

Staff Reports from Town Meetings

- Town Administrator's Report
- Treasurer's Report
- Planning Department Report
- Administration Report
- Engineers Report
- Police Dept./Outreach Dept. Reports
- Public Works Report
- Parks Report
- Water Plant Report
- Wastewater Plant Report

**Town Administrator's Report
Town of Perryville, MD
For the January 7, 2014 Meeting**

Project Status Updates:

- **Charter:**
 - **NO UPDATE:** The draft charter changes with Attorney Fred Sussman's legal comments were forwarded to the Board for review on November 14, 2013 via email. The next step is to prioritize the needed changes. Each Board member should email me their top 3 changes and see if we can come to a decision on which to tackle first.
- **Grants - Façade, Revitalization and 501(c) NO UPDATE:**
 - Grant applications were received for all three grants on December 2, 2013. The Grant Review Committees are in the process of reviewing the grants and preparing recommendations. These will be presented at the January 16th work session.
- **Insurance:**
 - Purchase of the 'Tail' or Extended Reporting Period Policy is on the agenda tonight for your vote.
- **Open Meetings Act Designees UPDATE:**
 - A memo was sent to the State Office of the Attorney General informing them of the Perryville OMA designees as required by State law. All of the seven designees have taken the Open Meetings training since their appointment. This concludes the report on this topic.
- **Reservoir / Dam:**
 - **UPDATE:** Ralph has gotten some hourly rates from engineering consultants that have dam specialists on staff so that the Town can hire a Dam Engineer / Expert to evaluate the dam and provide a report and cost estimate for repair of the dam versus demolition of the dam as discussed. After review of the information for three companies, as of this writing, the plan is to issue a purchase order to T&M Associates out of Wilmington. T&M has a significant amount of experience with dams as well as reasonable rates.
- **Susquehanna River Bridge Reconstruction and Expansion Project (Amtrak) NO UPDATE:**
- **VA EUL: NO UPDATE**
- **Wastewater:**
 - **Overflow: NO UPDATE** On 11/25/13 there was a sanitary sewer overflow on Broad Street. It was appropriately dealt with and cleaned up by DPW with proper notification being sent to MDE.
 - **Unlawful Discharge UPDATE:** Received a letter from the user's consultant on 8/19/13 requesting to re-connect with no pre-treatment requirements. A reply letter was sent to user and consultant on 8/29/13 requesting additional information and clarification of inconsistencies. We are still waiting on reply letter from user or consultant. The user remains disconnected from the plant. On November 19, 2013 an email was sent to Amtrak asking if they had a reply to our letter. I have not received a response to that email.
 - **MDE notice of violation:**

- **HISTORY:**
 - March and September of 2012 the waste plant experienced die-off of the biomass causing violations of the Town's NPDES permit for 2012 & 2013 (note: the September problem carried into 2013)
 - 04/09/13 MDE mailed violation letter to the Town
 - 04/17/13 Town requested 20 day extension to reply to violation letter
 - 04/17/13 MDE granted extension request
 - 05/03/13 Town sent detailed letter to MDE requesting waiver of violation due to unanticipated influx of toxic substance which caused biomass die-off
 - 06/18/13 MDE replies to Town denying waiver request
 - 07/11/13 Town sent second appeal to MDE requesting waiver of violation
 - 08/15/13 Met with MDE to discuss the appeal.
 - 08/15/13 requested that MES expedite results from lab
 - 09/19/13 Sent a letter to MDE providing follow-up information requested during the 08/15/13 meeting
 - 10/29/13 MDE conducted an inspection of the wastewater plant and delivered the inspection report on 11/7/13.
 - 11/08/13 Settlement offer received from MDE
 - 11/19/13, 11/21/13 & 12/03/13 Meetings to discuss next steps
- **UPDATE:** An MDE settlement agreement is on the agenda for your vote tonight.
- **MDE 10/29/13 Inspection Results:** The inspector observed no violations, however, he noted that the "facility's performance for 2013 to date shows that the total nitrogen concentration average exceeds 4.0 mg/l and that the total phosphorus concentration average exceeds 0.3 mg/l". This means that the facility will violate its permit for 2013, which stems from the non-compliances that went through May of 2013 and started with the inflow of an unknown and unanticipated toxic substance. The inspector also required that the Town contact the lab and change the chain of custody documentation to reflect that a person receives the samples versus 'cooler' as is the current practice. Alan Amos is working on the reply that is due within 30 days of the 11/7/13 receipt of the inspection report.

