

Staff Reports from Town Meetings

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- Police Dept./Outreach Dept. Reports
- Public Works Report & Parks & Recreation Report
- Wastewater Plant Report & Water Plant Report

Treasurer's Report
Town of Perryville, Maryland
January 3, 2017

Projects:

- **Water & Sewer Rate Study**
 - Contracted with MCET - October 14, 2016
 - Initial report received – November 17, 2016
 - Met with Ed Jones to discuss initial findings and schedule possible date to present finds to the Board.
- **FY16 Audit**
 - Final Audit Report due – October 31, 2016
 - Presentation of Final Audit – at December's Town Meeting
- **FEMA**
 - The Town **received** \$28,139.31 for January snow storm reimbursement.
 - The Town submitted another Project Worksheet for the Perryville Fire Co. as a donated resource. Funds received will be reissued to the Fire Co.
 - **Update:** FEMA has approved the PW, but the County is waiting for it to be obligated.
- **Police Station Financing**
 - Bond documents signed by Mayor and Staff on Tuesday, August 23rd.
 - Bond closed August 31st.
 - First reimbursement payment received September 26th.
 - Second reimbursement payment received on October 28th.
 - Third reimbursement payment received on December 21st.
- **Retention Policy**
 - Send Record Schedules to Department Heads to review
 - To resume in 2016 – possibly @ December's Work session
- **Disposal of Surplus Items (MUNICIBID Auction)**
 - Surplus items listed on www.municibid.com

December 2016 Statistics:

- 222 purchase orders were processed totaling \$234,834.72.
- 112 accounts payable checks were processed totaling \$695,224.59.
- Invoices sent out totaling \$10,174.84.
- Processed cash & equivalent receipts totaling \$1,090,394.01.
- We received October & November's Slot revenue from Cecil County for \$98,286.37 and 90,284.28, respectively. Life to date (Sep-10 to Nov-16) slot revenue received \$8,786,270.92.

Mayor & Commissioners
Planning Department Report for the Month of December 2016

Planning & Zoning:

Zoning Certificates – Processed five (5) certificates and reviewed application for compliance with the Town's zoning regulations; none within the Critical Area.

Planning Commission Meetings – no meeting held in December.

Board of Appeals – no meeting held in December.

Training –

Planning Department Meetings/ Projects:

- 12/6 – Presented various Zoning Amendments at the Public Hearing and introduced Ordinance 2016-21 at the regular meeting.
- 12/7 – Attended a quarterly meeting with manager of casino.
- Lower Ferry Park – The third progress billing for the construction of the comfort station was paid. Total paid to date \$73,067. No confirmed delivery date has been given. An extension was granted from MHT for the MHAA grant for the comfort station to March 2017.
- Corporate Boundary Survey: Field control establishment, boundary corner location and staking work continues throughout town.
- Prepared a grant to DHCD for \$75,000 for reed bed removal and restoration associated with the EUL project. An approval letter was received for the \$75,000.
- December 10 – Attended the dedication of the band shell at Lower Ferry Park.
- Staff is researching the new industry created by Maryland Medical Cannabis Commission and will be consulting with Town Attorney to determine if any code amendments are required.

Development Projects:

- Cedar Corner/Loring Park – No activity
- Magraw Subdivision – Preliminary Subdivision Plans (12 lots) submitted for review by the Planning Commission in October. Received agreement for the dedication of Greenway to the Town. Since the road was constructed and paid for by Fairgreen Senior Housing, authorization from the management entity is needed prior to presenting to the Board. No activity.
- Frenchman Land Company – Work has been finalized in State ROW. As-built drawing of private and SHA construction have been requested.
- Royal Farms at Heather Lane – Final approval from SHA regarding access on to MD 222 has not been received. Engineers are moving forward with stormwater approvals and Forest Conservation mitigation. Landscape Plans have been submitted and comments provided to the engineer. Town engineer reviewed water and sewer plan extension for Planning Commission review in January.
- Perryville Outlets, LLC – The contract purchaser of the outlet property notified me that they have terminated their contract on the property as of December 21 stating that the economics were costs prohibitive.
- **Code Enforcement** – approximately 4 violation letters were mailed regarding Chapter 64 and other violation, 1 violation letter was issued for playground equipment that was built in right-of-way has been resolved, except that the owner hasn't moved the equipment as of this date. 11 door hangers were placed on homes that were in violation of various codes. Approximately 20 Rental Licenses were received for 2017. An inspection was completed on 402 Front St, but haven't received final inspection for electrical and chimney.

