Scheduled preventive maintenance was performed