- **Water:**
 - **Water Plant alternate access NO UPDATE**
 - **Water Overflow at water plant on 11/13/13 NO UPDATE**
- **Website Request for Proposals (RFP):**
 - A Website Design, Hosting and Support RFP was prepared and advertised beginning on 11/14/13. Bids were received on 12/09/13; five companies have submitted proposals. We are in the process of evaluating the proposals and expect this topic to be on the January work session agenda.
- **General Government:**
 - Did follow up work to both last month's Town meeting and the work session.
 - Worked on various personnel related issues. Including Employee Performance Evaluations. Due to the confidential nature of the personnel work, no further report will be given on this issue.
 - Attended to miscellaneous Town business including: ensuring contracts are sent out for execution, communicating with Department Heads on issues related to their departments giving guidance and assistance where needed, wrote and sent various memos to staff as well as other governmental agencies, responded to inquiries from the press, reviewed and approved time sheets and leave requests, reviewed accounts payable check runs and A/R aging reports, proof-read minutes to meetings and prepared closed session minutes.
 - Reviewed and approved P.O.'s and invoices on things that I am working on for the Town directly. Forwarded the invoices to accounting for payment.
- **Other Meetings:**
 - December 3, 2013 Prepared for and attended Town Meeting
 - December 5, 2013 Rachel Deaner and I met with Michele Keplinger of LGIT to receive training on their online 'Member Portal'.
 - December 6, 2013 Mayor Eberhardt, Commissioner Fox and I met with Councilwoman Broomell to respond to her requests for information on water and wastewater issues
 - December 6, 2013 Town Christmas and Holiday Party
 - December 14, 2013 Attended and assisted with the Christmas Tree Lighting Ceremony
 - December 17, 2013 Met with two representatives of the Eastern Shore Land Conservancy (ESLC) to discuss ways that organization could benefit the Town. We discussed future possibilities for funding and technical assistance with projects.
 - December 17, 2013 Prepared for and attended the M&C Work Session.
 - December 18, 2013 Mayor Eberhardt and I met with Ms. Greenburg, the current Acting Associated Director of Finance for Perry Point as an introduction and to discuss the various issues between the Town and VA.
 - December 19, 2013 Prepared for and attended a Staff Meeting. We discussed Compensatory Time and reviewed current issues facing the Town.
 - December 21, 2013 – January 6, 2014 Off for vacation and holiday...Thank You!

Treasurer's Report
Town of Perryville, Maryland
January 7, 2014

Projects:

- Bids
 - Heating / Propane – To be voted on by the Board at December's Town Meeting.
 - Alger Oil won the bid
 - Portable Toilets – To be voted on by the Board at March's Town Meeting.
 - Snow Removal – To be voted on by the Board at April's Town Meeting.
 - Trash Removal – To be voted on by the Board at May's Town Meeting.
 - Chemical – To be voted on by the Board at May's Town Meeting.
- SBA Lease Extension
 - Discussed at November's work session.
- Local Impact spending plan for FY15-FY17
 - November 21st - Public Meeting with Board review and discussion.
 - Meeting minutes approved at Jan. 7th Town Meeting
 - Jan 2014 - Submission of plans to Local Development Council (LDC).
 - Multi-year budget sent to LDC on Dec. 16th
 - Feb 2014 – LDC meeting to review and make recommendations on plan submitted.
 - May 2014 – Adoption of plan with Budget.
- Water & Sewer Rates
 - Discussed at December's work session
 - To be discussed at January's work session
- Fund Balance Policy
 - Possible discussion at February's work session
- FY15 Budget
 - Scheduled to begin February 2014
 - May 2014 – Adoption of Budget
- Retention Policy
 - In Progress – Department head / staff review
 - Possible discussion at March's work session

