

Staff Reports from Town Meetings

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Town Administrator's Report

August 7, 2018 Town Meeting

07/03 Prepared for and attended the Town Meeting

07/12 Held a Leadership Meeting with Staff. Topics included follow up of the Diamond in the Rough Triathlon, review of Town Meeting and work session, and deleting town-issued email addresses of former employees. The next meeting is scheduled for August 9th at 2:00 p.m.

07/17 Prepared for and attended the Mayor and Commissioner work session.

07/18 Dianna and I met with a resident to review deeds and other documents related to his property and related to property dispute with a neighbor. Ultimately, we suggested that he and the neighbor attend a mediation session and Dianna reached out to CMUS to request that they contact the two neighbors.

07/23 Cathy McCardell and I met to decide which applicants to interview for the Clerk I vacancy. We received 31 resumes that Cathy and I independently reviewed. We selected eight (8) applicants to interview, seven of which we were able to get interviews scheduled with. Two interviews were held on July 30 and five were held on August 1.

07/24 Met with Debbie Laubach to review a draft budget amendment

07/25 Jackie Sample, Tara Blevins and I received half-day training on the Board Docs software. We intend to roll-out use of Board Docs with the September Town Meeting.

07/26 Deb Hill and I conducted a site visit with representatives from Norfolk Southern to look at a drainage problem from the railroad onto private property on Frenchtown Road. We will continue to work with N.S. to seek mitigation from N.S. for the drainage issues.

07/26 Met with Mayor Ashby, Commissioner Ryan, Aaron Ashford, Lt. Budnick and Deb Hill to evaluate the potential impact of the Conowingo Dam Spill Gates being opened. Early in the day it was clear that the rising water was causing some problems along the waterfront. Out of an abundance of caution, it was decided to issue a voluntary evacuation notice to those whose homes and businesses are along the waterfront in Perryville. This notice was posted on the Town's website, Facebook and Twitter pages, a Nixle text alert was sent out and Cecil County DES sent out a call on our behalf. We also prepared written notices and distributed and posted as we could. Additionally, we participated on 7/26 and 7/27 with the conference call updates that Exelon held to keep informed of the status of the evolving river conditions.

07/30 George Smith and I met to review the draft NPDES permit renewal for the wastewater plant. The current NPDES permit was issued on 3/1/13, and expired on 2/28/18; however, we were required to reapply for the NPDES permit by 7/1/15, which we did and which I signed. The new permit will establish new discharge parameters and will require significant additional testing. It is my understanding from George through his discussions with Lenny Gold of MCET, that the requirements in this draft permit are typical of what MDE has been issuing recently. The proposed new permit has an expiration date of 10/1/21, which is two years less than the previous permit. George prepared a comment letter for my

signature that addresses the expiration date. A public participation period will begin after MDE publishes the notice of renewal.

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:** Perryville requested that the State make two changes to the Bond Bill Grant Agreement, which is now done. The revised Agreement was recently received and will be on the August Work Session Agenda for discussion followed by the September Town Meeting for vote.

CSX Train Derailment NO UPDATE

Perryville has already received payment in settlement of our claim with CSX. FRA has completed their review of the incident and determined that the derailment was an Act of God. The only unfinished business related to the Friday, March 2, 2018 CSX train derailment is to try and get FRA and CSX to provide updated procedures for CSX to follow in the future so that this does not happen again.

Daily work

Reviewed and approved department head leave slips and time sheets. Responded to inquiries from the press. Had discussions with residents and property owners. 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. Had several meetings to discuss a possible new development in Perryville. Worked with Mr. Sussman to reply to two Maryland Public Information Act requests that requested information about employees. I sought counsel on this due to the sensitive nature of the requests to make sure that I was not violating the required denials in the Act.

Fire Company – Station 16 water tie-in

In January, the Town submitted an application to MDE for a Drinking Water Grant. In May, MDE provided its Intended Use Plan (IUP) for the federally funded Revolving Loan Fund (RLF). The IUP also included information about the grant applications. This project will be considered for State Grants for FY20, which work under a different time table. The project is to be included in the request for next year's State budget that will be considered by the General Assembly that meets in 2019. If the budget passes, the project will need to go to the Board of Public Works for approval and sometime next Spring (Spring of 2019) we will know whether or not it is funded. Also, a meeting was held on Friday, March 9th at 2:30 p.m. 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. Perryville received a notice from USDA that this project may work well with the ECWAG funding.

