

Staff Reports from Town Meetings

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Town Administrator's Report

May 1, 2018 Town Meeting

04/03 Prepared for and attended the Town Meeting

04/04 Dianna Battaglia and I met with Chris Rogers regarding the previously planned sewer line on Coudon Boulevard.

04/06 Met with Dominic Corson, Principal Zimmerman, Athletic Director George Rash and Mayor Eberhardt regarding coordination for the scholarship for Perryville High School Students resulting from a donation from the Cesky Foundation's planned Susquehanna River Bridge Running Festival.

04/12 Held a Leadership Meeting with Staff. Topics discussed included Owens Landing Fire After Action, Strategic Plan implementation, budget, review of Town Meeting and upcoming work session, and departmental reports. The next meeting is scheduled for May 10th at 10am.

04/10 Debbie Laubach and I attended the LGIT Insurance Renewal work shop here in Perryville Town Hall

04/12 Debbie Laubach and I met with new auditor, Tim Sawyer from Barbacane Thornton & Company.

04/13 I attended the County & Towns Economic Development Meeting at the Cecil County Government Building. It was a good meeting and as a result, the County has put together a work group to plan a Residential Developer Event for this fall. I have asked Dianna to participate in this committee.

04/15 Commissioner Linkey and I attended the after-action meeting for the Owens Landing fire held by The Community Fire Company of Perryville, MD, Inc.

04/17 Prepared for and attended the Mayor and Commissioner work session.

04/19 George Smith and I met with Charles Matlack and Candace Cervino of Amtrak. We discussed coordination between the two entities for a variety of related issues (ex: storm drain cleaning, meter reading, tree removal...).

04/23 With George Smith, I attended the Reed Bed Sludge Cleanout and Rehabilitation Project Pre-Bid Meeting at the Wastewater Plant & Reed Bed site. Prepared minutes to the meeting for distribution to the 3 bidders that showed up to the meeting. Note, this was a mandatory meeting for bidders.

04/24 I attended the soft-opening of the Royal Farms Store.

04/25 Prepared for and attended the Perryville Greenway Meeting. The next meeting is scheduled for **June 27th at 10am** in the Town Hall Conference Room.

04/26 Dianna Battaglia and I met with BGE regarding the On the Main program (for properties that are on a street with a gas line but are not connected to the line) and the SEED program for businesses. More information will follow.

04/27 Aaron Ashford and I met with representatives from ICF, consultants for Delmarva Power, regarding the Energy Efficient Communities Program. They are proposing that we enter into an MOU for energy savings projects. We are waiting on a draft MOU for review and consideration.

04/30 I met with George Smith, Yen Der Cheng of MDE and Ms. Noor of MDE for a wastewater plant inspection that is related to the renewal of the NPDES permit for the plant.

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 prepared and provided for distribution on Bond Bill Saturday to State Senators and Delegates and Mayor Eberhardt went to Annapolis to testify on behalf of the funding request. **UPDATE:** The Bond Bill has been approved and we are waiting on the paperwork from the State.

Budget for FY 2019

I attended the April 5 and 18 budget work sessions and the April 24th Budget Public Hearing. The proposed FY2019 Budget and the proposed amendment to the FY2019 Local Impact Budget are on the Town's website for view and they are available in Town Hall should anyone want to pick one up.

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. All of the cars that derailed have been recovered. CSX's contractor did do some grading and seeding to stabilize the disturbed ground. **UPDATE:** Staff has prepared a list of needed repairs along with cost estimates totaling \$37,303.26, which has been sent to CSX. Aaron Ashford and I met with David Foehner of CSX Risk Management on March 9th. Mr. Foehner provided a draft release that would need to be executed in order to get reimbursement from CSX for damages and we also made a site visit to confirm damages. The release that must be executed is on the agenda for Board vote at tonight's meeting. Additionally, the Mayor and Commissioners sent a letter to the FRA seeking assurance that procedure changes resulting from this derailment are put into place to guard against future similar problems. We received a response from FRA letting us know that once the investigation is complete, they will send us a report of findings.

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.

