

Staff Reports from Town Meetings

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- Public Works Report & Parks & Recreation Report
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Town Administrator's Report

September 4, 2018 Town Meeting

08/01 Cathy McCardell and I interviewed 5 people for the Administrative Position vacancy. The job was offered to Tamitha Raines. She accepted the position and began working for the Town on August 20th.

08/02 Charlie Thomas, Charlie Cunningham and I met at the American Legion to discuss the possibility of replacing the sign face on the monument recognizing and naming those soldiers from Perryville who lost their lives in American wars. Charlie Thomas is working on getting cost estimates. They hope to have assistance from the Town to replace this sign face before Memorial Day of 2019.

08/03 Mayor Ashby and I met with representatives from Congressman Harris's office. Topics of discussion included Stormwater Requirements (seeking a lessening of the requirements and / or additional funding), replacement of the bridge on Marion Tapp Parkway.

08/07 Prepared for and attended the Town Meeting

08/14 - 15 Prepared for the Mayor and Commissioner work session.

08/23 Attended the VA EUL Ribbon Cutting for the Village Houses

08/27 I received a phone call from a representative of Exelon, Deena O'Brien. They wish to hold a shoreline cleanup at the request of the Governor. Ms. O'Brien met with Aaron Ashford and me at noon and we looked at the debris field at Lower Ferry Pier and the Community Park. We are partnering with them to hold the event at the Community Park on September 15th. This will be after the Susquehanna River Bridge Running Festival (Cesky run). In regard to Lower Ferry Pier, Ms. O'Brien stated that she will try to have a contractor do some shoreline cleanup at Lower Ferry Pier.

08/28 Reviewed and commented on materials for Enterprise Zone Application and attended the public hearing.

08/30 Held a Leadership Meeting with Staff. Topics included review of Town Meeting and work session, and planning for the annual employee picnic.

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. **NO 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.

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. **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 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. On May 22nd I 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. 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. **UPDATE:** Addendum 3 was published July 31 making some minor corrections and clarifying the number of Addenda. Nine proposals were received on Aug. 8th with prices ranging between approx. \$40,000 and \$123,000, with five (5) of the prices coming in between \$40,000 and \$50,000. The review committee independently evaluated the proposals and then met on August 28th to determine which firm should receive the award. The selected firm received a combined average score of 95 (out of 100) from the review committee. The contract for the selected firm is presently being reviewed by Mr. Sussman, and Ralph Ryan is calling the references supplied by the firm. We expect to have the contract signed and notice to proceed issued by September 7th.

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 has been signed and sent to Federated Mutual; we are awaiting 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.

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:** A review committee meeting was held on August 15th to make a recommendation to the Mayor and Commissioners on the bids. The committee recommended that we issue the contract with the caveat that we work with the builder to bring the cost of the concession building down. The Mayor and Commissioners discussed the bids at the August work session and are presently considering their options to include possibly rejecting all of the bids and re-bidding the project. Ralph Ryan and I met on August 27th to discuss ideas for how to keep the project moving. On August 29th the second review committee meeting was held and it included Mayor Ashby. The purpose of the second committee meeting was to try to determine a path forward on the project.
- **NO UPDATE:** 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.
- **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

We have filled the position of Office Clerk. She started August 20, 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 and water and sewer issues.

Processed Health Insurance paperwork.

MEETINGS

August 23, 2018 – attended the ribbon cutting ceremony for the veteran housing at Perry Point.

August 30, 2018 – attended staff meeting.

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

-Projects:

- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 -June, 2018 - \$6336.00
 - July, 2018-August 17, 2018- \$1862.50
 - Total to date: \$ 9637.50

- **FY 18- Financial Statements**
 - Prepared adjusting journal entries for year end.
 - Prepared multiple work schedules in preparation of the audit.

- **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.

- **Municibid**
 - Several of the copy machines were sold and picked up. The remaining items are being stored at the Police Station until they can be sold 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.

July, 2018 Statistics:

- 203 purchase orders were processed totaling \$612,019.50
- 133 accounts payable checks were processed totaling \$514,431.79
- 2 A/R invoices totaling \$66,177.76

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

- In August, 2018, we received **\$125,974.06** for June, 2018. Life to date (Sep-10 to June-18) slot revenue received **\$11,192,479.85**.
Received for Fiscal Year 2018 to date- **\$1,501,243.72**.

