

## **Staff Reports from Town Meetings**

- Town Administrators Report
- Assistant Town Administrators 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

## Town Administrator's Report

### December 4, 2018 Town Meeting

11/06 Met with Leigh Bates of Ikea to discuss various issues including water breaks impacting Ikea, ownership of the road (now accepted by the State) and additional upcoming improvements to the Outreach Building to be done by Ikea.

11/06 Prepared for and attended Town Meeting and Annexation public hearing

11/08 Met with Chief Miller to discuss a variety of Town Policing subjects

11/08 Attended the mandatory retirement meeting

11/13 Mayor Ashby and I met with Teri Gividen of the VA to discuss Town – VA coordination

11/14 Held a Leadership Meeting with Department Heads. The following topics were discussed: Departmental Reports, Review of Town Meeting / work session, the annual Christmas and Holiday Party (**12/14 at noon – the office will close early that day**), contact for phone repairs and Rodgers Tavern phones, Recovery Contingency Plan and Even Planning Coordination.

11/16 Participated in a conference call with a developer

11/19 Met with George Smith to go over the Water and Wastewater budget for salaries. **Two employees got their licenses this year - Jeremy Cregar and Jeff Morton – Congratulations to both men!** They earned their licenses a little sooner than anticipated and the discussion was regarding how to fairly compensate them. More information will follow.

11/20 Dianna Battaglia and I met with two developers regarding potential housing developments in town

11/20 Prepared for and attended the work session

11/22-30 I was out of the office

#### Other:

**Bond Bill UPDATE** – We are still waiting on the executed agreement to be returned to the Town. Jackie Sample contacted the State twice to find out the status of the signed agreement. I emailed the State today to find out the status of the fully executed agreement. We can't begin construction on the sign until the agreement is received.

A Bond Bill was applied for and approved by that State of Maryland for the Town to construct a Pennsylvania Railroad Monument Sign. The Bond Bill Grant Agreement, as revised, was approved by the Board, signed and sent to the State for full execution. We are waiting for the final agreement to be executed and returned to the Town so that we can construct the sign.

### **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. 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 some meetings to discuss a possible new development in Perryville.

### **Employees**

Congratulations to Aaron Ashford for his 20-year work anniversary on November 9<sup>th</sup>!

### **Fire Company – Station 16 water tie-in – NO UPDATE**

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 9<sup>th</sup> 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 26<sup>th</sup> 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. **NO UPDATE:** Ralph Ryan and I met on July 27<sup>th</sup> 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** Updated a Pet Waste Code received from another municipality for Perryville use. Submitted it to Fred Sussman for review and comment. Mr. Sussman provided the review and a few changes and we have a draft Pet Waste Code for discussion at the next work session per the Action Plan. **UPDATE** As a result of the November work session, the Pet Waste Code may need some changes. It will be put on the December work session for further discussion.

Prepared for and attended the Green Team meeting held on November 7<sup>th</sup> at 5:30 p.m. The team is working on implementation of the Action Plan that has now been approved by the

Mayor and Commissioners. We want to put new energy behind the Farmers Market and re-start the Community Garden. For the garden we plan to gauge interest in how many garden plots would be needed and hope to have the garden at Ice House Park starting this spring. I applied for a grant on behalf of the Town to cover the cost of some of the Green Team initiatives to include the battery recycling boxes at Town Hall and gloves, trash bags and vests for the 'Town Sweep'. New Green Team members are welcome. Please contact town hall at 410-642-6066 if you are interested in joining the Perryville Green Team. The next meeting is scheduled for **January 10, 2019 at 5:30 p.m.** and will be held in the Town Hall Meeting Room.

**Greenway NO UPDATE** Prepared for and attended the Greenway Meeting that was held on September 26<sup>th</sup> at 10:00 a.m. The next meeting is scheduled for **December 5<sup>th</sup> at 10:00am** in the Town Hall Conference Room.

#### **MS4 – Municipal Separate Storm Sewer System Permit**

We received notice on April 26<sup>th</sup> that the MS4 General Permit has been issued and the Town of Perryville must comply with it. Perryville has contracted with KCI to perform much of the requirements of the contract. KCI has provided the **attached** update on the status of the work.

#### **Municipal Complex:**

##### **Phase I Police Department Construction**

- All of the punch list items have been completed for the PD. This topic (Phase I only) will be removed from the report going forward.