Meetings attended:

- December 5th – LGIT meeting with Denise Breder
- December 17th - Town Work Session
- December 19th - Department Head staff meeting

December 2013 Statistics:

- 145 purchase orders were processed totaling \$953,068.33.
- 100 accounts payable checks were processed totaling \$223,635.28 which includes the FY13 501c Grant reimbursement to the Perryville Fire Co. totaling \$20,000.
- Processed cash & equivalent receipts totaling \$1,697,483.12 which includes the IKEA personal property tax payment totaling \$1,391,304.15, and the \$150,000 from LSHG for the Pier.
- On December 6th, received October's Slot revenue from Cecil County totaling \$92,840.07.

**Mayor & Commissioners
Planning Department Report for the Month of December 2013**

Zoning Certificates – Processed two (2) certificates and reviewed application for compliance with the Town’s zoning regulations; one (1) within the Critical Area.

Meetings – 12/11 met with Cecil County EMS regarding grant opportunities relating to flood mitigation, CRS program; 12/12 site visit to Principio Health Center II for status update, Meeting with engineer and landscape architect regarding Lower Ferry Park site plan; Meeting with appraiser regarding Woodlands property; 12/31 design meeting with applicant and volunteer architect regarding façade grant funding

Board of Appeals – No meeting held in December.

P&Z Meetings – No meeting held in December.

Projects, Reports and Agreements:

- Continue to work with MTA and Engineering firms on evaluating existing water and sewer service lines for MARC layover facility.
- Continue to work with town engineer on bus shelter site on Broad Street.
- Evaluated RFP proposals for civil site engineering with Town Engineer.
- Met with Mr. Carpenter and Patty Liberman regarding Lower Ferry Park stormwater and preliminary landscape design.
- Met with Revitalization Committee to review 14 projects for funding.
- Prepared request from Principio Health Center to waive the sidewalk requirement for a sidewalk along US 40 for an internal sidewalk and bus shelter on US 40.
- Met with Kordell Wilen regarding a grant to assist with funding for stormwater facilities in Perryville to possibly include an additional 100 feet of revetment at the Community Park and retrofitting the stormdrain outfall between Rodgers Tavern and Owens landing to mitigate for infrastructure improvements in the Town.

•
Code Enforcement – Approved 597 rental applications, 6 new units have applied and 591 are renewals, there are currently 93 units past due for renewal and 23 units that are no longer renting.

Economic Development – December has been a busy month. I attended the following meetings: Cecil County Economic Forecast Luncheon; Government Relations meeting with State Senator Steven Hershey; met with Habitat Susquehanna and Landmark Science and Engineering and had one on one meetings with approximately ten (10) of Perryville’s businesses. The last day for application submission for the Façade Improvement and Revitalization Programs was December 2. We received fourteen (14) applications totaling almost \$220,000.00 between the two programs. The Revitalization Review Committee met twice to review the applications and prepare recommendations for the January Work Session. I was also awarded a scholarship from the Maryland Economic Development Association for training in February 2014 on Real Estate Redevelopment and Reuse. Work on the Sustainable Community application continues to ensure it will be ready for February submission.

Sewer Capacity Management – No activity this month

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

Landlord Tenant Board – No meeting held.

ADMINISTRATION REPORT
December 2013

In Process: Rodgers Tavern

- Repointing - December 2013 (weather permitting)
- Front porch repairs – December 2013 (weather permitting)
- Sewer line – January 2014 (weather permitting)
- ADA bathroom – February 2014

Events:

- Christmas Tree Lighting Ceremony was held on December 14, 2013.
- House decorating contest was held on December 20, 2013. There were 5 people that signed up. Three winners were chosen.

Personnel Manual:

Updated

- 457B retirement plan was adopted on December 3, 2013 and effective December 23, 2013. Notices will be given to employees.
- Resolution 2013-30 was approved to allow eligible retired employees to be reimbursed directly for health insurance benefit with proof of payment.

Statistics

- No boat ramp stickers were sold. Last one sold was 383.
- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Processed nine (9) Deeds.
- Processed 40 dog tags for Cecil County.

