

Staff Reports from Town Meetings

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Town Administrator's Report

February 5, 2019 Town Meeting

01/03 Met with Chief Miller and Danielle Hemling to discuss the creation of a 501(C) to increase funding opportunities for the Outreach Program. While more information is needed, I do think this is necessary, not only for Outreach, but also Rodgers Tavern and Economic Development. I did contact Mr. Sussman about next steps and, time allowing, we will discuss and report back to the Mayor and Commissioners what those next steps are so that they can decide how to proceed.

01/08 Prepared for and attended Town Meeting

01/15 Prepared for and attended the Special Meeting presentation by Great Wolf Lodge representatives held at Minker Hall. Mayor Ashby, Dianna Battaglia and I also attended the meeting held at the Cecil County Government Building held earlier in the day also for Great Wolf Lodge.

01/16 Held a Leadership Meeting with Department Heads. The following topics were discussed: Departmental Reports, Review of Town Meeting / work session, Recovery Contingency Plan, Budget planning, Annual Report, formation of a work group for the Emergency Action Plan Tabletop Exercise that we will be holding, and coordination for repaving of basketball court and tennis court at the Community Park.

01/22 At the request of Mayors Martin and Ashby, Dianna Battaglia, Billy Nelson and I met with Patrick Sypolt and Adam Rybczynski of the City of Havre de Grace to discuss the possibility of coordinated fireworks displays. While we can, and will, work toward some coordinated events, fireworks displays would not be feasible to coordinate. The location where HDG prefers to set off the fireworks provides the best viewing (and excuse the pun, but the biggest bang for the buck) for residents and visitors to Havre de Grace, but not the best viewing for Perryville.

01/22 Prepared for and attended the work session

01/24 Chief Miller, Lt. Budnick, Sgt. Nitz and I met with Vincent Sammons to discuss Mr. Sammons' plans for the Patriots' Day Parade and Event.

01/25 Dianna Battaglia and I met with Chanel Rhoades-Reed of BGE to discuss new opportunities for expanding natural gas service in Perryville. More information will follow.

01/28 Billy Nelson and I attended the State of the County meeting in Chesapeake City.

01/29 Commissioner Reich, Aaron Ashford, Dianna Battaglia, Amanda Hickman and I met with KCI representatives regarding status update of the contract with KCI for MS4 Implementation in Perryville. There were more outfalls and storm water features than we estimated that KCI needed to map. Additionally, after review of DPW building, existing swm, and the work that is done at the facility, KCI determined that based upon EPA / MDE regulations that the DPW will need more than a Good Housekeeping Plan. DPW will need a Stormwater Pollution Prevention Plan (SWPPP), which is a much more significant and involved document than what our contract

with KCI contemplated. As a result of these two situations, KCI will provide us with an amendment to the agreement for additional costs. Overall, I am very pleased with KCI's performance of the agreed upon work.

Other:

Bond Bill

A Bond Bill was applied for and approved by that State of Maryland for the Town to construct a Pennsylvania Railroad Monument Sign. The Bond Bill Grant Agreement, as revised, was approved by the Board, signed and sent to the State for full execution. We are waiting for the final agreement to be executed and returned to the Town so that we can construct the sign.

UPDATE – There are additional forms to be completed for the Bond Bill. One of the forms involves getting confirmation from Maryland Historical Trust (MHT) that the project will have no adverse effects on historic properties. The request to MHT to conduct that assessment has been submitted and is expected to take less than 30 days. When we receive the MHT response, there is another form that must be completed and submitted to the State for the Board of Public Works. That form is complete and waiting for MHT's response so that it can be sent out immediately. Construction will begin once all of the needed paperwork, approvals and documentation is received.

Daily work

Reviewed and approved department head leave slips and time sheets. Responded to inquiries from the press. Had discussions with residents and property owners. 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. Worked with Kelli Jamison to invoice Sprint \$6000 to reimburse the Town for costs associated with Sprint's request to put equipment on the water tank (NOTE: this payment has been received). Responded to four (4) Maryland Public Information Act Requests. Worked more closely with Finance Staff on daily activities in the absence of the Finance Director who is on extended leave.

