

Staff Reports from Town Meetings

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

Town Administrator's Report

March 6, 2018 Town Meeting

02/02 Amy Yackanech and I met with Eileen Rice at Rodgers Tavern; Ralph Ryan and I met with the Fire Company regarding Station 16 water tie-in.

02/06 Prepared for and attended the Town Meeting

02/08 Held a Staff Leadership Meeting – discussions included: Departmental Reports, Strategic Planning Meeting preparation (02/17/18) and goal setting, budget prep., ergonomically correct desks, review of most recent Town Meeting decisions and upcoming agenda for work session.

02/13 Met with Kathy Glace regarding Community Mediation Service availability when needed; met with Sarah Colenda and Dianna Battaglia regarding a possible construction of a Boys and Girls Club facility in Perryville.

02/15 Commissioner Reich, George Smith and I took the water and wastewater staff out to lunch for a long-overdue thank you lunch for the work on the decanter replacement at the wwtp and the membrane filter replacement at the wtp.

02/21 Held a Perryville Greenway Meeting.

02/27 Attended the Maryland Department of Planning Listening Session at the Cecil County Government Building. State officials are working on a new Development Plan and they are seeking feedback from County/ Town governments and the general public. I provided comments regarding the need for funding assistance for infrastructure projects, the need for improvements to the MD222 interchange and bridge, and how the MS4 permit requirements could be an impediment to development.

Other:

Bond Bill

A Bond Bill Fact Sheet was completed providing more information on the request to provide funding to construct the Pennsylvania Railroad Monument Sign. Additionally, written testimony was provided for distribution on Bond Bill Saturday to State Senators and Delegates and arrangements were made for Mayor Eberhart to testify at the hearings.

CSX Train Derailment

On Friday, March 2, 2018 six CSX rail cars derailed while crossing the bridge over the Susquehanna River. Four of the cars fell into the river, the other two cars overturned on the bridge. Two of the rail cars were recovered from the river on March 3 and the staging and removal work happened at the Town's Boat Ramp Park and Ice House Park, where the two cars are temporarily being stored while removal and clean-up efforts continue. The CSX Risk Management Officer, was here Monday morning to look at the parks. The Risk Management Officer ensured the Town that damages would be repaired, including hazardous materials cleanup if needed (from the residue that was in one of the cars). Perryville's Ice House Park and Boat Ramp Park will be closed this week and we expect that the rail cars will be

removed on Friday. To our knowledge, there was only residue of the fertilizer in one of the cars and the other cars were empty.

Additional questions about the derailment need to be directed to CSX Corporation and the Federal Railroad Administration. I can only provide conjecture that the wind may have played a role in the derailment, but it is up to those experts to conduct their investigation and make needed determinations about cause and mitigation to stop similar problems from occurring in the future. I have been told that the NTSB, due to the nature of this derailment (no loss of life and minimal property damage), is not involved in the investigation. The Mayor and Commissioners will determine if a letter will be sent to the FRA seeking assurance that procedure changes resulting from this derailment are put into place to guard against future similar problems.

Daily work

Reviewed and approved department head leave slips and time sheets. Responded to inquiries from the press. Addressed personnel issues. 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. Participated in budget meetings with Finance and Department Heads.

Fire Company – Station 16 water tie-in

A meeting has been scheduled for this Friday, March 9th at 2:30pm in the Town Hall Meeting Room to meet with fire company officials and a representative from USDA to investigate possible funding options through USDA

Green Team

02/07/18 Prepared for and attended the Green Team Meeting. The Green Team is working on the Action Plan. This is a required step in order for the Town to get its certification through the Sustainable Maryland Certified Program. The certification will open up more grant opportunities for the town. The next Green Team meeting will be held on **Wednesday, April 11, 2018 at 5:30 p.m.** in the Town Hall Meeting Room. At the next meeting the team will continue to write the required Green Team Action Plan. New members are welcome. Please contact town hall at 410-642-6066 if you are interested in joining the Perryville Green Team.

