

## **Staff Reports from Town Meetings**

- Town Administrators Report
- Assistant Town Administrators Report
- Treasurer's Report
- Planning Department Report
- Engineers Report
- Police Dept./Outreach Dept. Reports
- Public Works Report & Parks & Recreation Report
- Wastewater Plant Report & Water Plant Report

## **Town Administrator's Report**

### **January 8, 2019 Town Meeting**

12/04 Prepared for and attended Town Meeting

12/05 Held a Leadership Meeting with Department Heads. The following topics were discussed: Departmental Reports, Review of Town Meeting / work session, feedback for Delmarva Power for upcoming meeting, Recovery Contingency Plan, Event Planning Coordination and formation of a work group for the Emergency Action Plan Tabletop Exercise that we will be holding.

12/05 Prepared and submitted Water Supply System Survey, which is an updated population form. This form was completed at the request of Maryland Department of the Environment related to water treatment and number of users on the water system.

12/06 Mayor Ashby, Cathy McCardell, Tara Blevins and I met with members of the Beacon Point HOA. The initial discussion was regarding water billing, but the HOA followed up with a discussion of policing in their neighborhood, requests for the Town to look at improving their street lights, and for the Town to make the cul-de-sac at the end of Beacon Point Drive 'no parking'.

12/10 Aaron Ashford and I participated in a webcast meeting with Dude Solutions to begin investigating solutions that will provide better tracking of work orders and public works job functions.

12/19 Met with Linda Burris of Delmarva Power for an annual coordination meeting. Delmarva Power has an Economic Development Incentives program called EDGE. The information for this program has been shared with the Town's Economic Development staff. Also, Ms. Burris is going to have someone in their office look into new LED light heads for street lights in town.

12/18 Prepared for and attended the work session

12/22-01/01 I was out of the office

#### **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** – We found out that there are additional forms to be completed for the Bond Bill.

Those forms will be completed and signed by Mayor Ashby so we can move forward with the grant and construction of the sign. We can't begin construction on the sign until the agreement 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. Had some meetings to discuss a possible new development in Perryville. Worked with Fred Sussman and Town Staff on Ordinance 2019-02 Hotel Economic Development Incentives Program and on the Pet Waste Ordinance. 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. Worked on three Maryland Public Information Act Requests that have been received. Responded to one of those, and responses to the other two are in-process.

### **Employees**

**Congratulations to Alvin Hathaway for his 40-year work anniversary on January 19<sup>th</sup>!**

### **Fire Company – Station 16 water tie-in – NO UPDATE**

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 9<sup>th</sup> 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 26<sup>th</sup> 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. **NO UPDATE:** Ralph Ryan and I met on July 27<sup>th</sup> 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.

**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 January work session for further discussion.

Prepared for and attended the Green Team meeting held on November 7<sup>th</sup> 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. We want to put new energy behind the Farmers' Market and re-start the Community Garden. For the garden we plan to gauge interest in how many garden plots would be needed and hope to have the garden at Ice House Park starting this spring. I applied for a grant on behalf of the Town to cover the cost of some of the Green Team initiatives to include the battery recycling boxes at Town Hall and gloves, trash bags and vests for the 'Town Sweep'. New Green Team members are welcome. Please contact town hall at 410-642-6066 if you are interested in joining the Perryville Green Team. The next meeting is scheduled for **January 10, 2019 at 5:30 p.m.** and will be held in the Town Hall Meeting Room. Carol Zimmerman, President of the Havre de Grace Green Team and Community Garden Chair, will be meeting with us to provide tips on Community Gardening.

**Greenway UPDATE** Prepared for and attended the December 5<sup>th</sup> 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 26<sup>th</sup> 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 below on the status of the work:

##### **KCI Update:**

Field work for MS4 mapping is complete for now. We are QA/QC'ing data now. I am very pleased with the amount of work we got done. I believe we captured well over 300 structures within the \$20,000 budget. There may be additional work to do to finalize it. When we initially took a stab at structure count during the RFP process, we looked for inlets within the roadways. Perryville has a system in many places that has several-to-many manholes outside of the roadway between inlets. So when we saw 2 inlets, we did not include the 3-5 manholes in-between. Michelle and Pat inventoried and inspected the manholes, so they will be shown on the mapping.