Planning & Zoning Department

August Staff Report – September 4, 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 by Planning Commission for rezoning to PIRD floating zone designation, discussion to continue next month to review and finalize permitted uses before recommendation; Pre-SWM concept meeting scheduled with Cecil County.
- **Chesapeake Overlook property:** Gary Stewart continues to actively market the site; Enterprise Zone designation submittal pending to provide incentives at this site.
- **Annexation – Campbell Property:** Planning Commission public hearing held August 20th with recommendation to the Town Commissioners for approval; Town Commissioners public hearing scheduled for September 4th.
- **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.
- **5th Company Brewing Company:** Settlement complete; architect and engineer are working on redevelopment plans; the Special Exception was approved by the Board of Appeals for the service of alcohol as an accessory to a restaurant; to make application to the Liquor Board for September 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; Special Exception was approved by the Board of Appeals for the service of alcohol as an accessory to a restaurant; to make application to the Liquor Board for August 30th hearing.
- **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					
<i>Violation Letters</i>	37	17	16	14	35	30	22	23					
<i>Citations</i>	9	5	4	4	7	6	3	8					
<i>Rental Licenses Issued</i>	87	13	3	2	4	7	2	3					
<i>Other</i>	<ul style="list-style-type: none"> • 326 Elm St rental licenses suspended 90 day notice to vacate was given- no zoning certificates or permits been applied for yet • Still working with property owner of 611 Otsego St to have demolition done • 307 Elm St rental license suspended due to non-compliance for inspection 												

- Waiting on word from County regarding extensions on permits for 515 Otsego St

Code Enforcement Training:

- Planning to host a CEZOA Meeting on either September 26 or 27- pending confirmation

Landlord-Tenant Board:

- Reached out to a couple of residents and landlords about becoming board members, they said they would think about it.
- Board members needed; posted on website and social media and in the Town newsletter.

Planning Commission: Public Hearing & Meeting held August 20th: Public Hearing – Campbell Annexation; Meeting – recommendation for approval to the Board of Appeals for Service of Alcoholic Beverages at Tiki Lee’s and 5th Company Brewing Co; discussion of rezoning for Planned Infill Redevelopment District (PIRD) at former outlet site-decision for recommendation tabled for further discussion of proposed uses at September meeting.

Board of Appeals: Hearing held August 27th: approved Special Exception Service of Alcoholic Beverages for both applicant’s: Tiki Lee’s and 5th Company Brewing Co.

P&Z Meetings/Events:

- 8/9 attended ribbon cutting ceremony for Chesapeake Feline grand opening.
- 8/10 participated on committee with Cecil County planning builder event on October 25; met with condo’s architect regarding floodplain regulations for elevation of 1st floor.
- 8/16 attended meeting on site with owner and developer/architect for site evaluation.
- 8/29 attended Pre-SWM Concept Meeting w/ Cecil County for Perryville Outlet Re-development Project attended Liquor Board hearing
- 8/30 attended Cecil County Liquor Board meeting

Other:

- Working on revisions to codes.

Zoning Certificates: 5 certificates approved; 1 is 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
<i>MHAA</i>	3/12/2018	Lower Ferry Solar Lights	\$40,000.00	
<i>MHT</i>	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.
- 8/8 – Met with Bill Bradley to go over Car Cruise for Lower Ferry Festival
- 8/9 - Attended Ribbon Cutting for Chesapeake Feline Association
- 8/11 – Hosted Lower Ferry Festival
- 8/21 – Work Session: requested alcohol for 2019 events: Tap into the Tavern and Lower Ferry Festival
- 8/28 – Public Hearing to discuss Enterprise Zone expansion
- 8/29 – Meeting at the legion to discuss partnership for Town events
- 8/30 – Shed will be delivered to waste water plant
- 8/30 – Meeting with Perryville Elem. School to discuss ways to get volunteers for events and develop a partnership with the schools.

