

Staff Reports from Town Meetings

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Town Administrator's Report

November 7, 2017 Town Meeting

10/03 Prepared for and attended the Town Meeting

10/05 Ralph Ryan and I attended a meeting with MDE, Cecil County and other municipalities regarding the impending MS4 permit

10/10 Held a Staff Leadership Meeting – discussions included: Departmental Reports, Emergency Response Plan contacts update and tabletop exercise planning, Civil Emergencies Code, Police Department move coordination, providing follow up information to Board and public on initiatives, and review of Town Meeting decisions and upcoming work session agenda

10/12 – 14 Attended MML Fall Conference and took the following workshops: Small Town Forum, Addressing the Opioid Crisis, Advocacy & Grassroots “Do’s and Don’ts” and Lobbying 101, Economic Development – Attracting the Right Retail Mix, Consensus & Team Building

10/19 Attended the Cecil – Harford Chapter Quarterly Meeting hosted by Perryville

10/27 Volunteered at the Town Halloween Party

10/31 Dianna Battaglia, Deb Hill and I attended a meeting at the Circuit Court House regarding Code Enforcement

10/31 Dianna Battaglia, Ralph Ryan and I met to discuss and review a request by AT&T to install more fiber optic in Perryville (transmission line, not local use)

Other:

Communication Company Leases

The Town has been working with SBA to extend the lease for the monopole located at 1232 Cedar Corner Road. The lease extension with SBA is on today’s agenda for your vote. The extension is consistent with the general terms previously agreed upon. The Town has also been working with Sprint for a new lease at the Pilot water tank. There have been many discussions back and forth with Sprint’s representative. The draft lease has been reviewed by Mr. Sussman and is currently in review by Sprint’s attorney. We hope to have the Sprint lease prepared for vote either at a Special Meeting immediately following the November work session or at the December Town Meeting.

Daily work

Emails and discussions with SBA, Sprint and Town Attorney regarding a lease amendment and new lease. Provided information to Auditors as requested. Reviewed and approved department head leave slips and time sheets. Dealt with insurance claim issues. Responded to Information Act Requests. Responded to inquiries from the press. Addressed personnel issues. Proof read minutes to meetings. Reviewed and approved p.o.’s for greater than \$5,000. Met with various staff members on a daily basis to go over daily operations and issues as they arose.

Green Team

The next Green Team meeting will be held on **Monday, December 11th at 5pm** in the Town Hall meeting room. This meeting is for the team to receive training, which will be conducted by Mike Hunninghake of Sustainable Maryland Certified. After that, the team will begin preparing the Green Team Action Plan. New members are welcome. Please contact town hall at 410-642-6066 if you are interested in joining the Perryville Green Team.

Ikea Way

The SHA District 2 Engineer stated that SHA acknowledges that the length of Ikea Way beyond Marion Tapp Parkway is owned by the State. In order for SHA to take maintenance responsibility, they need a letter from Ikea requesting to amend the access permit. Ikea is aware of SHA's change of stance on this issue and the letter that SHA is requiring in order to take maintenance responsibility.

Municipal Complex:

