

Staff Reports from Town Meetings

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Town Administrator's Report

October 3, 2017 Town Meeting

09/05 Met with Cherelle Reno and John Salony regarding the Police Department project

09/05 Prepared for and attended the Town Meeting

09/07 Cathy McCardell and I met with an employee over a personnel complaint

09/12 Dianna Battaglia, Philip Meekins and I met with Mr. and Mrs. Roane regarding the requested water connection to their property on St. Marks Church Road

09/12 Met with an employee to conduct second probationary evaluation, which I prepared during the month

09/14 Prepared for and attended Green Team kick-off meeting.

09/16 Other Green Team members and I volunteered at Lower Ferry Festival.

09/18 Held a meeting on a 'paper road' with Commissioner Linkey, Dianna Battaglia and Aaron Ashford. This topic is expected to be on the October work session.

09/19 Prepared for and attended the Town work session.

09/20 Attended a Community Leaders meeting for APG at Sandy Cove. Representatives from both Harford and Cecil County were in attendance.

09/26 Attended the Ribbon Cutting for the West Cecil Health Center / UMD Dental School at Principio Health Center

09/26 Had a conference call with Fred Sussman on a personnel issue and a discussion, which was continued the next day on the draft Sprint lease

09/28 Attended the MDOT Pre-Tour meeting at the Cecil County Government Building. The transportation priorities letter that was sent to Secretary Rahn in March of 2017 was provided at the meeting. Prior to the meeting, District 2 Engineer, Mr. Greg Holsey, let me know that the State was willing to take over the maintenance of the last 900+/- feet of Ikea Way (now that State ownership has been established) pending a request letter to amend the permit from Ikea. After the Pre-Tour meeting, a meeting was held (Ralph and I in attendance) on the request to add a sidewalk on MD222 from Clayton Street to St. Marks Church Road. The State is working on the design of this project and a preliminary design was shown. Once designed, then this project will go into the State Consolidated Transportation Plan (CTP). Currently, the sidewalk project is expected to be in 2019 or 2020 CTP.

09/29 Mayor Eberhardt, Dianna Battaglia and I met with representatives from a natural gas provider to discuss possibilities of expanding natural gas availability in Perryville.

09/29 Debbie Laubach and I had a discussion with Albana Sayeedy of RLH (Perryville's auditing firm) regarding the Assigned Fund Balance and other reserves.

Other:

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. Worked with MDTA to extend the permit for boat ramp overflow parking under the Hatem Bridge. Dealt with insurance claim issues. Met with staff to conduct review of one of the Town issued grants. Responded to inquiries from the press. Addressed personnel issues (note: this was very time consuming this month). 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

10 people attended Green Team Kick-Off meeting held on 9/14 and a few more have joined the committee since then. The Green Team also participated in Lower Ferry Festival. The Town raffled off a recycle bin to support the Green Team; Alan Fox and Commissioner Ashby both donated recycle bins that were also raffled off. The Green Team mandatory training will be held on **Monday, December 11th at 5pm** in the Town Hall meeting room, 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

See update under 09/28 MDOT Pre-Tour meeting.

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

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.
- 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. Dianna Battaglia is attempting to schedule a meeting with the marina owner, however, he has been working on FEMA response due to the recent Hurricane Harvey and Irma disasters in the U.S.

Assistant Town Administrator Report for the October Town Meeting

Cable TV Franchise Agreement: A Conference call was held on Wednesday, September 13th at 1:30. In Attendance was Suellen Ferguson, Town's Attorney, Cathy McCardell, Assistant Town Administrator, Fran Bradley, Atlantic Broadband and Atlantic Broad. We tied up questions that needed answers. I will be scheduling a meeting with the board.

EMPLOYMENT

The Code Enforcement Officer position closed. We are scheduling interviews October 4th, 5th and 6th. The Outreach Administrative Activities Coordinator closes on the inside as of September 29th.