Ikea Way

The SHA District 2 Engineer stated that SHA acknowledges that the length of Ikea Way beyond Marion Tapp Parkway is owned by the State. In order for SHA to take maintenance responsibility, they need a letter from Ikea requesting to amend the access permit. Ikea is aware of SHA's change of stance on this issue and the letter that SHA is requiring in order to take maintenance responsibility. **UPDATE:** A letter has been drafted from the Town requesting that SHA take over maintenance responsibility of the roadway in question. That letter will be sent out this week.

Insurance Renewal (NO UPDATE)

One of the annual LGIT Insurance Renewal Workshops will be held in Perryville Town Hall. The workshop will be on **Tuesday, April 10 from approximately 8am-2pm.**

Municipal Complex:

Phase I Police Department Construction --

- 01/01 Called in to the Police Department for a broken sprinkler head causing damage to the building. Follow up meeting held on 01/03. North Point Builders has filed a claim with their insurer to cover the damage. The insurer has been in touch with the Town and we need to pay for the repairs out of pocket and then once the repairs are complete and the costs are finalized, the Town will need to sign a release and then their insurer will issue payment.
UPDATE: The repairs have been done to the building; however, the town is still in the process of ordering replacement items. Once done, a release will be signed and North Point's insurer will reimburse the town for costs incurred.
- 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).

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

- Ralph Ryan ordered the needed EJDC bid documents and has started to put together the bid for the Phase II project. The plan is to put the Phase II project out as a design-build contract. I had previously reported that the bid would go out in January; however, as a correction it will be in the February / March time frame that the project is bid, but will still remain on-schedule for construction. We do have a glitch in that there is a suspected eagle's nest on one of the existing light poles that needs to be addressed. Staff is looking into what needs to be done for this. It may delay the bid until this is resolved.
- **NO UPDATE:** On December 6th I met with Ralph Ryan, Amanda Hickman and Dianna Battaglia regarding grant possibilities for the Phase II and III Municipal Complex Project. Amanda is now pursuing the Transportation Alternatives, Chesapeake Bay Trust and Community Parks and Playgrounds grant opportunities. We are hoping to get funding assistance with sidewalks, lighting, required bioretention areas & submerged gravel wetlands, and the basketball court.
- **NO UPDATE:** There is an encroachment on town property that affects the Phase III design. I plan to meet with the property owner to resolve the encroachment before moving forward with the Phase III bid.
- **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.

Sidewalks on MD222

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. State Highway representatives anticipate that it will be funded in the FY2020 budget (which means construction would begin after July 2019).

Strategic Planning Meeting

Chris Becker Associates facilitated the Town's Strategic Planning Meeting held on February 17, 2018 from 9:00 a.m. to 3:00 p.m. in the Town Hall in the Meeting Room. The minutes to the meeting are on the agenda for vote tonight. The State of the Town Meeting discussed as part of the implementation plan will be held on Tuesday, April 3rd at 6pm. That meeting will be the beginning of the roll-out of the plan.

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.

Triathlon

Neil Semmel is retiring from Race Directing. He has put us in touch with Greg Hawkins of Kinetic Endeavors, LLC, who has 15 years' experience as a race director and has interest in continuing our annual Triathlon. There is an Assignment and Contract Amendment to officially transfer rights and responsibilities of the Triathlon from Piranha Sports to Kinetic Endeavors, LLC was voted on at the February town meeting. The Assignment document has not yet been fully executed, but it is in process.

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

Assistant Town Administrator Report for the February Town Meeting

On February 6, 2018 the Mayor & Commissioners went into closed session to discuss the Cable Franchise Agreement.

EMPLOYMENT

One of the two Police Officers hired started on February 18, 2018.

Department of Public Works has placed advertisements for a Crewman I and a Park Maintenance Crewman. Aaron and PJ will be reviewing the applications the week of March 5th.

MISCELLANEOUS

Processed paperwork with employees.

Processed Connectyourcare charges for deductible.

Processed paperwork with the new police officer

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

Completed updates in the Emergency Response Plan and gave to all department heads.

Updating the Ethics Code per the requirements from the State. The Ethics Code was introduced on February 6, 2018. It will be on the agenda for vote March 6, 2018.