Good news is that we only need to do 1 Good Housekeeping plan for the public works facility and we will most likely have funds remaining on that task. We will plan for a formal meeting in January to go over all tasks.

## **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 18<sup>th</sup> at 1:45 p.m.; three bids were received and reviewed. The topic was on the August work session agenda for discussion. On August 29<sup>th</sup> 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 project was re-bid. The contract for Phase II work has been awarded to Rocchi Construction. On 12/07 I participated in a kick-off meeting with Rocchi Construction for the Town Hall Phase II (L.L.) project. I reviewed some updated contract provisions with Ralph Ryan and consulted with Fred Sussman on same. The contract is in process of being executed so that the project can move forward.
- **Encroachment UPDATE:** The property owner reassured me recently that he is working on moving the encroachment. Reached out to the next neighboring property owner regarding fence removal so that the project can move forward.

### **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. **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:** Due to holiday and vacation schedules, the inventory was not completed. New energy will be put behind this issue in January so that we can move forward with this 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. The contract was issued to the low bidder and the analysis of fiscal and economic impacts of the development on the town is underway. **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**

**NO UPDATE:** On January 30<sup>th</sup> Ralph Ryan and I met with State Highway and Cecil County Government representatives to provide comments on the first draft engineering plans for the sidewalk along MD222 from Clayton Street to St. Marks Church Road. On February 12<sup>th</sup> Mayor Eberhardt, Ralph Ryan and I met with the Beacon Point HOA representatives regarding the ROW needed from the HOA for the sidewalk along MD222. We will plan a meeting in the near future with the other impacted property owner, Patterson Funeral Home. We need to consider writing a new sidewalk ordinance and have further discussion regarding Right-of-Way acquisition. Presently the project has been funded for design but not construction. I understand from SHA that this sidewalk will not be funded for construction until FY20 or FY21.

### **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:**

Our next step is CivicCMS will build a staging website (implement design without content) and run through a testing protocol. Once this is complete a project manager will be assigned and will reach out to start to work with you to build the site out, migrate content, arrange training, etc., getting the site ready for launch.

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

## **Assistant Town Administrator Report for the January Town Meeting**

### **EMPLOYMENT**

Vacancy in DPW – Crewman I and Crossing Guard. Interviews will be held in January.

Processed paperwork for the police officer that has left employment with the Town.

### **MISCELLANEOUS**

Updated the personnel manual with the Sick Leave for P/T employees and Holiday Pay

Processed 2 payrolls Completed all tax payments, retirement payments and A/P checks

### **MEETINGS**

December 5, 2018 – Attended Dept. Head Meeting.

December 6, 2018 – Retirement meeting.

**Treasurer's Report**  
**Town of Perryville, Maryland**  
**January 8, 2019**

**-Projects:**

- **Boat Ramp Honor Box**
  - April-June 2017 Collections from Honor Box- \$1439.00
  - July, 2017 -June, 2018 - \$6336.00
  - July, 2018-November 30, 2018- \$2983.50
  - Total to date: \$ 10,758.50
  
- **FY 19- Financial Statements**
  - Analyzing various accounts ensuring our financial records stay current and up to date. All assets and liabilities accounts are being analyzed. There will be schedules which will show all activity that comprised the balance in that account.
  - Adjusting journal entries finalizing FY18 will be done once they are received from the Auditors.
  
- **FY 18 Audit**
  - Auditors were on site from August 20-August 31<sup>st</sup>. At that time, they performed the majority of the audit and internal control testing. They also worked with us on the set ups of the Capital Fund and the Local Impact Fund, which should simplify recordkeeping in the future.
  - Auditors were back on-site November 27 and November 28 to analyze Water and Sewer Fund activity and finalize their field work.
  - Preliminary audit figures should be issued soon, at which time we will prepare the Management Discussion and Analysis portion of the audit.
  - Extension letters were originally sent to all affected agencies requesting an extension through December 31, 2018. Unfortunately, due to the sudden resignation of a key audit employee of BT & Co. it was mutually agreed to ask the State for an additional extension. This was granted through January 31, 2019.
  
- **Police Seized Funds**
  - Analyzed several years of activity in the Police Seized Fund savings account and gave the Department an itemized schedule of all deposits which comprise the current balance. Sgt. Nitz researched the list and determined which funds had been forfeited over to the Town and which ones needed to be returned to the suspect. As of this time, over \$5,100 has been determined to be forfeited and was transferred to the General Fund checking account and was recognized as revenue.