Landlord Tenant Board – Still trying to arrange a meeting with existing board members is being made to address some of the problems, there are two board members at present. Need to find someone to join the board. Received confirmation from one member about attending a meeting. No meeting has been scheduled as of this date.

ECONOMIC DEVELOPMENT:

- Continue to update Economic Development portion of the Town website
- Continue to research potential grant opportunities for the Town.
- 11/14 attended Governor's grants conference
- Attended staff meeting and needs assessment meeting
- Completed one Revitalization grant reimbursement, received acceptance forms from all awardees
- Met with MaryAnn and potential developers for outlet property to discuss use, floating zone and enterprise zones
- Received draft copy of the LSHG National Scenic Byway plan and made recommendations
- Continued planning of Christmas event for community.
- Met with Rodgers Tavern curator multiple times to discuss marketing and the Christmas event. Designed and ordered new Tavern brochures
- Met with Main St. design and received quote for creation of Town mobile App and brochure/booklet
- Received official Main Street Affiliate approval letter, in process of setting up date for site visit
- Met with potential Ferry boat operator interested in utilizing Lower Ferry Pier and offering low cost ferry trips between Havre De grace, Perryville and Port

FARMER'S MARKET:

- Market to begin May 2017, will begin marketing for new vendors January 2017. Will need to make a request for wine tasting and potential beer festival for the 2017 season. To be included on the January 2017 Work Session.

GRANT OPPORTUNITITES/OTHER:

- Submitted for FY2018 Community Parks and Playgrounds grant to fund Lower Ferry lighting project. No update

ADMINISTRATION REPORT

December 2016

In Process: Rodgers Tavern

- ADA Bathroom and all bathroom fixtures – In progress
- Porch Repair – DPW is power washing and doing minor repairs while waiting on contractor to complete final repair.
- Tavern Sign – In design
- Phone/Internet – To be completed by the end of the year.

Events:

Current:

- December 10, 2016 – Lower Ferry Park – Christmas Tree Lighting
- December 10, 2016 – Lower Ferry Park – Band Shell Ribbon Cutting
- December 16, 2016 – House Decorating Contest Night

Upcoming:

- May 13, 2017 – Perryville Community Park – Head of the Bay 5K

Personnel Manual:

N/A

Statistics:

- Processed 2 payrolls. Along with A/P checks pertaining to Payroll and taxes.
- Attended Work Session meeting and Town Meeting.
- Processed 9 Deeds.
- Prepared notices for Otsego Street road closure (reschedule)
- Preparing for tree lighting/Ribbon Cutting
- Judged House Contest
- Sent out Christmas Cards for the Town

- Reservoir Road Dam
 - Reservoir is maintaining minimal water levels. Final Dam Breaching Plans have been signed and sealed by all reviewing agencies.
 - Developers represented by GTA (an environmental engineering firm) are scheduled to begin restoration of Mill Creek in early January. Mill Creek by the reservoir dam is in a state of disrepair and the project will restore (at least partially) the eroded channel for the purposes of off-site SWM / Stream restoration mitigation.
 - The Town will be working with McElroy Contracting for their estimated cost of \$15,000. Submitted Cecil County demolition permit, contacted necessary agencies per the permit requirements. Health Department has notified me that I must submit an additional application to MDE. MDE required the town to have an Asbestos Survey conducted on the old Reservoir Water Plant. The study found that the building uses caulk with asbestos in it. Unfortunately, special precautions will have to be undertaken. I do not yet know the extent of the asbestos precautions for demolition.
- Town Hall Site & Police Station
 - Perryville Police Station project is approximately 34% complete and on schedule. The water and sanitary sewer connections have been established from Otsego Street and are ready to tie-in to the future building. The storm drain pipes and manholes are presently being placed along the railroad, approximately 80% complete. Otsego Street may be closed the entire month of December; it will be open only to local traffic. Boring operations under the railroad along Otsego Street are nearly complete 75%. The traffic pattern shall be one way in along Gerry Perry Road, and one way out exiting along eastbound Otsego Street. The normal traffic pattern should be restored on the second week of January. The contractor has begun grading the police station site and has encountered poor subgrade soil conditions throughout the extents of the project area. The site soil conditions indicate that the site was at one time used as a dumping ground, making soil subgrade bearing capacity strength unpredictable. The contractor has undercut and replaced portions of the building foundation's subgrade soil with suitable material in some locations by several feet. The same undercut and replacement must be conducted along the projects parking lot and roadway. The use of structural geogrids to strengthen the subgrade has been warranted. The use of geogrids lessen the need to dig deeper into the subgrade until suitable soils are found, thus lowering the project costs. To date, the contractor has finished rough grading the building pad foundation at 100% complete. The contractor finished the construction of the building footings at 100% complete.
 - I was ordered to find new quotes for an 11kwatt generator or similar, still waiting on Johnson & Towers for a new 11kwatt generator, but should receive one soon. I have quotes for a 22kwatt generator from Clark's Supply. I have received a cost quote from Johnson & Towers to fix the old emergency generator for approximately \$4,230.66. The Town can then make an informed decision on whether to purchase a new generator or fix the old once all the costs are known.
 - Delmarva and Atlantic Broadband have relocated their utility equipment from the old pole to the newly placed utility pole. Verizon plans to have their utilities relocated by the end of the year, December 31st.
- Otsego Street (No Update)
 - 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.