Previously staff looked at USDA funding options and found that a consultant would need to be hired to assist as the process is quite complicated. We will review the ECWAG to see if this is something that can be done in-house or if it too would require assistance. **UPDATE:** Ralph Ryan and I met on July 27th with Kristie Calaman, Ed Ryan and Phil Schaub of the fire company to review the status of the funding applications and decide on a path forward with a possible submission to USDA for the ECWAG grant. The fire company is having Fire House Grants take the lead on the ECWAG grant.

Green Team NO UPDATE:

Prepared for and attended the Green Team meeting held on June 7th at 5:30 p.m. The committee approved the DRAFT Action Plan and intend to submit the Plan to the Mayor and Commissioners and to Sustainable Maryland Certified to find out next steps for approval and implementation of the Plan. The next Green Team meeting is scheduled for **Thursday, September 13th at 5:30 p.m.** in the Town Hall Meeting Room. New members are welcome. Please contact town hall at 410-642-6066 if you are interested in joining the Perryville Green Team.

Greenway NO UPDATE: The next meeting is scheduled for **September 26th at 10:00 a.m.** in the Town Hall Conference Room.

MS4 – Municipal Separate Storm Sewer System Permit

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. 05/22 Had a conference call with Commissioner Reich to prepare a plan to move forward with implementation of the MS4 permit that we are required to comply with per EPA and Maryland regulations. **UPDATE:** I prepared a Request for Proposals (RFP) with assistance from Commissioner Reich to seek MS4 Implementation of two of the Minimum Control Measures (MCM's) and the Chesapeake Bay Total Maximum Daily Load (TMDL) sections of the permit from a firm that specializes in this work. The RFP was advertised on the Town's website, sent directly to three engineering firms that had previously expressed interest and it was posted on the State's eMaryland marketplace website. Initially we are seeking a firm to complete the following activities:

- prepare and submit the Notice of Intent (NOI) to comply with the permit to MDE by the established due date of October 31
- to complete the mapping of stormwater outfalls and conveyances as required under the Illicit Discharge Detection and Elimination (IDDE) Minimum Control Measure (MCM)
- to provide technical assistance for preparation of ordinances that will assess penalties for violations and allow the Town to gain access to private property as may be needed
- to write four Pollution Prevention and Good Housekeeping plans for the town-owned properties as required by the permit
- to develop a program to quantify and report pollution prevention efforts as required
- to complete the Year 1 Impervious Area Restoration and Work Plan Management Strategies and Goals, mainly the impervious area baseline assessment, that fall under Part V. of the permit (Chesapeake Bay Restoration TMDL)

We held a mandatory pre-proposal meeting on Tuesday, July 17th, which was attended by Commissioner Reich, Ralph Ryan, me and representatives from eleven firms. The follow up questions were due on July

19th. Ralph and I prepared Addendum 1 to the RFP that included meeting minutes, Q&A, revisions to the RFP and to the Price Proposal Form. Addendum 2 was prepared extending the due date for the proposals to August 8th at 2:00 p.m.

Municipal Complex:

Phase I Police Department Construction --

- 01/01 I was 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. **UPDATE:** Perryville is still working with Federated Mutual Insurance Company to settle this claim and receive reimbursement for the costs associated with clean up and replacement of damaged items. North Point handled the building repair and the Town did not have to front those costs.
- 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. Lt. Budnick is overseeing the punch list to ensure that the items are completed before the warranty period expires.

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

- 05/17 The RFQ's for the Municipal Complex Phase II (Little League Field) were received. Four companies submitted statements of qualifications: Rocchi Construction, Meadows Construction, Brawner Builder and North Point Builders. Commissioner Linkey, Ralph Ryan, Dianna Battaglia and I were the evaluating committee. All four companies were pre-qualified. 06/06 met with Ralph Ryan to work on RFP, 06/15 a Mandatory Pre-Bid meeting was held for the Phase II project, Ralph and I prepared for and attended this meeting. I prepared the minutes to the pre-bid. Presently, the RFP's will be due July 11th. **UPDATE:** The bid due date was extended to July 18th at 1:45 p.m.; three bids were received and they are currently under review. I expect this topic to be on the August work session agenda.
- We have been unsuccessful thus far in getting grants for this project. The Chesapeake Bay Trust grant application was denied, the SHA Transportation Alternatives Program Grant was unsuitable.
- On 04/23 I 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. Though the encroachment of all fencing was covered in the May 9th meeting with the property owners, formal letters will be sent to the owners whose fences are encroaching on Town Property to have the fences and any other fixtures and / or personal property removed before the project goes under construction.
- **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

NO UPDATE: 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. I understand from SHA that this sidewalk will not be funded for construction until FY20 or FY21.