**Treasurer's Report**  
**Town of Perryville, Maryland**  
**January 8, 2019**

- According to State Law, these proceeds may be used to fund certain Police activities such as Safety Equipment and Training.

- **Cash Back Credit Cards**

- Prepared and sent PNC an Excel spreadsheet listing all of the Town's vendors and other information specifically requested by the bank. PNC will use this spread sheet to compare to their files of vendors already accepting the PNC credit card. This will save us time in our initial set up of the credit card. Initially, the Card will only be utilized by the Finance Department to pay invoices. If the program works smoothly, we may request cards for all Department heads.
- PNC has approved the Town for a \$150,000 credit line.
- Our Department contacted the Finance Director of Havre de Grace to review the bill payment procedures they currently have in place to see if they are compatible with our policies. Although some procedures did differ, we were able to obtain several good concepts we will put into place.
- The scheduled meeting with the PNC Treasury Management Officer was postponed until after the Holidays due to illness on her part.

**Future/Current Projects**

- Work with the Police Department to establish the best method of disposing of old furniture and equipment.
- Reorganize the computer filing system for all finance related computer files, indexing them in a manner appropriate for record retention programs.
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.

**November, 2018 Statistics:**

- 189 purchase orders were processed totaling \$230,186.50.
- 95 accounts payable checks were processed totaling \$219,173.69
- 17 A/R invoices totaling \$6,415.17.
- On December 7, 2018, we received \$111,131.15 for October. 2018. Life to date (Sep-10 to Oct-18) slot revenue received \$11,665,429.16.  
Received for Fiscal Year 2019 to date- \$472,949.31.

As of Nov 2018	Bank	Account Name	G/L Reconciliation	Bank Reconciliation
1025	PNC	General Checking - PNC	\$ 265,110.02	\$ 265,110.02
1030	PNC	Payroll - PNC	1,348.21	1,300.01
1032	PNC	Health Savings Checking - PNC	10,940.77	10,940.77
1033		Connect Your Care Refunded from Org Deposit \$10,800 to Acct 1030 - 10/23/18		
1036	MLGIP	General - MLGIP	6,754,386.72	6,754,386.72
1037	MLGIP	MLGIP Assign Funds		
1038	PNC	Local Impact Fund	467,835.57	467,835.57
1039	MLGIP	MLGIP Facility Reserve Acct	524,320.67	524,320.67
1040	PNC	Community Act. Committee - PNC	27,455.45	27,455.45
1041	MLGIP	MLGIP Local Impact Fund	3,353.19	3,353.19
1042	PNC	Parade - PNC	15,977.18	15,977.18
1045	HOWARD	Perryville Police Asset Seizure HOWARD	7,344.24	7,344.24
1050	HOWARD	CDARS - Cash/HOWARD	2,561,630.11	2,561,630.11
1051	HOWARD	Grants (Revitalization & Non Profit)	4,620.49	4,620.49
1052	HOWARD	Facilities Reserve	283.18	283.18
2035	PNC	W&S Savings - PNC	101,723.82	101,723.82
2036	MLGIP	W&S Fund Acct - MLGIP	199,306.18	199,306.18
3026	PNC	W&S Improvements - PNC	5,021.34	5,021.34
3030	MLGIP	Sewer Improvement Fund - MLGIP	175,106.72	175,106.72
3046	HOWARD	W&S Improvements - HOWARD	470,288.59	470,288.59
9053	MLGIP	MLGIP Capital Project Acct		
<b>Totals:</b>			<b>\$ 11,596,052.45</b>	<b>\$ 11,596,004.25</b>

unreconciled  
 reconciled  
 No statement

REVIEWED BY:

My signature above verifies the following:

All funds in "noninterest-bearing" transaction accounts are insured in full.

All funds in "interest-bearing" transaction accounts are fully collateralized as of 12/31/17.

