

Staff Reports from Town Meetings

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- Assistant Town Administrators Report
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- 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

October 2, 2018 Town Meeting

09/04 Prepared for and attended Town Meeting

09/05 Met with Dianna Battaglia and Amanda Hickman to review their suggested updates to the Museum Director (formerly Curator) Request for Proposals

09/06 Attended the MDOT Pre-Tour Meeting in Elkton, followed by a meeting with a developer

09/20 Prepared for and attended the Mayor and Commissioner work session.

09/23 Sunday through Tuesday I attended the ICMA Conference held in Baltimore. I took seminars in the following subject areas: Customer Service, Emergency Response, Resilient Communities, Civility & Trust, Affordable Housing, Council – Manager Relations, Optimizing Community Engagement and a few others on Economic Development. The seminars were very informative and I brought information back to share with staff.

09/28 Attended the Employee Picnic. A good time was had by all; thank you for providing this picnic and for allowing a partial work day for the staff.

Other:

Bond Bill UPDATE

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.

CSX Train Derailment 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. **UPDATE:** An email was sent to the FRA asking if CSX has implemented procedures to keep trains off of the bridge when the winds get to a certain speed.

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. Prepared and gave four (4) employee performance evaluations. 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.

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 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. **NO 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:

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. **UPDATE:** The September Green Team Meeting was re-scheduled to **November 7, 2018 at 5:30 p.m.** and will be held in the Town Hall Meeting Room.

Greenway: Prepared for and attended the Greenway Meeting that was held on September 26th at 10:00 a.m. The next meeting is scheduled for **December 5th at 10:00am** 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. Commissioner Reich and I prepared a Request for Proposals to seek a consultant to implement certain aspects of the permit on our behalf. 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 followed through with the full RFP process and received bids from nine firms. The review committee evaluated the bids and made a recommendation on which firm should be awarded the contract. The Mayor and Commissioners voted to issued the contract to the recommended firm, KCI. The contract was signed on September 10, 2018. A kick-off meeting was held on September 20th. KCI has supplied the draft NOI for my consideration as required by contract (note: it will be submitted to the State by the end of October as required). A follow up meeting was held on September 27th to identify what information that Town wants KCI to gather and input into the GIS software for the mapping of the stormwater outfalls and conveyances.

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. 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. **UPDATE:** The release was signed and sent to Federated Mutual. We received payment in settlement of the claim.

- 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. **UPDATE:** Chief Miller sent a punch list reminder to North Point Builders on or about September 12th. I requested an update on the punch list status from Chief Miller on October 1, 2018.

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. The bid due date was extended to July 18th at 1:45 p.m.; three bids were received and reviewed. The topic was on the August work session agenda for discussion. **UPDATE:** On August 29th 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. He has prepared the updated scope, which is in review. It should go out this week or early next week.
- **NO UPDATE:** 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 September 2018 Town Meeting

EMPLOYMENT

Gathering information for the P/T person at the Police Department to advertise in house.

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

Processed Health Insurance paperwork.

MEETINGS

September 4, 2018 – Attended Town meeting.

September 14, 2018 – Celebrated “20” years with the Town.

September 25, 2018 – attended Transportation Meeting.

**Treasurer's Report
Town of Perryville, Maryland
October 2, 2018**

-Projects:

- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 -June, 2018 - \$6336.00
 - July, 2018-September 17, 2018- \$2597.50
 - Total to date: \$ 10,372.50

- **FY 19- Financial Statements**
 - Analyzing various accounts ensuring our financial records stay current and up to date.
 - 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 31st. During 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 will be back on site to analyze Water and Sewer Fund activity once our billings have been reviewed internally.

- **Planning and Zoning Billing**
 - Effective immediately, the Finance Department has taken over responsibility for the preparation of invoices and statements for Planning and Zoning projects. Invoices were prepared for the first Fiscal quarter and statements were sent out.