Updating the Sick Leave section of the Personnel Manual per the new requirements. It will be on the March 20, 2018 work session.

MEETINGS

February 6, 2018 – Attended Town Meeting.

February 8, 2018 - Attended staff meeting.

February 17, 2018 – Attended the strategic planning meeting.

February 22, 2018 – Attended a budget meeting for Water/Wastewater departments.

February 26, 2018 – Attended a budget meeting for Economic department.

February 28, 2018 – Attended a budget meeting for Engineering department.

**Administrative Office
Town Meeting Report**

Calendar Year 2017	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Totals
Boat Ramp Stickers Sold (in state)	32	5											37
Boat Ramp Stickers Sold (out of state)	29	85											114
Deeds processed	4	13											17
Dump Trailer Rentals processed	0	1											1
Hawkers Peddlers Licenses Issued	0	0											0
Heavy Trash Calls processed	31	73											104
Park Pavilion Rentals processed	0	5											5
w/s bills mailed	1520	0											1520
w/s late notices mailed	0	412											412
w/s door hangers for shut offs prepared	65	0											65

Other:

Current Events

None

Upcoming Events

April 14, 2018 - Perryville Little League Parade
 June 22, 2018 - Movie Night - Lower Ferry Park
 June 30, 2018 - Beer & Wine Fest - Rodgers Tavern
 August 11, 2018 – Lower Ferry Festival

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

-Projects:

- **Police Station Construction**
 - Final Invoice, including retainage has been paid. Invoice was in the amount of \$129,790.54

- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 \$ 760.00
 - August thru 8/29- \$520.00
 - September, 2017 \$640.00
 - October, 2017 \$363.00
 - November, 2017 \$876.00
 - December, 2017 no collections
 - January, 2018, no collections
 - Total to date: \$ 4,598.00

- **FY 18- Financial Statements**
 - FY18 financials January, 2018 prepared and reviewed.
 - Extensive review of targeted accounts is being performed.

- **FY 18-FY 20 Audit**
 - Received proposals from four CPA firms to perform the audit for the next three fiscal years. All firms were very qualified with experience auditing municipalities. Ms. Breder and myself have reviewed and evaluated all the proposals and will present our recommendation at the next work session.

- **FY 2019 Budget**
 - Began work on the FY19 Budget

- **Grants**
 - Finance Dept prepared and submitted the Waterway Improvement Fund- Abandoned Boat Application.

- **Record Retention**
 - Met with a representative of Kyocera, a record retention company and viewed a demonstration of their system. They are in the process of preparing a proposal.
 - Have made initial contact with other record retention firms.
 - Began reorganizing Finance Departments computer files.

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

Future/Current Projects

- Establishing the Capital Projects Fund through cash and investment accounts, setting up the general ledger and preparing a separate budget for the Fund by reallocation of General Funds already approved. This would also necessitate the preparation and presentation of Budget Amendment Ordinances recognizing the reallocation.
- Research the possibility of utilizing a "cash back "credit card for the Town.
- Work with the Police Department of 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.
- Perform a physical audit of fixed assets, comparing, where possible, to property on LGIT's property schedules.
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.

January, 2018 Statistics:

- 245 purchase orders were processed totaling \$345,314.80
- 139 accounts payable checks were processed totaling \$1,093,926.61
- 2 A/R invoice was sent out \$89,616.73
- In January, 2018, we received November slot income of \$110,045.80, December income of \$154,790.28 and a special distribution of \$70,000. Total of \$334,836.08. We have since been notified by Cecil County that they had overpaid us for December by \$45,500. This will be deducted from our January, 2018 payment. (not received as of this time)