Fire Company – Station 16 water tie-in

NO UPDATE A meeting was held on Friday, March 9th at 2:30pm in the Town Hall Meeting Room to meet with fire company officials and a representative from USDA (by phone) to discuss possible funding options through USDA. In follow up to that meeting, USDA sent information on possible funding programs. Ralph Ryan and I met on March 26th to review the applications. The applications are very involved and complex and I recommend, should these sources of funding be considered, that a consultant is hired to complete the applications. Staff will seek prices from consulting firms to find out how much this will cost.

Green Team

Prepared for and attended the April 11, 2018 Green Team Meeting. At the meeting we continued to make progress on the Action Plan, which 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 **Thursday, June 7, 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 sent to the District 2 Engineer from the Town requesting that SHA take over maintenance responsibility of the roadway in question. The request to take over maintenance responsibility for this section of roadway has been approved by State Highway. This issue is considered closed and there will be no further report on it.

MS4 – Municipal Separate Storm Sewer System Permit

Ralph Ryan and I participated in a MAMSA conference call regarding the impending issuance of the MS4 general permit to the Town of Perryville. Presently, we anticipate that permit to be issued by mid-April. Should we decide to challenge the permit in court, we have 30 days from when the permit is issued to file. We need to further discuss this at the April work session. **UPDATE:** We received notice on April 26th that the MS4 General Permit has been issued and the Town of Perryville must comply with it. Step One is to submit a Notice of Intent (NOI) to MDE by October 31, 2018.

Municipal Complex:

Phase I Police Department Construction --

- **NO UPDATE:** 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. 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 --

- **UPDATE:** Using EJCDC documents, Ralph Ryan put together a Request for Qualifications (RFQ) package. 03/26 Ralph Ryan, Commissioner Linkey and I met with Little League representatives to go over the RFQ and plan updates (that had been previously discussed with the L.L. at November 13, 2017 meeting). This RFQ, which will allow the town to pre-qualify contractors to submit bids on the design-build Phase II part of the project has been advertised to include on the State Department of General Services Website and the Town's Website. The Statements of Qualifications are due on May 17th. Note that the site work is designed and permitted already, but the concession building will need to be designed and permitted as part of the design-build contract. We expect to have the pre-qualified firms by the end of May and the bids by the end of June. We need to discuss financing of the project at the May or June work session. We still anticipate the project to go under construction by this fall. Last month it was reported that there is a raptor nest on one of the existing light poles that needs to be addressed. That nest was vacant and was removed following USDA guidelines. Unfortunately, the nest was rebuilt and we cannot do any more with it until the end of the nesting season.
- 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. 03/07 Amanda Hickman and I met with representatives from the Chesapeake Bay Trust to see site conditions and discuss a possible grant for the stormwater work for Phase II and III of the Municipal Complex Project. The Trust will only pay for costs for work that is over and above what is required by law. **UPDATE: Amanda submitted the Chesapeake Bay grant on 3/30/2018 for \$49,473 for phase 2 SWM only.** Additionally, the Transportation Alternatives Program (TAP) grant applications are due by May 16th, Amanda plans to submit a grant application for that program as well. We hope to cover some of the sidewalk costs and possibly lighting with the funding from the TAP program.
- 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. **UPDATE:** 04/23 Met with the property owner regarding encroachment on Town property. He plans to correct the situation this fall before we begin construction on the Little League field.

- **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). **UPDATE:** I understand from SHA that this sidewalk will not be funded for construction until FY20 or FY21.

Strategic Planning

NO UPDATE The State of the Town Meeting discussed as part of the implementation of the Strategic Plan was held today at 6pm. That meeting was the beginning of the roll-out of the plan. Additionally, Dept. Heads will be providing Strategic Plan updates in their monthly reports.

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.

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

TOWN OF PERRYVILLE

2018-2020 Strategic Plan – Monthly Report of Activities

May 1, 2018

All Departments

Goal 1: Increase Business

Activities:

- Met with various property owners/management companies for information pertaining to filling vacant suites/buildings.
- Met with Sandra Edwards, Economic Development Manager, Cecil County, to discuss opportunities in and around Perryville and develop a close partnership with the County for development and redevelopment; provide information for available properties to the County to have on hand; quick tour to highlight some of the various properties in and around Town.

Goal 2: Increase Residential Development

Activities:

- Meeting with engineer to discuss feasibility for subdivision of property for 4 single family units.
- Meeting with developer to discuss opportunities for revitalization and redevelopment.
- Meeting with Sandra Edwards included discussion of the need for residential housing; a committee is being formed to plan an outreach event for local brokers and builders to highlight the development and redevelopment opportunities in Cecil County.