- **Phase I Police Department Construction** -- On October 11 we received a Temporary Occupancy Permit and the police began moving into the building. There is still a punch list of items to be completed, and that are required to be completed prior to issuing a Certificate of Final Completion and Release of Liens (from contractor to Town). In regard to the trusses that were damaged in April of 2017 – it was initially thought that the trusses were damaged due to high winds from a storm. The Town was responsible to hold Builders Risk insurance on the project and subsequently filed a claim with our insurer, LGIT. LGIT investigated the claim and determined that the Town was not responsible to pay for the trusses and LGIT denied the claim. The Ribbon Cutting Ceremony for the PD is scheduled for December 9th from 10 a.m. to 12 p.m. followed by an Open House from 1 p.m. to 3 p.m.
- **Phase II Little League Field (Trego Field)** -- A meeting is scheduled between Town staff and Little League representatives for Monday, November 13th at 4 p.m. The meeting is to discuss the Little League financial involvement in the Phase II Municipal Complex Project, which is the rebuilding of Trego Field. By legal agreement with the L.L. the Town is required to replace in-kind the field and existing amenities; however, should the L.L. desire to expand on existing amenities, then the additional cost would need to be paid for by the L.L. The present plan is to bid out this Phase II project as a design-build project (note that the site work is already designed and permitted, so mainly the design part would be for the building and field lights). With Ralph's assistance on putting together the EJCDC (or other) bid documents, we hope to get this bid out by the end of the calendar year or early next year. A request has been submitted to our Grants Writer to see if there are any grants available to assist with the funding of this project and to apply for funding as available.
- **Phase III Town Hall** -- Phase III of the Municipal Complex project is the construction of a new Town Hall. During FY17, we contracted for a needs assessment, which has been done. The next step is to bid out the design of the building. It has not yet been determined if it would be more beneficial to bid this part of the project as design-build or if we should contract for a design and then bid that out with the site work. More information will follow.

Sidewalks on MD222

John Delaney of SHA and Al Wein of Cecil County was notified that the Town is willing to only cover the ROW costs for sidewalks on the west (southbound) side of the roadway. The County is in agreement with sidewalks only on the west side. A meeting needs to be scheduled with Beacon Point HOA and with the Patterson's regarding the needed ROW prior to the State Real Estate Department reaching out to them. Those meetings will be scheduled this month.

Triathlon (NO UPDATE)

Neil Semmel is retiring from Race Directing. He has put us in touch with Greg Hawkins, who has 15 years' experience as a race director and has interest in continuing our annual Triathlon. You will be hearing more about this topic in the near future.

Susquehanna River Rail Bridge Project (NO UPDATE)

A letter was sent to Amtrak requesting that it work with the VA to share the VA Truck Route (using Marion Tapp Parkway) to get trucks off of Otsego Street and generally out of the downtown area. We are waiting on a written reply to that letter, though I did have a conversation with Kevin McDermott of Amtrak regarding the request and he was amenable (and working on a plan) to get Amtrak trucks off of Otsego Street.

Follow up to September "From the Floor"

- Wrote a letter to the State regarding Conowingo Dam impacts to Perryville. A reply was received from the State and a copy of the letter was forwarded to Mr. Giuliani.
- Contacted Maryland Department of Natural Resources to see if they can provide assistance with maintenance issues at the marina. DNR's assistance is limited to problems that cause hazards to navigation. Code Enforcement Staff has been unsuccessful in getting a meeting scheduled with the marina owner, but they have spoken with staff at the marina and hand-delivered a copy of the violation letter. Our staff is continuing to work to address the issues at the marina.

NOTE: Please read the Staff Reports for more detailed information or additional Department level information.

Assistant Town Administrator Report for the November Town Meeting

Cable TV Franchise Agreement: We are still working on the agreement and a meeting was held with the Mayor & Commissioners on October 30, 2017.

EMPLOYMENT

The Code Enforcement Officer was hired and will be starting October 16, 2017. The Outreach Administrative Activities Coordinator went in the newspaper. We will be interviewing November 8, 2017.

There is an opening at the Water Treatment Plant as of October 27, 2017. Advertised in house and outside. Processed the employee that left employment. We have three (3) interviews scheduled for November 8, 2017.

We received a resignation from the police department. The person is retiring as of November 25, 2017. We will start the process to fill the position.

MISCELLANEOUS

I have worked on a personnel issues.

Prepared information to present at the Safety Committee's Healthy Lunch. Denise and I were the speakers. Want the employees to know that we are here for them, that they are appreciated and to stay within the guidelines of the Personnel Manual.

Processed the new Code Enforcement Officer that started on October 16, 2017.

Completed payroll.

MEETINGS

October 10, 2017 – Staff Meeting at 10:00

October 19, 2017 – Attended MML Dinner at the Greene Turtle.