1) Projects

a) Reservoir Road Dam Emergency Action Plan

i) We selected T&M Associates to formulate an initial contract with the Town to fill the role of a dam engineering consultant regarding the Reservoir Road Dam. The major tasks involved in this initial contract would be the inspection of the dam and surrounding facilities, a report discussing the maintaining or removal of the reservoir dam. The report topics will include possible land uses, construction technics, construction sequences, and total cost estimates. The report with also state T&M Associates’ recommendation as to whether to maintain or remove the reservoir dam. Finally, the contract will specify attendance of up to two town meetings to discuss and advise the Mayor and Commissioners.

b) Elm Street & Otsego Street

i) Working on the construction plans, stormwater management, erosion and sediment plan, maintenance of traffic, construction sequence, quantities & cost, and utilities plan.

c) Police Station / Town Hall Site Layout

i) At the request of the Mayor and Commissioners at the Work Session Meeting 12-17-13, I prepared a document with additional background information for the bidders of the civil site design of the Town Hall.

d) Marion Tapp Parkway Bridge –

i) No news this month from with Richard Tate of Contech Engineered Solutions in order to acquire the engineering plans for the bridge on Marion Tapp Parkway.



Perryville Police Department

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

*Charles V. Wernz, Jr.
Chief of Police*

TELEPHONE: 410-642-3725 FAX: 410-642-3724

*James L. Eberhardt
Mayor*

Monthly Report December 2013

Current Projects

- Working with Architect Manns Woodward for the new police building.

- Shop with a Cop Program – On Dec 14, 2013 participated with the MSP.

- Detective Nitz participated in operation "North East Plaza" with Safe Streets.

- Attended a meeting with the new consultant for the new CAD

Integrity, Fairness, Service

Perryville Police Department Monthly Police Report
December, 2013

	October	November	December	Year to Date 2013
ROBBERY	0	0	0	4
ASSAULT	2	1	2	43
BURGLARY	0	1	2	20
THEFT	6	6	6	85
Auto Theft	1	0	1	5
CDS	3	6	3	40
DISORDERLY	0	1	1	6
MDOP	1	2	0	15
ADULT ARREST	15	12	12	187
JUVENILE ARREST	2	4	4	28
Referrals to Outreach	0	0	0	3
CITATIONS	20	19	34	301
WARNINGS	15	36	64	381
SEROS	2	0	5	51
ACCIDENTS	10	9	13	112
52 (Investigated)	4	1	6	42
89 (no Investigation)	6	8	7	74
Total calls for Service	342	243	468	4199

January 2, 2014

Perryville Police Department

Outreach Program

Town Report

December 2013 (as of 12/26/13)

Overall Monthly Attendance: 131

Number of New Referrals: 0

Number of New Members: 1

Announcements

Through Toys-for-Tots and generous people throughout the community who were able to donate toys this Holiday, Outreach was able to serve 42 families – totaling 114 children – this Christmas!

The Outreach Program and some members visited the veterans at Perry Point on December 23rd to show appreciation for their service, and help spread holiday cheer by distributing handmade candy cane sleighs, snow globes, and ornaments to our country's Veterans. The kids were very appreciative to spend quality time with these brave men, hear old service stories from Vietnam and WWII, look at pictures of history, and even enjoy a singing and harmonica performance from one Veteran!

Again, on behalf of Perryville Fire Department, we would like to offer an invitation to anyone who is interested in joining Outreach at the Perryville Fire Department's monthly breakfast buffet. Breakfast is held the fourth Sunday of every month at the Minker Hall. Please join us in supporting our local Fire Department and encouraging a sense of community among our youth!

DPW Report- December 2013

Projects/Other Events:

Crosswalks/Detectable Warning Devices:

- Cold winter weather has delayed the installation of these devices. Improvements will continue when warmer weather returns.