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. Geotechnical borings done in June (by Amtrak's consultant) in both Perryville and Havre de Grace to further this project. In Perryville, all of the borings were done on Amtrak property.

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



Assistant Town Administrator Report for the August 2018 Town Meeting

EMPLOYMENT

We have scheduled interviews for the Office Clerk I position for July 31 and August 1.
We have filled the position of Crewman I on July 23, 2018.

MISCELLANEOUS

Processed paperwork with employees.
Processed Connectyourcare charges for deductible.
Processed 2 Payrolls, completed all tax papers, retirement papers and A/P checks
Balanced all Payroll A/P.
Working on Water/Sewer Billing.
Processed Health Insurance paperwork.

MEETINGS

July 12, 2018 – attended staff meeting.

**Treasurer's Report
Town of Perryville, Maryland
August 7, 2018**

-Projects:

- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 -July, 2018 - \$6892
 - Total to date: \$ 8331

- **FY 18- Financial Statements**
 - Prepared Budget Amendment Ordinance to adjust Local Impact Budget to actual. Reviewed and approved by counsel and auditors.
 - Prepared Budget Amendment Ordinance to fund payroll accounts for FY18 that were over encumbered.
 - Prepared accrual entries for year end. In the process of reviewing accounts for any adjustments needed prior to audit.

- **FY 18 Audit**
 - Several work schedules were prepared for year-end audit.

- **Municibid**
 - Sold Sewer's International dump truck for \$4105.
 - After switching from Konica to Canon, we had 12 surplus printer/copiers to sell or redistribute. The police station took 4 of them. The remaining were put on Municibid. Response has been poor. If we have no bids during this auction period, I will place them on Govdeals.com.

Future/Current Projects

- Research the possibility of utilizing a "cash back "credit card for the Town.
- Work with the Police Department to 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.
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.

June, 2018 Statistics:

- 294 purchase orders were processed totaling \$489,057.30.
- 108 accounts payable checks were processed totaling \$334,908.17

**Treasurer's Report
Town of Perryville, Maryland
August 7, 2018**

- 0 A/R invoices
- In June, 2018, we received **\$129,117.82** for May, 2018. Life to date (Sep-10 to April-18) slot revenue received **\$11,066,505.79**.
Received for Fiscal Year 2018 to date- **\$1,375,269.66**.

Planning & Zoning Department

July Staff Report – August 7, 2018 Town Meeting

Development/Projects:

- **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:** complete, copies to be forwarded to all departments.
- **Lower Ferry Park:** entrance sign needed.
- **Woodlands:** Doug Hill has expressed his interest to develop a portion of property; researching prospects.
- **Former Perryville Outlet property:** meeting held to discuss application for PIRD floating zone designation; received application for rezoning to floating zone, review pending.
- **Chesapeake Overlook property:** Gary Stewart continues to actively market the site.
- **Annexation – Campbell Property:** Introduction of Resolution for Annexation at Town Meeting on August 7, 2018.
- **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); Town attorney review in process.
- **5th Company Brewing Company:** Settlement complete; architect and engineer are working on redevelopment plans.
- **Tiki Lee’s Perryville:** foreclosed marina (Perryville Yacht Club next to McMullens) is under contract purchase by the owner of Lee’s Landing in Port Deposit; proposed restaurant and bar but plans have not been received to date.

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	32	15	5						
<i>Violation Letters</i>	37	17	16	14	35	30	22						
<i>Citations</i>	9	5	4	4	7	6	3						
<i>Rental Licenses Issued</i>	87	13	3	2	4	7	2						
<i>Other</i>	<ul style="list-style-type: none"> • 320 Broad St Apt C has come into compliance • 326 Elm St was deemed unsafe by the county-held meeting with owner to discuss plan of action • Meeting with Marina owner was held, discussed plan of action and possible solutions to violations • Follow up inspection of 515 Otsego- still not in compliance, county and town working to get owner to correct violations 												

Code Enforcement Training:

- 7/19 attended Critical Area Planners Meeting
- 7/31 attended Cecil County GI committee meeting

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

Planning Commission: Meeting held July 16th, general discussion and introduction of new member, Elizabeth Charleton.

