

Town of Perryville, MD
Staff Report
For the October 6, 2015 Town Meeting

Project Status Updates:

Audit of Fiscal Year 2015 Financial Statements:

- Review of FY15 Engagement Letter
 - Agreement signed – June 3rd
- Preliminary Audit Requests
 - Working on balance sheet Acct Recons
 - Sending need list items to auditors
 - Auditors on site – July 23rd (Went well)
- Auditors on site
 - Aug 31st to Sep 04th
- Waiting for draft financials
- Preparing first draft MD&A
- Presentation of Final Audit – possibly in December, 2016

Cable TV Franchise Agreement: Waiting on update from attorney.

Code Enforcement: Continue to follow work with Fred Sussman on the Injunction request regarding illegal tires at Mill Creek.

Document Scanning System:

- Budgeted \$20,000 to be used in FY16
- July 20th - Met with Shorescan with Comm. Linkey
- July 27th – Met with OnBase with Comm. Linkey
- August 14th – Webinar meeting with Enoch
- September 23rd – Meeting with Linkey to discuss proposals received
- Recommendation to the Board to be discussed at the November Work Session.

Economic Development:

- Prepared advertisement for MML Digital Directory
- Reviewed Sustainable Communities grant opportunities for next round of grants.
- Prepare presentation for 501(c) and revitalization grant seminar; meeting for those interested in applying for the grants was held on September 30
- Attended small business marketing session with Cecil County Economic Development
- Continued to work with new vendors for the Farmers Market for the 2015 season.

Elm Street:

The Elm Street Construction Plans are now out to bid. Submitted final signed and sealed plans for review to the county and soil conservation district. Submitted the contract legal documents for contractor bid. The construction plans out to bid now include the storm

drain revisions necessary to avoid Verizon underground conduits as determined by the DPW's test pits results.

Employment:

- Two DPW employees have been hired to fill current vacancies within the department. Brandon Kuliewicz (cool-eh-shev-itiz) started his employment on September 21 and Shaun Clay is scheduled to begin on October 5th.
- Seeking to hire temporary wastewater employee

Greenway Committee (Perryville):

The Perryville Greenway Committee met on August 26, 2015. The next meeting is scheduled for October 21, 2015 at 10:00 a.m. Additionally, the Regional LSHG meeting was held at Havre de Grace City Hall (not Port Deposit as previously reported) on September 17, 2015 at 10:00 a.m., and the next regional LSHG meeting is scheduled for January 21, 2016 at 10:00 a.m. at Perryville Town Hall.

Landlord – Tenant Board: No meeting held

Lower Ferry Park:

- Pre-bid meeting was held September 17. It was recorded and an Addendum was issued to address questions. A second Addendum was issued to address a plan holder's questions. Bids are due October 1 and information will be available for the October 6 Town Meeting for award of the contract.
- Quit Claim for wedge of Lot 3 on Roundhouse Drive – In order to clear and verify ownership, McCrone is preparing deed documents verifying metes and bounds of this lot. This could delay the development of Lower Ferry Park.

MARC Maintenance and Layover Facility – NO UPDATE

Municipal Complex:

ARRO has preliminary approval of the concept SWM plan for the Town Hall project. ARRO has received approval from AECOM to build the drainage outfall scheme along the RR right-of-way. In order to finalize Manns Woodward's design of the Police Building, water pressure hydrant tests must be scheduled for the water service infrastructure for the surrounding area. The Town is scheduled with URS / AECOM to test the fire hydrants during the week of October 5. The Town should be signing the contract with ARRO to design Phase I – Police Station very soon. It is anticipated that ARRO will make two submissions to the regulating agencies. I anticipate the project can begin construction this summer.

Outreach:

- Overall monthly attendance was 174; 1 referral; 2 new members
- The Outreach Program has started off the school year ready to help our members learn. We are offering homework help at 4pm each day after school for children who would like to participate.