Employees

Congratulations to Alvin Hathaway for his 40-year work anniversary on January 19th! We were able to have a luncheon for Alvin and he was given a plaque at the January work session. We thank Alvin for his service to the Town!

Fire Company – Station 16 water tie-in

In January, the Town submitted an application to MDE for a Drinking Water Grant. In May, MDE provided its Intended Use Plan (IUP) for the federally funded Revolving Loan Fund (RLF). The IUP also included information about the grant applications. This project will be considered for State Grants for FY20, which work under a different time table. The project is to be included in the request for next year's State budget that will be considered by the General Assembly that meets in 2019. If the budget passes, the project will need to go to the Board of Public Works

for approval and sometime next Spring (Spring of 2019) we will know whether or not it is funded. Also, a meeting was held on Friday, March 9th at 2:30 p.m. in the Town Hall Meeting Room to meet with fire company officials and a representative from USDA (by phone) to discuss possible funding options through USDA. In follow up to that meeting, USDA sent information on possible funding programs. Ralph Ryan and I met on March 26th to review the applications. The applications are very involved and complex and I recommend, should these sources of funding be considered, that a consultant is hired to complete the applications. Staff will seek prices from consulting firms to find out how much this will cost. Perryville received a notice from USDA that this project may work well with the ECWAG funding. Previously staff looked at USDA funding options and found that a consultant would need to be hired to assist as the process is quite complicated. We will review the ECWAG to see if this is something that can be done in-house or if it too would require assistance. PRIOR UPDATE: Ralph Ryan and I met on July 27th with Kristie Calaman, Ed Ryan and Phil Schaub of the fire company to review the status of the funding applications and decide on a path forward with a possible submission to USDA for the ECWAG grant. The fire company is having Fire House Grants take the lead on the ECWAG grant. **UPDATE:** \$140,000 is in the Governor's Capital Budget for this project in the Water Supply Financial Assistance Program. Now it is up to the legislature to consider and hopefully approve the funding.

Great Wolf Lodge

Had several meetings and discussions throughout the month working on Terms and Conditions of an Economic Incentive Agreement that is acceptable to both Perryville and Great Wolf Lodge.

Green Team Updated a Pet Waste Code received from another municipality for Perryville use. Submitted it to Fred Sussman for review and comment. Mr. Sussman provided the review and a few changes and we have a draft Pet Waste Code for discussion at the next work session per the Action Plan. **UPDATE** As a result of the November and December work session comments, the Pet Waste Code may need some changes. It will be put on the February work session for further discussion.

Prepared for and attended the Green Team meeting held on January 10, 2019 at 5:30 p.m. The team is working on implementation of the Action Plan that has now been approved by the Mayor and Commissioners. Nine people attended the meeting to hear Carol Zimmerman, President of the Havre de Grace Green Team and Community Garden Chair, provide tips on Community Gardening. Carol gave an excellent presentation. She answered many questions from the team and was very helpful to the team as it works to resume the Community Garden and to take it to the next level. The next meeting was scheduled for January 21st at Ice House Park to layout the garden area; unfortunately, we had to cancel that meeting due to the weather and will reschedule it. New Green Team members are welcome. Please contact town hall at 410-642-6066 if you are interested in joining the Perryville Green Team.

Greenway NO UPDATE Prepared for and attended the December 5th Greenway Meeting. The next meeting is scheduled for **February 20, 2019 at 10:00 a.m.** in the Town Hall Conference Room. ***Please be aware that when using the trail that goes through the VA, you will need to have a government issued ID with you.*** Additionally, we are posting our trail maps in the kiosk at Rodgers Tavern and are hoping to meet with the other local Greenway Committees in March.

MS4 – Municipal Separate Storm Sewer System Permit

We received notice on April 26th that the MS4 General Permit has been issued and the Town of Perryville must comply with it. Perryville has contracted with KCI to perform many of the requirements of the permit. KCI has provided the update that is **attached** to this report.

Municipal Complex:

Phase I Police Department is complete.