- **GovDeals**
 - Several of the surplus copy machines were sold and picked up. The remaining items are being stored at the Police Station. They are currently being listed on GovDeals.com. We had very poor response to the first round of listings for the copiers on Municibid so we will compare those results to GovDeals when finalized.

Treasurer's Report
Town of Perryville, Maryland
October 2, 2018

- **Cash Back Credit Cards**

- Researched several banks and credit card companies for the best credit card rebates. Many of the cards had restrictions on the "cash back" feature. Most would only offer cash back on certain purchases such as gas or restaurants. Other commercial cards required a personal guarantee. PNC offers a cash back card suitable for municipalities with rebates of one and one-half percent on all purchases. This is the program currently used by the Town of Havre de Grace. We have applied for the card and are awaiting acceptance and notification of terms from PNC.
- 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.

Future/Current Projects

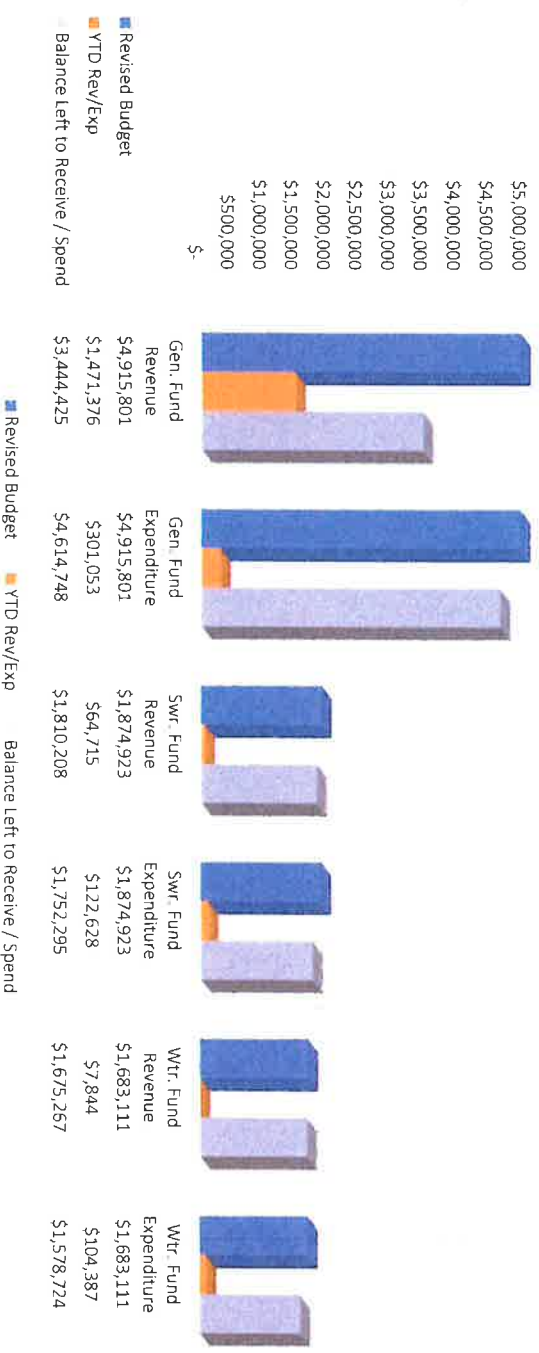
- Work with the Police Department to establish the best method of disposing of old furniture and equipment.
- Reorganize the computer filing system for all finance related computer files, indexing them in a manner appropriate for record retention programs.
- Compose/Compile a Procedures Manual for the Finance Department, including detailed check-off schedules, instructions and examples.

August, 2018 Statistics:

- 233 purchase orders were processed totaling \$302,918.72
- 109 accounts payable checks were processed totaling \$218,561.38
- 48 A/R invoices totaling \$1,470,187.43
- On August 31st, we received \$117,415.72 for July, 2018. Life to date (Sep-10 to July-18) slot revenue received \$11,309,895.57.
Received for Fiscal Year 2018 to date- \$1,621,659.44.