- Our life skill classes have followed in the same path. We are learning why reading, writing, and listening are important skills to have in our lives and how without them life would be much harder.
- We have also introduced some education Jeopardy games. The kids seem to enjoy the subjects and like participating.
- We have given the inside of our building a little face lift with some fresh paint! The members seem to like the new colors and are eager to help us keep our building looking good.
- The Outreach Program participated in Adopt-A-Highway and Park Clean Up, along with other usual monthly activities. Please like our Facebook page and share any good news or activities you see within our community. Also check our monthly calander for upcoming activities.

Planning and Zoning:

- **Planning Commission Meetings** – Meeting held September 21 – recommendation to Board of Appeals for SE2015-02, Temple of Salvation Ministries at 304 Aiken Avenue; Master Signage Plan revision to monument sign for Chesapeake Overlook by Hollywood Casino; discussion of attendance at Maryland Planning Commissioners Association Annual Conference.
- **Board of Appeals** – hearing held September 28: approved Special Exception Use SE2015-01 New Victory Christian Church and SE2015-02 Temple of Salvation Ministries at 304 Aiken Avenue; denied variance request to side setback requirement for V2015-01 143 Bayscape Drive.
- **Development Projects:**
 - Cedar Corner – Phase I - 21 lots approved – discussion of entry from Cedar Corner Road and Harvest Lane under discussion and potential of ownership of Cedar Corner Road. In the process of finalizing Phase I subdivision. Planning Commission recommended to Mayor and Commissioners to consider annexing the portion of Cedar Corner Road owned by the County as well as the Town property to the south. To be discussed at the October Work Session.
 - Magraw Subdivision – Water model prepared and provided to developer, stormwater under review by Cecil DPW, continue review of project.
 - Frenchman Land Company - Project received final approval pending SHA access approval and signing the Public Works Agreement. No movement on the project to date.
 - Dollar General/Ketan – Final water and sewer plan were reviewed with comments. Demolition, final stormwaters, and sediment & erosion plans outstanding. Additional conditions are outstanding.
 - The Woodlands – Wilkinson Properties of Newport Delaware is proposing a new Mixed Use Development for the property on the east and west side of Coudon Blvd. The Planning Department is in discussion with the developer

regarding the various uses being considered in particular number of apartments being proposed.

Playground:

- 9/8/2015 staff started playground demo at the community park and hauling of rubber chips to the landfill and metal to the scrap yard
- Week of 28th of September all playground equipment has been installed by contractor and concrete footers have been poured. First week of October contractor will be installing 3 inches of crusher run stone and 6x6 borders around the playground.

Police:

- Training is ongoing for the new CAD / RMS. The CAD portion and the RMS are now operational.
- Sgt. Budnick & Det. Nitz attended train the trainer training on civilian response to active shooter incidents. Training town employees 9am – 12pm October 15 & 16
- Our new candidate (Daughtery) continues training (approx. 6 months) at the Baltimore County Police Academy
- Audited by MSP for NCIC compliance

Public Works:

- Precision Concrete Cutting removed trip hazards along Broad Street and other surrounding sidewalks.
- Performed "shut offs" for the previous quarter of water/sewer billing.
- Read meters for the current quarter water/sewer billing.
- Mowed banks along Frenchtown Road and Sumpter Drive with the slope mower.
- Met with a contractor regarding odor control at Rivershore Lift Station.
- Installed "No Trespassing, Authorized Personnel" signs on lift stations and Town owned properties as recommended by LGIT Hazard Evaluation Report.
- DPW Staff took necessary precautions for heavy rain events that were predicted for the end of September.
- Cleaning of ducts in Town Hall

Reservoir / Dam:

Reservoir is maintaining minimal water levels. Have received comments back from Cecil County, Soil Conservation District, Maryland Fisheries, MDE, and Army Corps. Finished revising the plans per agency comments and are ready to submit. In order to get permits from MDE, we still must fill out a land ownership memorandum form and provide letters stating our intentions for the dam to all affected and neighboring land owners and appropriate local officials. Fred Sussman (Town Lawyer) is working with MDE on the land ownership legal issues. Engineering work has been halted on the project due to the land ownership deed issue.