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

Upcoming Events:

- Movie Night – September 21st – Descendants 2 – 8:30pm
- 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

- 8/1 monthly progress meeting with Curator.
- Donations collected bi-monthly; to date \$226.90.
- 8/20 Met with tree trimmer again regarding trimming of trees on property conflicting with power lines, permission denied for historic Willow Oak on grounds.
- Window treatments and candles installed.
- MHT request submitted for correction to pole lights along sidewalk, awaiting response.

TOWN OF PERRYVILLE

2018-2020 Strategic Plan – Monthly Report of Activities – August 2018

Goal 1: Increase Business

Activities:

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Goal 2: Increase Residential Development

Activities:

- Information provided to builder who is doing a feasibility study for building in Town.

Goal 3: Invest in Town Infrastructure

Activities:

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

Activities:

- Lower Ferry Festival was well attended and vendors pleased with the turnout; donations provided to the Perryville Girls Softball team from the dunk tank and individual contributions; local car club provided raffle items for car show participants with the softball team girls selecting winners for the donated trophies.
- Developing a partnership with American Legion for Town events.
- Meeting with Perryville Elementary School to develop a partnership and attract volunteers.

Goal 5: Maintain and Enhance Public Safety

Activities:

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Goal 6: Maintain a Strong Human and Financial Infrastructure

Activities:

- 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 have been reviewed by myself, Denise, Commissioner Reich, and Elizabeth Charleton. A meeting is scheduled Tuesday, 8-28-18 to make a recommendation on the bidder.
 - 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 bids received will likely be rejected by the Mayor and Commissioners. Working on an alternative scheme for the Concession Building – from modular design/builds to licensed pre-designed generic buildings.
 - 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 AUGUST 2018

CURRENT PROJECT(s)

MdTA Police are now using their tag reader to patrol the town, looking for stolen tags, suspended/revoked drivers.

Waiting on getting a computer from On-Site so we can start using our ID card.

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

Working with Outreach preparing for the upcoming school year.

Met or meeting with school officials about safety issues for this school year.

MONTHLY MEETINGS/TRAINING ATTENDED:

Perryville Police Officers attended the funeral for retired Sheriff Killough.

Lt. Budnick and I met with the Principal and Vice Principal of the Perryville Elementary School and did a security check and discussed the new school year.

Lt. Budnick attended the radio meeting at DES.

Discussed the final details of the ½ marathon coming through Perryville on September 15th.

Perryville Police Officers provided security at the Lower Ferry Festival.

Staff Meeting with police personnel at the police station.

Lt. Budnick and I attended the HERC meeting at the Cecil County DES Center in Elkton.

Perryville Police Department Monthly Police Report
August, 2018

	June	July	August	Year to Date 2018		
ROBBERY	0	1	0	2		
ASSAULT	4	5	4	29		
BURGLARY	1	1	0	7		
THEFT	5	5	4	35		
Auto Theft	0	0	0	0		
CDS	2	8	7	33		
DISORDERLY	0	0	1	1		
MDOP	2	1	1	6		
ADULT ARREST	11	24	40	153		
JUVENILE ARREST	0	0	3	13		
Referrals to Outreach	0	0	0	0		
CITATIONS	21	41	74	322		
WARNINGS	129	165	246	1,001		
SEROS	35	14	11	190		
ACCIDENTS	5	6	5	36		
52 (Investigated)	3	4	3	20		
89 (no Investigation)	2	2	2	19		

Perryville Police Department

Outreach Program

Town Report

August 2018

Overall Monthly Attendance: 412 as of 8/27 63 active members

Number of New Referrals: 1

Number of New Members: 5

Announcements

This Month we received donations from APWGAD and members of our community. With their donations we were able to provide all of our members, plus the community, with school supplies. Our Jr. Staff members finished their summer work experience. We would like to thank Susquehanna Workforce Network for their grant and the opportunity for our members to gain summer working experience. Members continued their community service this month by helping out with the food bank distribution. They also made homemade spaghetti sauce with tomatoes. Our members then made dinner for our officers. Those who completed community service were able to attend one of three field trips we had this month. We went to the zoo, Sahara Sam's water park, and we hiked to the Turkey Point Lighthouse. The Cecil County Library provided Orioles tickets for our members and the Boys and Girls Club of Cecil County provided Iron Birds tickets. Children who went above and beyond their community service requirements this summer were given tickets to participate in these two events. Unfortunately our freezer stopped working last week. This resulted in a large loss of our fall food. However, we received a free freezer from Dianne Hemling and food donations from other members of the community. We also received a cash donation for shoes for our members. We are still looking for food donations to replenish what was lost. So if you know anyone who has extra or are able to help yourself please spread the word for us. This week we will host our end of the summer cookout for our members and their families. We will have music, food, and games for all.