Goal 3: Invest in Town Infrastructure

Activities:

- Applied for DNR grant funding for storm water management portion of Municipal Complex project.
- In January, applied for funding through MDE for the Station 16 water line.

Goal 4: Cultivate a Strong Sense of Community and Increase Citizen Involvement

Activities:

- Held “State of the Town Meeting” on April 3rd.
- Put flyer at the Library for the upcoming Election and Events.
- We are planning a meeting for May 10th with the residents whose properties abut the Town Municipal Complex to review with them the plans for the site.
- Billy coordinated “If I were Mayor” contest for the Mayor for presentations to contributing schools.
- During property inspections Deb continues to develop relationships with community residents and help them understand Town regulations.

Goal 5: Maintain and Enhance Public Safety

Activities:

- Met with developer to discuss the possible rehabilitation of residential rental properties known for drug use and crime with the use of CDBG grants funds and transitioning to owner occupied homes.
- Chief Miller has directed officers to do additional stop sign enforcement.
- Chief Miller attended / presented at the Career Day at Perryville Middle School.
- The PD is working with the Beacon Point HOA to hold an HOA meeting in the Police Department Conference Room
- Officer Leas and Chief Miller attended the School Resource meeting in Elkton.

Goal 6: Maintain a Strong Human and Financial Infrastructure

Activities:

- Ordinance 2018-07 amending the Personnel Manual to provide for Sick Leave for Part-Time Employees per new Maryland Law is on the agenda for introduction at the May Town Meeting.
- To continue to establish fiscal stability, Ordinance 2018-06 to approve the FY19 budget is on the agenda at the May Town Meeting for vote. This budget further implements the salary study completed in 2016, maintains the current real and personal property tax rates, sets aside \$85,000 for future replacement of water plant membrane filters, and leaves the following amounts in contingencies:
 - General Fund \$56,712
 - Water Fund \$76,265
 - Sewer Fund \$76,268
- To recruit “stable, committed, and competent town staff, DPW re-Advertised the Public Works Crewperson Vacancy in the Whig, on the Town Website, on Indeed.com and in the MML E-Bulletin. The closing date for applications is May 14th.

**Treasurer's Report
Town of Perryville, Maryland
May 1, 2018**

-Projects:

- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 -April, 2018 - \$3970.00
 - Total to date: \$ 5409.00

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

- **FY 18-FY 20 Audit**
 - Awarded Barbacane, Thornton & Company the audit engagements for FY18-FY20.
 - Denise Breder and I met with Timothy Sawyer, a partner, and discussed their firm performing audit procedures prior to year-end. Tentatively scheduled a site visit in the middle of May. At that time, the firm will perform internal control testing in addition to reviewing activity in our restricted and assigned funds.

- **FY 2019 Budget**
 - Held third, fourth and fifth Public Budget meetings
 - Adjusted budget for salary changes per Boards recommendations
 - Finalized budget using current year's tax rate and adjusted the tax base for several large assessment reductions.
 - Introduced the FY19 Budget.
 - Prepared Resolutions to modify FY19's Local Impact Budget.

- **Chemical Bids**
 - Reviewed Chemical Bid Proposals for FY19- Submitting recommendations to Board.

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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.

Treasurer's Report
Town of Perryville, Maryland
May 1, 2018

- 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.

March, 2018 Statistics:

- **228** purchase orders were processed totaling **\$443,662.42**
- **103** accounts payable checks were processed totaling **\$380,714.79**
- 0 A/R invoices
- In April 2018, we received **\$111,872.51** for February, 2018. Life to date (Sep-10 to Feb-18) slot revenue received **\$10,670,717.62**
Received for Fiscal Year 2018 to date- **\$979,481.49.**

Planning & Zoning Department

April Staff Report – May 2, 2018 Town Meeting

Development/Projects:

- **Royal Farms Store #267 1825 Perryville Road:** store completed and opens to the public April 26th; thanks to everyone who attended the soft opening on April 24th.
- **Magraw Subdivision:** owner/developer is working with Fairgreens for Dedication Agreement for the road; they are diligently working to resolve all matters to move forward.
- **Frenchman Land:** Site ready for construction; as-builts for private and SHA construction have been requested but not received to date.
- **Cedar Corner:** still committed to the project but is researching possibilities for a redesign to make the project feasible.
- **Corporate Boundary Survey:** review of preliminary plan in progress; still some areas to resolve boundary designations and clarification needed.
- **Lower Ferry Park:** park completed, to order interior baby changing table; researching sign options.
- **Woodlands:** Doug Hill has expressed his interest to develop a portion of property; researching prospects.
- **Former Perryville Outlet property:** proposed concept plan supported however no project submittal to date.
- **Chesapeake Overlook property:** Gary Stewart is actively working with the brokerage community to market the site; 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 developers.
- **Annexation – Campbell Property:** Mike Pugh, facilitating the process for the property owner, indicates they continue to work towards desire for annexation; currently the property is going through grading/storm water management which will take 4-5 months.
- **Annexation Request:** request to annex a subdivision of 2 lots from lands of Katherine Wein that was approved with 2003 agreement in place from Perryville to connect to the municipal water system and annexation when lots became continuous to town limits (Cedar Corner LLC property was annexed in 2009); discussions ongoing with counsel and applicant; Professional Services Agreement signed and deposit provided; ongoing reviews to proceed.

Code Enforcement:

Code Enforcement Statistics Report													
ACTION	JAN.	FEB.	MAR.	APR.	MAY	JUN.	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	TOTAL
<i>Door Hangers</i>	10	6	2	0									
<i>Violation Letters</i>	37	17	16	14									
<i>Citations</i>	9	5	4	4									
<i>Rental Licenses Issued</i>	87	13	3	2									
<i>Other</i>	<ul style="list-style-type: none"> • Reached out to MDE about inspection of Marina, waiting on date. • Inspection of 2 Rental Properties were completed and report letter sent out 4/30 												

Code Enforcement Training:

- 4/19- attended the Fair Housing Training in Bowie- learned of different organizations tenants and landlords can utilize if having problems regarding Fair Housing.

- 4/26- attended the Fair Housing Symposium in Bowie

Landlord-Tenant Board: Board members needed; posted on website and social media and in the Town newsletter.

Planning Commission: Meeting held 4/16, reviewed annual report for Maryland Department of Planning, general discussion.

Board of Appeals: No hearing held in April.

P&Z Meetings/Events:

- 4/4 meeting with Chris Rogers, AECOM, to discuss options for infrastructure
- 4/6 attended 2nd Quarter Harford County Community Advisory Council Meeting in Harford County; walk thru inspection of Royal Farms site.
- 4/10 meeting with DNR about their Clean Marinas Program
- 4/11 Deb and Dianna attended Floodplains Seminar
- 4/12 attended Leadership meeting.
- 4/16 department meeting; Planning Commission meeting
- 4/17 meeting with engineers for possible subdivision of property
- 4/19 meeting with developers to discuss revitalization opportunities
- 4/24 opening of new Royal Farms store
- 4/25 attended Greenway meeting
- 4/26 meeting with BGE regarding gas expansion

Other:

- Town Signage Replacement-all signs have been received; 95% complete installed.
- Working on revisions to codes.

Zoning Certificates: 11 certificates approved; 4 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	3/12/2018	Lower Ferry Solar Lights	\$40,000.00	
MHT	3/12/2018	Rodgers Tavern renovations	\$23,000.00	

Economic & Community Development:

- Researching prospects for future hotel at the casino site.
- 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 4/13, networking, developing new relationships.
- Meeting with Tom Hogate from the VA outreach program.
- Continue to research and pursue business prospects.
- Met with several people/town businesses about donations for our upcoming events.
- Spoke with Sarah Colenda about the vacant space we have at the concession stand at the boat ramp for help to attract a user of the space.
- Met with Sandra Edwards, the new Economic Development Manager; discussed ways the county can help the Town and gave her a tour of the area.
- Will be attending the soft opening at Royal Farms on 4/24/18
- **Farmers Market/Community Events:** Market opens May 4th; 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.



Assistant Town Administrator Report for the May 1, 2018 Town Meeting

EMPLOYMENT

Re advertised Department of Public Works Crewman Position and will close on May 14, 2018.

We have filled the Parks Crewman position and the new employee will be starting on April 29, 2018.