##### **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 were due July 18<sup>th</sup> at 1:45 p.m.; three bids were received and reviewed. The topic was on the August work session agenda for discussion. On August 29<sup>th</sup> the second bid review committee meeting was held. The committee re-scoped certain aspects of the project and recommended that the Board reject the bids and re-bid the project with the updated scope to the pre-qualified bidders. The Board accepted the committee recommendation at the September Town Meeting. Ralph Ryan sent notices to the bidders of the Town's plan and he also returned the bid bonds. **UPDATE:** Bids have been received. We received three good bids and I recommend that you proceed with the project and issue the contract to Rocchi Construction.
- **Encroachment UPDATE:** The property owner reassured me recently that he is working on moving the encroachment.

- **Town Hall Phase III 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.

### **Recovery Contingency Plan**

Commissioner Taylor is providing guidance to staff on writing and implementing a Recovery Contingency Plan. The first step is to have the staff inventory their systems and determine how quickly each needs to be back up and running should an emergency failure occur. I expect the inventories to be provided by staff this week.

### **Request for Proposals (RFP)**

Prepared an RFP for a financial review related to a development project. It was sent to four firms and two provided responses. The proposals are currently under review, and we expect to issue the contract quickly. **UPDATE:** The contract has been issued to the low bidder and the analysis of fiscal and economic impacts of the development on the town is underway.

### **Sidewalks on MD222**

**NO UPDATE:** On January 30<sup>th</sup> 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 12<sup>th</sup> 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 – REMOVED FROM REPORT UNTIL FURTHER UPDATES BECOME AVAILABLE**

### **Web Site Updates**

Commissioner Linkey, Amanda Hickman, Cathy McCardell, Dianna Battaglia and I are working with a CivicPlus web designer for updates to the web site. We have accepted the design of the home screen and will be moving on to the next step which is to mock up a generic department page to show us how the look and feel carries through to the subpages for our review.

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

## UPDATE FROM KCI ON THE MS4 CONTRACT FOR IMPLEMENTATION

Task 1: Prep and Submit NOI – 100% complete.

Task 2: MS4 mapping task – 70% complete.

- Most of the closed drainage systems (inlets/pipes) are complete and we are moving to the open drainage systems (swales and driveway/roadway culverts).
- The open systems can be performed by 1-person, so you will see Pat by himself next week. Our 2-person crews will be back to finish up some closed systems in December. If the weather holds up, field work will be complete by end of the year.
- We will perform QA/QC and data cleanup after the field work.
- My plan would be to submit the shapefile and kmz file to you in January 2019.

Task 3: Ordinance Preparation Assistance – 60% complete.

- We are on-call for to assist Perryville Lawyer.

Task 4: Ordinance Enforcement Assistance (gaining access to private property) – 0% complete.

- We are on-call for to assist Perryville Lawyer.

Task 5: Pollution Prevention/Good Housekeeping Plans at 4 sites – 0% complete.

- Site Meeting scheduled for December 4 at 10am.
- Goal is to submit the draft plans in January 2019.

Task 6: Pollution Prevention SOPs – 0% complete.

- Conduct initial discussions at meeting on 12/4.
- Goal is to submit the draft SOPs by mid-January 2019.

Task 7: Impervious Baseline Assessment – 0% complete.

- We are currently performing this work for Bel Air and Aberdeen and will use lessons learned for Perryville's impervious work (anticipated start in February).
- Has the Town heard anything back from the County about the BMP database questions sent on 10-18-18?

Task 8: Restoration Work Plan – 0% complete.

- Begin in March/April at completion of Task 7.
- Goal is to submit draft work plan in April 2019. The work plan will summarize results of Tasks 7, 9 – 11.

Tasks 9-11: Work Plan timeline, partnerships, and funding – 0% complete.

- Begin in March/April at completion of Task 7 concurrent to preparation of the Restoration Work Plan.

Task 12: Face to Face Meetings with Perryville staff – 40 % complete.

- Meeting in early February 2019.
  - Review Perryville comments to KCI's submissions on Tasks 2, 5 and 6.
  - Conduct initial discussions on Tasks 7-11
- Meeting in early May 2019.
  - Review Perryville comments to KCI's draft Restoration Work Plan.
  - Review status of all contract tasks.
  - Conduct initial discussion of FY20 tasks and budget (if applicable).