Board of Appeals: No hearing held in July.

P&Z Meetings/Events:

- 7/9 meeting to discuss development opportunity.
- 7/12 attended Leadership meeting
- 7/13 attended meeting with County representatives; committee meeting with Cecil County Economic Development for planning an event in October to attract residential development in Cecil County.
- 7/18 webinar: Flood Risk Reduction: Putting Planning into Practice
- 7/19 attended Critical Area Planners Meeting
- 7/25 attended MEDA Summer Conference
- 7/26 met with local builder to discuss building in Cecil County, incentives, available properties, upcoming meeting scheduled for builders October 25.
- 7/27 attended group meeting at County

Other:

- Census materials review completed and returned.
- 7/12 Habitat for Humanity held an orientation meeting to explain the program for homeownership, applicants are provided credit counseling if necessary; must meet eligibility requirements: housing need, ability to pay, willingness to partner; sweat equity hours required (250 hrs); mortgage underwriting process; final approval by the Board of Directors.
- Working on revisions to codes.
- 7/17 Met with City of Havre De Grace to discuss Fourth of July 2019 joint celebration

Zoning Certificates: 8 certificates approved; 0 are for roof mounted solar panels.

Grants:

- Business development and 501C grants open to the public
- 100% of grant awards for Revitalization, 501C and revitalization FY18 have been expended.
- 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	Preliminary approval
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:

- Continue to research and pursue business prospects.
- Met with several people/town businesses about donations for our upcoming events.
- 7/27 attended group meeting at County
- Attended MEDA Conference in Baltimore 23-26th
- 7/19 – Meeting in Havre De Grace to discuss partnership for future events
- 7/19 – Held a meeting to recap Tap into the Tavern event
- 7/21 – Movie Night was cancelled
- 7/31 – Met with the Band and Sound guys for the Festival in August

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

Upcoming Events:

- Lower Ferry Festival – August 11th
- Movie Night – September 21st – Descendants 2
- Movie Night - October 19th – Jumanji
- Halloween Party – October 26th
- Christmas tree Lighting – December 8th

Training:

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

Rodgers Tavern: (detailed report on Z drive\Amanda\Rodgers tavern\monthly reports

- 7/1 monthly progress meeting with Curator
- 7/23 Met with Delmarva power to discuss trimming of trees on property conflicting with power lines, permission denied for historic Willow Oak on grounds
- From April-July 2018 over 900 items to Past Perfect cataloging software
- Landscaping complete around entrance/monument sign complete
- Window treatments for both floors purchased, will be installed in August
- MHT request submitted for correction to pole lights along sidewalk, awaiting response

- EPA / MDE Phase II MS-4 Permit Regulations for Small Municipalities
 - The Town has agreed to sign the MS4 permit issued by MDE by October.
 - 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 Town issued a RFP for the implementation of the MS4 permit requirements. Bids are due August 8th.
 - Attended a MAMSA meeting on 7-31-18. Numerous counties including Cecil County are appealing the MS4 permits for various reasons. If Cecil County is successful in their appeal, the affected areas of the MS4 permit will be restricted to urbanized areas.
 - Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - The environmental engineering firm GTA is once again interested in upgrading the reservoir stream with various improvements for their client's stream mitigation projects.
 - Town Hall Site & Police Station
 - 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. Received bids from Rocchi Construction, North Point Builders, and Brawner Builders. Town staff and Michelle Linkey are reviewing the proposals.
 - Beginning the bidding process for the design of the Town Hall with RFQ and RFP documents.
 - 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 will commission 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. MDE grant funding for the project may not be forthcoming due to heavy competition from other projects.
 - Evaluating alternative grant applications for the Station 16 project. Gave all engineering and grant information to Station 16 fire house staff.
 - 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** - Meeting with SHA to discuss utility relocations due to sidewalk and temporary easements with the Town.
 - Cecil Avenue

- NO NEW UPDATES - Updated the construction cost estimates for Cecil Avenue for the Planning Dept.
- Perryville Community Park Road Bridge
 - Cecil County issued an inspection report of the Perryville Community Park Road Bridge. Several items and repairs are necessary for the bridge. I will compile a cost estimate for the necessary items and repairs. McGuirk Construction reviewed the inspection report and noted that repairs to the stream wall along the bridge will be costly due to the location.