Phase II Little League Field (Trego Field)

- 05/17 The RFQ's for the Municipal Complex Phase II (Little League Field) were received. Four companies submitted statements of qualifications: Rocchi Construction, Meadows Construction, Brawner Builder and North Point Builders. Commissioner Linkey, Ralph Ryan, Dianna Battaglia and I were the evaluating committee. All four companies were pre-qualified. 06/06 met with Ralph Ryan to work on RFP, 06/15 a Mandatory Pre-Bid meeting was held for the Phase II project, Ralph and I prepared for and attended this meeting. I prepared the minutes to the pre-bid. The RFP's were due July 18th at 1:45 p.m.; three bids were received and reviewed. The topic was on the August work session agenda for discussion. On August 29th the second bid review committee meeting was held. The committee re-scoped certain aspects of the project and recommended that the Board reject the bids and re-bid the project with the updated scope to the pre-qualified bidders. The Board accepted the committee recommendation at the September Town Meeting. Ralph Ryan sent notices to the bidders of the Town's plan and he also returned the bid bonds. **UPDATE:** The contract has been executed with Rocchi. The contractor has submitted 6 RFI's and one electrical change order request that Ralph Ryan has or is responding to. The grading permit has been received from Cecil County and Ralph submitted a request to the Cecil Soil Conservation District to update the Sediment and Erosion Control permit to show Rocchi as the contractor and to schedule the pre-construction meeting with MDE. Please see Ralph Ryan's Town Engineer's report for more information.
- **Encroachment UPDATE:** One property owner has moved his fence to his property line. We are working with the neighboring property owner to do the same. Contact has been made with the second property owner and a site visit with the owner was conducted.

Town Hall Phase III

- Phase III of the Municipal Complex project is the construction of a new Town Hall. During FY17, we contracted for a needs assessment, which has been done. The next step is to bid out the design of the building. **NO UPDATE:** Ralph Ryan has prepared a Request for Proposals for building design and I will review and provide comment to Ralph for advertisement of the RFP.

Recovery Contingency Plan

Commissioner Taylor is providing guidance to staff on writing and implementing a Recovery Contingency Plan. The first step is to have the staff inventory their systems and determine how quickly each needs to be back up and running should an emergency failure occur. I expect the inventories to be provided by staff this week. **UPDATE:** Staff continues to work on their computer software systems inventories. We will continue to work with Commissioner Taylor to complete the plan.

Request for Proposals (RFP)

Prepared an RFP for a financial review related to a development project. It was sent to four firms and two provided responses. The proposals are currently under review, and we expect to issue the contract quickly. **PRIOR UPDATE:** The contract was issued to the low bidder and the analysis of fiscal and economic impacts of the development on the town is underway. **NO UPDATE:** The consultant has provided the final draft of the analysis. It will be shared at the appropriate time in the near future.

Sidewalks on MD222

UPDATE: SHA expects to supply ROW Plats by the end of next week for the ROW's that need to be acquired for the project. Once the plats are in-hand, we can meet with the Beacon Point HOA again and with Patterson Funeral Home owners to discuss and negotiate the ROW. We found out on January 25th that the Town and County will need to provide 25% of the construction costs (in addition to the ROW costs) under the current funding sources. Al Wein and I had a conference call with John Delaney of SHA to discuss the change in funding requirements. As a result, and in order to get better funding, we will likely be requesting a change to the Sustainable Community Boundary for Perryville. This will help accomplish the sidewalk project and other projects within the amended boundary. The amendment will require Resolutions from both Perryville and Cecil County. More information will follow. Amanda Hickman is providing valuable assistance with the amendment.

Web Site Updates

Commissioner Linkey, Amanda Hickman, Cathy McCardell, Dianna Battaglia and I are working with a CivicPlus web designer for updates to the web site. We have accepted the design of the home screen and will be moving on to the next step which is to mock up a generic department page to show us how the look and feel carries through to the subpages for our review.

UPDATE: Both the home screen and the generic department screen designs have been accepted. Here is the next step report from CivicPlus:

CivicPlus Update:

The upgrade process will take 2 - 3 weeks to complete and most of the activity will be performed on our side. At this time there are a few other customer websites ahead of you in the project queue. I assure you that your current website will remain available on the Internet until we complete the upgrade process. You can continue to update this website until we start the upgrade process. One of my project leaders will reach out to you when your site is first in the queue.

