

## **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
- Public Works Report & Parks & Recreation Report
- Wastewater Plant Report & Water Plant Report
- Rodgers Tavern Report

## **Town Administrator's Report**

### **April 4, 2017 Town Meeting**

03/01 & 03/03 Cathy McCardell and I conducted Finance Director interviews

03/07 Prepared for and attended the Town Meeting

03/14 Town Hall was closed due to inclement weather; Amy Yackanech posted on TV, Facebook, website and phone system

03/15 Town Hall was closed due to boiler replacement; posted as was done for weather closing. I was in to meet with water and wastewater staff, police, public works, engineering and with Mayor Eberhardt.

03/21 Held a Leadership Meeting with Town Department Heads - topics of discussion included departmental reports, review of Town Meeting / Work Session, upcoming events, and communication.

03/23 Held a team building exercise for Town Hall staff during lunch.

03/23 Attended the Susquehanna River Rail Bridge project meeting held at Perryville High School

03/27 Commissioner Fox and I had a conference call with Mike Hunninghake of Sustainable Maryland Certified about next steps for Perryville to establish a Green Team and to work toward certification.

03/27 Received a draft amendment to the T-Mobile lease agreement. T-Mobile may be merging with Sprint. They are reviewing their sites for consolidation, and attempting to reduce their costs. Their renewal term is January 2018 in the lease with Perryville with one more 5-year term on the lease if they choose to renew. The current rent is \$30,583/yr and the proposed amendment would reduce the rent to \$21,000/yr but have a 10 year rent guarantee.

03/28 Met with Ralph Ryan and John Salony (Mann's Woodward Architects) to review pending Change Orders for the police department project and had a general discussion on project status.

03/29 Met with Chief Miller to discuss a variety of issues.

#### **MS4 Stormwater Permit requirement:**

- 03/03 Ralph Ryan and I met with Cecil County, Rising Sun, Elkton, North East officials regarding coordinated efforts for the impending MS4 Stormwater permit requirement.
- 03/06 Ralph Ryan and I attended a meeting at MDE in Baltimore regarding the impending MS4 Stormwater permit requirement.
- 03/10 Ralph Ryan and I participated in a conference call led by the Maryland Municipal Stormwater Association (MAMSA) regarding coordinated comments on the General Permit that MDE intends to implement, which Perryville will be required to comply with
- 03/23 Sent notice to MAMSA that Perryville concurs with MAMSA comments on the General Permit
- 03/24 Perryville joined MAMSA

**Budget:**

- Met with Shirley Miles several times to prepare for FY '18 budget
- 03/13 Gave presentation of proposed Local Impact Fund (LIF) 3-year budget to Local Development Council (LDC) at the Cecil County Government building. Mayor Eberhardt also attended and participated in the meeting. The LDC approved / consented to the proposed Perryville LIF 3-year budget (FY18 thru FY20)
- 3/28 Prepared for attended and presented at LIF Budget Public Hearing, and regular budget work session; Shirley Miles prepared for and attended this meeting as well.
- 3/30 Prepared for attended and regular budget work session; Kelli Jamison prepared for and attended this meeting as well.

**Daily work** - Cathy McCardell or I met with Shirley Miles and Kelli Jamison to sign off on bank balances, purchase orders and weekly on the Accounts Payable Check Run as part of the financial procedures of the Town.

**Annual Report** is complete and published. Copies will be forthcoming.

### **Assistant Town Administrator Report for the April 4, 2017 Town Meeting**

Cable TV Franchise Agreement: The Franchise Agreement from Atlantic Broadband is being reviewed with Ms. Ferguson, Esq. to see what our next step will be.

Currently working on filling the Finance Director position. Planning & Zoning Coordinator I was posted in house. Amanda Hickman, Economic Development Coordinator, was interviewed for the position and will start on April 3, 2017. Denise, Dianna, Amanda and myself will hold a meeting to discuss the job of the Economic Development Coordinator Position before it is advertised.

