

Staff Reports from Town Meetings

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**Town Administrator's Report
Town of Perryville, MD
For the September 1, 2015 Meeting**

Project Status Updates:

- **APG Joint Land Use Study (JLUS)** – last month I reported that written comments were provided to the APG JLUS committee. Another **public** workshop is scheduled on September 15th for Cecil County and their draft document is available on the following website <http://apgilus.com/>
- **Cable TV Franchise Agreement: NO UPDATE** The public hearing was held on 7/21. The Focus Group work is complete. The Needs Assessment must remain open while the town works with Atlantic Broadband to meet the needs expressed by the Focus Group and during the public hearing. One of the primary needs is having a closer office location. More information will follow from Cathy McCardell and Sue Ellen Ferguson, Esq. on next step.
- **Charter Amendments:** Charter amendment 2015-03 (correcting an inconsistency in the charter regarding violations and penalties) was approved at the August town meeting and was advertised as required. An amendment to change the process by which the board may be compensated was not approved. A charter amendment removing the ability to have write-in votes during election was not approved, but more research is to be done by an interested resident to address this issue so it may be brought back for a vote.
- **Elm Street** – Ralph Ryan, P.E. has prepared the Bid Package (contract documents – using EJCDC forms, specifications, design plans...), and it presently under review. An “Elm Street Project” Quick Link has been set up on the Town’s website where residents and interested parties will be able to get the latest and most up-to-date information on the project. A letter went out to property owners on July 28th giving a brief status update on the project and letting them know about the delay from the previously posted schedule.
- **Employment** –
 - A crewman position (mechanic) for Dept. of Public Works will be advertised in the near future.
- **Greenway Committee (Perryville)** – The regularly scheduled Perryville Greenway Committee was held on August 26, 2015. The next Regional Greenway meeting is scheduled for September 17, 2015 at 10am at the Port Deposit Town Hall.
- **MARC Maintenance and Layover Facility – NO UPDATE**
- **MDTA Parking Permit** – A temporary (8/24/15 – 7/31/16) permit was issued by MDTA to allow the town to resume using the parking under the Hatem Bridge as boat ramp overflow parking. It is my understanding that the MDTA Real Estate Department is working on a more permanent lease document.
- **Municipal Complex: PLEASE** see Ralph Ryan’s report for an update.
- **Reservoir / Dam: NO UPDATE** Fred Sussman, Esq. is working on correcting the title issues for this property so that the MDE deed restriction requirements can be met before proceeding with the work to drill the holes in the dam. See Ralph Ryan’s report for additional updates on this project.

- **Revitalization Plan:** As the Planning Dept. has been short – staffed, there have been delays in preparing the revitalization plan; though this has not been forgotten and will be completed time allowing. The plan is expected to address some properties in the downtown area, including on Otsego Street, Susquehanna Avenue and Front Street.
- **Rodgers Tavern Museum** – a volunteer committee has been established to begin the process of setting up the building as a museum. Eileen Rice is the Chair of that committee. The town is working with a local curator, as a contractual consultant, to provide training to the committee for the Past Perfect museum cataloging software and proper handling of the artifacts
- **Sunken Boat:** both boats have been removed by DNR’s contractor, and no further report will be made on this issue
- **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak):** The State is working through the National Environmental Policy Act (NEPA) process for this project. I attended the Section 106 meeting held at the Perryville American Legion on August 18th. More information will follow at the October work session.
- **Triathlon** – A contract for the next 5 years of the Diamond in the Rough Triathlon annual event is on the agenda for consideration.
- **VA**
 - **EUL:** Delegate Hornberger and Secretary Holt have requested a meeting in follow up to the recent meetings and correspondence.
- **Wastewater:**
 - **Licensure** – Cross training of water / wastewater staff has started.
 - **MDE Delegation Agreement, Town Code Changes and Implementation of a wastewater pre-treatment program – NO UPDATE** I met with George Smith on July 30th to give him a status update on this issue and to discuss the next steps.
 - **NPDES renewal - NO UPDATE**
 - **Sewer Force Main incident 06/23/15** – As required by the Health Department and MDE a public notice about this incident was made and signage was placed at the site; the town has since received a release to remove the public notice. The force main repair was done promptly and cost \$10,439.53. Aaron Ashford and I met with MTA and their contractor on July 28th regarding this issue, and they do not agree with the town’s stance on this situation. However, an invoice was still sent to MTA for 50% of this cost. **UPDATE:** MTA has forwarded the invoice to their contractor to handle as an insurance claim.
 - **August 7, 2015 Sanitary Sewer Overflow (SSO)** – On 8/7 there was a SSO at the Front Street Lift Station. The overflow was coming from the manholes surrounding the lift station and seemed to be caused by a relay failure in the main pump control center for the lift station. The spillage was less than 1,000 gallons, was properly cleaned up and treated and reported to MDE.
- **Water:**
 - **Licensure** – Cross training of water / wastewater staff has started
 - **Water Plant alternate access:** DPW and Water Plant staff are starting to work on this.
 - **St. Marks Church Road water connection – NO UPDATE**
 - **EnerNOC** – The demand response agreement with EnerNOC was terminated. The EnerNOC equipment has not yet been removed from the water and

