

Staff Reports from Town Meetings

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- Public Works Report & Parks & Recreation Report
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Town Administrator's Report

November 6, 2018 Town Meeting

10/02 Prepared for and attended Town Meeting

10/09 Met with Commissioner Linkey and other staff to begin work on website design update

10/11 Held a Leadership Meeting with Department Heads. The following topics were discussed: Departmental Reports, Review of Town Meeting / work session, Presentation / Briefing training for staff – attached Cecil College info, Human Resources forms for Managers – FMLA and Workers Comp paperwork was distributed, nominations for Employee of the Quarter, Distribution of android tablets (formerly used by Board)

10/16 Prepared for and attended the Public Hearing on the proposed PIRD Overlay District and the Mayor and Commissioner work session.

10/17 Commissioner Linkey, other staff and I had a web-based meeting with the designer for the website design update

10/17 Mayor Ashby, Dianna Battaglia and I met with a local attorney regarding a potential development project

10/18 Mayor Ashby and I attended the MML Chapter Meeting

10/19-28 I was out of the office

10/30 Mayor Ashby and I met with a local Boy Scout to help him earn a badge

Other:

Bond Bill UPDATE – We are still waiting on the executed agreement to be returned to the Town. Jackie Sample contacted the State to find out the status of the signed agreement.

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.

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. Debbie Laubach and I processed one payroll in absence of Cathy McCardell who was out for jury duty.

Employee of the Quarter

Congratulations to Phillip Meekins Jr. for earning the Employee of the Quarter designation. Aaron Ashford nominated Phil in recognition of excellence in the work he performs for the Town in the Department of Public Works; for his leadership in handling emergencies and his proactive approach to making improvements to equipment and processes.

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 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. **NO 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.

Green Team UPDATE 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.

Prepared for and attended the Green Team meeting held on June 7th at 5:30 p.m. The committee approved the DRAFT Action Plan and intend to submit the Plan to the Mayor and Commissioners and to Sustainable Maryland Certified to find out next steps for approval and implementation of the Plan. The next Green Team meeting is scheduled for ~~Thursday, September 13th at 5:30 p.m.~~ **Thursday, September 13th at 5:30 p.m.** in the Town Hall Meeting Room. New members are welcome. Please contact town hall at 410-642-6066 if you are interested in joining the Perryville Green

Team. The September Green Team Meeting was re-scheduled to **November 7, 2018 at 5:30 p.m.** and will be held in the Town Hall Meeting Room.

Greenway NO UPDATE Prepared for and attended the Greenway Meeting that was held on September 26th at 10:00 a.m. The next meeting is scheduled for **December 5th at 10:00am** in the Town Hall Conference Room.

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. Commissioner Reich and I prepared a Request for Proposals to seek a consultant to implement certain aspects of the permit on our behalf. The RFP was advertised on the Town's website, sent directly to three engineering firms that had previously expressed interest and it was posted on the State's eMaryland marketplace website. Initially we are seeking a firm to complete the following activities:

- prepare and submit the Notice of Intent (NOI) to comply with the permit to MDE by the established due date of October 31
- to complete the mapping of stormwater outfalls and conveyances as required under the Illicit Discharge Detection and Elimination (IDDE) Minimum Control Measure (MCM)
- to provide technical assistance for preparation of ordinances that will assess penalties for violations and allow the Town to gain access to private property as may be needed
- to write four Pollution Prevention and Good Housekeeping plans for the town-owned properties as required by the permit
- to develop a program to quantify and report pollution prevention efforts as required
- to complete the Year 1 Impervious Area Restoration and Work Plan Management Strategies and Goals, mainly the impervious area baseline assessment, that fall under Part V. of the permit (Chesapeake Bay Restoration TMDL)

We followed through with the full RFP process and received bids from nine firms. The review committee evaluated the bids and made a recommendation on which firm should be awarded the contract. The Mayor and Commissioners voted to issued the contract to the recommended firm, KCI. The contract was signed on September 10, 2018. A kick-off meeting was held on September 20th. KCI has supplied the draft NOI for my consideration as required by contract (note: it will be submitted to the State by the end of October as required). A follow up meeting was held on September 27th to identify what information that Town wants KCI to gather and input into the GIS software for the mapping of the stormwater outfalls and conveyances.

