

Staff Reports from Town Meetings

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Town Administrator's Report

June 5, 2018 Town Meeting

05/01 Prepared for and attended the Town Meeting

05/03 Aaron Ashford and I met with Keith Lockwood of DNR at Ice House Park to receive the License Free Fishing signs and for DNR to let us know where to place them. Since then, the signs have been placed and the License Free Fishing zone advertised.

05/04 Mayor Eberhardt, Commissioner Reich and I met with residents of Richmond Street regarding some problems with their water bills. The staff is investigating a problem with zero (0) reads on several water bills that has caused incorrect bills to be sent out. It seems to be a problem with the equipment or a communication problem between the readers and the computer software when the data on readings is downloaded. Public Works has scheduled for a representative from Core & Main (who the maintenance contract on the readers is with) and we hope to troubleshoot and correct the problems so that going forward the bills will be correct. Cathy McCardell and Tara Blevins are working diligently on reviewing not only complaints but ALL water and sewer accounts and correcting any errors that they find. Due to the issues that they have found, the typical processes of late notices and shut offs will be suspended this quarter only and we will get back on schedule with the July billing.

05/08 Election Day – results: Mayor Robert Ashby Jr., Commissioners Raymond Ryan III and Robert Taylor

05/15 Prepared for and attended the Mayor and Commissioner work session.

05/16 Participated in the VA – VSO conference Call. It was reported that the VA at Perry Point planned to hold a job fair on May 30th. The Town was able to share that information via our social media and (as of this writing) it had been shared 20 times and reached 1,209 people. Also, the EUL project is well underway. The first residents should be moving in during June. If you know of veterans that are at-risk for homelessness and need to find good and stable housing, please have them contact Ms. Merle Brown at 410-642-2411

05/16 Met with our new Mayor, Robert Ashby. We discussed the transition to the new Mayor and related coordination. We also discussed his priorities and how they align with the Strategic Plan.

05/16 Met with a representative from APG, Kris Joseph. Kris was doing community outreach. I let him know about Perryville's change in administration and provided updated contact information to him. He is interested in planning a meeting between General Taylor and Mayor Ashby.

05/18 Held a Leadership Meeting with Staff. Topics discussed included free technical training that is available through Red Vector, training and grants available through LGIT, upcoming events, Strategic Plan reporting, review of Town Meeting and work session, and departmental reports. The next meeting is scheduled for June 7th at 9am.

05/18 Met with Eileen Rice regarding her contractual work at Rodgers Tavern. We discussed museum set-up and displays, current status of budget, supplies that she needs to get the displays functional, contract extension until the end of October, curtains, specific requests to DPW, status of

cataloging of artifacts, visitor counts and upcoming tours. Eileen did follow up with an updated report of items catalogued. Below is some information from Eileen regarding visitors, social media presence and upcoming tours:

- On Facebook from 4/5- present 61- 219 were reached
- Visitors- 60 since the end of March
- In early June she has a tour for 5th graders scheduled
- In June a local person will be bringing his family in from England and he has a tour of Rodgers Tavern scheduled with Eileen

05/21 Aaron Ashford, Dianna Battaglia, Ralph Ryan, Deb Hill and I met to discuss a problem a clogged drain that goes under the Norfolk Southern railroad tracks that is having a negative impact on the residents of both Rustic Court and Frenchtown Road. We are trying to facilitate clearing of the blockage and improvements to the drainage with N.S.

05/21 I heard from the VA that the Federal Government, in re-scoping the Community Living Center (CLC) project, did NOT include the bridge replacement in the scope. The VA agreed to evaluate, and if needed, to replace the bridge as a condition of the moving forward with the CLC. I understand that the evaluation was done and it did recommend replacement of the bridge. The VA Administrative Office will be sending us a formal letter regarding this situation and how they plan to address it. The VA is aware that the Town considers this a contractual obligation of the VA. I did request a copy of the structural evaluation of the bridge to be included with the letter from the VA.

05/25 Met with Debbie Laubach for financial statement review

05/30 Dianna Battaglia and I met with BGE regarding natural gas in Perryville. We have decided to meet monthly with BGE and this is our regularly scheduled meeting. We are presently working with BGE on a possible franchise renewal (non-exclusive). BGE found and provided to us a franchise agreement with Perryville dating back to 1968 which expires this year. They would like to renew it. Presently, Fred Sussman is providing review and comment. The plan is to put a draft franchise agreement on the June work session agenda for discussion.