## **Assistant Town Administrator Report for December 2018 Town Meeting**

### **EMPLOYMENT**

We will be reviewing the crossing guard applications to fill the vacant position at Otsego Street. Public Works department has a crewman position open and it will be closing on November 30, 2018.

### **MISCELLANEOUS**

Processed paperwork with employees.

Processed Connectyourcare charges for deductible.

Processed Blue Card deductible

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

Balanced all Payroll A/P.

Working on Water/Sewer Billing - Tara and I have been reviewing each account and have spent a lot of time working on Water/Sewer Billing.

Processed Health Insurance paperwork.

Held the yearly mandatory meeting for Retirement with Megan, Wells Fargo.

### **MEETINGS**

December 7, 2018 – Attended the quarterly Safety Meeting.

December 14, 2018 – Attended the monthly Staff Meeting

December 27, 2018 – Tara and I met with Mrs. Sinclair on her water bill.

December 30, 2018 – Meeting with Chief on evaluations.

**Treasurer's Report  
Town of Perryville, Maryland  
December 4, 2018**

**-Projects:**

- **Boat Ramp Honor Box**
  - April-June 2017 Collections from Honor Box- \$1439.00
  - July, 2017 -June, 2018 - \$6336.00
  - July, 2018-November 21, 2018- \$2983.50
  - Total to date: \$ 10,758.50
  
- **FY 19- Financial Statements**
  - Analyzing various accounts ensuring our financial records stay current and up to date. All assets and liabilities accounts are being analyzed. There will be schedules which will show all activity that comprised the balance in that account.
  - Adjusting journal entries finalizing FY18 will be done once they are received from the Auditors.
  
- **FY 18 Audit**
  - Auditors were on site from August 20-August 31<sup>st</sup>. At that time, they performed the majority of the audit and internal control testing. They also worked with us on the set ups of the Capital Fund and the Local Impact Fund, which should simplify recordkeeping in the future.
  - Auditors were back on-site November 27 and November 28 to analyze Water and Sewer Fund activity and finalize their field work.
  - Preliminary audit figures should be issued soon, at which time we will prepare the Management Discussion and Analysis portion of the audit.
  - Extension letters sent to all affected agencies requesting an extension through December 31, 2018. This will allow us to complete the Water and Sewer corrections and give the auditors adequate time to finalize the audit.
  
- **Cash Back Credit Cards**
  - Prepared and sent PNC an Excel spreadsheet listing all of the Town's vendors and other information specifically requested by the bank. PNC will use this spread sheet to compare to their files of vendors already accepting the PNC credit card. This will save us time in our initial set up of the credit card. Initially, the Card will only be utilized by the Finance Department to pay invoices. If the program works smoothly, we may request cards for all Department heads.
  - PNC has approved the Town for a \$150,000 credit line.



**Treasurer's Report  
Town of Perryville, Maryland  
December 4, 2018**

- Our Department will try to arrange a meeting with the Finance Director of Havre de Grace to review the bill payment procedures they currently have in place to see if they are compatible with our policies.

**Future/Current Projects**

- 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.

**October, 2018 Statistics:**

- 258 purchase orders were processed totaling \$410,841.58.
- 134 accounts payable checks were processed totaling \$299,345.49
- 17 A/R invoices totaling \$136,513.21.
- On November 2, 2018, we received **\$119,186.43** for September, 2018. Life to date (Sep-10 to Aug-18) slot revenue received \$11,554,298.01.  
Received for Fiscal Year 2019 to date- \$361,818.16.

