

**Town of Perryville, MD**  
**Staff Report**  
**For the May 3, 2016 Town Meeting**

**Project and Department Status Updates:**

**Administration:**

- Attended work session and town meeting and prepared minutes for said meetings
- Processed 14 Deeds.
- 3 dog tags sold.
- 78 boat ramp stickers sold. Last sold #221

**Budget Schedule – FY 2017**

- Scheduled to begin February 2016
- Budget Work Session:
  - Tuesday, March 22nd @ 6:30 pm
  - Thursday, March 24th @ 6:30 pm - **Cancelled**
  - Thursday, April 7th @ 6:30 pm
  - Thursday, April 14th @ 6:30 pm
- Budget Hearing:
  - Tuesday, April 26th @ 6:30 pm
- **May 2016 – Adoption of Budget**

**Bus Shelters:** On-going

**Cable TV Franchise Agreement:** Ms. Ferguson, Esq. reviewed the Draft Franchise Agreement from Atlantic Broadband. A meeting has been scheduled with Mr. Fran Bradley, Atlantic Broadband, Ms. Ferguson, Esq. and Ms. Cathy McCardell on May 4<sup>th</sup> at 2:30 p.m. to review the agreement.

**Code Enforcement:**

**The Code Enforcement Officer is out on an extended leave. Planning staff is trying to keep up with the numerous complaints, primarily dealing with high grass. We would appreciate your patience as we work through this staffing concern.**

- Chapter 63 Property Maintenance is being reviewed by staff.
- Chapter 30 Brush, Weeds, Grass is being reviewed by staff

**Corporate Boundary Survey:** Provided additional annexations to McCrone and reviewed initial draft indicating areas missing data. Continue to research deeds and plats.

**Economic Development:**

- Ordered giveaways items for MML summer conference, most have been received
- Assisted with Student Stewards planting in Community park on April 18 & 29
- Met with Barbara Ballard to work on the SHA Parks and Rec. grant application
- Continue to update Economic Development portion of the Town website
- Continue to research potential grant opportunities for the Town.
- Continue to coordinate 501(c) and revitalization grants with awardees.

- Established marketing campaigns for upcoming Farmers market and movie night events (including radio, print and internet ads)
- Coordinated with staff and elected officials to hold a Ribbon cutting ceremony at the Community park on 4/16
- Attended the Rodgers Tavern archeological dig artifact return meeting 4/8
- Attended the legislative wrap-up breakfast 4/25
- Met with Jim Castle to discuss DHCD grants 4/28
- Ordered shirts for the “if I were mayor” essay contest participants in Perryville, chose winner

### **Elm Street:**

- Meadows Construction is continuing construction of Elm Street. Ralph Ryan, P.E. is the field engineer on the project. To date, 14 water service saddles have been replaced with another four planned to be replaced. Two illicit connections have been found and fixed with owners notified. Several random and abandoned pipes have been capped. Finished storm drain construction of Elm Street south of Susquehanna Ave. Beginning storm drain construction north of Susquehanna. Beginning curb & sidewalk construction south of Susquehanna.
- DPW employees assist with the Elm Street Project inspections as needed.
- Water services for residents on Elm Street are being replaced by DPW as the Elm Street Reconstruction project moves forward.

### **Employment:**

- There are currently two job vacancies being advertised:
  - Certified Lateral Police Officer (in-house ad ends 4/29)
  - Water-Wastewater Operator I (in-house ad ends 5/6)
- The other jobs that are yet to be filled, DPW Crewman I & II, and Outreach P/T Activities Coordinator, have already been advertised both in-house and to the public, the ads are closed and staff is working on interviews.

### **Events:**

- The Dedication of the New Playground was held on April 16, 2016 at 2 p.m. at the Perryville Community Park
- LSHG’s River Sweep was held on April 23, 2016 8:30 a.m. – 12:00 p.m. at two locations in Perryville – The Perryville Community Park and the Boat Launch. Between the two locations, we collected 1.04 tons of trash from the shore line and 12 tires that totaled 0.36 tons. We thank all of those that turned out on a rainy Saturday to participate in this Earth Day Event!