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

**TOWN OF PERRYVILLE MS4
STATUS MEETING
January 29, 2019**

Task 1: Prep and Submit NOI

- 100% complete.

Task 2: MS4 Mapping

- 75-80% complete/100% spent.
- 300 structures assumed for budget.
- 576 structures inventoried/inspected.
- 72,500 LF of conveyance inventoried/inspected.
- kmz file created.

Task 3: Ordinance Preparation Assistance

- ~~100% complete.~~ 63% complete

Task 4: Ordinance Enforcement Assistance (gaining access to private property)

- 0% complete.
- On-call to assist Perryville Lawyer.

Task 5: Pollution Prevention/Good Housekeeping Plans at 4 Sites

- 90% complete.
- Draft Comprehensive Plan submitted 01/28/19.

Task 6: Pollution Prevention SOPs

- 90% complete.
- Draft SOPs submitted 01/28/19.

Task 7: Impervious Baseline Assessment

- 0% complete.
- Year 2014 Impervious Mapping received from Cecil County.
- Year 2006 Impervious is the most advantageous (Lessons learned from Aberdeen and Bel Air).
 - This will be more involved than budgeted, but worth it in the end for Perryville.

Task 8: Restoration Work Plan

- 0% complete.
- Begin in March/April upon completion Task 7.
- Summarize results of Tasks 7, 9 – 11.
- Goal is to submit in April 2019.

Tasks 9-11: Work Plan Timeline, Partnerships and Funding

- 0% complete.
- Begin in March/April upon completion Task 7, concurrent with preparation of Restoration Work Plan.

Task 12: Meetings with Perryville Staff

- 70% complete.
- Meeting in early May 2019.
 - Review Perryville comments to KCI's draft Restoration Work Plan.
 - Review status of all contract tasks.
 - Conduct initial discussion of FY20 tasks and budget (if applicable).

Planning & Zoning Department

January Staff Report – February 5, 2019 Town Meeting

Development/Projects:

- **Magraw Subdivision:** owner/developer is working with to complete the Dedication Agreement for the road; working to resolve title issues to move forward.
- **Frenchman Land:** Site ready for construction; owner has indicated he will be moving dirt to be able to move forward with construction; negotiating with a prospective client.
- **Cedar Corner:** Property purchased by Michael Palmisano; owner is working on plans for property development.
- **Woodlands:** Owners researching prospects; limited interest to develop.
- **Former Perryville Outlet property:** Applicant has requested rezoning to PIRD floating zone designation; Mr. Sussman is developing the Resolution for findings of fact; date for vote pending.
- **Chesapeake Overlook property:** Gary Stewart continues to actively market the site; Enterprise Zone approved; General Development Plan to be revised to add annexed portion; project continues to move forward.
- **5th Company Brewing LLC:** Property owner in process of replacing roof and structural integrity of the building; architect and engineer are working on redevelopment plans.
- **Tiki Lee's Perryville:** Owner is working on overall construction plans to include a public marina, restaurant and bar; demolition permit submitted; application for work in tidal wetlands submitted to MDE—replace existing timber piles, piers, breakwaters and reconnect existing floating dock, replacement of bulkhead approximately 415 feet in length; will be submitting demolition permit for existing structures.
- **Condo Building Units 13-18:** architect is working on plans for new construction; foundation pilings have been repaired and ready for building construction; Zoning Certificate issued for installation of steel truss system on existing pilings.

Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>	3												
<i>Violation Letters</i>	56												
<i>Citations</i>	4												
<i>Rental Licenses Issued</i>	117												
<i>Other</i>	Total of 605 Rental units registered for 2019 48 - 15 day reminder letters sent for late rental license submissions Final inspection of 326 Elm St was complete and is now in full compliance.												

Code Enforcement Training:

Hosted the Fall/ Winter CEZOA meeting held at Town Hall on January 17th

Landlord-Tenant Board:

- Looking at possible changes to code

Planning Commission: Meeting held 1/28

P&Z Meetings/Events:

- 1/4 Met with Board of Ed. to discuss High school traffic impact and potential solutions.