October 24, 2017 – Attended our quarterly meeting with Matt (Hollywood Casino).

October 30, 2017 – Attended the Cable Franchise Agreement meeting with the Mayor and Commissioners.

ADMINISTRATION REPORT
October 2017

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures -- In progress
- Tavern Sign -- Pricing Out
- Porch (front and back) in bidding process

Events:

Current:

- October 20, 2017 -- Movies in the Park -- Lower Ferry Park
- October 27, 2017 -- Annual Halloween Party -- Lower Ferry Park

Upcoming:

- December 9, 2017 -- Police Station Ribbon Cutting & Open House
- December 9, 2017 -- Christmas Tree Lighting -- Lower Ferry Park

Statistics:

- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes
- Attended Work Session meeting and Town Meeting
- Processed 3 Pavilion Rentals
- Processed 2 Dump Trailer Rentals
- Processed 11 Deeds
- 7 In State Boat Ramp Stickers Sold (396)
- Stuffed bags for annual Halloween Party
- Labeled postcards for P&Z department for grant reminders

Treasurer's Report
Town of Perryville, Maryland
November 7, 2017

-Projects:

- **Police Station Financing**
 - As of Mays invoicing, paid in July, the \$2,500,000 had been fully disbursed.
 - June-September invoices, along with a portion of May's invoice were paid directly from Town funds. Total paid amount through September 30th billing is \$1,686,917.68.
 - Per September billing invoice, balance to finish, including retainage is \$263,864.09.

- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 \$ 760.00
 - August thru 8/29- \$520.00
 - September, 2017 \$640.00
 - October, 2017 \$ 363.00
 - Total to date: \$3,722.00

- **FY 17- Year End**
 - Received Final Audit- sent to all required agencies
 - Presentation of Final Audit- in December, 2017

- **FY 18- Capital Projects Fund**
 - Have had preliminary discussions with the auditors about the need to establish a capital projects fund.
 - Arranging meetings with Cecil County and Havre de Grace to discuss best approaches in setting up Capital Projects Fund Accounts.
 - Have requested the creation of a Capital Projects Investment Account with MLGIP
 - After meeting with Cecil County will establish the Fund within the Edmunds accounting system.

- **FY 18- Comparison of interest yield rates**
 - A comparison of interest earned at MLGIP and PNC Money Market showed significant differences in yield rates.

- **FY 18- Heating Oil Bids**

Only received one bid. It was from our current provider, Aero Energy, offering the same terms as previous contract.

Treasurer's Report
Town of Perryville, Maryland
November 7, 2017

- **FY 19- SAPP Grant**
 - Submitted the SAPP Grant (State Aid Police Protection) grant for FY19.
 - Verification of FY17 application numbers will be submitted in January via remittance of Audit and other documentation.

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October, 2017 Statistics:

- **257** purchase orders were processed totaling **\$368,186.99**.
- **141** accounts payable checks were processed totaling **\$628,995.48**
- **28** A/R invoices were sent out **\$3,092,273.95**

- We have **received August Slot revenue from Cecil County and St. of MD in the amount of \$118,922.40**. Life to date (Sep-10 to July 17) slot revenue received **\$9,935,603.48**. Fiscal Year 18 to date- **\$244,367.35**

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Future Projects

- Establishing the Capital Projects Fund through cash and investment accounts, setting up the general ledger and preparing a separate budget for the Fund by reallocation of General Funds already approved. This would also necessitate the preparation and presentation of Budget Amendment Ordinances recognizing the reallocation.
- Research the possibility of utilizing a "cash back "credit card for the Town.
- Work with the Police Department of establish the best method of disposing of old furniture and equipment.
- Reorganize the computer filing system for all finance related computer files, indexing them in a manner appropriate for record retention programs.

