

Staff Reports from Town Meetings

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Town Administrator's Report

August 1, 2017 Town Meeting

07/05 Attended a meeting regarding the police department construction project related to a soils change order.

07/06 Prepared for and attended the Town Meeting

07/07 Dianna Battaglia and I attended a meeting at the Cecil County Government Building regarding the possible annexation of 11 +/- acres at the northern end of town near the casino

07/10, Aaron Ashford, Mayor Eberhardt, Commissioner Linkey and I attended a meeting at Ice House Park with the MD Dept. of Natural Resources regarding the request to DNR to make Ice House Park a license-free fishing zone.

07/11 Held a Leadership Meeting for Staff. Topics discussed included: review of Town Meeting, review of the upcoming work session agenda and staff reports.

07/14 Mayor Eberhardt, Commissioner Reich and I attended a meeting at the Cecil County Government building regarding cooperative planning efforts for water and wastewater needs for Cecil County

07/17 – 07/25 Out of the office

07/26 Prepared for and attended a Perryville Greenway Meeting. A representative from the Mason-Dixon Trail Systems attended this meeting to update the town on M-DT trails and to continue cooperation of trails through Perryville.

07/31 Cathy McCardell and I met with residents of Otsego Street regarding problems with flooding

Other:

Susquehanna River Rail Bridge Project

07/28 Ralph Ryan and I attended a Susquehanna River Rail Bridge project meeting held at the VA at Perry Point. The information below was included in last month's town meeting report with updates from this 7/28 meeting in bold:

- The underpass across from Front Street will be permanently closed (the underpass next to the train station will remain open)
- Truck traffic entering and leaving Amtrak will be re-routed to use the Perry Point main entrance to a new road that goes around the Amtrak electric substation and connects back into the existing Amtrak truck entrance.
- For 2 – 3 years during the construction, traffic will be one lane going into the Broad Street entrance of Perry Point. Amtrak intends to install a temporary signal to allow traffic to be two-way during that time period. A question has been posed to Amtrak to see if two lanes could remain open during construction if they were to temporarily use some of the Town's property. **Amtrak did present a plan to maintain two-way traffic into the Broad Street entrance to Perry Point, which includes the temporary use of town property. Plan to be presented to the Mayor and Commissioners.**

- **Since the Amtrak truck traffic will be routed through the main (Broad St.) entrance of Perry Point, Amtrak determined that Roundhouse Drive where it intersects with Broad Street needs to be widened to deal with truck turning requirements. This will also require use of town property.**
- Amtrak is trying to settle on finishes for the form liners. My request was that the finish for the wall across from Rodgers Tavern remain the same as previously proposed (a stone look that mimics the look of the Tavern). **Attached is a rendering provided that shows the form liner finish. This will be consistent along Broad Street.**

Ikea Way

06/27 Phil Meekins and I met with Greg Holsey of SHA regarding the maintenance and ownership of the last 900' +/- of Ikea Way. Greg is looking into some issues regarding ownership of the road and I will report back when I hear more from him. **UPDATE: Greg Holsey confirmed that the road is owned by SHA, however, he stated that according to IKEA's entrance permit (issued by SHA), IKEA is required to maintain that section of the road. More work is being done on this to resolve the issue.**

Mosquito Spraying (NO UPDATE): The Town of Perryville will be participating in the mosquito spraying program run by the Maryland Department of Agriculture during the months of June, July and August. Spraying will occur once weekly on Friday mornings (beginning 2am). For more information, including the Policy on Objection to Mosquito Control services and related exemption form if you wish to be excluded from the program, please visit the Dept. of Agriculture Mosquito Control Website http://mda.maryland.gov/plants-pests/Pages/mosquito_control.aspx

Daily work – Amendment 2 to the T-Mobile lease agreement is in the process of being executed. Met with Debbie Laubach several times throughout the month to review town finance procedures. Reviewed and commented on the RFQ prepared by George Smith and MCET for the denitrification filters project at the wastewater plant. Addressed personnel issues. Reviewed and approved p.o.'s for greater than \$5,000. Prepared and submitted the LGIT insurance claims. Met with various staff members on a daily basis to go over daily operations and issues as they arose.

Assistant Town Administrator Report for the August 1, 2017 Town Meeting

Cable TV Franchise Agreement: The Franchise Agreement from Atlantic Broadband is being reviewed with Ms. Ferguson, Esq. to see what our next step will be.

The Town is advertising for a DPW Crewman I with backhoe experience. It closes August 12th.

Attended the Town Work Session.

Had a meeting with Mark Kunkle, Benecon to discuss Health Insurance Benefits.

Prepared for Senator Cardin's visit to the Town.