- Fire House Station 16 Water Tie-in (No Update)
 - Received a quote from AECOM (URS) to develop a Preliminary Engineering Report & Environmental Report using USDA criteria and guidelines for \$20,800. If the Town were to apply for Federal funding, both a PER and Environmental Report are necessary. If applying for State funding, only the PER is necessary. Government subsidy for the project will not be guaranteed despite perfectly formatted USDA guidelines performed by AECOM.
- Royal Farms
 - Corresponding with FWA regarding the off-site water and sewer construction plans along Heather Lane for the proposed Royal Farms project by FWA. The DPW department and I have approved FWA's off-site water and sewer plans by signing and sealing.

MONTHLY REPORT FOR DECEMBER 2016

CURRENT PROJECTS:

Completing the process of getting each officer certified with E-Tix.

Advertised for the position of crossing guard.

Working to obtain grants for Outreach and the Police Department.

Sold one of our used police vehicles on website.

Working with the staff at Outreach to improve services.

Meeting bi-weekly with the builders of the new police station.

Waiting on 2 new patrol vehicles for the police force.

MONTHLY MEETINGS/TRAINING ATTENDED:

Attended December's Town Meeting.

Attended the Town's Leadership Meeting.

Met with the Mayor and Town Administrator in reference to state of the police department.

Attended the HERC meeting at the DES Building in Elkton.

Our officers participated in Shop with a Cop this month.

Attended Christmas Tree Lighting at Lower Ferry Park.

Attended the Band Shell ribbon cutting at Lower ferry Park.

Attended a mandatory meeting with all of the police officers in Perryville.

Met with two new businesses owners in town.

Received a letter of appreciation from a citizen about the kind deeds of Officer Daugherty.

Perryville Police Department Monthly Police Report
December, 2016

	October	November	December	Year to Date 2016
ROBBERY	0	0	0	1
ASSAULT	5	2	5	50
BURGLARY	0	0	1	12
THEFT	3	1	11	62
Auto Theft	1	0	1	10
CDS	1	5	4	23
DISORDERLY	0	0	1	6
MDOP	2	2	0	16
ADULT ARREST	10	12	21	133
JUVENILE ARREST	2	0	0	8
Referrals to Outreach	0	0	0	0
CITATIONS	20	15	20	167
WARNINGS	45	35	40	342
SEROS	0	0	2	6
ACCIDENTS	10	4	8	68
52 (Investigated)	7	2	6	41
89 (no Investigation)	3	2	2	27

December 29, 2016

Perryville Police Department

Outreach Program

Town Report

December 2016

Overall Monthly Attendance: 116 as of December 27th

Number of New Referrals: 0

Number of New Members: 0

Announcements

The Outreach Program had a great December. We were able to install our “Little Free Pantry”. This gives community members the opportunity to give and take from the pantry as needed. We collected toys all through the month for Toys for Tots. This year we were able to collaborate with Perryville Elementary School to collect and distribute all of our toys. We were also able to work with the Elementary school to broaden our reach and help more children. We would like to thank Mrs Gough for her help in this matter. We are grateful for the Perryville Sports Bar for their generous donation of outer wear for the children along with a ton of toys. The new yoga studio in town Pura Vida Yoga partnered with us and ran a donation based class in which participants donated tots for our Toys for Tots program. Our members participated in the Town Holiday party and Christmas Tree Lighting. Some of them volunteered and were able to help with crafts while others were there to take part in the festivities. Those that completed their community service hours for the month were able to participate in our field trip. We were able to take a real steam train ride on the Strasburg Railroad. We were even greeted by Santa while we were there. Our members also participated in all of our holiday festivities including Christmas ornament making and cooking making!

