

Staff Reports from Town Meetings

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- 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

July 3, 2018 Town Meeting

06/04 Attended the Diamond in the Rough Triathlon volunteer meeting

06/05 Prepared for and attended the Town Meeting

06/07 Held a Leadership Meeting with Staff. Topics included the upcoming Diamond in the Rough Triathlon, end of Fiscal Year, Development Review and Coordination, review of Town Meeting and work session, and departmental reports. The next meeting is scheduled for July 12th at 10:00 a.m.

06/08 Met with Debbie Laubach to go over the LGIT insurance renewal.

06/14 Attended the Outreach Grand Re-Opening

06/19 Prepared for and attended the Mayor and Commissioner work session.

Other:

Bond Bill

A Bond Bill Fact Sheet was completed providing more information on the request to provide funding to construct the Pennsylvania Railroad Monument Sign. Additionally, written testimony was prepared and provided for distribution on Bond Bill Saturday to State Senators and Delegates and Mayor Eberhardt went to Annapolis to testify on behalf of the funding request. **UPDATE:** The Bond Bill Grant Agreement was received and sent to Mr. Sussman for review and comment. I expect this agreement to be put on the July Work Session for discussion, followed by the August Town Meeting for vote.

CSX Train Derailment

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.

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. **UPDATE** 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.

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.

Greenway - The next meeting is scheduled for **September 26th at 10:00 a.m.** in the Town Hall Conf. Room.

MS4 – Municipal Separate Storm Sewer System Permit

We received notice on April 26th that the MS4 General Permit has been issued and the Town of Perryville must comply with it. Step One is to submit a Notice of Intent (NOI) to MDE by October 31, 2018. 05/22 Had a conference call with Commissioner Reich to prepare a plan to move forward with implementation of the MS4 permit that we are required to comply with per EPA and Maryland regulations. **NO UPDATE**

Municipal Complex:

Phase I Police Department Construction --

- 01/01 Called in to the Police Department for a broken sprinkler head causing damage to the building. Follow up meeting held on 01/03. North Point Builders has filed a claim with their insurer to cover the damage. The insurer has been in touch with the Town and we need to pay for the repairs out of pocket and then once the repairs are complete and the costs are finalized, the Town will need to sign a release and then their insurer will issue payment. The repairs have been done to the building; however, the town is still in the process of ordering replacement items. Once done, a release will be signed and North Point's insurer will reimburse the town for costs incurred. **UPDATE** Perryville is still working with Federated Mutual Insurance Company to settle this claim and receive reimbursement for the costs associated with clean up and replacement of damaged items. North Point handled the building repair and the Town did not have to front those costs.

- The few things left on the punch list will be handled through the 1-year warranty (ex: the replacement of the section of sidewalk is weather dependent. Lt. Budnick is overseeing the punch list to ensure that the items are completed before the warranty period expires.