As of Oct 2018				
G/L Account #	Bank	Account Name	G/L Reconciliation	Bank Reconciliation
1025	PNC	General Checking - PNC	\$ 149,610.95	\$ 149,611.08
1030	PNC	Payroll - PNC	2,280.53	2,061.83
1032	PNC	Health Savings Checking - PNC	16,386.99	16,386.99
1033		Connect Your Care Refunded from Org Deposit \$10,800.00 to Acct 1030 - 10/23/18		
1036	MLGIP	General - MLGIP	6,842,914.48	6,842,914.48
1037	MLGIP	MLGIP Assign Funds		
1038	PNC	Local Impact Fund	348,232.56	348,232.56
1039	MLGIP	MLGIP Facility Reserve Acct	523,998.28	513,998.28
1040	PNC	Community Act Committee - PNC	27,430.79	27,430.79
1041	MLGIP	MLGIP Local Impact Fund	3,260.74	3,260.74
1042	PNC	Parade - PNC	15,997.18	15,997.18
1045	HOWARD	Perryville Police Asset Seizure HOWARD	7,544.24	7,544.24
1050	HOWARD	CDARS - Cash/HOWARD	2,560,542.55	2,560,542.55
1051	HOWARD	Grants (Revitalization & Non Profit)	4,620.49	4,620.49
1052	HOWARD	Facilities Reserve	293.16	293.16
2035	PNC	W&S Savings - PNC	57,704.53	57,704.53
2036	MLGIP	W&S Fund Acct - MLGIP	198,507.38	198,507.38
3026	PNC	W&S Improvements - PNC	5,019.28	5,019.28
3030	MLGIP	Sewer Improvement Fund - MLGIP	174,639.16	174,639.16
3046	HOWARD	W&S Improvements - HOWARD	470,153.32	470,153.32
9053	MLGIP	MLGIP Capital Project Acct		
<b>Totals:</b>			<b>\$ 11,403,936.61</b>	<b>\$ 11,403,718.04</b>

0.13	P/R Transfer shortage
(218.70)	P/R Transf shortage Fed/Fica & St Ovrpynt
-	Deposit for HRA moved to Health Account
218.57	

■ unreconciled  
■ reconciled  
■ No statement

REVIEWED BY:

My signature above verifies the following:

All funds in "noninterest-bearing" transaction accounts are insured in full.

All funds in "interest-bearing" transaction accounts are fully collateralized as of 12/31/17.

**Planning & Zoning Department**

**November Staff Report – December 4, 2018 Town Meeting**

**Development/Projects:**

- **Magraw Subdivision:** owner/developer is working with to complete the Dedication Agreement for the road; they are diligently working to resolve title issues to move forward.
- **Frenchman Land:** Site ready for construction; owner has indicated he will be moving dirt to be able to move forward with construction; negotiating with a prospective client.
- **Cedar Corner:** Property owner is looking for a buyer for the property.
- **Woodlands:** Owners researching prospects; limited interest to develop.
- **Former Perryville Outlet property:** Applicant has requested rezoning to PIRD floating zone designation; meeting scheduled for December 11<sup>th</sup> to continue discussion after receiving Traffic Impact Study and Sound/Noise Study.
- **Chesapeake Overlook property:** Gary Stewart continues to actively market the site; Enterprise Zone designation submittal pending to provide incentives at this site; General Development Plan to be revised; proposed project signed MOU; continuing to move forward.
- **Annexation – Campbell Property:** effective October 19 and notifications sent to Legislative Services and Clerk of Circuit Court for Cecil County.
- **Annexation – Cedar Corner 2 lots:** annexation approved effective December 21<sup>st</sup>; owner to incorporate an easement for maintenance, repair and replacement of the existing water lot on the lots as advised by Town Attorney to make the easement a matter of public record in the Land Records.
- **5<sup>th</sup> Company Brewing LLC:** Settlement complete; architect and engineer are working on redevelopment plans; Liquor Board approved liquor license.
- **Tiki Lee’s Perryville:** Perryville Yacht Club property settled November 15<sup>th</sup>; owner is working on overall construction plans to include a public marina, restaurant and bar; liquor license approval received; will work closely with the new owners with the plans, permits, etc.
- **Condo Building Units 13-18:** architect is working on plans for new construction; foundation pilings have been repaired and ready for building construction.

**Code Enforcement:**

<b>Code Enforcement Statistics Report</b>													
<b>ACTION</b>	<b>JAN.</b>	<b>FEB.</b>	<b>MAR.</b>	<b>APR.</b>	<b>MAY</b>	<b>JUN.</b>	<b>JULY</b>	<b>AUG.</b>	<b>SEPT.</b>	<b>OCT.</b>	<b>NOV.</b>	<b>DEC.</b>	<b>TOTAL</b>
<i>Door Hangers</i>	10	6	2	0	32	15	5	16	13	3	4		101
<i>Violation Letters</i>	37	17	16	14	35	30	22	23	32	18	16		244
<i>Citations</i>	9	5	4	4	7	6	3	8	13	5	4		64
<i>Rental Licenses Issued</i>	87	0	3	2	4	7	2	3	1	47	49		156
<i>Other</i>	Total of 282 Rental units registered for 2019												

**Code Enforcement Training:**

**Landlord-Tenant Board:**

- Looking at possible changes to code

**Planning Commission:** Meeting held October 18 to review and approve proposed minor subdivision of 1759 Perryville Road.