05/30 – 31 Met with Debbie Laubach and Tim Sawyer of Barbacane Thornton for review of the Local Impact Funds and Facilities Reserve.

05/31 Met with Dianna Battaglia and a potential developer.

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 has been approved and we are waiting on the paperwork from the State. The State plans to have the grant agreement out by mid-June.

Budget for FY 2019

The FY2019 Budget was approved at the May Town Meeting. The Budget is available for view online at <http://www.perryvillemd.org/home/pages/whats-new>

CSX Train Derailment

On Friday, March 2, 2018 six CSX rail cars derailed while crossing the bridge over the Susquehanna River. Four of the cars fell into the river, the other two cars overturned on the bridge. All of the cars that derailed have been recovered. CSX's contractor did do some grading and seeding to stabilize the disturbed ground. **UPDATE:** At the May Town Meeting, the Mayor and Commissioners approved the release agreement with CSX. That agreement was executed and CSX provided a check to the Town for \$37,303.26. FRA completed their investigation of the derailment and determined that it was caused by Act of God. They did not provide us with updated procedures for CSX to follow in the future, so we will be reaching out to the FRA again to get more information.

Daily work

Reviewed and approved department head leave slips and time sheets. Responded to inquiries from the press. 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. Also, a meeting was held on Friday, March 9th at 2:30pm 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** MDE provided its Intended Use Plan (IUP) for the federally funded Revolving Loan Fund (RLF). We applied for grant funding only for the Station 16 Water Tie-in project. 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 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.

Green Team

NO UPDATE Prepared for and attended the April 11, 2018 Green Team Meeting. At the meeting we continued to make progress on the Action Plan, which is a required step in order for the Town to get its certification through the Sustainable Maryland Certified Program. The certification will open up more grant opportunities for the town. The next Green Team meeting will be held on **Thursday, June 7, 2018 at 5:30 p.m.** in the Town Hall Meeting Room. At the next meeting the team will continue to write the required Green Team Action Plan. 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 **June 27th at 10am** 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.

Municipal Complex:

Phase I Police Department Construction --

- **NO UPDATE:** 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.
- 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).

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

- **UPDATES A&B:**
 - A. 05/09 Ralph Ryan and I held a meeting with the residents whose properties border Trego Field. We are preparing for the field replacement project (Municipal Complex Phase II) and the purpose of the meeting was to inform the property owners and residents of the project, give them an opportunity to provide feedback and ask questions. Mayor Ashby and 13 property owners / residents attended.
 - B. 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 are the evaluating committee. Ralph has requested that our evaluations be returned to him by Tuesday, May 29th. The plan is to deliver the Requests for Proposals to the pre-qualified firms by June 4th, have the bids due by early July and award the contract in early August.
- 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. **UPDATE:** 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.

- **NO UPDATE:** 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.
- **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. State Highway representatives anticipate that it will be funded in the FY2020 budget (which means construction would begin after July 2019). 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.

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

Assistant Town Administrator Report for the June Town Meeting

EMPLOYMENT

Reviewing applications/resumes for Department of Public Works Crewman position.

P/T Activities Coordinator started on May 21, 2018.

MISCELLANEOUS

Processed paperwork with employees.

Processed Connectyourcare charges for deductible.

Processed 2 payrolls Completed all tax payments, retirement payments and A/P checks.

The Sick Leave Ordinance 2018-07 will be voted on on June 5, 2018 Town Meeting.

Working on Health Insurance Rates.

Worked on budget items.

Tara and I have been working on Water/Sewer System. Entering new meters, preparing settlement charges and processing work requests.

MEETINGS

May 1, 2018 – Attended Budget Meeting. Also, attended Town Meeting.

May 16, 2018 – Meeting with Mr. Calvert about his water bill.