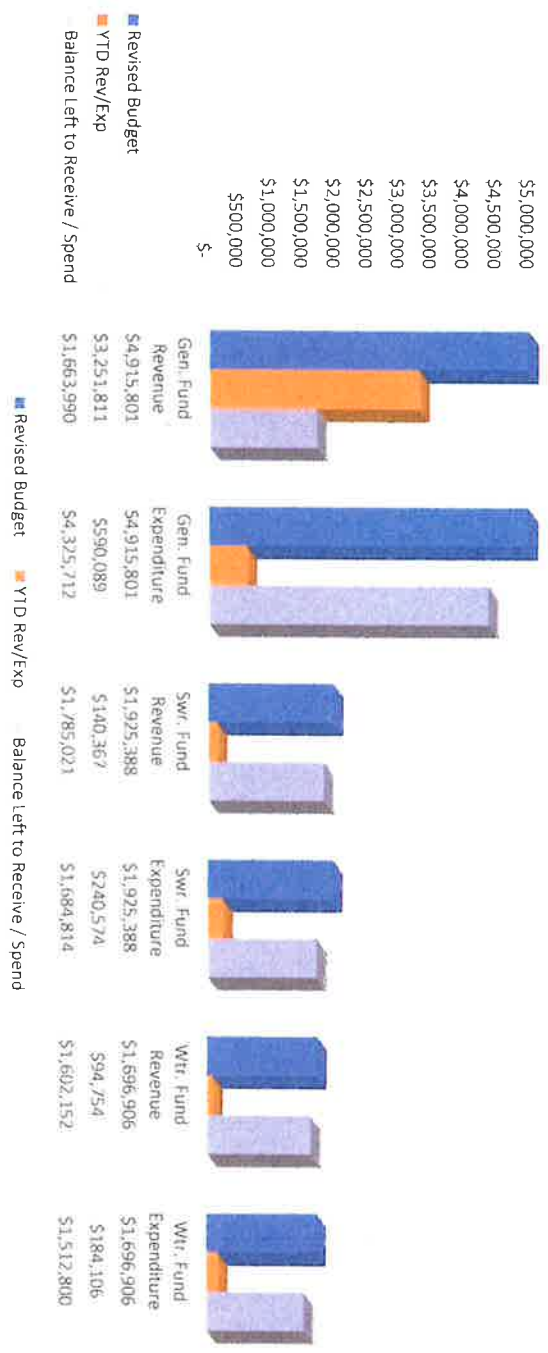
	Gen. Fund Revenue	Gen. Fund Expenditure	Swr. Fund Revenue	Swr. Fund Expenditure	Wtr. Fund Revenue	Wtr. Fund Expenditure
Revised Budget	\$ 4,915,801	\$ 4,915,801	\$ 1,874,923	\$ 1,874,923	\$ 1,683,111	\$ 1,683,111
YTD Rev/Exp	\$ 1,471,376	\$ 301,053	\$ 64,715	\$ 122,628	\$ 7,844	\$ 104,387
Balance Left to Receive / Spend	\$ 3,444,425	\$ 4,614,748	\$ 1,810,208	\$ 1,752,295	\$ 1,675,267	\$ 1,578,724

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



	Gen. Fund Revenue	Gen. Fund Expenditure	Swr. Fund Revenue	Swr. Fund Expenditure	Wtr. Fund Revenue	Wtr. Fund Expenditure
Revised Budget	\$ 4,915,801	\$ 4,915,801	\$ 1,925,388	\$ 1,925,388	\$ 1,696,906	\$ 1,696,906
YTD Rev/Exp	\$ 3,251,811	\$ 590,089	\$ 140,367	\$ 240,574	\$ 94,754	\$ 184,106
Balance Left to Receive / Spend	\$ 1,663,990	\$ 4,325,712	\$ 1,785,021	\$ 1,684,814	\$ 1,602,152	\$ 1,512,800