Planning & Zoning Department

October Staff Report – November 7, 2017 Town Meeting

Development/Projects:

- **Royal Farms Store #267 1825 Perryville Road:** SHA Permit No. 16-AP-CE-003-17 received; site work has started and construction completion estimated March 2018.
- **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:** conversation with Kevin Geraghty, still committed to the project however market research doesn't show feasibility of home building in Cecil County; he spoke with other builders in the county who are maybe selling 1/month; researching possibilities for a redesign to make the project feasible.
- **Corporate Boundary Survey:** draft preliminary plans have been submitted for review and presented at the August work session; finishing computations and resolving boundary designations; to prepare plans for official annexation of the community park.
- **Lower Ferry Park:** park completed and amenities ordered for trash cans-exterior and interior, picnic tables, interior baby changing table; researching sign options.
- **Woodlands:** Doug Hill has worked out all issues with the bank and maintained ownership of the property; still interested in developing the site.
- **Former Perryville Outlet property:** proposed concept plan supported by the Planning Commission and Mayor and Commissioners; project submittal pending.
- **Annexation – Campbell Property:** Morris & Richie is working on Petition for Annexation.

Code Enforcement:

- Welcome to our Code Enforcement Officer Deb Hill who started her new position October 16th.
- Followed up on outstanding complaints left by Don.
- 17 Door hangers placed.
- Processed 20 violation letters for code issues.....Chapters 30, 50, 63, 64, and 78.
- 3 Citation letter sent.
- 5 Rental License issued.

Landlord-Tenant Board: Board members needed.

Planning Commission: No meeting held in October.

Board of Appeals: No hearing held in October.

Meetings/Events:

- 10/10 Leadership Meeting.
- 10/17 P&Z department breakfast meeting and tour of various properties throughout town limits with background information for Deb; met with Sue at Covenant Marine, introduced Deb and discussed various complaints received and site conditions, to schedule meeting with owner; spoke with Perry Hall Investment Group regarding redevelopment locations in Town; attended work session.
- 10/18 meeting with Denise to discuss coordination and various projects.
- 10/19 attended MML dinner and meeting.
- 10/23 spoke to civil engineer regarding proposed AT&T cable crossing.
- 10/24 provided information for the next Green Team meeting/training to a resident, owner of Ecologically Sound Landscapes; attended meeting at the Hollywood Casino with Matt Heisel.

- 10/25 employee lunch; attended annual fundraiser event in support of Frank Hodgetts, President of Home Partnership, who provide safe, decent affordable housing and help families become successful homeowners by offering housing counseling, home buying education and housing development services.
- 10/26 meeting with Mike Pugh to review/discuss Petition for Annexation (draft document) for the Campbell property (Map 29 P.733 11.563acres); discussion of development opportunity of other vacant property.
- 10/27 meeting with Amy to discuss Rodgers Tavern.
- 10/30 meeting with Habitat for Humanity to discuss development of 2 lots on Richmond Street, construction of 2 single family dwellings.
- 10/31 meeting at Cecil County State's Attorney's Office to review and discuss Code Enforcement procedures.

Other:

- Multiple dates-met with four different contractors at Rodgers Tavern to discuss work to be completed and have received 2 quotes so far.
- Town Signage Replacement- worked in conjunction with DPW to receive quotes for remaining signs throughout Town to be replaced, 3 received 6 in process, all to be installed by November.

Zoning Certificates: 11 certificates approved.

Grants:

- Façade Grant: received one request for reimbursement for completed project (Jeff Fotiadis).
- Revitalization Grant open to the public- received 3 applications.
- Business development grant open to the public- have received one new application.
- 501C grant open to the public- Due date is Oct. 31, have received 3 applications.

Economic & Community Development:

- 10/3 meeting to discuss and plan for 2018 events.
- 10/4 – meeting with Jason Zang to get input, and ideas about various projects; he is opening up his own brewery and we discussed having him market his new business at Town events.
- 10/12 Tour of IKEA business and warehouse building.
- 10/18 meeting to discuss comments at work session regarding 2018 events.
- 10/18 meeting with Paul Thompson, President of Architect Design; provided some info about developers and ideas to help bring change to the Town.
- 10/18 met with Denise to discuss the change in events after speaking to the board about the upcoming festivals.
- 10/20 researching prospects for future hotel at the casino site.
- Continue to research and pursue business prospects.