As usual we continue to do our family dinners throughout the week to create a sense of family in our outreach community. Please feel free to check in with us on when the next one will be. We would be happy to have you.

We focused on Stress management in our life skills class this month. Holidays can not only be stressful for adults but also for our youth.

The Outreach Program participated in Adopt-A-Highway and Park Clean Up, along with other usual monthly activities. Please like our Facebook page and share any good news or activities you see within our community. Also check our monthly calander for upcoming activities.

DPW Report - December 2016

PUBLIC WORKS:

Projects/Other Events:

-

Crosswalks/Detectable Warning Devices:

- DPW Staff will continue to install detectable warning devices and new crosswalks as they are needed and time allows.

Traffic Calming:

- DPW staff continues to investigate costs associated with other traffic calming devices (i.e speed humps, speed bumps, rumble strips, etc) that may be used in other areas of town to reduce speeding.
- DPW will continue installing stop bars at intersections throughout town as part of a traffic calming measure in the coming weeks.
- DPW employees are continuing to consolidate street signs where it's possible. This will reduce the number of sign posts but allow for the same traffic control information to be conveyed.

Paving/Sidewalk Repairs:

- DPW Staff continues to repair potholes throughout as they arise and/or are reported.
- An approved purchase order has been issued to replace a section of sidewalk on Broad Street that is beyond repair, the contractor is trying to schedule this work (As of 12/27, contractor is trying to schedule work weather pending).

Water/Sewer/Stormwater:

- The excavated a section of water main near the 0.5 MG elevated water tank has had a valve installed to isolate the tower for a mixer installation. The tower was taken offline so that the project can be completed. The project has been completed and the tower will be put back into service in the near future.
- A second carbon filter was installed at the Rivershore pump station in an effort to address odor issues.

- A water service on Harford Service was repaired after a leak was discovered.
- DPW Staff assisted WTP staff during water issues from Friday, December 16 - Monday, December 19.

Training:

- Employees continue to obtain training through the LGIT website.

Town Events:

- DPW and Parks Staff attended the annual employee Christmas Party.
- DPW Staff has begun decorating for the upcoming holiday season and annual Christmas Tree Lighting ceremony.
- DPW and Parks Staff prepared for an worked during the Town's Annual Christmas Tree Lighting Ceremony.

Weather Related Events:

- DPW employees spread salt for a winter weather event on December 16-17.

Vehicle/Equipment Maintenance:

- All Town vehicles have received a regular service. This is to allow the new mechanic to document all service records for each vehicle in the computer so that he can track all repairs/services moving forward.
- All salt spreaders have been brought to the DPW shop and received any necessary maintenance and repairs prior to any winter weather events.
- DPW will be maintaining the police department vehicles in the near future. All vehicles will receive an initial service so that they can be placed into the database and records can be kept for each vehicle.

Other:

- DPW employees are finished with grass cutting responsibilities for the current summer and fall seasons. All lawn care equipment has be serviced and placed in storage until next Spring.
- A contract has been signed with AEC to receive credits from DelMarva Power to switch the current lighting at the DPW to LED lighting. This has an estimated 1.5 year payback period on the investment. After that time the town will see lower electricity costs for the DPW building by having the LED lights. (This project is still ongoing)

- DPW Staff spent several days assisting in the removal of hazardous and dangerous trees at the Stumps Point area of the Community Park.

PARKS AND RECREATION:

Projects/Town Events:

- Keith Reedy was hired to fill a vacancy at the Parks Department.

Paving/Sidewalk Repairs:

- N/A

Maintenance:

- All park grounds were mowed one final time before the winter. (Community Park, Mini Park, LSHG Trail, Lower Ferry Park, Ice House Park and Rodgers Tavern)
- Cleaned trucks and serviced equipment.
- Parks staff has cleaned out the buildings at the Community Park to make room for equipment storage throughout the winter months, as well as allow for more usable area in each of the buildings.
- The floating pier at the Community Boat Ramp was removed for the winter months.

Training:

- Parks employees continue to take online training through LGIT.

Rodgers Tavern/Lower Ferry Pier:

- The gates at Lower Ferry Pier have repaired and wheels added so that they can continue to work properly.
- Rodgers Tavern was decorated for the Christmas season and a post light next to the front porch was repaired.
- The rear post lamp at Rodgers Tavern has been straightened.