wastewater plants. Another notice was sent to EnerNOC about removing their equipment from the town plants. An EnerNOC representative stated that they would have a technician contact George Smith to schedule removal of their equipment from our facilities.

- **Welcome Signage: NO UPDATE** The fully executed agreement to build a (static – Welcome to Perryville sign) has been received and the next steps include getting a design and budget. Public Works has gotten a few quotes and is working through the process to get the sign.
- **Work Session Follow up:**
 - The National Parks Service sent us a specification for an interpretive sign to be installed at the Community Park showing ‘you are here’ and the various waterways. A sign designer was contacted to get a price on the design aspect of the sign. The designer has not gotten back to us, so we will reach out to a different firm for the art work.
- **General Government:**
 - Did follow up work to both last month’s Town meeting and the work session.
 - Worked on various personnel related issues. Due to the confidential nature of the personnel work, no further report will be given on this issue.
 - Attended to miscellaneous Town business including: communicating with Department Heads on issues related to their departments giving guidance and assistance where needed, wrote and sent various memos to staff as well as other governmental agencies, responded to inquiries from the press, responded to citizens’ concerns, responded to Information Act Requests (and in process of responding to a more involved request) reviewed and approved time sheets and leave requests, reviewed accounts payable check runs and A/R aging reports, prepared public statements for closed meetings and proof-read minutes to meetings.
 - Reviewed and approved P.O.’s and invoices on things that I am working on for the Town directly. Forwarded the invoices to accounting for payment.
 - Daily monitoring of Town social media sites in compliance with the Social Media Policy.
- **Other Meetings:**
 - August 12, 2015 Chief Wernz and I attended the Conowingo Dam Emergency Action Plan Functional Exercise.
 - August 13, 2015 Met with Dick Furst of Local Government Insurance Trust for the annual Hazard Evaluation Survey. He made a few recommendations (additional / improved signage, getting driving histories of town employees, putting a softening agent under some of the equipment at the Mini-Park) which the staff is working on implementing.
 - August 14, 2015 Movie Night – This event, which was a Bass Master coordinating event, was well attended and a fun-time for all. I would like to thank all of the staff for their hard work on this event, and particularly Amanda Hickman who was the primary coordinator.
 - August 17, 2015 Held the Pre-proposal meeting for the wage scale re-assessment; due to low turn-out, this will be put back out for bid.

Treasurer's Report
Town of Perryville, Maryland
September 1, 2015

Projects:

- **FY15 Audit**
 - 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**
 - Prepare MD&A
 - Presentation of Final Audit – possibly in December, 2016

- **Disposal of Surplus Items (MUNICIPAL Auction)**
 - Surplus items listed on www.municipal.com

- **Retention Policy**
 - Discussion at May's work session
 - Discussion at November's work session – Finance
 - Discussion at December's work session – Admin
 - Discussion at February's work session – Planning & Zoning
 - **To resume, after the FY15 Audit**

- **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**

August 2015 Statistics:

- 152 purchase orders were processed totaling \$191,756.13.
- 102 accounts payable checks were processed totaling \$189,039.02.
- Invoices sent out totaling \$16,332.42.
- Processed cash & equivalent receipts totaling \$1,269,566.39 which includes \$871,195.20 for RE taxes collected in July by Cecil County.
- On July 10th, received June's Slot revenue from Cecil County totaling **\$105,906.28**. We are anticipating **\$114,392.81** for July's Slot Revenue. Life to date (Sep-10 to May-15) slot revenue received \$7,029,573.05.