- 1/16 Attended MHAA capital grant workshop.
- 1/16 Leadership meeting.
- 1/17 Met with 5th Company brewing for project update.
- 1/17 Attended Belvidere Road Open House for new interchange.
- 1/22 Meeting with HdG to discuss partnership with events.
- 1/23 Quarterly meeting at casino.
- 1/24 Inspections of pump stations with DPW and AECOM as part of sewer system evaluation.
- 1/25 Meeting with Cecil County Economic Development team and surrounding municipalities; meeting with BGE to discuss gas line expansion and marketing of availability.
- 1/29 Met with Alpha graphics to discuss website design for Rodgers Tavern; meeting with KCI regarding MS4.

Other:

- Working on revisions to codes.

Zoning Certificates: 7 certificates approved; 0 for roof mounted solar panels.

Grants:

- 501C and revitalization grants awarded.
- Business Development Grant funds still available.
- 1/22 Met with DPW to discuss next steps regarding DNR grant and Community Park project.

Economic & Community Development:

- 1/28 Attended the State of the County breakfast.

Farmers Market/Community Events: continue to network with surrounding businesses to promote participation.

Upcoming Events:

- **6/7/19 – Movie Night**
- **8/10/19 – Lower Ferry Festival**
- **9/7/19 – Tap into the Tavern**
- **10/25/19 – Halloween Party**
- **12/7/19 – Christmas in the Park**

Training:

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

Rodgers Tavern (see attached Quarterly Report):

- Continue routine meetings with Director.
- Donations collected bi-monthly.
- 4 upcoming speaker series events planned, tickets to be sold on Eventbrite. Details TBD.
- Fire Marshal inspected building and will issue occupancy limits.

Rodgers Tavern – Jennifer Pitts, Director

Quarterly Report – February 5, 2019 Town Meeting

Summary of what I've been working on from November 1, 2018 to today:

Created a Mission Statement for the Museum:

“Rodgers Tavern, a vital link along one of the most important roadways in America’s early history, preserves and shares the inimitable stories of tavern residents and travelers through dynamic, engaging experiences that encourage exploration of our area’s rich cultural and natural legacy.”

Created a Volunteer Program and Volunteer Manual; going through the review process.

Updated information on the Museum's Facebook page.

Began assessment of collections starting with examination of current level of documentation about acquisitions.

Began development of proposed interpretive themes:

- The importance of Tavern to town residents: place to socialize, discuss politics/news of the day, conduct business, enjoy entertainment;
- Traveling the post road: getting from Point A to B, who traveled the Post Road, what was it like staying at tavern sleeping, eating, cost, modes of travel, how did the ferry work, Revolutionary War, War of 1812, Civil War, changes in transportation – railroad;
- Running the tavern: economics, business, where did food and supplies come from, what was it like to live/work/manage today's version of a B&B, African Americans, women, children.

Museum is open to the public on a regular schedule: The first and third Saturdays from 12:00 to 4:00 p.m. and Thursdays 10:00 a.m. to 2:00 p.m. Additional hours are available and group tours are welcome.

Began building an onsite reference and research library to address a critical lack of available reference materials discovered while beginning research into the tavern's history and local/regional/national context.

Created a highlights guided tour for visitors.

Working on developing a ticketed Speaker Series for 2019 centered on culinary history. Ideally, proceeds from ticket sales would be used to support the museum's educational efforts. Booked speakers include:

- Ed Okonowicz, "Foodlore: Muskrat, Scrapple and More", April 27, 2019
- Joyce White, culinary historian "Early Maryland Spirited Drinks" (with a tasting of historic recipes), September 28, 2019
- Kara Harris, culinary history blogger will discuss her efforts to document and share Maryland's rich culinary history. Attendees will be encouraged to share their family/favorite recipes, November 16, 2019.
- TBA 4th speaker for June.