Perryville Police Department

2 Perryville Town Center Drive • P.O. Box 511 • Perryville, MD 21903

*Allen Miller
Chief of Police*

Tel: 410-642-3725 • Fax: 410-642-3724

*Robert R. Ashby, Jr.
Mayor*

MONTHLY REPORT FOR JULY 2018

CURRENT PROJECT(s)

Working in conjunction with the MdTA Police to patrol using their tag reader.

Waiting on getting a computer to issue ID cards to town employees.

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.

Preparing for National Night Out at the fire station on Broad Street

MONTHLY MEETINGS/TRAINING ATTENDED:

Officers are working traffic enforcement in several of our neighborhoods due to reports of people running stop signs.

July 6th met with Town Administrator related to general issues.

July 7th worked the Triathlon in town.

Attended the River Run Meeting at Havre de Grace Police Dept. in Harford County about the ½ marathon coming into Perryville.

July 9th, the installer installed the final phase of shelves in the cabinet in police department.

July 11th, Lt. Budnick attended the radio meeting at DES.

July 12th attended the monthly Leadership Meeting.

July 13th, escorted the veterans from Perry Point to the 95 overpass on 222 north.

July 17th, met with the residents at Fair Green to go over some security issues.

July 19th, met with Lt. Hicks about working as a team and invited him to our town meetings.

July 23rd, tour given to Lt. Budnick and Det. Hoffman by Union Hospital Open MRI staff, showing the dangers of entering a room with metal on while an MRI is in progress, (officer safety).

Met with Planning/Activities Coordinator about the upcoming Fall Fest at Lower Ferry Park.

Perryville Police Department Monthly Police Report
July, 2018

	May	June	July	Year to Date 2018		
ROBBERY	1	0	1	2		
ASSAULT	4	4	5	25		
BURGLARY	0	1	1	7		
THEFT	2	5	5	31		
Auto Theft	0	0	0	0		
CDS	7	2	8	26		
DISORDERLY	0	0	0	0		
MDOP	0	2	1	5		
ADULT ARREST	15	11	24	113		
JUVENILE ARREST	0	0	0	10		
Referrals to Outreach	0	0	0	0		
CITATIONS	50	21	41	248		
WARNINGS	156	129	165	755		
SEROS	48	35	14	179		
ACCIDENTS	4	5	6	31		
52 (Investigated)	1	3	4	14		
89 (no Investigation)	3	2	2	17		

Perryville Police Department

Outreach Program

Town Report

July 2018

Overall Monthly Attendance: 400 as of 7/30

Number of New Referrals: 0

Number of New Members: 4

Announcements

This Month we have continued our new program called Lunch and Learn. So far it has been a great success. With the help of our staff and Volunteers we have been able to decrease the potential for learning loss which occurs frequently over the summer break. Our Jr. Staff members are well into their summer work schedule and doing fabulous. We were able to complete our second community service required field trip with our older students. They went to Hershey Park and had a Blast. We created a time capsule for our program. Each of our members were invited to write something about themselves and provided something that they thought reminded them of the things that were popular this past year. We started our fitness program this summer in an effort to get children active in our community. This program is going strong and working well. We also attended the fair this month. Children learned about sustainable agriculture and got to see the pig races! Life Skills this month focused on Interpersonal Relationships. For community service this month we made Police Survival bags for our officers with yummy candy. We also picked up trash around the neighborhood. We received donations from Good Shephard, Principio Furnace United Methodist Church, and the Legion. We celebrated Shark week with fun activities and a little learning. 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 - July 2018

PUBLIC WORKS:

Projects/Other Events:

- Employees have been performing an audit of water meter equipment and replacing meters as needed and time allows.

Paving/Sidewalk Repairs:

- .

Water/Sewer/Stormwater:

- Door hangers continue to be placed on residences that have water meters located within the homes and need to be repaired/replaced/verified. Appointments are being scheduled to address the issues as those residents respond.
- Employees addressed a sewer lateral separation at a residence on Aiken Avenue.
- DPW is in the process of having a "quick connect" standpipe installed on the discharge side of the Front Street Pump Station. This would allow for a bypass of the station when using a standby pump rather than running the pump through the piping in the building.
- Water meters were read for quarterly billing.
- A water shut off was repaired on Front Street.