ADMINISTRATION REPORT
August 2017

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – In progress
- Tavern Sign – Pricing Out

Events:

Current:

- July 8, 2017 – Perryville Community Park – Triathlon

Upcoming:

- September 16, 2017 – Lower Ferry Park – Lower Ferry Festival

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 4 Pavilion Rentals
- Processed 2 Dump Trailer Rentals
- Processed 8 Deeds
- 20 In State Boat Ramp Stickers Sold (381)
- Held a round table meeting at Rodgers Tavern with Senator Ben Cardin and Delegate Mary Ann Lisanti
- Seasonal newsletter was completed and mailed out

Treasurer's Report
Town of Perryville, Maryland
August 1, 2017

-Projects:

- **Police Station Financing**
 - Bond documents signed by Mayor and Staff on Tuesday, August 23rd.
 - Bond closed August 31st.
 - First reimbursement payment received September 26th.
 - Second reimbursement payment received on October 28th.
 - Third reimbursement payment received on November 21st.
 - Fourth reimbursement payment received on December 21st.
 - Fifth reimbursement payment received on January 30th.
 - Sixth reimbursement payment received on February 27th.
 - Seventh reimbursement payment received on March 27th.
 - Eighth reimbursement payment received on April 28th.
 - Ninth reimbursement payment received on June 14th.
 - **Tenth and final reimbursement payment received July 13th.**

- **Local Impact Fund**
 - Submitted the Quarterly Local Impact Report to the County
 - Reconciled Expenditures to Budgeted. At the end of FY 17 there was \$1,228,446 in the FY17 local impact funds budget that was not used. Of that amount \$1,044,703 was allocated to Town Center Complex, (Police Station, Town Hall and Little League field.)
 - All of the funds unused in FY17 will be rolled over to FY18 Local Impact Budget, via Budget Amendment Ordinance 2017-13

- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 Collections to date \$ 760.00
 -

- **Disposal of Surplus Items (MUNICIPAL Auction)**
 - Surplus items listed on www.municipal.com, - listed and sold the Outreach mini-van. Auction ended July 27th.

- **FY 17- Year End**
 - Met with Auditors on July 13th, they performed their preliminary fact-finding procedures and selected the initial samples they wanted to test.
 - We revised the Auditors written basic "Understandings" of the Town's Internal Controls and Procedures.
 - Currently we are preparing the final adjusting journal entries for FY17.

Treasurer's Report
Town of Perryville, Maryland
August 1, 2017

- The Auditors have requested multiple reports and workschedules for their next visit. These are also being prepared at this time.
- Auditors are scheduled to be on site
 - Aug 28th to Sep 1st

- Final Audit due – October, 2017
- Presentation of Final Audit – possibly in December, 2017

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July 2017 Statistics:

- **156** purchase orders were processed totaling **\$764,670.30**.
- **122** accounts payable checks were processed totaling **\$1,169,884.38**
- No invoices were sent out. All new assessments will be for FY18
- Processed cash & equivalent receipts totaling **\$**
- We have **received May Slot revenue from Cecil County and St. of MD in the amount of \$120,672.21**. Life to date (Sep-10 to May 17) slot revenue received **\$9,570,906.65**

Planning & Zoning Department

July Staff Report – August 1, 2017 Town Meeting

Development/Projects:

- **Royal Farms Store #267 1825 Perryville Road:** draft PWA discussed at July work session; final execution will need all required Letters of Credit/fees; SHA final approval is still pending; all other agencies have approved.
- **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:** McCrone's current status: finishing computations and resolving boundary designations; planning to have the draft Corporate Boundary Survey Map by August 2nd for Town review and presentation at the August 15th work session.
- **Lower Ferry Park:** final asphalt complete, Aaron to request estimate for striping parking spaces; amenities are needed such as trash cans-exterior and interior, interior baby changing table.
- **Woodlands:** Doug Hill has worked out all issues with the bank and maintained ownership of the property; still interested in developing the site.

Code Enforcement:

- Followed up on complaints
- Inspection of Town House on Owens Ct.
- 13 Registered letters sent out for code violations of Chapter 30, 64, 63.
- 18 Door hangers placed.

Landlord-Tenant Board: Board members needed. No meeting was held in July.

Planning Commission: Meeting held July 17: vote for Chairman and Co-Chairman, information provided for Robert's Rules of Order, general discussion.

Board of Appeals: Meeting held July 24th to finalize the Resolution revoking the Special Exception approval for the Highway Corridor Unified Development at 5271 Pulaski Hwy effective November 24, 2017.

Meetings/Events:

- 7/6 attended work session.
- 7/7 meeting at the County for grading of property that is intended for future annexation of land adjacent to Chesapeake Overlook, to be zoned as CEMUD (Commercial Entertainment Mixed Use Development).
- Dianna attended Leadership Meeting.