Began researching affordable traveling exhibits to bring to the museum for exhibition in the tap room (ADA accessible). Initially identified two potential exhibits:

- "The Artifacts of Outlander" (<http://www.jefpat.org/Outlander/index.html>) produced by Jefferson Patterson Park and Museum. The exhibit is set to be retired at the end of March but, JPPM may consider extending the exhibits travel schedule to include Rodgers Tavern Museum
- The Many Faces of George Washington from the Gilder Lehrman Institute of American History, produced with Mount Vernon. George Washington stayed at the tavern numerous times. This exhibit would give our visitors a chance to learn more about him.

Began outreach to stakeholders: Principio Furnace Foundation, Director of Cecil County Tourism, and Director, Lower Susquehanna Heritage Greenway Heritage Area. Cecil County tourism brochures are available to visitors.

Uninstalled a temporary exhibit where visitors would guess the date of photos of Rodgers Tavern.

Collections storage improvements:

- Installed thermal curtains in collection storage to reduce the amount of UV damaging light and heat affecting documents and artifacts, and
- Requested that the door to collections storage be fixed so that it could be closed (completed) and a new lock installed to secure collections.

Decorated the museum for the holidays and opened to the public for the Town's Annual Tree Lighting Celebration.

- MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - MS4 Control Measure 1 - Public Education & Outreach – The Town shall create and maintain public environmental seminars & hotlines to report to authorities environmental violations.
 - MS4 Control Measure 2 - Public Involvement & Participation – The Town shall create public participation events for various environmental concerns related to MS4.
 - KCI is continuing their work in the implementation of the remaining tasks of the MS4 permit and WIP requirements.
- **No New Updates** Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - The environmental engineering firm GTA is once again interested in upgrading the reservoir stream with various improvements for their client’s stream mitigation projects.
- Town Hall Site & Little League
 - Little League pre-construction meeting is scheduled for 2-5-19 with MDE & the county. Site construction work will proceed after that date. The project is currently scheduled to be fully completed by October 15, 2019. An agreement for the project’s Phase III should be arranged with home owners adjacent to the Town Hall along Broad Street, as their back yard facilities (fences & sheds) encroach upon Town property and interfere with Town Hall improvement plans.
- 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 will commission a detailed survey for Otsego Street.
- **No New Updates** Fire House Station 16 Water Tie-in
 - A 2-inch PVC line is proposed to service the fire house. A preliminary engineering report is proposing a 2-inch directional bore layout or a 2-inch direct bury for the project. A PER is required to apply for Federal funding grants. MDE grant funding for the project may not be forth coming due to heavy competition from other projects.
 - Evaluating alternative grant applications for the Station 16 project. Gave all engineering and grant information to Station 16 fire house staff.
- Sprint & AT&T
 - **NO NEW UPDATES** - Sprint is proposing new hardware installation at Perryville Travel Plaza Water Tower.
 - **NO NEW UPDATES** - AT&T is proposing new conduit and substation near Perryville’s Ice House Park.
- MD 222 Sidewalk Construction
 - **NO NEW UPDATES** - Meeting with SHA to discuss utility relocations due to sidewalk and temporary easements with the Town.
- Cecil Avenue
 - **NO NEW UPDATES** - Updated the construction cost estimates for Cecil Avenue for the Planning Dept.
- Perryville Community Park Road Bridge

- Cecil County issued an inspection report of the Perryville Community Park Road Bridge. Several items and repairs are necessary for the bridge. I will compile a cost estimate for the necessary items and repairs. McGuirk Construction reviewed the inspection report and noted that repairs to the stream wall along the bridge will be costly due to the location.



Perryville Police Department

2 Perryville Town Center Drive • P.O. Box 511 • Perryville, MD 21903

*Allen Miller
Chief of Police*

Tel: 410-642-3725 • Fax: 410-642-3724

*Robert R. Ashby, Jr.
Mayor*

MONTHLY REPORT FOR JANUARY 2019

CURRENT PROJECT(s)

- Working with our supplier to purchase a speed sign(s) for town.
- Waiting on getting a computer from On-Site so we can start using our ID card.
- Waiting on the two new police vehicles to be striped and lights installed.
- Met with Dave Gerni about new uniform replacements.