-	PIR Transfer shortage
(55.20)	PIR State Tax Ovrpymt
-	Deposit for HRA moved to Health Account
48.20	

PNC	\$	628,954.13	Does not include MLGIP
	\$	(250,000.00)	FDIC Insured
	\$	<u>378,954.13</u>	
86%	\$	2,742,859.00	COLLATERAL PLEDGE REPORT 12/31/17
	\$	<u>(2,363,904.87)</u>	

HOWARD	\$	3,044,166.61	
	\$	(250,000.00)	FDIC Insured
	\$	<u>2,794,166.61</u>	
38%	\$	4,500,000.00	SAFEKEEPING PLEDGE 12/31/17
	\$	<u>(1,705,833.39)</u>	

**Planning & Zoning Department**

**December Staff Report – January 8, 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 to be purchased by Michael Palmisano; meeting to be scheduled to discuss plans for property development. (NOTE: Michael Palmisano is the owner of the 2 lots on Cedar Corner Road that were just annexed.)
- **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.
- **Annexation – Cedar Corner 2 lots:** effective December 21<sup>st</sup>; notifications sent to Legislative Services and Cecil County Circuit Court; owner to incorporate an easement for maintenance, repair and replacement of the existing water lot on the lots as advised by Town Attorney to make the easement a matter of public record in the Land Records.
- **5<sup>th</sup> Company Brewing LLC:** Settlement complete; architect and engineer are working on redevelopment plans; replacement of roof underway.
- **Tiki Lee’s Perryville:** Owner is working on overall construction plans to include a public marina, restaurant and bar; submittal of plans pending for permits; 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.
- **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:**

<b>Code Enforcement Statistics Report</b>													
<b>ACTION</b>	<b>JAN.</b>	<b>FEB.</b>	<b>MAR.</b>	<b>APR.</b>	<b>MAY</b>	<b>JUN.</b>	<b>JULY</b>	<b>AUG.</b>	<b>SEPT.</b>	<b>OCT.</b>	<b>NOV.</b>	<b>DEC.</b>	<b>TOTAL</b>
<i>Door Hangers</i>	10	6	2	0	32	15	5	16	13	3	4	6	101
<i>Violation Letters</i>	37	17	16	14	35	30	22	23	32	18	16	18	244
<i>Citations</i>	9	5	4	4	7	6	3	8	13	5	4	5	64
<i>Rental Licenses Issued</i>	87	0	3	2	4	7	2	3	1	47	49	71	156
<i>Other</i>	Total of 476 Rental units registered for 2019												

**Code Enforcement Training:**

**Landlord-Tenant Board:**

- Looking at possible changes to code

**Planning Commission:** No meeting was held in December.

**Mayor & Commissioners Special Meeting:** Held on December 11<sup>th</sup> to continue discussion of the application for rezoning at the former outlet site; date for vote will be scheduled once the Town Attorney has prepared Resolution.

**P&Z Meetings/Events:**

- 12/3 meeting with realtor to discuss opportunities in and around town.
- 12/5 attended Greenway Meeting and Leadership Meeting.
- 12/7 attended kick-off meeting for the Little League field.
- 12/13 discussion for development of grant program.

**Other:**

- Working on revisions to codes.

**Zoning Certificates:** 3 certificates approved; 0 for roof mounted solar panels.

**Grants:**

- 501C and revitalization grants presented to Mayor and Commissioners
- Business Development Grant funds still available

**Economic & Community Development:**

- Continue to research and pursue business prospects.
- Met with several businesses about donations for our upcoming events.
- 12/10 Meeting Vince Sammons about a new event to be held.
- 12/11 Meeting with Carolyn Taylor regarding a parade and Christmas Market for 2019.
- 12/17 Meeting with Ming from VA to discuss partnership for events.

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

Setting up a meeting with Gail, Pam and other vendors to discuss how we can expand the Farmers Market.

**Upcoming Events:**

- **6/7/19 – Movie Night**
- **8/10/19 – Lower Ferry Festival**
- **9/7/19 – Tap into the Tavern**

**Training:**

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

**Rodgers Tavern:**

- Continue routine meetings with Director.
- Donations collected bi-monthly.