**Energy Audits:** Quotes for the energy audits that were performed on the DPW Shop, Waste Water Treatment Plant and the Water Treatment Plant have been received. We are waiting for Delmarva Power to release incentives.

### **Farmer’s Market:**

- **The Market officially opens on Friday, May 6<sup>th</sup>**
- Received new banner for 2016 season, to be displayed across Aiken Ave.
- Continue to update the website and Facebook
- Received a total of 10 vendor applications

- DPW has placed the banner advertising this year's Farmer's Market.

**Grant Opportunities:**

- Maryland bikeways program-Application in process
- Researched Sustainable Communities Application for FY 2017
- Maryland Heritage Area Authority- application submitted
- Community development Block Grant- research in process
- Chesapeake & Atlantic Coastal Bays Trust Fund Grant Application submitted by Cecil County on behalf of Perryville: The authorization letter and landowner agreement were submitted to County for inclusion in the grant application as authorized by the Board at the April Town Meeting.

**Greenway Committee (Perryville):**

- The next Regional LSHG meeting is scheduled for May 19, 2016 at 10:00 a.m. in Havre de Grace at Steppingstone Museum.
- The next Perryville Greenway Meeting is scheduled for June 22, 2016 at 10:00 a.m. in Perryville Town Hall.

**Human Resources:**

- Cathy McCardell and Rachel Deaner have a meeting scheduled with Lori Kern, Chesapeake Benefits Services, Inc., Friday, April 29<sup>th</sup> at 11:00 to review Health Insurance quotes.
- Cathy and Rachel met with Robin Richardson, Benecon and Michelle Keplinger, LGIT to review quotes for health insurance.
- Personnel manual amendments were presented at the April work session. The personnel manual amendments will be introduced by Ordinance 2016-10 at the May 3<sup>rd</sup> Town Meeting.
- Worked on personnel related matters and forms.

**IKEA** – Town staff met with Leigh Bates, IKEA Facilities Manager to discuss a variety of topics. In follow up to this meeting the following three letters were sent out.

Information on the final response to the letters is below:

- Ms. Skilling prepared a letter for the Mayor’s signature to Secretary of MDOT regarding maintenance of IKEA Way. We did receive a reply from MDOT and the State has determined that they do not have responsibility for that section of IKEA Way.

**Landlord – Tenant Board:** No meeting held

**Lower Ferry Park:**

- Band shell structure is up and metal roof will be finalized next week. The Manufacturer sent the metal roofing 4”short and Hunt Valley had to reorder (no cost to us).
- Continue to work on design of the comfort station for the park with a tentative cost of around \$165,000 with \$65,000 from MHAA grant funds.

**MARC Maintenance and Layover Facility – NO UPDATE**

**MOSH Inspection: NO UPDATE** We are still awaiting a formal reply from MOSH for the inspection that was conducted in November. To the best of our knowledge, the Town has complied with the few issues that the inspector required of the town, including a repair to the bucket truck and Basic First Aid training for the staff.

### **Municipal Complex:**

- ARRO's Final site plans have been approved by the county for Phases 2 and 3 (the Town Hall and Little League). ARRO has submitted to the county the Police Building site final plan set, received comments back from the county. April 29th is when the Town will publically announce the bidders for the Police Station project. It is anticipated that the Town will award the bid on Tuesday May 3rd.
- Verizon engineers have worked out an option to re-route the existing lines away from our proposed site entrance using existing underground conduits.
  - Verizon's cost estimate is the following - \$117,971.16
  - Delmarva's cost - \$15,000
  - Atlantic Broadband - \$0.00
  - **Verizon is currently on strike, this will affect the Town's proposed site entrance along Otsego Street due to the Verizon utility poles needing to be re-located.**
- A pre-bid meeting was held on April 13, 2016. Representatives from 10 contractors attending the meeting. The bids were due on April 29, 2016 and we hope to award the contract at tonight's Town Meeting.