Helped out in the Finance Department with the absence of the Finance Director.

Scheduled employees to meet with Megan Breneman, Wells Fargo Financial Advisor, on retirement.

## **ADMINISTRATION REPORT**

### **March 2017**

#### **In Process: Rodgers Tavern**

- ADA Bathroom and all bathroom fixtures – In progress
- Tavern Sign – In design
- 2 Display cases ordered

#### **Events:**

##### **Current:**

- N/A

##### **Upcoming:**

- April 1, 2017 – Perryville High School – Easter Egg Hunt
- April 8, 2017 – Perryville Little League Parade (Aiken & Broad)
- April 16, 2017 – Perryville Community Park – Sunrise Service First Baptist Church
- May 13, 2017 – Perryville Community Park – Head of the Bay 5K
- May 20, 2017 – Lower Ferry Park Band Shell – First Baptist Church Concert
- June 17, 2017 – Lower Ferry Park Band Shell – Chambers Concert Event

#### **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 8 Pavilion Rentals
- Processed 6 Dump Trailer Rentals
- Processed 18 Deeds.
- 8 Out of State Boat Ramp Stickers Sold (47)
- 48 In State Boat Ramp Stickers Sold (174)
- Honor Box install complete

**Treasurer's Report**  
**Town of Perryville, Maryland**  
**April 4, 2017**

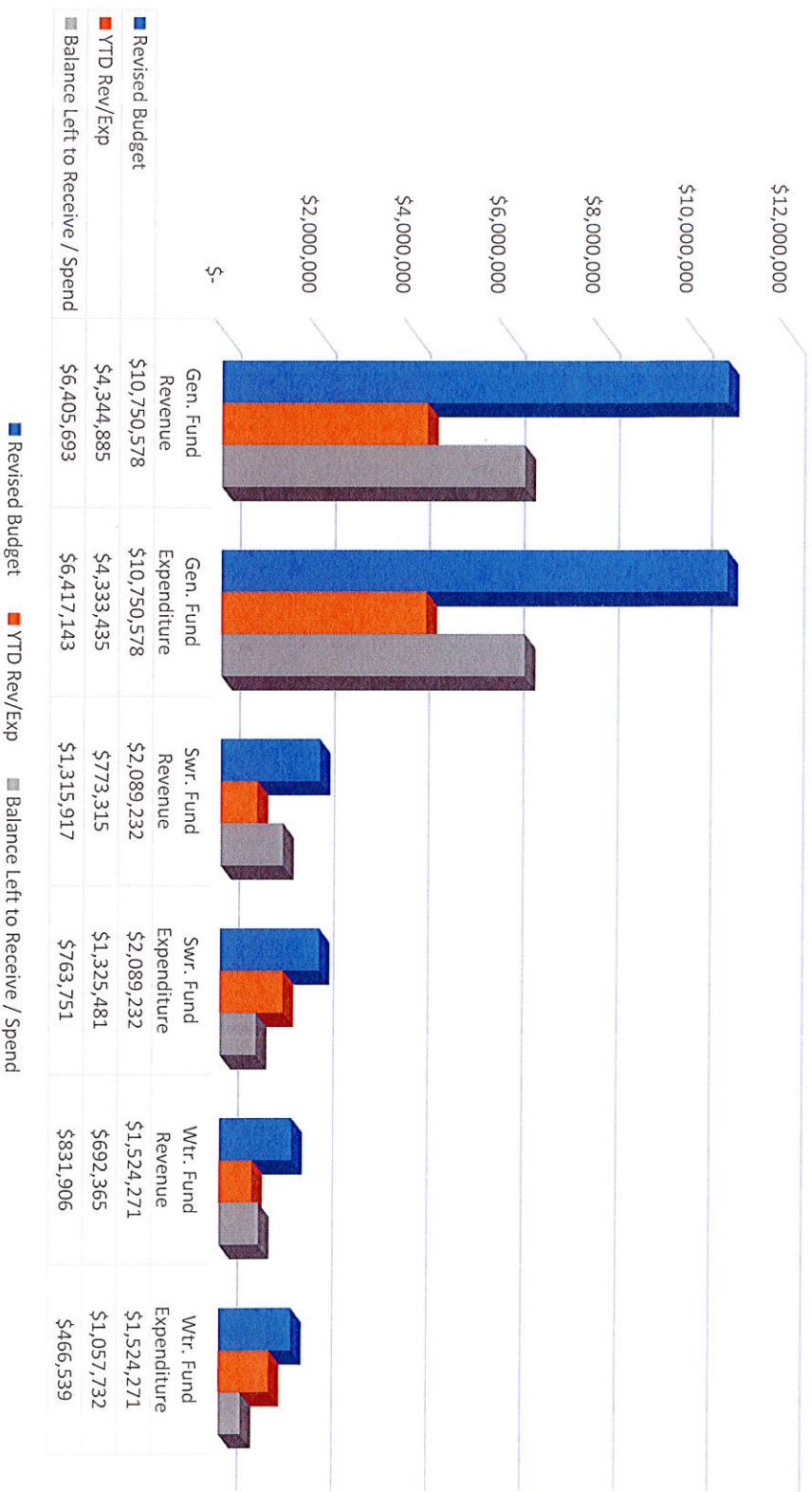
**Projects:**

- **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.
  - Ed Jones presented initial findings to the Board at the January 17 work session. Recommendation to increase water rates by 9% for 3-6 years and sewer rates by 5% for 3-6 years.
  - Currently working on answering Board questions to see if recommendation may change.
  
- **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 23<sup>rd</sup>.
  - Bond closed August 31st.
  - First reimbursement payment received September 26<sup>th</sup>.