MISCELLANEOUS

Processed paperwork with employees.

Processed Connectyourcare charges for deductible

Processed 2 Payrolls, completed all tax papers, retirement papers and A/P checks

The Sick Leave Ordinance 2008-07 will be introduced on May 2, 2018 Town Meeting.

Working on Health Insurance Rates.

Worked on budget items.

MEETINGS

April 3, 2018 - attended State of the Town Meeting. Also, the Town Meeting that followed.

April 4 & 6, 2018 – Held interviews for Parks Crewman.

April 9, 2018 – Held a meeting with the Health Insurance Broker.

April 12, 2018 – Attended a staff meeting.

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.
- MDE may issue the MS4 permit by May. The Town will begin the RFP process for an engineer firm to aid the Town in the MS4 requirements.
 - Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - Town Hall Site & Police Station
 - Waiting for the punch list to be fulfilled for the completed Police Station. A small section of curb ramp and a few windows still need to be replaced at the Police Station. Final payments still need to be accomplished.
 - 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.
 - Royal Farms
 - The Royal Farms project is complete.
 - Sprint & AT&T
 - NO NEW UPDATES - Sprint is proposing new hardware installation at Perryville Travel Plaza Water Tower.
 - NO NEW UPDATES - AT&T is proposing new conduit and substation near Perryville's Ice House Park.
 - MD 222 Sidewalk Construction
 - NO NEW UPDATES - 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
 - NO NEW UPDATES - Updated the construction cost estimates for Cecil Avenue for the Planning Dept.

- **Strategic Planning Goals**

- Goal 1: Increase Business
 - (a) Royal Farms – 100%
 - (b) Sprint and AT&T cell phone towers – 5%
- Goal 2: Increase Residential Development
 - (a) A few houses are proposed along Cedar Corner Road – 10%
 - (b) Houses may be proposed along Cecil Avenue – 5%
- Goal 3: Invest in Town Infrastructure
 - (a) Town Hall Phase II (Little League) – 20%
 - (b) Otsego Street – 15%
 - (c) Station 16 – 10%
 - (d) MD 222 Sidewalk Construction – 15%
- Goal 4: Cultivate a Strong Sense of Community & Increase Citizen Involvement
 - (a) MS4 public education and outreach requirements – 0%



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 APRIL 2018

CURRENT PROJECT.

Working with the Alpha Card Company to get everyone in town an ID card.

Working with DES on the final stages of replacing our Radio System with Maryland First.

Working with Outreach to prepare for upcoming events in town.

Working with On-Site to complete installation of computers/printers at police station.

Waiting on the delivery of the new Tasers.

MONTHLY MEETINGS/TRAINING ATTENDED:

Attended State of the Town meeting at Town Hall.

Attended the monthly meeting at Town Hall.

Officer Leas attended the School Resource Meeting in Elkton for me.

Perryville Middle School held the Civil War Reenactment.

Met with the Outreach Director about upcoming events.

Attended the Leadership Meeting at Town Hall.

Cpl. Nitz attended the School Resource Meeting in Elkton.

Met with Casino security about an upcoming concert at the casino.

Attended the Perryville Little League Parade.

Met at the Police Station with Coalition Against Larger Trucks.

Attended the HERC meeting at the Cecil County Sheriff's Office

Attended the North Point Builders awards ceremony downtown Baltimore.

Attended the Career Day at the Perryville Middle School.

Station was open for National Drug Take Back Day.

Perryville Police Department Monthly Police Report
April, 2018

	February	March	April	Year to Date 2018		
ROBBERY	0	0	0	0		
ASSAULT	3	1	3	12		
BURGLARY	0	0	0	0		
THEFT	7	3	3	19		
Auto Theft	0	0	0	0		
CDS	1	2	5	9		
DISORDERLY	0	0	0	0		
MDOP	1	1	0	4		
ADULT ARREST	16	15	21	63		
JUVENILE ARREST	1	2	6	10		
Referrals to Outreach	0	0	0	0		
CITATIONS	40	30	20	136		
WARNINGS	67	44	109	305		
SEROS	11	11	32	82		
ACCIDENTS	4	5	2	16		
52 (Investigated)	2	1	0	6		
89 (no Investigation)	2	4	2	10		