### **Outreach:**

- Overall monthly attendance as of April 26<sup>th</sup> was 147; 1 referral; 5 new members
- This month we were finally able to get outside! In addition to doing some outdoor recreational activities, Outreach was able to get out and start our outdoor community service. This month we celebrated Earth Day by participating in River Sweep 2016. In addition to our staff we are happy to report that 5 of our members volunteered their time to clean up our community. We were also able to invite a small group of our members to an educational field trip at the Maryland Science Center. Children were able to see all the interactive exhibits and we were able to check out the 3D IMAX presentation of Titans of the Ice Age. Check out the pictures on our Facebook! Our Life Skill classes this month have focused on identifying different types of violence and how to avoid violence, while constructively working on deescalating the conflict.
- Outreach is still in process of hiring an Admin Assistant/ Activities Coordinator
- The Outreach Program participated in OP clean up as well as 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 calendar for upcoming activities.

### **Parks:**

- cleaned trash off the boat ramp and installed floating dock
- installed new trail signs along the trail
- Trim and cut down unsafe trees along park road (park employees )
- rented stump grinder to grind stumps at the park
- Clean bathrooms at the comfort station on a weekly basis
- park employees worked River Sweep April 23rd 2016

- replaced front tires on Dixie chopper
- changed oil in park truck at the DPW shop
- women's bathroom at the boat ramp is closed waiting on parts to make repairs to the toilet
- painted walls in old bathrooms at the park and working on fixing the leaks to the toilets
- started mulching all trees and shrubs on the walking trail and Rodgers Tavern also at the Community Park
- the gates on Lower Ferry Pier have been installed
- change time on park closing 7:45 to 8:00 pm

### **Planning and Zoning:**

- **Planning Commission Meetings** – Meeting held April 18—welcomed new alternate member Ms. Tina Young and reappointments of Mr. Barrett and Mr. Reich; review Concept Plan for Royal Farms Store #267 at 1825 Perryville Road.
- **Zoning Certificates** – Processed **two (2)** certificates and reviewed application for compliance with the Town's zoning regulations; none within the Critical Area
- **Board of Appeals** – No meeting held in April.
- **Main Street Affiliate Program** – Planning and Zoning and Economic Development staff are coordinating with gathering information for this program.
- **Development Projects:**
  - **Cedar Corner/Loring Park** – Have not heard from developer after discussion with Cecil County regarding their desire to work with the developer on road improvements.
  - **Magraw Subdivision** – Preliminary Stormwater and utility Plans are under review.
  - **Frenchman Land Company** – Continue to complete S&E and stormwater facilities associated with site development. Waiting for State Highway final approval of access permit.
  - **Dollar General/Ketan** – No activity at this time.
  - **Royal Farms (at Heather Lane)**- The Concept Plan was reviewed by Planning Commission. Concerns regarding Heather Lane truck stacking and left turn onto MD 222 north was of particular concern. Comments from SHA regarding access on to MD 222 were not received for the meeting.
  - **Subway at Perryville Station** – The store is still under construction, but is due to open in approximately three weeks.

### **Police:**

- DES is in process of issuing the new radios to the police, fire and DES departments
- Decals and car unit numbers are in and will be displayed on the police vehicles soon
- Working with Brekford in reference to installing the E-Tix in our police vehicles.
- April 30, 2016, we will set up a station at the Library to collect unused prescription drugs.
- Working to establish policy for a police chaplain program for the police department.