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

- 05/17 The RFQ's for the Municipal Complex Phase II (Little League Field) were received. Four companies submitted statements of qualifications: Rocchi Construction, Meadows Construction, Brawner Builder and North Point Builders. Commissioner Linkey, Ralph Ryan, Dianna Battaglia and I were the evaluating committee. All four companies were pre-qualified. **Update:** 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. However, the due date may need to be pushed back due to some outstanding questions that need to be answered before the bidders can supply good and accurate bids.
- On December 6th I met with Ralph Ryan, Amanda Hickman and Dianna Battaglia regarding grant possibilities for the Phase II and III Municipal Complex Project. Amanda is now pursuing the Transportation Alternatives, Chesapeake Bay Trust and Community Parks and Playgrounds grant opportunities. We are hoping to get funding assistance with sidewalks, lighting, required bioretention areas & submerged gravel wetlands, and the basketball court. 03/07 Amanda Hickman and I met with representatives from the Chesapeake Bay Trust to see site conditions and discuss a possible grant for the stormwater work for Phase II and III of the Municipal Complex Project. The Trust will only pay for costs for work that is over and above what is required by law. Amanda submitted the Chesapeake Bay grant on 3/30/2018 for \$49,473 for phase 2 SWM only. Amanda submitted an application for funding through the Transportation Alternatives Program (TAP). There was a glitch on their side with funding applications, which are submitted electronically. WILMAPCO and SHA are working with Amanda Hickman to try and resolve that and to consider our application for funding. We hope to cover some of the sidewalk costs and possibly lighting with the funding from the TAP program. **UPDATE** Unfortunately, the Perryville did not get grant funding through the Chesapeake Bay Trust program for this project. 06/26 Amanda Hickman, Ralph Ryan and I met. We recently received the program requirements for the TAP grant. Unfortunately, after reviewing the requirements for the TAP grant, we found that the grant is not suitable for this project and withdrew the application. In order to take advantage of the TAP funding, we would have to re-scope some of the project and completely start over for the bidding process. Additionally, we would need to, if the grant were even approved, enter into a legal agreement with State Highway Administration and conduct a National Environmental Policy Act (NEPA) review of the project. Not only would it delay the project for at least a year, it would have inflated the cost of the project.
- There is an encroachment on town property that affects the Phase III design. I plan to meet with the property owner to resolve the encroachment before moving forward with the Phase III bid. 04/23 Met with the property owner regarding encroachment on Town property. He plans to correct the situation this fall before we begin construction on the Little League field. **UPDATE:** 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

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. **UPDATE** 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 July 2018 Town Meeting

EMPLOYMENT

We have scheduled interviews for the DPW Crewman position for July 11, 2018.
Advertised for Office Clerk I and the closing date is Friday, July 13, 2018.

MISCELLANEOUS

Processed paperwork with employees.
Processed Connectyourcare charges for deductible
Processed 2 Payrolls, completed all tax papers, retirement papers and A/P checks
The Sick Leave Ordinance 2008-07 was voted on June 5, 2018 Town Meeting and will go into effect on June 25, 2018.
Preparing payroll deductions for employees for new Fiscal Year.
Balanced all Payroll A/P.
Prepared for Workers Compensation Audit.
Working on Water/Sewer Billing.

MEETINGS

June 5, 2018 - attended State of the Town Meeting.
June 6, 2018 – attended Health Insurance Renewal at 10 am.
June 6, 2018 – attended Aflac Renewal at 11:00.
June 7, 2018 – attended Colonial Life renewal.
June 7, 2018 – attended staff meeting.
June 11th -13th 2018 – attended MML Conference in Ocean City
June 18 2018 – Chesapeake Employers Audit for Workers Compensation.
June 19, 2018 – attended Casino Meeting
June 19, 2018 – attended Work Session, Closed Meeting and Special Meeting

**Treasurer's Report
Town of Perryville, Maryland
July 3, 2018**

-Projects:

- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 -June, 2018 - \$6336
 - Total to date: \$ 7775

- **FY 18- Financial Statements**
 - FY18 financials- Prepared budget change forms for all departments to adjust expenditures allocations within departments
 - Completed LGIT insurance renewal by reviewing and comparing all assets and associated LGIT coverages. Eliminated duplications and increased coverages on several buildings and contents. Requested new appraisals on these buildings as they had not been done in several years.
 - Prepared preliminary Budget Amendment Ordinances to adjust Local Impact Budget to actual. Currently being reviewed by counsel.

- **External Meetings**
 - Attended MML Convention at Ocean City. Participated in several workshops and meetings.