- 7/11 meeting with potential developers for redevelopment of the outlets property to warehousing; working on site plan for submittal to request floating zone Planned Infill and Redevelopment District approval.
- 7/17 Department Meeting with Planning & Zoning staff.
- 7/18 attended work session.
- 7/26 Greenway meeting; MASFM webinar for floodplain continuing education.

Other:

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

Zoning Certificates: 5 certificates approved.

Grants:

- DNR Community Parks & Playgrounds Program FY 19 currently open- replacement of tennis court surface and trash cans for Lower Ferry Park
- Façade Grant applications approved, 9 total projects funded
- Revitalization Grant modified to exclude business

Economic & Community Development:

- Bay Venture Outfitters agreement is in place to provide kayak rentals at the Community Park on weekends beginning July 1st.
- 7/26 – meeting at the Chamber office – meet and greet

Farmers Market/Community Events:

- Market started May 26th with some new vendors added.
- Lower Ferry Festival scheduled for September 16th, 1pm-6pm
- Other events in planning stage.....details to follow when more information is available.

Training: LGIT sessions (8) completed-Billy.

Website: information updates for related departments.

- EPA / MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - 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.
- Reservoir Road Dam
 - Reservoir Dam construction project is complete.
 - 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 91% complete. Paving and curbing will begin within a few weeks. Building hardware is being installed, painting, exterior veneer, and electrical systems. Work will continue on the HVAC and sprinkler system. Project completion has been delayed over a month due to undercut operations from poor soil, bad weather, and destroyed roof trusses.
 - The Verizon poles have been relocated along Otsego Street.
- 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
 - Imminent water needs for Station 16 will likely by-pass a preliminary engineering report for Federal funding. 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. Cost estimates for a 2-inch line with alternatives have been developed.
- Royal Farms
 - NO NEW UPDATES - SHA has officially responded to the Rt. 222 Royal Farms project (FWA) concerning SWM, not the tractor trailer turn radius data. The Royal Farms project has previous approval of SWM with Cecil County. I don't understand SHA's review approach and believe that SWM comments are unwarranted.
- Lower Ferry Park
 - Made a map for the Planning Department showing Lower Ferry Park and the surrounding area for event planning purposes.



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

CURRENT PROJECTS

Police Building in the construction process, should be completed September 15, 2017.

Working on updates to the Police Operations Manual.

Waiting on replacement tasers for some of our officers.

Waiting on the GPS systems for our police vehicles.

Working with HON to get furniture for the police building.

Will in the near future be hosting an after action meeting about the drowning at the pier.

MEETINGS AND TRAINING ATTENDED

Attended the bi-weekly building meeting for the new police department. No problems, building set to be open in September 15, 2017 without any further problems/issues.

Attended the Route 222 bridge dedication with the Mayor for Marine Corporal Dale Burger.

Attended Leadership meeting at town hall.

Met with the Perry Point Police about parking etc. for the fireworks at their facility.

Attended the Town Meeting.

Worked the Triathlon on July 8, 2017 at town park.

Escorted the veterans from Perry Point to the end of town for their annual pic nic.

Worked the funeral for fallen fire fighter Brian Williams.

Attended the Mayor's meeting in Elkton, Mayor Eberhardt was at the MML meeting.

Provided added security for Senator Ben Cardin at Rodgers Tavern for a meeting.

Met with Asst. Town Administrator on employee issues.

Perryville Police Department Monthly Police Report
July, 2017

	May	June	July	Year to Date 2017
ROBBERY	1	0	0	1
ASSAULT	1	4	6	21
BURGLARY	2	0	1	11
THEFT	4	11	6	48
Auto Theft	0	0	1	4
CDS	2	5	1	26
DISORDERLY	1	1	0	4
MDOP	3	4	2	16
ADULT ARREST	14	19	8	101
JUVENILE ARREST	2	5	0	17
Referrals to Outreach	0	0	0	0
CITATIONS	25	35	15	204
WARNINGS	95	82	87	658
SEROS	24	12	31	147
ACCIDENTS	6	6	9	39
52 (Investigated)	4	4	6	25
89 (no Investigation)	2	2	3	14

May 30, 2017

Perryville Police Department

Outreach Program

Town Report

July 2017

Overall Monthly Attendance: 227 as of July 26th

Number of New Referrals: 1

Number of New Members:

Announcements

The Outreach Program has continued to be busy this summer. Our numbers growing are still growing and our attendance is steady. We attended our first Irons Bird game! Some of our members had never had the opportunity to go to a baseball game and they had a blast with their first experience. It was also military appreciation night at Iron Birds Stadium so some of our older members were able to chat with some service members on what it means to serve our country. We have continued to remain active at Outreach. In addition to our weekly trips to the pool, we have schedule activities each week to keep our members moving and learning throughout the summer. This month we incorporated twister games, corn hole, silly string team building games, and bottle rocket science projects! We are continuing our healthy kids initiative by letting a few of our members participated in Pura Vida's youth boot camp summer camp at the end of this month beginning of next. This camp will build leadership and team building skills. We are continuing our summer meals program and the children are taking advantage of it! We have continued to partner with Restore Church this month to help organize some of their clothes donations for the community, as well as some other community service projects they have. We were able to take members, who completed community service projects, to Hershey Park this month. We had so much fun and enjoyed every minute. 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 - July 2017

PUBLIC WORKS:

Projects/Other Events:

- DPW staff assisted in the preparation for the Annual Diamond in the Rough Triathlon.