UPDATE

10/11 Other staff and I participated in a conference call with KCI to discuss the data provided by Cecil County for the baseline assessment of the impervious surface in Town.

The NOI was submitted to Maryland Department of the Environment (MDE) before the 10/31 Deadline and MDE has confirmed receipt. KCI has started the field work for the mapping of the stormwater outfalls and conveyances. KCI has provided a stormwater ordinance template.

Municipal Complex:

Phase I Police Department Construction --

- The few things left on the punch list will be handled through the 1-year warranty (ex: the replacement of the section of sidewalk is weather dependent. Lt. Budnick is overseeing the punch list to ensure that the items are completed before the warranty period expires. **UPDATE:** Chief Miller sent an updated punch list to North Point Builders on October 22nd. On October 31 a subcontractor was at the PD pouring a new section of concrete for the sidewalk repair. There were only two other outstanding issues on the punch list, and I understand that those issues have been repaired.

Phase II Little League Field (Trego Field) and Phase III Town Hall --

- 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. Presently, 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:** Ralph Ryan has prepared the updated scope, which has been sent to the pre-qualified bidders. The bids are due on November 15th at 1:45 p.m.
- **Encroachment NO UPDATE:** On 04/23 I met with the property owner regarding encroachment on Town property. He plans to correct the situation this fall before we begin construction on the Little League field. Though the encroachment of all fencing was covered in the May 9th meeting with the property owners, formal letters will be sent to the owners whose fences are encroaching on Town Property to have the fences and any other fixtures and / or personal property removed before the project goes under construction.
- **Town Hall Phase III NO UPDATE:** 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. It has not

yet been determined if it would be more beneficial to bid this part of the project as design-build or if we should contract for a design and then bid that out with the site work. More information will follow.

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.

Sidewalks on MD222

NO UPDATE: On January 30th 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 12th 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.

Susquehanna River Rail Bridge Project NO UPDATE

A letter was sent to Amtrak requesting that it work with the VA to share the VA Truck Route (using Marion Tapp Parkway) to get trucks off of Otsego Street and generally out of the downtown area. We are waiting on a written reply to that letter, though I did have a conversation with Kevin McDermott of Amtrak regarding the request and he was amenable (and working on a plan) to get Amtrak trucks off of Otsego Street. Geotechnical borings done in June (by Amtrak's consultant) in both Perryville and Havre de Grace to further this project. In Perryville, all of the borings were done on Amtrak property.

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



Assistant Town Administrator Report for the November 2018 Town Meeting

EMPLOYMENT

Held an interview with a current employee for the P/T position over at the Police Department. We will be hiring Cindy Farris who currently is our crossing guard.

MISCELLANEOUS

Processed paperwork with employees.

Processed Connectyourcare charges for deductible.

Processed Blue Card deductible

Processed 3 Payrolls, completed all tax papers, retirement papers and A/P checks

Balanced all Payroll A/P.

Working on Water/Sewer Billing - Tara and I have been reviewing each account and have spent a lot of time working on Water/Sewer Billing.

Processed Health Insurance paperwork.

MEETINGS

October 11, 2018 – Attended Department head meeting.

October 17, 2018 – Website meeting

October 17, 2018 – W/S connection charge process meeting

October 25, 2018 – Held interview for P/T position in Police Department

**Treasurer's Report
Town of Perryville, Maryland
November 6, 2018**

-Projects:

- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 -June, 2018 - \$6336.00
 - July, 2018-October 16, 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.

- **Cash Management**
 - Our goal is to maximize the revenue on our assets without sacrificing security and liquidity. In recognition of that goal, we transferred approximately \$924,000 from PNC and Howard bank checking and savings accounts to various MLGIP Accounts. Attached is a schedule showing the increase in interest revenue during the last year. The increase in revenue for FY18 only reflects a few transfers into MLGIP for that year. The year to date FY19 annualized revenue is an estimate prior to the recent transfers to MLGIP so the actual revenue for FY19 should be substantially greater.