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

Future/Current Projects

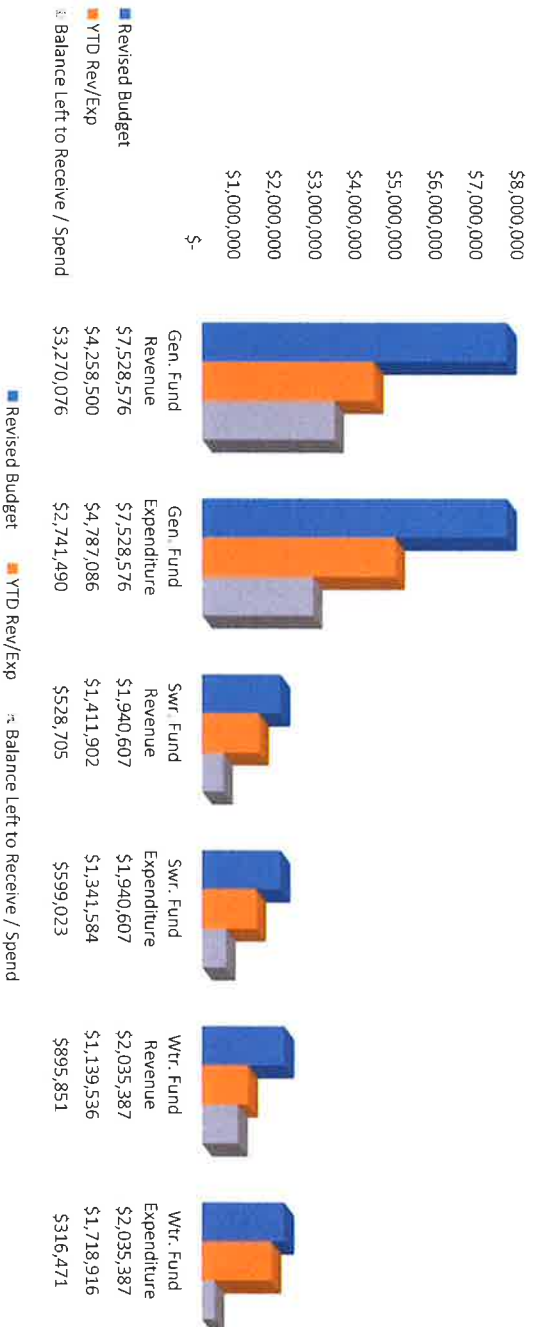
- Research the possibility of utilizing a "cash back "credit card for the Town.
- Work with the Police Department to establish the best method of disposing of old furniture and equipment.
- Reorganize the computer filing system for all finance related computer files, indexing them in a manner appropriate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

May, 2018 Statistics:

- 222 purchase orders were processed totaling \$314,639.96
- 129 accounts payable checks were processed totaling \$282,957.58
- 0 A/R invoices
- In April 2018, we received **\$131,480.29** for April, 2018. Life to date (Sep-10 to April-18) slot revenue received **\$10,937,387.97**
Received for Fiscal Year 2018 to date- **\$1,246,151.84.**