  - Second reimbursement payment received on October 28<sup>th</sup>.
  - Third reimbursement payment received on November 21<sup>st</sup>.
  - Fourth reimbursement payment received on December 21<sup>st</sup>.
  - Fifth reimbursement payment received on January 30<sup>th</sup>.
  - Sixth reimbursement payment received on February 27<sup>th</sup>.
  - **Seventh reimbursement payment received on March 27<sup>th</sup>.**
  
- **Retention Policy – on hold until Finance Director is hired**
  - To resume in 2017
  
- **Disposal of Surplus Items (MUNICIBID Auction)**
  - Surplus items listed on [www.municibid.com](http://www.municibid.com)  
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**March 2017 Statistics:**

- 168 purchase orders were processed totaling \$384,823.06.
- 96 accounts payable checks were processed totaling \$745,717.65.
- Invoices sent out totaling \$248.12.
- Processed cash & equivalent receipts totaling \$445,814.87.
- We received January's Slot revenue from Cecil County for \$109,506. Life to date (Sep-10 to Jan 17) slot revenue received \$9,077,621.45.

**Town of Perryville**  
**February 28, 2017**  
**Budget vs. Actual**  
**Final Report**



**Mayor & Commissioners  
Planning Department Report  
March 2017**

**Planning & Zoning:**

**Zoning Certificates** – Processed two (2) certificates and reviewed application for compliance with the Town's zoning regulations; none within the Critical Area.

**Planning Commission Meetings** – meeting held March 20<sup>th</sup> – MDP annual report approved.

**Board of Appeals** – no hearing held in March.

**Training** – Amanda and Dianna attended introductory class for ArcGIS at Towson University; 2<sup>nd</sup> day of class to be held in April; LGIT training sessions taken on-line.