Rodgers Tavern Museum:

- ADA Bathroom and all bathroom fixtures – MHT has approved - scheduled.

- Repointing repair – Developing RFP.
- Phone and internet hooked up
- Alarm contract pending
- Purchase order for fence around HVAC units has been issued; waiting on vendor for installation
- Museum committee meeting on 10/5/15
- Working to hire consultant and schedule training (software and proper handling of artifacts) for the committee

Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):

- To discuss Perryville advisories from the Susquehanna River Rail Bridge Advisory Board at October work session
- To discuss Section 106 issues at the October work session

VA: The next meeting with VA management is scheduled for early December to go over a variety of issues.

Wage Scale Reassessment:

In follow up to the vote by the Mayor and Commissioners on the Longevity Pay Policy, a re-assessment of Perryville’s wage scale was put out to bid. The bids have been received, and a budget amendment is being prepared for discussion at the next work session.

Wastewater:

Influent Monthly Flow	20.87 Million Gallons
Effluent monthly Flow	19.67 Million Gallons
VA Monthly Flow	6.58 Million Gallons

Plant met all required MDE parameters
 Routine preventive maintenance was performed
 Equipment repairs were completed
 Building & tank cleaning for the month was completed

Water:

Raw Water Monthly Flow	10.1 Million Gallons
Finished Water Flow	9.8 Million Gallons

Plant met all required MDE parameters
 Routine preventive maintenance was performed
 Lead & Copper samples collected & tested
 Four equipment repairs were completed

Water Plant Alternate Access:

- A gate was purchased to prevent unauthorized access to the emergency access road along Norfolk Southern railroad.
- Public Works installed bollards along water plant alternate access road to increase safety in areas of concern.