- NO New Updates EPA / MDE Phase II MS-4 Permit Regulations for Small Municipalities
  - The Town signed the MS4 permit issued by MDE.
  - The Maryland Department of the Environment (MDE) has reissued 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
    - (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.
  - NPDES Phase II - Public Involvement & Participation – Public participation of various environmental events.
  - 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. The Town hired KCI to conduct this duty.
  - NPDES Phase II - Construction Site Stormwater Runoff Control – Town must formulate a legal contract w/ Cecil DPW to maintain these services with the Town.
  - NPDES Phase II - Post Construction Stormwater – Inspection of SWM facilities. Create & maintain database / map of SWM features. Cecil County by legal contract inspects all the Town’s SWM facilities.
  - 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. The Town hired KCI to conduct this duty.
  - 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 1<sup>st</sup> 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.
  - The Town contracted KCI to implement the MS4 requirements. Working with KCI to help them with inspections and their MS4 infrastructure map using ARC GIS.
- 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
  - Finalizing contract legal documents for Design/Build of the Town Hall with Rocchi Construction. Construction permits are being acquired with the county and state in order to begin construction activities in January / February. 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 forthcoming 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 DECEMBER 2018

### **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.

Working with DES on replacing our police radios.

Me and Danielle will meet with school officials about issues with the kids.

### **MONTHLY MEETINGS/TRAINING ATTENDED:**

Met with Ernie Miller from the Maryland State Police Crime Scene Search Team for them to assist us at no cost to the town or department.

Assisted Chief Hamilton with the North East Christmas Parade.

Attended town meeting and presented awards to Officer Morgan, Mrs. Severson and Mrs. Hemling.

Discussed the half marathon race for 2019 with race officials.

Met with IKEA about setting up training for ALICE and other ways to protect them.

Attended the Christmas Tree lighting at Lower Ferry Park.

Officer Leas attended the School Resource Officer meeting in Elkton, I was in training.

Attended Opioid Training Summit in Aberdeen.

Attended the table top exercise at the JFK Highway with multiple police agencies involved.

ATTENDED THE GOVERNORS AWARD CEREMONY, PERRYVILLE POLICE GIVEN GOVERNORS AWARD FOR COMMUNITY POLICE PLAN - Lt. Budnick and I attended the HERC meeting at the Cecil County DES Center in Elkton.

Attended town Christmas Luncheon.

Attended the funeral for fire fighter Dale Brown and provided traffic control.

Perryville Police Department Monthly Police Report  
December, 2018

	October	November	December	Year to Date 2018		
ROBBERY	0	0	0	2		
ASSAULT	8	5	7	54		
BURGLARY	2	1	3	17		
THEFT	5	6	7	58		
Auto Theft	0	0	0	0		
CDS	9	8	17	77		
DISORDERLY	0	0	1	3		
MDOP	1	0	0	8		
ADULT ARREST	32	24	29	265		
JUVENILE ARREST	1	2	12	29		
Referrals to Outreach	0	0	0	0		
CITATIONS	73	27	98	545		
WARNINGS	209	98	94	1,534		
SEROS	11	2	6	227		
ACCIDENTS	6	9	14	77		
52 (Investigated)	3	1	2	31		
89 (no Investigation)	3	8	12	46		

# Perryville Police Department

Outreach Program

Town Report

December 2018

Overall Monthly Attendance: 377

Active Members: 42

Number of New Referrals: 0

Number of New Members: 0

## **Announcements**

This month, we provided 37 Families Christmas Dinner. Additionally, we assisted 135 local Perryville children with our Christmas toy drive. We practiced life skills this month which focused on emotional regulation. Our community service projects this month included sending holiday cards to the Ronald McDonald House of Baltimore and restocking of our community food pantry. We finalized renovations this month and our upstairs is completely renovated with a new homework station and brand new teen area. We attended the Perryville Christmas Tree Lighting with 12 of our members. We took children for a trip to the Herrs Factory to see the lights and we also stopped and got some hot chocolates. We had our Christmas party at Outreach to which we decorated Christmas cookies, drank hot chocolate, and did trivia games. Jane Bellmyer stopped by and donated her time to do a Hanukkah and Christmas activity with our members. We volunteered at the Legion Christmas party and many of our children attended. Furthermore, we have volunteered to work Wing Night at the legion once a month. We would like to thank the following individuals for their help during the holiday season: Cecil and Harford US Bowling Association, Shannon Alexander, TUNE, North East Quarry, John Smith, Yvonne Beard, All of our Churches within the community, Perryville Elementary School, Elks Lodge, and to all the other individuals who graciously donated to our efforts.