[FY1 - July 2015 financials are still under review and will be submitted at the next Town meeting.](#)

Mayor & Commissioners
Planning Department Report for the Month of August 2015

Zoning Certificates – Processed seven (7) certificates and reviewed application for compliance with the Town’s zoning regulations; none within the Critical Area

Planning Commission Meetings – meeting held August 17 and continued discussion of proposed revisions to Zoning Ordinance Section 161 Table of Permissible Uses.

Board of Appeals – hearing scheduled for August 24th to continue discussion from July review for Special Exception use of church/outreach center at 304 Aiken Avenue.

Town Projects

- Received SHA ROW plats for IKEA Way and Firestone Road need clarification from SHA Plat indicating “Area conveyed or to be conveyed by SHA”. The plat was not recorded.
- Two shelters installed, two being designed for installation by Carpenter Engineering for Coudon Blvd and Perryville Station. We are seeking approval from Cecil County Roads and owners of PV Station for these installations.
- Met with Fred Sussman regarding various mechanisms for capital improvements and repayment. To be discussed at the September work session.
- RFP for Lower Ferry Park was finalized and will go out to bid by the end of August.
- Quit Claim for wedge of Lot 3 on Roundhouse Drive – In order to clear and verify ownership, McCrone will prepared deed documents verifying metes and bounds of this lot. Mr. Sarac would like to incorporate this piece in the sale of the corner lot and would consider an offer. He likes the development proposal for the parcel, but he is in the marina business not developer.
- 5439 Pulaski Hwy (Old Honda property) – Met with SHA and Mr. Burkins regarding conditions of the site, safety issues at MD 222 and US 40 and installation of pipe creating access to the property from Aiken Extended and drainage issues. Mr. Burkins did not want to pay for upgrades of Aiken Extended to provide the access to his property as a condition for the use of the road for truck traffic for his business. Denise was to bring before the Commissioners to discuss alternatives.
- Susquehanna Properties Update - See attached
- **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.
- 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.
- Dollar General/Ketan – Final water and sewer plan were reviewed with comments. Demolition, final stormwaters, and sediment & erosion plans outstanding. Additional conditions are outstanding.

Code Enforcement

- An Injunction request regarding illegal tires at a Mill Creek residence was prepared by our attorney – filing in process per our attorney.

- sent 12 violation letters
- sent DPW 5 work requests
- Continued to receive complaints, meet with property owners and conduct site visits regarding complaints and permit inspections
- Staffed booth at Bassmaster event in North East-according to raffle ticket entries we saw at least 332 visitors. Sharon Pillar of Essex was our raffle winner and she claimed her prize that Sunday afternoon.
- Continue to manage the Farmers Market
- Coordinated the Town movie night at Lower Ferry Park- there were at least 300 people in attendance
- Developed a final draft for Chapter 69 modifications, to be presented at September work session.
- Continued to work on a draft of Chapter 63 with Town attorney.
- Attended meeting with the City of Havre De Grace concerning the proposed Al Cesky ½ Marathon.
- Approved 3 new rental license applications

Landlord Tenant Board – No meeting held.

ECONOMIC DEVELOPMENT:

Amanda Hickman has been offered and accepted the position. Amanda has been handling many of the events and activities set in motion by Doreen. She worked closely with Doreen and acted as her mentor during her first year and assisted her with grants, and events.

FARMER’S MARKET:

- Staff continues to rotate market duties.
- Continued to work with new vendors for the 2015 season.

GRANT OPPORTUNITITES/OTHER:

- Staff prepared the final report for the Façade Grant from Community Legacy.

Accounting – The Planning Department continues to generate monthly invoices for projects and Code Enforcement.

ADMINISTRATION REPORT
August 2015

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – MHT has approved - scheduled.
- Repointing repair – Developing RFP.
- Had volunteer meeting to develop artifact numbering system.
- Ordered needed supplies for museum helpers.

Events:

- 8/14 - Movies in the Park, Lower Ferry Park. Estimated 300 in attendance.
- 8/15-8/16 – Bassmaster Event – Staff maned table at North East Park

Personnel Manual:

- **No update**

Updated:

- Held interviews and hired someone for Clerk job (starting Aug 31th)
- Switched over email to Microsoft 8/25/15.

Statistics:

- There were 11 boat ramp stickers sold. Last one sold 353.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Attended Work Session meeting and Town Meeting.
- Duck Blind Raffle completed 8/18
- Started getting articles ready for newsletter
- Water/Sewer late notices sent out 8/17 (508 notices)
- Processed 8 Deeds.
- 1 dog tag sold.