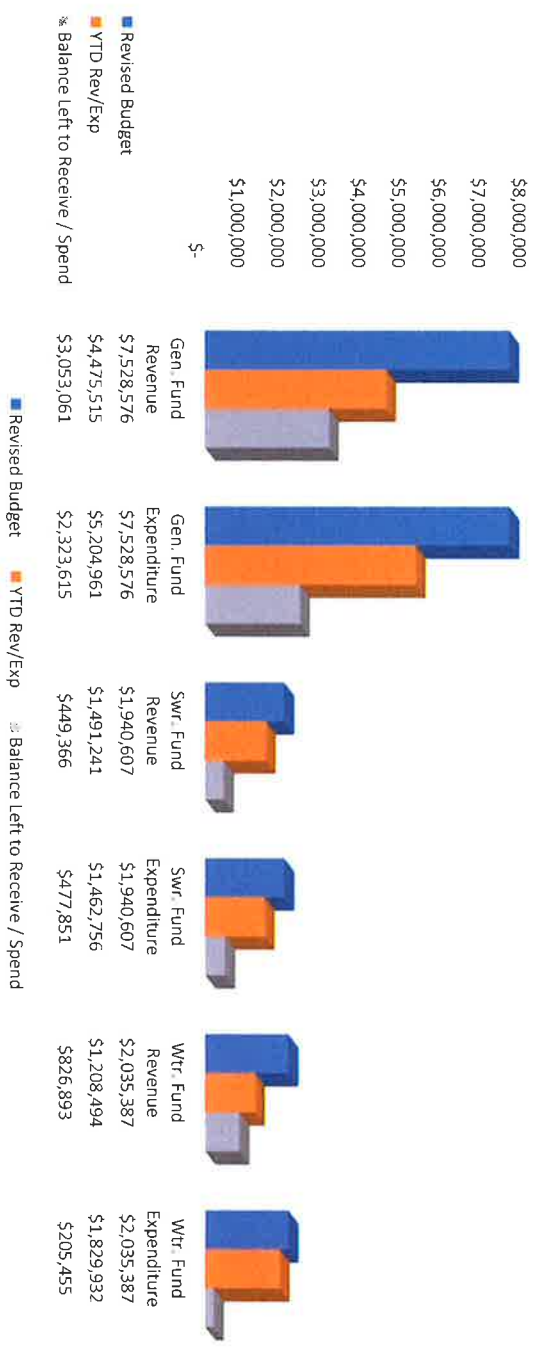
	Gen. Fund Revenue	Gen. Fund Expenditure	Swr. Fund Revenue	Swr. Fund Expenditure	Wtr. Fund Revenue	Wtr. Fund Expenditure
Revised Budget	\$ 7,528,576	\$ 7,528,576	\$ 1,940,607	\$ 1,940,607	\$ 2,035,387	\$ 2,035,387
YTD Rev/Exp	\$ 4,258,500	\$ 4,787,086	\$ 1,411,902	\$ 1,341,584	\$ 1,139,536	\$ 1,718,916
Balance Left to Receive / Spend	\$ 3,270,076	\$ 2,741,490	\$ 528,705	\$ 599,023	\$ 895,851	\$ 316,471

**Town of Perryville
April 30, 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	\$ 7,528,576	\$ 7,528,576	\$ 1,940,607	\$ 1,940,607	\$ 2,035,387	\$ 2,035,387
YTD Rev/Exp	\$ 4,475,515	\$ 5,204,961	\$ 1,491,241	\$ 1,462,756	\$ 1,208,494	\$ 1,829,932
Balance Left to Receive / Spend	\$ 3,053,061	\$ 2,323,615	\$ 449,366	\$ 477,851	\$ 826,893	\$ 205,455

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



Planning & Zoning Department

June Staff Report – July 3, 2018 Town Meeting

Development/Projects:

- **Royal Farms Store #267 1825 Perryville Road:** as-built plans have been received.
- **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, pending one correction.
- **Lower Ferry Park:** entrance sign needed.
- **Woodlands:** Doug Hill has expressed his interest to develop a portion of property; researching prospects.
- **Former Perryville Outlet property:** meeting held to discuss application for PIRD floating zone designation; submittal anticipated for August.
- **Chesapeake Overlook property:** Gary Stewart continues to actively market the site.
- **Annexation – Campbell Property:** Mike Pugh, facilitating the process for the property owner, submitted Petition for Annexation; currently the property is going through grading/storm water management which will take 4-5 months; discussed at June worksession.
- **Annexation Request:** request to annex a subdivision of 2 lots from lands of Katherine Wein that was approved with 2003 agreement in place from Perryville to connect to the municipal water system and annexation when lots became continuous to town limits (Cedar Corner LLC property was annexed in 2009); discussions ongoing with engineer; proceeding with reviews.
- **5th Company Brewing Company:** Settlement complete June 27th for the purchase of the Mueller-Thyme building.....redevelopment plans pending.