Farmers Market/Community Events:

- Market started May 26th with some new vendors added; last day is October 27th.
- October 20th – Throwback Movie Night – Goonies.
- October 27th – Halloween Party at Lower Ferry Park – 5pm-7pm.

Training: Amanda and Dianna continue to attend ArcGIS class at Cecil College (Wed 6:00pm 8/30-12/20).

Website: Continue to update and keep current the information posted for related departments.

- EPA / MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - NO NEW UPDATES
 - The Maryland Department of the Environment (MDE) proposes to reissue the National Pollutant Discharge Elimination System (NPDES) General Permit for Discharges from Small Municipal Separate Storm Sewer Systems (MS4). Perryville falls under NPDES Phase II requirements described in 40 CFR 122.34 and requires the implementation of six minimum control measures. Phase II requirements are warranted with communities outside Phase I with a population of at least 10,000 and a population density of 1,000 people per square mile. In addition to NPDES Phase II requirements, MDE proposes the Chesapeake Bay Restoration and total Max Daily Loads be reduced for Phase II communities (WIP). MDE’s WIP specifies the nutrient and sediment load reductions required to address the Chesapeake Bay Total Maximum Daily Load (TMDL) by 2025. The proposed general permit will make progress toward that strategy by requiring small MS4 communities to commence restoration efforts for 20% of existing developed lands that have little or no stormwater management.
 - Maryland’s WIP requirements – the Town must reduce impervious surface by 20% by creating mitigation projects such as the following – At least \$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
 - NPDES Phase II - Public Education & Outreach – Create and maintain public environmental seminars & hotlines to report to authorities environmental violations. At least \$5,000/yr
 - NPDES Phase II - Public Involvement & Participation – Public participation of various environmental events. At least \$3,000/yr
 - NPDES Phase II - 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. At least \$20,000/yr
 - NPDES Phase II - Construction Site Stormwater Runoff Control – Town must formulate a legal contract w/ Cecil DPW to maintain these services with the Town. At least \$2,000 one time
 - NPDES Phase II - Post Construction Stormwater – Inspection of SWM facilities. Create & maintain database / map of SWM features. Training of staff on inspections and design. At least \$15,000/yr
 - NPDES Phase II - 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. At least \$5,000/yr
 - Administrative duties, Documentation, Mapping, and Reporting to MDE on an annual basis. – At least \$10,000/yr
 - (1) Develop a baseline impervious area assessment and submit within the 1st year of permit issuance.
 - (2) Develop and implement an impervious area restoration work plan within the first year of permit issuance that outlines the development of a new restoration program for the municipality and

includes appropriate budget, staffing, and resources to comply with impervious area restoration requirements.

(3) Develop a restoration activity schedule and provide a list of water quality improvements projects that will be implemented by 2025 to reduce TMDLs to the target load.

(4) Develop a BMP database to track implementation, and comply with inspection and maintenance requirements.