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.
- DPW employees installed new stop signs along Beacon Point Drive. The new signs create a new traffic pattern requiring vehicles now stop at the Piney Point intersection as well as the Lighthouse Drive intersection. This was in response to several resident concerns regarding speeding along this stretch of roadway.

Paving/Sidewalk Repairs:

- Staff patched small potholes throughout town using "cold patch".

Water/Sewer/Stormwater:

- All of the hydrants are being painted throughout Town. This will be a summer long project
- DPW Staff finished reading meters for quarterly billing.
- Employees assisted a contractor who had previously installed a new service line into a property adjacent to the new Police Building. The service had to be dug up and a new tap had to be performed to give the resident adequate water supply.
- Two water main valves were repaired at the intersection of Anchor Court and Starboard Court.

- Water pressure was increased to Chesapeake Landing area as well as the Principio Heath center. This was performed through a pressure reducing valve that could be adjusted to allow for a slightly higher pressure.

Training:

- Employees continue to obtain training through the LGIT website.

Town Events:

- N/A.

Weather Related Events:

- DPW Staff worked during two heavy precipitation events during the month.

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.

PARKS AND RECREATION:

Projects/Town Events:

- Parks staff assisted in the preparation and operation of the Annual Diamond in the Rough Triathlon.
- Parks staff setup Rodgers Tavern for a visit from Senator Cardin.
- Parks staff have taken ownership of a new 72" Bobcat Zero Turn mower. This will speed up the mowing process and allow for more time to be focused on other areas throughout the summer months.

Paving/Sidewalk Repairs:

- N/A

Maintenance:

- Cleaned trucks and serviced equipment.
- Park employees continue mowing the grounds for the upcoming spring and summer seasons.

Training:

- Parks employees continue to take online training through LGIT.

Rodgers Tavern/Lower Ferry Pier:

- A throwable life ring was stolen from Lower Ferry Pier, a replacement was installed.
- 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.
- **Yard waste** – Was picked up twice this month for residents who requested placed approved items curbside.
- **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

July, 2017

Wastewater:

Plant Influent Monthly Flow:	26.73 Million Gallons
Plant Effluent Monthly Flow:	23.49 Million Gallons
Veterans Center Monthly Flow:	8.52 Million Gallons

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

Activities:

1. Worked with MCET to prepare a draft RFQ for engineering qualifications for the denitrification project
2. Sent draft RFQ to MDE for approval – MDE approved
3. Received one cost proposal to replace the filter media on the wastewater plant filters
4. Wastewater plant received 6.5 inches of rain on July 23rd causing the SBR tanks to overflow onto the ground
5. Reported overflow to MDE hotline and mailed required follow-up letter
6. Ordered a new motor for SBR #2 influent valve
7. Fox tapping installed a shut off valve on the potable water line
8. Annual calibration and cleaning of lab microscope was performed
9. SBR #2 decanter failed, working on repairing or replacement
10. Ordered parts for annual replacement of U.V. bulbs & jackets
11. Annual service of John Deere loader was performed
12. Replaced U.V. room vent fan motor
13. Filter room and Filter pump station A/C units serviced
14. Building housekeeping was performed
15. Monthly tank cleaning was performed
16. Monthly tank cleaning was performed
17. Scheduled preventive maintenance was performed
18. Continued cross training water and wastewater operators
19. Tested all emergency lighting & monthly check of fire extinguishers

Water & Wastewater Treatment Plants
Monthly Operating Report
July, 2017
Page 2

Water:

Plant Raw Water Monthly Flow:	10.3 Million Gallons
Plant Finished Water Flow:	9.8 Million Gallons

Activities:

1. Placed order for new membranes for filter train #4
2. Annual drinking water Consumer Confidence report certification sent to MDE
3. Submitted sampling schedule to MDE for LT-ESWM sampling
4. A water coolant leak was repaired on the generator
5. Submitted Susquehanna River Basin quarterly report
6. Replacing leak sensors on all chemical feed pumps
7. Plant in compliance with MDE regulations for the month of July 2017
8. Work continues on clearing plant fence of overgrowth
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. Repaired chemical room ventilation fan