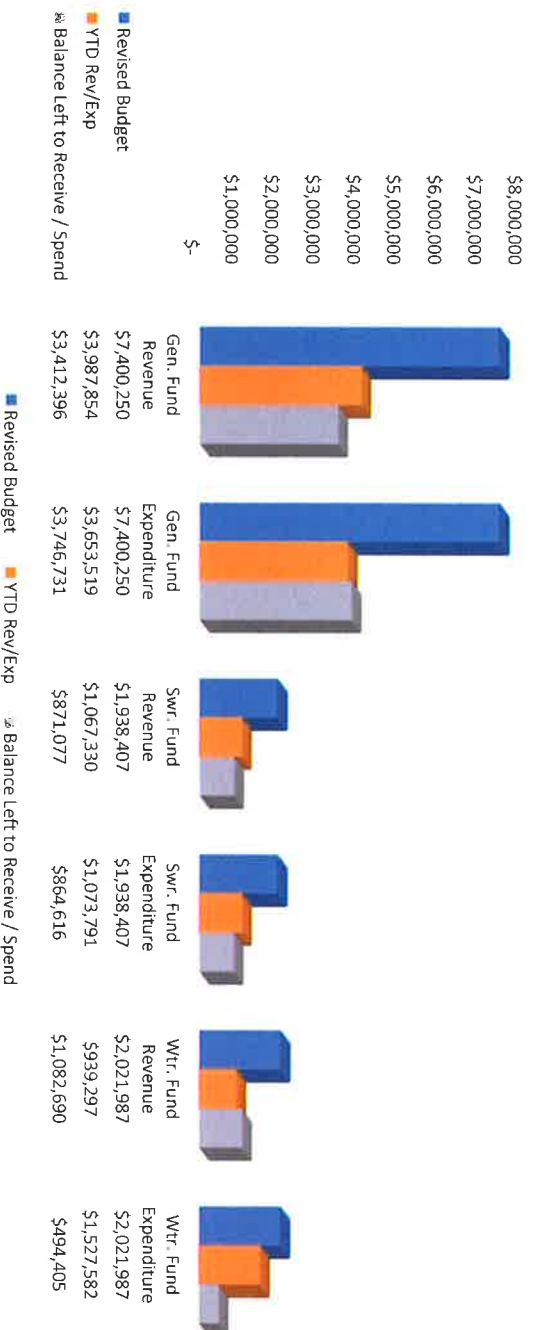
Life to date (Sep-10 to December- 17) slot revenue received \$10,478,018.98

Received for Fiscal Year 2018 to date- \$786,792.85

These amounts are net of the \$45,500 adjustment.

	Gen. Fund Revenue	Gen. Fund Expenditure	Swr. Fund Revenue	Swr. Fund Expenditure	Wtr. Fund Revenue	Wtr. Fund Expenditure
Revised Budget	\$ 7,400,250	\$ 7,400,250	\$ 1,938,407	\$ 1,938,407	\$ 2,021,987	\$ 2,021,987
YTD Rev/Exp	\$ 3,987,854	\$ 3,653,519	\$ 1,067,330	\$ 1,073,791	\$ 939,297	\$ 1,527,582
Balance Left to Receive / Spend	\$ 3,412,396	\$ 3,746,731	\$ 871,077	\$ 864,616	\$ 1,082,690	\$ 494,405

**Town of Perryville
January 31, 2018
Budget vs. Actual
Final Report**



Planning & Zoning Department

February Staff Report – March 6, 2018 Town Meeting

Development/Projects:

- **Royal Farms Store #267 1825 Perryville Road:** work continues on schedule; concrete to be poured week of 2/20 and paving in 2 weeks weather pending.
- **Magraw Subdivision:** owner/developer is working with Fairgreens for Dedication Agreement for the road; as of 1/25/18 they are diligently working to resolve all matters to move forward.
- **Frenchman Land:** As-built drawings of private and SHA construction have been requested but not received to date.
- **Cedar Corner:** last conversation with Kevin Geraghty that he is still committed to the project but is researching possibilities for a redesign to make the project feasible.
- **Corporate Boundary Survey:** preliminary plan has been provided for final review; still some areas to resolve boundary designations; planning for annexation of the community park next fiscal year.
- **Lower Ferry Park:** park completed, to order interior baby changing table; researching sign options.
- **Woodlands:** Doug Hill has continued ownership of the property with his investors however not actively doing anything right now; commercial/retail businesses use the number of residents and percentage of vacant properties when making decisions; there is no immediate need for apartments; he will continue to stay in touch if situations change.
- **Former Perryville Outlet property:** proposed concept plan supported by the Planning Commission and Mayor and Commissioners; project submittal pending; to discuss removal of the Perryville Outlets sign at the corner.
- **Chesapeake Overlook property:** Gary Stewart is actively working with the brokerage community to market the site; Amazon has interrupted retail success and they are trying to attract a destination type of retailer, service business such as Great Wolf Lodge Resorts; also working on the annexation plans for the 11 acres acquired from the State, plan is to drop the grade to increase visibility to the site and make it desirable to retailers.
- **Annexation – Campbell Property:** Morris & Richie continue to move forward with Petition for Annexation.
- **Annexation Request:** received a request to annex 2 lots on Cedar Corner Road; subdivision of lots from lands of Katherine Wein 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.

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											
<i>Violation Letters</i>	37	17											
<i>Citations</i>	9	5											
<i>Rental Licenses Issued</i>	87	13											
<i>Other</i>	<ul style="list-style-type: none"> • 4 Citations for Rental License Violations • 3 Letters requesting removal of signs of businesses no longer business • 3 property inspections conducted with County inspector Mark Dean- 1 property condemned by county inspector- pending demolition in April 												

Landlord-Tenant Board: Board members needed. Posted on website and social media.

Planning Commission: Meeting held February 26: welcomed new member Marvin Nunez; voted for 2018 Chairman – Mr. Jack, Co-Chairman – Mr. Barrett; reviewed Preliminary draft of Corporate Boundary Survey; general discussion.

Board of Appeals: No hearing held in February.

Meetings/Events:

- 2/7 attended DNR Clean Marinas workshop; Green Team meeting.
- 2/8 Leadership meeting.
- 2/9 P&Z department meeting.
- 2/13 meeting with Sarah Colenda regarding development opportunity for Boys & Girls Club.
- 2/14 meeting with BGE to discuss gas service in Perryville, marketing available service to residents and businesses in the community.
- 2/20 preconstruction meeting held at Rodgers Tavern for scope of work on front porch.
- 2/21 Greenway Meeting.
- 2/23 met with Jodie to discuss overgrowth of weeds at the Boat Pier to plan maintenance/control of the invasive plants.
- 2/27 attended listening session at Cecil County by MDP, to engage and connect with the public, local governments, state agencies, and other stakeholders across Maryland and solicit their feedback on what should be included in a state development plan and how it can help state agencies and local governments plan A Better Maryland.

Other:

- Town Signage Replacement-all signs have been received; 90% complete installed.
- Working on revisions to Chapter 32 Building Construction.

Zoning Certificates: 23 certificates approved; 13 are for roof mounted solar panels.

Grants:

- Continue to process Revitalization, Façade and 501C grant reimbursements and work with awardees.
- Business development grant open to the public- one application reviewed and recommended to Mayor and Commissioners
- 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	In review

Community Grant Program (Walmart)	12/27/2017	Purchase of 2 soccer goals for community park	\$2,000.00 Zero match	In review
MHAA Intent to Apply	1/26/2018	Lower Ferry Solar Lights	\$40,000.00	
MHT Intent to Apply	1/26/2018	Rodgers Tavern renovations	\$23,000.00	

Economic & Community Development:

- State of the County Breakfast on 1/29 – Chesapeake City.
- Researching prospects for future hotel at the casino site.
- Meeting with Sandy Turner to discuss events, and what we can do to revamp the Downtown area.
- Met with Mary at PNC regarding the request for sponsorship for town events. She is waiting to hear back from the corporate office.
- Chamber meeting on 2/8, networking, developing new relationships.
- Continue to research and pursue business prospects.
- Met with several people/town businesses about donations for our upcoming events.
- Had a meeting with the General Manager of the Baltimore Blast on 2/7, they are interested in helping plan clinics at our community park this summer.
- Spoke with Sarah Colenda about the vacant space we have at the concession stand by the boat ramp. She is looking for the Boys and Girls club to possibly be involved with using the space.
- On 2/ 17, I attended a car cruise breakfast to recruit anyone interested in attending our Lower Ferry Festival Car Cruise.
- Chamber meeting on 2/28, networking, developing new relationships.