- **FY 18 Audit**
 - Auditors were on site from August 20-August 31st. 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 will be back on site to analyze Water and Sewer Fund activity once our billings have been reviewed internally.
 - Extension letters sent to all affected agencies requesting an extension through December 31, 2018. This will allow us to complete the Water and Sewer corrections and give the auditors adequate time to finalize the audit.

**Treasurer's Report
Town of Perryville, Maryland
November 6, 2018**

- **GovDeals**

- Several of the surplus copy machines were sold and picked up. The remaining items are being stored at the Police Station. They are currently being listed on GovDeals.com. We had very poor response to the first round of listings for the copiers on Municibid so we will compare those results to GovDeals when finalized.

- **Grants**

- Prepared the State Aid Police Protection (SAPP) Grant application for next year. Sent to Chief Miller for verification and submittal.

- **Cash Back Credit Cards**

- Researched several banks and credit card companies for the best credit card rebates. Many of the cards had restrictions on the “cash back” feature. Most would only offer cash back on certain purchases such as gas or restaurants. Other commercial cards required a personal guarantee. PNC offers a cash back card suitable for municipalities with rebates of one and one-half percent on all purchases. This is the program currently used by the Town of Havre de Grace. We have applied for the card and are awaiting acceptance and notification of terms from PNC.
- 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.

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.

**Treasurer's Report
Town of Perryville, Maryland
November 6, 2018**

September, 2018 Statistics:

- 216 purchase orders were processed totaling \$267,020.79
- 102 accounts payable checks were processed totaling \$262,704.92
- 6 A/R invoices totaling \$9,465.51
- On October 5, 2018, we received **\$125,216.01** for August. 2018. Life to date (Sep-10 to Aug-18) slot revenue received \$11,435,111.58.
Received for Fiscal Year 2019 to date- \$242,631.73

Planning & Zoning Department

October Staff Report – November 6, 2018 Town Meeting

Development/Projects:

- **Magraw Subdivision:** owner/developer is working with to complete the Dedication Agreement for the road; they are diligently working to resolve all matters to move forward.
- **Frenchman Land:** Site ready for construction; as-builts for private and SHA construction have been requested but not received to date; owner has indicated he will be moving dirt to be able to move forward with construction
- **Cedar Corner:** Property owner is looking for a buyer for the property.
- **Woodlands:** Doug Hill has expressed his interest to develop a portion of property; researching prospects.
- **Former Perryville Outlet property:** Applicant has requested rezoning to PIRD floating zone designation; public hearing 10/16 with further discussion after receiving Traffic Impact Study and Sound/Noise Study.
- **Chesapeake Overlook property:** Gary Stewart continues to actively market the site; Enterprise Zone designation submittal pending to provide incentives at this site; General Development Plan to be revised; proposed project signed MOU and is moving forward.
- **Annexation – Campbell Property:** effective October 19 and notifications sent to Legislative Services and Clerk of Circuit Court for Cecil County.
- **Annexation Request:** request to annex a subdivision of 2 lots from lands of Katherine Wein that was approved with 2003 agreement in place from Perryville to connect to the municipal water system and annexation when lots became continuous to town limits (Cedar Corner LLC property was annexed in 2009); Cecil County concurs with Town R-1 zoning; 2nd public hearing on November 6th prior to Mayor and Commissioners Town Meeting.
- **5th Company Brewing LLC:** Settlement complete; architect and engineer are working on redevelopment plans; Liquor Board approved liquor license.
- **Tiki Lee’s Perryville:** foreclosed marina (Perryville Yacht Club next to McMullen’s) is under contract purchase by the owner of Lee’s Landing in Port Deposit for public marina, restaurant and bar-plans have not been received to date; liquor license approval received; settlement postponed pending financial information.
- **Condo Building Units 13-18:** architect is working on plans for new construction.

Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>	10	6	2	0	32	15	5	16	13	3			101
<i>Violation Letters</i>	37	17	16	14	35	30	22	23	32	18			244
<i>Citations</i>	9	5	4	4	7	6	3	8	13	5			64
<i>Rental Licenses Issued</i>	87	0	3	2	4	7	2	3	1	47			156
<i>Other</i>	<ul style="list-style-type: none"> • 47 Rental Applications approved for a total of 107 rental units for the 2019 Rental year • Made changes to rental license application • Sent subsequent violation letter to 515 Otsego for outstanding violations • Awaiting word from County about condemnation of 326 Elm St. 												

Code Enforcement Training:

- Attended the Cecil County Green Infrastructure meeting October 2 at Cecil College
- Took Home Inspection Training Webinar October 18

Landlord-Tenant Board:

- Looking at possible changes to code

Planning Commission: Meeting held October 15: public hearing held for proposed annexation of 2 lots on Cedar Corner Road, recommend approval to the Mayor and Commissioners.

P&Z Meetings/Events:

- 10/5 met with Core Design Group for redevelopment opportunities at the old outlet site.
- 10/9 coordinated photo shoot at Rodgers Tavern/Pier with Department of Commerce Division of Tourism for Maryland Scenic Byways project. The media content from the project is being used to promote Maryland, locally and nationally, as a travel destination.
- 10/10 met with Martin Architectural Group at Cecil County Economic Development to discuss development opportunities at the old outlet site.
- 10/11 facilitated Town meeting room for Habitat for Humanity orientation meeting for applicants.
- 10/15 Planning Commission public hearing for annexation of 2 lots on Cedar Corner Road and meeting.
- 10/16 Public hearing held for rezoning to PIRD floating zone prior to work session.
- 10/17 meeting with various departments to develop process and procedure for processing of new home construction/water and sewer connections.
- 10/18 attended fundraiser for Home Partnership.
- 10/21-22 attended MEDA (Maryland Economic Development Association) Conference at Rocky Gap with tour of downtown Cumberland.
- 10/25 participated with Cecil County Department of Economic Development for Residential Event held at Schaefer’s in Chesapeake City.
- 10/29 Board of Appeals meeting to review and approve the Legal Opinion prepared by Town Attorney for Service of Alcohol for Tiki Lee’s Perryville and 5th Company Brewing.

Other:

- Working on revisions to codes.

Zoning Certificates: 5 certificates approved; 0 for roof mounted solar panels.

Grants:

- Business development open to the public-have reviewed 4 applications to date
- 501C Deadline extended- 5 applications reviewed
- A summary pertaining to Town funded grant programs can be found at <Z:\Amanda\Grants\AWARD tracking>.

Grants Applied For:

- A spreadsheet is available for tracking all external grants that have been applied for at <Z:\Amanda\Grants\town grant applications>.

Grant Applications Pending				
Name of Program	Date Submitted	Project	Amount Requested	Status
Community Parks and Playgrounds (DNR)	8/16/2017	Community park courts and trail	\$45,300.00 Zero match	approval

Community Grant Program (Walmart)	12/27/2017	Purchase of 2 soccer goals for community park	\$2,000.00 Zero match	In review
MHAA	3/12/2018	Lower Ferry Solar Lights	\$40,000.00	denied
MHT	3/12/2018	Rodgers Tavern renovations	\$23,000.00	denied

Economic & Community Development:

- Continue to research and pursue business prospects.
- Met with several businesses about donations for our upcoming events.
- 10/4 - Affiliate meeting in Snow Hill
- 10/11 – Meeting with Roger at Firetower farm brewing company to discuss vendor options in Perryville.
- 10/17 – Visited Gifford’s Farm, Milburn Orchards for pumpkin donation
- 10/18 – Attended Maryland day at Fair Hill
- 10/19 – Movie night
- 10/25 – Residential event held at Schaefer’s Banquet Hall
- 10/26 – Halloween Party
- 10/29 – Meeting with Shonette at Perryville Casino to discuss partnership for events.
- 10/30 – Local business meet and greet at Perryville sports bar & grille
- 10/31 – Meeting at Perryville elementary School to discuss volunteers for community activities committee, and continued 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:

- Christmas Tree Lighting – December 8th - 4:30 – 6pm

Training:

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

Rodgers Tavern: (detailed report on Z drive\Amanda\Rodgers tavern\monthly reports

- Continue with routine meetings with Curator.
- Donations collected bi-monthly; to date \$296.90.
- Curator Director starts 11/1.