Daily Events: (Both Departments)

- **Waste Water** -Check pumping stations to assure that all equipment is operating properly.
- **Flags**- Raised at locations throughout town. (Aiken Avenue, Town Hall, Community Center, Community Park and Rodgers Tavern)
- **Utility markings**- utility markings throughout town are completed for contractors that are doing underground construction within town limits.

- **Work orders-** Meter readings, leak detection, re-reads, building repairs, vehicle repairs, etc.
- **Maintenance and repairs-** All town owned equipment by performing oil changes, repair fuel lines, grease fittings, replace brakes, etc. DPW also maintains infrastructure by cleaning storm drains, cleaning waste water collection lines, etc.
- **Building Maintenance** – A DPW employee is performing monthly facility inspections and making repairs and addressing issues as needed.
- **Mowing** - DPW has resumed grass cutting responsibilities at the town owned properties. i.e, Town Hall, Community Center, Police Department, Lift Stations, Elevated Water Tanks, DPW Building, the hills along Frenchtown Road, etc. in the spring.
- **Parks** - Check Community Boat Launch for debris and clean as needed. Unlock and check public bathrooms, clean as needed. Check Tapp Parkway for any issues and clean/remove debris as needed. Check pet waste stations, empty and restock as needed. Pressure wash pavilions on a weekly basis prior to weekend rentals

Monthly/Scheduled events: (Both Departments)

- **Bulk Trash** - Picked up for those residents who scheduled for a removal.
- **Yard waste** – Was picked up twice this month for residents who requested placed approved items curbside.
- **Fire Hydrants/ Extinguishers** –The next fire hydrant flushing will be scheduled to take place prior to the water tower cleanings and mixer installation.
- **Dump Trailer Rental** - The town owned dump trailer is rented to citizens who are in need and then the contents are hauled by DPW staff to the landfill for disposal.
- **Parks and Recreation** - The Community Park, LSHG Trail, Mini Park, Rodgers Tavern, Ice House Park and Lower Ferry Park grounds are maintained on a weekly schedule.

Water & Wastewater Treatment Plants

Monthly Operating Report

December, 2016

Wastewater:

Plant Influent Monthly Flow:	21.29 Million Gallons
Plant Effluent Monthly Flow:	18.58 Million Gallons
Veterans Center Monthly Flow:	4.74 Million Gallons

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of November, 2016 and December, 2016 with the December's lab results received to-date.

Activities:

1. Replaced defective actuator on SBR decant weir #2
2. Ordered potable water meter for the wastewater treatment plant
3. EMH Construction installing new belt filter press
4. Ordered parts and supplies to perform routine preventive maintenance
5. Monthly tank cleaning was performed
6. Changed oil on all four filter pumps
7. Building housekeeping was performed
8. Tested all emergency lighting & monthly check of fire extinguishers
9. Mowed and trimmed all grass
10. DPW hauled old belt press to scrap disposal
11. Washed both trucks & cleaned interiors
12. Scheduled preventive maintenance was performed
13. Completed all year-end maintenance check schedules
14. Conducted monthly staff meeting-MOR & DMR results review
15. Continued cross training water and wastewater operators

Water:

Plant Raw Water Monthly Flow:	13.1 Million Gallons
Plant Finished Water Flow:	12.8 Million Gallons

Activities:

1. Scheduled preventive maintenance was performed
2. Received permits from MDE to install water tower(s) equipment
3. Utility Service Co power washed, inspected and installed the new mixer and power vent in the 0.500 MGD water tower
4. Ordered parts to rebuild two chemical pumps
5. Plant in compliance with MDE regulations for the month
6. Continue training Justin Fain on plant preventive maintenance
7. Continue clearing growth from fence parameter
8. Repaired communication error with the scada system
9. Attended MCET water/sewer rate study meeting
10. The raw water intake screens became clogged on December 16th, Walker Diving was brought in to clean the screens and vaults
11. Utilized portable pump and temporary water line to river to pump raw water to the water plant
12. Postponed Utility Service Co scheduled work to install new equipment in the 1.0 MGD water towers until water plant issues are completely resolved
13. Water was trucked in and pumped directly to the Hollywood Casino during the recent water shortage event
14. Continued cross training of water and wastewater operators
15. Monthly housekeeping was performed
16. DPW discovered and repaired two major water leaks and repaired an air release valve in the distribution system that was causing a huge water lose