**Planning Department Meetings/ Projects:**

- 3/2—attended Cecil Co Transit Coordination meeting.
- 3/6—meeting with potential buyer interested in redevelopment of the Neff property, Otsego Street; remodel site but not definite on specific use(s).
- 3/8—held P&Z department meeting to discuss staff changes
- 3/13—attended 1<sup>st</sup> day training for ArcGIS; 2<sup>nd</sup> day for training postponed due to snow
- 3/21—attended Leadership meeting.
- 3/21—meeting with developers to answer questions regarding waterfront redevelopment; still in the prospective phase.
- 3/22—meeting with Hollywood Casino for partnership, discuss future plans.
- 3/29—coordinate/attend Safety & Health Committee meeting.
- Lower Ferry Park – parts ordered for 1 ½" water service line to the comfort station for the tankless toilets; after completion Mr. McGuirk will provide 8" concrete pad in front of the building and connect with a sidewalk.
- Corporate Boundary Survey: McCrone finalizing and will provide a draft to the town for review.
- Research and process sewer request for out of town property; created draft agreement for review by attorney.

**Development Projects:**

- Cedar Corner/Loring Park – No activity
- Magraw Subdivision – applicant/owner is ready to submit for final review; waiting for Dedication Agreement for the the Town to take over Greenway Street; Subdivision Plat cannot be recorded until the Street becomes a public street as required by the Zoning and Subdivision Regulations.
- Frenchman Land Company – As-built drawings of private and SHA construction have been requested but not received to date.
- Royal Farms 1825 Perryville Road – received final approval by Planning Commission on 2/27; still waiting for SHA final comments/approval; PWA is in the review process by town attorney.

**Code Enforcement** – Rentals Renewals have stopped coming in; resent some letters to those that have not registered. Working with DPW on doing the correct water tap for Lower Ferry park for the comfort station to work properly, then all the sidewalks can be completed; should be completed by April 15<sup>th</sup> if everything goes to plan. 6 door hangers and 2 registered letters, hand delivered 1 letter.

**Landlord Tenant Board** – Still need board members.



**ECONOMIC DEVELOPMENT:**

- Continue to update Economic Development portion of the Town website
- Continue to research potential grant opportunities for the Town.
- 3/1 met with Bay Venture Outfitters to discuss potential kayak rentals at Town Park
- 3/2 attended SHA bikeway grant seminar
- received draft easement agreement from attorney regarding gateway sign, attended work session 3/21 to discuss
- 3/8 Planning and Zoning department meeting
- 3/9 site visit to Reed bed for Community Legacy grant research, continue to coordinate grant agreements for Façade and Redd bed grant projects
- Received draft concession agreement for Subway rental of boat launch concession stand for summer 2017
- 3/13 attended GIS training at Towson University
- 3/29 attended CDBG grant seminar for Strategic demolition program

**FARMER'S MARKET:**

- Market to begin May 2017

**GRANT OPPORTUNITITES/OTHER:**

- EPA / MDE Phase II MS-4 Permit Regulations for Small Municipalities
  - **NO NEW UPDATES** WHIP requirements – the Town must reduce impervious surface by 20% by creating mitigation projects such as the following – Approx. \$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
  - **NO NEW UPDATES** Public Education & Outreach – Create and maintain public environmental seminars & hotlines to report to authorities environmental violations. Approx. \$5,000/yr
  - **NO NEW UPDATES** Public Involvement & Participation – Public participation of various environmental events. Approx. \$3,000/yr
  - **NO NEW UPDATES** 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. Approx. \$20,000/yr
  - **NO NEW UPDATES** Construction Site Stormwater Runoff Control – Town must formulate a legal contract w/ Cecil DPW to maintain these services with the Town. Approx. \$2,000 one time
  - **NO NEW UPDATES** Post Construction Stormwater – Inspection of SWM facilities. Create & maintain database / map of SWM features. Training of staff on inspections and design. Approx. \$15,000/yr
  - **NO NEW UPDATES** 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. Approx. \$5,000/yr
  - **NO NEW UPDATES** Administrative duties, Documentation, Mapping, and Reporting to MDE on an annual basis. Approx. \$10,000/yr
  - Researching GIS software for utility mapping, for use by Planning Dept., DPW, and Engineering.
  - Endorsed comments made by MAMSA concerning MS4 enforcements. Joined the MAMSA organization (Maryland Municipal Stormwater Association). MAMSA is fighting the broad over-reaching MDE regulations.
- Reservoir Road Dam
  - The reservoir will need to be drained this spring to lower water levels.
  - Developers represented by GTA (an environmental engineering firm) will finish their restoration work along Mill Creek within 2 weeks.
  - Have received all necessary permits for building demolition. McElroy Contracting has begun removing asbestos from the old Reservoir Water Plant. After the removal, and after GTA contractors have left the site, McElroy will begin the demolition of the building.
- Town Hall Site & Police Station
  - Perryville Police Station project is approximately 60% complete. Work is continuing on the building super structure. Work has been delayed approx. one month due to undercut operations from poor soil and bad weather.