MONTHLY MEETINGS/TRAINING ATTENDED:

- 1/3/19 Met the Town Administrator and the Outreach Director to discuss Outreach business.
- 1/7/19 Lt. Budnick attended the Town Hall Meeting.
- 1/10/19 Ms. McCardell and Lt. Budnick interviewed for the position of crossing guard.
- 1/15/19 Attended a special meeting with the Mayor and Commissioners at Minker Hall.
- 1/16/19 Attended the Leadership Meeting at Town Hall.
- 1/18/19 Attended the luncheon at Town Hall for one of our employees.
- 1/22/19 The Outreach Director and I met with Howard County Police about improving Outreach.
- 1/23/19 Lt. Budnick met with official about the bridge closure last year at the Hatem and I95.
- 1/24/19 Met with MdTA Police about the Law Officers Bill of Rights.
- 1/24/19 Met at the police station with the promoter of the Patriots Day Parade in Perryville.

Perryville Police Department Monthly Police Report
January, 2019

	Jan			Year to Date 2019		
ROBBERY	0			0		
ASSAULT	1			1		
BURGLARY	1			1		
THEFT	3			3		
Auto Theft	0			0		
CDS	9			9		
DISORDERLY	2			2		
MDOP	3			3		
ADULT ARREST	37			37		
JUVENILE ARREST	4			4		
Referrals to Outreach	0			0		
CITATIONS	63			63		
WARNINGS	63			63		
SEROS	12			12		
ACCIDENTS	13			13		
52 (Investigated)	2			2		
89 (no Investigation)	11			11		

January 30, 2019

Perryville Police Department

Outreach Program

Town Report

January 2019

Overall Monthly Attendance: 391 as of 1/25/19

Active Members: 49

Number of New Referrals: 1

Number of New Members: 2

Announcements

This month, we have made big plans for Outreach. We met with PFC Officer Will Harris who is the Youth Facilitator with the Howard County Police Department Outreach Program. There are several new programs we plan to implement in a smaller scale here. Those programs include a Youth Advisory Council, a referral and transportation program with the Middle School, a Collision Avoidance Training program, and a leadership training at North Bay with officers in our department. We started a new partnership with CCPS Food Services and Nutrition Department. They are providing us with afterschool snacks for our children to enjoy before homework. We applied for a "Catch My Breath" tobacco grant from the Health Department. This grant will allow us to learn and teach this program to our members and members of the middle school. We are also currently formulating a grant application for the GOCCP. This program is the Community Program Grant, in which we are requesting funds to supplement our budget. Additionally, members of the 4H in Cecil County have reached out to fully fund and help put together a community garden. The garden will include raised beds and a bee box for honey. Furthermore, we accepted the loan of 16 chrome books for our CCPS students to use for homework. These grants were provided to us from CCPS through a grant opportunity led by the Elementary school. We would like to thank Mrs. Hammer and Mrs. Fortune for the opportunity. We are also in the process of pursuing the creation of a 501C3 foundation to supplement our existing budget and to open up additional funding opportunities. This month for community service our members put together winter gift bags for children staying at the Ronald McDonald House in Baltimore, members also helped at the food bank distribution, and restocked our community pantry. Life skills this month focused on developing problem solving skills. We would like to thank Collette's for a donation of fruit, Jane Bellmyer for putting together a winter craft, and Lisa Tome for some donations to our kitchen.

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 - January 2019

PUBLIC WORKS:

Projects/Other Events:

- Employees removed a large portion of the fencing around Trego Field in preparation of the upcoming project to relocate the field.

Paving/Sidewalk Repairs:

- Reported potholes around town were temporarily patched.

Water/Sewer/Stormwater:

- Employees finished up addressing issues of a collapsed and clogged sewer main at the Rte 40 and Rte 222 intersection.
- Staff completed repairs to a fire hydrant located on Rte 7 near the fire department.
- Employees read water meters for quarterly billing.
- Staff continues to replace antiquated and meters that are not able to be read easily due to previous reading devices.
- A contractor cut a needed hole into the wet well ceiling at the Front Street pump station in preparation for the installation of the "Muffin Monster" Grinder.
- The blower for the dry well was repaired to allow for fresh air to be blown in while employees may be working in that area of the Front Street Lift Station.
- A purchase order was issued to line the section of replaced sewer main at the Rte 40/Rte 222 intersection.
- The booster station on Ingleside Avenue had some fitting blow apart. The station has been temporarily repaired to restore water to Ingleside Avenue. A valve nut is scheduled to be replaced in the near future so that water service can be shut off to the station and allow for permanent repairs. Residents currently have water service and adequate water pressure currently, but pressure may be lower than what they are accustomed to when the station is operational.