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							
<i>Violation Letters</i>	37	17	16	14	35	30							
<i>Citations</i>	9	5	4	4	7	6							
<i>Rental Licenses Issued</i>	87	13	3	2	4	7							
<i>Other</i>	<ul style="list-style-type: none"> • 320 Broad St Apt C was deemed unsafe by the county until violations are corrected • 5256 Pulaski Hwy (old Bobs 3Cs) was posted and deemed unsafe by the County • Meeting request with Marina owner has gone out to have an onsite visit to discuss violations and plan of action 												

Code Enforcement Training:

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

Planning Commission: No meeting held in June.

Board of Appeals: No hearing held in June.

P&Z Meetings/Events:

- 5/31 meeting to discuss large development opportunity.
- 5/31 meeting to discuss redevelopment of the former outlet site.
- 5/31 meeting to discuss steps for redevelopment of the Muller-Thyme building, settlement scheduled for June 27th.
- 6/6 attended MAFSM Conference.
- 6/7 attended Green Team meeting.
- 6/8 attended committee meeting with Cecil County Economic Development for planning an event in October to attract residential development in Cecil County.
- 6/10-13 attended MML Conference.
- 6/15 attended MEDA Small Business Works seminar.
- 6/19 quarterly meeting with Hollywood Casino.
- 6/21 attended Cecil County Transit Coordination meeting.
- 6/27 attended Greenway meeting.

Other:

- Rodgers tavern front porch complete, all exterior doors repainted as well.
- Working on revisions to codes.
- Rodgers Tavern sign to be replaced 6/29
- Attended first round of ALICE training with CCSO

Zoning Certificates: 9 certificates approved; 0 are for roof mounted solar panels.

Grants:

- Continue to process Revitalization, Façade and 501C grant reimbursements and work with awardees- 80% of reimbursements have been made to date.
- Business development grant open to the public- 2 applications awarded and reimbursements have been requested
- A summary pertaining to Town funded grant programs can be found at <Z:\Amanda\Grants\AWARD tracking>.

Grants Applied For:

- A spreadsheet is available for tracking all external grants that have been applied for at <Z:\Amanda\Grants\town grant applications>.

Grant Applications Pending				
Name of Program	Date Submitted	Project	Amount Requested	Status
Community Parks and Playgrounds (DNR)	8/16/2017	Community park courts and trail	\$45,300.00 Zero match	Preliminary approval

Community Grant Program (Walmart)	12/27/2017	Purchase of 2 soccer goals for community park	\$2,000.00 Zero match	In review
MHAA	3/12/2018	Lower Ferry Solar Lights	\$40,000.00	
MHT	3/12/2018	Rodgers Tavern renovations	\$23,000.00	

Economic & Community Development:

- Met with Steve Lull from the Boy Scouts and we decided to cancel the Community Campout event.
- Attended MML conference from 6/10-6/12
- Round Table discussion at the Legion, hosted by Tom Hogate.
- Went to several breweries and vineyards to pick up applications for the Beer and Wine Festivals.
- Continue to research and pursue business prospects.
- Met with several people/town businesses about donations for our upcoming events.
- Met with local business owners about having a meeting to discuss ways to help out, and improve the community all together.
- Quarterly meeting at Hollywood Casino.
- Meeting for final preparation for Tap into the tavern event 6/20.
- Local Business meet and greet on 6/26.
- Met with Property management company for Perryville Station to discuss strategies on filling vacant units.
- **Farmers Market/Community Events:** continue to network with surrounding businesses to promote participation.