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 - December 2018

## **PUBLIC WORKS:**

### ***Projects/Other Events:***

- Employees continue performing an audit of water meter equipment and replacing meters as needed and time allows.

### ***Paving/Sidewalk Repairs:***

- Some roadway patching took place on Bayscape Drive (between Chesapeake Landing Drive and River View Drive).

### ***Water/Sewer/Stormwater:***

- MRWA assisted in a flow test on Maryland Avenue.
- Employees worked around the clock for several days to repair and maintain a collapsed section of waste water main at the Rte 222 and Rte 40 intersection. A section of main had to be repaired and employees also worked tirelessly to have a large amount of debris that was causing backup issues removed from the main.
- Richard Anderson passed his Waste Water Collections Exam.

### ***Training:***

- An employee attended industry related training at Cecil College.

### ***Town Events:***

- Staff setup and assisted with the Annual Christmas Tree Lighting Celebration.

### ***Weather Related Events:***

- N/A.

### ***Vehicle/Equipment Maintenance:***

- The Public Works Department continues the responsibility of maintaining the Town owned vehicles, including Police Vehicles. This will allow for a savings throughout the Police Department's vehicle repair budget as well as all other vehicle repair budgets.
- The town owned spreaders and plows for inspected and repaired as needed for the upcoming winter weather months.

**Other:**

- DPW staff had to make repairs to some ground displays that either weren't working properly or had stopped working after being installed.

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

- Staff continues working a regular schedule of Monday through Friday for the Fall and Winter months.
- Staff placed decorations at Lower Ferry Park for the upcoming holiday season and Christmas Tree Lighting.
- Parks staff used tow behind lift to remove Christmas Decorations for the Town of Charlestown.
- Staff assisted in setting up and working at the Annual Christmas Tree Lighting Celebration.

***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 is obtaining materials to pursue re-obtaining a Maryland Pesticide Spraying License.

***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**

### **December, 2018**

#### **Wastewater:**

Plant Influent Monthly Flow:	33.12 Million Gallons
Plant Effluent Monthly Flow:	29.95 Million Gallons
Veterans Center Monthly Flow:	8.27 Million Gallons

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

#### **Activities:**

1. Ordered additional spare parts for SBR decanters
2. Ordered a spare replacement caustic pump head
3. GMB engineers continue working on preliminary engineering report for Denite filter study - completed work at 65%
4. J&T Generator Service replaced defective radiator louver motor
5. Removed SBR blower #1 to send out for exchange unit
6. Replaced defective heater starter contactor in U.V. Unit room #1
7. G. Smith received renewed MDE water & wastewater operator licenses
8. S. Patchell, J. Morton and T. Cregar passed and received their MDE in water sampler certification license
9. J&T Generator replaced failed block heater
10. Received renewal of NPDES effluent discharge permit from MDE – permit effective 12-01-2018
11. Visited Chestertown WWTP to evaluate their ChemScan unit to determine if we want this type of unit for chemical control of denite filters for the upcoming WWTP upgrade
12. Monthly tank cleaning was performed
13. Scheduled preventive maintenance was performed
14. Tested all emergency lighting & monthly check of fire extinguishers
15. Building housekeeping was performed

**Water & Wastewater Treatment Plants**  
**Monthly Operating Report**  
**December, 2018**

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**Water:**

Plant Raw Water Monthly Flow:	10.4 Million Gallons
Plant Finished Water Flow:	9.5 Million Gallons
Plant Backwash Water:	1.4 Million Gallons

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

**Activities:**

1. Submitted required 12 month raw water Cryptosporidium sampling schedule to MDE
2. Scheduled C. Burns for cross training at the WWTP in January, 2019
3. Approved cost quote for distribution pump #1 motor and pump repair
4. D. Laubach brought Johnson Controls to the WTP and WWTP to tour the facilities for potential energy savings
5. Cleaned filter blower room and painted floor
6. A new chart recorder was installed to record both filters and finished water turbidity as required by MDE regulations
7. Installed two new batteries in plant generator
8. Raw water turbidity continues to be elevated throughout the month causing an increase of alum and hypochlorite chemical usage
9. Replaced all emergency lighting batteries
10. Ordered parts to repair cracked water line to the backpulse tank
11. Monthly housekeeping was performed
12. Scheduled preventive maintenance was performed
13. Tested all emergency lighting & monthly check of fire extinguishers