**P&Z Meetings/Events:**

- 11/8 attended the annual MAFSM conference to maintain floodplain certification.
- 11/14 attended the Leadership meeting.
- 11/19 held department meeting to discuss status of various issues.
- 11/20 MHT FY20 Capitol grants workshop in Chestertown
- 11/29 Habitat for Humanity Susquehanna breakfast
- 11/29 Rural Economic Development Session at Cecil College.

**Other:**

- Working on revisions to codes.

**Zoning Certificates:** 3 certificates approved; 0 for roof mounted solar panels.

**Grants:**

- Business development open to the public-no awards recommended
- 501C deadline extended - 7 applications reviewed
- Revitalization- 4 applications reviewed
- A summary pertaining to Town funded grant programs can be found at <Z:\Amanda\Grants\AWARD tracking>.

**Economic & Community Development:**

- Continue to research and pursue business prospects.
- Met with several businesses about donations for our upcoming events.
- 11/2 Meeting for Cecil Chamber
- 11/5 Meeting with Calvert Farms about next year's Farmers Market
- 11/9 Meeting with School board to discuss partnerships for events
- 11/27 Chamber event
- 11/29-30 DHCD 2018 Main Street Basic Training in Elkton

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

Setting up a meeting with Gail, Pam and other vendors to discuss how we can expand the Farmers Market.

**Upcoming Events:**

- Christmas Tree Lighting – December 8<sup>th</sup> - 4:00 – 6pm

**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

- Jennifer Pitts, Director, began November 1<sup>st</sup>.
- Continue with routine meetings with Director.
- Donations collected bi-monthly; to date \$296.90.
- 11/16 received trail head signs to be located at the Tavern for the National Washington-Rochambeau Historic Trail.

- EPA / MDE Phase II MS-4 Permit Regulations for Small Municipalities
  - The Town signed the MS4 permit issued by MDE.
  - The Maryland Department of the Environment (MDE) has reissued 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
    - (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.
  - NPDES Phase II - Public Involvement & Participation – Public participation of various environmental events.
  - 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. The Town hired KCI to conduct this duty.
  - NPDES Phase II - Construction Site Stormwater Runoff Control – Town must formulate a legal contract w/ Cecil DPW to maintain these services with the Town.
  - NPDES Phase II - Post Construction Stormwater – Inspection of SWM facilities. Create & maintain database / map of SWM features. Cecil County by legal contract inspects all the Town’s SWM facilities.
  - 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. The Town hired KCI to conduct this duty.
  - 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 1<sup>st</sup> 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 contracted KCI to implement the MS4 requirements. Working with KCI to help them with inspections and their MS4 infrastructure map using ARC GIS.
- 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 & Little League
  - Creating contract legal documents for Design/Build of the Town Hall. 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. The original bids received by the Town for the Little League project have been rejected by the Mayor and Commissioners. The Little League Phase II project is currently out for re-bid, the original bidders plus Meadows Construction submitted bids on November 15<sup>th</sup>. The purpose of the re-bid is to reduce costs and present a more clear presentation to the bidder. Ralph, Dianna, Denise, and Michelle Linkey are presently reviewing the re-bids. Unfortunately Meadows Construction must be disqualified from the review process due to lack of a bid bond attached to their proposal and nothing submitted thereafter.
- 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*

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*Robert R. Ashby, Jr.  
Mayor*

## **MONTHLY REPORT FOR NOVEMBER 2018**

Picked up 2 new police vehicles from Plaza Ford. In the process of getting lights and decals on the vehicles.

Cecil County School Board is working closely with the Perryville Police to ensure that we have all the necessary tools in place to protect our school children. This is an on-going process that we have engaged the MDTA Police to get involved with.

Working with Chief Deputy Gerry Widdoes about the license plate readers. He advised they currently have 2 mobile units and needs to start sending them in to the local motels for possible "hits".

Working with the Outreach Program to adapt a family for Thanksgiving and Christmas.

Working with a clothing vendor on getting a more reasonable price on uniforms.