May 17, 2018 – Attended Safety Committee Meeting

May 18, 2018 - Attended Staff meeting

Treasurer's Report
Town of Perryville, Maryland
June 5, 2018

-Projects:

- **Boat Ramp Honor Box**
 - April-June 2017 Collections from Honor Box- \$1439.00
 - July, 2017 -May, 2018 - \$4862
 - Total to date: \$ 6301

- **FY 18- Financial Statements**
 - FY18 financials- Prepared budget change forms for all departments to adjust expenditures allocations within departments
 - Extensive review of fixed assets and insurance coverage is being performed. Perform a physical audit of fixed assets, comparing, where possible, to property on LGIT's property schedules.
 - Establishing the Capital Projects Fund through cash and investment accounts, setting up the general ledger and preparing a separate budget for the Fund by reallocation of General Funds already approved. This will also necessitate the preparation and presentation of Budget Amendment Ordinances recognizing the reallocation

- **External Meetings**
 - Met with Paul Beane, Waste Management, concerning dumpsters located at the various condos. (We had been receiving bills from WM for overages at Owens Landing.) He agreed to install larger dumpsters at Owens Landing at no additional cost. The other condo associations had adequate sized dumpsters. I also arranged for the Rt. 222 Fire Dept to get a dumpster there as we had that allowance in our contract. He will waive any additional overage charges in the meantime at all locations
 - Attended meeting at Cecil County offices for the Tax Set Off. No changes from prior revenue numbers they had sent us.

- **FY 18-FY 20 Audit**
 - Tim Sawyer, engagement partner for Barbacane, Thornton & Company, came on site to perform internal control testing in addition to reviewing activity in our restricted and assigned funds. He and staff were in-house for two days.

- **FY 2019 Budget**
 - Will be preparing adjustments to Local Impact Budget once auditors finalize this part of the review.

Treasurer's Report
Town of Perryville, Maryland
June 5, 2018

- **Copiers/Printers**

- Arranged with former copier maintenance and leasing companies for full release of all copiers that were in prior agreement. Notified all departments of their availability. Will be putting remaining copiers on Municibid.

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.

April, 2018 Statistics:

- 234 purchase orders were processed totaling \$359,015.83
- 115 accounts payable checks were processed totaling \$287,594.14
- 4 A/R invoices totaling \$181,365.68.
- In April 2018, we received **\$135,190.06** for March, 2018. Life to date (Sep-10 to Mar-18) slot revenue received **\$10,805,907.68**
Received for Fiscal Year 2018 to date- **\$1,114,671.55.**

Planning & Zoning Department

May Staff Report – June 5, 2018 Town Meeting

Development/Projects:

- **Royal Farms Store #267 1825 Perryville Road:** store is now open; waiting for as-built plans.
- **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:** in the process of finalizing the Corporate Boundary Survey, finished product expected by middle of June.
- **Lower Ferry Park:** park completed, to order interior baby changing table; researching sign options.
- **Woodlands:** Doug Hill has expressed his interest to develop a portion of property; researching prospects.
- **Former Perryville Outlet property:** proposed concept plan supported summer 2017; meeting scheduled for discussion of preliminary plan.
- **Chesapeake Overlook property:** Gary Stewart is actively working with the brokerage community to 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.
- **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.

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								
<i>Violation Letters</i>	37	17	16	14	35								
<i>Citations</i>	9	5	4	4	7								
<i>Rental Licenses Issued</i>	87	13	3	2	4								
<i>Other</i>	<ul style="list-style-type: none"> • 31 River Rd went to foreclosure, working with bank to have property cleaned up and boats removed • Exxon sign by water tower by 95 has been replaced • Old auto sales signs removed off the old colonial motors building 												

Code Enforcement Training:

- 5/4- Attended the CEZOA meeting in New Carrollton

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

Planning Commission: Meeting held 5/21, reviewed and approved the Preliminary Plat for Richmond Hills-Charles Street reconfiguration of lots. Also, two members needed.

Board of Appeals: No hearing held in April.

P&Z Meetings/Events:

- 5/3 Community Assistance Contact (CAC) meeting with Kevin Wagner, Community Assistance Program Manager,
- State NFIP Coordinating Office to review Town's participation in the National Flood Insurance Program (NFIP).
- 5/4 attended Grant Information Session by Rural Maryland Council at the Cecil County Administrative Building to learn about their grant programs for FY19.
- Contract has been signed to purchase the former Muller-Thyme building, settlement to occur in 45 days.
- 5/17 met with Steven Connell, MV Summer Breeze, 1st year in Havre de Grace boat docked at Hutchins Park to provide ferry service, river tours on the Susquehanna River; discussed creating connections with other municipalities, possibilities for utilizing the Perryville boat ramp.
- 5/20 volunteer participation (Billy, Shirley, Dianna) with the casino during the Music Fest.

Other:

- Rodgers tavern front porch complete, all exterior doors repainted as well.
- Working on revisions to codes.