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

I met with a performer who is interested in coming once a month to sing, and perform during the Farmers Market hours. We will iron out the details as we get closer.

Training:

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

- EPA / MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - NO NEW UPDATES
 - The Maryland Department of the Environment (MDE) proposes to reissue 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 – At least \$50,000/yr
 - (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. At least \$5,000/yr
 - NPDES Phase II - Public Involvement & Participation – Public participation of various environmental events. At least \$3,000/yr
 - 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. At least \$20,000/yr
 - NPDES Phase II - Construction Site Stormwater Runoff Control – Town must formulate a legal contract w/ Cecil DPW to maintain these services with the Town. At least \$2,000 one time
 - NPDES Phase II - Post Construction Stormwater – Inspection of SWM facilities. Create & maintain database / map of SWM features. Training of staff on inspections and design. At least \$15,000/yr
 - 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. At least \$5,000/yr
 - 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 Trump Administration may curtail or cancel many of the EPA proposed regulations listed above, and de-fund federal money to the MDE organization. Various MS4 communities similar to Perryville are legally fighting these permits and are making some headway, but unfortunately aren't going to kill the permits totally. MAMSA is an organization Perryville joined to help protect the town and educate us on permit updates, and training. Currently, the MS4 permits are being revised from that listed above, due to court rulings, and review comments made by organizations such as MAMSA and other Phase I & II communities. MDE intends to issue the MS4 permit by late March 2018.
 - Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - The Emergency Action Reports (EAP) for the reservoir dam are being distributed to the proper authorities.
 - Town Hall Site & Police Station
 - Waiting for the punch list to be fulfilled for the completed Police Station. O&M manuals have been delivered. Final payments still need to be accomplished. A maintenance contract was signed between the County and the Town to maintain the Police Station SWM facilities.
 - Sent Little League mark-ups to ARRO Engineering for modification. 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.
 - 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 am commissioning 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. Will submit MDE grant applications for Station 16 funding in late March.
 - Royal Farms
 - Construction of the Royal Farms is ongoing and should be finished by the end of March. Working with the contractor with water and sewer specs and inspections.
 - 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
 - Held a meeting with Beacon Point HOA concerning the construction of a sidewalk by SHA from St. Marks Church Road to Clayton Street along southbound MD. Route 222. Discussed with Beacon Point the need to acquire right-of-way for the sidewalk and SWM.
- Cecil Avenue
 - Updating the construction cost estimates for Cecil Avenue for three scenarios. The first scenario is Cecil Avenue fully paved up to the existing homes with no water main extension and no sidewalk. The second scenario is Cecil Avenue fully paved with a water main only up to the existing homes and no sidewalk. Cecil Avenue extended will be cleared of debris. The third scenario is the full length road with sidewalk and water mains.



Perryville Police Department

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

Allen Miller
Chief of Police

Tel: 410-642-3725 • Fax: 410-642-3724

James L. Eberhardt
Mayor

MONTHLY REPORT FOR FEBRUARY 2018

CURRENT PROJECT.

Working with insurance company to replace things that were damaged by broken pipe in PD.

Took possession of a 6th police bicycle.

Hired a police officer, waiting for background investigation to be complete.

Working to improve working relationship with police and outreach.

Officer Leas finished 7 weeks of bicycle mechanic classes, can now work on our police bikes.

MONTHLY MEETINGS/TRAINING ATTENDED:

Officers participated in the DWI Checkpoint at the Hatem Bridge.

Attended monthly meeting at police station with our police pastor.

Officer Leas attended the School Resource Meeting at the School of Technology in Elkton.

Attended the Town Hall Meeting.

Attended the Leadership Meeting at town hall.

Attended the budget review with finance.

Attended active shooter training in Annapolis with Lt. Budnick.

Attended the Strategic Planning Meeting at Town Hall.