Training:

- Employees attended a Town hosted training to obtain hours to water/wastewater licensing.
- DPW committed to host another industry related training on March 19th through MRWA.

Town Events:

- N/A.

Weather Related Events:

- Staff plowed and salted for one small winter weather event and salted for another small winter weather event this 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:

- DPW Superintendent attended and MS4 update meeting.
- DPW Superintendent is working on the Community Park Basketball/Tennis Court resurfacing project as part of grant funding that was received.
- Staff mounted a TV on the wall for the Outreach Department.

PARKS AND RECREATION:**Projects/Town Events:**

- A contractor removed several large/dangerous trees along the park road. Staff began cutting the trees into more manageable pieces so those with wood cutting permits could get the wood removed easier.
- Staff removed decorations at Lower Ferry Park from the holiday season.
- Parks staff used tow behind lift to remove Christmas Decorations from utility poles throughout Town, as well as Town owned buildings.
- A purchase order has been issued for stump grinding at the Community Park.

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.
- Staff empties trash cans daily to assure the grounds are kept clean during the parks busy summer months.
- Staff mows the Community Park, Lower Ferry Park, Rodgers Tavern, Ice House Park and the Canning House Run Trail on a weekly basis.

Training:

- An employee has obtained materials to pursue re-obtaining a Maryland Pesticide Spraying License. She plans on taking the test in the upcoming months.

Rodgers Tavern/Lower Ferry Pier:

- The bubbler system was installed to prevent freezing issues along the floating section of Lower Ferry Pier.

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. for the season.

- **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** - Bulk Trash was picked up for those residents who scheduled for a removal. **Yard waste** – Was picked up twice this month (2 days each event, 4 days total for 2 employees each day) for residents who placed approved items curbside
- **Fire Hydrants/ Extinguishers** –Flushing took place the last week of November 2017. Extinguishers received their annual inspections in November 2017.
- **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

January, 2019

Wastewater:

Plant Influent Monthly Flow:	30.32 Million Gallons
Plant Effluent Monthly Flow:	28.07 Million Gallons
Veterans Center Monthly Flow:	8.32 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of December, 2018 and January, 2019 with the January lab results received to-date.

Activities:

1. Ordered additional plant spare parts
2. Jessco Equipment made repairs to the John Deere loader
3. GMB engineers continue working on preliminary engineering report for Denite filter study - completed work at 95%
4. Scheduled staff for multiple training classes
5. Purchased flammable liquids storage cabinet
6. Replaced defective heater fan motor in admin garage
7. Scheduled all operators to complete training at the WTP by March, 2019
8. Working on arranging new NPDES permit testing requirements
9. Completed required plan to reduce aluminum in the effluent to new permit limit
10. Preparing to perform required new discharge permit biomonitoring and toxicity testing of the effluent
11. Monthly tank cleaning was performed
12. Scheduled preventive maintenance was performed
13. Tested all emergency lighting & monthly check of fire extinguishers
14. Building housekeeping was performed

Water & Wastewater Treatment Plants
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Water:

Plant Raw Water Monthly Flow:	11.5 Million Gallons
Plant Finished Water Flow:	10.6 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

Plant in compliance with MDE regulations for the month of December, 2018 and January, 2019 with the January lab results received to-date.

Activities:

1. Made repairs to the backpulse tank piping and installed pipe supports
2. Scheduled all operators to complete training at the WWTP by March, 2019
3. Scheduled staff for multiple training classes
4. Raw water turbidity continues to be elevated throughout the month causing an increase of alum and hypochlorite chemical usage
5. Monthly housekeeping was performed
6. Scheduled preventive maintenance was performed
7. Tested all emergency lighting & monthly check of fire extinguishers