- Reservoir Road 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.
- Elm Street
 - Cecil County and Soil Conservation District has approved the Elm Street Construction Plans. Submitting final signed and sealed plans to the review agencies. Developed the legal contract documents for the project. The legal documents include bidding forms, advertisement, general conditions, qualifications statements, project specifications, etc. Submitted the legal documents for review by the Town. DPW has dug the test pits and has found that the Verizon conduit runs 2'-8" below the roadway surface. The construction drawings shall be revised to show the drainage pipe running below the Verizon conduit to avoid conflict.
- Town Hall Site
 - 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. AECOM represents all the RR users in the project area. The Town has sent Manns Woodward a letter stating that architectural work on the Police Building should begin. The Town can now submit to the county final construction plans for final approval of all phases. The Town is in negotiation with ARRO to design all three phases of the project. The Police Station, Little League, and the Town Hall could all be approved at once and concisely through ARRO’s final submission to the county. Cecil County also encourages this course of action.



Perryville Police Department

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

Charles V. Wernz, Jr.
Chief of Police

TELEPHONE: 410-642-3725

FAX: 410-642-3724

James L. Eberhardt
Mayor

Monthly Report August 2015

Current Projects

- Training is ongoing for the new CAD / RMS. The CAD portion is now operational and expect total on-line conversion by Oct. 2015
-

- Body Cams – training is complete and personnel are utilizing Body Cams and there have been no issues.
-

- Annual Firearms & TASER training is on-going.
-

- Sgt. Budnick & Det. Nitz attended train the trainer training on civilian response to active shooter incidents. Anticipate training town employees in October.
-

- Our new candidate (Daughtery) continues training (approx. 6 months) at the Baltimore County Police Academy.
-

Perryville Police Department Monthly Police Report
August, 2015

	June	July	August	Year to Date 2015			
ROBBERY	0	0	0	0			
ASSAULT	1	4	2	19			
BURGLARY	1	0	1	6			
THEFT	7	3	3	33			
Auto Theft	0	1	0	4			
CDS	2	0	0	10			
DISORDERLY	1	0	0	3			
MDOP	1	1	1	14			
ADULT ARREST	10	10	11	100			
JUVENILE ARREST	1	0	0	16			
Referrals to Outreach	0	0	0	1			
CITATIONS	25	10	12	145			
WARNINGS	41	25	26	226			
SEROS	1	0	0	7			
ACCIDENTS	8	3	4	50			
52 (Investigated)	4	1	1	22			
89 (no Investigation)	4	2	3	28			

August 26, 2015

Perryville Police Department

Outreach Program

Town Report

August 2015

Overall Monthly Attendance: 166

Number of New Referrals: 0

Number of New Members: 1

Announcements

The Outreach Program has wrapped up a busy summer and is ready to start the school year. To help start our youth in the community off right we held our 3rd annual backt-2-School Supply Drive. We were able to collect more than 100 book bags and school supplies to give out to our community. The supplies went fast. Thank you to all that were involved.

This summer was also another successful year for our Community garden. We were able to yield some vegetables, fruits, herbs and spices. We were also able to use the garden to teach youth how to grow your own food and eat healthier while saving money. The garden is definitely something we plan to do again next year.

As our last treat to our members before the school year started we took a trip to Kilby Cream for some Ice Cream. It was also an opportunity to talk about farming and agriculture here in Cecil County. We chose members who were here and participated with Outreach functions the most throughout the summer.

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.

DPW Report - August 2015

Projects/Other Events:

Crosswalks/Detectable Warning Devices:

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

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:

- DPW Staff continues to repair potholes throughout as they arise or are reported.
- Two test pits were dug on Elm Street in preparation of the upcoming Elm Street Renovation project.

Water/Sewer/Stormwater:

- A new wastewater pump was installed at the River View Hills Pump Station. This pump replaced a previous pump that was found to be "beyond repair".
- The River View Hills Pump Station's "wet well" was cleaned using a high suction vacuum truck. This allows for the newly installed pump to function more efficiently.
- A sewer later was repaired on Locust Street. The line was found to be collapsed from the resident's cleanout to the sewer main.
- Several work orders regarding meter readings and leak detection were completed by DPW employees.

Training:

- DPW Staff continues to attend a 10 hour OSHA certified online training for General Industry Safety. 2 other DPW Staff members continue to attend a 30 hour OSHA certified online training for General Industry Safety.
- DPW Superintendent has scheduled training for utility damage prevention through "Miss Utility". The training is to take place on September 9th.