Perryville Police Department

Outreach Program

Town Report

April 2018

Overall Monthly Attendance:

Number of New Referrals:

Number of New Members: 2

Announcements

This Month we created a tobacco clean air rock garden. Our members painted rocks and wrote all the reasons they do not use tobacco products and all the things they believe are good traits to have. We started work on our vegetable gardens and also painted flower pots and planted flowers. We helped clean up the baseball field this month in order to get the bleachers ready for Perryville Little Leagues opening day. We painted records this month for National Record Store Day. We helped out with Food distribution at the Elementary school's food pantry this month. They very graciously gave us all their left over's so that we could continue to feed and serve the community. We also participated in River Sweep this month. 10 of our Staff and Members helped clean the shore of the Susquehanna. The Mayor stopped by and gave us some games this week. The kids were very excited and have been playing them since. We graciously accepted a grant from the new Royal Farms location that opened up in Perryville. We are forever grateful for the support of the community. We spoke to IKEA this month and we are hoping to start renovations sometime after May 8th. Also we would like to thank Meeting Ground for their donations of WAWA food sandwiches this month. I know the kids and their family members enjoy it so much! Life skills this month have focused on Finances, particularly in the areas of saving, spending, taxes and budgeting. Check out Outreach's Facebook page for pictures of our members in action.

Please like our Facebook page and share any good news or activities you see within our community. Also check our monthly calendar for upcoming activities.

DPW Report - April 2018

PUBLIC WORKS:

Projects/Other Events:

- DPW Assisted with fire efforts at a building fire at the Owen's Landing Condominiums.
- DPW Staff has completed the restroom project in the basement area of Rodgers Tavern.
- A new sign was installed at the intersection of Ikea Way and Principio Furnace Road to give direction to the Community Park. The new sign was very similar to the previous sign that was in place to give direction and advertise amenities. The new sign was created using the new Town colors.
- DPW Director obtained quotes to repair items to address damages caused by the CSX derailment. DPW Director also met with CSX representative regarding the quotes and the work that would be required.

Paving/Sidewalk Repairs:

- A small section of sidewalk was installed between Front Street and Broad Street (along the Lower Ferry Park area). The sidewalk on Broad Street came to a dead end and is now connected to Front Street to allow for safer pedestrian traffic.
- Stop signs that were leaning on Beacon Point Drive were removed and reinstalled at a deeper, more stable depth to withstand winds. Other signs throughout Town will be straightened and reset as needed.

Water/Sewer/Stormwater:

- Two pumps failed at the Front Street pump station. A temporary stand by pump was set in place to serve as a backup pump to the remaining pump at the station while the other pumps receive repairs. **(Update: currently one pump has been repaired. DPW is testing out the possibility of bypassing the station to allow for a thorough cleaning of the wet well before installing the repaired pump.)**
- Quotes are being sought to purchase "Muffin Monster" grinder to be installed at the Front Street lift station to prevent solids from entering the wet well.
- Employees read meters for quarterly billing.
- Door hangers are being placed on residences that have water meters located with the homes and need to be repaired/replaced. Appointments are being scheduled to address the issues as those residents respond.

- All lift stations have been set up on an auto-dialer system. This system will allow staff to view and evaluate the lift stations' status through a mobile device. The equipment monitors pump hours, control panel doors, high/low levels and will send a text message as well as phone call if any issues with the stations arise.

Training:

- All DPW employees received CPR/AED training and certification.

Town Events:

- DPW employee, Jared Armington, assisted with the annual Riversweep event at the Community Boat Ramp.

Weather Related Events:

- N/A.

Vehicle/Equipment Maintenance:

- The Town owned boat was taken out to assure that it was operating correctly. While the boat was out, the intake structure was given a surface inspection to assure there were no issues that needed to be addressed.
- The backhoe and mini excavator received a full service and any issues that were found during the service were addressed.
- 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.
- Mowing equipment has been de-winterized for the upcoming Spring and Summer seasons. The mowing of grass has been resumed.

Other:

- DPW staff took ownership of a trench box that will be used during excavations, mostly water leak repairs where an unstable surrounding may exist.
- A section of siding on Town Hall that had blown off during a recent high wind event was replaced by DPW employees.

PARKS AND RECREATION:

Projects/Town Events:

- A new Parks employee, Christine Nesbitt, started employment on April 29th.