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



Planning & Zoning Department

September Staff Report – October 2, 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 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; owner has indicated he will be moving dirt to be able to move forward with construction
- **Cedar Corner:** still committed to the project but is researching possibilities for a redesign to make the project feasible.
- **Woodlands:** Doug Hill has expressed his interest to develop a portion of property; researching prospects.
- **Former Perryville Outlet property:** meeting held by Planning Commission for rezoning to PIRD floating zone designation; public hearing scheduled for October 16, 2018 at 6:00.
- **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.
- **Annexation – Campbell Property:** to be effective October 19th
- **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); Cecil County concurs with Town R-1 zoning; to be introduced October 2nd, public hearings scheduled for Planning Commission October 15th and Mayor and Commissioners November 6th.
- **5th Company Brewing LLC:** Settlement complete; architect and engineer are working on redevelopment plans; application to be heard by the Liquor Board at September 26th hearing.
- **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 for public marina, restaurant and bar-plans have not been received to date; liquor license approval received.
- **Condo Building Units 13-18:** architect is working on plans for new construction.

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	16	13				
<i>Violation Letters</i>	37	17	16	14	35	30	22	23	32				
<i>Citations</i>	9	5	4	4	7	6	3	8	13				
<i>Rental Licenses Issued</i>	87		3	2	4	7	2	3	1				
<i>Other</i>	<ul style="list-style-type: none"> • 611 Otsego St demolition finished • Seeking petition of contempt of court for 924 Millcreek • 515 Otsego was issued citation for non-compliance and eviction notice was given to tenant by property owner • Awaiting word from County about status of possible condemnation of 326 Elm for non-compliance 												

Code Enforcement Training:

- Cecil County Green Infrastructure meeting scheduled for October 2 at Cecil College

- Home Inspection Training Webinar scheduled for October 18

Landlord-Tenant Board:

- Looking at possible changes to code

Planning Commission: Meeting held September 17th: continued discussion of proposed uses for the Planned Infill Redevelopment District (PIRD) at former outlet site-decision for recommendation.

P&Z Meetings/Events:

- 9/13 attended Cecil County broker event in Chesapeake City.
- 9/18 meeting held with local business owner to discuss redevelopment of site.
- 9/19 pre-construction meeting held on site for AT&T Susquehanna River Bore; anticipate work to start within the next 2-3 weeks.
- 9/20 department meeting.
- 9/21 attended the quarterly County-Towns meeting.
- 9/25 meeting with Cecil County for planning the residential event on 10/25.
- 9/26 attended Cecil County Liquor Board hearing in support of 5th Company Brewing—license was approved.
- 9/26 Greenway meeting.
- 9/27 attended advisory committee meeting at Cecil County to discuss the Transit Development Plan; followed by the Transit Coordination Council meeting.

Other:

- Working on revisions to codes.

Zoning Certificates: 5 certificates approved; 0 for roof mounted solar panels.

Grants:

- Business development open to the public-have reviewed 4 applications to date
- 501C Deadline extended- 5 applications reviewed
- 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	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	denied
MHT	3/12/2018	Rodgers Tavern renovations	\$23,000.00	denied

Economic & Community Development:

- Continue to research and pursue business prospects.
- Met with several businesses about donations for our upcoming events.
- 9/10 - Marketing event at the Chamber
- 9/12 – Meeting with Perryville Elem. School to discuss ways to get volunteers for events and develop a partnership with the schools.
- 9/13 – Broker event hosted by the county at Chesapeake Inn
- 9/18 – Quarterly Meeting at the Casino
- 9/21 – Towns meeting with the County to discuss residential event coming up in October
- 9/21 – Movie Night – Descendants 2
- 9/25 – Meeting with the new property management company for Perryville Station.