- Verizon is in the process of relocating their equipment. The work should be wrapped up within the month, best case scenario is another two weeks.
- Otsego Street
  - 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
  - **NO NEW UPDATES** - A Preliminary Engineering Report can be developed by the Town Engineer in order to help Station 16 with project progress.
- Royal Farms
  - I am concerned with the southern access being able to accommodate tractor trailers freely without clipping opposing vehicle traffic. Submitted tractor trailer turn radius data to SHA for review. SHA is also concerned with the nature of the traffic into the southern access from Rt. 222.



# *Perryville Police Department*

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

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*Allen Miller*  
Chief of Police

*Tel: 410-642-3725 • Fax: 410-642-3724*

*James L. Eberhardt*  
Mayor

## CHIEF'S MONTHLY REPORT FOR MARCH 2017

### **CURRENT PROJECTS:**

Waiting on the arrival of two new police vehicles.

Working with contracts for outfitting our vehicles with emergency equipment.

Working with Outreach for summer activities and the Police Department.

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

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

Sgt. Appleby and Ofc. Daugherty attended Narcan Awareness at Town Hall.

Attended the Perryville Middle School (read a book to the students).

Attended the HERC meeting at the DES Building in Elkton.

Attended the award ceremony for Cpl. Nitz at the Maryland Police Training Center.

Attended the ribbon cutting at Hollywood Casino for the Green Turtle Restaurant.

Met with Bear from the Sons of the American Legion to assist homeless vets.

Attended the Leadership meeting at Town Hall.

Met with the homeowners of Owens Landing to discuss safety issues.

Met with local Police Chiefs and the States Attorney's Office for discussion on a variety of issues.

Lt. Budnick attended the bi-weekly builders meeting for the new police station.

Signed an MOU with MSP N/E for use of their MILES/NLETS usage.

Joined the Center for Missing and Exploited Children Network.

Join the Center for Police Officers in Crisis Network.

Perryville Police Department Monthly Police Report  
March, 2017

|                       | January | February | March | Year to Date 2017 |  |  |  |
|-----------------------|---------|----------|-------|-------------------|--|--|--|
| ROBBERY               | 0       | 0        | 0     | 0                 |  |  |  |
| ASSAULT               | 3       | 4        | 2     | 9                 |  |  |  |
| BURGLARY              | 2       | 1        | 1     | 4                 |  |  |  |
| THEFT                 | 12      | 6        | 5     | 23                |  |  |  |
| Auto Theft            | 0       | 2        | 1     | 3                 |  |  |  |
| CDS                   | 3       | 7        | 4     | 14                |  |  |  |
| DISORDERLY            | 2       | 0        | 0     | 2                 |  |  |  |
| MDOP                  | 3       | 0        | 1     | 4                 |  |  |  |
| ADULT ARREST          | 8       | 21       | 17    | 46                |  |  |  |
| JUVENILE ARREST       | 0       | 4        | 3     | 7                 |  |  |  |
| Referrals to Outreach | 0       | 0        | 0     | 0                 |  |  |  |
| CITATIONS             | 10      | 31       | 50    | 91                |  |  |  |
| WARNINGS              | 20      | 142      | 110   | 272               |  |  |  |
| SEROS                 | 1       | 31       | 25    | 57                |  |  |  |
| ACCIDENTS             | 5       | 7        | 1     | 13                |  |  |  |
| 52 (Investigated)     | 3       | 3        | 1     | 7                 |  |  |  |
| 89 (no Investigation) | 2       | 4        | 0     | 6                 |  |  |  |