Attended the HERC Meeting at DES.

Officer Leas attended the Safe Schools work group.

Perryville Police Department Monthly Police Report
February, 2018

	January	February		Year to Date 2018		
ROBBERY	0	0		0		
ASSAULT	5	3		8		
BURGLARY	0	0		0		
THEFT	6	7		13		
Auto Theft	0	0		0		
CDS	1	1		2		
DISORDERLY	0	0		0		
MDOP	2	1		3		
ADULT ARREST	11	16		27		
JUVENILE ARREST	1	1		2		
Referrals to Outreach	0	0				
CITATIONS	46	40		86		
WARNINGS	85	67		152		
SEROS	28	11		39		
ACCIDENTS	5	4		9		
52 (Investigated)	3	2		5		
89 (no Investigation)	2	2		4		

February 27, 2018

Perryville Police Department

Outreach Program

Town Report

February 2018

Overall Monthly Attendance: 254 as of February 26th

Number of New Referrals:

Number of New Members: 1

Announcements

The Outreach Program has had a wonderful February. We would like to thank Good Sheppard for their donations of food and goodies for our members. We celebrated Random Acts of Kindness day this month and surprised our Officers with Homemade cupcakes. In celebrations of Valentine's Day we had a party and made gifts and cookies for our loved ones at home. Work started this week on our additional parking project. This will help to alleviate some parking issues and hopefully make Outreach more functional for all of our guest. Our members focus on community service this month by working to keep outreach and our surrounding areas clean from trash and looking great. Cecil County Council Vice President Dan Schneckenburger took a tour of Outreach this month. It's great to have support of our Elected Officials. Report cards came out recently and we are happy to see that some of the hard work our members have been putting into their studies is showing. We look forward to helping them achieve their goals. We are looking can't wait for warmer weather so we can get outside and exercise!

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 calander for upcoming activities.

Water & Wastewater Treatment Plants

Monthly Operating Report

February, 2018

Wastewater:

Plant Influent Monthly Flow:	28.82 Million Gallons
Plant Effluent Monthly Flow:	25.25 Million Gallons
Veterans Center Monthly Flow:	7.59 Million Gallons

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

Activities:

1. Attended 2018 Strategic planning meeting
2. Developed 2018 goals and objectives
3. Painted blower room, chemical room and belt press room floors
4. J. Cregar passed the MDE class 5,A wastewater exam
5. Working on proposed FY 2018-19 budget proposal
6. Placed new caustic chemical feed system in service
7. Replaced defective backwash valve on filter #2
8. Started training J. Morton & J. Cregar on superintendent/management duties
9. 2PSC cleaned out grit at raw sewage pump station
10. Provided a tour of the plant for Lego club kids at Good Shepard school
11. Monthly tank cleaning was performed
12. Scheduled preventive maintenance was performed
13. Continued cross training of water and wastewater operators
14. Tested all emergency lighting & monthly check of fire extinguishers
15. Building housekeeping was performed

Water & Wastewater Treatment Plants

Monthly Operating Report

February, 2018

Page 2

Water:

Plant Raw Water Monthly Flow:	9.2 Million Gallons
Plant Finished Water Flow:	8.9 Million Gallons
Plant Backwash Water:	0.9 Million Gallons

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

Activities:

1. Repaired 1.0 MGD tower level indicator, back in service
2. Rebuilt raw flow meter, back in service
3. L. Frazier tentative return to work date is March 26, 2018
4. Ordered WTP Sac II course for C. Burns
5. Ordering new control cabinet heater for back wash tank panel
6. Obtained cost to change outside lighting to LED
7. Cable and hook was changed out on filter room overhead crane
8. Admin floors were cleaned, stripped and waxed
9. Continue second round of MDE required raw water e-coli testing
10. Continue training Justin Fain on plant preventive maintenance
11. J. Fain continue working on SAC wastewater II training course
12. Continued cross training of water and wastewater operators
13. Monthly housekeeping was performed
14. Scheduled preventive maintenance was performed
15. Tested all emergency lighting & monthly check of fire extinguishers