### **MEETINGS/TRAINING ATTENDED FOR THE MONTH OF NOVEMBER 2018**

November 1, 2018 Met with other Chief of Police and Sheriff along with County Exec in reference to the opioid problem in our county.

November 1, 2018 Made contact with Mike Brandon from The Paris Foundation. They issue a credit card to local police departments to assist the homeless, stranded motorist or people who made need a bus ticket to get home. There is no cost or obligation to the town or police department.

November 2, 2018 Met with Haverfield Aviation at park to ensure their crews that were working on the overhead power lines had the police department phone number and to ensure the area the were landing their helicopters was safe from pedestrian and vehicular traffic.

November 2, 2018 Placed an add in the Cecil Whig for the crossing guard position.

November 3, 2018 Attended the viewing for one of our police officer's father.

November 5, 2018 Registered 2 new police vehicle with MVA.

November 6, 2018 Obtained a computer from Cecil County Schools so we can monitor all the cameras in all the public schools in town.

November 5, 2018 Completed a National Survey for East Carolina University as it pertains to police officer's wellness.



November 5, 2018 Reviewed Grants from LGIT and others for training of our police officers and possibly save the police department money.

November 8, 2018 Met with Town Administrator about issues going on in town.

November 8, 2018 Met with Megan from Nationwide Retirement Solutions.

November 11, 2018 Represented the police department, went to Legion to honor the vets.

November 12, 2018 Received sample uniforms for our officers to evaluate

November 13, 2018 Filled out and sent off the GOCCP/SAPP grants.

November 13, 2018 Officer Leas attended the SRO meeting in Elkton.

November 14, 2018 Attended the leadership meeting at town hall.

November 14, 2018 Attended the luncheon at town hall.

November 19, 2018 Attended the Maryland State Police Bias Training.

November 19, 2018 New Asst. Secretary starts at the police department.

November 21, 2018 Attended the HERC Meeting in Elkton,

November 22, 2018 Turkey Trott at town park.

November 26, 2018 Toured the Outreach Building for damage to the building.

November 27, 2018 Obtained door passes for all the MdTA Police at the Hatem.

November 30, 2018 Attended SALT meeting in Elkton.

November 30, 2018 Contractor scheduled to fix the rear window in the sally port.

Perryville Police Department Monthly Police Report  
November, 2018

	September	October	November	Year to Date 2018		
ROBBERY	0	0	0	2		
ASSAULT	5	8	5	47		
BURGLARY	4	2	1	14		
THEFT	5	5	6	51		
Auto Theft	0	0	0	0		
CDS	10	9	8	60		
DISORDERLY	1	0	0	2		
MDOP	1	1	0	8		
ADULT ARREST	27	32	24	236		
JUVENILE ARREST	1	1	2	17		
Referrals to Outreach	0	0	0	0		
CITATIONS	52	73	27	447		
WARNINGS	132	209	98	1,440		
SEROS	18	11	2	221		
ACCIDENTS	9	6	9	63		
52 (Investigated)	5	3	1	29		
89 (no Investigation)	4	3	8	34		

# Perryville Police Department

Outreach Program

Town Report

November 2018

Overall Monthly Attendance: 321 as of 11/21

Active Members: 47

Number of New Referrals: 1

Number of New Members: 4

## **Announcements**

This month, we served 32 Families Thanksgiving Dinner. Twenty-one children were served on Wednesday at Outreach's Thanksgiving dinner. Our average dinner participation is 18 children this month. We practiced life skills this month which focused on empathy. We had movie nights with Smores and had our first Snow Day! Our community service projects this month were Adopt a Highway and Restock the Pantry. We finalized renovation plans and should start next month on our upstairs. We have just received confirmation that we will receive a new HVAC system for Outreach. We also presented to Susquehanna Workforce Network this month. They seemed very impressed with our program and what we are doing at Outreach. Saturday hours began and we have an average attendance of 20 children on Saturdays so far. We are continuing our Christmas Toy Drive and our Christmas Dinner Food Drive. We would like to thank all of our donors this month, our previous Mayor Jim Eberhardt, Anonymous Perryville Citizens, Boy Scouts, Chesapeake Landing Homeowners Association, Round House Drive Homeowners, Perryville Churches, Perryville Schools, and Conowingo Baptist Church. 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 - November 2018

## PUBLIC WORKS:

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

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

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

- N/A.