The Crewman I position was filled after we held interviews on September 7th. Brian Sharpe will be starting with us on October 2, 2017.

Filled the Outreach Case worker position with Rachel Mangione. She will be working 35 hours per week as of September 18, 2017.

Processed two employees who have left their employment with the Town.

MISCELLANEOUS

I have worked on a personnel issue for three days straight. Still have additional information to gather and go over with our attorney.

Worked on Health Insurance information.

Worked with Denise on Sprint's renewal.

Worked on MML dinner being held on October 19th at the Greene Turtle.

MEETINGS

September 6, 2017 – Held an interview for Outreach Case Worker.

September 7, 2017 – Held interviews from 8:30 to 11:00 for Crewman I position.

- Held a meeting with an employee with a personnel issue from 2:00 to 4:00.

September 13, 2017 – Conference call at 1:30 with Suellen and Fran Bradley on Cable Franchise Agreement.

September 22, 2017 – Attended a meeting at 10:30 at Cecil County with Director of Assessments and Taxation, Michael Higgs.

September 27, 2017 – Attended the Safety Committee Meeting at 11:00 in the upstairs conference room.

ADMINISTRATION REPORT

September 2017

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – In progress
- Tavern Sign – Pricing Out
- Porch (front and back) being inspected to see if repairs are needed

Events:

Current:

- September 9, 2017 – Reach out for Outreach 5K
- September 16, 2017 – Lower Ferry Park – Lower Ferry Festival
- September 17, 2017 – Voices of Hope 5K – Perryville Park

Upcoming:

- October 20, 2017 – Movies in the Park – Lower Ferry Park
- October 27, 2017 – Annual Halloween Party – Lower Ferry Park
- December 9, 2017 – Christmas Tree Lighting – Lower Ferry Park

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 5 Pavilion Rentals
- Processed 4 Dump Trailer Rentals
- Processed 16 Deeds
- 3 In State Boat Ramp Stickers Sold (389)

**Treasurer's Report
Town of Perryville, Maryland
October 3, 2017**

-Projects:

- **Police Station Financing**
 - As of Mays invoicing, paid in July, the \$2,500,000 had been fully disbursed.
 - June-August invoices, along with a portion of May's invoice were paid directly from Town funds. Total paid amount through August 31st billing is \$1,349,469.29
 - Per August billing invoice, balance to finish, including retainage is \$577,117.46
- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 \$ 760.00
 - August thru 8/29- \$870.00
 - September, 2017 \$640.00
 - Total to date: \$3709.00
- **FY 17- Year End**
 - Continued to answer questions and prepare work schedules for auditors
 - Final Audit due-October, 2017
 - Presentation of Final Audit-possibly in December, 2017
- **FY 18- Capital Fund**
 - Have had preliminary discussions with the auditors about the need to establish a capital fund.

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August, 2017 Statistics:

- 182 purchase orders were processed totaling \$843,370.46.
- 86 accounts payable checks were processed totaling \$802,386.29
- 15 A/R invoices were sent out \$56,335.53
- We have received July Slot revenue from Cecil County and St. of MD in the amount of \$125,444.95. Life to date (Sep-10 to July 17) slot revenue received \$9,816,681.08.
Fiscal Year 18 to date- \$125,444.95

Planning & Zoning Department

September Staff Report – October 3, 2017 Town Meeting

Development/Projects:

- **Royal Farms Store #267 1825 Perryville Road:** SHA will issue access permit once they receive approvals from hydraulics and utilities-pending; at the 9/22 pre-construction meeting project manager indicated site work scheduled to start 10/2 and anticipates 26 weeks to complete, pending no weather delays.
- **Magraw Subdivision:** owner/developer is working with Fairgreens for Dedication Agreement for the road; Town attorney reviewing documents.
- **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 to be ordered for trash cans-exterior and interior, picnic tables, interior baby changing table, etc.
- **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 for distribution warehouse was presented to both the Planning Commission and Mayor and Commissioners; settlement scheduled for 9/25; Mr. Lancelotta will be scheduling a contractor to paint the water tank.