- 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 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.
- 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.
- 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
 - Creating contract legal documents for Design/Build of the Little League. An agreement 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 and Little League improvement plans. The original bids received by the Town have been rejected by the Mayor and Commissioners. The Little League Phase II project is currently out for re-bid, the original bidders are still interested in the project and should submit bids by November 15th. The purpose of the re-bid is to reduce costs and present a more clear presentation to the bidder.
- 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.
- 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 OCTOBER 2018

CURRENT PROJECT(s)

Working in conjunction with the MdTA Police using their tag reader.

Waiting on getting a computer to issue ID cards to town employees.

Final stages of the new radio system have been voted on.

Working with Outreach to prepare for upcoming events in town for the rest of the year.

Waiting on 2 new police vehicles for our fleet.

MONTHLY MEETINGS/TRAINING ATTENDED:

Officers are working traffic enforcement in several of our neighborhoods due to reports of people running stop signs.

Officer Leas attended the school resource officers meeting on October 12th.

October 11th attended the town leadership meeting.

October 11th Officer Huffstutler was awarded Instructor of the Year by MPTC.

The final punch out list was completed by the builders of the new police department building.

October 16th, completed yearly firearms qualifications.

October 19, completed the Perryville Middle School Site Survey.

October 19th, met with Cecil County School's Security Director at police station.

October 23rd, interviewed a pastor for the Police Chaplain position.

October 25th, Lt. Budnick and Ms. Weldon interviewed a person for the part time secretary position.

October 27th, Sgt. Nitz collected unwanted drugs at the police station.

October 27th, Outreach held their Fall Fest at the American Legion.

Perryville Police Department Monthly Police Report
October, 2018

	August	September	October	Year to Date 2018		
ROBBERY	0	0	0	2		
ASSAULT	4	5	8	42		
BURGLARY	0	4	2	13		
THEFT	4	5	5	45		
Auto Theft	0	0	0	0		
CDS	7	10	9	52		
DISORDERLY	1	1	0	2		
MDOP	1	1	1	8		
ADULT ARREST	40	27	32	212		
JUVENILE ARREST	3	1	1	15		
Referrals to Outreach	0	0	0	0		
CITATIONS	74	52	73	447		
WARNINGS	246	132	209	1,342		
SEROS	11	18	11	219		
ACCIDENTS	5	9	6	54		
52 (Investigated)	3	5	3	28		
89 (no Investigation)	2	4	3	26		

Perryville Police Department

Outreach Program

Town Report

October 2018

Overall Monthly Attendance: 341 as of 10/26

Active Members: 32

Number of New Referrals:

Number of New Members: 2

Announcements

This month, was a big one for Outreach. We bought pumpkins and fall treats for our members and our police department at Milburn Orchards. We received the donation of a beautiful new driveway from IKEA. IKEA has also stopped by to take some measurements of our upstairs and hopes to rejuvenate our upstairs sometime in December. We had our first annual Fall Fest this month. Due to the weather we had to move our activity indoors. However, the American Legion graciously donated the space and we were able to hold our event without any complications. Between our vendors, raffles, and concessions we were able to raise over \$600 the day of the event. We would like to thank all of our donators and participants for making this event happen. We would especially like to thank all of the National Jr honor society members for their volunteers. We have started collecting foods for holiday dinners. We are in need of non perishable sides and of course Turkeys and Hams are always in need. We have also started Christmas preparations. We are accepting donations of new toys as well as members of the community who would like to adopt a child or family for the holiday. We would like to thank all of the organizations and members of the community who have helped us by donating dinners for our members. You have made sure all of them go home with full bellies. Our community service projects this month have included, adopt a highway, care packs for our officers, and homeless kits. Life skills this month have focused on coping. We plan to hand out candy on Halloween and have a safe and spooky night! 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 calendar for upcoming activities.

DPW Report - October 2018

PUBLIC WORKS:

Projects/Other Events:

- Employees continue performing an audit of water meter equipment and replacing meters as needed and time allows.
- DPW Superintendent met with KCI to get them started on the initial stages of the MS4 inlet/outlet inspections and documentation.