- Participated in The Statewide Homicide Memorial Ceremony held by the Cecil County State's Attorney's Office and the Little League Parade.
- PPD Officers qualified with their weapons for the yearly qualification.
- Participated with interviews for the Outreach vacancy.
- Attended a viewing for the former Sheriff, Barry Janney's, father.
- Attended several other meetings including a meeting about the Harford Memorial Hospital removal / new freestanding medical facility in HdG, the Town budget, the PD security system, a staff meeting, a meeting about bikes on the Hatem Bridge, and a meeting between local businesses about parking and others.

### **Public Works:**

- **General work**
  - 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.
  - A failing section of storm water pipe was replaced in the area of 65 Bay Circle Drive.
  - Areas of roadway that were excavated for water service repairs were patched.
  - A section of curb that was failing on Roundhouse Drive has been replaced.
  - New Employees attended work session to be introduced
- **Water Distribution System:**
  - Water meters were read for quarterly billing.
- **Water Storage Tanks**
  - DPW staff has been making arrangements for electrical meter box repair near the ½ MG Water Tank. The meter appears to have been struck by a Tractor Trailer and will need coordinated efforts from an electrical contractor and Delmarva Power. An exact date has not yet been determined but it is expected to take place in early March. **(UPDATE: DPW is still waiting for Delmarva Power to give an accurate date the repairs can be coordinated)**

### **Reservoir / Dam:**

- Developers represented by GTA (an environmental engineering firm) are interested in restoring (at least partially) the eroded channel along the dam site for the purposes of off-site SWM / Stream restoration mitigation. A site survey is being carried out for the final design. The meeting with GTA, the Town, MDE, and Army Corps of Engineers went without a problem. Minor revisions to the plan were made at the request of the town. Additional SWM plans will need to be submitted to the county. Legal documents must be approved by the Town.
- DPW contracted to have an above ground storage tank that has been out of service removed from the old Reservoir Road Water Plant – the work is complete.
- **NO UPDATE:** Reservoir is maintaining minimal water levels. Have received the final land ownership memorandum form for the Dam Modification Permit from Fred Sussman (Town Lawyer). Engineer will provide letters stating our intentions for the dam to all affected and neighboring land owners and appropriate local officials and submit revised plans to MDE.

- The Circuit Court signed the Show Cause Order for Publication in our Perryville Water Company case regarding the deed of the parcels to the Town. The Order was published in the Cecil Whig on April 27. The Court is giving until May 27, 2016, for anyone to respond to the Show Cause Order.

**Retention Policy:**

- Discussed Finance, Administration and Planning & Zoning at prior work sessions
- To resume in 2016

**Rodgers Tavern Museum:**

- ADA Bathroom and all bathroom fixtures – In progress
- Repointing repair – the contract was awarded to Bathon Builders for \$18,900 and work has started
- Porch Painting – In progress weather permitting.
- Tavern Sign – In design
- Committee has separated items and starting to tag museum items.
- Dan Coates from the Archeological Society of the Northern Chesapeake, Inc. delivered artifacts from the archeological digs at Rodgers Tavern to the Town of Perryville. The Society was holding the artifacts in safekeeping until the Town was able to retrieve and display the artifacts. *Much thanks to Dan Coates and the Society members for their hard work, meticulously labeling and preparing the artifacts for delivery.*

**Safety Committee:** A meeting was held on March 23<sup>rd</sup> and the next meeting is scheduled for June 8.

**Solar (for Park Maintenance Building):** Two bids were received and the award was given to the overall lowest bidder, EcoSolar Solutions.

**Strategic Plan and Annual Report:** The 2015 Annual Report is available for view on the Town’s website and there are printed copies in town hall for view as well.

**Surplus Property:** Surplus items listed on [www.municibid.com](http://www.municibid.com)

**Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):**

- A Public Outreach Session was held at the Havre de Grace Activity Center on April 14<sup>th</sup>. The bridge design team has narrowed down the design to two options, 9A and 9B. More information is available about the two options at their website <http://www.susrailbridge.com/>
- A supplemental comment letter was submitted by Perryville to the bridge design team at that April 14<sup>th</sup> meeting requesting more detailed information on the bridge landing in Perryville.