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 - August 2018

PUBLIC WORKS:

Projects/Other Events:

- Employees continue performing an audit of water meter equipment and replacing meters as needed and time allows.
- The banner advertising the Lower Ferry Festival was taken down and the banner advertising the Farmer's Market was placed back across Aiken Avenue..

Paving/Sidewalk Repairs:

- A section of sidewalk was replaced, a storm drain was repaired and paving was overlaid on McLhinney Street.
- Curbs were painted along Chesapeake Landing Drive (25' back from each side of Starboard Court)

Water/Sewer/Stormwater:

- A valve and standpipe were installed at the Front Street Pump Station. This will allow for a more effective way of bypassing the station to allow for any current or future repairs to be made in a safer and more productive manner. Temporary piping will no longer have to be connected in the bottom floor of the station in order to bypass the wet well.
- Staff assisted with flow testing on Richmond Street and Perryville High School in regards to projects in those two areas.
- A hydrant was repaired at the I-95 Northbound Scale House.
- A leaky meter valve was repaired on Cole Street.
- A pump from the S-Turn pump station was sent for repairs.
- Employees continued to install manhole inserts as a preventative measure against I&I.

Training:

- Employees have been studying to take Collection and Distribution Exams.

Town Events:

- Staff helped setup for the Lower Ferry Festival.

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 participated in the annual CCPL Touch-A-Truck event at the Perryville Library.
- Knox boxes were placed on gates at the DPW and the Wastewater Treatment facility. The boxes contain keys for emergency personnel from the PVFD to obtain in order to access town owned facilities in emergency situations.
- The block portion of Town Hall was painted.

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.
- Staff worked during the Lower Ferry Festival.

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:

- 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

August 23, 2018

Wastewater:

Plant Influent Monthly Flow:	24.75 Million Gallons
Plant Effluent Monthly Flow:	22.39 Million Gallons
Veterans Center Monthly Flow:	6.51 Million Gallons

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

Activities:

1. Replaced all six blower air filters
2. Ordered new SBR air diffuser socks
3. Ordered a spare dive chain for the aqua disk cloth filters
4. Completed annual EPA-QA study 38 and submitted to MDE
5. Broken garage door was repaired
6. Ordered four new light weight manhole covers
7. Contractor removed fallen tree and leveled stump
8. Cleaned the chlorine contact tanks
9. Replaced all 80 U.V. units bulbs and jackets
10. Scheduled all three flow meters for required annual calibration
11. Submitted comments to MDE on proposed effluent NPDES permit renewal
12. Scheduled Management training class for J. Morton, J. Cregar and S. Patchell
13. Key lock box was installed on front gate for Perryville Fire Co. access
14. Monthly tank cleaning was performed
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
August 23, 2018
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Water:

Plant Raw Water Monthly Flow:	13.6 Million Gallons
Plant Finished Water Flow:	11.9 Million Gallons
Plant Backwash Water:	1.2 Million Gallons

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

Activities:

1. New scada computer from Suez scheduled to arrive mid-September
2. Cory Burns completed WTP SAC I water course
3. Completed replacing all schedule 80 PVC chemical lines and valves that were leaking
4. Labeled the CIP and Back Pulse tanks identifying them as containing only water
5. D&P Electric installed an electric surge protector on the raw flow meter
6. Installed new plc interface on raw flow meter
7. Key lock box was installed on front gate for Perryville Fire Co. access
8. Installing a concrete pad around the Membrane water intake box
9. Moved all 55 gallon chemical drums to floor sump pump area
10. Continuing 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