- The Trump Administration may curtail or cancel many of the EPA proposed regulations listed above, and de-fund federal money to the MDE organization. Various MS4 communities similar to Perryville are legally fighting these permits and are making some headway, but unfortunately aren't going to kill the permits totally. MAMSA is an organization Perryville joined to help protect the town and educate us on permit updates, and training. Currently, the MS4 permits are being revised from that listed above, due to court rulings, and review comments made by organizations such as MAMSA and other Phase I & II communities. MDE intends to issue the MS4 permit by late March 2018.
- Scheduled to attend MAMSA meeting November 1st.
- Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - The Emergency Action Report (EAP) for the reservoir dam is finalized and being processed for signatures and copies. Still need one more signature, will be finalized soon.
- Town Hall Site & Police Station
 - Perryville Police Station project is complete with a Certificate of Substantial Completion presently being sent to the Town. SWM M.H. inspections still need to be addressed by North Point & ARRO. O&M manuals are being created. Demonstrations need to be scheduled between DPW and the contractors for proper maintenance of building facilities.
 - Meeting with Little League being arranged for the next phase in the Town Hall municipality complex project.
- 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
 - It was determined that a less evasive and fiscally cheaper solution will be necessary for the Fire Station. A 2-inch PVC line is proposed to service the fire house. A preliminary engineering report is currently being developed for a 2-inch directional bore layout or a 2-inch direct bury for project Federal funding grants. Analysis of water main layout alternatives is ongoing for the PER.
- Royal Farms
 - Construction of the Royal Farms has begun in October and should be finished in approximately 6 months. Working with the contractor with water and sewer specs and inspections.
- Sprint & AT&T
 - Sprint is proposing new hardware installation at Perryville Travel Plaza Water Tower.
 - AT&T is proposing new conduit and substation near Perryville's Ice House Park.



Perryville Police Department

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

Allen Miller
Chief of Police

Tel: 410-642-3725 • Fax: 410-642-3724

James L. Eberhardt
Mayor

MONTHLY REPORT FOR OCTOBER 2017

CURRENT PROJECTS:

- Completing the installation of GPS units in few remaining police vehicles, 10 total installed.
- Working with DES on a new radio system for the entire county.
- Working with Outreach for fund raisers in December.
- Putting together a list of VIP's for the ribbon cutting on the new police station, December 9, 2017.
- Meeting daily with the project manager of the new police station to finalize completion.

MONTHLY MEETINGS/TRAINING ATTENDED:

- Met with contractor for a demonstration on the generator at the police station
- Completed security surveys on all schools and library in Perryville.
- Gave Perryville Fire Company tour of police station.
- Placed the two bunk rooms at the police station in service.
- Waiting on furniture for new police station.
- Attended town meeting.
- Attended mandatory staff meeting for the police officers and staff.
- Attended mandatory meeting at town hall for town employees.
- Met with Aberdeen Police Chief to discuss departmental issues.
- Attended Chief's meeting at JFK Highway Barrack about electronic search warrants.
- Met with Mayor to discuss police issues.
- Met with planning committee at police station.
- Met with Joe Shepherd about flyers for police station ribbon cutting.
- Detective Warner attended the Drug Take Back at the Library in Perryville.

Perryville Police Department Monthly Police Report
October, 2017

	August	September	October	Year to Date 2017
ROBBERY	0	0	0	1
ASSAULT	2	6	4	33
BURGLARY	1	0	0	12
THEFT	4	7	3	62
Auto Theft	1	0	2	7
CDS	1	3	1	31
DISORDERLY	0	0	1	5
MDOP	3	2	0	23
ADULT ARREST	15	15	8	139
JUVENILE ARREST	2	1	1	21
Referrals to Outreach	0	0	0	0
CITATIONS	39	26	20	289
WARNINGS	61	39	72	830
SEROS	16	23	29	199
ACCIDENTS	6	6	10	61
52 (Investigated)	2	2	7	36
89 (no Investigation)	4	4	3	25

Perryville Police Department

Outreach Program

Town Report

October 2017

Overall Monthly Attendance: 305 as of 10/27

Number of New Referrals:0

Number of New Members: 0

Announcements

The Outreach Program has been busy getting ready for the holiday season. We took our annual trip to Milburn Orchards for those that completed community service requirements. There we bought pumpkins and came back and carved them. Our children also participated in the Town Halloween party and are so grateful for the opportunity to attend town sponsored events. We finished the work in our basement, so now it is cleaned and dry. This was great news because we were graciously donated a very large freezer for our program by Principio Furnace United Methodist Church. They also donated some food items as well. We have started our annual food and toy drive for our holiday season. We are accepting applications for Thanksgiving dinners as well as holiday toy help. We were able to pick up our first donation of toys from Toys R Us. They gave us a great start to our toy collecting season and we are grateful for their generosity. We are putting together a paint night for our Outreach program for this month. Keep an ear out for date and time. At our paint night event we plan to auction off our silent auction items as well. All proceeds will go to our toy and food campaign. We have reached out to local businesses to see if we can get hams/turkeys donated for our families. Stay tuned for updates on our progress. We also graciously received dinner from our friends at Good Shepard Church. They gave us a full pan of lasagna and a cake!