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

- A catch basin was repaired in the cul de sac on Franklin Street.
- A section of cracked water main was replaced on Rte 7.
- A water main valve on Cole Street that was malfunctioning and in the closed position was rebuilt and opened to reduce the number of residents affected during water repairs.
- An update water meter with no internal moving parts was installed at the Hollywood Casino.
- Pressure reducing valve was rebuilt in Valve Vault 3 (between the 1MG tank and the .5MG tank)
- Employees performed flow testing for three areas in town where as requested for upcoming building projects.

### ***Training:***

- Employees attended training a seminar regarding new industry tools and operations that was presented by LB Water
- Two employees attended training regarding new innovations regarding water meters that was presented by the Mueller Company.
- An employee attended needed water treatment training at Cecil College.

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

- DPW and Parks staff began preparing for the upcoming holiday season. Lights have been placed on utility poles throughout town. Decorations are being placed throughout Lower Ferry Park as well.
- Staff setup for a "Healthy Lunch" for employees.

***Weather Related Events:***

- Staff plowed streets and spread salt for a winter weather event.

***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.
- The town owned spreaders and plows for inspected and repaired as needed for the upcoming winter weather months.
- Preventative maintenance on generators at Lift Stations was performed.

***Other:***

- Staff mowed town maintained property between John Street and Franklin Street.

**PARKS AND RECREATION:**

***Projects/Town Events:***

- Staff will begin working a regular schedule of Monday through Friday for the Fall and Winter months.
- Staff began placing decorations at Lower Ferry Park for the upcoming holiday season and Christmas Tree Lighting.
- Parks staff used tow behind lift to hang Christmas Decorations for the Town of Charlestown.

***Paving/Sidewalk Repairs:***

- N/A

***Maintenance:***

- 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.
- Staff mows the Community Park, Lower Ferry Park, Rodgers Tavern, Ice House Park and the Canning House Run Trail on a weekly basis.

### ***Training:***

- N/A.

### ***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 inspection: 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

### November, 2018

#### Wastewater:

Plant Influent Monthly Flow:	34.23 Million Gallons
Plant Effluent Monthly Flow:	32.13 Million Gallons
Veterans Center Monthly Flow:	11.50 Million Gallons

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

#### Activities:

1. Installed replacement digester exterior blower air filters
2. Replaced both SBR tank level sensors
3. GMB engineers continue working on preliminary engineering report for Denite filter study
4. Resolved SBR #2 decanter issues, repairs were completed
5. Received replacement parts for spare SBR from Aqua-Aerobics
6. Ordered replacement AED pads for cardiac machine
7. G. Smith submitted application to MDE to renew water & wastewater licenses
8. Enrolled S. Patchell, J. Morton and T. Cregar MDE class to obtain water sampler certification license
9. Generator block heater failed, scheduled to be replaced
10. PSC performed bi-annual removal of grit from raw pump station
11. Still waiting for renewal of NPDES effluent discharge permit from MDE
12. Annual generator service was performed by J&T Generator Service Company
13. Monthly tank cleaning was performed
14. Scheduled preventive maintenance was performed
15. Tested all emergency lighting & monthly check of fire extinguishers
16. Building housekeeping was performed



**Water & Wastewater Treatment Plants**  
**Monthly Operating Report**  
**November, 2018**  
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**Water:**

Plant Raw Water Monthly Flow:	15.5 Million Gallons
Plant Finished Water Flow:	10.7 Million Gallons
Plant Backwash Water:	1.7 Million Gallons

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

**Activities:**

1. Scada computer from Suez was successfully installed and placed on line, existing system will serve as backup
2. Work to upgrade electric service and install new electric heaters at the 1.0 MGD water tower was completed
3. Sent out distribution pump #1 motor for bearing replacement
4. J. Morton completed work on excel computerized maintenance program
5. C. Burns completed his one year probationary employment
6. Quarterly TTHM and HAA5 samples were collected and tested. Results were in compliance with MDE regulations
7. Annual generator service was performed by J&T Generator Service Company
8. Raw water turbidity continues to be elevated throughout the month causing an increase of alum and hypochlorite chemical usage
9. Continued cross training of water operators
10. Monthly housekeeping was performed
11. Scheduled preventive maintenance was performed
12. Tested all emergency lighting & monthly check of fire extinguishers