February 28, 2017



# Perryville Police Department

## Outreach Program

### Town Report

March 2017

Overall Monthly Attendance: 160 as of March 27

Number of New Referrals: 0

Number of New Members: 0

### **Announcements**

The Outreach Program was featured in the Cecil Whig this month for our increase in program attendance and marketing. Children who participate weekly in our homework help sessions and have either maintained or increased their grades over the last month were able to participate in a Sky Zone field trip for all their hard work. Our member's completed their work on our Art Room mural. For pictures please check out our Facebook page. Our members made a trip over to town hall and volunteered their time to shred some paper for the town hall staff. We are hopeful that with warmer weather we will be able to pass out our door hangers this last week in March! We are starting a book club this month as part of our life skill classes. Members will be reading Life as We Know It by Susan Beth Pfeffer. This weekend members who have reached some personal markers that we have set for them will have the opportunity to go as group with Outreach to Restore Church's Easter Egg Hunt on Saturday. As usual we still hold our weekly dinner at least 4 times a week and we have even gotten some help from Good Shepherd Church. They have graciously offered to bring over any leftovers from meetings and events that they may have. It great to see the community come together to help each other grow as a whole!

The Outreach Program participated in Adopt-A-Highway and Outreach 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 calendar for upcoming activities.

# **DPW Report - March 2017**

## **PUBLIC WORKS:**

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

- The "Honor Box" has been installed at the Community Boat Ramp.
- The LED lighting project has been completed at the DPW Shop. All of the lights in and around the building have been converted to LED.
- DPW oversaw the installation of a new boiler in the Town Hall building. The new boiler replaced the existing antiquated boiler that was beyond repair.

### ***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.
- Several failing storm drains were repaired in the Beacon Point neighborhood.

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

- Quotes have been received for manhole rehabilitation. Some manholes around town are going to be sealed to prevent I & I during rainfall events.

- The data loggers that were placed throughout town were retrieved and entered into the computer software. There was only a minor leak detected and it will be addressed in the near future.
- 

#### ***Training:***

- Employees continue to obtain training through the LGIT website.
- DPW Staff attended a "Drilling and Tapping Pipe" course sponsored by the Mueller Company and MRWA. The class was held at the DPW Shop.

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

- N/A.

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

- DPW Staff worked throughout the night during a snow/ice event that occurred this 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:***

- DPW Staff installed new flooring in the computer room of the Outreach Building.
- The DPW pole building electric has been placed throughout the building and LED lighting installed. The final lights had arrived recently and the project is now complete. (This project was separate from the DPW Shop LED Lighting Project)
- Employees cleaned up downed branches that were a result of a snow/ice event that occurred this month.
- A banner advertising the Annual Easter Egg Hunt at Perryville High School was hung.

### **PARKS AND RECREATION:**

#### ***Projects/Town Events:***

- The community Boat Ramp has been reinstalled for the season.
- A job opening for the Parks Department has closed. All received applications are being reviewed and interviews will be scheduled shortly.



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

- The Community Boat Ramp has had large sections of blacktop cut in preparation for a patching project as weather allows.