Check out Outreach's Facebook page for pictures of our members in action.

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 - October 2017

PUBLIC WORKS:

Projects/Other Events:

- The installation of a CCTV system at Rodgers Tavern and Lower Ferry Park has been completed. DPW trenched a ditch and placed conduit for the wiring in order to install a system at Lower Ferry Park. The conduit was bored under sidewalks so that no panels of concrete would need to be replaced.
- DPW Staff spent a large amount of time in assisting with WTP related issues throughout the month. Those items include setting up a bypass pump and discharge house to bring water from the VA into the Town's distribution system, shutting down and starting the pump as needed during the weekends, fueling the pump as needed, repairing a 2" water line and ball valves inside a treatment plant building, and assisting in the setup of the portable filtration system.
- Employees worked several days to cut up and removed the damaged trusses from the Police Department Project. Some of the wood was salvaged for future projects. What wood that could not be salvaged was sent to the landfill.
- Staff replaced the roof on the Front Street Pump Station. Shingles as well as any other structural issues were addressed. The inside of the building received repairs to the ceiling as well as the lighting being converted over to LED.

Paving/Sidewalk Repairs:

- A section of failing roadway between Smith Lane and Broad Street was repaired. The failing blacktop was removed, a base layer of asphalt was placed, then a finish layer of asphalt was installed to bring the roadway back up to grade.
- A section of failing sidewalk was replaced on Roundhouse Drive (between Smith Lane and Lower Ferry Park).

Water/Sewer/Stormwater:

- All of the hydrants are being painted throughout Town. This project will most likely resume next spring.
- Once water storage tanks reach a suitable level, fire hydrant flushing will be scheduled and advertised. This will most likely happen sometime in November once the WTP is back to full operation.
- Water meter quarterly readings were completed.

- A recently repaired Frenchtown Lift Station pump was going into a fault for a seal leak. The seals were recently replaced and sent back to that company to address any issues. Update: **While the pump was out for repairs, the second pump in the station began experiencing issues. A fully operational pump was removed from the S-Turn Lift Station and installed in the Frenchtown Lift Station. The stations operated in this manner for a few weeks. The repaired pump was then completed and returned to the Frenchtown Lift Station. At that time the remaining pump in the S-Turn pump station began experiencing issues. The operation pump that was removed from the S-turn pump station was then returned to that station and the failing pump was removed and sent for repairs. Currently both stations are running adequately. A bypass pump was placed onsite throughout the week in case any other issues had arose. The bypass pump has since been removed.**
- Any area at the corner of Otsego Street and Cecil Avenue was dug up to inspect a suspected storm water pipe failure. The pipe was found to be without issue. The area was refilled with stone and properly compacted. The area will be monitored to see if any other issues appear to arise.

Training:

- Employees continue to obtain training through the LGIT website.
- 2 Parks employees and 1 DPW employee received Roadside Tree Care Expert Training. The exam for this class was on October 4th. Update: All 3 employees passed the exam needed to receive their certification.

Town Events:

- Staff assisted with the preparation, setup and clean up of the Annual Halloween Party.
- Staff helped setup and clean up for town luncheon.

Weather Related Events:

- N/A.

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 statebody truck has been ordered as part of the FY18 operating budget. This vehicle will replace the existing, aging statebody truck that is currently used. The truck is set to be delivered in October. Update: The truck is expected the second week of November.
- Brian Sharpe began working in the position of DPW Crewman 1 with the Town of Perryville on October 2nd.
- Utility Markings have now been set up to be performed online. This allows for quicker notification of emergency markings as well as saves a large amount of ink and paper from the DPW printer. Update: This continues to be the process.
- DPW Superintendent attended a Strategic Highway Safety Meeting at the county building on October 10th.
- Asst. Sup. attended a conference on Damage Prevention that was presented by the Miss Utility Corp.