Welcome Signage: No update

Upcoming Events

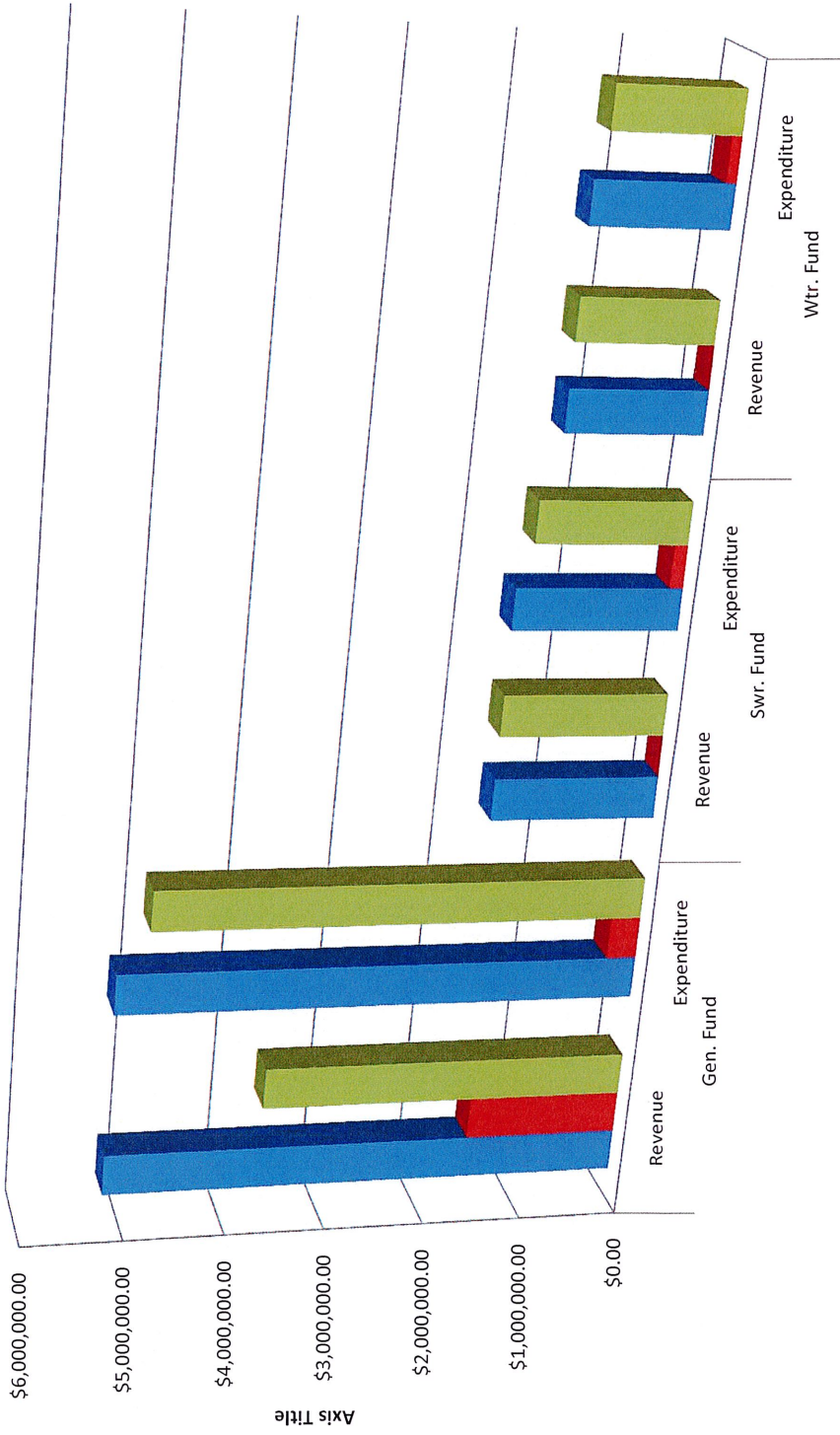
- **The Arc Northern Chesapeake 5k walk/run** 10/10/15 at the Perryville Community Park and includes use of the Stump Pavilion during their event with fees waived.
- **Perryville Halloween Party** 10/30/15 5pm- 7pm; location TBD
- **Perryville Christmas Tree Lighting Ceremony** 12/12/15 4pm – 5:30pm at Rodgers Tavern
- **Perryville House Decorating Contest** TBD

Note: Planning of *Perryville* events continues to be a coordinated effort between the Administrative and Economic Development staff.

2 attachments

***July 31, 2015 Budget vs. Actual Chart from the Finance Dept.
September 2015 Police Department Statistics***

Town of Perryville July 31, 2015 Budget vs. Actual



	Gen. Fund		Swr. Fund		Wtr. Fund	
	Revenue	Expenditure	Revenue	Expenditure	Revenue	Expenditure
Sum of Budgeted	\$5,172,740.00	\$5,172,740.00	\$1,656,045.00	\$1,656,045.00	\$1,366,147.00	\$1,366,147.00
Sum of YTD Rev/Expd	\$1,535,989.10	\$302,895.28	\$2,868.20	\$134,869.88	\$3,175.38	\$101,152.19
Sum of Balance Left	\$3,636,750.90	\$4,869,844.72	\$1,653,176.80	\$1,521,175.12	\$1,362,971.62	\$1,264,994.81

Perryville Police Department Monthly Police Report
September, 2015

	July	August	September	Year to Date 2015
ROBBERY	0	0	0	0
ASSAULT	4	2	2	19
BURGLARY	0	1	1	6
THEFT	3	3	2	33
Auto Theft	1	0	0	4
CDS	0	0	1	10
DISORDERLY	0	0	0	3
MDOP	1	1	0	14
ADULT ARREST	10	11	11	100
JUVENILE ARREST	0	0	0	16
Referrals to Outreach	0	0	0	1
CITATIONS	10	12	10	145
WARNINGS	25	26	25	226
SEROS	0	0	0	7
ACCIDENTS	3	4	1	50
52 (Investigated)	1	1	1	22
89 (no Investigation)	2	3	0	28

September 30, 2015