**Town Code Updates:** P&Z prepared draft updates to Chapter 61 of the Town Code to allow the Mayor and Commissioners the ability to authorize alcohol beverages under certain conditions. This will be presented at a work session for discussion.

**Training:**

- Staff continues to obtain online training through LGIT.
- DPW Superintendent is currently attending online training through Cecil College on the "Fundamentals of Supervision and Management".
- PPD Officers received training on domestic violence by Gary Pierce at the Library

**VA:**

- HELP USA is still about 6 months out on construction of the Enhanced Use Lease Project; however, they have telescoped the sewer system in preparation for the project. A copy of the results of the sewer system evaluation has been requested.
- There is now an Open MRI at Perry Point for the veterans

**Wage Scale Reassessment:** The Singer Group presented their salary findings and recommendations at the closed meeting on April 14, 2016 to the Mayor & Commissioners.

**Wastewater:**

Influent Monthly Flow	19.79 Million Gallons
Effluent monthly Flow	17.82 Million Gallons
VA Monthly Flow	6.08 Million Gallons

- Belt Filter Press project:
  - Transviron Engineering solicited specifications from belt filter press suppliers/vendors
  - Transviron Engineering conducted site tours for belt filter press suppliers/vendors
- Routine preventive maintenance was performed
- Equipment repairs were completed
- Building & tank cleaning for the month was completed
- Plant met all required MDE parameters for March 2016
- Continued operator cross training & Sac courses
- Met with AMTRAK officials to discuss sewer reconnection

**Water:**

Raw Water Monthly Flow	10.0 Million Gallons
Finished Water Flow	9.8 Million Gallons

- Plant met all required MDE parameters
- Routine preventive maintenance was performed
- Multiple misc. tasks were completed
- Five equipment repairs were completed
- Building and tank cleaning for the month was completed
- Continued operator cross training
- Repairs are in progress for the finished water distribution pump and motor
- Repairs are in progress for recycle pump and control panel



- The Town received notice of another TTHM and HAA5 violation. A mixer is to be installed in the Pilot water tower to alleviate this situation.

**Welcome Signage:** In the agreement to use the State Highway Right-of-Way for placement of the welcome sign, SHA retained approval authority on the sign face. SHA has approved the sign. SHA has also approved the specific location of the sign, which must be behind the guardrail. We are waiting to see if SHA can move a ‘notice of reduced speed’ sign for better visibility of our Welcome Sign.

### Upcoming Events

- **Girls on the Run of Harford & Cecil Counties - 5K on May 7, 2016 from 5:30 a.m.- 10:30 a.m.** Start and finish the 5K near the large pavilion and the race route will follow the same route as the Good Shepherd Head of the Bay 5K.
- **Good Shepherd Head of the Bay 5K and Family Fun Walk May 14, 2016 6:30 a.m. – 10:30 a.m.** at the Perryville Community Park
- **Cody G. Richardson Memorial Scholarship Fund and CGR Relentless 5K Run and Fun Walk, May 21, 2016 8:00 a.m. – 12:00 p.m.,** starting at the Perryville Middle School and through town
- **Guided Trail Walk May 22, 2016 1:00 p.m. – 2:30 p.m.** Perryville Community Park (at the entrance to the trail – near the VA Gate)
- **Perryville Middle School Jr. National Honor Society 5K Run and 1 mile walk, May 28, 2016 7:00 a.m. – 10:00 a.m.,** at the Perryville Community Park and includes use of the Bateman Pavilion.
- **Movies in the Park June 17, 2016** Lower Ferry Park, Movie: Minions
- **Diamond in the Rough Triathlon, July 9, 2016, spectators must be in the park prior to 7:30 a.m.,** at the Perryville Community Park

### 2 attachments

*April 2016 Police Department Statistics  
Financial Statistics for April 2016*

*[March 2016 Budget to Actual Chart will be available next month]*

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