Code Enforcement:

- Open position was advertised with applications due 9/25; 5 applications received to be reviewed and interviews will be scheduled as soon as possible.
- Complaints received are being handled by Planning & Zoning Department.

Landlord-Tenant Board: Board members needed.

Planning Commission: Meeting held September 18; welcome to new member, Linda Yeatman; discussion of proposed concept for warehouse distribution at the old Perryville Outlet property, to request floating zone Planned Infill and Redevelopment, with all members supportive of the project.

Board of Appeals: Hearing held September 25 approved continued Conditional Use for Fairgreen Apartments, to conform to the minimum age requirements in Maryland law applicable to Housing for the Elderly.

Meetings/Events:

- 9/7 attended Cecil County Transportation Coordination meeting; waiting for approval to purchase buses to provide shuttle service from Perryville MARC station to Newark SEPTA station; all buses to be equipped with technology to enable tracking of bus stop arrivals for users.
- 9/12 meeting with Mr. Roane to discuss water connections to his property 207 St. Marks Church Road from Beacon Point; to consult with local contractors for cost estimate.
- 9/13 Leadership Meeting.
- 9/14 meeting with Planning & Zoning Department staff; attended Green Team meeting.
- 9/16 Lower Ferry Festival.

- 9/18 discussed paper road designation at Richmond Hills; participated with grant review committee to review application for Business Development Grant for recommendation; Planning Commission Meeting.
- 9/19 Billy and Dianna attended Maryland Main Street Affiliate Program meeting in Rock Hall.
- 9/20 Dianna attended Maryland Housing Conference that included multiple training sessions on a variety of topics.
- 9/21 Billy and Dianna attended Economic Development Coordination Meeting at Cecil County, with municipalities to create a collaborative approach and provide confidentiality of information shared.
- 9/25 meeting to discuss recent events for issues/problems/changes needed and planning for 2018.
- 9/27 Safety and health committee meeting .

Other:

- **Enterprise Zone:** Maryland Department of Commerce approved application to expand the Enterprise Zone to include the Perryville Outlets.

Zoning Certificates: 4 certificates approved.

Grants:

- DNR Community Parks & Playgrounds Program FY 19 application submitted- replacement of tennis court surface and paving of trail at Community Park.
- Façade Grant applications approved, 8 total projects funded, will re-advertise for leftover funds.
- Revitalization Grant open to the public-final FY17 grants complete
- Business development grant now available to the public, one recommendation going to the board in October
- 501C grant open to the public

Economic & Community Development:

- 9/6 – I met with George Patchell to get his thoughts on partnering with YMCA for Sports complex in Perryville.
- 9/19 – Went to Rock Hall – Learning how to attract new businesses to the Town.
- Continue to research and pursue business prospects.

Farmers Market/Community Events:

- Market started May 26th with some new vendors added; new produce vendor started.
- Other events in planning stage.....details to follow when more information is available.
- 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: information updates 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.

- Finally, 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.

- 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.

- Town Hall Site & Police Station

- Perryville Police Station project is approximately 99% complete. The top coat of paving still needs to be done, along with pavement striping, some signage, and furniture installation. O&M manuals are being created along with punch list scheduled for 10-3-17. Building Demonstrations are scheduled for 10-2-17.

- 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 for project Federal funding grants. Analysis of water main layout alternatives is ongoing for the PER.

- Royal Farms

- SHA has officially approved the construction plans. The construction plans are approved by the Town. A pre-construction meeting was held on September 22. Construction of the Royal Farms should begin in October and finish in approximately 6 months.



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 SEPTEMBER 2017

CURRENT PROJECTS:

- Waiting on the striping for the two new police vehicles.
- Working with DES to install GPS on all of our police vehicles.
- Working with Outreach for summer activities and the Police Department.
- Meeting bi-weekly with the builders of the new police station.