PARKS AND RECREATION:

Projects/Town Events:

- Parks Department helped prepare for the Annual Halloween Party.
- Staff have begun trimming hedges and bushes along the Canning House Run Trail.
- Staff trimmed lower hanging branches on the ornamental trees along the interior of the Community Park.
- Parks employees applied a sealant to the exterior and interior of the bandshell.

Paving/Sidewalk Repairs:

- N/A

Maintenance:

- Cleaned trucks and serviced equipment. This is now being completed on a weekly basis to assure equipment is functioning in an effective manner and to prevent down time with broken equipment.
- Park employees continue mowing the grounds for the upcoming spring and summer seasons. This will be the last month for this, it will begin again next spring.
- Staff empties trash cans daily to assure the grounds are kept clean during the parks busy summer months.

Training:

- Parks employees continue to take online training through LGIT.

Rodgers Tavern/Lower Ferry Pier:

- Staff began address minor issues as time allows inside the building. Exterior issues are being addressed and will be included in next month's report.
- CCTV System has been installed.

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 completed 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. for the season. This process will begin again 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. This event took two days using 2 employees.
- **Yard waste** – Was picked up twice this month for residents who requested placed approved items curbside. This month the two events took a total of 5 days and 2 employees each day to complete.

- **Fire Hydrants/ Extinguishers** –The next fire hydrant flushing will be scheduled to take place once the WTP is back to full operation.
- **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

October, 2017

Wastewater:

Plant Influent Monthly Flow:	19.56 Million Gallons
Plant Effluent Monthly Flow:	16.60 Million Gallons
Veterans Center Monthly Flow:	5.16 Million Gallons

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

Activities:

1. Completed draft RFP for engineering services for denite filter PER
2. SBR #1 decanter is due to be received on November 1, 2017
3. Arranged for crane service to install SBR decanter
4. Staff is working on developing an Excel maintenance program
5. Jeff Morton passed the MDE 5,A certification exam
6. Staff switched the SBR's operation to fall/winter mode
7. A security camera system was installed by DPW
8. Monthly tank cleaning was performed
9. Scheduled preventive maintenance was performed
10. Continued cross training of water and wastewater operators
11. Tested all emergency lighting & monthly check of fire extinguishers
12. Building housekeeping was performed

Water & Wastewater Treatment Plants
Monthly Operating Report
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Water:

Plant Raw Water Monthly Flow:	12.2 Million Gallons
Plant Finished Water Flow:	9.5 Million Gallons

Activities:

1. GE mobile filtration unit was received and placed in service
2. Replaced failing electronic parts for WTP scada system
3. Hills Electric serviced both raw water pumps anti ratchet devices
4. Staff rebuilt WTP pressure reducing valve
5. Received a new permeate pump for membrane train #4, will be installed when the new membranes are ready to go into service
6. A security camera system was installed by DPW
7. Continuously monitoring filter membranes due to rapid failure conditions
8. Michael Hamilton is retiring on October 27, 2017
9. Started second round of MDE required raw water e-coli testing
10. Continue training Justin Fain on plant preventive maintenance
11. L. Frazier and J. Fain continue working on SAC wastewater II training course
12. Continued cross training of water and wastewater operators
13. Monthly housekeeping was performed
14. Scheduled preventive maintenance was performed
15. Tested all emergency lighting & monthly check of fire extinguishers
16. Plant in compliance with MDE regulations for the month of October
17. DPW repaired ruptured 3" piping in the permeate pump room
18. **Larry Frazier wants to acknowledge and thank DPW management and staff for their assistance working to set up the mobile filtration unit and the WWTP staff for working after normal hours operating the water plant**