Paving/Sidewalk Repairs:

- Patches were made where water line repairs and a stormwater line repair had taken place.

Water/Sewer/Stormwater:

- DPW Staff repaired a cracked water main on Cole Street.
- Using the bypass that was recently installed at the Front Street Pump station, the station was bypassed and a new check valve and 2 new plug valves were installed.
- The Broad Street underpass was shut down for three days to replace a failing storm water pipe that ran across the roadway. While the roadway was shut down, large areas of failing asphalt were repaired as well.
- Employees met with multiple residents to help locate possible water line leaks as detected by the water meters or high bills.

Training:

- Employees continue to study in preparation for the their collection/distribution exams.
- Two employees attended and received their "Roadside Tree Care" Certification from DNR.

Town Events:

- Staff assisted in the setup and cleanup of the Halloween Party. DPW staff also picked up the pumpkins and straw that were used for the event.

Weather Related Events:

- Staff cleaned storm drains throughout town in preparation for any rain events that occurred 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:

- Wood chips were hauled from the WWTP to the Landfill for disposal.
- Staff used the large slope mower to mow Ice House Park one last time for the year.
- DPW staff replaced lights at the WTP.

PARKS AND RECREATION:

Projects/Town Events:

- Staff will begin working a regular schedule of Monday through Friday for the Fall and Winter months.
- Staff worked during the October Movie Night at Lower Ferry Park.
- Staff help setup, work and cleanup for the Annual Halloween Party.

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:

- Staff attended and received Roadside Tree Care certification.

Rodgers Tavern/Lower Ferry Pier:

- The staff are planning for applying approved wood preserver/deck stain to 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

October, 2018

Wastewater:

Plant Influent Monthly Flow: 22.99 Million Gallons
Plant Effluent Monthly Flow: 18.38 Million Gallons
Veterans Center Monthly Flow: 4.11 Million Gallons

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

Activities:

1. Installed replacement digester exterior blower air filters
2. Replaced both SBR tank level sensors
3. GMB engineers continue working on preliminary engineering report for Denite filter study
4. Working with Aqua Aerobics to resolve SBR #2 decanter issues
5. Ordered several replacement parts for SBR #2 from Aqua-Aerobics
6. Trimmed overhanging tree limbs around the outside fence parameter
7. Replaced multiple exterior lighting bulbs
8. Performed quarterly chemical clean on both cloth filters
9. D&P Electric replaced failed motor starter relay on raw sewage pump #1
10. Marino's Electric replaced burnt wire in raw sewage pump #3 control
11. MDE advertised draft NPDES permit in Cecil Whig for public comment
12. Completed dissolved oxygen data collection requested by GMB engineers
13. Monthly tank cleaning was performed
14. Scheduled preventive maintenance was performed
15. Tested all emergency lighting & monthly check of fire extinguishers
16. Building housekeeping was performed

Water & Wastewater Treatment Plants

Monthly Operating Report

October, 2018

Page 2

Water:

Plant Raw Water Monthly Flow:	15.9 Million Gallons
Plant Finished Water Flow:	11.4 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

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

Activities:

1. Scada computer from Suez scheduled to arrive mid-September has been postponed by Suez. Delivery is now expected middle of November
2. Installed two new pumps in backwash waste tank
3. Collected and tested the required 20 tri-annual lead & copper samples from residential locations. All samples were in compliance
4. J. Morton is working on excel computerized maintenance program
5. D&P electric is upgrading the electric service at the 1.0 mgd water tower so two electric heaters can be installed in control room to prevent past problems with pipes freezing
6. Working on installing new exhaust fan for chemical feed room
7. Completed concrete work around filter feed vault
8. Walker Diving completed the installation of the trash racks on the raw water intake vaults
9. Re-lamped all lighting fixtures in the filter room and chemical room with 15 watt LED bulbs to increase lamination and reduce power use
10. Painted the flier room floor
11. Continued cross training of water operators
13. Monthly housekeeping was performed
15. Scheduled preventive maintenance was performed
16. Tested all emergency lighting & monthly check of fire extinguishers