MONTHLY MEETINGS/TRAINING ATTENDED:

- Met with Perryville Library and did a security survey.
- Met with the Elementary school and did a security.
- Present one of the Perryville Middle Schoolers with a certificate and challenge coin.
- Finalized the order for all the furniture for the new police department.
- Attended the Mayors meeting in Elkton.
- Sgt. Appleby met with the staff and children at the day care on Aiken Ave to show them his police car and talk with them.
- Met with a resident about dogs running her neighborhood.
- Met with Red the Tailor to get new uniforms for some of our officers.
- Met with Amanda from Town Hall about some training for our employees.
- Met with Billy (Town of Perryville) events planner about a large run coming to Perryville.
- Attended regular staff meetings with police personnel on general issues.

Perryville Police Department Monthly Police Report
September, 2017

	July	August	September	Year to Date 2017
ROBBERY	0	0	0	1
ASSAULT	6	2	6	29
BURGLARY	1	1	0	12
THEFT	6	4	7	59
Auto Theft	1	1	0	5
CDS	1	1	3	30
DISORDERLY	0	0	0	4
MDOP	2	3	2	23
ADULT ARREST	8	15	15	131
JUVENILE ARREST	0	2	1	20
Referrals to Outreach	0	0	0	0
CITATIONS	15	39	26	269
WARNINGS	87	61	39	758
SEROS	31	16	23	170
ACCIDENTS	9	6	6	51
52 (Investigated)	6	2	2	29
89 (no Investigation)	3	4	4	22

September 26, 2017

Perryville Police Department

Outreach Program

Town Report

September 2017

Overall Monthly Attendance: 234 as of September 26th, 2017

Number of New Referrals: 0

Number of New Members: 3

Announcements

The Outreach Program has begun our school schedule. As school started up this month we have instituted our daily homework help, along with daily counseling sessions (for those who need it), continued community service, and life skills. We have also started our nightly dinners. We cook anything from spaghetti and meatballs to Taco Tuesday. With our school supply drive, we were able to send all of our members to school with appropriate supplies. Also, through an anonymous donation we were able to send 4 children to school with new shoes. We started this month off by running our first ever 5K in support of Outreach. We had about 50 runners in attendance and many donated above and beyond what the registration fee was. In total we raise \$1,150 dollars for Outreach. The local yoga studio in town (Pura Vida Yoga and PT) held a community donation class for Outreach. We raised \$100. We also participated in the Lower Fairy Festival. Our staff along with a few of our dignitaries donated their time to be placed in the dunk tank. Proceeds from this activity were donated to Outreach We raised \$159.01. We had a meeting this month with a staff member from IKEA. We have applied for their community donation grant and they have graciously accepted our application. Stay tuned to see some of the exciting things they will be doing for our building. Also, a parent of some of our members graciously donated his time and money to replace rotting support beams in our basement. In November we plan on taking some of our members to North Bay for a team building day trip as well as our annual trip to Milburn orchards this October for Pumpkins! It takes a village to raise a child and our town has certainly showed their generosity this month. Thank you to all.

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 calendar for upcoming activities.

DPW Report - September 2017

PUBLIC WORKS:

Projects/Other Events:

- Materials were received for the installation of CCTV system at Rodgers Tavern and Lower Ferry Park.

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.

Paving/Sidewalk Repairs:

- A section of River Road was overlayed. Two sections of settled asphalt where utility services were installed were brought back up to grade as well.
- An area at the intersection of Anchor Court and Starboard Court was paved. This area was dug up to make two water main valve repairs.
- An area from a water service repair was paved on Harford Street.

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 occur late September or early October.
- Water shut off notices were distributed for residents/business that needed to make payment on bills from the previous quarter (9/14). Water shut offs were also performed (9/18)
- DPW Staff read meters for quarterly billing.
- A storm water ditch line was cleared on Bayscape Drive.