Traffic Calming

- DPW staff is investigating costs associated with other traffic calming devices (i.e speed humps, speed bumps, rumble strips, etc) that may be used in other areas of town to reduce speeding.
- DPW staff continues to install stop bars at intersections throughout town as part of a traffic calming measure. (These devices will have to wait for warmer weather before installation resumes)

Paving

- No new paving projects have been completed due to cold weather. Paving will resume in warmer weather. The paving of Frenchtown Road from Rustic Court to Water Plant Drive is being planned for the Spring.

Water/Sewer/Stormwater

- DPW is seeking bids to replace a section of sanitary sewer on Cole Street that was found to be beyond normal repair.
- Sanitary sewer lines were televised on Otsego Street and Elm Street. Sewer lines are in good condition and no I & I was detected.

Training

- DPW staff watched a video on safe driving that was required by the safety committee.

Christmas Decorations:

- DPW Staff decorated the Town Christmas Tree and Town Buildings in celebration of the Christmas Holiday.

Town Events:

- DPW Staff setup, assisted, and cleaned up for the Town's annual Christmas Tree Lighting event on December 14th.

Winter Weather Events:

- DPW and Park Staff plowed snow during a winter weather storm on December 8th for approximately 11 hours.
- DPW employees spread salt during a light snow event on December 14th.
- DPW employees spread salt throughout the month as needed during cold weather that had caused freezing from melting snow.

Daily:

- **Waste Water** -Check pumping stations to assure that all equipment is operating properly.
- **Flags**- Raised at locations throughout town. (Aiken Avenue, Town Hall, Community Center and Rodgers Tavern)
- **Utility markings**- throughout town are completed for contractors that are doing underground construction within town limits. A large project for Aiken Avenue has led to the marking of all town owned utilities from Rte. 40 to Broad Street.
- **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. The DPW has readied snow equipment for predicted upcoming events. DPW also maintains infrastructure by cleaning storm drains, cleaning waste water collection lines, etc.
- **Building Maintenance** – Hung newly painted shutters and chimney has been scraped and painted at the Community Center.

Monthly/Scheduled events:

- **Bulk Trash** -picked up for those residents who scheduled for a removal.
- **Yard waste** –On the second Tuesday in December DPW staff picked up yard waste throughout town for all residents who scheduled removal with via the Town Hall. *Removal will be on a requested basis for the remainder of 2013 until the Spring of 2014.*
- **Fire Hydrants/ Extinguishers** –will be flushed again in April 2014 to keep with the twice yearly flushing schedule. All fire extinguishers have been inspected and repaired/replaced as needed by contractor.
- **Water meters**- will be read again in February 2014 for the next quarterly water/sewer billing.

Monthly Report for December (Parks Dept.)

- 12-2-2013-removed tennis nets until April 2014
- 12-3-2013- removed floating pier from the boat ramp until March 2014
- 12-3-2013- repainted parking lot lines at the boat ramp
- Repainted men's bathroom at the comfort station
- Made repairs to the basket on a pet station
- 12-5-2013- chipped brush and clean up at Ice House Park
- 12-8-2013- snow plowing at the park and in town 8.5 hours
- 12-11-2013- salt icy spots in the park
- 12-13-2013 cleaned walking trail off (snow)
- 12-20-2013- clean up around Rodgers Tavern
- 12-30-2013- trim trees around shore line at the park

VA Truck Route

- Park road is complete on our end waiting on final inspection

Monthly Operating Report

December 2013

Water:

- The plant treated 15.1 million gallons of river water and produced 14.2 million gallons of potable drinking water for the residents and businesses
- Plant personnel performed 3 recovery cleans on the membrane filters. Two chlorine washes and one acid wash
- Had D&P Electric here to trouble shoot train 4 actuator valve
- Had Maryland Rural Water Association here listening to train 4 discharge valve to see if valve is leaking internally

Wastewater:

- Treated 27.9 million gallons of sewage from which 9.5 million gallons came from the Veterans Administration
- SCADA system in main control building not communicating with other buildings. Marino Electric is ordering parts to have this repaired. The plant is operating normal!!!
- Rented a Godwin pump to pump out UV Basins
- Cleaned sediment sludge from bottom of UV Basins
- Installed new UV Bulbs in both basins
- Accurate Air was here replacing limit switches for the heater in main control building