- Two DPW employees attending training at Ripken Stadium that was related to using the new "code reader" for diagnosing issues with vehicles.

Town Events:

- DPW Staff set up and removed the new Town owned stage for the "Movies in the Park" event. The stage was removed the same evening following the event.
- DPW Staff assisted the Parks Department in preparation for the "Bass Masters Elite" tournament. Staff mowed the community park and other areas throughout town.

Weather Related Events:

- There were no weather related events during this month.

Other:

- DPW supervisor met with multiple sign manufacturers regarding the acquisition of a "Welcome to Perryville" sign to be placed on Rte 40. Should have more information and possible design ideas by early September.
- The new town clock was installed on the new clock base in front of Town Hall. The new clock will automatically reset itself to the proper time after a power outage.
- DPW staff have continues to mow Town owned properties for the spring and summer months.
- Multiple residents that were found to be in violation of the town's code for grass height, were mowed.
- DPW removed yard waste twice a month for residence who placed appropriate items curbside.
- An advertisement was placed on social media and local newspaper stating that the town is accepting applications for a Crewman 1 position.
- DPW Staff continues clearing and maintaining the emergency access road along Norfolk Southern railroad tracks in order for WTP employees to have an alternate route in the event of an emergency with a train blocking Water Plant Drive.

Daily Events:

- **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 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 continues 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.

Monthly/Scheduled events:

- **Bulk Trash** - Picked up for those residents who scheduled for a removal.
- **Yard waste** – Was picked up on two occasions this month for the residence that have placed approved items curbside.
- **Fire Hydrants/ Extinguishers** –Fire hydrants were flushed again on May 11th-15th. Those dates will be advertised in the local newspaper, on the Town's website and on social media sites. Fire Extinguishers are inspected monthly to check for defects, loss of pressure, cracks in the hoses, etc. The next flushing of the hydrants will be scheduled for the fall of 2015.
- **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.

Monthly Report for the Month of August

- Air condition is working at Rodgers Tavern
- Replaced 5 light bulbs on Lower Ferry Pier
- Replace no parking sign at the boat ramp
- Repairs made to alum ramp on Lower Ferry Pier
- PM on zero turn mowers
- Mowing of park related areas in town
- Power wash pavilions on a weekly basics
- Trim trees at the community park
- Replaced rotten boards on fishing pier
- Jeff has been working on osha training
- Mowing ice house park with the bush hog mower cleaning the area up before Bass Masters event
- Clean bathrooms at the comfort station on a weekly basis

Community Park Playground update

- The estimated time for demo of our old playground equipment is the week of September the 8th through the 11th. Estimated new playground installment will be the week of September the 21st through the 30th. If you have any other questions please contact me.

Water & Wastewater Treatment Plants

Monthly Operating Report

August, 2015

Wastewater:

Plant Influent Monthly Flow:	22.37 Million Gallons
Plant Effluent Monthly Flow:	21.42 Million Gallons
Veterans Center Monthly Flow:	7.70 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of July, 2015 and August 2015 with the August lab results received to-date

Activities:

1. Replaced Admin building exterior lights photo cell
2. Contractor diagnosed wiring problems for WWTP scada system to reed bed pump controls & replaced PLC backup battery – scada controls now working
3. Resolved problem with SBR decanters sending initial dirty water to flow equalization tanks
4. Cleaned the flow equalization tanks two times
5. Performed microscopic exams of the SBR's biology two times
6. Cleaned Admin building windows
7. Washed and cleaned both trucks
8. Completed cleanup of all building interiors
9. Continue edging side walks
10. Continue cross training program for water & wastewater staff
11. Continue work on master plant task list of items to address
12. Changed filters and drive belts for all three SBR blowers
13. Installed butterfly valve and actuator for SBR # 2 air line
14. All regulatory sampling and reporting requirements were completed for the month

Water:

Plant Raw Water Monthly Flow:	10.80 Million Gallons
Plant Finished Water Flow:	9.70 Million Gallons

Activities:

1. Repaired two leaks in the PSI reduction valve at the plant
2. A.C. Shoultes removed raw pump #1 to rebuild worn shaft
3. Operators continuing work on preventive/predictive equipment maintenance schedules
4. Work continues on cleaning building interiors
5. A.C. Shoultes replaced a defective drain valve on filter #4
6. Replaced defective level sensor and calibrated on filter #4
7. Completed tri-annual lead & copper sampling & sent to contract lab
8. All required regulatory sampling and regulatory reports were completed for the month