Zoning Certificates: 17 certificates approved; 3 are for roof mounted solar panels.

Grants:

- Continue to process Revitalization, Façade and 501C grant reimbursements and work with awardees.
- Business development grant open to the public- one application reviewed and recommended to Mayor and Commissioners
- 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:

- Dianna attended MEDA (Maryland Economic Development Association) Annual Conference in Cambridge.
- Met with Steve Lull from the Boy Scouts to help with the Community Campout event.
- Chamber meeting on 5/23, networking, developing new relationships.
- Meeting with Tom Hogate from the VA outreach program.
- 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.
- Met with Susan Sheppard from (DHCD) on 5/18 to discuss ways they can help revitalize our downtown area.
- 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.
- Spoke with Sarah Colenda about the vacant space we have at the concession stand at the boat ramp for hopes to attract a user of the space.
- Ribbon cutting ceremony for 4 Ten Vapors on 5/23
- **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. Preparing RFP documents to the pre-qualified builders from the RFQ process.
 - 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.
 - 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
 - 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.

TOWN OF PERRYVILLE
2018-2020 Strategic Plan – Monthly Report of Activities

Goal 1: Increase Business

Activities:

Town Engineer –
Royal Farms – 100%
Sprint and AT&T cell phone towers – 5%

Goal 2: Increase Residential Development

Activities:

Town Engineer –
A few houses are proposed along Cedar Corner Road – 10%
Houses may be proposed along Cecil Avenue – 5%

Goal 3: Invest in Town Infrastructure

Activities:

Town Engineer –
Town Hall Phase II (Little League) – 20%
Otsego Street – 15%
Station 16 – 10%
MD 222 Sidewalk Construction – 15%

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

Activities:

Town Engineer –
MS4 public education and outreach requirements – 0%

Goal 5: Maintain and Enhance Public Safety

Activities:

Goal 6: Maintain a Strong Human and Financial Infrastructure

Activities:



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 MAY 2018

CURRENT PROJECT(s)

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

Waiting on order from the Alpha Card Company to get everyone in town an ID card.

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:

Attended the luncheon for past Mayor, Eberhardt at town hall.

Officers attended the "Wheels Day" at the Perryville Elementary School.

Attended the monthly meeting at Town Hall.

Attended the River Run Meeting in Harford County about the ½ marathon coming into Perryville.

Attended the Perryville Elementary School Career Day.

Cpl. Nitz and myself met 20 Boy Scouts at the police station and gave them a tour.

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

Attended the healthy lunch at town hall.

Kim Severson attended the Tobacco Task Force Meeting.

Attended the Leadership meeting at town hall.

Assigned an officer to the Girls on the Run at the park the big town park.

Provided police protection to those who attended the concert at the Casino.

Took 15 cub scouts on a tour of the new police building.

Attended the Perryville Elementary School Fun Day.

Perryville Police assisted with traffic for Harold Riel Sr's funeral.

Perryville Police Department Monthly Police Report
May, 2018

	March	April	May	Year to Date 2018		
ROBBERY	0	0	1	1		
ASSAULT	1	3	4	16		
BURGLARY	0	0	0	0		
THEFT	3	3	2	21		
Auto Theft	0	0	0	0		
CDS	2	5	7	16		
DISORDERLY	0	0	0	0		
MDOP	1	0	0	4		
ADULT ARREST	15	21	15	78		
JUVENILE ARREST	2	6	0	10		
Referrals to Outreach	0	0	0	0		
CITATIONS	30	20	50	186		
WARNINGS	44	109	156	461		
SEROS	11	32	48	130		
ACCIDENTS	5	2	4	20		
52 (Investigated)	1	0	1	7		
89 (no Investigation)	4	2	3	13		