- Parks employee Jeff Barrows assisted with the annual Riversweep event at the Community Park
- Staff has resumed the mowing of Parks grounds for the Spring and Summer Seasons.
- Staff has switched to an alternate work schedule in April to make sure there is employee presence at the Community Park during the weekends.

Paving/Sidewalk Repairs:

- N/A.

Maintenance:

- Staff repaired the fishing pier at the Community Park that had boards damaged during a high water event.
- Cleaned trucks and serviced equipment. This is now being completed on a weekly basis to assure equipment is functioning in an effective manner and to prevent down time with broken equipment.
- Park employees have begun de-winterizing mowers to get them ready for the upcoming spring and summer mowing seasons.
- Staff empties trash cans daily to assure the grounds are kept clean during the parks busy summer months.

Training:

- Parks employees received CPR/AED training and certification.

Rodgers Tavern/Lower Ferry Pier:

- Park staff pressure washed and scraped any loose paint from the newly repaired Rodgers Tavern Porch to allow for the porch to receive a new coat of paint.
- Staff researched approved treatment of the pier and will begin to follow through with the treatment later in the season.

Daily Events: (Both Departments)

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

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

Monthly/Scheduled events: (Both Departments)

- **Bulk Trash** - Picked up for those residents who scheduled for a removal. **Yard waste** – Was picked up twice this month (2 days each event, 4 days total for 2 employees each day) for residents who placed approved items curbside
- **Fire Hydrants/ Extinguishers** –Flushing took place the last week of November 2017. Extinguishers received their annual inspections in November 2017.
- **Dump Trailer Rental** - The town owned dump trailer is rented to citizens who are in need and then the contents are hauled by DPW staff to the landfill for disposal.
- **Parks and Recreation** - The Community Park, LSHG Trail, Mini Park, Rodgers Tavern, Ice House Park and Lower Ferry Park grounds are maintained on a weekly schedule.

Water & Wastewater Treatment Plants

Monthly Operating Report

April, 2018

Wastewater:

Plant Influent Monthly Flow:	18.96 Million Gallons
Plant Effluent Monthly Flow:	16.80 Million Gallons
Veterans Center Monthly Flow:	5.28 Million Gallons

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

Activities:

1. Received MDE letter stating a new round of biomonitoring and toxicity testing is to be performed during April, 2018
2. Advertised bid documents to clean out reed beds
3. Scheduled pre-bid meeting on April 23rd for bidders to examine reed bed and bidding documents
4. Completed engineering contract agreement to perform PER for denite filter study, sending to MDE for approval
5. MDE has scheduled a site visit of the facility on April 30th prior to issuing the renewal of the NPDES discharge permit for outfall 001
6. Developed a spring season plant repair & cleanup work list
7. Cleaned the chlorine contact tanks two times during the month
8. G. Smith applied to MDE to renew superintendents license
9. Amtrak repaired the Screen building handrails damaged by falling tree
10. Monthly tank cleaning was performed
11. Scheduled preventive maintenance was performed
12. Continued cross training of water and wastewater operators
13. Tested all emergency lighting & monthly check of fire extinguishers
14. Building housekeeping was performed

Water & Wastewater Treatment Plants
Monthly Operating Report
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Water:

Plant Raw Water Monthly Flow:	9.9 Million Gallons
Plant Finished Water Flow:	8.8 Million Gallons
Plant Backwash Water:	0.8 Million Gallons

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

Activities:

1. Enrolled T. Cregar and J. Morton in annual AWWA short course and to sit for the MDE class 4 water certification exam
2. Completed sampling requirements for annual testing of TOC's, SOC's, Arsenic, Phase II & V metals
3. An estimated 700,000 gallons of water was withdrawn from the distribution system during firefighting efforts at the condo units
4. L. Frazier returned to work date on April 23, 2018
5. Replaced Allen Bradley PLC backup battery power pack
6. Developed a spring season plant repair & cleanup work list
7. Continuing second round of MDE required raw water e-coli testing
8. Continuing WTP training O&M for C. Burns
9. Continued cross training of water and wastewater operators
10. Monthly housekeeping was performed
11. Scheduled preventive maintenance was performed
12. Tested all emergency lighting & monthly check of fire extinguishers