Training:

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

- 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 will begin the RFP process for an engineer firm to aid the Town in the MS4 requirements.
 - Reservoir Road Dam
 - The Dam is maintaining a safe reservoir water level.
 - Town Hall Site & Police Station
 - Waiting for the punch list to be fulfilled for the completed Police Station. A small section of curb ramp and a few windows still need to be replaced at the Police Station. Final payments still need to be accomplished.
 - 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. Prepared RFP and Addendum documents to the pre-qualified builders from the RFQ process. Corresponding with the pre-qualified builders and answering their questions.
 - Beginning the bidding process for the design of the Town Hall with RFQ and RFP documents.
 - Otsego Street
 - **NO NEW UPDATES** - Developing the construction plans for Otsego Street. The Otsego Street project has now expanded the scope of improvements, extending from Roundhouse Drive to Aiken Ave. A topographic survey must be completed along Otsego Street if the Town expects the project to move forward. I would like a very detailed survey along the more "urban" areas of Otsego Street in order to better protect the owners' property. Several private properties along Otsego Street have private storm drain systems directly tied into the Town's storm system. Permanent agreements, easements, and SWM facilities will need to be established and designed in order to re-build these private storm drains going into Otsego Street. I will commission a detailed survey for Otsego Street.
 - Fire House Station 16 Water Tie-in
 - A 2-inch PVC line is proposed to service the fire house. A preliminary engineering report is proposing a 2-inch directional bore layout or a 2-inch direct bury for the project. A PER is required to apply for Federal funding grants. MDE grant funding for the project may not be forthcoming due to heavy competition from other projects.
 - Evaluating alternative grant applications for the Station 16 project.
 - 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 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 JUNE 2018

CURRENT PROJECT(S)

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

Received our id machine and will begin issuing id's to employees.

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

Working with Outreach to prepare for upcoming events in town.

MONTHLY MEETINGS/TRAINING ATTENDED:

Officers have been working traffic, stopping vehicles for failing to stop at the stop signs in Beacon Point.

Met with promoters of the triathlon set for July 7th.

Attended the monthly meeting at Town Hall.

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

Attended the insurance meeting at town hall.

Attended the quarterly meeting with the Mayor at the Casino.

Met with Commissioner Ryan (Police Liaison) about the state of the police department.

Lt. Budnick attended the Leadership meeting at town hall.

Corporal Robert Nitz will be promoted to the rank of Sergeant effective date of the promotion is July 8, 2018.

Perryville Police Department Monthly Police Report
June, 2018

	April	May	June	Year to Date 2018		
ROBBERY	0	1	0	1		
ASSAULT	3	4	4	20		
BURGLARY	2	0	1	6		
THEFT	3	2	5	26		
Auto Theft	0	0	0	0		
CDS	5	7	2	18		
DISORDERLY	0	0	0	0		
MDOP	0	0	2	4		
ADULT ARREST	21	15	11	89		
JUVENILE ARREST	6	0	0	10		
Referrals to Outreach	0	0	0	0		
CITATIONS	20	50	21	207		
WARNINGS	109	156	129	590		
SEROS	32	48	35	165		
ACCIDENTS	2	4	5	25		
52 (Investigated)	0	1	3	10		
89 (no Investigation)	2	3	2	15		

DPW Report - June 2018

PUBLIC WORKS:

Projects/Other Events:

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

Paving/Sidewalk Repairs:

- A section of Cedar Corner Road (from Greenspring Avenue towards Rte 222) was overlaid with asphalt.
- A section of Aiken Avenue Extended (from Franklin Street to John Street) was overlaid with asphalt.

Water/Sewer/Stormwater:

- A "Muffin Monster" grinder has been received by the DPW. The grinder is to be installed at the Front Street lift station to prevent solids from entering the wet well. Staff will be making arrangements for the grinder to be installed.
- Door hangers continue to be placed on residences that have water meters located within the homes and need to be repaired/replaced/verified. Appointments are being scheduled to address the issues as those residents respond.
- A leaking hydrant valve was repaired on Rte 7 in front of the Community Fire Company.
- A plug was found to be leaking and repaired in a "T" in on Clayton Street just prior to Sumpter Drive.
- A valve was leaking on Piney Point Drive was excavated and repaired by installing new bolts and baskets on the bonnet.
- Hydrants throughout town were flushed as part of semiannual maintenance.
- Employees addressed a sewer main backup on Bayscape Drive.