Training:

- New employee (Scott Tarbert) attended CPR Training.

Town Events:

- Staff hung a banner to advertise the "Lower Ferry Festival" Event.

Weather Related Events:

- Staff cleaned storm drains throughout town in preparation for any rain events that occurred during the month.
- Staff addressed issues that arose during the Conowingo Dam operating under "spill" conditions.

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:

- Employees used the large slope mower to mow Ice House Park, Sumpter Drive and Frenchtown Road.
- The PVFD visited the DPW to do an inspection of the facilities in order to familiarize themselves with the utility locations as well as make suggestions for improved safety and reduce hazards within the building.
- Staff began making repairs to benches in the courtyard at Town Hall. They also pressure washed the building and will be doing some exterior painting as time and weather allow.

PARKS AND RECREATION:

Projects/Town Events:

- Staff continues to work an alternate work schedule throughout the Summer to make sure there is employee presence at the Community Park during the weekends.

Paving/Sidewalk Repairs:

- N/A

Maintenance:

- Staff made repairs to the fishing pier at the park that were a result of the high water from recent rain issues. The fishing pier, Lower Ferry Pier, Ice House Park and the Community Boat Ramp were all temporarily closed as a result of the Conowingo Dam gate openings and have since been reopened.
- Employees spread mulch around flower beds at the Community Park.
- Staff trimmed weeds and brush along the Canning House Run Trail.
- 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.

- Staff empties trash cans daily to assure the grounds are kept clean during the parks busy summer months.

Training:

- N/A.

Rodgers Tavern/Lower Ferry Pier:

- The staff are planning for applying approved wood preserver/deck stain to Lower Ferry Pier.

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** - Bulk Trash was 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

July 25, 2018

Wastewater:

Plant Influent Monthly Flow:	22.36 Million Gallons
Plant Effluent Monthly Flow:	18.20 Million Gallons
Veterans Center Monthly Flow:	5.80 Million Gallons

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

Activities:

1. Meeting with GMB engineers on July 26th for kick off meeting to perform PER for ENR refinement study (denite filters)
2. Obtaining cost quote to rebuild raw sewage pump #1
3. Requisitioned purchase order to install new chlorine contact tank sluice gates and awarded job to contractor
4. Working on completing annual EPAQA study 38 data for submission
5. Obtained quote to repair broken garage door
6. Obtaining price quote to rebuild digester # 2 blower
7. Installed new washer & dryer in admin building
8. Finance received bids to dispose of International dump truck
9. Replaced rear tires on Hustler mower
10. Ordered misc. parts and supplies
11. Received \$60,000.00 MDE grant for meeting 2017 annual ENR effluent discharge criteria
12. Cross training of wastewater operators has been accomplished
13. Monthly tank cleaning was performed
14. Jeff Morton passed the MDE class 4 water operator examination
15. Scheduled preventive maintenance was performed
16. Tested all emergency lighting & monthly check of fire extinguishers
17. Building housekeeping was performed

Water & Wastewater Treatment Plants
Monthly Operating Report
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Water:

Plant Raw Water Monthly Flow:	10.5 Million Gallons
Plant Finished Water Flow:	10.4 Million Gallons
Plant Backwash Water:	1.0 Million Gallons

Plant in compliance with MDE regulations for the month of June, 2018 and July, 2018 with the July lab results received to-date.

Activities:

1. Ordered new scada computer with Suez (GE) programming
2. AC Schultes acid cleaned CIP tanks stainless steel piping
3. Working on replacing all schedule 80 PVC chemical lines
4. Replaced 8" motorized valve on backpulse tank line
5. Annual CCR report was distributed to water customers and advertised in the Cecil Whig
6. A.C. Shulties installed new check valves for the high lift distribution pumps
7. Ordered new exhaust fan for chemical storage building
8. Ordered a new flammable storage cabinet
9. Relocated MSDS book & rack to the membrane filter room
10. Continuing second round of MDE required raw water e-coli testing
11. Continuing WTP & WWTP training O&M for C. Burns
12. Continued cross training of water and wastewater operators
13. Replaced packing in raw water pump P-10213
14. Monthly housekeeping was performed
15. Scheduled preventive maintenance was performed
16. Tested all emergency lighting & monthly check of fire extinguishers