### ***Maintenance:***

- Cleaned trucks and serviced equipment.
- Park employees are prepping the grounds for the upcoming spring and summer seasons.
- Staff has been removing downed branches from a snow/ice event that occurred this month.
- Park staff painted sign poles in an effort to make the signs more aesthetically pleasing as well as prolong their lifespan.

### ***Training:***

- Parks employees continue to take online training through LGIT.

### ***Rodgers Tavern/Lower Ferry Pier:***

- N/A.

### ***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**

### **March, 2017**

#### **Wastewater:**

|                               |                        |
|-------------------------------|------------------------|
| Plant Influent Monthly Flow:  | 23.705 Million Gallons |
| Plant Effluent Monthly Flow:  | 22.765 Million Gallons |
| Veterans Center Monthly Flow: | 7.370 Million Gallons  |

The wastewater plant was in full compliance with the NPDES Discharge Permit for the month of March, 2017 with the March lab results received to-date.

#### **Activities:**

1. J. Morton and T. Cregar continue MCET certification test training class
2. Ordered parts and supplies to perform routine preventive maintenance
3. Performed maintenance on faulty plant equipment
4. Monthly tank cleaning was performed
5. Building housekeeping was performed
6. Tested all emergency lighting & monthly check of fire extinguishers
7. Washed both trucks & cleaned interiors
8. Scheduled preventive maintenance was performed
9. Conducted monthly staff meeting-MOR & DMR results review
10. Continued cross training water and wastewater operators

## **WATER PLANT MONTHLY REPORT FOR MARCH 2017**

- The water plant will withdraw approximately 9.5 million gallons of water from the Susquehanna River.
- Which will produce approximately 9.4 million gallons of potable drinking water?
- The staff rebuilt the sodium bisulfite pump which is used to dechlorinate the water from recovery cleans on the membranes.
- Installation of the second PAX mixer is scheduled to begin the week of the 27<sup>th</sup>.
- The water plant staff has received the second part of the Sacramento training course for the wastewater 5A.
- We are getting ready to start working on the Consumer Confidence Report next month.

## Rodgers Tavern Museum Report for March, 2017

### Accomplishments:

1. Approximately 100 visitors; including out-of-state, foreign, & repeats.
2. Supervising volunteers (2 regulars Plus others), recruiting, keeping track of hours, & have application form.
3. Held a community Action Council Meeting- following up on ideas/suggestions on requests.
4. Outreach to local papers/reporters- articles published, listed in Things to do. Establishing contacts. Outreach to local/State/Fed'l groups: e.g. Lions, Veterans, Homemakers, Post Office, Amtrak, etc. (reasons for same as 5.)
5. Reaching out to other museums, historical societies & Arts Councils (local/State). Trying to let them know we are here, attract exhibits, and perhaps funding.
6. Reaching out to colleges/universities (internships?)
7. Communicating with fabric/paper conservationists since many antique artifacts are in need of work- stabilization, restoration, reframing. Currently 4 fabric items are being evaluated by Univ of R.I. Without UV protection & proper reframing/matting, many of our older items will just disappear. Framing standards have also changed.
8. Spoke with two county libraries on written sources for programming/speakers. There aren't any.
9. Frequent communication with Economic Development. Signage needed!
10. All electronic devices working and integrated. YEAH!!!!
11. Phone message frequently updated along with town bulletin boards, E-mail list used for museum updates, and Facebook page up (Rodgers Tavern Museum)
12. Ongoing entering artifacts into system. Also going through thousands of papers, notes, bulletins, journals, negatives etc. to sort/file. Most objects on first floor (and some on 2<sup>nd</sup>) are completed.
13. Planning new/revised displays and organizing upstairs.
14. Placing orders to include new display cabinets/storage with more planned for next year.
15. Supervising cleaner- she does great job & people compliment on cleanliness!
16. Looking forward to integrating Town Hall's temp hold of our artifacts into museum!
17. Attended Small Museum Conference for a multi-state area with a volunteer. Benefited much from presentations/contacts. Will go again.