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

Upcoming Events:

- Movie Night - October 19th – Jumanji – 7pm
- Halloween Party – October 26th - 5-7pm
- Christmas tree Lighting – December 8th - 4:30 – 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

- Continue with routine meetings with Curator.
- Donations collected bi-monthly; to date \$269.90.
- Curator RFP has been posted, 7 applications have been received.
- MHT request submitted for correction to pole lights along sidewalk, received approval to proceed.

- 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 contracted KCI to implement the MS4 requirements. Town officials have already met with KCI in a kickoff meeting and to discuss specific implementation to the 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 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. The three original bids received have been rejected by the Mayor and Commissioners. Working on a concept design of the Concession Building to reduce costs and present a more clear presentation to the bidder with the goal of lowering bid costs.
 - 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 SEPTEMBER 2018

CURRENT PROJECT(s)

Extra patrols set up at the schools for security reasons.

Working with the promoters of the Al Cesky ½ Marathon.

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

Working with Outreach preparing for the upcoming school year.

Meeting with school officials about safety issues for this school year.

The Police Department training room was used by outside agencies 3 times for the month of September.

Initiated a new form for officers to fill out on a daily basis in place of the form that reports their stats monthly.

MONTHLY MEETINGS/TRAINING ATTENDED:

September 3, Attended the IKEA picnic held at Minker Hall. They work closely with our Outreach Center with donations. Promised more donations in the upcoming year.

September 4, Attended the Town Hall meeting.

September 15, our police worked the Al Cesky ½ Marathon that came through town. Event went well, no incidents to report.

Attended the work session at town hall.

Met uniform vendor, looking at a more reasonably priced uniform.

Met with a resident from Beason Point about the stop signs in Beacon Point.

Perryville Police Department Monthly Police Report
September, 2018

	July	August	September	Year to Date 2018		
ROBBERY	1	0	0	2		
ASSAULT	5	4	5	34		
BURGLARY	1	0	4	11		
THEFT	5	4	5	40		
Auto Theft	0	0	0	0		
CDS	8	7	10	43		
DISORDERLY	0	1	1	2		
MDOP	1	1	1	7		
ADULT ARREST	24	40	27	180		
JUVENILE ARREST	0	3	1	14		
Referrals to Outreach	0	0	0	0		
CITATIONS	41	74	52	374		
WARNINGS	165	246	132	1,133		
SEROS	14	11	18	208		
ACCIDENTS	6	5	9	48		
52 (Investigated)	4	3	5	25		
89 (no Investigation)	2	2	4	23		

Perryville Police Department

Outreach Program

Town Report

September 2018

Overall Monthly Attendance: ~~347~~ 390

Active Members: ~~66~~ 45

Number of New Referrals:

Number of New Members: 2

Announcements

This month, our members started school. This mean Outreach is back in full swing with homework help and weekly dinners. This month one of our community service projects was to color and send get well pictures to our friends at the Ronald McDonald house in Baltimore. We also wrote letters and colored pictures to go in our care package for a group of soldiers serving overseas. Outreach also participated in Perryville Elementary schools Back to School Night. There we were able to spread the word about what Outreach does and how we help the community. We also volunteered at the Food Pantry this month at the Elementary school. Life skills his month focused on Self Care and we spread word to our older members about suicide prevention and awareness month. We are always in need of food donations so if you know anyone who has extra, or you are able to help yourself, please spread the word for us. We are planning our fall fundraiser this year. We are having a Fall Fest next month. This will have some free family activities as well as food for purchase, raffle baskets, and vendors. 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 - September 2018

PUBLIC WORKS:

Projects/Other Events:

- Employees continue performing an audit of water meter equipment and replacing meters as needed and time allows.
- Town staff was proactive in making preparations for the predicted hurricane event.

Paving/Sidewalk Repairs:

- A section of sidewalk was replaced at an address on Aiken Avenue. The sidewalk was removed to make a sewer lateral repair.
- Staff has prepared for and scheduled paving repairs as well as a storm water drain line repair for the underpass area of Broad Street. The repairs are scheduled for October 2-October 4. The section of roadway will be closed to through traffic for those days. MTA, DES, Amtrak, VA and CCPS have all been notified.