Training:

- Superintendent attended the annual MML Convention and received training towards completing the Academy of Excellence in Local Government.

Town Events:

- Staff installed banners advertising the inaugural "Tap in to the Tavern" Event.
- Employees assisted in the setting up for the event as well.

Weather Related Events:

- Staff cleaned storm drains throughout town in preparation for any rain events that occurred during the month.

Vehicle/Equipment Maintenance:

- The Town owned boat was taken out to assure that it was operating correctly. While the boat was out, the intake structure was given a surface inspection to assure there were no issues that needed to be addressed.
- The 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:

- N/A.

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.
- Employees helped setup and worked during the "Tap into the Tavern Event" at Rodgers Tavern.

Paving/Sidewalk Repairs:

- A section of Tapp Parkway, in the area of the VA Pavillion, was overlaid.

Maintenance:

- Employees spread mulch around flower beds and trees at Rodgers Tavern and Lower Ferry Park.
- Staff trimmed weeds and brush along the permit free fishing area at Ice House Park.
- Cleaned trucks and serviced equipment. This is now being completed on a weekly basis to assure equipment is functioning in an effective manner and to prevent down time with broken equipment.
- Staff empties trash cans daily to assure the grounds are kept clean during the parks busy summer months.

Training:

- N/A.

Rodgers Tavern/Lower Ferry Pier:

- Spread mulch around trees and flower beds at these locations.
- The lights along Lower Ferry Pier have been all converted to LED.

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 four pages and took 2 trucks and 4 employees to complete. 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

June, 2018

Wastewater:

Plant Influent Monthly Flow:	28.47 Million Gallons
Plant Effluent Monthly Flow:	22.08 Million Gallons
Veterans Center Monthly Flow:	6.35 Million Gallons

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

Activities:

1. Met with AECOM technical staff to discuss options to clean reed bed
2. AECOM to send recommendation report best way to clean reed bed
3. G. Smith attended MRWA one day training course on wastewater topics
4. Submitted required annual sludge analysis report to MDE
5. MDE approved engineering contract agreement to perform PER for denite filter study
6. Attended monthly department head meeting
7. Met onsite with L. Gold from MCET to continue operational technical assistance program
8. Staff attended Cecil County Alice Training (active shooter)
9. Met with D. Battaglia to discuss update to capacity management plan
10. Monthly tank cleaning was performed
11. Scheduled preventive maintenance was performed
12. Continued cross training of water and wastewater operators
13. Tested all emergency lighting & monthly check of fire extinguishers
14. Building housekeeping was performed

Water & Wastewater Treatment Plants
Monthly Operating Report
June, 2018

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Water:

Plant Raw Water Monthly Flow:	11.4 Million Gallons
Plant Finished Water Flow:	10.3 Million Gallons
Plant Backwash Water:	1.1 Million Gallons

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

Activities:

1. Replaced defective motor on 0.5 mgd Pilot water tower vent fan
2. AC Schultes welded a leaking stainless steel water line
3. Staff attended Cecil County Alice Training (active shooter)
4. J. Fain attended MRWA one day training course on wastewater topics
5. Annual CCR report was distributed to water customers and advertised in the Cecil Whig
6. Scheduled installation of new check valves for the high lift distribution pumps
7. Staff continuing working spring season plant repair & cleanup work list
8. Water towers were filled to full capacity for hydrant flushing
9. Chemical clean test of exterior stainless steel piping was completed
10. Continuing second round of MDE required raw water e-coli testing
11. Continuing WTP training O&M for C. Burns
12. Continued cross training of water and wastewater operators
13. Monthly housekeeping was performed
14. Scheduled preventive maintenance was performed
15. Tested all emergency lighting & monthly check of fire extinguishers