Perryville Police Department

Outreach Program

Town Report

May 2018

Overall Monthly Attendance: 325 as of 5/25

Number of New Referrals: 1

Number of New Members: 5

Announcements

This Month we celebrated a lot of great people in our lives. We made teacher appreciation gifts for our teachers and mad Mothers day gifts for the important women in our lives. There was another food distribution a Perryville Middle school and they graciously gave us all their left over's so that we could continue to feed and serve the community. We accepted donation of snacks from Ray of hope and were able to give back to them in the form of clothing items and some fresh food from the food pantry. We made homeless kits for those of our community who are less fortunate. We gave them to Meeting Ground so that they could distribute them. We spoke to IKEA renovations will begin the week of June 11th and will take about two weeks for completion. As part of our promise to help build healthier kids we have a=started a walking group each afternoon. You will see members of our program walking around town in an effort to make ourselves healthier. We have also started to use a new AP called Charity Miles. This AP allows our members to pick a particular charity and walk for them. Every time we walk it helps raise money for that charity through the AP. Life Skills this month focused on Aggression Vs Assertiveness and how we can know the difference and work though each in our relationships. We also made stained glass coasters as an art enrichment activity this month. Our members have been given community service hours to be completed this summer. If a child completes his or her minimum amount of community service hours. He/She will be invited to go on one of three field trips we have planned for this summer. Those that complete more have the opportunity to possibly get some extra rewards along the way! 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 - May 2018

PUBLIC WORKS:

Projects/Other Events:

- Employees have been reading and replacing meters as needed.
- Installed a base for a manual crane at the Water Treatment Plant.
- Employees spent 2 days with representative from Core & Main determining the replacement of large meters to increase meter reading accuracy.

Paving/Sidewalk Repairs:

- Contractor began making repairs to the Town Hall rear ADA entrance ramp.

Water/Sewer/Stormwater:

- An order to purchase a "Muffin Monster" grinder has been placed. The grinder is to be installed at the Front Street lift station to prevent solids from entering the wet well. Expected delivery date is June 12.
- Door hangers continue to be placed on residences that have water meters located within the homes and need to be repaired/replaced. Appointments are being scheduled to address the issues as those residents respond.

Training:

- DPW Superintendent attended training needed to renew superintendent certification.
- Assistant Superintendent attended the MRWA Convention and received training towards the renewal of Collection and Distribution Licensing.
- Employees attended a valve insertion demonstration in Aberdeen.

Town Events:

- Staff hung a banner across Aiken Avenue to advertise for the Farmer's Market.

Weather Related Events:

- Employees cleaned storm drains and removed a downed tree on Sumpter Drive during a rainy weather event.

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 built new surroundings for the restrooms near the Community Park Pavilions.
-

Paving/Sidewalk Repairs:

- A section of roadway near the Kayak launch was patched and then overlaid.

Maintenance:

- Employees began spreading mulch around trees at the Community Park.
- Staff repaired the fishing pier at the Community Park that had boards damaged during a high water event.
- 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.
- The bubbler system that prevents freezing around Lower Ferry Pier was removed for the warmer seasons.

Training:

- N/A.

Rodgers Tavern/Lower Ferry Pier:

- Park staff painted the newly repaired front porch at Rodgers Tavern.
- The exterior doors and surrounding trim have been painted at Rodgers Tavern.

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

May, 2018

Wastewater:

Plant Influent Monthly Flow:	35.67 Million Gallons
Plant Effluent Monthly Flow:	28.15 Million Gallons
Veterans Center Monthly Flow:	7.26 Million Gallons

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

Activities:

1. Completed a new round of biomonitoring and toxicity testing during April and May, 2018, sent results to MDE
2. Received one bid to clean out reed beds. Bid rejected due to cost.
3. G. Smith received new superintendents license from MDE
4. S. Patchell will sit for MDE class 4 water certification exam on May 24, 2018
5. Awaiting MDE approval of completed engineering contract agreement to perform PER for denite filter study
6. Install two new 2" chemical feed lines to the SBR's to replace existing 3/4" lines that were clogging on a frequent basis
7. Completed the spring season plant repair & cleanup work list
8. Safety committee approved ordering a washer and dryer for the plant
9. G.Smith taught an MCET wastewater course and received 1.5 times the course credit for his certification renewal
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
May, 2018
Page 2

Water:

Plant Raw Water Monthly Flow:	11.0 Million Gallons
Plant Finished Water Flow:	10.7 Million Gallons
Plant Backwash Water:	1.1 Million Gallons

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

Activities:

1. Enrolled T. Cregar and J. Morton in annual AWWA short course and to sit for the MDE class 4 water certification exam
2. C. Burns is working on Sac course Water I
3. L. Frazier, J. Cregar and P. Meekins attended the annual MRWA conference
4. Installed new raw water flow meter
5. Completed required quarterly sampling for TTHM's and HAA5
6. Received new check valves for the high lift distribution pumps
7. Staff is working on completing spring season plant repair & cleanup work list
8. Rebuilt chorine membrane backwash pump
9. Repaired broken chlorine line to the clean in place water tank
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