Water/Sewer/Stormwater:

- DPW Staff read meters the week of September 24 - September 28 for quarterly billing.
- A valve and standpipe that were installed at the Front Street Pump Station was used to bypass the station temporarily to make a repair to a check valve for pump #2. The repair was a success and the station now has two full functioning pumps in operation.
- A hydrant was repaired along Ikea Way..
- Employees continued to install manhole inserts and inspect wastewater collection mains as a preventative measure against I&I.
- A hydrant was repaired in the area of the NB I-95 MTA building.
- A section of a storm water drain line along Principio Furnace Road was repaired. The concrete pipe was patched and sealed, the excavation was then backfilled with crusher run.

Training:

- 1 employee has taken his wastewater collection exam and is awaiting results. 2 more employees are schedule to take exams in October.

Town Events:

- Staff helped coordinate and setup/cleanup for annual employee picnic.

Weather Related Events:

- Staff cleaned storm drains throughout town in preparation for any rain events that occurred during the month.
- Staff addressed any issues that may have 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:

- A shelf was built and installed in the new Economic Developer storage shed.
- An updated security camera system was installed in and around the DPW Shop. (This item was budgeted in the FY19 budget)
- Staff used the large slope mower to mow areas along Frenchtown Road, Sumpter Drive and Ice House Park.
- DPW Staff assisted in cleaning the PAK tank at the WTP
- DPW Superintendent attended a kickoff meeting regarding the upcoming MS4 permit project.

PARKS AND RECREATION:***Projects/Town Events:***

- Staff will begin working a regular schedule of Monday through Friday for the Fall and Winter months.
- Staff worked during the September Movie Night at Lower Ferry Park.

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:

- Staff will attend Roadside Tree Care Training in early October.

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

September, 2018

Wastewater:

Plant Influent Monthly Flow:	30.00 Million Gallons
Plant Effluent Monthly Flow:	24.67 Million Gallons
Veterans Center Monthly Flow:	7.69 Million Gallons

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

Activities:

1. Ordered new replacement digester exterior blower air filters
2. Prepared draft RFP and newspaper ad to clean out reed bed sludge
3. GMB engineers working on preliminary engineering report for Denite filter study
4. Staff toured two wastewater plants with existing denite filters to gain knowledge
5. Ordered spare replacement parts from Aqua-Aerobics
6. Installed four new light weight manhole covers
7. Replaced backup batteries in all seven network PLC's
8. Purchased lifting device to remove blowers for repair
9. Scheduled Fox Tapping to perform tap services on both SBR 18" discharge lines to enable staff to refill decanters with firehose connection
10. All three flow meters received required annual calibration
11. Paid MDE the annual sewage sludge generator fee
12. Marino's electric onsite to repair raw sewage pump station plc program
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
September, 2018

Page 2

Water:

Plant Raw Water Monthly Flow:	15.7 Million Gallons
Plant Finished Water Flow:	10.8 Million Gallons
Plant Backwash Water:	1.0 Million Gallons

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

Activities:

1. Scada computer from Suez scheduled to arrive mid-September has been postponed by Suez. No new date has been set yet
2. J. Fain had a vehicle accident on September 15th. Will be off work due to injury until October 10th
3. All building exteriors were power washed
4. Working on painting building exterior white concrete
5. Ordered two new pumps for waste/backwash tank
6. Working on installing new exhaust fan for chemical feed room
7. Completed concrete work around filter feed vault
8. Collecting tri-annual lead and copper samples
9. Working on winterizing buildings
10. Completed second round of MDE required raw water e-coli testing
11. Continued cross training of water operators
13. Monthly housekeeping was performed
15. Scheduled preventive maintenance was performed
16. Tested all emergency lighting & monthly check of fire extinguishers