- Town employees spent several days inspecting sewer lines for possible I & I issues. A list is being compiled to obtain pricing to address the issues that are found.
- DPW staff inspected a drain near the Amtrak underpass that allows for rain water to drain from Broad Street. The pipe was found to have some possible issues that were reported to the proper Amtrak department and we are awaiting a response of how they may address the issue.
- A vertical crack was found on a section of water main on Cole Street (9/25). The main was excavated and repaired using a stainless steel repair band.
- A recently repaired 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.
- Staff addressed issues in valve vault 3 along I-95. The timer and valve didn't appear to be filling the .5MG tower correctly. After some pressure adjustments it has been determined that the DPW will rebuild the pilot control that may be causing some of the issues. Staff made some adjustments to allow for the tower to fill until the rebuild can take place.

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 is on October 4th.

Town Events:

- Staff assisted with the setup and cleanup of the Lower Ferry Festival.

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.

- Interviews took place to fill a current vacancy within the department. Brian Sharpe was offered the position and will start with the Town of Perryville on October 2nd.
- DPW Staff assisted with raising the HVAC units at the new PD. The units were found to be sitting at the snow line which could cause issues in a snow event.
- The large slope mower was used to mow the hill on Frenchtown Road and other areas that are needed at Ice House Park.
- 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.
- DPW Superintendent attended a Strategic Highway Safety Meeting at the county building on September 12. The next meeting is scheduled for October 10th.
- Asst. Sup. attended a meeting with an out of town limit resident regarding his requested to receive public water.

PARKS AND RECREATION:

Projects/Town Events:

- Parks Department helped prepare for Lower Ferry Festival.

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.
- 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 prepared the area for a visit from Senator Cardin.

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. This event takes at least one day (often more) for at least 2 employees. Often a second set of employees is set out to assist with the list. This has happened lately with the large number of items that have been requested for removal.
- **Yard waste** – Was picked up twice this month for residents who requested placed approved items curbside. This event takes at least one day (often more) for at least 2 employees. It has taken more than 2 days recently due to the amount of residents that are setting yard waste out for removal.
- **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

September, 2017

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Water:

Plant Raw Water Monthly Flow:	12.9 Million Gallons
Plant Finished Water Flow:	9.6 Million Gallons

Activities:

1. Received water intake vault cleaning video and report from Walker Diving
2. Ordered failing electronic parts for WTP scada system
3. 2 million gallons of finished water production was used for membrane filter backwashing (20.8%)
4. D&P Electric repaired raw flow meter
5. Plant in compliance with MDE regulations for the month of September
6. A.C. Shulties adjusted raw pump P-102
7. Continuously monitoring filter membranes due to rapid failure conditions
8. Ordered parts to rebuild PRV's at water plant & I 95 timer vault
9. Continue training Justin Fain on plant preventive maintenance
10. L. Frazier, M. Hamilton and J. Fain continue working on SAC wastewater II training course
11. Continued cross training of water and wastewater operators
12. Monthly housekeeping was performed
13. Scheduled preventive maintenance was performed
14. Tested all emergency lighting & monthly check of fire extinguishers

Water & Wastewater Treatment Plants

Monthly Operating Report

September, 2017

Wastewater:

Plant Influent Monthly Flow:	22.17 Million Gallons
Plant Effluent Monthly Flow:	20.20 Million Gallons
Veterans Center Monthly Flow:	6.42 Million Gallons

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

Activities:

1. Received RFQ for engineering qualifications for denite filters-reviewing
2. Working on draft RFP for engineering services for denite filter PER
3. McGuirk, Inc. replaced crumbling sidewalk at cascade outfall
4. McGuirk, Inc. replaced short section of crumbling roadway
5. Prepped and painted steel support beams at Admin rear porch
6. Awarded contract to EMH, Inc. to replace disk filter media
7. WWTP operators toured the Leslie WTP for continued cross training to prep for MDE class 4 water certification test
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